

Clark-Pleasant Community School Corporation



Classified Handbook

May 19, 2025

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WELCOME AND PHILOSOPHY

Welcome to Clark-Pleasant and your new Warrior Family. At CPCSC, we believe that our Employees are a valuable asset that contributes to our success as a Corporation. We hope that during the time of your employment with CPCSC you will become a productive and successful member of the CPCSC team.

This employee handbook describes in summary form the personnel policies and procedures that govern the employment relationship between CPCSC and its classified employees. The policies stated in this handbook are subject to change at any time at the sole discretion of the Corporation. The handbook supersedes any prior handbooks or written policies of the Corporation which are inconsistent with its provisions. You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, please ask your supervisor.

This handbook does not create a contract of employment between CPCSC and its employees. Although we hope that your employment relationship with CPCSC will be long-term, either you or the Corporation may terminate this relationship at any time, for any reason, with or without cause or notice. Our relationship remains at-will regardless of any provision in this handbook to the contrary. No supervisor, manager, or representative of CPCSC other than the Superintendent has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook.

MISSION

Clark-Pleasant Community School Corporation will provide learning experiences that ensure ALL students reach their potential.

CORE VALUES

Student Centered
High Expectations
Trusting Relationships

WARRIOR WAY

Be Responsible
Be Respectful
Be Safe

POLICIES AND PROCEDURES

AAP/ EEO/ DIVERSITY STATEMENT

Clark-Pleasant Community School Corporation believes in equal employment opportunity for all without regard to race, color, religion, sex, gender, sexual orientation, age, national origin, disability, or veteran status. The policy extends to recruiting and hiring, working conditions, training programs, promotions, and all other terms, conditions, and privileges of employment. As an equal opportunity employer, CPCSC actively supports and seeks

to implement all federal and state legislation and rules pertaining to the employment process. CPCSC expects and requires its employees to comply with this policy in every respect. People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ, regardless of age are encouraged to apply. We are committed to developing a diverse and talented team. If you are excited about this role, but are you unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply online.

AMERICANS WITH DISABILITIES ACT (ADA)

It is policy that Clark-Pleasant Community Schools will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Clark-Pleasant Community Schools is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973, as applicable. Clark-Pleasant School recognizes that some individuals with disabilities may require accommodations at work. If a person is currently disabled or becomes disabled during employment, the employee should contact the Human Resources Director to discuss reasonable accommodations that may enable the person to perform the essential functions of their job. Clark-Pleasant Schools is committed to safeguarding the health of all employees and maintaining our commitment to our core values.

Clark-Pleasant Community Schools complies with all federal regulations. Any amendments to the law supersedes the language in this handbook.

AT-WILL EMPLOYMENT JOB DESCRIPTIONS

During your orientation period, your supervisor will explain your job responsibilities and the performance standards expected of you. Generally, you will also receive a job description for your position setting forth the essential functions of your position. (All job descriptions are posted on our website in the Human Resource Office section.) Please be aware that your job responsibilities, however, may change at any time during your employment and you may be asked from time to time to work on special projects or to assist with other work necessary or important to the operation of your department or our Corporation. Your cooperation and assistance in performing such additional work is expected. The corporation reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions as they deem necessary. This job description does not mean these are the only duties, including essential duties, to be performed by the employee occupying that position. Employees are required to perform any other functions or duties assigned to them by supervisors and administrators. The job description is not an employment contract, express or implied, and the employment relationship remains at-will. The Corporation reserves the right to modify, interpret or apply this job description as appropriate in its business judgment.

GENERAL WORK EXPECTATIONS

The following represent basic performance expectations of all employees. Violation of these expectations will result in disciplinary action, probationary status, or discharge. CPCSC has the right to modify or disregard, at the corporation's discretion, corporation policies including grievance or disciplinary procedures.

Employees Shall:

1. Report to work on time every assigned work day unless unforeseen circumstances, illness, or family illness makes it impossible to do so.

2. Observe parking and traffic flow regulations
3. Be respectful and be professional at all times
4. Contribute to sanitary conditions and promote good housekeeping
5. Not leave work until after their assigned shift is over
6. Not post, alter, or remove information from bulletin boards
7. Contribute to a positive working atmosphere, including treating supervisors and colleagues with respect
8. Operate corporation machines, tools, or equipment only when they have been assigned to do so by their supervisor
9. Not abuse, misuse, damage, destroy, sabotage, or steal corporation property, machines, tools, equipment, or the property of employees, supervisors, staff, students, vendors, or visitors
10. Not sleep on the job
11. Not remove corporation property from school buildings or grounds
12. Not use corporation equipment or tools for personal purposes
13. Not leave their work locations during working hours without authorization from their supervisor unless an emergency situation exists
14. Not report to work under the influence or in possession of alcohol or illegal drugs on corporation property at any time
15. Not smoke, use tobacco products, or vape in any corporation building, in any corporation vehicle, or on any corporation grounds
16. Not possess guns or other lethal weapons in any corporation building or in any corporation vehicle
17. Not be insubordinate. Insubordination includes:
 - Failure or refusal to obey the orders or instructions of a supervisor or administration
 - Failure to disclose
 - The use of abusive or threatening language towards supervisors or administration
 - Any conduct that undermines supervisory authority
18. Not threaten, intimidate, coerce, provoke, interfere, inappropriately touch, or fight with employees, supervisors, administration, staff, students, visitors, or vendors at any time
19. Not make false or malicious statements about employees, supervisors, administration, the corporation, or its staff, students, vendors, or visitors at any time
20. Not use profane or abusive language
21. Not falsify or fail to disclose completely all information requested or recorded on any employment, personnel, or other record of the corporation or its insurance carriers
22. Not falsify employee time records by recording hours as worked that are not actually worked.
23. Not complete any employee time records other than your own
24. Follow the prescribed procedure for managing bodily fluid spills
25. Complete all professional development/safety training for continued employment with CPCSC
26. All new hires shall have their Criminal History Check and Child Protection Index and pay for it at the time of submission

27. Do not accept anything of value that is offered by someone to influence your judgment.

ORIENTATION PERIOD

All support staff employees of Clark-Pleasant Community School Corporation are employed on an orientation basis until they have completed their first 60 work days (not calendar days) of employment. These 60 days are a trial period designed to determine whether the employee is suited to the job and capable of satisfactorily performing the work assigned. Paid leave and/or vacation days are available after the 60 day orientation period. Paid Holidays are not available to employees within their orientation period. After you have been employed for 60 days, you will be evaluated and informed of your rating by your supervisor. A satisfactory rating upon completion of the 60 day orientation period will qualify you as a regular employee. An unsatisfactory rating at any time during the orientation period may result in an extension of your orientation period or in termination of your employment either immediately or at the end of your orientation period per supervisor's discretion.

