



*Mill Creek Community School Corporation  
Classified Employee Handbook*

*Adopted: July 14, 2021*

***Expectation of Excellence  
Attitude  
Actions  
Achievement***

## **INTRODUCTION**

### Office of the Superintendent

The contents of this handbook are designed to be a ready reference for the school corporation's staff relative to the most frequently and commonly pursued classified staff matters. The Mill Creek Community School Corporation reserves the right to modify, revoke, terminate, suspend, or revise any or all plans, policies, or procedures, in whole or in part, at any time with or without notice. The language as it appears in this handbook is not intended to create nor is it to be construed to constitute a contract between the Mill Creek Community School Corporation and any one or all of its employees.

### Mission Statement

Our community, including learners, educators, and families is a team committed to providing an excellent education for all students. With this commitment comes an expectation of excellence in achievement, attitude, and actions of all students, employees, and the entire school community. We believe that this expectation will pave the way for our students to attain a level of competence to meet and exceed the challenges they will face now and in the future as they become our community's leaders of tomorrow.

### Nondiscrimination Statement

The Mill Creek Community School Corporation is committed to equal opportunity and does not discriminate in any practice in the operation of the School Corporation on the basis of age, race, religion, color, sex including sexual orientation and gender identity, veteran's status, handicap, national origin, or ancestry. No person is excluded from, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis in any employment practices, educational program, or student activity. Questions regarding compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act or other nondiscriminatory policies should be directed to the office of the superintendent or to the Department of Civil Rights, U.S. Department of Education, Washington, D.C.

### At-Will Disclaimer

The Mill Creek Community School Corporation is an at-will employer and employment status can be terminated with or without notice at any time by the Mill Creek Community School Corporation or by you. This employee handbook is not a contract either expressed or implied, guaranteeing employment for a specific duration. No Mill Creek Community School Corporation representative has the authority to modify this policy. No Mill Creek Community School Corporation policy, procedure, custom and/or statement whether written or expressed orally can change the status of the Mill Creek Community School Corporation as an at-will employer.

### Gender Neutral Statement

We have avoided the use of gender pronouns whenever possible. However, where such avoidance would have led to very awkward sentences, we have used the masculine pronoun. This use should be considered to refer to both genders.

## **GENERAL POLICIES AND PROCEDURES**

Violation of the School Corporation's rules, regulations, policies, and/or contents of this handbook may result in disciplinary action, up to and including termination.

### Respect for Staff and Students

It is important to demonstrate respect for an individual's beliefs, opinions, and attitudes, so long as the expression of such is in conformity with generally accepted community values and is without regard to another's race, sex including sexual orientation and gender identity, religion, national origin, handicap, and/or economic status. Consequently, administrators, teachers, classified staff, and members of the general public while visiting school corporation-owned property shall make all reasonable efforts to treat staff members and students in a respectful manner. Speech that ridicules or personally demeans another person sets a negative example and reduces self-esteem and therefore cannot be tolerated. All staff members are cautioned that any person who demeans, insults, or abuses another person is subject to disciplinary action.

### Staff Ethics

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the School Corporation expects all employees to maintain high standards in their working environment. Classified employees in the performance of their duties shall abide by the following. Reference School Board Policy #2012.

- Recognize basic dignities of all individuals with whom they interact in the performance of duties.
- Represent accurately their qualifications.
- Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates.
- Seek and apply knowledge and skills appropriate to assigned responsibilities.
- Keep in confidence such information as they may secure, unless disclosure is required by law, authorized by the superintendent, or is necessary to protect the health and welfare of students or others.
- Ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interest.
- Recognize their responsibility to the students to be an acceptable role model in behavior and ethics.

- Refrain from using their position or public property, or permitting another person to use an employee's position or property for partisan political or sectarian religious purposes. This will not limit constitutionally or legally protected rights as a citizen.
- Avoid accepting anything of value offered by another for the purpose of influencing judgment.

### Staff Discipline

Disciplinary action is normally undertaken with the intent of bringing an employee's performance and conduct up to an acceptable level. If a staff member does not respond within a suitable length of time, which will vary with different circumstances, the staff member may be subject to discharge in accordance with Indiana law. Reference School Board Policy #2050.

