

**Richland-Bean Blossom
Community School Corporation**

**CLASSIFIED
PERSONNEL
EMPLOYMENT
HANDBOOK**

2023-2024

RBBCSC Board Approved June 19th, 2023



Richland-Bean Blossom Community School Corporation
EDGEWOOD SCHOOLS
Caring. Daring. Preparing.

TABLE OF CONTENTS

	Page #
Welcome	1
Non-Discrimination Policy	2
General Employment Expectations.....	2
General Employment Rules	2
Grounds for Disciplinary Action/Termination.....	3
General Employment Procedures.....	3-5
Schedule of Paid Holidays	6
Schedule of Paid Leave & Vacation Leave.....	6-7
Insurance Coverages	7-8
Workman’s Compensation.....	8-9
Family Medical Leave.....	9-10
Transfers/Substitutes/New Hires/Background Verifications.....	10-11
<u>APPENDICES:</u>	
Pro-Rated Leave days	12
RBBCSC Retirement Appendix	13
Internal Complaint Procedure and Guidelines.....	14
Employee verification of Pre-Employment Orientation.....	14
Available Classified Pay Schedules	15-18

Welcome to the Richland-Bean Blossom Community School Corporation

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

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

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

I hope your employment is rewarding, and I wish you the best of luck in your career with Richland-Bean Blossom Community School Corporation.

Matt Irwin

Matt Irwin
Assistant Superintendent

This handbook should not be construed to create or be a part of a contract between the Richland-Bean Blossom Community School Corporation (“RBBCSC”) and any classified employee. The provisions contained herein may be amended or deleted at any time by RBBCSC. All classified personnel of RBBCSC are at-will employees.

NON-DISCRIMINATION POLICY

Richland-Bean Blossom Community School Corporation does not discriminate on the basis of race, color, religion, gender, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Inquiries regarding compliance may be directed to Jerry Sanders, Superintendent, or Matt Irwin, Assistant Superintendent, 600 S. Edgewood Drive, Ellettsville, IN 47429, phone (812) 876-7100, or fax (812) 876-7020.

GENERAL EMPLOYMENT EXPECTATIONS

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

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

GENERAL EMPLOYMENT RULES

1. Report to work every scheduled workday unless you have a personal illness, an approved paid leave day, vacation day, or a death in your family.
2. Do your job to the best of your ability.
3. Work as a “Team Player” with all school personnel.
4. Follow Corporation employment policies and procedures printed in this handbook and the Board policies, which can be found at <https://go.boarddocs.com/in/rbbcsc/Board.nsf/Public?open&id=policies>.

A. Rules of Conduct

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

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

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

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

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

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

GENERAL EMPLOYMENT PROCEDURES

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

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

Pay Days: Employees are paid within 10 business days following a ten-fourteen (10-14) day work period. A work period begins at the conclusion of the previous work period and ends ten to fourteen (10-14) days later. Employees will only be paid when their time cards have been approved by the building principal or supervisor. It is your responsibility to review the portion of the Time Report that records the hours you have worked each pay period.

**Any employee will be ineligible for any pay raise or movement on a particular schedule if their overall evaluation is less than effective or they are on an improvement plan.

Dress Code

All staff is expected to dress in a professional and acceptable manner at all times.

*Custodial and maintenance crews will wear school provided attire on all work days unless previously specified by their supervisor

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

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

Unpaid Personal Leave of Absence: Absenteeism can be one of the most serious problems any organization can face. It is harmful to both the employer and employee. RBBCSC considers repeated or habitual absences to be unacceptable and may result in disciplinary action. However, we realize that there will be some exceptions, such as extended illness, that require special consideration.

RBBCSC does not routinely grant unpaid personal leaves of absence. All available leave days must be used prior to a day without pay is considered unless otherwise granted by RBBCSC. The personnel office will deduct available leave days in this order: paid leave - then vacation. RBBCSC may grant an unpaid personal leave of absence on an individual basis. The decision to grant an unpaid leave will be based on the length of requested leave, the length of service, the level of job performance, and the overall operational needs of RBBCSC. Some leaves may be unavoidable and covered by *The Family Medical Leave Act of 1993*. Please see pages 9-10 of your handbook for a description of this provision.

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

Probation: Employees new to RBBCSC shall serve approximately eight (8) weeks of probationary employment (forty workdays). During probation, paid leave shall not be available. After completion of probation, the employee is awarded paid leave on a pro-rated basis (schedule attached – Page 12). Each employee and their supervisor will be informed of their new benefits by the business office when a new employee successfully completes their probationary status.

The Superintendent or Assistant Superintendent has the discretion to grant a leave day during probationary period.

