

HAMILTON HEIGHTS SCHOOL CORPORATION
Classified Staff Handbook
2025-2026



HAMILTON HEIGHTS
SCHOOL CORPORATION

**HAMILTON HEIGHTS SCHOOL CORPORATION
CLASSIFIED STAFF HANDBOOK
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Vision Statement:

We envision that HHSC will have a positive, life-long impact on all students that empowers them to become the best version of themselves. Students will be capable of adapting, persevering, and contributing meaningfully in their local and global community.

Mission Statement:

HHSC will provide a safe, innovative, and nurturing school environment where students matter and are treated with integrity and respect as the staff prepares and engages them in quality learning experiences that will equip them for future personal, professional, and social endeavors.

Core Values:

Safety – the health and safety of all HHSC students and staff is our highest priority

Innovation – seek and encourage creativity in strategies, methods, solutions and resources

Community – serve the common good of our community and the needs of our students

Accountability – demonstrate ownership of and a sense of duty to our educational mission

Respect – admire and value each individual

Encouragement – inspire the spirit and realize the potential within each person

Excellence –pursue exemplary performance from students and staff

Hamilton Heights School Corporation Creed: Belief Statement

The Hamilton Heights School Corporation believes that:

- ◆ All staff members should exhibit appropriate professional, social, and personal behaviors at all times, as proper models and examples of exemplary behavior for students.
- ◆ Staff will treat students, parents, patrons, and each other with courtesy, dignity, respect, and helpfulness. Respect for diversity of people and thought is expected.
- ◆ Gossip, complaining, and the talking down of others should not be tolerated or participated in; such behaviors are negative and not productive, consequently, we have no tolerance for these behaviors in our environment.
- ◆ Work place profanities, racial slurs, sexual innuendos, slandering, use of tobacco, drug usage, or alcohol consumption, are not to be tolerated.
- ◆ Preparation, work organization, and pride in performance are an expectation in each job role performed in our corporation.
- ◆ Students deserve our best efforts each day, and we should demonstrate a passion for educating them.
- ◆ Our students are treasured resources/customers, and they deserve to be the focus of all professional endeavors; in return, students are expected to pursue academic excellence.
- ◆ All staff accepts personal responsibility and challenge to effect positive performance in their job role, not dependent on what others are doing or thought to have to do.
- ◆ Staff should dress appropriately in accordance with their job requirements, representing the corporation and themselves in a professional manner.
- ◆ Recognition and adherence to channels of authority or chain of command is expected when seeking solutions to issues or problems.
- ◆ All students and staff deserve to work in a safe, clean, orderly, and harassment free environment.
- ◆ Excellence is achieved through teamwork, leadership, creativity, receptivity to change, and an outstanding work ethic.
- ◆ Efficiency of corporation operation and programs is the result of intelligent use of human and financial resources.

HAMILTON HEIGHTS SCHOOL CORPORATION EQUAL OPPORTUNITY EMPLOYER

The School Board of Hamilton Heights School Corporation intends for all hiring and employment practices of the school corporation to comply with all Federal, State, and administrative guidelines regarding discrimination. It is the policy of the Board that no staff member or candidate for such a position in this Corporation shall be discriminated against on the basis of race, color, religion, national origin, creed, ancestral heritage, age, sex, marital status, or disability.

The School Board of Hamilton Heights School Corporation intends to observe its responsibilities and procedural safeguards for staff in regards to the Individuals with Disabilities Act (Section 504), Americans with Disabilities Act (ADA), and Family and Medical Leave Act of 1993.

The School Board of Hamilton Heights School Corporation intends for no employee to suffer harassment while on the job. This includes supervisory harassment, worker to worker harassment, and harassment by students or patrons. Any employee who feels they are the victim of such harassment should report such action to their supervisor or the supervisor of the harassing party. The School Corporation will follow procedural due process in following up the complaint.

