JENNINGS COUNTY SCHOOL CORPORATION
Classified Employee Handbook



34 West Main Street
North Vernon, Indiana 47265
Approval May 7, 2026

The policies and procedures in this manual are not intended to be contractual commitments by Jennings County School Corporation, and employees shall not construe them as such.

The policies and procedures are intended to be guides to administration. JCSC reserves the right to revoke, change or supplement guidelines at any time without notice.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statement in this manual.

Approved: May 7, 2026

Jennings County School Corporation Mission

"Our mission is to inspire and empower our students to reach their full potential as lifelong learners and productive members of a global community"

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General Employment Information

Definition of Terms

Jennings County School Corporation	Jennings County School Corporation will be interchangeable with "JCSC" throughout the entirety of this document.
Administrator	Administrators are the building Assistant Principal, Principal, Superintendent of Schools, Curriculum Director, Special Services Director, Business Manager, Dean of Students, Athletic Director, or any other Certified employee listed in Article II, under Recognition, of the JCCTA Teachers Association Contract.
Supervisor	Supervisors are the employee's immediate supervisor (i.e. Head Custodian, Director of Facilities, Food Service Director, and Director of Transportation) as appropriate to the employee's position.
'At Will'	An employee's position may be terminated at any step at the discretion of the JCSC Administration and Board of School Trustees. The Administration, at its sole discretion, may also warn, reassign, or suspend an employee at will, as appropriate.
Days	Unless otherwise stated, "Days" shall mean work days.
Dismissal	Involuntary termination for substandard performance or misconduct.
Layoff	Termination due to reduction of the work force or elimination of a position.
Resignation	Voluntary termination by the employee
Not eligible for rehire	Terminated employee is not eligible for re-employment with Jennings County School Corporation

JCSC Board Policies

Jennings County School Board policies are located on the Jennings County School Corporation website under About Us and Board of Trustees. The direct link to the policies is https://go.boarddocs.com/in/jenning/Board.nsf/Public?open&id=policies.

Continuity of Policies – Right to Change or Discontinue
The policies and procedures in this manual are not intended to be contractual commitments by the JCSC and employees shall not construe them as such.

JCSC reserves the right to revoke, change or supplement these guidelines at any time without notice. Such changes shall be effective immediately upon approval by the school board of trustees unless otherwise stated.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in this manual.

Equal Opportunity Policy
Jennings County School Corporation is an Equal Opportunity employer. (Policy 1422)
No employee of the Jennings County School Corporation will discriminate against an applicant for employment or fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age or any physical or mental disability. No employee of the Jennings County School Corporation will discriminate against any applicant or fellow employee because of the person's veteran status.

Policy of Nondiscrimination
JCSC does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes") in its programs and activities, including employment opportunities.

JCSC's policy on nondiscrimination and the identity of the School Corporation's Compliance Officer(s) (see below) will be published on the Corporation's website, posted throughout the Corporation, and included in the Corporation's recruitment statements or general information publications.

Corporation Compliance Officer(s)

JCSC designates the following individuals to serve as the Corporation's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Lisa Hearne
Human Resource Coordinator
34 West Main Street, North Vernon, IN 47265
812-346-4483

Todd Ebinger
Elementary Special Programs Director
34 West Main Street, North Vernon, IN 47265
812-346-4483

The COs are responsible for coordinating the Corporation's efforts to comply with applicable Federal and State laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

Reporting of Child Abuse or Neglect

Any employee of the School Corporation who has reason to believe that a child has been or is being abused or neglected shall report this information immediately in the form and manner provided by the Central Office. You must call the Indiana DCS Child Abuse and Neglect hotline at 1-800-800-5556. All school employees are required by law to report any suspected abuse or neglect of children and youth through the age of eighteen (18). It is not the responsibility of the reporting party to make any determination as to whether or not there has in fact been any abuse or neglect of the child, his/her responsibility is only to report his/her suspicions and the facts which give rise to them. You must report to your principal/supervisor that you made a report within a timely manner.

Staff personnel should be aware that by statute, they are immune from any civil and/or criminal liability when reporting, in good faith, a case of child abuse or neglect, and that failure to do so could result in legal action against a staff member or the school district. Specifically, it is a Class B Misdemeanor to fail to report a case of child abuse or neglect when the person observing it has reason to believe that it is taking place. Also, the school district itself commits a Class B Misdemeanor when a report of abuse or neglect that is reported to a member of the School Corporation is not passed on to the appropriate agency. Employees of Jennings County School Corporation may not exercise discretion in this regard once a case of suspected abuse or neglect comes to their attention.

Title IX Discrimination and Harassment Information

Jennings County School Corporation ("District") prohibits all forms of discrimination and harassment. It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful discrimination and harassment including on the basis of an individual's actual or perceived race, color, national origin, ethnicity, religion, sex, gender (including nonconformity with gender stereotypes, gender identity, and gender expression), sexual orientation, disability; or, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

If you or someone you know has experienced discrimination and/or harassment at school that has interfered with the school setting, you may submit a complaint form to have the incident(s) reviewed and potentially investigated by the District's Title IX Coordination.

Any student, parent/guardian, or school employee may complete this form. The form will be directed to the District's Title IX Coordinator(s). The Title IX Coordinator(s) or designated school official will investigate and resolve the complaint under the district's policies and regulations, consistent with applicable federal and state laws.

The district will respect the privacy of students to the extent permitted by District policy and state and federal laws. Retaliation against any individual who makes a complaint or who participates or assists in an investigation discrimination and/or harassment is strictly prohibited.

Anti-Harassment board policies are PO4362 and PO5517.

To make a complaint you need to contact the Title IX Coordinator(s).

The grievance procedures related to any complaint made is available by contacting the Title IX Coordinator(s).

The Title IX Coordinators are Todd Ebinger and Lisa Hearne, at 34 W. Main Street, North Vernon, IN, 47265. Telephone number: 812-346-4483 or email at tebinger@jcsc.org or lhearne@jcsc.org.

Harassment

Jennings County School Corporation will not allow any form of harassment within the working environment. It shall be a violation of this policy for any employee of the Jennings County School Corporation to harass another employee or student through conduct or communication of a sexual nature as defined below. It shall also be a violation of this policy for a student to harass another student or employee through conduct or communication of a sexual nature as defined below. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

Harassment as defined in Board Policy (1662 Anti-Harassment) is:

> "It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment."

Employment Classifications

There are three classifications of employees:

Regular Full-time	An employee who works a minimum 30 hour workweek on a regularly scheduled basis. A full-time bus driver is defined as a bus driver who is scheduled to work a total of 180 days.
Regular Part-time	An employee who works less than a normal workweek on either a regularly scheduled basis or on an irregular basis.
Temporary	An employee hired for a position required for only a specific, known duration and who is not entitled to regular benefits. A temporary employee may be full-time or part-time. In addition to the use of this classification for secretarial or clerical positions, it applies to students working part-time and those who work during the summer.

All employees are classified as exempt and non-exempt according to these definitions:

Salaried Exempt	Positions of an administrative or professional nature, as prescribed by federal and state labor statutes, which are exempt from mandatory overtime payments.
Salaried Non-Exempt (hourly)	Positions defined by statute, which are covered by provisions for overtime payments.

Recruitment

Jennings County School Corporation aggressively recruits to attract top caliber individuals to all levels of the organization. JCSC positions may be filled by either transfer or promotion of existing employees or by new employees who are recruited or apply. Recruitment may be conducted through advertising, employment agencies, schools, employee referrals or technical and trade referrals. Supervisors and/or administrators should consider the most appropriate method of recruitment for filling departmental positions. All recruitment shall be conducted in an ethical, professional and non-discriminatory manner.

