# Table of Contents

WELCOME TO THE AVON COMMUNITY SCHOOL CORPORATION .............................................. 1  
ANTI DISCRIMINATION AND HUMAN DIGNITY STATEMENT .............................................. 1  
“AT WILL” EMPLOYMENT STATUS ......................................................................................... 2  
EMPLOYMENT POLICIES AND EMPLOYEE RELATIONS PHILOSOPHY ..................................... 2  
EQUAL OPPORTUNITY POLICY ............................................................................................. 2  
SNOW DAYS / DELAYED DAYS / E-LEARNING DAYS ........................................................... 3  
BACKGROUND SCREENING ................................................................................................... 4  
MANDATORY REPORTING OF ARRESTS/CONVICTIONS ..................................................... 5  
INTRODUCTORY PERIOD ..................................................................................................... 5  
PROMOTIONS AND TRANSFERS ............................................................................................ 5  
WORKING CONDITIONS ........................................................................................................ 5  
ANTI-HARASSMENT .............................................................................................................. 6  
SEXUAL HARASSMENT ......................................................................................................... 7  
DISABILITY HARASSMENT .................................................................................................... 7  
EMPLOYEE COMMUNICATIONS ............................................................................................. 7  
COMMUNICATION WITH STUDENTS, PARENTS, AND COMMUNITY MEMBERS ................ 8  
CORPORATION PROVIDED TECHNOLOGY .......................................................................... 9  
STAFF DRESS AND GROOMING .......................................................................................... 9  
EVALUATION / PAY POLICY ................................................................................................. 10  
PAY PERIOD .......................................................................................................................... 10  
TIME RECORDS .................................................................................................................... 10  
OVERTIME ............................................................................................................................. 10  
BENEFIT PROGRAMS ............................................................................................................ 11  
SICK DAYS ............................................................................................................................. 11  
PERSONAL DAYS .................................................................................................................. 11  
BEREAVEMENT ...................................................................................................................... 12  
HOLIDAYS .............................................................................................................................. 12  
WITHOUT PAY DAYS .......................................................................................................... 13  
PUBLIC EMPLOYEE RETIREMENT FUND (PERF) .............................................................. 13  
403b RETIREMENT FUND ....................................................................................................... 14  
FMLA ........................................................................................................................................ 14  
PERSONAL LEAVES OF ABSENCE ...................................................................................... 14  
MILITARY LEAVE .................................................................................................................. 15  
UNEMPLOYMENT INSURANCE ............................................................................................... 16
DISCIPLINARY PROCEDURE AND WORK RULES ................................................................. 16
DCS MANDATORY REPORTING OF CHILD ABUSE/NEGLECT ............................................. 19
DRUG AND ALCOHOL-FREE WORKPLACE ............................................................................ 19
USE OF TOBACCO ON CORPORATION GROUNDS ............................................................. 20
WEAPONS AND WORKPLACE VIOLENCE ............................................................................. 20
ANTI-BULLYING ..................................................................................................................... 21
SEPARATION OF SERVICE ..................................................................................................... 22
JOB ABANDONMENT .............................................................................................................. 22
Welcome to Avon Community School Corporation (also referred to herein as “ACSC,” the “Corporation” or the “School Corporation”). We believe that Avon Community School Corporation is one of the finest learning communities in Indiana. As a member of ACSC, employees help set and achieve high expectations for all students, parents, and other employees. It is our collective efforts that lead to student achievement and accolades for our corporation. We are confident everyone’s continued dedication to excellence allows us to continue to be leaders in public school education.

We believe in our employees. Therefore, we strive to provide the best working conditions. The Corporation utilizes a Human Dignity policy that stresses courteous and efficient service to everyone involved in the Corporation. Each and every day, we expect employees to be an example of exemplary adult behavior for students, parents, colleagues, and community members, while projecting a genuine care and concern for all students. By doing the right thing, and treating people right, we all will find our work personally and professionally rewarding.

ANTI DISCRIMINATION AND HUMAN DIGNITY STATEMENT

The Avon Community School Corporation is a diverse school community comprised of individuals with unique backgrounds. We celebrate our growing diversity as an asset and a source of pride. This diversity underscores the importance of sensitivity to the backgrounds of all individuals. As a part of ASCS Board of Trustees Strategic Plan, we all are responsible for establishing a climate and culture that embraces all children, families, employees and citizens of the Avon Community.

We believe that an effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Corporation expects all professional staff members to maintain high standards in their working relationships.

Therefore, all staff members in the performance of their professional duties will recognize basic dignities of all individuals with whom they interact. In addition, staff members will exercise due care to protect the mental and physical safety of students, colleagues, and subordinates. Staff members are responsible for keeping in confidence all student and colleague related information unless such information needs to be shared in the discharge of their professional responsibilities.

Avon Community School Corporation does not discriminate on the basis of race, religion, color, sex, national origin, age, disability, sexual orientation, genetic information, or veteran status in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.

The Avon Community School Corporation also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.
"AT WILL" EMPLOYMENT STATUS

The employee understands his/her employment with Avon Community School Corporation is at-will, which means that either party may terminate the employment relationship at any time for any reason, with or without cause and with or without notice. Any variation, limitation or modification of this at-will employment relationship, must be set forth in a written agreement and signed by both the Corporation and employee and an authorized representative of Avon Community School Corporation. This handbook does not vary, limit or modify the parties’ at-will employment relationship and shall not be construed to create any enforceable contract rights. In the event there is any confusion as to the provisions of this handbook, the employee agrees to seek clarification (in writing) of these policies and procedures from an immediate supervisor and/or the Director of Human Resources.

EMPLOYMENT POLICIES AND EMPLOYEE RELATIONS PHILOSOPHY

Many factors are considered when new employees are selected by Avon Community School Corporation. One of the primary considerations is the ability of persons to collaborate with co-workers and be an example of exemplary adult behavior, while projecting care and concern for all students. Other considerations, such as the applicant’s prior employment record, skill, experience, intelligence, honesty and dependability, are taken into account. Each employee has been asked to fill out an employment application. When this form was completed, it furnished Avon Community School Corporation with certain information regarding personal and business qualifications, which have helped us to select the right employee for employment. Work references were carefully checked by Avon Community School Corporation.