This handbook is not intended to describe or create a contractual relationship. Any employment relationship with this employer is "at will," which means that the employee may resign at any time and the employer may discharge the employee at any time, with or without cause. This at-will relationship may not be changed by any written document or by any behavior unless the Superintendent specifically acknowledges the change in writing.

POLICIES & ADMINISTRATIVE GUIDELINES

The rules and guidelines in this handbook are in addition to the administration's broad, discretionary authority to maintain safety, order, efficiency and effectiveness. The rules and guidelines do not limit authority. The administration may modify these rules and guidelines as deemed necessary. School Board Policy and/or Indiana Code supersede the rules and guidelines include herein should a conflict exist.

Hamilton Heights School Corporation policies and administrative guidelines can be found on www.hhschuskies.org under Policy Manual.

All employees must follow board policies and administrative guidelines.

I. WAGES/HOURS

A. PAY PERIODS

Classified staff will be paid for hours worked during a pay period, which will be every two weeks, during the term of their actual employment.

The pay period consists of 7 days beginning on Sunday and ending on Saturday.

The maximum number of hours worked per week will be based on hours established by the Board of School Trustees for each job classification.

Hours missed due to school delay or early dismissal will not be made up.

All employees are paid via direct deposit.

B. TIME CLOCK

Classified staff shall certify the number of hours worked during each seven (7) day period by approving their time in Time Clock Plus (TCP). The immediate supervisor will also approve hours worked for each staff member. All approvals must be completed no later than 10 a.m. every Monday.

Disciplinary action may occur for misuse of Time Clock Plus. An example of misuse would be, clocking in and out from a location other than a school-owned device, unless previously approved by central office.

Time off requests need to be entered in TCP. Instructional positions that require a sub, must also enter a request into AESOP. Planned time off should be requested prior to the absence. Unplanned, sick, absences should be entered into AESOP ASAP, if applicable, and into TCP by the end of the week in which time was used.

C. OVERTIME / COMPENSATORY TIME

No classified staff person shall WORK more than the maximum number of hours established for each position by the Board of School Trustees in a seven (7) day period without the express direction of one's supervisor, who shall make notation on the person's shift in TCP. The classified staff supervisor must consult with the administration before approving such overtime.

Comp time will accumulate after 40 hours worked, otherwise hours worked up to 40 will be included on the pay date for the given pay period. Hours in excess of approved hours in a given position will not be paid or accumulated without prior administrative and board approval.

Use of Paid Time off hours does not count toward overtime or comp time as time and a half.

1. The use of compensatory time must be authorized by the supervisor, like vacation days.
2. The maximum compensatory time to be accumulated is 40 hours. Must be used by end of school year or June 30th. Exceptions may be approved by supervisor and central office administration.
3. Accumulated comp time may be paid out if employee resigns, retires, or is unable to use accumulated comp time in the following school year after proper administrative and board approval.

D. FLEX TIME

Classified staff may request in advance to flex hours of no more than ½ day in a given week after approval by the classified staff supervisor. Use of flex time is permissible on an infrequent basis after consideration of employee workload and department needs.

E. LONGEVITY STIPEND

Employees will receive longevity stipends based on years of consecutive service to the corporation in a permanent position. The stipend will take effect on the employee's anniversary date of hire in their original permanent position.

The stipends below have been adjusted for the change implemented in July 2013 to pay classified staff for hours worked not to include duty free lunch periods. This adjustment is only applicable for employees hired before 7/1/2021. Employees hired 7/1/2021 or after fall under the 8 & Part-Time column, regardless of number of hours worked in a day.