ATTENDANCE AND PUNCTUALITY

Employees are expected to report to work on time every day, including those days on which there is a 2-hour delay for the start of school. If we have an early dismissal the same rules apply. If you cannot report to work on time you will have to request a 2 hour paid leave day or make up the 2 hours prior to the work week ending. The work week runs from **Sunday to Saturday**. Employees late or absent are expected to telephone their supervisor in advance of their starting time. Employees are expected to explain why they are going to be late or absent and when they expect to return to work. It is the employee's responsibility to ensure that proper notification is given. If an employee regularly uses all paid leave days, he/she will be subject to discharge.

DRESS CODE

Dress Code and expectations are determined by the Director of each department. Non slip shoes are recommended. Upon termination/resignation all corporation issued equipment/clothing must be returned prior to the disbursement of your final paycheck.

CANCELED SCHOOL DAYS/INCLEMENT WEATHER

All 12 month employees shall report to work. If authorized to work but unable to report, 12 month employees have the option to use a paid leave day as the opportunity would not exist to make up the day.

Other classified employees not working on a canceled school day due to inclement weather must work any rescheduled day and cannot use paid leave or vacation for the make-up day without prior approval from the supervisor. If no make-up day is scheduled you may use paid leave or comp. time. If paid leave and comp. time are exhausted, an employee will be allowed to go into non-paid leave status. Other allowances to make-up time may be offered by central office only. Any made up time can only occur prior to the work week ending. Time cannot be flexed for other absences including personal business or illness.

CORPORATION CELL PHONE

Certain classified positions, especially those involving supervisory responsibilities, may

need to have the availability of cell phone usage. In such cases the employer may provide either a corporation cell phone (for business use) or a monthly stipend of up to \$50 per month to supplement the cost of a personal cell phone account. This is only available with prior approval from the superintendent or designee.

RESPONSIBLE USE POLICY

School-provided technology and all information stored by that technology are the property of CPCSC. There is no expectation of privacy in school-owned technology. All users must use all school-provided technology in a responsible, ethical, and legal manner at all times.

SCHEDULED LUNCH

Employees who have a lunch time included in their daily schedule cannot work through their lunch to shorten their day. Work schedules are developed to maximize coverage, service, and efficiency. Any change or adaptation to scheduled lunch must be arranged with the supervisor.

Day shift custodians will have 8 hour shifts with a 30 minute paid lunch time included in their shift during the school year when students are present

MANDATORY REPORTING

It is the responsibility of every staff member in the Clark Pleasant Community School Corporation to immediately report suspected child neglect or any type of abuse to the Indiana Department of Child Services 1-800-800-5556. Reporting of suspected child abuse or neglect is required of any school employee under Indiana Code § 31-33-5. All witnessed or suspected illegal or criminal activity shall be immediately reported to the appropriate administrator, supervisor, or proper law enforcement agency.

These and other school board policies are available for your review in the School Board Policy Manual located on the corporation website www.cpcsc.k12.in.us.

THREAT ASSESSMENT DOCUMENTS AND REPORTING LAW

Links:

[Threat Assessment Protocol](#)

[Initial Threat Assessment](#)

[Full Threat Assessment](#)

IC 20-33-9-10 Duty to report threat Sec. 10. In addition to any other duty to report arising under this article, an individual who has reason to believe that a school employee: (1) has received a threat; (2) is the victim of intimidation; (3) is the victim of battery; or (4) is the victim of harassment; shall report that information as required by this chapter. [Pre-2005 Elementary and Secondary Education Recodification Citation: 20-8.1-12.5-3.] As added by P.L.1-2005, SEC.17. Amended by P.L.72-2006, SEC.4.

IC 20-33-9-11 Procedure to make report Sec. 11. (a) If an individual who is required to make a report under this chapter is a member of the staff of a school, the individual shall make the report by immediately notifying the principal of the school that a school employee may have received a threat or may be the victim of intimidation, battery, or harassment. (b) An individual who receives a report under subsection (a) shall immediately make a report or cause a report to be made under section 13 of this chapter. [Pre-2005 Elementary and Secondary Education Recodification Citation: 20-8.1-12.5-4.] As added by P.L.1-2005, SEC.17. Amended by P.L.72-2006, SEC.5.

IC 20-33-9-12 Relief of obligation to report Sec. 12. This chapter does not relieve an individual of the obligation to report a threat, intimidation, a battery, or harassment on the individual's own behalf, unless a report has already been made to the best of the individual's belief. [Pre-2005 Elementary and Secondary Education Recodification Citation: 20-8.1-12.5-5.] As added by P.L.1-2005, SEC.17. Amended by P.L.72-2006, SEC.6.

IC 20-33-9-13 Oral report to local law enforcement agency Indiana School Safety Laws for Reference: 2024-2025 Indiana Department of Education Sec. 13. An individual who has a duty under sections 10 through 12 of this chapter to report that a school employee may have received a threat or may be the victim of intimidation, battery, or harassment shall immediately make an oral report to the local law enforcement agency. [Pre-2005 Elementary and Secondary Education Recodification Citation: 20-8.1-12.5-6.] As added by P.L.1-2005, SEC.17. Amended by P.L.72-2006, SEC.7.

MANDATORY TRAINING

The Corporation is required to supply certain mandatory training opportunities. Some are required on a yearly basis. The Corporation frequently conducts such training through SafeSchools on-line. Most of the training is required by Indiana Statute. It is the employee's responsibility to complete all training by the date stipulated. Failure to complete mandatory training will result in termination. Training invitations are delivered through corporation email. It is the employee's responsibility to monitor their email accounts for notification.

CRIMINAL HISTORY CHECKS

In addition to the requirement for Expanded Criminal History Check and Expanded Child Protection Index for all new employees; as of July 1, 2017, Indiana Statute requires all existing employees to submit to another Expanded Criminal History Check every 5 years of employment.

KEYCARD DISTRIBUTION, COLLECTION, AND USAGE

Key card distribution is initially requested from Human Resources for new employees. Human Resources will be responsible for initial access and deactivating key card access associated with employment status changes. All other key card needs are to go through ML Work Orders addressed to security. The Clark-Pleasant Police Department manages active key cards.

All personnel with keycard access to CPCSC facilities are asked to abide carefully by the following guidelines:

1. Treat all facilities and equipment with reasonable care and respect.
2. Under no circumstances should any equipment be removed or rerouted without permission from the administration
3. Employees must confine their activity to the appropriate area. Under NO circumstances are they to let anyone else into the building or prop the outside doors open
4. Lost cards are to be reported to Clark Pleasant Police Department immediately
5. Loaning of cards without approval will result in immediate loss of keycard usage

Principals and or supervisors are responsible for immediate collection and return of keycards upon termination, resignation, retirement, or end of season duties

ANTI-HARASSMENT:

Based on Race, Color, Religion, Gender, National Origin, Age, Disability, Sexual Orientation, Veteran Status, or Other Protected Class

In providing a productive working environment, Clark-Pleasant Community School Corporation believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status, or other protected class. It is CPCSC's policy to provide an environment free from such harassment.

