

Greenfield-Central Community School Corporation



Classified Employee Handbook

Adopted April 2026

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MISSION STATEMENT

GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION

The Mission of Greenfield-Central Schools, in partnership with parents and community, is to effectively prepare students to be lifelong learners and contributing members of a changing world.

"Learning for All - All for Learning"

Dr. Harold Olin - Superintendent of Schools

Board of School Trustees

Mr. Dan Brown - President

1st Vice President - Mrs. Hillary Close

2nd Vice President - Mr. John Rihm

Secretary – Dr. Lori Wean

Assistant Secretary – Mr. Trent Taylor

I. INTRODUCTION

The Greenfield Central Community School Corporation (GCCSC) Classified Employee Handbook has been prepared to assist you in understanding policies, rules, guidelines, and benefits which apply to classified employees in the district. In addition to this handbook, all employees are bound by board policy; should further clarification be necessary on any topics, please visit with the Human Resources or Business Department.

The material is presented as a matter of information only, and the contents should not be interpreted as a contract between the district and any of its employees. Please read the Handbook carefully and keep it available for future reference. A copy can be found on Cougar Access, which can be accessed from the district website (<https://www.gcsc.k12.in.us/>). One of your first responsibilities as an employee is to become familiar with the contents. Questions should be addressed to your immediate supervisor. If additional information is desired, please contact the Human Resources or Business Department.

The Board of Education expressly reserves the right to change any of the policies, guidelines, or procedures at any time. Changes will be posted by appropriate means. Changes will be effective on dates determined by the Board of Education. If you are uncertain about any policy or procedure, check with your immediate supervisor or with the Human Resources or Business Department.

Employee Responsibility

It is the responsibility of each employee to become familiar with all rules and regulations set forth by GCCSC and to follow them. Each employee must provide his/her immediate supervisor with a telephone number where he/she can be reached at all times. Unlisted numbers will not be published. Please report the change of name, address and phone number to the Central Office.

II. PERSONNEL GUIDELINES

Changes in Policy

The GCCSC is constantly changing; therefore, the Board of School Trustees expressly reserves the right to change any of our policies at any time, including those guidelines addressed in this handbook. We will notify you of these changes by posting them on the Corporation Website or by other appropriate means. Changes will be effective on dates determined by the Board of School Trustees and you may rely on policies that have been superseded. No supervisor or administrator other than the Superintendent of GCCSC has any authority to alter them. If you are uncertain about any policy or guidelines, please check with your supervisor or Central Office.

This employee handbook supersedes all previous employee handbooks and management memos.

At Will Employment

All support staff not covered by the terms of a negotiated agreement are "At Will" employees. Their employment can be terminated with or without cause at any time. The GCCSC Classified Employee Handbook is not an employment contract.

Equal Opportunity Statement

GCCSC is an equal opportunity employer. There shall be no discrimination against any employee on the basis of race, color, religion, sex, age, national origin, handicap, or past military service when hiring, placing, promoting, demoting, transferring, laying off, terminating, compensating, or selecting employees for training or other related programs.

Hiring Procedures

GCCSC provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. Job openings will be posted on the district's website through Frontline Recruiting and Hiring and will normally remain open for a minimum of three days. Each job posting notice will include the date of the posting, job title, department and location.

To be eligible to apply for a posted job, regular employees must have performed competently for at least ninety calendar days in their current position. Exceptions must be approved by the Superintendent of Schools. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, current employees should submit an application or letter of interest to the Human Resources Department Frontline Recruiting and Hiring, which can be found on the district website (<https://www.gcsc.k12.in.us/>). Job posting is a way to inform employees of openings. Other recruiting sources may also be used to fill open positions.

Job Assignments

Job assignments are based upon supervisor discretion.

Change of Employment Status

When an employee changes from one classification/status to another, any change in benefits will become effective upon the date that the employee begins the new position.

It is the employee's responsibility to be aware of a change in benefits when moving from one classification to another. If there are any questions concerning benefits, employees should contact the Central Office Payroll Department.

III. DISCIPLINARY ACTION/PROCEDURE

GCCSC strives to fulfill its stated mission and at the same time help employees achieve and maintain the highest standards of productive employment.

Disciplinary action, though, may be necessary for violation of the GCCSC board policy. Conduct contrary to the GCCSC Mission Statement, Rules of Conduct or other conditions of employment may also result in disciplinary action.