We consider our work environment at ACSC to be one of the finest in Indiana. The work environment includes both the working conditions and personal relationships between Avon School Corporation and the employee acting together as a team. It is very important that every employee be treated as an individual and an important participant in the operation of our Corporation. We strongly believe that individual consideration in employee/Corporation relations provides the best climate for each employee’s maximum development, for the teamwork between the employee and the Corporation, and for the attainment of common goals of both the employee and the Corporation.

It is our policy to provide employees with the best possible working conditions and to pay wages and compensation that compare favorably with other school districts, provide good benefits, and consider and treat each employee with personal and individual respect. By utilizing this philosophy, we feel Avon Community School Corporation and our employees can grow together and our relationship will be a mutually beneficial one.

EQUAL OPPORTUNITY POLICY

Avon School Corporation does not discriminate on the basis of race, color, creed, national origin, sex (including sexual orientation, and transgender identity), disability, age, religion, military status, ancestry, genetic information, or any other legally protected category in its employment practices.
The Superintendent has appointed the Director of Human Resources, as the compliance officer who is responsible for coordinating the Corporation’s efforts to comply with applicable Federal, State, and Local laws and regulations, including the Corporation’s duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal opportunity. The Compliance Officer shall also verify that all employment notices and postings are made available to employees and the general public as required by applicable law.

**SNOW DAYS / DELAYED DAYS / E-LEARNING DAYS**

The Superintendent authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

The Superintendent may close the Schools, delay the opening of the Schools, or dismiss the Schools early when such alteration in the regular session is required for the protection of the health and safety of students and staff members.

**SCHOOL CLOSINGS:**
When Avon Community Schools are closed, only essential employees, as directed by their immediate supervisor will report to work. These employees may include maintenance, grounds, transportation, administrative secretaries and custodial employees. Administration Office personnel will follow the directive of their immediate supervisor. All other support staff employees are not to report to work.

**E-LEARNING DAYS:**
Review chart below for summary of E-learning policy. The chart below is for **weather-related** E-learning days. The scheduled e-learning day in November is a regular working day.

<table>
<thead>
<tr>
<th>Position</th>
<th>Report to work</th>
<th>Make-Up Option</th>
<th>Make-Up When</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretaries/Treasurers</td>
<td>Yes, at Principal/ Supervisor discretion. *Absence requires qualifying leave day (vacation if applicable, personal, or without pay).</td>
<td>No</td>
<td>N/A</td>
<td>Snow Emergency declared by Hendricks County. All offices closed – employees may make-up this day at the discretion of their supervisor</td>
</tr>
<tr>
<td>Custodians</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Clerical</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance/Grounds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus Mechanics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus Drivers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Instructional Assistants</td>
<td>No</td>
<td>Yes, make up hours at</td>
<td>During designated</td>
<td></td>
</tr>
</tbody>
</table>
Food Service Managers  
Bus Monitors  
Door Monitors  

<table>
<thead>
<tr>
<th></th>
<th>(no leave day required in Skyward)</th>
<th>supervisor’s discretion and may not exceed hours missed on e-learning day. Supervisor or designee must keep records.</th>
<th>non-student days. Use for PD or to assist with other assigned tasks approved by supervisor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Service Workers</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Substitutes</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

* Support staff with a previously approved sick day may use that day on an E-Learning Day.

**DELAYED SCHOOL OPENING:**
When Avon Community Schools have a delayed start, support staff employees essential for building and ground maintenance, communication, and safety will report to work at the regular time unless re-directed by the Superintendent or their immediate supervisor. Reasonable caution should be taken for travel to work; safety should not be at risk. Those who believe it to be too dangerous to venture out must call their immediate supervisor. Such personnel may request to use a personal or vacation day if approved by their immediate supervisor. All other employees will report at the assigned delayed start times as directed by the Superintendent or immediate supervisor. Support staff employees will be paid for their actual hours worked. If the school is delayed, local media will be notified.

To respect the safety of our employees during weather-related and emergency school closing days, the Superintendent will make the decision regarding employee work schedules. When the Superintendent determines that conditions are such that reporting to work creates a safety risk, all Avon Community School buildings and offices will be closed and only employees designated by the Superintendent as essential to maintain and/or attain safe district operations shall be asked to report to work.

**BACKGROUND SCREENING**

Per School Board Policy 4121: to protect students and staff members, the Corporation requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the Corporation's support staff. The Corporation requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant’s employment by the Corporation.

The Corporation requires that an expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant’s employment by the Corporation. An expanded child protection index check shall include inquiries to each state in which information necessary to complete the expanded child protection index check is available.

The Corporation requires that an expanded criminal history check be conducted for each Corporation employee every five (5) years.

Each applicant shall be responsible for the cost of his/her background check. The Corporation shall pay the costs associated with conducting the expanded criminal history check for all employees.
Should an employee be re-hired for employment by the corporation a new background check will be required if the period of separation exceeds 60 days.

**MANDATORY REPORTING OF ARRESTS/CONVICTIONS**

Per School Board Policy 4121: During the course of his/her employment with the Corporation, each support staff employee shall be required to report to the Superintendent any of the following (within two (2) days of the occurrence): the arrest or the filing of criminal charges against the employee; conviction of the employee for a crime; and substantiated report of child abuse or neglect. The Superintendent shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee who was convicted or the subject of a substantiated report of child abuse or neglect.

During the course of his/her employment with the Corporation, each support employee shall be required to report his/her 1) arrest, 2) filing of criminal charges, or 3) conviction of criminal charges to the Superintendent within two (2) business days of the occurrence.

**INTRODUCTORY PERIOD**

All new Support Staff will be placed on a sixty (60) calendar day introductory period. Summer break does not count towards this intro period for non-year round employees. During this time, the Corporation will give careful consideration to employees’ work and attitude, work ability, work progress and future value to the Corporation. If the Corporation feels the employment relationship is not going to work employment may be terminated, without notice, and for any cause the Corporation deems to be sufficient. Employees also have the opportunity during this time to consider whether the type of job is right for him/her.