Stipends, which are added to the base hourly rate, are as follows:

Hours per day	8 & Part-Time	7 & 7.5 (grandfathered employees only)
25+ years	.50	.53
20+ years	.40	.43
15+ years	.30	.32
10+ years	.20	.21
5+ years	.10	.11

F. TRANSPORTATION OVERNIGHT ECA TRIPS

For overnight ECA trips, drivers will be compensated for their time from picking up the bus to delivering the students to their overnight accommodations on day one. On day two or subsequent days, drivers will be compensated for their time beginning with pre-trip bus inspection and load up the students until they are once again delivered to their overnight accommodations or returned home to school. Should the driver need to stay with the group, but not be required to transport students on days in-between arrival and departure, additional driver compensation may be required, at a rate to be determined based on each individual trip. The ECA club/organization shall cover the cost of driver meals and lodging. The ECA club/organization will also reimburse the School Corporation for the driver compensation. Organizations that do not have funds for such payment should not expect to take overnight trips.

G. EVALUATION & WAGE INCREASE

Wage increases are determined and approved by the Hamilton Heights School Corporation Board of Trustees on an annual basis. Employees who receive a highly effective or effective evaluation are eligible for the approved increase. Evaluations are conducted annually on a July 1 – June 30 time frame. Classified Staff hired and working by December 31st will receive an evaluation. Classified Staff hired and working after January 1st will be eligible for an increase without an evaluation, if still employed on July 1st. Employees who receive an ineffective or needs improvement evaluation will be placed on an improvement plan for the following year. Two consecutive years with a less than effective evaluation may result in termination based on performance.

II. DEDUCTIONS

Federal tax, state tax, county tax, and social security will be deducted from the employee's pay at a withholding rate determined by the employee's completion of applicable forms.

Insurance, including specified annuities, may be deducted at the individual employee's option.

Payroll deductions for annuities shall be paid to the designated vendor within fourteen (14) days of either the final pay date from which deductions are made that month, or receipt of the vendor's billing, if applicable, whichever comes later.

Payroll deductions for tax sheltered annuities shall be limited to vendors approved by the Hamilton Heights School Corporation Board of Trustees.

III. ATTENDANCE

Individuals are hired to fulfill the duties of the position in which they are employed. Excessive absences that jeopardize the ability of the employee to fulfill those duties will be addressed using Board Policy D375 and the Employee Discipline Report, documented in the employee's evaluation, and may result in termination of employment.

IV. BENEFITS

A. ELIGIBILITY CHART

	FT Year Round 260 Days	Extended School Year 184+ Days	School Year Transportation 180 Days	School Year 182 Days	Year round PT	All Other PT (i.e. Cafe, BAC, etc.)	Flex (year round FT dual dept)	Temp.
Sick/PB	X	X	X	X			X	
Vacation	X				X		X	
Bereavement	X	X	X	X			X	
Holidays	X						X	
Health*	X	X		X*			X	
Vision	X	X	X	X			X	
Life	X	X	X	X			X	
LTD	See section below for eligibility							
PERF	See section below for eligibility							
401(a)**	X	X	X	X			X	
Section 125	X	X	X	X	X	X	X	

Certain grandfathered employees are eligible for some of the benefits listed above based on hire date.

PT employees working less than 15 hours per week may not be eligible for certain benefits marked as eligible in chart above.

*Any employee approved in one or more categories above will be eligible for health insurance benefits if approved and working more than 30 hours per week on average. Any school break greater than two weeks will not be considered in the calculation.

** Employees enrolled in PERF are not eligible for the 401(a) contribution.

V. PAID TIME OFF

All paid time off, with prior approval from principal/supervisor, may be used in increments of 1/4 hours with a minimum of 1 hour. The principal/supervisor may deny this request based on staffing needs and require use of hours equivalent to a half day.

Use of paid time off may be adjusted if additional hours are worked in a given week so the employee does not exceed the positions' approved hours. The principal/supervisor may approve an exception to this based on need and the exception should be noted in TCP.

Available paid time off must be used before an employee may request unpaid time off for illness or planned absences. In extraordinary circumstances where the need for unpaid time off arises that exceeds the available hours for vacation or personal business, an official request must be made to the employee's supervisor and shared with the Superintendent for possible School Board approval. Use of unpaid time off, exceeding 3 days, that are not considered extraordinary or necessary for a FMLA/Medical Leave of Absence, may result in disciplinary action, including termination.