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

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

Leaving Campus: Employees are required to remain on campus for their entire shift except during lunch break or when specifically authorized to leave campus by the Principal/Supervisor.

Pay/Compensatory Time for Approved Overtime: This will be 1 1/2 times regular hourly rate/time. No overtime shall be worked except in cases of emergency. Overtime pay must be approved in advance by the Superintendent or Assistant Superintendent. Compensatory time is figured on a forty (40) hour work week at time-and-a-half, and only if forty (40) hours were actually worked (straight time only not if the work week contains any holidays, paid leave, bereavement, vacation days, or compensatory time taken). Compensatory time may accumulate only to forty (40) hours. Board Policy #4413 and Fair Labor Standards Act, Policy 6700.

Cancelled Workdays: Employees will only be paid for days worked unless otherwise noted by an emergency action taken by the Board or Superintendent. An employee absent or missing time due to inclement weather (when school is closed or delayed) may use available leave time of their choice.

Return to Work Policy: If an employee is absent from work for 5 consecutive days due to medical reasons, injury, or health concerns, the employee is required to contact the personnel office to inform administration of when and in what capacity the employee is able to return to work with no restrictions. At the time of that meeting, the employee is required to provide medical clearance from a licensed physician that shows, in writing, that the employee is allowed to work with no restrictions or whether they are able to return to work on a limited basis. Administration may need to consider whether it is possible for the employee to return to work on a limited basis. If the employee is able to return with restrictions, see “Early Return-To-Work Statement” located under **Worker’s Compensation** on pages 8-9 of the RBBCSC Classified Handbook. No employee is allowed to return to work without proper notification of why there was an absence from work, or to what degree the employee is able to perform the expected duties of their job.

Paid Holidays: Employees that work on a 12-month year-round basis will have the full schedule of paid holidays as outlined below. Employees that work on a less than 12-month year-round basis will have the paid holidays that are notated with a (*)

SCHEDULE OF PAID HOLIDAYS

Labor Day (*)	New Year's Day (*)
Thanksgiving Day (*)	Day before or after New Year's Day (Supt. Direction)
Thanksgiving Friday (*)	Independence Day
Christmas Eve Day	Memorial Day (*)
Christmas Day (*)	

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

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

*Holiday Pay is not applicable to temporary positions, substitutes, & student workers.

Leave & Vacation Days: If you are on uncompensated leave as of July 1 in any given year, you will receive your annual allotment of leave days when you have returned to active work status for 15 workdays. This provision also includes any employee who receives vacation days on June 1.

Paid Leave: After the customary 40-workday probationary period, paid leave days shall be granted on a pro-rated basis for that year. Paid leave is not vacation leave. Vacation leave is a separate category of benefit. Paid leave days are for illness of the employee, family members, or for personal business that cannot be done outside of the workday.

12-month employees hired prior to June 21, 2021: 15 paid leave days per year.

12-month employees hired on or after June 21, 2021: 10 paid leave days per year.

Part-Time 12-month employees hired prior to June 21, 2021: 14 paid leave days per year

Part-Time 12-month employees hired on or after June 21, 2021: 5 paid leave days per year

Non 12-month employees hired prior to June 21, 2021: 11 paid leave days per year

Non 12-month employees hired on or after June 21, 2021: 5 paid leave days per year

**Transportation and Nutrition Services staff will have available two (2) E-Learning Paid Days to be used only during E-Learning days/Flex Waiver Days that would count towards their normal working day schedule. These days do not accumulate.

If the annual allocation is not used, it will be added to accumulated leave not to exceed one hundred eighty (180) days. If three (3) or more consecutive days will be missed for anything other than health reasons, the leave must be submitted well in advance to seek approval from the immediate supervisor. All leaves for health reasons lasting five (5) or more days will need to be accompanied by a doctor's statement. All approvals are not automatic and notification of your supervisor is to be made as far in advance as possible. The needs of RBBCSC will be considered of primary importance.

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

*Part-Time employees paid leave days may only be taken in full day increments unless specifically authorized in special situations or by their building administrators or director

*Paid leave is not paid out at separation unless otherwise specified in retirement benefit language

*Paid leave cannot be used for non-working days

*Paid leave days are not applicable to temporary positions, substitutes, & student workers.

Bereavement Leave:

Bereavement leave for death in the immediate family shall be granted for a period not to exceed seven (7) consecutive calendar days (this would mean through a weekend / weekend days are not paid and would not be put into frontline). Immediate family shall be defined as spouse, child, step-child, ward, parents, step-parents, parents-in-law, siblings, grandchild, son-in-law, or daughter-in-law. This leave will commence within fourteen (14) days of the date of the death.