### Harassment / Sexual Harassment

It is the policy of the Mill Creek Community School Corporation to maintain a learning and working environment that is free from harassment. It shall be a violation of this policy for any employee of the Mill Creek Community School Corporation to harass another employee or student through conduct or communication in all protected areas - sexual, racial, religion, disability, language, etc. Harassment of any form will not be tolerated and victims of harassment are encouraged to file a written report on forms supplied by the School Corporation. A complete copy of the sexual harassment policy shall be attached to this handbook. Reference School Board Policy #2020 and #3030.

### Drug/Alcohol Free Workplace

The use, possession, concealment, or distribution of drugs on school grounds and/or buildings, in school or school-approved vehicles, or at any school related event is prohibited. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by Schedules I through V of Section 202 of the Controlled Substance Act (21 USC Section 812 and as further defined by regulation 21 CFR 1300.11 through 1300.15, or any substance that could be considered a look-alike controlled substance. Any employee, full or part-time, who violates this policy will be subject to disciplinary action up to and including termination. When appropriate or required by law, the School Corporation will also notify law enforcement officials. Reference School Board Policy #2030.

### Tobacco Free Corporation Policy

The use of tobacco by Mill Creek Community School Corporation students and staff in/on Mill Creek Community School Corporation buildings, athletic/recreational facilities, property, and vehicles is prohibited. For the purpose of this policy tobacco is defined as cigars, cigarettes, pipes, snuff, or any other substance containing tobacco. Reference School Board Policy #8300.

### AHERA Notification

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Mill Creek Community School Corporation is required to annually notify all school building employees, building occupants or their legal guardians of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

The only AHERA related activities conducted have been the routine maintenance of building materials and the six (6) month surveillance of all building materials. In the coming years, the only planned activity is the periodic surveillance of all building materials.

Anyone having questions or wishing to see a copy of the Management Plan for all facilities should contact the Director of Transportation and Facilities.

#### Pest Control Policy

Mill Creek Community School Corporation is committed to providing staff and students a safe environment. We seek to prevent staff and students from being exposed to pests and pesticides. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to staff and students. In accordance with School Board Policy, the School Corporation will provide notice of pesticide applications to parents and employees who have requested (in writing) advance notice. Reference School Board Policy # 6700.

### **EMPLOYMENT INFORMATION**

#### Employment Procedures

Upon certification by the responsible administrator/director that a vacancy exists, the personnel office will check the files, advertise if necessary, and refer qualified applicants to the appropriate administrator/director.

Applicants for any position in the Mill Creek Community School Corporation must file a written application with the Administrative Services Center. This application becomes a part of the employee's personnel file if she/he is employed. The personnel office is responsible for assembling the various documents and reports used in judging the qualifications of applicants.

Screening of prospective employees may include the following.

- A completed application form.
- Transcripts or college credits (if applicable).
- Written reference reports.
- Memoranda or telephone reference reports.
- Interview reports.

- Written statements of applicant.
- Recommendation from past employers.
- Bureau of Motor Vehicle report (if applicable).
- Criminal history background check.

An applicant for a position with the School Corporation will not be recommended for employment until he/she has been interviewed by the staff members to whom responsibility for selection has been delegated by the superintendent/designee.

No manager, director, or representative of the School Corporation other than the superintendent, with approval by the Board of School Trustees, has the authority to enter into any agreement with current or prospective employees for any specified period of time or to make an agreement different from or contrary to any School Corporation policy, procedure, or salary.

New employees shall contact the personnel office for an explanation of benefits and other employment related information.

The Board of School Trustees shall consider only those applicants recommended by the superintendent/designee.

#### Employment Qualifications of Classified Staff

- Each employee must be trustworthy, of good moral character and good health.
- Each employee must possess a high school diploma or its equivalent.
- Each employee whose job requires a valid license or certification must possess said license or certification prior to being officially employed.
- Treasurers/extracurricular bookkeepers must be bonded in an amount to be determined and paid annually by the Board of School Trustees.

#### Evaluation of Classified Staff

Classified staff shall be evaluated according to the following schedule.