Rules of Conduct

To ensure orderly operations and provide the best possible work environment, GCCSC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered

unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping or other records
- Release of confidential records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of district-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Use of tobacco products on school property;
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Job Abandonment
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Fulfilling driving duties for the district without a valid driver's license
- Employees are prohibited from transporting students in their private vehicles unless the individual has permission from his/her building administrator or is a school resource officer.
- Other acts, incidents, or conduct which may adversely affect the efficient operation of GCCSC or in any way jeopardize the safety, welfare, morale, confidentiality, or general well-being of employees, students, or visitors.

The rules stated above are meant as a guide. Other conduct deemed contrary to the mission of GCCSC, though not listed, may be grounds for disciplinary action or dismissal.

IV. EMPLOYEE RECORDS

All employee records are confidential and are protected by Federal law and the policies of this school corporation. There is limited access to all records.

Employee records shall be available only to the employee and designated school officials and personnel supervising the employee.

Designated school officials are: the Superintendent, and other such individuals as authorized by law.

An employee may review the contents of his/her file by notifying the Central Office in writing. If the employee believes information is inaccurate, the employee may request a review for possible change or deletion. If such changes are not made, the employee will receive an explanation regarding such decision.

V. EVALUATION PROCEDURES

Evaluations will be made of each employee by the supervisor(s). The supervisor(s) will review each evaluation with the employee, giving the employee an opportunity to discuss the evaluation with the supervisor.

An employee will be evaluated using Standards for Success and shall have the right to be informed and receive a copy of and respond in writing to any written evaluation. The evaluation shall be signed and dated by the employee to indicate that he/she has seen it; however, such signature does not indicate agreement with its contents.

A copy of each evaluation and any employee's written response to the evaluation shall be placed in the employee's personnel file. Failure of the employee to respond in writing to any written evaluation does not mean that they agree with its contents.

VI. LICENSES, CERTIFICATES AND REGISTRATIONS

Current licenses, certificates, or registrations, when required, must be shown prior to employment. Subsequent verification may be requested at any time. Verification must be on file in the Central Office for additional amounts and/or payroll levels associated with additional pay.

VII. EMPLOYEE TERMINATION

Resignation

If an employee finds it necessary to terminate his/her employment with GCCSC, a written notice of the resignation is expected ten (10) work days in advance of the last intended work day.

Employees are expected to return GCCSC property upon separation of service, to include badges, ECA passes, and keys/fobs. Employees will be paid for accrued vacation days, however, they will not be paid for accrued sick days or personal days, unless they meet the requirements for severance pay. Employees must be present on their last day of work. If you are not present, your final pay will be a paper check that must be picked up from Central Office.

Severance Pay

Classified employees may be entitled to receive severance pay, if leaving the employment of the Corporation was voluntary, the employee had ten (10) years of service, and the employee is at the age of fifty-five (55) years or older. Severance pay is calculated by multiplying the employee's accumulated sick day amount, not to exceed 100 days, by the employee's current daily rate.

Dismissal

The GCCSC reserves the right to terminate employment immediately for the failure of the employee to perform his or her duties in a professional manner and/or for actions that are considered detrimental to the school system.

Classified employees are considered Employees at Will. Any hiring is presumed to be "at will"; that is, the employer is free to discharge individuals for any cause.

Failure to report to duty without notice is cause for immediate termination.

VIII. SAFETY AND ACCIDENT PREVENTION

Compliance Training

Employees are expected to complete compliance training in the allotted time, as set out at the start of the school year. After the established deadline, employees may be required to complete the training before returning to work.

Employee Procedure for Job-Related Injury

- Report any job-related injury to your **Supervisor or Principal** As Soon As Possible.
- Complete an Injury Report with the building **Health Assistant**.
- If you are injured or have been exposed to a bloodborne pathogen and you need medical care between 8:00 AM and 5:00 PM: You will be referred to either Concentra or to Hancock Regional Hospital Emergency Department, depending upon the severity of your injury.
- If you are injured or have been exposed to a bloodborne pathogen and you need medical care between 5:00 PM and 8:00 AM: Go to Hancock Regional Hospital Emergency Department. For a Medical Emergency: Call 911.

Addresses and Phone Numbers:

Hancock Health Occupational Medicine 6189 W. John L. Modglin Drive (Gateway) Greenfield, IN 46140 Hours: M-F 8a-5p
Hancock Regional Hospital Emergency Dept. 801 N. State St. 317-462-5544

Workers' Compensation Insurance and Report of Injury

Workers' Compensation Insurance covers all employees of the Corporation.