A. SICK TIME

Sick time is given to eligible employees at the time of employment to cover time off for illness or medical appointments for employee or their immediate family member. "Immediate family" is defined as the employee's spouse, (step) child, parents, and any minor dependent regularly living in the employee's household, or for a relative in which the employee is the primary caregiver. Time off is earned annually on July 1st based on the following chart:

Hours Worked/Day		School Year 182 Days & School Year Transportation 180 Days	Extended School Year 184+ Days	Year Round 260 Days & Flex
	4	20 hours		
	4.5	22.5 hours		
	5	25 hours		
	7	35 hours	42 hours	
	7.5	37.5 hours	45 hours	52.5 hours
	8	40 hours	48 hours	56 hours

Accumulated sick days shall be capped at 150 days. Unused sick leave days in excess of 150, up to ten (10) days per year, shall be cashed out and paid at the rate of thirty-five dollars (\$35.00) per day into the employee's designated local retirement account; 401(a) or 403(b). Reference to days will be converted to hours based on the chart above.

New hires are given prorated sick hours at time of hire based on the month of their hire date and the assumption they will work thru June 30th of that year.

Employees who resign before June 30th and have overused their sick time based on the actual length of time worked, may be required to pay back the school corporation for time used that was not earned, in their final paycheck.

An employee, who misses five (5) or more days of work without prior notice and clearance, is presumed to be ill. Such an employee must present a licensed medical doctor's statement that the absences are medically related and clearing the employee for return to duty.

B. PERSONAL BUSINESS TIME

Personal business time is given to eligible employees at the time of employment to cover time off for personal business of the employee. Unused personal business time as of June 30 shall accumulate as sick time. Time off is earned annually on July 1st based on the following chart:

Hours Worked/Day		School Year 182 Days & School Year Transportation 180 Days	Extended School Year 184+ Days	Year Round 260 Days & Flex
	4	8 hours		
	4.5	9 hours		
	5	10 hours		
	7	14 hours	14 hours	
	7.5	15 hours	15 hours	22.5 hours
	8	16 hours	16 hours	24 hours

New hires are given prorated personal business hours at time of hire based on the month of their hire date and the assumption they will work thru June 30th of that year.

Employees who resign before June 30th and have overused their personal business time based on the actual length of time worked, the employee may be required to pay back the school corporation for time used that was not earned, in their final paycheck.

Any employee who needs to miss work three (3) consecutive days or more for personal business must receive permission from the administrative supervisor before the commencement of the absences.

C. **VACATION TIME**

Vacation time is given only to full time, flex, and part time employees that work year round. All vacation hours must be approved by a supervisor before use. Vacations are approved with consideration given to manpower needs for completion of scheduled work and the seniority of employees seeking the same time off. Eligible employees earn time off on their first service anniversary and annually thereafter on July 1st based on the chart below:

Hours Worked/Day	Vacation Hours/Year
5.5	55 hours
7.5	75 hours
8	80 hours

New hire's vacation hours are prorated for the second year of service the following year in July. Anyone who transfers from part time to full time shall receive half of the hours in the chart above when they become full time, if they have worked a year as part time. This also includes school year part time employees.

Example: an 8 hour/day employee hired in March 2014 would receive 80 hours of vacation time in March 2015. On July 1, 2015 employee would receive 26.75 vacation hours (4 months/12 months = 33% X 80 hours = 26.64; rounded up to nearest ¼ hour). The total 106.75 (80 + 26.75) vacation hours would not need to be used until June 30, 2016.

Employees with more than five (5) years of service will earn additional vacation hours, equivalent to one day's hours, based on the chart below:

Years of Service	Vacation Days/Year
1-4	10
5-9	11
10-14	12
15-19	13
20-24	14
25+	15

Additional vacation hours are given to employees based on their month of hire. For example, if the 5 year anniversary falls in July – December then additional vacation time will be given January 1st following anniversary month. If the 5 year anniversary is January – June then additional vacation time will be given July 1st following anniversary month.