- All classified staff shall have at least one (1) evaluation by May 1, of each year.
- Additional evaluations may be conducted when special concerns are identified by the designated administrators and supervisors. Classified staff members who are placed on this probationary status shall be evaluated near the end of the probationary period.
- The probationary period for employees new to the School Corporation is 60 workdays. Please refer to the "Salary and Benefits" section for more information regarding the probationary period.

### Dress Guidelines

Classified employees are expected to wear their clothing and manage their personal appearance in a manner that does not disrupt the educational process, interfere with health and safety, nor promote vulgarity. Directors may determine specific guidelines.

### Responsibilities and Duties

Classified staff, as a vital factor in accomplishing the mission of the Mill Creek Community School Corporation, must present themselves as a model of exemplary adult behavior and represent the schools and community with dignity and honor. Before a recommendation is submitted to the Board for approval the prospective employee must read and sign the respective job description, signifying his/her understanding.

### Job Descriptions

Job descriptions are designed to provide a global view of the position's responsibilities. The purpose of a job description is to convey a general sense of what is expected of each position. A job description is not intended to be a final, comprehensive, definitive statement about the totality of any position in the School Corporation. Therefore, by implication, a job description would never exclude any related responsibility simply because it fails to appear within the publication. The job description, accordingly, is not an all-inclusive listing of the complete responsibilities of any job. Before a recommendation is made to the Board of School Trustees, the prospective employee must read and sign a verification that he/she understands the respective job description.

### Transfer of Classified Staff

Transfers may be made at the request of the employee or upon the recommendation of the superintendent or other supervisory personnel for any reason that in the judgment of the superintendent is in the best interest of the School Corporation.

## **SALARY AND BENEFITS**

### Probationary Period for all Classified Employees

The Mill Creek Community School Corporation has a sixty (60) workday probationary period. The probationary period starts on the first day of employment. A probationary employee will be evaluated at the end of fifteen workdays and again following the completion of the thirtieth workday. Following a review of the evaluation, the superintendent/and the employee's immediate supervisor shall determine if the probationary employee will move to regular status or be released from employment. If the employee moves to regular status, his/her official date of hire shall be retroactive to the first day of the probationary period.

### Salary/Benefit Year

The beginning period for salary increases and benefits shall be July 1, of each year. Employees will be granted a year's experience on July 1, provided he/she has worked at least 2/3 of the total expected days of service in the previous work period, July 1-June 30, in the employment of the Mill Creek Community School Corporation.

#### Seniority and Advancement on Salary Schedule

Seniority is defined as the length of continuous service from the employee's last date of employment with the School Corporation. An employee who leaves the employment of the School Corporation and is re-hired at a later date shall be placed at the beginning level on the salary/benefit schedule and the seniority schedule.

For purposes of advancement on the salary/benefit schedule, the following experience chart shall be followed. Experience is based upon consecutive years of employment in the same or like position. Please note experience is not earned until the end of the school year.

#### Bus drivers

0-2 years of experience

3-5 years of experience (this would start with your fourth full year of employment)

6-8 years of experience (this would start with your ninth full year of employment)

9-11 years of experience (this would start with your twelfth full year of employment)

12+ years of experience (this would start with your thirteenth full year of employment)

#### All other employees

0-2 years of experience

3-6 years of experience (this would start with your fourth full year of employment)

7+ years of experience (this would start with your eighth full year of employment)

#### Work Week Defined

The workweek shall begin at 12:01 a.m. on Sunday and extend to midnight on Saturday.

#### Overtime

Overtime is defined as hours worked during a workweek over 40 hours per workweek. Overtime shall be paid at the rate of time and one-half. Employees must actually work 40 hours before any overtime is paid. The use of sick, personal, or vacation days does not count as hours worked when calculating overtime.

A fluctuating workweek, compensatory time, or Overtime must be approved in advance by the employee's immediate supervisor; failure to do so may result in disciplinary action.