This introductory period runs concurrent to the eligibility period for fringe benefits (sick time, paid holidays, insurance and other annuities). These benefits will not be in effect until after the completion of the sixty (60) day introductory period.

Support staff who separate from the Corporation and return will be required to complete the introductory period again. Medical and Dental benefits from previous periods of employment will only be re-instated immediately upon re-hire if the employee returns to a benefits eligible position within 30 days of the original date of separation. All voluntary coverages and paid time off benefits are not eligible for re-instatement. The returning employee may elect voluntary benefits again at the next qualifying enrollment period.

**PROMOTIONS AND TRANSFERS**

Consistent with good business practices and the needs of the Corporation, we will look first to fill promotions and transfers from within the Corporation. Upon learning of any job vacancy, any employee who wishes to apply for a position should apply online via the Corporation website.

**WORKING CONDITIONS**

The Corporation will attempt to maintain the best possible working conditions. In this regard, we wish to keep a clean, safe facility; in short, a facility employees will enjoy. If any condition exists that is perceived
to be unsafe, unsightly, or under par, please notify a supervisor immediately. If the condition continues to exist, please contact the Department Director or Human Resources Department.

We are proud of the safe working conditions we provide for our employees. Always follow all common sense and posted instructions regarding workplace safety and fire regulations in order to do your part in preventing injury or harm to yourself and others. Employees are responsible for following all safety rules and for using safety equipment furnished by the Corporation.

Suggestions for safety, as well as suggestions for the improvement of any other phase of our operations, are encouraged at all times. It is the Corporation’s intention that everyone follows good safety practices, including OSHA and other regulations. Failure to comply with safe working practices may result in disciplinary action up to and including termination.

All accidents involving staff whether or not they involve a work-related injury, must be reported and documented on our approved Incident Reporting forms and provided to the Assistant Benefits Coordinator within 24 hours.

**ANTI-HARASSMENT**

Per Board Policy 1662 it is the policy of the Corporation to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all of the Corporation’s operations, programs, and activities. All students, administrators, teachers, staff, and all other personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on Corporation property, or at another location, if such conduct occurs during an activity sponsored by the Corporation.

The Corporation will vigorously enforce its prohibition against harassment based on sex, gender identity, sexual orientation, race, color, national origin, creed/religion, disability status, veteran status, genetic information, or any other statuses that are protected by Federal, State, and Local laws (hereinafter referred to as unlawful harassment) and encourages those within the School Corporation Community, as well as third parties, who feel aggrieved to report any incident of alleged harassment that the employee observes or is reported to the employee. The Corporation will investigate all allegations of harassment, and in those cases where unlawful harassment is substantiated, the Corporation will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to disciplinary action up to and including termination. Corporation employees who fail to report any incident of alleged harassment that the employee observes or which is reported to the employee may also be subject to appropriate disciplinary action, up to and including termination of employment.

For purposes of this policy, “School Corporation Community” means students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Corporation.

For purposes of this policy, “third parties”, include, but are not limited to, guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Corporation, and other individuals who come in contact with members of the School Corporation Community at Corporation-related events/activities (whether on or off Corporation property).
SEXUAL HARASSMENT

Per Board Policy 4362, it is the Corporation’s policy to prohibit harassment of any employee by any supervisor, employee, client, or vendor on the basis of sex, gender, or sexual orientation. The purpose of these guidelines is to ensure that all Corporation employees are provided with a workplace free from sexual harassment. Although it is not possible to define every instance of conduct that could constitute sexual harassment, examples of prohibited behavior include: unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic materials, sending sexually explicit emails/text messages/and or other verbal or physical conduct of a sexual nature, such as uninvited touching or sexually related comments. Depending on the circumstances, improper conduct can also include jokes that include sexual or sexualized content, vulgar or offensive conversations, commenting about an employee’s physical appearance, conversation about your own or someone else’s sex life, or teasing or other conduct directed toward a person on account of their gender or sexual orientation that is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel you have been subjected to conduct that violates these guidelines, you should immediately report the matter to an supervisor, Department Director, Director of Human Resources or other Corporation official.

DISABILITY HARASSMENT

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability status and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment also may include but is not limited to conduct directed at or pertaining to a person's genetic information.

- For additional information See Board Policies 3362, 4362, 5517 – Anti-Harassment

EMPLOYEE COMMUNICATIONS

We want all employees to be happy and satisfied with his/her job. For this purpose, we emphasize two-way communication between the Corporation and our employees. We realize that from time to time it is only normal that situations may arise where an employee has a question or complaint about some aspect of his/her employment. Because questions can only be answered and complaints can only be rectified when there is communication between the Corporation and its employees, the Corporation has established an open door policy with respect to the availability of supervisors, principals, administrators, and the Human Resources Department. This is extremely important in order for us to maintain good channels of communications between the Corporation and employee.

INTERNAL COMPLAINTS’ PROCEDURE

Avon Community School Corporation aims to provide an efficient, helpful and courteous environment to all staff. If a support staff employee has a complaint or appeal, he/she should notify the appropriate person according to the following progression: immediate supervisor, Department Director, Director of Human
We want employees to feel free to present their views and we pledge that no employee will be adversely treated for presenting their view of a problem to the Corporation. All matters of this sort will be settled promptly.

**COMMUNICATION WITH STUDENTS, PARENTS, AND COMMUNITY MEMBERS**

The Corporation’s record of success has been greatly influenced by our employees’ appreciation of their responsibility to our students, parents, and the community. Our continued success will depend to a large degree on how we will continue to satisfy them. If someone cannot be satisfied with a considerate and courteous discussion, refer the person to an available supervisor. All employees are to maintain a positive relationship with students, staff, parents, and community members. Be an example of exemplary adult behavior to our students, parents, and taxpayers of our community, while projecting care and concern for all students.

**CONFIDENTIALITY**

Support Staff have an obligation to protect the confidentiality, privacy, and security of employee, student, personnel, business and other confidential, sensitive electronic or proprietary information (collectively, “Confidential Information”) of the School from any source and in any form (talking, paper, electronic). Confidential Information that employee may see or hear during their job and must protect include the following, non-exhaustive examples:

- **EMPLOYEES or STUDENTS**, such as social security numbers, evaluations, salaries, employment records, disciplinary actions, and any student information;
- **BUSINESS INFORMATION**, such as financial records, research or clinical trial data, reports, contracts, computer programs, technology;
- **THIRD PARTIES**, such as vendor contracts, computer programs, technology;

This obligation includes that Employee shall not take any pictures of employees or students for personal use, nor post Confidential Information on any social media site (including School social media sites) without the appropriate permission consistent with School policy and procedure.