If an employee is injured while on the job, he/she shall immediately notify the supervisor/principal/designated person of that school/building where the injury/illness has occurred. If the injury occurred on a school bus, the bus driver shall notify the Transportation Director and/or the person designated by the Director. The form **First Report of Injury/Illness** must be completed and sent to GCCSC Administration Office (*within 24 hours of injury/illness*).

If medical treatment is necessary the employee shall go to **Hancock Health Occupational Medicine, 6189 W. John L. Modglin Drive (Gateway)** for treatment and/or evaluation of injury/illness. (See above Employee Procedure for Job-Related Injury.) An **Authorization for Treatment** form must be sent with the employee or the supervisor must call the treating facility to authorize treatment. If it is "after hours" and the supervisor cannot be reached, the employee *should not delay seeking treatment*; authorization can occur the next day. If the employee wishes to consult a physician of his/her choice after the initial evaluation of injury/illness, he/she must contact the Indiana Insurance Claim Adjuster for prior approval; otherwise, the employee risks incurring liability for the additional medical expenses. For questions our insurance carrier Pence, Low & Shepherd may be contacted at 317-462-9204.

All hospitals and doctors involved must be advised that the employee is covered by and intends to use the Workers' Compensation Insurance.

Time off while on Workers' Compensation qualifies as an allowance towards FMLA (Family Medical Leave Act) unpaid leave. Employees must use leave days to receive pay until Workers Compensation absence coverage starts on the 8th missed work day.

Failure to report an incident within three (3) days may delay the proper reporting procedure to the State and forfeit the right to a claim by the employee. Failure to report may also result in disciplinary action.

IX. PERSONAL INFORMATION

Change of Personnel Information

It is the responsibility of each employee to promptly notify the Greenfield Central Community School Corporation of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, and individuals to be contacted in the event of an emergency should be updated by the employee in Frontline Central.

Confidential Information

All information about students and/or employees should be treated with the strictest confidence. Disclosure of confidential information gained through employment is an act of prohibited conduct subject to formal disciplinary action. Any information concerning a student or employees' family, financial condition, or personal situations is strictly confidential and must not be shared.

Dress and Appearance

Cleanliness and appearance are expressions of an employee's personal pride and reflect GCCSC's high standards of good grooming. Employees are expected to show good taste, avoiding extremes of dress and personal grooming which might be unsafe or that interfere with job performance.

Non-Discrimination & Anti-Harassment

Greenfield-Central Community School Corporation does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, sex, gender, age, religion, genetic information or disability in the programs or activities which it operates or the employment therein or admission thereto. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network. The School Corporation has designated several staff members as coordinators of nondiscrimination and anti-harassment. The identity and contact information for these staff members are listed

below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying. Please refer to Corporation Policy A100 on the website for further information.

Sanctions for Misconduct

A substantiated charge against an employee in the school corporation will subject the employee to disciplinary action, including but not limited to formal write-up, reassignment, suspension, or discharge, consistent with applicable statutory and contractual obligations.

Reporting of Child Abuse

If you have reason to believe a student may be a victim of child abuse or neglect, you are required by law to report it immediately. Failure to report suspected child abuse may result in discharge and criminal prosecution.

Reporting of Bullying

All employees are required to report in writing the alleged incident to the principal or designee within the same day that an incident was witnessed or information was received. Failure to report alleged bullying can lead to disciplinary action up to dismissal.

X. ATTENDANCE

Absence from Work

Acceptable attendance is required for effective completion of duties. As a member of the educational team, others are relying on you. If it is necessary to be late or absent for any reason, the building principal/supervisor should be notified in advance of the occurrence. Continued absence may result in disciplinary action, including dismissal. All absences shall be in increments of one half (1/2) day or one full day.

Attendance and Punctuality

To maintain a safe and productive work environment, the Greenfield Central Community School Corporation expects employees to be reliable and to be punctual in reporting for scheduled work. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible regarding the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive to the Corporation Mission. Either may lead to disciplinary action, up to and including termination of employment.