#### Early Dismissal / Inclement Weather – Delay and Dismissal



On days when school is delayed or dismissed early, all hourly employees will be paid for the hours they actually worked. On days when school is delayed, dismissed early, or closed due to inclement weather, some classified staff, at the request of the respective administrator/director, may be required to report to work and, if so, will be paid accordingly. To receive compensation for a missed day because of inclement weather, twelve-month employees must either work, take a personal day, or take a vacation day.

#### Calculation of Sick and Personal Days for New Classified Employees

Sick and personal days will not be given until the completion of the probationary period, at which time they will be pro-rated.

#### Personal Business Days (Not available to probationary employees.)

Classified staff shall be given personal business days in accordance with the existing classified salary/benefit schedule. The school year is defined as July 1, through June 30.

A request for personal days should be made by the employee to his/her immediate supervisor in advance of the date requested, if at all possible. Personal business days may be requested in half-day or full-day increments.

Unused personal days at the end of the school year (June 30) shall be transferred to the employee's sick day balance.

#### Sick Days (Not available to probationary employees.)

Sick days are to be used for the employee's own personal illness or injury, legal quarantine, or an illness or injury in the employee's *immediate* family. *Immediate* family in this category is defined as parents, siblings, spouse, children, grandchildren, and anyone living in the household and under the care of the employee.

Family sick days may also be granted for illness in the extended immediate family to include in-laws, aunts, uncles, and grandparents in the event of serious illness, surgery, or accident. Any employee who desires to use this leave for extended family shall submit a signed letter of notification to the Superintendent. Other extraordinary usage requests may be brought to the Superintendent for consideration.

Employees using more than three consecutive sick leave days may be asked to present a physician's statement.

Sick leave days may be requested in half-day or full-day increments.

Sick days must be reported to the building principal/designee or appropriate supervisor before the start of the scheduled workday.

Sick days shall not be used for vacation/pleasure/business trips or to extend holidays or a school recess period.

Sick days will be granted and accumulate in accordance with the existing salary schedule.

#### Extended Use of Sick Days

An employee may use his/her accumulated sick days provided he/she is incapacitated and unable to work. If he/she is disabled or incapacitated for period of time extending beyond thirty (30) calendar days, a physician must certify his/her inability to work. For each additional thirty (30) days of disability it is required that a physician certify continued incapacitation. The physician's advice may be subject to a second opinion. If a second medical opinion is requested, it will be at the expense of the School Corporation.

#### Use of Purchased Leave

It is the assumption of the Corporation that an employee will use their individually accumulated sick and personal business leave days responsibly and appropriately. An employee who uses two (2) or fewer sick leave and personal business leave days on school days of each semester shall be paid by the School Corporation the following applicable amounts based upon the following table:

<u>Sick and Personal Business Leave</u>	
<u>Days Used During the School Year</u>	<u>Amount</u>
Zero (0)	\$200
One (1)	\$150
Two (2)	\$100

Following the semester attendance calculations, payment, less applicable withholding, shall be made to the qualifying employee with the first payroll following the end of a semester.

#### Bereavement Days (Not available to probationary employees.)

After successfully completing the sixty (60) day probationary period, classified staff shall be granted bereavement days as stipulated below.

For the purpose of determining bereavement leave, "family" is defined as parents, spouse, children, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, brothers and sisters. A memorial folder must be submitted with the employee's staff absence report.

- In the case of death within the family (as defined above), the employee shall be granted five (5) working days to be used within ten (10) working days and shall receive full compensation for such days.
- A leave of five (5) work days to be used within ten (10) working days with full compensation shall be granted, if the employee is in charge of funeral arrangements for any person other than family as defined above.

- A leave of up to three (3) consecutive work days with full compensation **to attend the funeral** of a relative other than a family member (as defined above) and up to one (1) work day with full compensation to attend the funeral of a close personal friend.

#### Jury Duty

In the event a classified staff member is called to jury duty or is subpoenaed to appear in court as a witness, he/she shall be paid the difference between the employee's regular salary and payment received for jury duty. A court receipt of the salary paid for this duty must be submitted to the payroll department in order that the difference in salary may be computed and paid to the employee.

#### Maternity Leave

Requests for maternity leave should be made in writing to the superintendent/designee as early as possible. Maternity leave shall be granted in accordance with appropriate law.