Vacation hours must be used in the year they are earned unless approved by the Superintendent or Superintendent's designee. Vacation hours not used or approved to carry forward will be lost. Exception for employees earning vacation hours at their one-year anniversary date (see example above).

Any year round staff member resigning or retiring from the corporation shall be paid for any unused vacation.

D. PAID HOLIDAYS

The paid holidays are Labor Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, Memorial Day, and Independence Day. If a holiday falls on a weekend, it will be observed on the preceding Friday or the following Monday at the discretion of the Business Manager or his/her designee.

E. BEREAVEMENT DAYS

Classified staff are allowed paid leave for each death in the family. They shall be allowed 5 work days for death of (step) parent, spouse, or (step) child. They shall be allowed 3 work days for other members of the family. "Family" for purposes of entitlement to bereavement leave includes sister/brother (in-law), mother/father in-law, daughter/son in-law, grandparents (in-law), and grandchildren (in-law). Two work days shall be granted for aunt/uncle (in-law) and niece/nephew (in-law). These days do not accumulate, and must be used within 1 year of the death.

F. CONFERENCE DAYS

Attendance at full day conferences will count as a normal work day unless the conference exceeds the normal work day for part-time employees. Employees should enter a Conference time off request in Time Clock Plus equal to a day's hours. The procedures and guidelines for initiating a request to attend a conference and secure any financial reimbursement that might have been encumbered by the staff member are as follows:

1. At least two-weeks prior to the registration deadline or conference date, the staff member initiates a request on the appropriate form to the building principal (see Conference Request Form located on the Google Drive – HH Administration-Conference & Mileage Forms).

2. The principal or supervisor then denies or approves the request. If approved, he/she forwards the request to the Office of the Superintendent.
3. The Superintendent then denies or approves the request.
4. The Superintendent's office will return the conference form with the approval notification and registration next steps, signifying that the staff member can then register themselves and plan accordingly to attend.
5. All receipts of expenses incurred as a result of the conference are to be collected by the attendee and presented to the building principal upon return from the conference. A conference report should also be turned in along with the receipts.
6. The report (signed by the principal/supervisor) and receipts should then be forwarded by the principal to the Superintendent's office. Payment for the approved reimbursables will be issued at the next scheduled board meeting.

G. FIELD TRIPS

Classified staff attending field trips as parent chaperones should use Personal Business hours for time missed from their normal work duties. If Personal Business hours are unavailable, the time missed from normal work duties will be unpaid.

If a Building Principal requests attendance as an Employee Chaperone, the employee must enter their hours using the Conference job code in TCP and, if an instructional sub is needed, a Field Trip day in AESOP.

H. UNPAID LEAVES OF ABSENCE

A Classified Staff member may, upon request and with approval by the Board, be granted a leave of absence for up to one year without pay. The request for the leave of absence shall be made in writing at least 30 days prior to the leave (see Unpaid Leave Request Form located on the Google Drive – HH Administration). The employee must report his/her intent to return in writing at least seven calendar days prior to the return, except those returning from a full year leave must report their intention to return 6 months prior to their expected return. An employee on an approved leave of absence may continue enrollment in all benefits at their cost. An unpaid leave of absence cannot be requested for consecutive years.

At the end of any leave, an employee shall be assigned to the position held at the time the leave was granted if such position is available; otherwise, said employee will be assigned a position for which the employee is qualified.

I. SUBPEONAS

Use of paid time off will not be required for an employee that receives a subpoena to appear for a work related issue.

VI. INSURANCE

A. MEDICAL INSURANCE

Any eligible employee may sign up for health insurance. The corporation will pay 80% of the premium for a single/family HDP (High Deductible Plan) for employees hired before 7/1/95. Employees hired after 7/1/95 are eligible for 80% of the premium of a single HDP plan or 60% of a family HDP. Employees may choose other plan options, but contributions are limited to the HDP premium.