Two (2) days shall be granted for bereavement leave for grandparents, aunt, uncle, niece, nephew, brother-in-law, sister-in-law of employee or spouse or any other relative of the employee whom the employee counts as a dependent. If out of state travel is required for attendance at the funeral, the employee may receive three (3) days rather than two (2) days of leave. This leave must occur within fourteen (14) days of the date of the death.

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

Jury Duty/Trial Witness Leave: Employees who are called upon to serve our community as a jury member or as a trial witness shall be paid for that service. Employees must verify with court documentation. Employee cannot receive double payment from the school and from jury duty.

Paid Vacation Leave: Vacation with pay for all full-time personnel who work on a twelve (12) month basis is awarded the summer following completion of one year of work. An employee who is hired after June 1 will be awarded a prorated amount of days after one year of work for the first year. Subsequent awards of vacation time will be awarded in the summer when all other employees receive their vacation award. Personnel working on less than a twelve (12) month basis, or who work part-time only, are not subject to vacation pay unless otherwise noted in an individual employment contract. The schedule of paid vacation leave is listed in the table below. Only an individual employment contract can supersede the language in this provision. Vacation days require the prior approval of the Superintendent or designee.

Vacation days may accumulate up to 20 days. Any days over that will be rolled to paid leave accumulation on June 1st of every year prior to loading of new days, and shall be subject to the paid leave day restrictions and conditions. Any current classified employees, will have their vacation days capped at the number of which they currently have over 20 as of May 31st, 2021.

- Any personnel receiving vacation days who retires or separates from RBBCSC for any reason will have that year’s vacation leave prorated to the nearest half day based on time served for the current year.

SCHEDULE OF VACATION LEAVE

<u>SCHOOL YEARS</u> <u>OF EXPERIENCE</u>	<u>Vacation DAYS</u>
Summer Following 1 st Year	10 days
10+ Years (by 6/1/21).	15 days
15+ Years (by 6/1)	15 days
25+ Years (by 6/1/21)	20 days

Health Insurance: The SCIST (South Central Indiana School Trust) Health Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week to be eligible for coverage in one of the health insurance plans offered by RBBCSC unless otherwise noted to the individual employee. RBBCSC shall contribute a set amount per year toward the cost of an insurance plan elected by these employees. The employee shall pay the difference. These health insurance rates can be viewed by the employee by reaching out to the HR/Benefits Specialist.

Dental Insurance: The SCIST (South Central Indiana School Trust) Dental Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week to be eligible for coverage in one of the dental insurance plans offered by the RBBCSC, unless otherwise noted to the individual employee. RBBCSC shall contribute a set amount per year toward the cost of an insurance plan elected by these employees. The employee shall pay the difference. These dental rates can be viewed by the employee by reaching out to the HR/Benefits Specialist.

Vision Insurance: The SCIST (South Central Indiana School Trust) Vision Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week, to be eligible for coverage in the vision insurance plan (VSP) offered by RBBCSC, unless otherwise noted to the individual employee. The employee pays 100% of the cost. These vision rates can be viewed by the employee by reaching out to the HR/Benefits Specialist.

Term-Life Insurance: The Board will provide a term life insurance policy with a benefit valued at \$50,000 (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium.

Long-Term Disability Insurance: The Board will provide a long-term disability insurance policy (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium.

Workman's Compensation: When an accident/injury arises out of and in the course of duty, an employee may be eligible for Workman's Compensation benefits. The accident/injury must occur after a healthy employee has arrived at the employee's workstation and is in their normal course of work. The employee will not be eligible if the injury occurs on the way to work or if the injury had been sustained during an activity before the scheduled work day. **An accident/injury must be reported to your supervisor immediately or the claim may be denied.** The supervisor will call the insurance triage telephone number and fill out the appropriate accident/injury report, which should be forwarded to Central Office immediately. An employee cannot return to work without a doctor's release indicating no restrictions or limited work restrictions of duty after an employee seeks medical attention for an accident/injury that occurs during the course of normal work duties.

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

Before any medical attention is provided by the occupational health clinic designated by the school corporation, the employee **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.

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

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

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

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

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

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

Medical insurance coverage, under the school's group health plan for employees on Leave will be continued, provided that the employee pays the employee portion of the insurance premium. If an employee fails to pay the required premium within thirty days (30) after it is due, insurance coverage may be canceled, but it will be reinstated upon the employee's return from Leave. In certain circumstances, the School District reserves the right to advance an employee's portion of the insurance premium to prevent cancellation of the employee's insurance, provided that the employee shall repay such advanced premiums upon return from Leave. Holidays will not be paid to the employee when the employee is on unpaid leave.