#### Vacation – Only twelve-month employees are eligible for vacation days.

Effective July 1, 2021, Twelve-month employees have vacation days to use during their first year of employment upon completion of the 60 workday probationary period.

July 1<sup>st</sup> shall be designated as the beginning date of the “vacation” year and each qualifying employee shall be granted vacation days as follows.

1. Date of employment through June 30, following the 60 day probationary period, .4167 days per month, calculated to the nearest half day.
2. On July 1 of the first full year of employment (July through June) - 5 days
3. On July 1 of the second full year of employment (July through June) -10 days per year
4. On July 1 of the 3<sup>rd</sup> full year of employment (July through June) and any years thereafter – 15 days per year

The employee shall take his/her vacation days during the period following the year in which the days were earned and at a time mutually agreed upon by the employee's immediate supervisor.

Vacation days must be requested in writing and in advance unless unusual/unforeseen circumstances exist.

Employees transferring to a twelve-month position from a less than twelve-month position shall be granted vacation days in accordance with the above schedule from the date of transfer and with regard to their previous successive years of employment with MCCSC to a maximum of 10 days per year for the first three years in the twelve-month position.

For the 2021-2022 school year only, current twelve month employees with five (5) or more years of service with MCCSC in a twelve month position, will earn five days of additional compensation or five additional vacation days for retroactive vacation days. Those electing additional compensation will have it included on the July 23, 2021 payroll. Those electing additional vacation days must use it by June 30, 2022.

Vacation days will not be cumulative from one year to the next. However, under certain circumstances a request to carry over unused vacation days may be honored. The request must be in writing and must be submitted to the superintendent prior to June 30, of the current year. No more than five (5) days may carry over and those days must be used by December 31 of the current year.

Holidays (Not available to probationary employees.)

Twelve-month employees are entitled to the following paid holidays.

- Independence Day
  - If the holiday falls on Sunday, the holiday will be observed on Monday.
  - If the holiday falls on Saturday, the holiday will be observed on Friday.
- Labor Day
- Fall Recess Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve and Christmas Day
  - If the holidays fall on Saturday and Sunday, the holidays will be observed on Friday and Monday.
  - If the holidays fall on Friday and Saturday, the holidays will be observed on Thursday and Friday.
  - If the holidays fall on Sunday and Monday, the holidays will be observed on Monday and Tuesday.
- New Year's Day
  - If the holiday falls on Sunday, the holiday will be observed on Monday.
  - If the holiday falls on Saturday, the holiday will be observed on Friday.
- President's Day
- Friday of Spring Break
- Memorial Day

Additionally, twelve month personnel will be allowed one floating holiday to be taken when school is not in session.

Employees working 215 days will receive 10 paid holidays.

- Labor Day
- Fall Recess Day
- Thanksgiving Day
- The day after Thanksgiving

- Christmas Eve and Christmas Day
  - If the holidays fall on Saturday and Sunday, the holidays will be observed on Friday and Monday.
  - If the holidays fall on Friday and Saturday, the holidays will be observed on Thursday and Friday.
  - If the holidays fall on Sunday and Monday, the holidays will be observed on Monday and Tuesday.
- New Year's Day
  - If the holiday falls on Sunday, the holiday will be observed on Monday.
  - If the holiday falls on Saturday, the holiday will be observed on Friday.
- President's Day
- Friday of Spring Break
- Memorial Day

Employees working 202, 205, 208, and 210 days per school year will receive the following eight (8) paid holidays.

- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve and Christmas Day
- New Year's Day
- President's Day
- Memorial Day

#### Family Medical Leave (FMLA)

##### Reasons and Eligibility

Employees who have been employed by the school corporation for at least one (1) year and who have worked at least 1,250 hours during the previous twelve months may find it necessary to take a leave of absence from work for certain family or medical reasons as provided in the Family and Medical Leave Act of 1993 (29 U.S.C. and 2001 et seq.). The School Corporation will grant such an employee up to twelve (12) weeks of unpaid, job-protected leave per year. The employee may elect or the employer may require the use of accrued paid leave (e.g., vacation, sick, medical, or family or personal time off, etc.)