The Hamilton Heights School Board of Trustees will evaluate options for contributing corporation funds to Health Savings Accounts for employees on an annual basis. Employees may voluntarily contribute to a health savings account through an approved vendor.

Employees approaching age 65 and Medicare eligibility should be aware that they may have IRS limitations on allowable contributions into their health savings account. It is the employee's responsibility to be aware of when they are no longer eligible for health saving account contributions, as well as their responsibility to notify and direct the central office to stop contributing to their health savings account. Upon notification to the central office, these employees can elect for the amount of the employer health savings account contribution to be received as regular wages or a qualified benefit.

B. VISION INSURANCE

Each employee that qualifies may enroll in vision insurance. The corporation will pay 75% of the premium.

C. LIFE INSURANCE

Each employee that qualifies is covered with \$50,000 of term life insurance by the school corporation. The corporation will pay 75% of the premium.

D. LONG TERM DISABILITY

The Board has granted long term disability insurance to several classified staff positions. These are Transportation Director, Facilities Director, Facility Supervisor, IT Operations Manager, Corporation Treasurer, Corporation Deputy Treasurer, Accounts Payable and Purchasing, Corporation Secretary, LHLC Business Director, and Food Service Director. The corporation will pay 75% of the premium.

E. SECTION 125 BENEFITS

Classified staff working a minimum of 15 hours per week are eligible to use a Section 125 plan at the employee's expense to shield income from taxes that is used on appropriate medical, dental, and pharmacy expenses. This program is voluntary and must be subscribed to each year via paperwork in the Superintendent's Office by October 1 and is subject to federal guidelines involving coordination with Health Savings Accounts.

VII. SEVERANCE / RETIREMENT

A. FINAL PAYROLL

The final payroll check for hours worked, contract balance, and unused vacation hours, if applicable, will be made at the next payroll date following the resigning or retiring employee's last day worked.

B. PUBLIC EMPLOYEES RETIREMENT FUND (PERF)

The Board has granted PERF to several classified staff positions. These are Transportation Director, CDL Bus Drivers, Bus Mechanics, Facilities Director, Facility Supervisor, IT Operations Manager, Corporation Treasurer, Corporation Deputy Treasurer, Accounts Payable and Purchasing, Corporation Secretary, and Food Service Director.

C. 401(a) CONTRIBUTION

In order to help full-time classified staff that are not eligible for PERF prepare for retirement, the school corporation will pay an annuity benefit equal to 3% of their base wages once the staff member has worked 60 days. Contributions are paid in July and January annually. This money is paid by the school corporation into a 401(a) plan in the employee's name paid to the policy provider as approved by the Hamilton Heights School Board of Trustees. Employees are immediately vested.

D. SEVERANCE

Classified employees hired before 8/1/08 who work five (5) or more consecutive years with Hamilton Heights School Corporation are eligible for a severance payment upon leaving the employment of the school corporation. Employees who are discharged are not eligible for severance. The severance payment shall be paid to the employee in a separate payroll check and will be determined by the following formula:

\$25 x the years of service with the school corporation; Plus,
33% x the hourly rate earned at time of resignation x the number of sick and/or personal business hours accumulated

E. RETIREMENT BENEFITS

Classified employees hired before 8/1/08 are eligible for a retirement payment from the school corporation if they have worked a minimum of ten (10) consecutive years for the school system. Employees who are discharged are not eligible for retirement. The retirement payment is calculated by the following formula:

\$25 x the years of service with the school corporation; Plus,
90% x the hourly rate earned at time of retirement x the number of sick and/or personal business hours accumulated.