FMLA Notice of Expectations

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

Transfers/Substitutes/New Hires: An applicant is not considered employed until they have cleared the SafeHiring Solutions screening process, completed their pre-employment orientation and have reported to work for their first day as an employee. Substitutes should not assume they will receive regular employment or are full time employees until they have been notified of their full-time status during a pre-employment orientation meeting. New hires may be subject to immediate termination if a criminal conviction or notification of criminal proceedings is found on any background check or it is determined

that any information was withheld during the hiring process that may be considered material after employment has started.

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

Background Verifications: All applicants are required to utilize the on-line background process before RBBCSC approves a recommendation of employment. RBBCSC reserves the right not to employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee. RBBCSC reserves the right to obtain criminal record information on any employee at any time.

All classified employees will be required to follow the on-line background process with initial employment and no more than 5 years after their previous background verification.

Leave Days awarded after 40 probationary days have been worked.			
12 Month Employees	FT/ PT	Eligible Non-12 Month Employees	
Hire Month	Paid Leave	Hire Month	Paid Leave
July	10/ 5	July	5
August	10 / 5	August	5
September	10 / 5	September	5
October	8 / 4	October	4
November	8 / 4	November	4
December	7 / 4	December	4
January	6 / 3	January	3
February	5 / 3	February	3
March	4 / 2	March	2
April	3 / 2	April	2
May	2 / 1	May	1
June	1 / 1	June	5 for following school year

Retirement Savings Plan.

1. Effective with the 2004-05 school year, all PERF covered classified employees shall have the option of investing in the Section 403(b) Plan to the maximum allowable under Federal law. Effective with the 2004-05 school year, the Board will match such PERF covered classified employee contributions in a qualified Section 401(a) Annuity Plan ("401(a) Plan") maintained by the Board on behalf of the PERF covered classified employee on a dollar for dollar basis according to the following schedule:
 - A. PERF Covered Classified Employees – up to two tenths percent (.002%) but no less than fifty dollars (\$50.00) of the PERF covered classified employee's salary as reflected on the salary schedule annually.
 - B. PERF Covered Classified Employees employed on or after May 30, 2004 – a contribution of fifty dollars (\$50.00) annually.

This Section 401(a) account shall be in addition to the Section 401(a) accounts established for the retirement buyout dollars in Section C above.

2. Employees hired before May 30, 2004, shall be one hundred percent (100%) vested in any contributions made by the Board on the employee's behalf to the Section 401(a) Plan. Employees hired after May 30, 2004, shall be one hundred percent (100%) vested in any contributions made by the Board on the employee's behalf to the Section 401(a) Plan when the employee has ten (10) completed years of service. A PERF covered classified employee who is not fully vested in this program and who voluntarily resigns shall not retain any prior partial vesting rights if ever rehired by the Board.

Retirement Pay Buyout

1. **Retirement Pay Buyout For PERF Covered Classified Employees Hired Prior to May 30, 2004.**

Upon receipt of the Senate Bill 199 bond proceeds, all PERF covered classified employees hired before May 30, 2004, with an Unused Leave Accumulation of one hundred (100) days or more, the Board will buy all unused leave days at the end of the school year at the rate of thirty-five dollars (\$35.00) per day. The money shall be deposited into the PERF covered classified employee's Section 401(a) account. Thereafter, the Board will buy a PERF covered classified employee's unused annual leave days in excess of one hundred (100) days, until such time as the Board has bought a total of eighty (80) additional leave days from the PERF covered classified employee, and deposit such money into the PERF covered classified employee's Section 401(a) account ***by August 1***. In no case will the Board reimburse the PERF covered classified employee for more than one hundred and eighty (180) cumulative leave days. However, the PERF covered classified employee may accumulate an unlimited number of days for leave purposes.

At the time the PERF covered classified employee retires, the Board will buy the PERF covered classified employee's unused accumulated leave days, up to one hundred (100) days, at \$35.00 per day.

2. **Retirement Pay Buyout for PERF Covered Classified Employees Hired After May 30, 2004**

PERF covered classified employees hired after May 30, 2004 may accumulate up to one hundred (100) unused leave days. Once a PERF covered classified employee has accumulated one hundred (100) unused leave days, the Board will buy back unused leave days at the end of each school year at the rate of thirty-five dollars (\$35.00) per day to a maximum of eighty (80) days and deposit such money into the PERF covered classified employee's Section 401(a) account. At retirement up to 100 days will be paid at a rate of thirty-five dollars (\$35.00) per day. In no case will the Board reimburse the PERF covered classified employee for more than one hundred and eighty (180) cumulative leave days, however the PERF covered classified employee may accumulate an unlimited number of days for leave purposes.