Announcement of New Positions

When practical, vacancies and new positions will be posted for all employees. All present employees are encouraged to review the requirements for each position and apply for those positions in which they are interested.

Job Descriptions

Job descriptions are available in the school office and administration building for all positions in the Jennings County School Corporation. The items included in each position description are the following:

- Title of position;
- Department;
- Position qualifications (essential qualifications including job experience, skills, and education);
- Position to whom the employee reports;
- Job goals

Employee Selection and Development
Jennings County School Corporation selects applicants on the basis of demonstrated ability, experience, training, and potential. Qualified persons are selected without prejudice or discrimination as stated in the JCSC Equal Opportunity Policy.

The job description and additional skill requirements as defined by the supervisors and/or administrators, will define the job-related tasks and qualifications necessary to assume the position. The defined tasks and stated qualifications will be the basis for screening applications. The supervisors and/or administrators will conduct structured initial interviews limited to job related questions to assess each candidate's experience, demonstrated ability and training. The telephone may be used for these initial interviews.

Recruiting is only one part of continued employee development, which is a five-part process designed to help retain good workers. The employment development process includes (1) recruiting, (2) interviewing, (3) hiring, (4) training and (5) evaluation.

Reassignment and Transfers
Employees may be reassigned or transferred within the system if the Central Administrative Office has reason to believe that such reassignment or transfer is compatible with the best interests of the school corporation.

Recruiting
Recruiting involves a variety of factors:

- Developing a job description
- Finding candidates through:
    - Employee referral
    - Submitted applications
    - Job bank postings

Interviewing
Interviewing also involves a variety of factors:

- Telephone screening to determine if candidates meet the job description
- Initial one-on-one interviews
- Follow-up interviews with peers
- Checking references and backgrounds
- Gaining the consensus of interviewers to hire or not to hire

Before extending an employment offer and upon the applicant's prior agreement, at least two applicant references must be checked. The applicant must also submit to and pass a criminal background check and drug screening. Inquiries are to be made in a professional manner requesting only factually verifiable and job-related information. The reference data is used only as supplemental information for the hiring decision.

Hiring
Once the administrator has made a decision to make the offer and has confirmed key terms, the next step involves making an offer and submission of a recommendation to the superintendent for Board approval. In the State of Indiana, only the Board of School Trustees can hire or terminate an employee. Although the employee may begin in a position temporarily, permanent employment will start after the School Board has voted on the employee's first official day as a member of the Jennings County School Corporation.

Training
All new employees will be provided with an orientation briefing, which will be held within their first week of employment with JCSC. The orientation is designed to acquaint the new employee with JCSC and its guidelines and procedures. This includes, but is not limited to statutorily required training such as universal precautions for handling blood or bodily fluids, chemicals, food safety, financial internal controls, or other appropriate requirements. Supervisors and/or administrators will be responsible for ensuring the attendance of new employees at the Jennings County School Corporation orientation sessions.

On the first day of employment, the employee's supervisor and/or administrator is responsible for assisting the employee in completing all check-in and benefit enrollment procedures with the Corporation Human Resources Office. In addition the supervisor and/or administrator will ensure that the new employee receives an introduction and in-depth information regarding his or her specific role and responsibilities within his or her department with Jennings County School Corporation.

Probationary Period
New employees serve a 60 calendar day probation period. They will have a performance review at the end of the 60 days. They will receive a written copy and a copy will be submitted to the Administration Office to be placed in their personnel file. Newly hired employees will be eligible for JCSC benefits on the first day of the month following the probationary period.

Every effort will be made to obtain the best-qualified employee. Administrative personnel have the responsibility for encouraging employees who show promise and to recommend individuals for promotion and advancement as positions become available.

Performance Review and Evaluation
Giving constructive feedback at various times during the employment relationship is the final stage of the employment development process. New employees will be evaluated during their 60 day probation period and as deemed appropriate by their supervisor and/or administrator. Existing employees will be provided with feedback at different times during the year and an annual performance review.

Employment Status
Jennings County Schools will make every effort to provide secure employment to its employees. Jennings County School Corporation makes no guarantee of length of employment or advancement. Further, an employee will be impacted by their adherence to the standards of performance and conduct contained in this handbook.

Continuation of Employment
Classified personnel are non-contract or "at will" employees. This means that classified employees serve at the will of the Board of School Trustees and administration, and their employment may be terminated upon action taken by the Board. Reasons for dismissal include but are not limited to: poor work performance, poor attendance, insubordination, and inability to work well with others, safety violations, reduction-in force, or other job related issues.

Confidentiality
An employee that has access to student or staff records and information shall maintain confidentiality with regard to them. Violating this policy shall be cause for disciplinary action.

We work in an environment where the confidentiality of information regarding our students and employees must be preserved. Medical information, student progress reports, etc. is shared with employees on a "right to know" basis. Any information regarding students or fellow employees should always be considered strictly confidential. Please refrain from discussing confidential matters with other individuals or in places where such information can be overheard by unintended parties. The reproduction of written materials or accessing of unauthorized computer or electronic records is also forbidden.

Employee home phone numbers and addresses provided by the School Corporation should always be kept confidential and should not be shared with any person outside the School Corporation. These expectations align with federal law for the Family Educational Rights and Privacy Act of 1974 (FERPA) and our school NEOLA policies.

Employment Expectations

The following rules represent basic performance expectations of all employees. Violation of these rules can result in disciplinary action, probationary status, or discharge.

Employees shall:

1. Report to work every assigned work day unless unavoidable personal business or personal or family illness makes it impossible to report to work.
2. Contribute to sanitary conditions and promote good housekeeping.
3. Remain at work until the assigned shift is over.
4. Contribute to a positive working atmosphere by refraining from negative, offensive, or profane language, discussions, or activities in the working environment.
5. Operate corporation machines, tools, or equipment only when assigned to do so by supervisor.
6. Remove corporation property from school buildings or grounds only with the proper approval.
7. Remain at work location during working hours unless authorized by the supervisor or in an emergency situation.
8. Avoid excessive use of corporation telephones or cell phones for personal business.
9. Follow all JCSC policies and guidelines established by your division/department as directed by your supervisor.
10. If a job role requires direct interaction with students, student safety and supervision shall be actively monitored at all times.

Employees shall **not:**

11. Sleep while on the job.
12. Exceed allotted break times or lunch times without the approval of the supervisor.
13. Falsify employee time records by recording hours as worked that are not actually worked.
14. Report to work under the influence or in possession of alcohol or illegal drugs. Furthermore, employees shall not be under the influence or in possession of alcohol or illegal drugs on corporation property at any time. More information can be found in JCSC School Board Policy 4122.01.
15. Smoke or use tobacco or tobacco-like products in any corporation vehicle, or on any corporation grounds. It is prohibited. More information can be found in JCSC School Board Policy 4215.
16. Possess guns or other lethal weapons in any corporation building or in any corporation vehicle.
17. Display behavior considered insubordinate.
    Insubordination includes:
    - Failure or refusal to obey the orders or instructions of a supervisor or administration.
    - Failure to disclose.
    - The use of abusive or threatening language towards supervisors or administration.
    - Any conduct that undermines supervisory authority.

18. Threaten, intimidate, coerce, provoke, interfere, inappropriately touch, or fight with employees, supervisor, administration, staff, students, visitor, or vendors at any time.
19. Make false or malicious statements about employees, supervisors, administration, the corporation, or its staff, students, vendors, or visitors at any time.

Staff-Student Relations

The Board expects all employees to maintain the highest professional, moral, and ethical standards in their interactions with students. Employees are required to provide an atmosphere conducive to learning through consistently and fairly applied discipline and established and maintained professional boundaries. Employees are expected to motivate each student to perform to his or her capacity while modeling the behavior expected of students in staff-student relationships.