It is against the policy of the Corporation for any employee, whether a manager, supervisor, or coworker, to harass another employee. Prohibited harassment occurs when verbal or physical conduct that defames or shows hostility toward an individual because of his or her race, color, religion, gender, national origin, age, or disability, or that of the individual's relatives, friends, or associates; creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

SEXUAL HARASSMENT

It is the policy of Clark-Pleasant Community School Corporation to provide an environment free from sexual and sex-based harassment. It is against the policy of Clark-Pleasant Community School Corporation for any employee, whether a manager, supervisor, or co-worker, to sexually harass another employee. Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment.

- Sexual and sex-based harassment may include:
- Requests for sexual favors;
- Unwanted physical contact, including touching, pinching, or brushing the body;
- Verbal harassment, such as sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
- Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; and
- Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (even if not sexual in nature)

Any employee who believes he or she has been sexually harassed should report the conduct immediately to the Director of Human Resources. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.

A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner as possible. Any employee of Clark-Pleasant Community School Corporation who has been found, after appropriate investigation, to have sexually

harassed another employee will be subject to disciplinary action up to and including discharge.

Harassing conduct includes, but is not limited to:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, religion, gender, national origin, age, or disability.
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the Corporation's premises, or that is circulated in the workplace.

Any employee who believes he or she has been harassed in violation of this policy should report the conduct immediately to the Director of Human Resources. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.

A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as possible. Any employee of the Corporation who has been found, after appropriate investigation, to have harassed another employee in violation of this policy will be subject to disciplinary action up to and including discharge.

DISCIPLINARY ACTION

The following guidelines will be used when disciplinary action is warranted for situations or violations of laws, policies, rules, and regulations or other department guidelines/ directives at the discretion of the Administration over a cumulative period of employment with CPCSC and may be reflected on your annual evaluation. Management has the right to discharge an employee at any time without regard to the preceding steps, if in management's judgment; the employee's continued presence would be contrary to the well-being of the district or any of its students or employees.

First Violation: (Verbal and/or Written Warning)

Management will counsel the employee and issue a verbal/written warning. Every effort will be made to determine and resolve the cause of the problem. The employee will be notified they are receiving a verbal/written warning. A memo describing the incident and action taken will be placed in the employee's file. A copy of the informal memo will be distributed to the employee. The memo will be kept in the employee's personnel file at the Administration Building.

Second Violation: (Written Reprimand)

Management will meet with the employee. The nature of the offense will be explained and disciplinary action will be decided. Management will explain to the employee that continued offenses might result in progressive disciplinary action, up to and including termination of employment. Management will counsel the employees to resolve the problem. Disciplinary Action will be issued on an Employee Disciplinary Report/Written Reprimand and one copy will be given to the employee and one copy will be kept in the personnel file. (See 3rd Violation)

Third Violation: (Written Reprimand/ Suspension/Probation)

Management will meet with the employee. The nature of the offense will be explained and a written warning and/or suspension will be issued. Management will explain to the employee that continued offenses may result in progressive disciplinary action, up to and including termination of employment. Management will continue to counsel the employee to resolve the issue.

Written documentation will be issued on an Employee Disciplinary Report/Written Reprimand. One copy will be given to the employee and one copy will be kept in the personnel file.

Fourth Violation: (1, 3, or 5 Day Suspension/Probation/Termination) Management will meet with the employee. The nature of the offense will be explained and an appropriate suspension of one, three, or five days without pay will be issued (depending upon the severity of the offense). The employee will be warned that even a single further offense may lead to termination of employment.

The one, three, or five-day suspension without pay will be recorded on an Employee Discipline Report and placed in their personnel file. One copy will be given to the employee.

Final Violation: (Termination of Employment)

Management will meet with the employee to offer due process. If this meeting cannot be held immediately, the employee may be suspended immediately pending the investigation.

Discharge At Any Time:

At-will employment refers to the rights of an employer to terminate an employee at any time for any reason as long as it is not illegal or contrary to an agreement. Indiana is an “employment-at-will” state.

Probation

Employees placed on disciplinary probation for performance reasons shall serve a period of time on probation as determined by the Administration. While on probation the employee shall be paid probationary pay in lieu of their normal pay at a rate of 90% of their normal pay, and are not eligible for certain types of leave as explained in the handbook. In order to regain regular employee status, the supervisor must recommend such promotion to the Administration Office.

PAYROLL

Attendance Incentive

The Board will pay two hundred eighty-five dollars (\$285.00) to each classified staff (excluding resignations/terminations) that has perfect attendance during the school’s fiscal year and must be an active employee in order to receive. Twelve month employees who miss 4 or fewer days per year will receive \$115.00. All employees who work less than 12 months, must miss 3 or fewer days per year to receive the incentive of \$115.00. (Excluded from days absent for purposes of this incentive are days missed due to Funeral Leave and/or Court Duty). The attendance incentive program will count toward an employee who

works two different jobs for the district. An example would be for the combination of food service and bus driver.

PAYROLL ADVANCES

CPCSC does not offer payroll advances

NEGATIVE BALANCE FOR YEAR-ROUND BALANCED PAY

If an employee reaches a \$500 deficit in their pay due to unforeseen absences, such as illness, the employee will be removed from year-round pay and moved to an hourly status for the remainder of the school year. This policy is to protect you from owning large amounts of overpayment that could occur.

SALARY SCHEDULE CREDIT

To receive a raise, a staff member must work a minimum of 65% of the employee's scheduled work calendar days during any one school year (excluding seasonal and temporary employees). Raise eligibility is not determined or given on employment anniversary dates. Raises must be approved by the School Board and are not guaranteed on a yearly basis. Raises are not tied to years of experience.

HOURS WORKED AND OVERTIME

Employees are assigned a regular job with regular hours. Occasionally illness, absence, vacation or other circumstances make it necessary to transfer an employee to another position temporarily. Employees may be asked to fill overtime assignments. If a sufficient number of volunteers are not obtained, the supervisor will choose which employees will be required to accept overtime assignments. Those refusing an assignment or failing to report to work an overtime assignment will be subject to the disciplinary procedures.

Overtime is calculated on hours worked each week in excess of forty (40). Vacation leave, paid leave, medical leave, and comp time do not count as hours worked. Any additional hours worked above the regular scheduled day must be pre-approved by the immediate supervisor. Employees who go into overtime without supervisor permission will be subject to disciplinary action up to and including recommendation for termination.

Any employee required to work on a paid holiday or work a day during the work week of a paid holiday shall be paid time and a half (1.5) times the regular rate in addition to his regular pay for hours actually worked. The paid holiday hours shall be included in the computation of overtime.

All comp time must be used prior to the end of the fiscal year (June 30th) and prior to taking any leave paid time or vacation. An employee may only accrue comp time equal to their normal five day work week.

Effective July 1, 2023, employees who are required to be "on call" will receive a stipend in the amount of \$75.00 for the week they are on call. This will be on top of the minimum 2-hour guarantee for being called in.

SHIFT BONUS

Custodians will receive a twenty cent (\$.20) per hour shift bonus for working the evening shift.