Internal Complaints' Procedure

Richland-Bean Blossom Community School Corporation aims to provide an efficient, helpful and courteous environment to all staff. If any member of our staff needs to make a complaint about their environment, please contact the Assistant Superintendent or Superintendent giving details of the nature of the complaint, dates and staff involved. The Assistant Superintendent or Superintendent will contact the appropriate Supervisor, who will investigate the matter and respond.

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

The Superintendent will be informed of any complaints made.

Employee Verification of Pre-Employment Orientation and annual update form

- I have received a copy of the 2023-2024 Classified Employee Handbook.
- I have carefully and thoroughly read all policies and procedures including grounds for dismissal and/or disciplinary action.
- I have had an opportunity to have my questions answered with regards to the classified handbook, insurance coverage, benefits and over-time pay.

Print employee name: _____

Employee Signature

Date

Payroll/Supervisor/Administrator

Date

Pay Scales

(BOARD APPROVAL 11/2023)

Custodial Staff

Hired Prior to 7/1/10		Hired After 7/1/10	
		Year 0	\$16.25
		Years 1-2	\$16.50
		Years 3-4	\$17.00
		Years 5-9	\$18.00
		Years 10+	\$19.00
Years 10-14	\$20.00		
Years 15-19	\$20.63		
Years 20-24	\$20.96		
Years 25+	\$21.48		

Head Custodians receive a \$2,500 stipend each year starting with the 2023-2024 SY

Maintenance Staff

Year 0	\$21.00
Years 1-2	\$21.50
Years 3-4	\$22.25
Years 5-9	\$23.25
Years 10+	\$24.75

Maintenance Sub - \$16.25

Transportation

Bus Monitor

Years 0-4	\$15.00
Years 5+	\$15.25

Driver

Year 0	\$21.00
Years 1-2	\$21.25
Years 3-4	\$21.75
Years 5-9	\$22.25
Years 10+	\$22.75

ECA Trips (Drivers) - \$16.50

Instructional Aids / Latch Key / Health Aides

Year 0	\$14.00
Years 1-2	\$14.50
Years 3-4	\$15.00
Years 5-9	\$15.75
Years 10+	\$17.00

Title 1 / Highly Qualified / Self-Contained or 1:1 SPED Aides -

Year 0	\$15.75
Years 1-2	\$16.00
Years 3-4	\$16.25
Years 5-9	\$16.75
Years 10+	\$17.25

Before/After School Director (salaried) -----	\$19,500
Substitute Health Aide -----	\$14.00
Substitute RN Nurse -----	\$160.00 a day

Pre-School Leads

Year 0	\$18.00
Years 1-2	\$18.25
Years 3-4	\$18.75
Years 5-9	\$19.25
Years 10+	\$20.50

Pre-School Secretary

Year 0	\$15.50
Years 1-2	\$16.00
Years 3-4	\$16.50
Years 5-9	\$17.00
Years 10+	\$18.25

School Secretaries

Year 0	\$17.50
Years 1-2	\$18.00
Years 3-4	\$18.75
Years 5-9	\$19.75
Years 10+	\$21.00

Assistant / Guidance / Athletic Secretaries & Attendance Clerks & Library Assistants

Year 0	\$16.00
Years 1-2	\$16.50
Years 3-4	\$17.00
Years 5-9	\$17.50
Years 10+	\$18.78

ECA Treasurers

Year 0	\$17.50
Years 1-2	\$18.00
Years 3-4	\$18.75
Years 5-9	\$19.75
Years 10+	\$20.50

Nutrition Services

Supervisors

Year 0	\$16.72
Years 1-2	\$17.27
Years 3-4	\$18.35
Years 5-9	\$19.43
Years 10+	\$19.97

Cooks / Cashiers

Year 0	\$13.75
Years 1-2	\$14.27
Years 3-4	\$14.81
Years 5-9	\$15.36
Years 10+	\$15.89

Lunch Room Assistants

Year 0	\$11.00
Years 1-2	\$11.53
Years 3-4	\$11.91
Years 5-9	\$12.69
Years 10+	\$14.53

Nutrition Services Sub ----- \$12.00

Lead Cook Stipend (up to 4) - \$3,600 annually/\$20 a day

**** Movement on any schedule based on years of service will be considered on the following dates each year
January 1st, April 1st, July 1st, & October 1st
**Non-Retroactive

**** Other classified positions are compensable based on qualifications and experience