The interactions and relationships between staff and students should be based upon cooperation, mutual respect, and an understanding of the appropriate boundaries between adults and students in and outside of the educational setting. Employees are also expected to be sensitive to the appearance of impropriety in their own conduct and in the conduct of others when interacting with students. Employees shall consult their supervisor any time they suspect or are unsure whether conduct is inappropriate or otherwise constitutes a violation of this or other Board policy.

1. Romantic and Sexual Relationships Prohibited

All employees are prohibited from dating, courting or entering into a romantic or sexual relationship with any student enrolled in the school system regardless of the student's age. Employees engaging in such inappropriate conduct will be subject to disciplinary action, up to and including dismissal, and may be subject to criminal action depending on the offense.

2. Electronic Communication

A. One-to-one electronic communication with students is not allowed. School principals can assist with any communication needs for approved group options.

B. It is the duty of every employee to notify his or her supervisor of any unsolicited one-to-one communications in any form, electronic or otherwise, received from a student when the communication is inappropriate or sexual in context.

Violations of this section shall be considered unprofessional behavior subject to discipline, up to and including dismissal. Factors that may be relevant to the determination of an appropriate disciplinary response to the inappropriate communications with students.

3. Reporting Inappropriate Conduct

A. Reporting by Employees

Any employee who has reason to believe any of the following shall immediately report that information to the Superintendent or designee:

1. That another employee is inappropriately involved in a romantic or sexual relationship with a student;
2. That another employee has engaged in other behavior prohibited by this policy; and
3. That the employee has witnessed behavior by another employee that has the appearance of impropriety, whether or not the behavior has, or may have, a valid educational or health purpose.

B. Reporting by Students

Any student who believes that he or she has been subject to misconduct that violates this policy should immediately report the situation to the principal, teacher, or school counselor.

Employee Dress Code

School staff that interact with students have a responsibility to model professional appearance and attire, to serve as positive role models, to elevate the profession of education, and to demonstrate professionalism in both conduct and appearance. Professional attire is designed to set instructional faculty and support staff apart from students, ensuring proper behavior, positive and focused learning environment, and effectiveness in the school setting.

All employees are required to dress neatly, professionally, and wear appropriate attire along with their required JCSC issued identification badge. The standard dress is “Business Casual” which will include the following:

Business Casual Guidelines	**For Men**	**For Women**
Shirts	Business casual shirts, collared shirts, or sweaters	Collared shirts or sweaters, business causal shirts, dress tops without collars
Pants	Dress pants, casual slacks (khakis)	Dress pants, casual slacks (khakis), skirts, or dresses
Shoes	Dress or casual	Dress or casual

Dress should be representative of the position an employee holds with the district and should not present a health, safety or cause a distraction to the environment. Employees are not permitted to wear excessively revealing clothing, clothing should not have holes or rips, or

clothing or accessories containing lewd, vulgar, indecent, or offensive works, statements, or pictures.

Principals may occasionally declare spirit and/or theme days at their discretion and may permit support staff to wear jeans and school-oriented or theme t-shirts or sweatshirts on those designated days.

Illegal Drug and Alcohol Abuse

Any employee who begins work at Jennings County School Corporation while impaired or who becomes impaired while at work is subject to severe disciplinary action. “Impairment” or “being impaired” means that an employee’s normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances.

The use, possession, transfer or sale of any illegal drugs or alcohol on Jennings County School Corporation premises either owned or leased, is prohibited as per Board Policy 4122.01. Employees who violate this rule are subject to severe disciplinary action, including dismissal. In all instances disciplinary action to be administered shall be at the sole discretion and determination of the Jennings County School Corporation administrator and/or School Board of Trustees.

When there is a reasonable suspicion or an employee is involved in the use, possession, transfer or sale of illegal drugs in violation of this policy, the Jennings County School Corporation will notify appropriate authorities. A drug abuser is a person who uses illegal drugs, as defined above, for non-medical reasons, and this use affects job performance determinately or interferes with normal social association and communication at work.

Jennings County School Corporation reserves the right to require a drug and/or alcohol test at its expense when there is a reasonable suspicion of drug and/or alcohol impairment. CDL drivers are also subject to random drug and alcohol testing per State statute. Refusal to submit to a drug or alcohol test may be considered as an admission of being impaired.

Bus drivers and other CDL drivers are subject to all Indiana State statutes and regulations, including standards for drug (i.e., legal and illegal) and alcohol use. CDL statutes as regulations are found generally in statutes 9-24-6-1 et sew and 140-7-3-1 et seq.

Smoking

No smoking or use of tobacco or tobacco-like products by employees will be allowed on school property or within school facilities, owned or leased by the school corporation as per Jennings County School Corporation Policy 4215. This policy is for the health and safety of all employees and students 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.

Gambling
Jennings County School Corporation believes that gambling among its employees can lead to poor morale, hard feelings, and financial hardship. Employees shall not sell or attempt to sell sports, pool, cards, or run other betting pools. Therefore, gambling is prohibited on school property and will be cause for discipline. Any employee found guilty of acting as a bookmaker shall be subject to dismissal.

School District Property
All employees must protect school district property from damage, loss, and theft. School district property includes information as well as physical goods. Use of school district property for personal use is prohibited. Copiers, audio-visual equipment, books, magazines, paper, and supplies are not to be used for personal matters. Any employee who violates this policy may be subject to immediate dismissal.

Mandatory/Ongoing Training

Performance improvement is an expectation of every employee. As such, the Jennings County School Corporation administration will provide safety and job-related training on an on-going basis. Depending on your job classification, Jennings County School Corporation in compliance with the State of Indiana has assigned each employee mandatory trainings which must be completed in the assigned time frame. These trainings are mandatory and each employee must complete them to remain a Jennings County Employee. Employees are also encouraged to seek additional education and training on their own.

Performance Review and Improvement

Employees are expected to meet reasonable standards of efficiency, productivity and performance. As the employee gains experience, technology improves, and/or staff development and training are provided, continuous performance improvement is expected. Supervisors and/or administrators will conduct both informal and formal reviews of employee performance on a regular basis. These reviews may include, but are not limited to, observations and review of work produced.

Performance Review
Jennings County School Corporation has adopted a management by objective approach to performance appraisal. It is the supervisor's and/or administrator's responsibility to develop and maintain a work environment in which employees can openly discuss performance and develop plans.

As a part of the performance review, the supervisor and/or administrator will rank the employee's performance relative to the responsibilities as defined in the job description. Factors will also include how well the employee has met the objectives agreed upon in the last review and the employee's level of contribution to the success of the school corporation. The supervisors and/or administrators will rank all classified employees in one of three (3) groupings:

1. Meets or Exceeds Expectations
2. Concerns Noted/Needs Improvement
3. Unacceptable

Any employee receiving a rating of unacceptable must be put on warning with a corrective action plan to address the issues identified.

The original evaluation shall be kept in the employee's personnel file located at the Administration Building. The employee will also be given a copy.

Required Performance Improvement
Performance improvement may be suggested whenever Jennings County School Corporation's administration believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of the supervisor or administrator.

Jennings County School Corporation desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the School Corporation's best interests. JCSC expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at any step at the discretion of the JCSC administration and Board of School Trustees. The administration, and/or Board of School Trustees, at its sole discretion, may warn, reassign, suspend or discharge any employee at will, as appropriate.

The supervisors and/or administrators will determine the course of action best suited to the circumstances. In severe cases (i.e. behavior that might result in injury of self or another, illegal drug possession or use, use of violence or threats of violence, etc.) the employee may be subject to immediate suspension. Dismissal will take effect upon the recommendation of the superintendent and action of the Board of School Trustees.