**Follow Policies and Procedures:** Employee agrees to follow all School policies, procedures, and other privacy/security requirements. In addition, Employee agrees to comply with all Federal and State laws and regulations.

**Access and Deletion:** Employee agrees to only access, show, tell, use, release, e-mail, copy, give, sell, review, change or dispose of Confidential Information as needed to complete his or her job. Employee further agrees to only access and use the minimum Confidential Information necessary to complete the required task. If Employee’s job tasks require the Employee to take Confidential Information off School property, Employee agrees to do so only after receiving written permission from his/her supervisor and to return the Confidential Information to School property. Employee agrees to be responsible for ensuring privacy and security of any Confidential Information accessed via a remote connection. School may revoke or limit Employee access to Confidential Information at any time.

**No Expectation of Privacy:** Employee agrees and understands that any Confidential Information sent or received through the School’s e-mail or other School system may be examined by the School. Employee agrees and understands they have no expectation of privacy in any School e-mail account, system, or School provided technology.
Upon Separation: Separation or termination of employment shall not release Employee from the obligations to protect and keep the Confidential Information private. Upon separation or termination, Employee shall not take any Confidential Information.

**CORPORATION PROVIDED TECHNOLOGY**

The Corporation has implemented technology protection measures which block/filter Internet access. The Corporation utilizes software and/or hardware to monitor online activity of staff members, to restrict access to pornographic and other material that is obscene, objectionable, inappropriate and/or harmful to minors. To this end, there is no expectation of privacy in regards to information that is sent or received over any School networks or devices. The Superintendent may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Corporation's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

**STAFF DRESS AND GROOMING**

Appearance is important to each employee and to the Corporation. It affects the opinions of co-workers as well as stakeholders, students, parents, and taxpayers of our community. Moderation and good taste in dress and grooming are desired.

Support Staff should at all times be well dressed and groomed; presenting an image of dignity, and encouraging respect.

The Corporation retains the authority to specify the following dress and grooming guidelines for support staff. All Support Staff shall:

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

The Corporation will provide a reasonable accommodation from dress requirements on account of an employee’s culture, religion, or disability status, unless such reasonable accommodation imposes an undue hardship to the Corporation. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Employees should refer to their department managers for additional dress code requirements related to their employee group.
EVALUATION / PAY POLICY

The Corporation endeavors to maintain competitive pay and benefit programs for each of our different job classifications. Employees will be informed of the rate of pay and method of compensation when first employed. Pay rates and policies are reviewed regularly to ensure employees are paid fairly and pay rates are competitive with neighboring districts and league schools.

Per Board Policy 4220 each support staff member shall be given a written evaluation of their performance of the essential functions of their position at least each school year. A one-on-one meeting will occur to discuss the evaluation and the evaluation will be placed in the employee’s personnel file. Individual pay increases are determined by competitive wage rates in the area, availability of funding for that purpose and the merits of each particular employee with paramount consideration of the evaluation given to job abilities, performance, job attitude, attendance, work habits, and length of service with the Corporation.

PAY PERIOD

Full Year Support Staff will be paid bi-weekly, unless otherwise dictated by the school calendar. There are a maximum of 26 pays in a calendar year. Employees who do not work year round will receive pay for time worked over a two (2) week period, rather than receiving twenty-six (26) equal payments. If a payday falls on a holiday, check the payroll and benefit deduction schedule for the actual pay day. All employee paychecks will be by direct deposit. The ability to accept pay by direct deposit is a requirement. Please contact the payroll department with any questions.

TIME RECORDS

The Corporation is required by federal and state laws to maintain an accurate record of all hours worked for each non-exempt employee during a particular work week. The actual start and ending of the work week in the pay period may vary from position to position. The immediate supervisor will inform each employee of their time schedule and discuss any changes prior to them going into effect. In order to comply with the law, it is mandatory that each employee accurately complete a time record. All time records must be verified and submitted by the employee at the end of the work week. It is a violation of Corporation policy for anyone other than the employee to clock in or out, or submit a record of time worked for pay on that employee’s behalf. Support Staff should arrive not more than five minutes before regularly scheduled starting time, and not stay more than five minutes after their regularly scheduled end time, unless authorized by their immediate supervisor.

OVERTIME

It is the intention of the Corporation to compensate support staff members at overtime rates in accordance with the law for any hours worked over forty (40) in their scheduled work week. These hours must be approved by a supervisor prior to being incurred. Overtime will be paid on the basis of hours actually worked. Paid time off is not used to calculate hours worked for the purposes of overtime.

Compensatory time replaces hours which are worked by year round, full time employees to compensate for or replace regularly scheduled hours of work which have been missed with prior approval, or hours of regularly scheduled work from which the employee is excused to compensate for or replace overtime hours for which the employee previously worked, but was not paid. Compensatory time must be approved by the assistant superintendent for business and operations or his/her designee.
BENEFIT PROGRAMS

The Corporation maintains extremely competitive employment benefit programs consistent with other benefit programs in the area. Below is a general overview of employee paid time off and benefits package that may be available to you depending on eligibility. This information is not to be considered legal plan descriptions, a contract to provide benefits, or exhaustive of all plan details. Read the detailed information provided by the Benefits Coordinator and on the Corporation website to understand the extent of coverage and exclusions under each individual plan (if applicable).

<table>
<thead>
<tr>
<th></th>
<th>Full Year Employee</th>
<th>School Year Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Personal</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

SICK DAYS
Support Staff employees shall be granted sick days every July 1 as noted on the chart above for use in the event of their own illness, injury, incapacitation or that of a family member. Sick days will be pro-rated based on hire date. The family shall be construed in this instance to mean parents, children, or other family member living in the employee’s home. These days will be subtracted from the employee’s accumulated sick leave days.