K-TIME

To ensure an accurate record of staff attendance and time worked for proper compensation in compliance with Wage and Hour Laws in accordance with the Department of Labor

All non-contracted classified staff must clock in and out using the approved time clocks. It is the staff member's responsibility to clock in and out and to report any problems to their supervisors. Supervisors will determine the employee's work hours and attendance leave hours.

- Staff and their substitutes will use the biometric fingerprint time clock system to clock in and out only at approved time clocks. Should there be a reason that you were reassigned to start or end your work day at another building location, you will use their time clock system at that building.
- It is the responsibility of each classified staff member to monitor their time punches and to advise their supervisor and/or time keeper immediately of any problems with the time clock system. If the supervisor determines there are problems with the time clock system, the supervisor should record the staff member's time and report the problem immediately to the Payroll Department.
- Classified staff members are only required to clock in at the beginning of the work day and out at the end of the work day. Any time you leave the building during the work day other than for school business, you must clock out. If you were to return that same day, you must clock back in.
- Classified staff must have previous supervisory approval to receive overtime. This includes pre-approval to work through lunch. Supervisors will be responsible for documenting whether the staff member had permission to clock in early or out late and why. Staff members who clock in, without permission, more than seven minutes before the start of their shift or more than seven minutes after their shift ends, will be subject to disciplinary action.
- Classified staff cannot clock in or out for another staff member. There will be a few staff members that will not meet our specifications for fingerprinting and will be given a PIN number. Any staff member, who clocks in/out for another employee or gives their PIN number to another employee to clock in/out for them, will be subject to discipline, up to and including termination.

For this policy, occurrences are defined as failing to clock in or out, clocking in early or out late without supervisor permission, vandalism of the time clock system, or failing to notify a supervisor of a time clock problem or failing to dispute or approve hours worked each work week. Three occurrences will result in the beginning of the progressive disciplinary process, which will be a written warning. Further occurrences and/or seriousness of this act or failure to comply may result in disciplinary suspension/or termination following review with your immediate supervisor.

Classified staff will not receive a paycheck on the regular scheduled pay day for failing to appropriately report any problems outlined above. However, staff will be paid on the next available banking day with occurrence logged in their personnel file.

EMPLOYEE TIME REPORTS

Verifying hours worked on “K-Time” (time clock) is an important performance responsibility. The NUMBERS reported on the time report must reflect actual hours worked. Other SYMBOLS that may be used on the time report form are as follows:

PL	Paid Leave (N/A to Temporary Employees)	VL	Vacation Leave
HP	Holiday Pay	CD	Court Duty
NP	Non Paid	CT	Comp Time
FL	Funeral Leave	ML	Medical Leave
BL	Business Leave	FM	Family Medical

Falsification of the employee’s time will result in immediate dismissal.

New employees have a 60-day orientation period before they receive holiday pay or personal leave days.

WORK/LEAVE TIME POLICIES

PAID LEAVE

Paid leave days are to be used for illness or medical appointments of the employee or his/her dependents or immediate family. These may also be used to conduct personal business that may not otherwise be conducted outside of the work hours. Paid leave days should not be used for vacation or to extend a school break. Employees must notify their immediate supervisor in advance and be granted authorization for the use of paid leave. Approval is not guaranteed and is based upon supervisor discretion. Paid leave may not be requested the day before or following a school break without prior approval from your supervisor or medical documentation.

Classified employees may use medical leave (if available and without having to exhaust paid leave) for the following purposes: personal illness, doctor/dental appointments, and illness in the immediate family. Immediate family is defined as spouse, son, daughter, mother, father, or a relative living in the home. Any use of accumulated medical leave must be accompanied with medical documentation. If documentation is not provided, payroll will automatically substitute available paid leave. This provision and change are not retroactive and will begin April 1, 2024.

Paid Leave days are granted to eligible employees annually (excluding seasonal/temporary/part-time employees). Paid Leave days are granted on a prorated basis according to the number of days an employee is scheduled to work (as per schedule below). Paid leave days will be reflected as hours on the deposit advice and may be taken in one (1) hour increments as approved by the District Administrator/Supervisor. Paid leave days are not available to an employee on disciplinary probation. Paid leave or accumulated medical time is not available for final payout after employment separation for termination or resignation.

Classified Staff	
Scheduled Days	Paid Leave Days
240-261	12
220-239	11
200-219	10
180-199	9

Bus Drivers	
Years of Service	Paid Leave Days
0-10 Years	5
11-15 Years	6
16-19 Years	7
20+ Years	8

Food Service Paid Leave Days											
Month of Hire	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
5 or 6 Hour Assists. Or Mgrs.	9	8	7	6	5	4	3	2	1	0	0
3 Hour Assistants	5	4	3	3	2	2	1	1	0	0	0

After the initial 60 day orientation period (p.4), new employees to the Corporation will receive the number of paid leave days according to the prorated table below, their number of scheduled work days per year, and their month of hire.

Month of Hire												
Work Days	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
240-261	12	11	10	9	8	7	6	5	4	3	2	1
220-239	11	10	9	8	7	6	5	4	3	2	1	0
200-219	10	9	8	7	6	5	4	3	2	1	0	0
180-199	9	8	7	6	5	4	3	2	1	0	0	0

On July 1 of the second year of employment employees will receive the full allotment of paid leave.

Employees absent more days than the yearly allotment not documented by medical evidence will not be paid for those days and will not receive salary schedule credit for those days. Medical evidence should pertain to the employee but can also extend to serious illness of a spouse, child or parent. Any use of accumulated medical leave must be accompanied with medical documentation.

Other than inclement weather or other corporation approved closures, time cannot be flexed for other absences including personal business or illness.

An unofficial accounting of Paid Leave hours is reported on each paycheck stub. The official accounting will be maintained in the Administration Office.

When possible, arrangements to use Paid Leave days should be made with the immediate supervisor prior to use.

FUNERAL/BEREAVEMENT LEAVE

Classified Staff are entitled to funeral leave with pay for each death in the immediate family for a period of five contract days.

Immediate family in this section is interpreted to mean parent, spouse, child, brother, sister, grandparent, grandchild, aunt, uncle or any previously listed relative by marriage, or any person living in the employee's household on a permanent basis.

Funeral leave with pay is available only within the fourteen (14) calendar days after the date of death. In cases where a memorial service is held at a later date, the leave may be applied for that service with appropriate documentation; the total number of days allowed is not to exceed five days and must fall within six months of the death.

PAID HOLIDAYS

Twelve month employees are eligible for up to ten (10) paid holidays. All paid holidays will be administered in accordance with the published work calendar. Not all classified employees qualify for paid holidays. Employees who have an unexcused absence or take a "Day with No Pay" the scheduled workday before or the scheduled workday after a holiday shall not receive pay for that holiday.

Employees who work a portion of their scheduled work day the day before or the scheduled work day 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.

Paid Holidays:

Independence Day (12 month employees only)

Labor Day

Thanksgiving Day

Day after Thanksgiving
 Christmas Eve (12 month employees only)
 Christmas Day
 New Year's Day
 Martin Luther King Day
 Presidents' Day
 Memorial Day

Paid holidays are not available to school bus drivers, part-time/seasonal/substitute employees, and classified staff working 185 days or less with exception to Instructional Assistants with benefits (08/01/2001), food service assistants or employees on probation or in their sixty day orientation period.