Steps in the Performance Improvement Process

(See JCSC policies PO4139 and PO4140)

Verbal counseling/Oral Warning
As the first step in correcting unacceptable performance or behavior, the supervisors and/or administrators will review pertinent job requirements with the employee to ensure his or her understanding of them. The supervisor and/or administrator will provide information on the performance problems or misconduct of concern, including the seriousness of the problem and corrective action necessary.

Written Warning
If the unacceptable performance or behavior continues, the next step will be a written warning. Certain circumstances may justify a written warning without first using verbal counseling.

Probation
If the problem has not been resolved through written counseling or the circumstances warrant it, or both, the individual may be placed on probation. Probation may be up to 60 workdays, depending on the problem. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period.

The employee will receive a written probationary notice specifying the unsatisfactory situation, length of probation, and requirements for improvement. On the defined probation counseling date or dates, the employee and supervisor and/or administrator will meet to review the employee's progress in correcting the problem that led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee.

At the completion of the probationary period, the supervisor and/or administrator will determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

Suspension
A paid or unpaid suspension may be invoked, the length of the suspension and pay status may be determined by the superintendent due to the severity of the situation or investigation.

Dismissal
Dismissal is reserved for those cases that cannot be resolved by corrective counseling or in those cases where a major violation has occurred which cannot be tolerated. Employee dismissal requires the recommendation for dismissal by the superintendent and action taken by the Board of School Trustees. The employee may be suspended prior to Board action.

Separation of Employment
Separation of employment is to be treated in a confidential and professional manner by all concerned. This policy and its administration will be implemented in accordance with the Jennings County School Corporation's equal opportunity statement.

Employees separated from employment with the Jennings County School Corporation are entitled to receive all earned pay.

Employment with the Jennings County School Corporation is normally ended through one of the following actions:

Resignation or	the voluntary termination by the employee.

Retirement	
Dismissal	the involuntary termination of employment for substandard performance, insubordination or misconduct;
Layoff	the separation from employment due to reduction of the work force or elimination of a position.

Resignation or Retirement
An employee who wants to end his or her employment, regardless of employee classification, is expected to give as much advance written notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time.

Discharge AT ANY TIME

"At Will" employment refers to the rights of an employer to terminate an employee at any time for any reason as long as it is not illegal or contrary to an agreement. Indiana is an "employment-at-will" state. Dismissal shall be entered into the employee's personnel file. No salary continuance or severance pay will be allowed. Some examples of concerns that could lead to dismissal are listed below, but is not limited to:

Insubordination
Refusal of a directive of a supervisor or the use of obscene or otherwise objectionable language is insubordination. It undermines the discipline and authority needed in the school workplace and will not go unchallenged. Insubordination may result in discipline, up to & including termination.

Substandard Performance
An employee may be discharged if his or her performance is unacceptable. The supervisor and/or administrator will counsel the employee concerning performance deficiencies, provide direction for improvement, and warn the employee of possible termination if performance does not improve within a defined period of time.

Misconduct
An employee found to be engaged in activities such as, but not limited to, theft of Jennings County School Corporation property, insubordination, acts or threats of violence, or any other activities showing willful disregard of Jennings County School Corporation's interests or policies may be dismissed.

Disclosure of Criminal Arrests and Charges
During the course of his/her employment with the School Corporation, each employee shall be required to report his/her arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the Superintendent within 48 hours of the occurrence. The Superintendent will review each report and will take appropriate action based upon the circumstances of the situation. Failure to report may result in disciplinary action up to and including termination.

Layoff
When a reduction in force is necessary or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

1. Jennings County School Corporation work requirements;
2. Employee's abilities, experience, and skill;
3. Employee's potential for reassignment within the organization.

The immediate supervisor and/or administrator will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff.

Separation of Employment Processing Procedures
By the final day of employment, the supervisor/or administrator must receive all keys, access cards and Jennings County School Corporation property from the employee.

The employee should contact the Jennings County School Corporation business office concerning separation benefits. Generally, the employee will be able to receive the final payroll and separation benefits at the time of the next regular pay date.

Attendance and Tardiness
The administration of Jennings County School Corporation understands that employees may be ill or have personal emergencies from time to time. Reporting to work on time and regular attendance, however, are important responsibilities when working for Jennings County School Corporation. All employee positions directly impact the student learning environment. Because of this importance, the following procedures apply:

For the purpose of this regulation, the following definitions apply:

Tardiness – Failure to report to work at the scheduled starting time.

Not meeting the expectation of arriving to work on time will result in disciplinary action, including suspension and/or termination. Employees are to call and notify their supervisor if they are going to be unavoidably detained.

Absenteeism – Failure to report to work for other than an approved vacation day, holiday, personal day, or leave of absence.

The superintendent or his/her designee may require a doctor's statement or other verifiable documentation to substantiate an absence extending beyond three consecutive days before the employee can return to work. Required documentation should be sent to the Human Resources Coordinator, Lisa Hearne.

If an employee is on a medically certified leave such as Family and Medical Leave (FMLA) in accordance with the leave requirements and processed through the Human Resources department, any absences under one of these types of leaves will not be subject to disciplinary

action.

Excessive use of sick and/or taking unpaid days are grounds for disciplinary action. Past history may be a consideration prior to any disciplinary action. This action may lead to an improvement plan, suspension and/or termination.

Performance Responsibilities

Job descriptions are basic maps used to determine employee selection, job requirements, performance and evaluation criteria, and organizational structure. Jennings County School Corporation administration annually reviews all Jennings County School Corporation positions to ensure equity and consistency in our personnel system. Because positions vary depending on the age of children being worked with, or the facility; supervisors and/or administrators will specify additional reasonable duties and responsibilities as necessary.

Work Week
The workweek shall be from Sunday to Saturday.

Workday
A work schedule will be made for individual employees by the supervisors and/or administrators. That schedule may also vary based on specific needs (i.e. overtime) and/or time of year (i.e. summer hours). General information concerning workday hours by position are listed in Appendix A.

The length of the workday will vary according to assignment and terms of employment. Each support employee shall have a minimum non-paid lunch break of thirty (30) minutes after each four (4) hours of work.

Custodial and maintenance personnel shall be expected to meet emergencies as the need may demand. Should an employee be called by his/her supervisor for an emergency during a non regular work period, said employee shall be guaranteed a minimum of two hours paid time.

Overtime
Overtime is defined as approved work over 40 hours in a workweek. No overtime shall be granted to support personnel without the approval of the Superintendent of Schools or designee. Custodial and maintenance personnel are expected to work in the event of an emergency. When overtime is granted it shall be paid at a rate of one and one-half times (1 ½) the regular pay rate. The Superintendent of Schools or designee may grant compensatory time off in lieu of overtime pay. Compensatory time shall also be earned at one and one-half times (1 ½). Use of compensatory time is subject to the Superintendent of Schools' or their designee's approval. Compensation time must be used prior to the end of each anniversary of employment. Federal law governs the accumulation of compensatory time.

Pay and Benefits

Compensation:

Timesheets and Pay

Timesheets serve as the legal authority to pay an employee. They also serve as a verification of time off, and provide the legal basis to grant an employee benefits. Accurately recording time worked is the responsibility of every employee. Time worked is the time actually spent on a job performing assigned duties. Altering, falsifying, tampering with time records, or recording time on another employee's timesheet is not permitted and will result in disciplinary action up to and including termination.

Payday

Pay dates shall be semimonthly, generally the 15th and the last day of each month, and compensate hourly employees for work performed on a prorated basis over 24 pays. The actual pay date may vary due to the 15th or the last day of the month falling on a weekend day. If the pay date falls on a Saturday or Sunday, the actual pay date will be the Friday before.