Leave of Absence

A leave of absence, other than those mentioned in this policy, may be granted to employees, subject to the following:

1. Initial request must be made in writing, and received by the administration center at least thirty (30) days prior to the proposed start of the leave;
2. The request shall state the reason, necessity and amount of leave time needed not to exceed one (1) year. An extension may be requested through Central Office.
3. The Superintendent of Schools must approve the request;
4. Consideration for approval for all leaves of absence shall be in the best interests of the Corporation;
5. All leaves of absence are unpaid;
6. All benefits to be paid by the employer shall cease during the leave, but the employee may maintain certain benefits by personally paying the full expenses;
7. No time shall count toward the accumulation of any benefits during an unpaid leave of absence and shall be prorated for use during the following year in relation to the amount of leave time used;
8. Upon return from leave, the employee may be restored to his/her original or equivalent position, if a position is available.

Military Leave

Unpaid military leave may be granted for up to fifteen (15) days in accordance with Indiana Code.

Bereavement Leave

Full-Time Employees (defined as employees who receive sick/personal days) may be allowed five (5) paid bereavement days per occurrence, due to the death in the immediate family.

Immediate family is defined as: spouse, children, sister, brother, mother, father, mother-in-law, father-in-law, grandparents, grandchildren, and each similar relationship established by marriage, or any other person living in the same household. Employees may be allowed one (1) paid bereavement day for funerals in case of death of other family members or close friends.

Part-Time Employees (defined as employees who do not receive sick/personal days) may be allowed one (1) paid bereavement day for funerals in case of death of family members or close friends.

Notice shall be given as soon as possible to the employee's supervisor for such an occurrence.

Family and Medical Leave

Unpaid leave may be granted to an eligible employee for up to twelve (12) weeks in compliance with the Family and Medical Leave Act of 1993.

The employee is required to provide advance leave notice and medical certification according to the Family and Medical Leave Act of 1993. An employee must provide the employer at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If 30 days notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as possible.

Please contact Human Resources for paperwork to start the FMLA process

Sick Leave

When hired, sick days will be prorated based on the time of year and will be made available to the employee after 30 calendar days of employment.

Each year, employees are allotted a set number of sick days. Employees that use more than the yearly allotment, who are not on FMLA, are considered to have excessive absences and may be disciplined according to the progressive discipline policy.

Sick time may be used for the following reasons:

- a. When you are too ill to report to work; have a medical, dental or vision appointment which cannot be scheduled outside of working hours;
- b. To care for your dependent child, spouse or your parent who is ill; or for any other member of your immediate family who is ill while living as a member of the household;
- c. Pursuant to an approved leave of absence.

If you are absent for either of the above approved reasons to use sick time, notice shall be given as soon as possible to the employee's supervisor for such an occurrence. In the event an employee is off due to illness or injury for three (3) consecutive working days or more, he/she may be required to have a doctor's slip to verify that he/she is physically able to return to work. A supervisor may request that the employee provide medical certification, in writing, of his/her absence regardless of the length of the absence. This may be requested on a recurring basis during an extended illness or absence.

The employee's supervisor may require fitness to return to work by approved medical personnel.

See Benefits Addendum for details.

Jury Duty

A leave of absence for jury duty or for subpoena into a court of law as a witness, other than a court case for/or against the employee, may be granted upon written request.

You should contact payroll before Jury Duty to make appropriate plans.

Pay for the leave shall be computed as the difference in pay by the court and the normal rate of pay for the employee.

The employee's supervisor shall be notified as soon as possible.

A certificate of attendance and proof of pay are necessary for the completion of payroll in order to be paid properly.

Personal Leave

When hired, personal days will be prorated based on the time of year and will be made available to the employee after 30 calendar days of employment.

Personal leave days are allowed for the transaction of personal business and/or the conduct of personal or civic affairs. Any unused Personal Days will roll to Sick Days.

A written request shall be submitted to the supervisor one (1) week prior to the occurrence of a personal leave, setting forth the reason and necessity for such an absence. If an emergency exists, notice is to be given as soon as possible to the employee's supervisor.

See Benefits Addendum for details.

Vacation

When hired, vacation days will be prorated based on the number of months worked in the calendar year and credited to the employee on the first of the month after 30 calendar days of employment. Employees will receive one vacation days on the first of the month until the reset day or all prorated days have been given. Vacation does not roll over or accumulate. A request for vacation should be made to the employee's supervisor two weeks prior to the intended use for approval. The Corporation reserves the right to restrict the use of vacations in the best interests of meeting the needs of the Corporation. Employees should use vacation during times that students are not in attendance as our primary mission is to support the educational process. Vacation amounts are 10 days for year of hire and year 2, and 15 days for year 3 and beyond. An employee earns vacation time from the year prior for his/her use in the given year.