- Birth and care of the newborn child of the employee;
- Placement with the employee of a son or daughter for adoption of foster care;
- Care for an immediate family member (spouse, child, or parent) with a serious health condition; or

- Inability of the employee to perform the functions of the employee's position due to a serious health condition.

#### Definitions of Spouse, Parent, and Son or Daughter for Purposes of FMLA Leave

Spouse means a husband or wife as defined or recognized under State law for purposes of marriage in the State where the employee resides, including common law marriage in States where it is recognized.

Parent means a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a son or daughter as defined below. This term does not include parents-in-law.

Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

"Incapable of self-care" means that the individual requires active assistance or supervision to provided daily self-care in three or more of the "activities of daily living" (ADLs) or "instrumental activities of daily living" (IADLs).

"Physical or mental disability" means a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Eligible employees are those who have worked for the employer:

- a minimum of one year;
- a minimum of 1,250 hours during the twelve months period prior to the start of the FMLA leave; and
- are employed at a location where at least fifty (50) employees are working at the location within a 75-mile radius.

Please note: the 1,250 hours referred to above include only those hours **actually worked**, on the job, for the employer. Paid leave, including workers' compensations, and unpaid leave, including FMLA, are not included in the 1,250 hours.

For record-keeping purposes, the twelve (12) month period for FMLA shall be measured forward from the date the employee's first FMLA leave begins.

#### Serious Health Condition

"Serious health condition" means an illness, injury, impairment or physical or mental condition that involves either:

- A. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and

any period of incapacity or subsequent treatment in connection with such inpatient care; or

B. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to:

1. A health condition (including treatment therefor, or recovery therefrom) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
  - treatment two or more times by or under the supervision of a health care provider; or
  - one treatment by a health care provider with a continuing regimen of treatment; or
2. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
3. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
4. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment, or
5. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

A serious health condition does not normally include the common cold, the flu, earaches, upset stomach, minor ulcers, headaches, or routine dental, orthodontia or periodontal problems.

Spouses employed by the same employer are jointly entitled to a **combined** total of 12 work-weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

#### Intermittent Leave

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of

time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday. A reduced leave schedule is a change in the employee's schedule for a period of time, normally from full-time to part-time.

#### Notice and Certification

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable.

Employers may also require employees to provide:

- medical certification supporting the need for leave due to a serious health condition affecting the employee or immediate family member;
- second or third medical opinions (at the employer's expense) and periodic recertification; and
- periodic reports during FMLA leave regarding the employee's status and intent to return to work.

The employee will be notified orally, within two business days (absent extenuating circumstances) from the date the Mill Creek School Corporation learns that a leave is for FMLA reasons, that vacation time, personal leave, or sick leave, if appropriate, will be counted towards the twelve (12) weeks of unpaid leave. The oral communication will be confirmed by written notification following the next board meeting.

#### Employee Benefits

During family medical leaves of absence, for those employees who are participants in the Mill Creek Community School Corporation's health insurance plan, the school corporation will continue to pay its portion of the health insurance premiums and the employee must continue to pay his/her share of the premium. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse the Mill Creek Community School for payments of the health insurance premiums during the family medical leave, unless the employee does not return because of the presence of a serious health condition of the employee or the employee's family member, or because of circumstances beyond the control of the employee.

#### Return to Work

Employees returning from any form of leave of absence must be able to assume all of the essential functions of their jobs upon return. As a condition to restoring an employee whose leave was based on the employee's own serious health condition, such employee must provide certification from the employee's health care provider stating that the employee is able to resume work.

#### Public Employees Retirement Fund (PERF)



Only full-time employees may participate in PERF. A full-time employee is defined as an employee whose regular duties normally require more than six hundred (600) hours per year and who is considered by the Mill Creek Community School Corporation to be full-time.

Participation in PERF is mandatory for all full-time classified personnel.

The employee's contribution to PERF is 3% of his/her salary and is deducted from the employee's paycheck.

To be eligible for monthly benefits at age sixty-five (65) one must have at least ten (10) years of creditable service. An employee with fifteen (15) or more years of service may initiate a benefit anytime after age fifty (50) (early retirement with a reduced pension). Any benefit initiated prior to age sixty-five (65) will be reduced for early retirement.