Sick days are not to be construed as leave entitlement. They are for covering pay on days missed for qualifying reasons as noted above (personal illness, injury, incapacitation or that of a family member).

Documentation will be requested after an absence of more than three consecutive work days, on occasion of an overnight hospital stay, or other qualifying pattern of related absences.

Unused sick days may accumulate up to a maximum of 150 days.

PERSONAL DAYS
Support staff shall be granted personal day(s) days every July 1 as noted on the chart above to be used annually as personal leave. Personal leave may be taken in full day or half-day increments with supervisor approval. Unused personal days will not accumulate but rather roll over to employee’s accumulated sick days if not used prior to new allotment of sick/personal days. Generally, no personal leave will be approved prior to or following a holiday or vacation.

VACATION
Support Staff employees who work twelve (12) months will receive ten (10) vacation days beginning July 1 and ending the following June 30. Vacation days will be prorated for any individuals who are hired to work less than a full school year their first year. After five years, employees will earn one vacation day for every year worked up to a maximum of 20 days after 15 years worked. Vacation for any school calendar year should be taken during the school calendar year; however, with prior approval of supervisor up to three days of unused vacation may be carried forward into the next year. These days must be used by the third Monday of July. The days not used within this time frame are then forfeited.
<table>
<thead>
<tr>
<th>Years Worked</th>
<th>Vacation Awarded</th>
<th>Years Worked</th>
<th>Vacation Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>10</td>
<td>11</td>
<td>16</td>
</tr>
<tr>
<td>6</td>
<td>11</td>
<td>12</td>
<td>17</td>
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<td>14</td>
<td>19</td>
</tr>
<tr>
<td>9</td>
<td>14</td>
<td>15+</td>
<td>20</td>
</tr>
<tr>
<td>10</td>
<td>15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BEREAVEMENT**

Within ten (10) consecutive days beyond the date of death of a relative, a support staff employee shall be entitled to be absent no more than the number of days as follows:

a. Five (5) consecutive work days, exclusive of paid holidays, will be granted for the death of a husband, wife, son, daughter, father, mother, brother, sister, or any relative living in the household. For the purposes of clarification, this also includes any relative who is a step- or half- of any of the stated relationships.

b. Three (3) consecutive work days, exclusive of paid holidays, for the death of a grandchild, father-in-law, and mother-in-law.

c. Two (2) consecutive work days, exclusive of paid holidays, for grandfather, grandmother, nephew, niece, uncle, aunt, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and grandparents-in-law.

In the case of a delayed funeral or memorial service that is scheduled outside the ten (10) consecutive calendar days, up to three days of bereavement may be delayed to attend the funeral or memorial service.

**HOLIDAYS**

All full year employees are eligible for the paid holidays listed below. Aides, food service personnel, bus drivers, temporary employees, and substitute employees will observe these holidays, but will not be compensated.

1. New Year’s Day
2. Good Friday* (only when school is not in session)
3. Independence Day*
4. Labor Day
5. Memorial Day*
6. Thanksgiving Day
7. Friday after Thanksgiving Day
8. Christmas Eve*
9. Christmas Day
10. One (1) additional day at Christmas time to be determined by the Superintendent*
11. New Year’s Eve Day*

*, School year employees, excluding those listed above, shall observe the paid holidays that occur between the beginning and ending dates of employment (School year employees are not eligible for paid
holidays on Good Friday, Christmas Eve Day, New Year’s Eve Day, and the one additional day at Christmas time).

In order to be paid for these approved holidays, support staff must work the day before and the day after the holiday, or be on an approved, paid absence on either or both of those days. The Superintendent may require the support staff member to work on a holiday, when, in his/her opinion, failure to do so would impair public safety.

### ACSC Support Staff Schedules

#### Paid Time Off Calculations

<table>
<thead>
<tr>
<th>Description</th>
<th>Positions – Weekly Hours</th>
<th>Full Day paid time off (Hours)</th>
<th>½ Day paid Time off (Hours/Mins.)</th>
<th>¼ Day paid time off (Hours/Mins.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 hours/day</td>
<td>40</td>
<td>8</td>
<td>4.00</td>
<td>2.00</td>
</tr>
<tr>
<td>7 hours/day</td>
<td>35</td>
<td>7</td>
<td>3.50</td>
<td>1.75</td>
</tr>
<tr>
<td>6 hours/day</td>
<td>30</td>
<td>6</td>
<td>3.00</td>
<td>1.50</td>
</tr>
<tr>
<td>5 hours/day</td>
<td>25 to 29</td>
<td>5</td>
<td>2.50</td>
<td>1.25</td>
</tr>
<tr>
<td>4 hours/day</td>
<td>20 to 24</td>
<td>4</td>
<td>2.00</td>
<td>1.00</td>
</tr>
<tr>
<td>3 hours/day</td>
<td>15 to 19</td>
<td>3</td>
<td>1.50</td>
<td>0.75</td>
</tr>
</tbody>
</table>

Paid time off will continue to be based upon ¼, ½ and full days. Paid time off will be based upon a fixed time based upon a support staff member’s weekly hours.

### JURY DUTY

A support staff employee serving on a jury will be paid the difference between their regular pay on a per diem basis and the per diem pay received as a juror. Evidence from the court bailiff as to the amount of jury pay received must be submitted to payroll by the Monday prior to the next regularly occurring Corporation pay day.

### WITHOUT PAY DAYS

Full Year support staff may request up to five (5) unpaid days during Fall Break and five (5) unpaid days during Spring Break without those days affecting their performance review with their supervisor’s approval. These days may only be used as whole days. Partial days may be taken without pay for this purpose, however, each will count as a full day towards the total allotment.

Days without pay **may not** be voluntarily taken in lieu of other paid days off (sick, personal, vacation). Once all available paid time off has been exhausted, employees may be able to take days without pay only with their supervisor’s approval and this may negatively impact employee’s evaluation.

### HEALTH, DENTAL, VISION INSURANCE

Eligible employees who work a minimum of thirty (30) hours a week qualify for **medical** benefits. Benefits begin after the sixty (60) day benefit waiting period, regardless of any extensions the employee’s introductory period. A reduction in weekly hours worked may result in a loss of benefits.
PUBLIC EMPLOYEE RETIREMENT FUND (PERF)
Support Staff Employees who work 28.75 hours per week are required to participate. Those who work between 17.5 and 27.5 hours per week may elect to participate. Those who work 17.25 hours or fewer each week are not eligible to participate.