See Benefits Addendum for details.

Holidays

Employees may be paid for the holidays identified in the Benefits Addendum and, unless otherwise notified, shall not be expected to report for regular work on the identified days. For paid Holidays that fall on Saturday or Sunday, the holiday will be observed on Friday or Monday.

The employee must work the scheduled workday before and the scheduled workday after the holiday to receive holiday pay. The employee may use personal and/or vacation days in conjunction with holidays to receive holiday pay with the prior approval of the employee's supervisor.

XI. COMPENSATION GENERAL PROCEDURE

Pay Days and Paychecks

Paydays are generally every other Friday. Please see the payroll schedule for specific dates. Hourly employees' paychecks represent the workweeks of the previous payroll cycle. (See payroll schedule for more information). Whenever paydays fall on a holiday, an employee will generally receive his/her check on the previous day. Advances in pay are not permitted. If an employee has any questions about his/her pay deductions, or check distribution, he/she should first contact his/her immediate supervisor. If the supervisor is unable to answer the employee's questions, he/she will direct the employee to the Payroll Department.

Time Record Guidelines for Non-Exempt Staff

GCCSC strives to maintain compliance with the Fair Labor Standards Act (FLSA). The FLSA is a strict federal law that protects employees from unfair pay practices and guarantees non-exempt / hourly paid employee's payment of minimum wage and overtime. The following guidelines have been established to ensure compliance with FLSA.

Staff members must keep an accurate record of all hours worked using the time system provided. Actual hours, rather than expected hours worked each day must be reflected.

Staff members must review the accuracy of his/her time records before submitting them to his/her supervisor for processing. If a change needs to be made to a time record, the correction should be made before submitting the time record to payroll whenever possible. Upon signing

and/or approving time, the staff member is certifying the records are complete and accurately reflect all hours worked.

Staff members are responsible for maintaining time records. Staff members should not allow another employee to sign in/out for them nor should they sign in/out for another staff member. Staff members should not tamper with any timekeeping equipment.

The exact time the staff member began and ended work must be reflected. All unpaid breaks must be reflected. Staff members are not expected to perform any work during unpaid breaks. Staff members must obtain his/her supervisor's approval prior to working any hours outside his/her normal work schedule. This includes time incurred before or after a regular shift, during unpaid meal breaks, or after hours at your home or at another off- site location. If work is performed outside a staff member's regular shift, the time must accurately be reflected. Explanations of overtime hours worked must be provided to the supervisor and/or business office.

Time records should include time spent at mandatory, job-related training programs, lectures, or meetings on campus.

Time records must be submitted to the staff member's supervisor at the end of the pay period. Time records must then be compiled and submitted to Payroll by 10 a.m. on Monday following the end of the pay period. In the event a holiday falls on a Friday or at the end of a week, time records are due to the supervisor prior to leaving for the holiday.

Defined Seven (7) Day Work Week

The defined seven (7) day work week begins Saturday morning through end of the day Friday. All time that has been worked will be paid to the nearest quarter hour. Example: clocking in between 1:00-1:07 PM will revert to 1:00PM for wage calculations; clocking in between 1:08-1:15PM will revert to 1:15PM for wage calculations.

Overtime is all time worked over forty (40) hours of work in a work week. All overtime shall be paid at the rate of one and one-half (1 ½) times the regular hourly rate of pay.

All overtime must be approved by a supervisor before it is worked, except in emergency situations.

- Note: Only actual work time counts toward the forty (40) hours of work. Time-off for vacation, illness, family illness and personal business does not count toward the forty (40) hours of work.
- At G-CCSC a "Paid" Holiday in the work week counts towards "overtime".

Bus Drivers

If a bus driver reports to a scheduled ECA event and finds that the event has been cancelled, the bus driver will be paid for two and a half (2.5) hours of pay, which is the minimum trip fee.

Bus drivers will be paid for an additional forty-five (45) minutes of service for any field trip that lasts longer than two (2) hours.

Call-In Pay

If an employee is called to work in response to an emergency situation the employee will be paid for the time worked or a minimum of two (2) hours of service, whichever is greater.