VACATION LEAVE

Vacation Leave is granted only to personnel who are regularly scheduled to work 250 days or more per year. Vacation Leave must be approved by your supervisor. Employees will be notified whether their request for vacation leave is approved or denied. Vacation requests must be submitted for approval with a minimum of 10 working days' notice or it may be denied at supervisor's discretion.

Existing employee years of employment shall transfer if moving from a less than a 250 day position to a 250 days or more position. Employees will receive appropriate benefits for creditable years of service based on the prorated month of transfer and will be eligible for full benefit of years of service allocation on July 1.

Paid vacation days are earned annually on July 1 of each year according to the schedule below. The following will apply to anniversary hiring dates that fall between July 1 through June 30:

1 year of service = 5 vacation days
 2 years of service = 10 vacation days
 5 years of service = 15 vacation days
 10 years of service = 20 vacation days

New employees eligible for vacation leave, hired during the school year, will have vacation days prorated according to the following matrix after completion of their 60 day orientation period.

Month of Hire	Number of Days
July or August	5
September or October	4
November or December	3
January or February	2
March or April	1
May or June	0

Employees must work a minimum of 65% of the employee's scheduled work days to receive the annual vacation allotment

Unused vacation days will accumulate to a total of twenty (20). Unused vacation days above twenty (20) will accumulate as medical leave days

Vacation leave is not available to an employee on probation

USE OF PAID LEAVE/VACATION TIME

A classified employee may not request or incur non-paid leave (Uncompensated Leave) unless they have exhausted all paid leave, accumulated medical, and vacation time. Employees who experience non-paid time may be subject to disciplinary action in accordance to General Work Rule #1 (p. 3). Payroll will automatically substitute available paid leave time for non-paid leave reported absences.

COURT DUTY LEAVE

Employees may be excused for jury duty or when subpoenaed to appear as a witness in court. The employee will be given his/her regular salary less the total amount of per diem allowance earned for services during such duty. There is an obligation for the employee to return to work on the same day. It is the employee's responsibility to supply the Human Resources Director with the necessary documentation to verify the subpoena and the payment amount.

MATERNITY/PARENTING LEAVE

An employee may use accumulated paid leave days only for the portion of the maternity leave the physician states that the employee is physically incapable of performing her regularly assigned duties. The employee is entitled to take additional parenting leave without pay as noted below. Before the employee will be allowed to return to work, she must provide a written statement from her physician indicating she is able to resume work.

An employee, upon written request, shall be granted parenting leave without pay for up to the remainder of the school year for the birth of a new child (and following the expiration of the Maternity Leave noted above). Parenting leave without pay also is available to adoptive parents. The leave period shall not commence before the child is physically turned over to the employee for adoption.

If the employee wishes to continue in the group insurance plan(s) in which he/she is enrolled during any portion of his/her unpaid leave, he/she must contact the Administration Office to make special arrangements. These special arrangements must be made in advance and will allow the employee to continue his/her group insurance plan(s) at his/her own expense unless Family Medical Leave Act (FMLA) applies. Failure to make such advance arrangements may result in the employee being dropped from his/her current group insurance plan(s).

SUPPLEMENTAL LEAVE

The superintendent may grant unpaid leave to employees of up to twelve (12) weeks after:

1. FMLA Leave and paid leave have already been exhausted and the Superintendent has agreed to extend additional leave
2. Unpaid leave after exhaustion of paid leave is required under the Americans with Disabilities Act or the Rehabilitation Act as a reasonable accommodation, irrespective of any FMLA requirements ("Supplemental Leave").

The classified employee's request for Supplemental Leave must be supported by a physician's certification of the medical need for leave that states that employee is not capable of performing essential job duties and explains the basis for that determination. This certification must be furnished within fifteen (15) days of the employee's leave request. Employees must also complete "Application for Temporary/Disability Leave" indicating the time frame for the leave. The employee may be required to submit to an examination by a physician selected by the Corporation, with costs borne by the Corporation, before the leave of absence will be approved. If circumstances require an extension of the leave for any reason, the classified employee must provide the School Corporation with a physician's statement attesting to the employee's continued medical condition and inability to work. Before returning to work, the employee must submit a doctor's statement indicating that the employee has been released to return to work. During the Supplemental Leave period, the classified employee is responsible for his or her share of any health insurance premiums under the School Corporation's health insurance plans. However, the School Corporation does not extend the protections of the FMLA to Supplemental Leave.

Supplemental Leave is not available to an employee on probation, seasonal employees, or temporary employees unless required by law.

FAMILY MEDICAL LEAVE ACT (FMLA)

It is vitally important to contact Human Resources any time you are out for medical reasons that may require leave approval. Be sure to notify your supervisor when you know of a need for leave time. You do not have to disclose the reason, just make them aware you will be absent when it is for medical purposes (HIPAA Protection).

It is the policy of the Clark-Pleasant Community School Corporation to provide its employees with leave in accordance with the Family Medical Leave Act of 1993 (FMLA). CPCSC will not: (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.

LEAVE ENTITLEMENT

An eligible employee may take up to twelve (12) work weeks of leave for one or more of the following reasons during any twelve (12) month period of time:

1. For the birth of a child of the employee and to care for the child, regardless of whether the employee is the mother or father;
2. For placement with the employee of a child by adoption or foster care; 3. To care for the employee's dependent with a serious health condition when the dependent is incapable of self-care and
4. Because the employee has a serious health condition that makes the employee unable

to perform the functions of the employee's position. Employees shall be required to take any applicable accrued leave such as sick leave as a part of leave pursuant to this Policy. The required use of accrued paid leave shall run concurrently with the twelve (12) weeks of unpaid pursuant to this Policy. Employees covered by the overtime provisions of the federal Fair Labor Standards Act are not required to use accrued compensatory time before utilizing leave pursuant to this Policy.

If the employee has not earned or accrued adequate paid leave to encompass the entire twelve (12) week period of FMLA leave, the additional weeks of leave to obtain the twelve (12) weeks of FMLA leave the employee is entitled to shall be unpaid.

At the time an employee begins leave pursuant to this Policy, he/she shall be given written notice of the amount of leave he/she is entitled to under this Policy including any period of paid leave to run concurrently with leave pursuant to this Policy.

Within five (5) days after beginning leave pursuant to this Policy, an employee expected to exceed the twelve (12) weeks of leave allowed by this Policy shall be given written notice of the leave he/she qualifies for under this Policy and the projected end of that leave. On or before the last day of leave, the employee shall be given separate written notice of the end of leave pursuant to the Policy and the consequences of failing to return to work at the end of leave.

A husband and wife both employed by CPCSC are entitled to a total of (12) work weeks of leave pursuant to this Policy between the two of them for leave based upon the birth or adoption of a child or the care of a parent of the husband or wife. This limitation does not apply to leave for the employee's own serious health condition or the serious health condition of the employees' child.