403b RETIREMENT FUND
Any support staff employee working 20 hours or more per week is eligible to participate in a 403b salary deferral plan. Elections can be made or changed on an annual basis. The 403b plan is managed by Coffman Financial at 317-881-6367

FMLA
Our Corporation complies with the Family and Medical Leave Act (FMLA). Pursuant to FMLA, an employee may be entitled to take up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month rolling period for the following reasons:

A-1. the birth of a child and/or the care of a newborn child with in one (1) year of the child’s birth;
B-1 the placement of a child with the staff member by the way of adoption or foster care and/or to care for the child within one (1) year of the child’s arrival;
C-1. the staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition; or
D-1. the staff member’s own serious health condition prevents him/her from performing the functions of their position.

For further details on qualifying events, eligibility requirements, and leave entitlements, see Board Policy 1630.01 and 4430.01 or speak with the York Risk Services, our third party administrator.

PERSONAL LEAVES OF ABSENCE
Any absence greater than 3 consecutive days due to illness requires a medical leave of absence, regardless of whether or not the employee has sick days to use. If you are ineligible for a federal Family and Medical Leave Act (FMLA) leave, the Corporation may grant you a personal leave of absence under certain circumstances. A written request for personal leave should be presented to management at least two (2) weeks prior to the start of the anticipated leave unless there are extenuating circumstances. If the leave requested is for a medical reason, substantiating documentation must be submitted to the Benefits Coordinator. Your request for leave will be considered on the basis of your available paid time off and business impact. To be eligible to request a leave of absence, an employee must have worked longer than his or her sixty (60) day introductory period.

Leaves may be granted for an initial period not to exceed six (6) calendar weeks, however, a personal leave may be extended if, prior to the end of your leave, you submit a written request for an extension to supervisor and human resources and it is approved. During the leave of absence, the employee will not earn paid time off benefits. Days taken on a non-FMLA leave of absence will not count towards a year of service. The employee must check with the Benefits Coordinator to determine on what terms and conditions his/her medical insurance will continue, at 102% premium, (if applicable) during the leave of absence. Premiums for benefits must be paid when due throughout the leave or may be subject to cancellation and continuation of coverage under COBRA at your own expense. You will be required to use any and all available sick, vacation, and personal paid time off benefits while on leave of absence.
When you anticipate your return to work, please notify management and the Benefits Coordinator of your expected return day. This notification should be made at least one (1) week prior to the end of your leave. The Corporation may request doctor’s statements, when appropriate, as a condition of your return to work.

Upon completion of your leave, the Corporation will attempt to return you to your original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by the Corporation will be considered a voluntary resignation of your employment.

Personal leaves of absence will run concurrent with any voluntary Short-Term or Long-Term Disability Leave of Absence. Having these insurances does not entitle an employee to take a leave of absence.

**MILITARY LEAVE**
Employees inducted voluntarily or involuntarily into active military service will be given treatment in accordance with USERRA and any other federal, state, or local laws governing such leave. In the case of reservists attending annual training, employee will be granted a temporary leave of absence with no effect on vacation leave, sick leave, or other normal benefits. The immediate supervisor should be given evidence of the dates of military leave as far in advance as possible. Upon return, the immediate supervisor should be furnished with evidence that the employee has completed the training period.

In the case of active duty for reservists other than annual training, the length of the period of military leave determines the employee’s rights and the Corporation’s obligations. The employee should provide notification to the immediate supervisor as far in advance as possible of their need for such leave, and submit the documentation prior to commencement of the military service to their immediate supervisor and Human Resources.

**WORKERS’ COMPENSATION**
Workers’ Compensation Insurance is required by state law and the Corporation pays both the premiums and the resulting claims. Workers’ Compensation is intended to protect those employees who experience an on-the-job injury or illness related to their employment with the Corporation. 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. Any accident on the job, no matter how small, must be reported immediately to a direct supervisor and Assistant Benefits Coordinator within 24-hours, including all required written documentation. Failure to report an incident within 24 hours may result in disciplinary action, up to and including termination. Supervisors are responsible for making sure all forms are submitted in a timely manner.

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 **may 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.

**UNEMPLOYMENT INSURANCE**

Under certain conditions, state law provides the employee with some compensation during periods of unemployment. The tax is levied on the Corporation to underwrite the total cost of unemployment compensation.

**DISCIPLINARY PROCEDURE AND WORK RULES**

The Avon Community School Corporation is an organization of people. Thus, our Corporation has a responsibility to each employee to establish, promote, and enforce discipline for the protection and welfare of the entire organization. When discipline breaks down, the employee has just as much to lose as the Corporation. That is why we have established what we believe are reasonable rules of conduct for employees on the job and a standard disciplinary procedure for those who do not live up to the rules. These rules have been written for the benefit and protection of all and are not meant to restrict the rights of anyone. Please contact the immediate supervisor, the school principal or the Human Resources Department for an explanation concerning these rules.

The Corporation has adopted the following system of discipline for violation of work rules. This consists of counseling and/or written warnings prior to termination of employment for violations of those rules listed under paragraph “A” below, unless the violations are willful or wanton, in which case employment may be terminated. The written warning is a formal step in the Corporation’s disciplinary action process. Counseling and written warnings should be considered serious, and do become a formal part of the employee’s personnel record. A progressive discipline approach will be taken. Repetition of an offense for which an employee has received prior counseling or written warnings may result in discharge. Employees may be asked to sign written warnings, and will be provided with the opportunity to include their written comments concerning the warnings.

There are additional rules the violation of which may result in immediate discharge without prior warning. See such rules listed under paragraph “B” below. These are extremely serious infractions. If a violation of these rules occurs, the employee will be suspended pending an investigation and review by the Human Resources Department. The Corporation further reserves the right to require employees to submit to a medical examination or testing in accordance with any substance abuse or medical program that may be in effect.