Time worked will be calculated at the employee's regular rate of pay. If an employee is called back to work, he/she will be paid for travel time. Overtime compensation is applicable only when total hours worked exceed 40 hours in a workweek and only for non-exempt personnel. If

an employee is called in on a Paid Holiday in response to an emergency situation the employee will be paid for the time worked or a minimum of two (2) hours of service, whichever is greater. Time worked on a Paid Holiday will be calculated at 1.5x the employee's regular rate of pay.

Substitutes for Classified Staff

Substitutes for classified staff members are paid at level zero (0) on the pay scale for the specific position for which he/she is subbing with the exception of health assistant substitutes, who are paid at level twelve (12).

See Classified Wages Pay Scale for details.

Payroll Withholding

Withholdings for Federal Income Tax, Social Security, State Income Tax, and Local Option Taxes are made in accordance with the federal and state laws. If there is a change in dependency status or withholding levels, it is the employee's responsibility to advise the Payroll Office.

Automatic Deposit

Employees of GCCSC are expected to have his/her check automatically deposited into his/her personal bank. An employee wishing to initiate this process must complete an Automatic Deposit form at the Payroll Office. New employees should provide payroll the necessary information during the hiring process. There is a two-week waiting period before this process can begin.

Annual Event Pass

Employees, the employee's spouse and dependent children may be issued an annual event pass for corporation events, not to include special events. This pass is only valid while employed. Abuse or misuse of this privilege may result in forfeiture of the passes and/or termination of employment.

Cellular Phone Stipend

A staff member may be relied upon to address issues outside of his/her regular work day. To facilitate communication an employee may be provided with a cell phone stipend of thirty dollars (\$30) to fifty (\$50) dollars per month, depending on the position. This must be approved by the Business Manager. The cellular phone stipend may be revoked at any time.

XII. EMPLOYMENT BENEFITS

Annuities

Employees may be eligible to participate in a tax sheltered annuity program through a payroll deduction program as allowed by the state and federal codes.

See Benefits Addendum for details.

Health Insurance

Employees may be allowed to participate in a medical insurance policy. There is an enrollment period of thirty (30) days when an employee is first hired. If a new employee does not elect to take the corporation's health insurance during the enrollment period then he/she must have a HIPAA qualifying event to sign-up for the health insurance at a later date. HIPAA qualifying events include: birth, death, and other such events. Questions; contact Central Office.

GCCSC will contribute the same amount toward individual and family policies as approved in the Collective Bargaining Agreement

When an employee reaches the age of sixty (60) years or more, has been employed by GCCSC for fifteen (15) years or more and submits a written letter of retirement, the employee may be eligible to continue with the same medical insurance policy under the following condition: the contribution shall continue until the retiree is eligible to enroll and be covered by the Medicare program.

** No compensation shall be given to persons not participating in the program or toward health insurance policies not adopted by the School Board of Trustees.*

See Benefits Addendum for details.

Dental Insurance

The amount specified below, but not to exceed the actual cost of the premium, will be paid by the Board toward the cost of dental insurance (single or family coverage) for each eligible classified staff member employed by the GCCSC and enrolled in the School Corporation's group dental insurance plan, with the staff member paying not less than one dollar (\$1.00) per year. Maximum Board Payment Per Staff Member: Up to \$400.00 per year.

See Benefits Addendum for details.

Vision Insurance

Each eligible classified staff member shall be covered by an individual or family vision care program paid for by the school employer that provides for eye examinations, lenses and frames every other year. The vision care benefit plan will include one (1) comprehensive vision examination every twelve (12) months, and a wide selection of quality frames every twenty-four (24) months.

See Benefits Addendum for details.

I.R.S. Section 125

An employee may be allowed to participate in this pre-tax benefit plan with all user fees paid by the Corporation, as adopted by the School Board of Trustees under the provisions of Section 125 of the Internal Revenue Code.

See Benefits Addendum for details.

Retirement Fund

Employees may be able to participate in the Public Employees Retirement Fund (P.E.R.F.) as set forth by Indiana Statutes. The employee contribution shall be three percent (3%) of the gross wages.

GCCSC pays an additional amount into the employee's P.E.R.F. account as established annually by P.E.R.F.

See Benefits Addendum for details.

Term-Life Insurance

Active employees may be provided with a term-life insurance policy, as adopted by the School Board of Trustees.

See Benefits Addendum for details.