COMPUTATION OF TWELVE (12) MONTH PERIOD

The twelve (12) work weeks of leave pursuant to this Policy is computed using a twelve (12) month period. Twelve (12) month period is defined as:

For the purpose of this policy, the leave year within which an eligible employee may take his or her 12 weeks of FMLA-protected leave means a rolling 12-month period measured backwards from the date the employee first takes leave for any of the reasons set forth previously.

WORKERS' COMPENSATION INSURANCE

All employees are covered by Worker's Compensation Insurance.

If an employee is injured while on duty and the injury resulted from an accident arising out of his/her job assignment, the employee is eligible for benefits from Workers' Compensation insurance. Benefits will be provided in accordance with applicable law.

In order to receive benefits from this insurance, an employee must follow Clark-Pleasant Community School Corporation's Workers' Comp claim process within twenty-four (24) hours of the time of injury.

When a compensable injury renders an employee unable to work, compensation for lost wages is paid starting the eighth day. However, if the employee is still disabled, on the twenty-second day after the injury, the employee will receive compensation for the first

seven days per Ind. Code 22-3-3-7(a)

The employee may choose to take paid or unpaid leave during the seven day waiting period. This is optional and employees are not required to use paid leave during the waiting period. If paid leave time is used, the employee has the option to buy back the paid leave time used during that seven day waiting period.

MEDICAL CONFIRMATION OF SERIOUS HEALTH CONDITION

When planning medical treatment that may require leave pursuant to this Policy, an employee shall give verbal or written notice of the anticipated need for leave to the employee's supervisor and shall engage in a dialogue with the supervisor and the Superintendent or a designee for the purpose of scheduling medical treatment at times that will not unduly disrupt or interfere with the employee's work duties.

At the time an employee gives verbal or written notice of the need for leave pursuant to this Policy to a supervisor, the employee will be given written notice of his/her rights under the FMLA in the form of a Department of Labor's FMLA fact sheet or an equivalent document, the required forms and procedure for certification of need for the leave, the deadline for the return of required certification, and the specific consequences of a failure to provide a required certification by the required date. The employee need not cite specifically to this Policy or the FMLA in order to request leave pursuant to this Policy. The Superintendent or a designee will assist an employee in determining whether the FMLA and this Policy applies to his/her specific circumstances.

An employee's request for leave pursuant to this Policy due to the employee's serious health condition or the serious health condition of a dependent must be supported by timely confirmation of the nature of the serious health condition by a health care provider on WH-Form 380. If the need for the leave is foreseeable, the completed Form WH-380 must be submitted to the Superintendent at least thirty (30) calendar days before the first day of requested leave. Where the need for the leave is not foreseeable, the completed Form WH-380 should be submitted to the Superintendent through the employee's immediate supervisor as soon as possible. A copy of this form shall be available in the Superintendent's Office and may be requested by phone. A completed Form Wh-380 should be returned to the Superintendent through the employee's immediate supervisor at least fifteen (15) days prior to the beginning of a leave or as soon thereafter as is possible.

An employee shall be required to provide supplemental re-certification of a serious health condition on Form WH-380 for each thirty (30) calendar days of leave. Re-certification of a serious health condition shall not be required for leaves of less than thirty (30) calendar days duration, except in circumstances in which the employee's supervisor or the Superintendent has reason to doubt the continuing need for leave or there is a change in the employee's circumstances that may affect the need for continued leave.

If a completed Form WH-380 is not provided by the employee to the Superintendent through the employee's supervisor on a timely basis, leave pursuant to this Policy may be suspended until it is provided. If a completed Form WH-380 is never provided by the employee, the leave will not be treated as FMLA leave and the normal rules of attendance and punctuality will apply.

At its expense, CPCSC may elect to obtain a second, and if necessary a third opinion from an independent health care provider on the existence of a serious health condition. CPCSC may also request that its health care provider contact the employee's health care provider to discuss the serious health condition in question. No CPCSC employee shall contact the employee's health care provider directly.

If the Superintendent determines that any certification required by this Policy is incomplete or otherwise insufficient, the nature of the insufficiency shall be explained to the employee or a representative and the employee shall be permitted a reasonable opportunity to cure any defect or deficiency. Any falsification or forgery of certification for leave pursuant to this Policy submitted to the Superintendent shall be sufficient to terminate the employment of the employee.

REQUEST FOR LEAVE

An employee who plans to request leave pursuant to this Policy for the birth or adoption of a child must provide the Superintendent with a written request for leave at least thirty (30) days in advance if the need for the leave is foreseeable based on an expected birth or placement for adoption or foster care. If the need for the leave does not permit a request for leave thirty (30) days prior to the need

for leave, the employee or a person acting on the employee's behalf shall request leave in the manner provided as soon as practicable.

An employee who requests leave pursuant to this Policy that is necessitated by the serious health condition of the employee or his/her dependent must provide the Superintendent with a written request for leave at least thirty (30) days in advance if the need for leave is foreseeable based on planned medical treatment. If there is insufficient time to provide such notice because of the need for treatment, the employee shall provide such notice as soon as practicable.

When planning medical treatment, the employee must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the Corporation, subject to the approval of the healthcare provider.

INTERMITTENT OR REDUCED SCHEDULE LEAVE

When it is certified as a medical necessity by a treating health care provider, all or part of an employee's leave for continuing treatment for a serious health condition (the employee's own or that of a dependent) may be taken on an intermittent basis in the form of a modified work schedule. Employees' are obligated to attempt to schedule their intermittent leave so as to not disrupt CPCSC operations and the employee shall meet with the Superintendent or a designee to arrive at a work schedule for the employee that does not disrupt CPCSC's operations.

An employee who has requested intermittent leave pursuant to this Policy for medical treatment may be transferred to an alternative position at the discretion of the Superintendent if the alternative position better accommodates recurring periods of leave than the employee's regular position, provided the employee is qualified for the alternative position and the position has equivalent pay and benefits.

An "instructional employee" needing intermittent or reduced schedule leave for planned

treatment of a personal or dependent serious health condition that exceeds twenty-percent (20%) of the scheduled work time may be required to take leave for a period of employer specified duration coordinating with grading periods or semesters, or transfer to an equivalent position which better accommodates the recurring periods of leave than the employee's current position (Section 825.601(a)).

An instructional employee who fails to give the notice required by Section Seven (7) of this Policy for intermittent or reduced schedule leave may be required by CPCSC to take leave under the conditions described in the preceding paragraph or required to delay the leave until the notice requirements in Section Seven (7) are met. [Section 825.601(b)]

CONDITIONS FOR THE CONTINUATION OF INSURANCE BENEFITS DURING LEAVE

An employee's group health benefits (hereafter "insurance benefits") will be continued during a leave pursuant to this Policy under the same conditions coverage would have been provided if the employee had been continuously employed. If the provisions of a collectively bargained agreement negotiated pursuant to Indiana Code 20-7.5-1 provides for insurance continuation for a longer period of time than the period provided for in this Policy, the longer period provided for by the collectively bargained agreement shall apply. Continuation of insurance benefits pursuant to this Policy is contingent upon the employee paying the employee share of each monthly insurance premiums to the Superintendent's Office by the twenty-fifth (25th) day of each month preceding the date the premium is due to the insurance carrier (the first of each month) during the leave. If the employee does not pay his/her share to the Superintendent's Office by the twenty-fifth (25th) day of each month, the Superintendent's Office will mail the employee notice of the amount due. This notice shall establish a date of at least thirty (30) days after the initial due date and fifteen (15) days from receipt of the written notice by the employee. On this date, if payment has not been received from the employee, insurance benefits shall cease.