Overtime Compensation

Non-exempt salaried (hourly) employees will be paid at the rate of one and one-half times their regular hourly rate of pay based on hours physically worked in excess of 40 hours within the workweek; and paid leave days will not count towards hours physically worked for the purposes of overtime calculation.

Overtime is never at the employee's discretion. It shall only be incurred and paid at the request of the employee's supervisor and/or building administrator. Supervisors and/or administrators shall ensure that no unauthorized overtime hours are worked. Working unauthorized overtime hours will be subject to disciplinary action or dismissal.

Payroll and Payroll Deductions

Pay dates shall be semi-monthly on the 15th and the last day of each month. However, holidays may affect these pay dates and employees will be notified as to when the actual pay date will be. Due to budgetary constraints there shall be a maximum of twenty-four (24) pay dates each calendar year. Payroll deductions shall be made for such items as are required by law and for other approved elective deductions requested by the employee. The Superintendent or their designee shall approve elective deductions. Individuals wishing such deductions must file a request with the school principal who will forward it to the Central Administrative Office.

Holiday Pay

Holiday pay for classified staff is determined by the number of days worked per year.

Less than 240 Day Employees: No Holidays are paid

240+ Day Employees 240+ day employees are eligible for the following paid holidays;

New Year's Day	Thanksgiving Day
Good Friday	The day after Thanksgiving
Memorial Day	Christmas Eve Day
4th of July	Christmas Day
Labor Day	New Year's Eve Day

Days Worked

260 Day Employees shall work all Central Office working days, regardless of student days.

Less than 260 Days Employee shall work the total number of days assigned when employed. The specific days worked are to be determined by the employee's immediate supervisor to best meet the needs of the building and the school corporation.

Hourly Rate Schedules

An hourly rate schedule, which considers the required work, the responsibility of the position, and similar positions in the community, shall be developed and maintained. The Board of School Trustees shall regularly review the rate schedule for support personnel. (See Rate Schedules)

A support employee moving to a new classification and/or category may or may not be placed on the same pay level as their previous position. The Superintendent of Schools or designee shall recommend the placement on the new classification pay scale commensurate with that employee's ability. The actual placement is subject to Board action.

Exceptions or deviations to the conditions of employment listed on each pay schedule must have the recommendation of the Superintendent of Schools or designee. The actual granting of an exception or deviation is subject to Board action. (See Rate Schedules for further Information)

Fringe Benefits

Group Medical, Dental and Vision Insurance
All employees who work at least thirty (30) hours per week may elect to participate in the School Corporation's group medical, vision, & dental insurance plans. The School Corporation shall pay each month at its current contribution rate until the plan renewal. (See Rate Schedule for further information)

Retirement
All employees working 600 hours or more per year must participate in the Public Employees' Retirement Fund (PERF). The State required percentage of earnings, currently three (3) percent,

shall be deducted from the employees' pay and forwarded to PERF to be held in the name of the employee for retirement. Effective July 1, 2000, employees have the option to increase this deduction to 10% on an after tax basis.

Term Life Insurance
All employees may elect to participate in the School Corporation's group life insurance policy. Such insurance shall provide a basic death benefit of fifty thousand dollars ($50,000) and in the event of accidental death as defined under the group policy shall provide a benefit of one hundred thousand dollars ($100,000). The employee's cost of this coverage is $1.00 per year. Term Life insurance and AD&D Benefits reduce to 50% of the original amount upon attainment of age 70. Eligibility, disability coverage and termination of coverage are outlined in the Life and AD&D Insurance policy booklet.

Section 125
All employees who participate in Jennings County School Corporation's Health, Vision, or Dental Insurance plan may participate in the school's Section 125 plan (Flexible Fringe Benefit Plan) for the payment of health, vision, and dental insurance premiums. In addition, all employees may opt to participate in the School's Section 125 plan, which affords reimbursement for non-covered medical and vision expenses, as well as childcare costs. Employees may opt out of these plans at their request. There are restrictions upon the plan relative to enrollment.

Retirement Insurance Benefit
Any support employee who has reached the age of fifty-five (55), has twenty (20) years of service with Jennings County School Corporation, and is enrolled in the school corporation's group medical insurance program at the time of retirement, may maintain coverage in the school corporation's group medical insurance program until such time as the employee qualifies for Medicare. The amount contributed will be prorated for support personnel working less than 240 days per year.

The School Corporation shall contribute up to Six Thousand Dollars $6,000 per year toward the cost of the School Corporation's group health insurance program for retired 240 and 260-day support personnel, until such employee has either elected to discontinue the coverage or qualifies for Medicare.

Retirement Annuity Program 401(a)
Commencing the year after an individual has reached ten (10) years of service; a $50/year of service contribution, and a $50/day sick leave contribution for any sick days accumulated over 90 days, will be made to a 401(a) retirement plan. This contribution shall be made at the end of the school year, in the month of June. This 401(a) contribution will not be made if the employee terminates his/her employment before the end of the school year, and will only apply to regular contracted hours worked, not overtime.

Upon retirement or ten (10) years of service, each support employee shall receive Fifty Dollars ($50) for each unused sick leave day. This contribution shall be made into the employee's 401(a) account, during the month of June of the final year worked by the employee.

Worker's Compensation
Jennings County School Corporation shall participate under the Indiana Workers' Compensation Act and Workers' Occupational Diseases Act, so that employees who suffer from injuries or diseases, which qualify under the provisions of such laws, shall receive compensation in accordance with such laws. Employees are expected to report injuries or diseases that may qualify by the next workday. Reports are to be filed with the designated building administrator and forwarded to the Central Administrative Office.

Tax Sheltered Annuity
Tax sheltered annuity plans will be made available to all support personnel who wish to participate.

Leave from Employment

Holidays
Support personnel are exempt from working the following holidays: Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years' Eve Day, New Years' Day, Good Friday, Memorial Day, and the 4th of July. The actual calendar date a holiday is observed may vary and employees will be notified of these changes.

Vacation Pay
Only 240 and 260 day employees are eligible for vacation pay (See schedule below). Vacation days shall be earned as of July 1st of each year. Employees hired after July 1, shall have their days prorated. All vacation days must have prior approval by the employee's supervising administrator.

240 Day employees

Years of Service	Vacation Days
1 – 5	Five (5)
6 – 15	Ten (10)
16 – 29	Fifteen (15)
30+	Twenty (20)

260 Day employees

Years of Service	Vacation Days
1	Five (5)
2 – 8	Ten (10)
9 - 15	Fifteen (15)
16 +	Twenty (20)

Vacation days do not accumulate from year to year and will be forfeited if they are not used in the time frame of which they are available. Up to 5 vacation days may be carried forward into the

month of July following the current school year. Any carried-over vacation days must be used by July 31, of the current calendar year. Vacation days shall also be forfeited if an employee resigns without giving notice, or is terminated. All vacation days will be prorated during the first and last year of service.

Vacation days are not to be used the week prior to the start of school or the week following the end of school.

Sick Leave
Sick leave shall be earned at the rate of ten (10) days per year. Employees hired after July 1 shall have their days prorated. Support personnel may accumulate sick leave up to ninety (90) days. At the option of the supervising administrator an employee may be required to present a doctor's certificate to justify the use of sick leave days. Sick days are not paid out upon resignation or retirement prior to 10 years of service.

Family Sick Leave
Employees may use up to fifteen (15) days of their accumulated sick days to care for an immediate family member or to meet medical or dental appointments. Additional days may be used with the permission of the Superintendent or designee, contact HR coordinator for request.