The Corporation’s work rules are not all inclusive, and the Corporation further reserves the right to alter, amend, or add to these rules as conditions may dictate. Employees will be appropriately advised each time a work rule is altered or added.

A. The following rules are considered serious matters which will result in counseling or warning. Employees will be counseled concerning violations of these rules, and written warnings may be issued prior to termination of employment.
1. Wasting time, loitering, or leaving work area during work hours without permission; excessive visiting.
2. Unsatisfactory job performance, including but not limited to, carelessness or inefficient performance of job duties resulting in either poor quality or quantity of work.
3. Creating or contributing to unsafe working conditions. Violation, or disregard of safety rules or practices.
4. Failing to complete all required work, including but not limited to assigned tasks, procedures or paperwork.
5. Engaging in horseplay, running, scuffling, or throwing things.
6. Careless handling of equipment or material.
7. Absenteeism or tardiness.
8. Making false or malicious statements concerning any employee, the Corporation, or its students; using abrasive language.
9. Marking, altering, or removing any matter on bulletin boards.
10. Misconduct of any nature adversely affecting the Corporation’s best interest and reputation.
11. Failing to dress in a reasonably suitable manner, including shoes.
12. Using telephone during work hours to make or receive non-emergency, non-work related telephone calls.
13. Failing to keep work area or district vehicle clean.
14. Being on Corporation property outside of work hours without permission.
15. Abusing or misusing Corporation, student, or employee’s property or equipment. Failing to properly maintain and care for property or equipment. Failing to report malfunctioning equipment.
16. Failing to attend Corporation safety meetings, service meetings, or other required meetings.

B. The following rules are considered to be extremely serious matters. The violation of any of these work rules may result, at the discretion of the Corporation, in disciplinary action up to and including discharge.

1. Violation of the Corporation’s human dignity policy.
2. Violation of the Corporation’s substance abuse policy.
3. Violation of the Corporation’s discrimination and harassment policies.
4. Threatening, coercing, or malicious interfering with fellow employees, students, parents, teachers, or other persons during working hours or on Corporation premises.
5. Gambling in any form on Corporation property.
6. A repetition of conduct for which counseling or written warning have occurred, including but not limited to any conduct covered by any consultation or warning for less serious acts of conduct under the above paragraph “A”.
7. Fraudulent actions toward students, parents, teachers, employees or the Corporation.
8. Attempting to falsify and/or falsifying of Corporation records, employment application, production records, or time records.
9. Insubordination of any kind, including but not limited to, refusal to perform assigned work or to take orders from or follow supervisor; interfering with supervision; refusal to submit to medical or substance examination in accordance with the Corporation’s drug and alcohol policy.
10. Instigating a fight or fighting during working hours or on Corporation premises at any time.
11. Moonlighting that would interfere with job performance.
12. Knowingly clocking in for another employee, or signed in by another or falsifying, in any manner, time, attendance or work records.
13. Leaving building or walking off job during work hours without proper permission. Permission should be obtained from immediate supervisor.

14. Theft, misappropriation, destruction or removal from the building location or premises without proper authorization of any Corporation property, records or equipment or property, records or equipment of another.

15. Intentionally restricting production; encouraging employees to restrict production, or to stay off or to leave work early.

16. Circulating or posting unauthorized literature of any type during work time and in work areas.

17. Disconnecting or rendering inoperative any safety system. Any adjustments to these systems must be made to factory specification or recommendations.

18. Falsification of employment applications, employment documents, or other Corporation records or documents.

19. Inflicting or threatening bodily harm to anyone. Touching a student or employee out of frustration.

20. Sleeping, wasting time, leaving place of work or flagrantly loafing while on duty.

21. Excessive tardiness

22. Excessive absenteeism

23. Soliciting funds or selling items during working hours without written authorization.


25. Violating safety rules or practices or engaging in conduct that tends to create safety hazards.

26. Reporting for work or working in an unfit condition.

27. Failure to report an absence to the appropriate supervisor before the employees’ regularly scheduled work shift.

28. Destroying or damaging any Avon School Corporation property or property of an employee, student or another.

29. Neglect of duty (disregard/carelessness).

30. Assaulting or attempting to assault another while on Avon School Corporation property or during assigned working hours, including use of profanity.

31. Engaging in immoral conduct while on Avon School Corporation property or during assigned working hours, including but not limited to use of profanity.

32. Handling or carrying a firearm, explosive, or other weapon of any kind on the job or on Avon Community School Corporation, unless authorized by applicable law.

33. Possession or use of alcoholic beverages on Avon Community School Corporation property or during assigned working hours.

34. Possession or use of narcotics or controlled substances on Avon Community School Corporation or during assigned working hours.

35. Promoting a negative attitude about work place.

36. Any other conduct, action, inaction, or circumstance which the Avon Community School Corporation determines in its sole discretion as a basis for discipline or termination.

37. Inappropriate relationship with students or other district employees.

38. Any violation of the Corporation’s policies and procedures.

39. Any employee caught in an act of deception, lying or creating an incident to protect his/her job position.

Several of our Corporation’s work rules are worthy of special explanation to our employees. These rules are listed in the following pages in this section of the handbook.
DCS MANDATORY REPORTING OF CHILD ABUSE/NEGLECT

It is important to know any person who has a reason to believe a child is 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 per 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. Do not delay reporting in order to involve management or investigate. The police and/or DCS are the appropriate authorities to investigate these matters.

Per Indiana General Assembly statute IC § 20-26-5-35.5, “a school corporation, including a charter school and a nonpublic school, may not establish any policy that restricts or delays the duty of an employee or individual to report suspected child abuse or neglect as required under IC § 31-33-5.

Failing to report suspected child abuse or neglect is a crime in Indiana. Failure to make a report is a Class B Misdemeanor, which is punishable by up to 180 days in jail and a $1,000 fine. Indiana Code § 31-33-22-1(a). Simply telling another employee is not enough to protect yourself from criminal charges. It only takes minutes to report suspected child abuse and neglect and you can report anonymously.