RETURN TO WORK AFTER LEAVE PURSUANT TO THIS POLICY Upon return from leave pursuant to this Policy, an employee is entitled to be returned to the same position or to an equivalent position with equivalent benefits and other terms and conditions of employment. This right shall be subject to changes in the workforce such as layoffs, reductions in force, or elimination of positions that would have eliminated or modified the employee's position regardless of leave pursuant to this Policy.

Employees returning from leave pursuant to this Policy must be able to perform all of the essential functions of their position in order to return to work. As a condition for the restoration of the position of an employee whose leave pursuant to this Policy was based on the employee's own serious health condition that caused the employee to be unable to perform the essential functions of the employee's position, the employee must provide written confirmation of the employee's fitness to return to work from the employee's health care provider. The employee's return to work may be delayed until the health care provider's fitness to return to work statement is received. The employee's health care provider may provide a simple statement that the employee is fit to return to work. If the return to work statement of the employee's health care provider is ambiguous or unclear, with the employee's permission, the employee's health care provider may be contacted by CPCSC's health care provider to clarify if the employee is fit to return to work given the essential functions of the employee's position. CPCSC's health care provider's contact with the employee's health care provider shall be limited to clarification of the employee's ability

to return to work based upon the essential functions of the employee's position.

A "key employee" may be denied restoration of position if the restoration will cause substantial and grievous injury to the operation of CPCSC and the key employee has been notified in writing of the consequences of leave pursuant to this Policy as a key employee prior to commencement of the leave.

SPECIAL CIRCUMSTANCES APPLICABLE TO RETURN FROM LEAVE FOR INSTRUCTIONAL EMPLOYEES

An instructional employee beginning leave pursuant to this Policy more than five (5) weeks before the end of a semester may be required to continue on leave until the end of a semester if the leave is of at least three (3) weeks duration and the instructional employee's return from leave would otherwise fall within the three (3) weeks preceding the end of the semester.

An instructional employee beginning leave pursuant to this Policy for a reason other than the instructional employee's own serious health condition during the five (5) weeks prior to the end of a semester may be required to continue on leave until the end of the semester if the leave will last more than two (2) weeks and the employee would otherwise return to work during the two (2) week period before the end of the semester.

An instructional employee beginning leave pursuant to this Policy of more than five (5) working days for a purpose other than the employee's own serious health condition during the three (3) weeks period before the end of a semester may be required to continue on leave until the end of the semester.

RESTORATION OF INSURANCE BENEFITS AFTER LEAVE

An employee who chooses not to continue his/her insurance benefits during a leave pursuant to this Policy or who fails to pay his/her share of the premium for insurance benefits during a leave may be restored to participation in those insurance benefits at the conclusion of leave pursuant to this Policy, subject to reinstatement requirements and reduction in benefits imposed by the insurance carrier, with the same benefits the employee received prior to the leave.

If an employee fails to return after leave pursuant to this Policy and the employer-paid group insurance premium and insurance coverage have been discontinued, the employee may be required to provide new proof of insurability, if such requirement is imposed by the insurance carrier.

SPECIAL CONSIDERATIONS FOR THE RETURN OF INSTRUCTIONAL EMPLOYEES FROM LEAVE

Any instructional employee who would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend may be required to take leave for a period of particular duration or transfer temporarily to an alternative equivalent position that better accommodates the leave.

Such instructional employees who request a period of leave near the conclusion of the academic semester may be required to continue the leave until the end of

the semester.

OTHER WORK PERMITTED DURING LEAVE

An employee on leave pursuant to this Policy may not work for any other employer during leave pursuant to this Policy unless the employment is approved in writing by the Superintendent's Office.

LEAVE APPROVAL

Leave pursuant to this Policy may be approved by the Superintendent without approval by the Board. Where leave is approved in this manner the leave shall be reported to the Board at its next regular Board meeting.

ADDITIONAL LEAVE AS POSSIBLE ACCOMMODATION OF AN EMPLOYEE'S DISABILITY

Additional unpaid leave may be taken into consideration in the interactive dialogue between an employee and the Superintendent concerning the reasonable accommodation of an employee's disability.

DEFINITIONS OF TERMS IN THIS POLICY

Child: a biological, adopted, or foster child, a stepchild, a legal ward who is under 18 years of age or incapable of self-care

Continuing Treatment: treatment by a healthcare provider for a condition that:

- Requires absence from work, school, or other regular daily activities of more than three (3) consecutive days and any subsequent treatment or period of incapacity relating to a "chronic serious health condition", (diabetes, asthma, etc.) i.e. incapacity due to a condition that requires either:
 1. Treatment two (2) or more times by or under the supervision of a healthcare provider
 2. Treatment by a healthcare provider one time with the continuing regiment of treatment established by the healthcare provider
- Is due to pregnancy or prenatal care
- Is permanent or long-term due to a health condition for which treatment may be for comfort or control of symptoms rather than cure such as treatment for cancer
- Is chronic rather than acute such as asthma or diabetes, that requires periodic visits to a healthcare provider, and may involve occasional periods of incapacity even if the patient does not receive treatment from a healthcare provider during each absence from work, and even if the absence does not last more than three (3) days, such as in the case of severe morning sickness, asthma attacks, or diabetes

The term "continuing treatment" does not include treatment for:

- The common cold, influenza, earaches, minor ulcers, indigestion, headaches (except for chronic migraines), and dental problems unless complications arise requiring further treatment
- Routine medical exams, physicals, dental check-ups, and eye exams, but does include an examination to determine if a specific "serious health condition" exists
- Cosmetic treatment such as cosmetic surgery or acne treatment unless there is

- in-patient care or complications qualifying as a “serious health condition” arise
- The consequences of substance abuse (hangover, etc.) provided however that substance abuse treatment is continuing treatment

Dependent: a child, spouse, parent, or other blood relative who resides in the employee’s home and who is incapable of self-care

Eligible Employee: a full-time employee, employed by CPCSC for at least twelve (12) months, or on a part-time basis with at least 1,250 hours of employment during the previous twelve (12) months, provided the twelve (12) month period includes periods of approved leave and other periods of time during which the employee did not report to work but had a continuing employment relationship with CPCSC. For purposes determining whether intermittent/occasional/casual employment qualifies as 12 months, 52 weeks is deemed to be equal to 12 months

FMLA: Family and Medical Leave Act of 1993 as amended by 29 U.S.C. 2601 et seq. and the regulations implementing this Act at 29 CFR part 825

Healthcare Provider: an M.D. or D.O. authorized to practice medicine in Indiana, a podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker (licensed under Indiana law), chiropractor (limited to treatment consisting of manual manipulation of the spine to correct a subluxation demonstrated by x-ray), a Christian Science Practitioner listed with the First Church of Christian Science in Boston, MA, any care provider accepted by CPCSC’s group health insurance provider and a health care provider licensed in another country when practicing in that country.