Personal Leave
Personal leave shall be earned at the rate of three (3) days per year. These days are to be used for personal business only. If in any one year the employee does not use the prescribed number of days, the remaining days shall be added to the annual allotment of personal leave for the next school year provided the person is still employed with JCSC. In no case shall the employee have more than five (5) personal leave days available for such use in any one school year. Any unused personal leave days in excess of five (5) personal leave days shall be added toward the accumulated sick leave up until the maximum of ninety (90) days.

Bereavement Leave
Should there be a death in the employee's immediate family, the employee shall be entitled to be absent without suffering loss of compensation for a period up to seven (7) consecutive calendar days, not to exceed five (5) consecutive working days. In computing this leave provision, the day of the death, the day of the notification of the death, or the day following either of these events shall be counted as the first day of the leave at the employee's option.

With notification to the superintendent either during the leave period or upon return to work, up to two (2) working days of this leave provision may be utilized within a ninety (90) day period of the death to fulfill obligations associated with the death of the immediate family member. This provision of up to two (2) days of leave being delayed for a ninety (90) day period shall also apply to a death of an immediate family member which occurs during a vacation period.

Situations may arise that require special consideration. In such situations, the employee shall submit to the HR coordinator a written request explaining the situation. The superintendent will determine the status of the request. The superintendent also has the authority to approve one or more additional days with compensation to be utilized apart from the consecutive days if

necessary in his/her judgment. The determination of the superintendent is final and not subject to any grievance.

In the event that more than one such death occurs in the period of a school year, the above leave provision shall apply in each instance.

When used in the bereavement leave and sick leave usage sections, the term "immediate family" shall mean current spouse, child, stepchild, foster child, parent or step-parent, parent-in-law, son-in-law, daughter-in law, grandparent, grandchild, brother, sister, and any person domiciled and residing in the employee's home as a member of the employee's family.

Funeral Leave
All employees shall be allowed one (1) day absence without loss of compensation for attendance on a regular scheduled work day the funeral of a great-grandparent, grandparent-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew.

Jury Duty Leave
All employees who are called for jury duty and who perform such duty shall not lose any compensation due to their absence. The employee may endorse any per diem allowance given by the courts over to the School Corporation or they may receive the difference between their regular rate of pay during the required period of absence from assigned duty, and the total amount of per diem allowance earned by the employee while on jury duty.

Disability Leave
As soon as reasonably determinable, the employee shall notify their principal of their disability and their estimated time of return to work or of the fact that such employee does not intend to resume employment. The employee shall notify the principal as soon as such employee has recovered from the disability and wishes to resume their duties with the school district. The school district may require a certificate from a physician verifying the disability and period of the leave. The employee shall furnish a physician's certificate to return to work.

Maternity Leave
It is the school district's policy to treat pregnancy, childbirth, and related medical conditions as it would any other form of disability. Jennings County School Corporation will comply with all applicable local, state, and federal laws, in spirit as well as in detail. Employees requesting maternity leave are asked to provide at least thirty (30) days' notice. Your physician's verification of the pregnancy plus anticipated date of delivery should be included in your request. Sick and Personal days may only be used for actual leave covered under a physician's care in relation to the birth of a child.

Family Illness Leave
A leave of absence without pay may be granted for up to one (1) year for the purpose of caring for a seriously ill member of the employee's immediate family. Family illness leave shall terminate at the end of (1) year or upon termination of the condition of serious illness, whichever is sooner. Family illness leave shall be requested in writing and the employee on leave shall report the termination of the condition of serious illness immediately and be returned to an assignment for which the employee is qualified.

Family Medical Leave Act

Jennings County School Corporation shall comply with the Family and Medical Leave Act of 1993 (FMLA). The FMLA allows eligible employees to take up to 12 workweeks of unpaid leave in a 12-month period for:

a. A new addition to your family;

b. When a serious health condition affects a family member;

c. You are unable to perform your job due to a serious health condition.

d. Military Family Leave

Employees are "eligible" if they have worked at least twelve months, at least 1,250 hours over the previous 12 months. Leave can be taken all at once, intermittently, or if your employer agrees, by working part time. Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse JCSC for the board share of health insurance premiums paid on your behalf during your FMLA leave.

The FMLA requires you to follow these steps to make your family or medical leave fair for both you and your employer:

a. Give your employer 30 days' notice of intent to take leave when you know in advance that you'll need it, or as much notice as possible when you need leave for an unforeseen reason. It's best to request a leave in writing.

b. Try to schedule medical treatment in consultation with your employer to prevent undue disruption of business operations.

c. Report periodically to your employer, on request, about your status and intent to return to work. (You may be asked to provide re-certifications of your own or your family member's medical condition).

d. Provide, on request, physician certification of a serious health condition (yours or a family member's). This may include the date a condition began and its expected duration; diagnosis; treatment, including hospitalization; and, if applicable, a statement that you can't perform the essential functions of your job or that you're needed to help with a seriously ill family member.

e. Obtain on request and at your employer's cost, a second and/or a third health care provider about a serious health care condition.

Employees are prohibited from working for another employer while on any leave of absence, including FMLA leave.

Unpaid Leave
Prior approval from the Superintendent of Schools and the Board of Trustees is required in order to take unpaid leave unless it can be shown that extenuating circumstances existed which prevented such prior approval. The Superintendent of Schools and the Board of Trustees shall make such determination. Employees should contact the HR coordinator to make such a request.

Employees who exhaust all of his/her leave days will be denied a request for unpaid leave, unless it can be shown that such leave was for medical or other extenuating circumstances beyond his/her control. An employee who takes such leave without obtaining prior approval is subject to immediate termination. The Superintendent or his/her designee may require a doctor's statement or other verifiable documentation to document the necessity of an unpaid leave.

Long-Term Disability Insurance
The school Corporation will provide a Long Term Disability Plan (Income Protection Insurance Plan) in which each employee may elect to participate. That insurance plan shall provide for an income protection benefit payment of sixty-six and two-thirds percent (66-2/3%) of the employee's salary with a ninety (90) day qualification period. The school corporation's contribution will not exceed the cost of any such premium less One Dollar ($1.00).

Sick-Leave Bank
Each eligible employee in the corporation may contribute, during any appropriate enrollment period, one (1) day of such employee's unused sick leave to the sick leave bank. Enrollment shall be open from the first day of school until September 30 of each school year. An employee hired by the corporation after the annual enrollment period has passed shall have thirty (30) days from the date of employment to enroll in the sick leave bank. Enrollment in the sick leave bank shall be on the prescribed form, which is attached hereto as Appendix 1.

Each member shall contribute one day during each open enrollment period, but current members shall not be required to contribute a day during any particular open enrollment period if the total number of days in the sick leave bank at the beginning of the open enrollment period exceeds one hundred (100). All members of the sick leave bank shall be considered as current and continuing members and need not reapply annually, but pursuant to the section below may be required to contribute days to the sick leave bank.

Should the sick leave bank exhaust all days during the school year, members who wish to continue to participate for the remainder of that year shall be required to contribute one (1) additional day in order to maintain membership, but no further requests for contributions from current members shall be made during that school year even if the sick leave bank becomes totally exhausted. If during a school year the sick leave bank is exhausted and there is a requirement that members contribute one (1) additional day in order to maintain membership and

if any employee does not have any sick leave days remaining to be used at that time, the employee if he/she desires to remain a member, shall authorize the school corporation to contribute a sick leave day to the bank from the employees entitlement at the start of July 1 of the following year when the employee is credited with those additional days. Until that day is actually contributed, the employee will be considered an inactive member of the sick leave bank with no right to withdraw sick leave bank days but will not be considered to have withdrawn from the membership.

Employees may contribute only actual unused days of sick leave to the sick leave bank.