An employee who gives notice of retirement to the superintendent's office six (6) months in advance for the purpose of planning and training will be paid on a 100% basis for the sick/personal business time pay out. An employee who is forced to retire because of ill health (medical verification required) may receive retirement pay at this rate at the Board's discretion. Retirement benefits are distributed per the

403(b) Program unless the employee does not already have an established 401(a) or 403(b) account. In that case, the benefit will be paid out to the employee in a separate payroll check.

For recognition purposes, retirement is defined as at least 10 years of service regardless of hire date.

VIII. INCLEMENT WEATHER/E-LEARNING DAYS

School year employees (180+ days) report to work or perform duties as directed by their immediate supervisor. Year-round employees report to work.

If an employee cannot report to work, the employee will be charged hours equivalent to a personal business/vacation day if they want to be paid for that day. For unplanned inclement weather days, an employee may use sick hours if all other paid time off hours have been exhausted. Should an employee be out of hours, they will not receive pay for time missed.

The Superintendent may determine that conditions are too severe and close all buildings. At this time, employees otherwise required to report to work may not be charged hours to be paid for the day(s).

Scheduled e-learning days are optional work hours for staff that are not year-round (does not include instructional assistants assisting teachers with student instruction). Instructional assistants are expected to assist teachers with student instruction and should work their regular hours or use personal business hours. Optional work hours will be scheduled and determined by the department supervisor. Employees are not permitted to go over their regular weekly hours.

Unplanned e-learning days due to unforeseen circumstances, including inclement weather, may be treated like a scheduled e-learning day if time allows. In the event of an unplanned e-learning day staff may be permitted to work extra hours within the same week to make up for the lost time. Use of personal business, sick, or any other accumulated hours is permitted. The department supervisor will communicate the plan for these types of events.

IX. BUSINESS-RELATED TRAVEL

Employees are prohibited from using motorcycles, motorized scooters, bicycles, or similar modes of non-traditional transportation at any time for business-related travel due to the inherent danger associated with traffic-related collisions. Crashes, even when not involving another vehicle, often result in catastrophic injuries or death to the operator.

Employees are not prohibited from traveling to and from (their home) work (commuting) using such forms of transportation as noted above; provided they do not engage in any activity that would be construed as business-related (e.g. picking up mail, making bank deposits, purchasing office supplies, etc.) during this travel.

All business-related travel in motorized vehicles will be in a vehicle meeting applicable Federal and State Highway Safety standards, including seat-belts and other operators/passenger safety features that have been approved for business-related travel by the organization.

X. CHAIN OF COMMAND

All employees are expected to exercise their authority within the proper chain of command. It is essential that each level have an opportunity to perform their function when problems arise. Only in the case of a supervisory complaint should an employee bypass their supervisor and go to the next level.

A. TRANSPORTATION

Transportation Director, Business Manager, Superintendent, School Board

B. FOOD SERVICE

Cafeteria Manager, Principal, Food Service Director, Business Manager, Superintendent, School Board

C. FACILITIES

Head Custodian, Facility Supervisor, Facilities Director, Business Manager, Superintendent, School Board

D. SECRETARIAL

Assistant Principal, Principal, Business Manager, Superintendent, School Board

E. INSTRUCTIONAL ASSISTANTS

Classroom Teachers, Assistant Principal, Principal, Special Ed Director, Business Manager, Superintendent, School Board

F. CENTRAL OFFICE

Corporation Treasurer, Business Manager, Superintendent, School Board

G. TECHNOLOGY

Technology Director, Business Manager, Superintendent, School Board

H. SCHOOL NURSING

Nurse Coordinator, Building Principal, Business Manager, Superintendent, School Board

I. LITTLE HUSKY LEARNING CENTER

LHLC Directors, Building Principal, Business Manager, Superintendent, School Board

XI. UNIFORMS

All staff must wear provided uniforms or follow alternative options within their department during the school year when staff and students are present, including extra-curricular events. Year-round employees will not be required to wear provided uniform during fall, winter, spring, and summer breaks. Disciplinary action may result if the procedures are not followed.