Incapable of Self-Care: a circumstance in which a person requires active assistance or supervision to provide daily self-care in one or more activities of daily living or instrumental activity of daily living. For purposes of this definition, “activities of daily living” include caring appropriately for one’s grooming and hygiene, bathing, dressing and eating; and “instrumental activities of daily living” include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using a telephone and directories, and using a post office.

Instructional Employee: an employee employed in an instructional capacity by CPCSC whose principle function is to teach students in a class, small group, or individually. The term includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired, but does not include teacher aides or assistants who do not teach as their principal function; and does not include counselors, curriculum specialists, and other non- instructional employees.

Key Employee: an employee meeting the definition set forth in 29 CFR 825.217.

Parent: the biological, adoptive, foster or step-parent of the employee. (Father-in-laws and mother-in-law’s are not included.)

Serious Health Condition: an illness, injury, impairment or physical or mental condition that involves:

1. An in-patient overnight stay in a hospital, hospice, or residential health care facility, or any subsequent treatment in connection with such in-patient care; or 2. Continuing treatment by a health care provider.

Unable to Perform the Functions of the Position: the circumstances in which a healthcare provider finds that the employee is unable to work at all or is unable to perform any one of the essential functions of the employee's position within the meaning of the American with Disabilities Act (ADA), 42 USC 12101 *et. seq.* and the regulations at 29 CFR 1630.2 (n). An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment.

BENEFITS

Insurance benefits are available after 31 days of employment on the first of the next month.

HEALTH INSURANCE

Eligible employees may participate in the Corporation group Health Insurance Program. The Corporation provides a monthly contribution toward the premium. The contribution will be determined annually by the Board. To be eligible for health care benefits (medical, dental, and vision) an employee must work thirty (30) hours or more per week. Employees who work less than thirty (30) hours per week (Exception CDL Bus Drivers) and were enrolled in the insurance program prior to July 1, 2013 are grandfathered into the health insurance program.

Employees working thirty (30) or more hours per week and who are on a 196+ day calendar will receive the normal Board monthly contribution toward insurance premiums. Employees working thirty (30) hours or more per week and on a work calendar of 195 or less will receive a Board contribution equal to the employer portion of the single catastrophic plan that can be applied toward any plan the employee chooses but the employee is responsible for the difference.

Covered employees who do not work through the summer who separate their employment over the summer will have their insurance terminated effective June 30 of that year. The employee will be responsible for any expenses incurred beyond that date.

If an employee announces their retirement by January 1, 2025, the retiree and their family members participating in CPCSC health insurance, dental and vision programs at the time of retirement may continue in the Corporation program(s) until Medicare eligible. Effective June 30, 2025, this retirement benefit will no longer be offered. However, retirees who retired prior to January 1, 2025, will continue to receive this benefit. After June 30, 2025, a retiree and their family members can choose to continue to participate in the CPCSC health insurance, dental and vision programs until Medicare eligible; however, the retiree will be charged the full premium for the continued coverage.

VISION INSURANCE

Eligible employees may participate in the Corporation vision insurance program. The current employee share of the premium is one dollar (\$1.00) per year.

LONG TERM DISABILITY INSURANCE

Employees working twenty (20) hours or more per week may participate in the Corporation long-term disability insurance program. The current employee share of the premium is one dollar (\$1.00) per year.

LIFE INSURANCE

Employees working twenty (20) hours or more per week may participate in the Corporation term life insurance program. The current employee share of the premium is one dollar (\$1.00) per year. Eligible retirees may continue in the Corporation life insurance program until full Social Security entitlement.

TAX-SHELTERED ANNUITY

Subject to applicable plan documents, eligible employees (including instructional assistants as of April 1, 2024) may participate in the Corporation sponsored tax-sheltered annuity program, commonly referred to as the "403(b) plan" by executing an appropriate salary reduction agreement. The Corporation will match the eligible employee's contributions made to the 403(b) plan, dollar for dollar, up to an amount equal to 5% of the eligible employee's gross salary for employees currently on the 403b plan as of March 29, 2024. The matching contribution will not be retroactive. Employees electing to enroll in the 403b plan after March 29, 2024 will receive a 3% matching contribution from the Corporation. These matching contributions will be contributed to the 403(b) plan. An employee shall be 100% vested in the employee's salary reduction contributions and the Corporation's matching contribution.

RETIREMENT/SEVERANCE PAY

Employees with at least fifteen (15) years of continuous service in the Clark-Pleasant Community School Corporation and who are at least fifty-five (55) years of age at the time of retirement are eligible for retirement severance pay (excluding Instructional Assistants hired after 8/1/2001 and seasonal/temporary employees). Clark Pleasant asks that employees notify the Administration in writing or via email of their intent to retire at least ninety (90) days prior to his/her retirement date. If there is insufficient time to provide such notice, the employee shall provide such notice as soon as practicable. Any classified employee who retires from CPCSC and is rehired, even in a full-time position, is not eligible to retire again and receive retirement benefits a second time.

The retirement/severance pay benefit shall be determined by the following: Employees meeting the eligibility requirements mentioned above and who have accumulated up to 75 paid leave / medical leave days, will be paid by multiplying 50% of their base daily rate times their accumulated paid leave days. Employees meeting the eligibility requirements and have accumulated the maximum of 75-100 paid leave / medical leave days, will be paid 100% of their base daily rate times their accumulated paid leave. Employees who have served 20 or more years with CPCSC and have over 100 days medical leave will receive severance for leave time at a rate of 125% up to 100 days; those with 75-100 days will be paid at a rate of 110%; and those with less than 75 days will be paid at a rate of 60%.

In addition, the employee will receive one hundred dollars (\$100.00) for each year of continuous service in the Clark-Pleasant Community School Corporation.

RESIGNATION/SEPARATION

When resigning a position, Clark-Pleasant asks that employees provide a two week notice to their supervisor. Benefits will be terminated at the end of the month of your resignation date. Paid leave time and medical leave time **are not** paid out for a resignation or separation (given the employee is not eligible for the 15+ years of continuous service retirement benefit listed above). Vacation Leave will be paid out at the employee's regular hourly rate. All corporation owned property must be returned at the end of your final day of employment and signed off by your supervisor. Items include, but not limited to, keys, uniforms, keycard, and laptop.

SENIORITY STATUS

Transportation employees who fall under seniority categories and who request to go to sub status will no longer accrue years of service. However, prior years of service are not forfeited – seniority is paused. Transportation employees who resign, retire, or separate from CPCSC service will lose accumulated years of service in the department and return at zero on the seniority list.