Once an individual contributes a day to the sick leave bank, such contributions shall not be refundable regardless of any subsequent loss of membership or resignation of membership by the individual and regardless of any change in the individual's employment status.

This shall be a strictly voluntary sick leave bank, and no employee shall have any liability or obligation to maintain his or her membership or to pay or contribute sick leave days to the sick leave bank or to any individual at any time when the sick leave bank has become exhausted.

The School Corporation shall contribute no days whatsoever to the sick leave bank nor shall the corporation itself fund the sick leave bank in any other manner. Furthermore, the school corporation shall in no event have any further liability or obligation to pay sick leave days to or fund the sick leave bank at any time when such sick leave bank has been exhausted.

Employees shall become members by contributing one (1) day of sick leave to the sick leave bank during a period of open enrollment unless such employees are current and continuing members or as described in the first paragraph of this section.

Membership shall be lost however, if the individual fails to make any additional contribution if needed (whether at open enrollment for any subsequent year or at a time when the second day is contributed in mid-year), which is required pursuant to the rules of the sick leave bank. Individuals who have lost or failed to continue their membership are free to rejoin the sick leave bank subsequently by contributing the number of days equal to the number of times that the employee has dropped out of or lost membership in the sick leave bank.

Sick leave bank benefits shall be used for the personal illness, quarantine, or disability of the member only. Each use of the sick leave bank must be supported by a written request for its use from the sick leave bank member and must be accompanied by a physician's statement substantiating the absence, indicating the nature of the illness and giving a prognosis for the employee's return to work. In lieu of accepting statements from the member's physician, the school corporation may at its own expense require that a member who wishes to draw or continue to draw from the sick leave bank have from time to time a physical examination from a licensed physician of the corporation's choice in order to determine the member's eligibility.

An individual who wishes to use the sick leave bank must exhaust his own accumulated sick days and then wait at least two (2) working sick days without pay before the use of the sick leave bank will be authorized; these two days without pay are not reclaimable from the sick leave bank.

An individual member may be eligible for no more of the sick leave bank's days during a July 1-June 30 year than the total of his/her own individual accumulated sick leave on July 1, at the beginning of that year. An individual member may be eligible for no more than thirty (30) sick leave bank days during a single school year. In addition, no employee will be permitted to withdraw more than 90 sick leave days from the sick leave bank throughout his/her entire career with Jennings County School Corporation.-Provided, however, the above calculation for the number of sick leave bank days for which an employee may be eligible is limited by the restriction that an employee may not use sick leave bank days to extend a paid leave after the expiration of the ninety (90) day qualification period for the long term disability insurance.

Applications for the sick leave bank usage shall be treated on a first-come, first-serve basis. In addition, several people may draw on the sick leave bank simultaneously, even though the result may be a total exhaustion of the sick leave bank before any or all of such persons recover from their illnesses.

Days taken from the sick leave bank shall apply only to those days on which an employee would receive pay if the employee were not under disability.

Sick leave bank benefits shall not be paid for any day on which the employee takes any type of leave or attempts to combine fringe benefits, if such taking of leave or combination of benefits would operate in a manner such that the employee would, should sick leave bank benefits be paid, draw "double" or otherwise increase pay for any day.

The sick leave bank shall not operate in any manner such that any employee receiving worker's compensation benefits receive either more or less than the employees regular pay, nor shall it operate in any other circumstances such that the employee receives on behalf of any particular day either more or less than the employee would have received should that day have been worked. Sick leave bank days may be used for any regular scheduled working day.

Leave from the sick leave bank may not be used for maternity or childbirth leave insofar as such leaves reflect accommodations made for the sake of convenience or in connection with statutory law unconnected with substantial and actual medical disability. However, sick leave bank days may be used for any actual, medically determined physical or mental disability arising out of pregnancy of childbirth.

Miscellaneous Policies/Information

Release of Employee Information

Jennings County School Corporation will not give the names and addresses of school employees to anyone unless state statute or ruling of an attorney-general mandates such service. Building principals are to advise all personnel having access to names and addresses that there is no deviation from this policy. Employees, or former employees, may authorize in writing the release of salary and other employment-related information to specified businesses and lending institutions.

Safety

Employee Safety
Jennings County School Corporation strives to provide its employees with a safe and healthful workplace environment. To accomplish this goal, both administrators/supervisors and employees must diligently undertake efforts to promote safety.

All job-related injuries are to be reported to your supervisor immediately, including minor injuries on a "School Incident Report" form. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit an incident report to be made. Failure to report an injury may preclude or delay the payment of any benefits.

First Report of Employee Injury, Illness forms are available in the school office and Nurses Office, School Administration Building and on the school's website. Reports should be filed with the appropriate supervisor (i.e. Principal, Food Service Director, and Transportation Director) and/or the employee's immediate supervisor within 24 hours. Reports may also be filed directly with the Benefits Coordinator or Human Resources Director.

Return to Work after Serious Injury or Illness
As a joint protection to the employee and the Jennings County School Corporation, employees who have been absent from work because of serious illness, injury, or surgery that are non-work related, are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments with no restrictions. A serious injury or illness is defined as one that results in the employee being absent from work and which may limit the employee's future performance of regular duties or assignments. (Also see Family and Medical Leave Policy)

If the cause of the employee's illness or injury was job-related, the employee's supervisors and/or administrators will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required in order for the employee to return to work.

Appropriate Use of Technology

Jennings County School Corporation is pleased to offer employees access to district computers, communications systems (***which can include: e-mail, websites, blogging, wikis, podcasting, social networks, list-serves, and/or other emerging technologies***), the Internet and an array of technology resources to promote educational excellence. Each employee is responsible for her/his use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles, and at school sponsored activities, as well as using district technology resources via off-campus remote access, employees must act in an appropriate manner consistent with school, district, and legal guidelines.

Using the Internet and Communications Systems
District technology resources are provided to employees to communicate with others in furtherance of student education. Access is a privilege not a right; as such, general rules of the work environment behavior apply. Access to these services is given to employees who agree to

act in a considerate and responsible manner. Just as employees are responsible for good behavior in the school environment, they must also be responsible when using school computer networks or personal technologies. Employees must comply with district standards and honor this agreement to be permitted to use technology.
All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that employees are using technology responsibly. Employees should not expect that files stored on district servers will be private. Employees should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make Internet access available to further student's educational goals and objectives, employees may find ways to access these other materials as well. JCSC does not condone or permit the use of this material and uses content filtering software (Content Keeper) to protect employees and students to the fullest extent possible. Employees must be aware that content filtering tools are not completely fail-safe and while at school. Employees are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. JCSC believes that the benefits of employee's access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, employees are responsible for setting and conveying the standard when using technology. If an employee accidentally access inappropriate material, they should back out of the information at once and notify their supervisor or building administrator.

Proper and Acceptable Use of All Technology Resources
All district technology resources, including but not limited to district computers, communications systems, and the Internet, must be used in support of education and academic programs supporting the school district and must be used in a manner consistent with the educational mission and objectives of JCSC.

Technology Activities that are NOT permitted include:

- Using obscene language; harassing, insulting, ostracizing, or intimidating others;

- Representing Copyright, Registered, and or Trademark materials as one's own work

- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to JCSC school work, or community service (thus, searching inappropriate materials is not permitted);
- Damaging or modifying computers or networks; intentional or neglectful transmission of viruses
- or other destructive computer files; hacking into district or external computers; intentionally bypassing district filters;
- Use of USB, bootable CDs, or other devices to alter the function of a computer or a network; - Subscription to any online services or ordering of any goods or services;
- Online sharing of any student's or staff member's name, home address, phone number, or other
- Personal information;
- Non-educational uses such as games, role-playing multi-user environments, gambling, junk mail,

- Chain mail, jokes or raffles;
- Participating in online chat rooms or using instant messaging, unless specifically assigned by a supervisor or building administrator;
- Use of district resources for commercial purposes, personal financial gain, or fraud; -
Any activity that violates a school rule or a local, state, or federal law.