### Retirement

Retirement benefits will be in effect on the first day of full time employment.

There is no mandatory retirement age for classified staff. However, the employee must be able to perform all duties/functions of the job.

Written notice of retirement shall be given to the superintendent three (3) months before the date of retirement. In the event an employee who is eligible for retirement, as recognized by PERF, is unable to give the required notice of retirement and is forced to retire as a result as such an accident, ill health, or some other unforeseen event, the requirement may be waived by the Board of School Trustees.

To qualify for retirement compensation an employee shall have attained a combination of seventy (70) in years of age and service to the School Corporation prior to retirement. The minimum age to be considered for benefit is age fifty-five.

The retirement compensation for full day employees shall be as follows for each year of service to the Mill Creek Community School Corporation. An employee who qualifies will also receive \$20.00 for each unused accumulated leave day that he/she has remaining on the last day of employment.

12 month employees - \$95.00 per year  
11 month employees - \$87.92 per year  
10 month employees - \$80.83 per year  
9 month employees - \$73.75 per year

The retirement pay shall be by separate check, which will be issued within two weeks of the retirement date. The maximum total benefit will not exceed \$4,500.

The employee and/or spouse may continue coverage in the health insurance program until age sixty-five (65) by paying the entire monthly premium to the business office of the School Corporation.

#### Health Insurance

Health insurance benefits begin on the first day of the month after the date of employment. The employee may choose to pay his/her first month's premium in advance.

The employee's annual premium and Board contribution shall be determined annually.

When a husband and wife are both employed by the School Corporation health insurance coverage options are:

- Both may carry single coverage plan
- Both may be covered by one family plan
- Employee/spouse option will be effective September 2012.

It is the responsibility of the employee to add or delete any dependents or beneficiaries to insurance policies. Proper forms must be submitted to the insurance company within thirty (30) days of the change. Failure to add dependents to health insurance policies will result in non-coverage of the family member.

An employee on unpaid leave of absence may retain his/her group insurance by personally paying premiums due. Those who choose to keep their insurance in force during unpaid leave must pay the entire premium(s), including the Board contribution, to the business office.

In the event an employee is granted a paid leave of absence, i.e. use of sick days, his/her deduction and benefits will continue as long as his/her paychecks continue.

#### Long Term Disability

Employees who are employed for a minimum of seventeen and one-half (17 ½) hours per week are eligible for long-term disability insurance.

#### Life Insurance

Employees who are employed for a minimum of seventeen and one-half (17 ½) hours per week are eligible for life insurance.

#### Worker's Compensation

An employee whose pay is interrupted because of an on-the-job injury or occupational disease is eligible to receive compensation according to the Workmen's Compensation Insurance Law of the State of Indiana. Employees shall report any on-the-job accident or injury to the Administrative Services Center **within twenty-four (24) hours**. Failure to do so may delay/impact final eligibility issues.

### Resignation

Whenever possible, written resignations should be submitted at least two (2) weeks prior to leaving employment.

### Bus Driver Referral, Incentive, and Paid Training Program

All employees shall earn a \$50 bonus for the referral and approval of a NEW substitute or regular bus driver. The bonus will be paid to the referring employee after the bus driver has completed ninety (90) days of satisfactory, continuous employment. The referring employee must submit the referral form to the corporation treasurer.

New bus drivers will earn a \$200 stipend for completing training and earning their Class B CDL with passenger and school bus endorsement.

New bus drivers will receive paid training at the adult labor rate for thirty-two (32) hours including the three (3) day training course and observation/drive time training.

MCCSC will pay for the required health physical examination, criminal history check, and skills test for new bus drivers during the training period.

MCCSC will pay for current bus drivers, substitute bus drivers, and all maintenance/transportation employees to complete the required physical examination.

### Substitute Teacher Referral Incentive

All employees shall earn a \$50 bonus for the referral and approval of a NEW substitute teacher. The bonus will be paid to the referring employee after the substitute teacher has completed ninety (90) days of satisfactory, continuous employment and fifteen days of substitute teacher service. The referring employee must submit the referral form to the corporation treasurer.