DRUG AND ALCOHOL-FREE WORKPLACE

To help ensure a safe, healthy, productive environment for our students, staff, and others, to protect Corporation property, and ensure efficient operations, the Corporation has adopted a policy of maintaining a workplace free of drugs and alcohol. We believe abuse of alcohol and the use of illegal substances endangers the health and safety of the individual using, the students the organization serves, and the Corporation’s other employees. This policy applies to all staff of the Corporation, while on the job and to situations where the employee’s off-the-job or off-premises conduct impacts their work performance, undermines the public confidence in the Corporation, threatens the safety of a student or other employee or the individual themselves while involved in Corporation business.

The Corporation shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, by any member of the Corporation’s professional staff at any time while on Corporation property or while involved in any Corporation-related activity or event. Possession includes possessing in the employee’s body, blood, or urine in any detectable amount, using or consuming any form of illegal drug while on duty or professionally representing the Corporation. Alcohol abuse is defined as anyone who is under the influence of alcohol at any time while working or on work premises, or has been determined to be under the influence to the point their normal faculties are impaired due to the consumption of alcohol while working or on work premises. Any staff member who violates this policy shall be subject to disciplinary action up to and including termination.

For the purpose of this policy, prohibited substances include alcohol, illegal substances, and those substances obtained legally, but used contrary to their intended purpose.

Employees who serve in safety sensitive positions, such as Commercial Driver’s License holders, must defer to the guidelines presented to them by the Transportation department.
USE OF TOBACCO ON CORPORATION GROUNDS

The 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 Corporation.

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco as well as electronic, “vapor,” or other substitute forms of cigarettes.

In order to protect students and staff from the adverse impact of tobacco smoke on indoor air quality and encourage students to not use tobacco in any form, the Corporation prohibits the use of tobacco in Corporation buildings, on Corporation grounds, at Corporation activities, and on school buses at all times.

WEAPONS AND WORKPLACE VIOLENCE

The Corporation prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a Corporation-sponsored event, or in a Corporation vehicle.

The possession of a firearm in or on Corporation property, in or on property that is being used by a Corporation for a function, or on a school bus is a felony (IC.35-47-9-2) and is prohibited by Board policy. Possession includes storing the firearm in a personal vehicle while on Corporation property. This prohibition applies to all employees including those who have a personal protection permit to carry a handgun.

The term “weapon” means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.) A “knife” is defined as “an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon.” I.C. 35-47-5-2.5(a)

The Superintendent will report an employee who violates this policy to law enforcement officials. The staff member also will be subject to disciplinary action, up to and including termination, for violation of this policy.

This prohibition does not apply to weapons under the control of law enforcement personnel.

Exceptions to this policy include:

A. Items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (working firearms and ammunition shall never be approved.)
B. Theatrical props used in appropriate settings
C. Starter pistols used in appropriate school related sporting events

Staff members must report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

Prohibited Conduct
Any act or threat of violence which endangers the safety of students, employees, vendors, contractors, and the general public we come in contact with WILL NOT BE TOLERATED. For the purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, use or possession of weapons on Corporation premises, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination, intimidation, or coercion.

Procedures for Reporting a Threat
All potentially dangerous situations, including threats by other staff members, should be reported immediately to any member of management with whom you feel comfortable. Reports of threats may be maintained confidentially until the extent doing so impedes the Corporation’s ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees are expected to cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Corporation determines, after an appropriate good faith investigation, that someone has violated this policy, we will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential dangers.

ANTI-BULLYING
Bullying comes in many forms, but normally involves any repeated behavior meant to intimidate, humiliate, or degrade another individual. A few examples of behavior that may be considered bullying are alienating or isolating an employee, harassing or intimidating an employee, as well as, any form of verbal abuse such as name calling. Such behavior violates our expectations of conduct that all staff are to be treated with dignity and respect. We believe that having a culture based on mutual respect is critical to ensure our Corporation’s success. We take allegations of bullying very seriously and with the same due consideration as other types of harassment that may occur within the workplace.

If you feel you have been subjected to conduct which violates this policy, you should immediately report the matter to the Director of Human Resources or any other trusted member of management. Reports of perceived bullying will be investigated and corrective action will be taken, when appropriate. Violation of this policy could result in disciplinary action, up to and including termination. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Corporation will not tolerate any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with these guidelines. Employees who many complaints in bad faith may be subject to disciplinary action themselves. All employees are expected to cooperate fully with any investigations.
**SEPARATION OF SERVICE**

**RESIGNATION**
The written resignation of support staff shall be considered accepted and irrevocable upon delivery to the employee’s department director, building administrator or Director of Human Resources. The courtesy of two weeks’ notice of resignation is strongly encouraged.

**RETURN OF SCHOOL PROPERTY UPON SEPARATION**
When employment with the Corporation terminates, for whatever reason, the employee is required to immediately return all corporation-owned property used during his or her employment and all documents and materials that may contain proprietary or confidential information. This includes without limitation: keys, credit cards, computers, vehicles, communication devices, uniforms, identification badges, parking passes, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to the Corporation.

As a new employee you will be given an ASCS identification badge. If your badge is broken while employed you may get it replaced at central office by bringing in the broken badge. If you lose your badge, you will be charged a five (5) dollar fee.

**PAID TIME OFF UPON SEPARATION**
Payment of all unused accumulated vacation days will be paid out after final paycheck. Vacation time will not be paid out for employees whose employment status was terminated. Per board policy 4050 unused sick and personal days will be paid out at $30 a day and only for Support Staff employees who have completed their 10th consecutive year of service prior to resignation or retirement, notified human resources 60 calendar days prior to the date of retirement and accrued sick leave not to exceed 150.

**EXIT INTERVIEW**
Upon resignation, an employee will have the opportunity to complete an Exit Interview. It will be requested that the completed form be returned sealed to Human Resources where it will remain unopened until the day following the effective date of the resignation, unless otherwise requested by the employee. When opened, the Survey form may be duplicated and a copy sent to the former employee’s supervisor and central office administration. Employees can also request an in-person Exit Interview.

Upon separation of employment, employees with medical/dental insurance have the option to continue in the group insurance plan under COBRA. For further information, contact the Benefits Coordinator.

**JOB ABANDONMENT**
Any employee who fails to report to work without notice for three (3) consecutive shifts, or fails to report to work after being denied time off will be considered to have voluntarily resigned their employment with the Corporation and will be ineligible for rehire.