Employees are expected to report harassment, threats, hate-speech, and inappropriate content to a supervisor or building administrator. If an employee has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Privacy and Security
Employees must use district technologies responsibly and in a secure manner.
They must not share their logins, passwords, or access with others.

Vandalism
Any intentional act by an employee that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replaces, or perform corrective work on district technologies or data is also considered vandalism and subject to repair costs at the employee's expense.

Consequences of Misuse
Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including termination. This document shall be used in conjunction with JCSC Board of Education policies and Administrative Guidelines. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or Federal law.

Complaint Procedure

Jennings County School Corporation recognizes the value of a complaint procedure that provides for the timely review of employee complaints in a fair yet workable manner. For the purposes of this document, a complaint is considered to be any dispute between an employee and the Jennings County School Corporation that impacts an employee's ability to perform his or her job.

Although purely personal matters between employees would not ordinarily be subject to this work complaint procedure, any matter that adversely affects an employee's ability to perform his or her job could be the subject of a work complaint. Good individual judgment and common sense should be the guide.

An employee may express a verbal complaint to his or her immediate supervisor and/or administrator. If the concern is not resolved to the employee's satisfaction within one week, the employee may put in writing the details of his or her complaint and submit the complaint to the

immediate supervisor and/or administrator. If the complaint is about the immediate supervisor and/or administrator, the employee may file the written complaint using the following chain of command:

- Principal and/or immediate supervisor
- Manager of Facilities, Food Service Director, Transportation Director
-Human Resources Coordinator

When a matter is serious or cannot be resolved at a lower level, the superintendent or designee will review the written statement and decide the matter. The employee and supervisor and/or administrator may request a hearing with the designee. Prior to a final decision, the problem may be discussed in the presence of the employee and supervisor and/or administrator. Final resolution of the complaint will be made by the designee.

The decision will be reduced to writing, the original given to the employee and a copy given to the supervisor and/or administrator. A copy will be filed in the employee's personnel file.

Discrimination or Sexual harassment – Complaints concerning discrimination should be filed directly with the Superintendent immediately at the Administration Building. Complaints about sexual harassment should be filed with the appropriate supervisor (i.e., Facilities, Food Service, or Transportation) and/or the building principal as soon as possible.

Notices

Medical Privacy
The Jennings County School Corporation is concerned with its employee's privacy, especially when matters regarding medical and personal information are involved. Medical information will be kept in a medical file separate from the employees' personnel file. The Jennings County School Corporation shall maintain employee medical information in confidence and release this information only when the employee signs a release for the transfer of such information on forms acceptable to the Jennings County School Corporation designated persons or agencies.

Jennings County School Corporation will follow all Federal HIPAA Privacy rules, for detailed information, see Board Policy.

Nothing contained in this section shall eliminate or modify the Jennings County School Corporation's right to dismiss any employee at any time for any reason.

Hazardous Materials
Jennings County School Corporation complies with all federal and state "Right to Know" Laws, which means you will be made aware of any chemical hazards you may face at your workplace. All hazardous materials are to be labeled according to federal and state law. This information is available at each school site and to any employee.

Keep accurate records of all hazardous materials entering your work area. Do not combine different types of waste. Store them by hazard classes as required by federal and state law. If you have any questions about materials you are handling, see your supervisor immediately.

Notice of AHERA
Indiana Department of Environmental Management (IDEM). Environmental Protection Agency (EPA). Inspection and Testing Services: ATEC ASSOCIATES, INC.

The Management Plan is on file at the Central Administrative Office, 34 Main Street, North Vernon, IN and available for inspection during regular business hours. Copies are available upon request for a fee. This statement meets all responsibilities of the local education agency. AHERA Regulations: 763.86(C).

The Director of Buildings and Grounds is the local education agency (LEA) designated person for Jennings County Schools. All ACBM are under periodic surveillance once every six months. AHERA Regulations: 763.92 (B).

Public Notification for Lead in Drinking Water
The Safe Drinking Water Act passed by Congress in 1986 requires notification to all consumers about possible lead contamination in drinking water. The Jennings County School district will continue to carefully monitor its water quality. Steps being taken include: scheduled testing of drinking water, replacing lead pipes and service connections, and making sure that lead does not become a problem in the drinking water.

The Environmental Protection Agency (EPA) sets drinking water standards and has determined that lead is a health concern at certain levels of exposure. The standard is 0.050 parts per million (ppm). Part of the purpose of this notice is to inform all consumers of the potential adverse health effects of lead. This is being done even though the drinking water may not be in violation of the current standard. EPA and others are concerned about lead in drinking water because too much can cause serious damage to the human brain, kidneys, nervous system, and red blood cells. The greatest risk, even with short-term exposure, is to young children and pregnant women.

If you have any questions about the drinking water at Jennings County School Corporation or testing information, please call the Central Office during regular school hours at (812) 346-4483.

Employee Training (Professional Development) Day

If approved by the State Board of Education for JCSC to conduct staff training on a waiver day for students, all employees must report to work for professional development and job related activities for the regular work day scheduled time.

School Closures – Employee Expectations

Year-round employees (e.g., admin assistants, custodians, IT, maintenance):

- Must report to work for regular 8-hour day when it is safe to travel
- If a State of Emergency prevents travel, missed hours must be made up at a later time
- Must notify their supervisor if delayed or absent

- If absent, they can use sick/personal/vacation time
- Take unpaid leave (after all other benefit days have been exhausted)
- Immediate supervisor may alter schedule as needed for safety reasons

Non–year-round employees (less than 240 days, e.g., admin assistants, bus drivers/aides, nurses, cooks, paraprofessionals):

- Do not report on canceled days (*Snow Day*) but must work if the day is rescheduled
- When students and teachers are conducting online instruction (*eLearning or Virtual*), all employees must work a **full** day or make up the time

Options for non–year-round employees on missed days:

- Use a sick or personal day
- Complete assigned and approved video training (maximum up to 3 full days per year); may be extended with HR Coordinator prior approval.
- Complete work (before or within 30 days), such as tutoring or working school events, as directed and pre-approved by immediate supervisor. If employees are "banking" time for future use, no more than three days can be "banked" for use at any given time.
- Take unpaid leave after all sick or personal days have been exhausted

Classified Employees - Frequently Asked Questions

1. Where do I go to complete my Vector Solutions (Safe Schools) annual professional development?

   https://jcsc-in.safeschools.com/login

2. What is my username for Vector Solutions?

   It is your employee ID number.

3. How do I check my pay stubs?

   https://my.doculivery.com/jcsc

   Your username is jcsc(employee ID#).
   Your "old" password might have to be entered as the last four digits of your social security number, but you will need to reset your password.

4. When do I need to contact Lisa Hearne (812) 346-4483 (Ext. 1038) to request FMLA paperwork?

   If you have missed three days in a row for the same issue, you should request FMLA paperwork on day four if still unable to return to work.

5. What do I do if I am injured in any way?

   An Indiana Worker's Compensation First Report of Employee Injury/Illness form must be filled out and turned into the HR department (Lisa Hearne). A nurse within your building will be able to assist or you may contact your director/ principal. The First Report of Injury forms are located in the nurse's office and with the head custodian in your building.

6. Who do I contact if I have any payroll questions?

   Stephanie Ketcham, Payroll Supervisor at (812) 346-4483 (Ext. 1030)