Mileage Reimbursement

Reimbursement for authorized travel may be a rate established by the Internal Revenue Service. This may not be the most current rate. Mileage reimbursement requests must be timely; within 30 days of occurrence is considered timely.

To be eligible, the employee must have authorization through his or her supervisor prior to the occurrence.

Uniforms

See Benefits Addendum for details.

Job Share

See Board Policy for Details.

Guidance for Weather-Related Days

The following chart gives guidance to staff regarding expectations for work on weather-related delays and cancellations. Staff may choose to use a personal day for cancellations to avoid any interruptions to their pay.



Greenfield-Central Community School Corporation

Inclement Weather Guidelines for GCCSC Employees

Employee Group	2-Hour Delay	eLearning (Weather Related)
Administration Building	Normal start time	Report to building
Administrators/Directors	Normal start time	Report to building
Deans	Normal start time	Work from home
Custodians	Normal start time	Report to building
Food Service	Normal start time	Do not report
Preschool	As soon as reasonably safe	Work from home
Child Care/ Preschool IAs	As soon as reasonably safe	Do not report
Maintenance/Mechanics	Normal start time	Report to building
Nurses/Health Assistants	2 hours late	Option to work*
School Office Staff	Normal start time	Report to building
Instructional Assistants/SLPA/Building Subs/Courier	2 hours late	Do not report
BST	2 hours late	Option to work*
Related Arts Instructors (non-certified)	2 hours late	Work from home
Technology	2 hours late	Work from home
Teachers/ Certified Staff/OT/PT	As soon as reasonably safe	Work from home
Bus Drivers/Monitors	2 hours late	Do not report
School Police	Normal start time	Report to building
* see supervisor for guidance		

If travel warning for Hancock County is **RED**, all buildings are closed and no staff report, aside from select Operations employees

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July 2026

Definitions: Terms of Employment	Support Services	Bus Drivers	Custodial Personnel		
	Occupational Therapist 188 days Special Needs Nurse 180 days Health Services Support Specialist 192 days Certified Occupational Therapist Assistant 184 days SLP Assistant 184 days	180 days	8 hrs/day; 40 hrs/wk 260 days	less than 8 hours up to 260 days	8 hrs/day; 40/wk 200 days
Holidays: *Sat/Sun holiday					
New Year's Day	without pay	without pay	Paid	Paid	Paid
Memorial Day	without pay	without pay	Paid	without pay	without pay
Independence Day	without pay	without pay	Paid	without pay	without pay
Labor Day	without pay	without pay	Paid	Paid	Paid
Fall Break (last 2 days of break)	without pay	without pay	Paid	without pay	without pay
Thanksgiving (2 days)	without pay	without pay	Paid	Paid	Paid
Christmas Eve	without pay	without pay	Paid	without pay	without pay
Christmas Day	without pay	without pay	Paid	Paid	Paid
New Year's Eve *Fri. Before or Mon. after	without pay	without pay	Paid	without pay	without pay
Personal Leave Accumulate to:	4 days/year 5 days	3 days/year 6 days	3 days/year 6 days	3 days/year 6 days	2 days/year 6 days
Sick Leave Accumulate to:	8 days/year 100 days	6 days/year 80 days	10 days/year 100 days	6 days/year 80 days	6 days/year 80 days
Days Reset	July	July	January*	January*	January*
Jury Duty	Paid difference in wages	Paid difference in wages	Paid difference in wages	Paid difference in wages	Paid difference in wages
Vacation Days	Not Available	Not Available	Available	Not Available	Not Available
Health Insurance	Available	Not Available	Available	Not Available	Board Share for a Single Plan
Dental / Vision	Available	Not Available	Available	Not Available	Participation allowed
IRS Section 125	Available	Participation allowed	Participation allowed	Participation allowed	Participation allowed
Term Life Insurance	\$45,000	\$45,000	\$45,000	None	None
Overtime (comp time not used)	Not Available	1.5 x rate over 40 hours	1.5 x rate over 40 hours	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hours
403b	Available	Available	Available	Available	Available
Severance Pay	Available	Available	Available	Not Available	Not Available
Retirement Fund	P.E.R.F.	3% TSA	P.E.R.F.	Not Available	Not Available
Long Term Disability	Available	Not Available	Available	Not Available	Not Available
Uniforms	Not Available	Not Available	Shirts only	Shirts only	Shirts only

*Staff hired after June 1, 2025 will be reset on July 1. Staff with earlier hire dates will be reset January 1, 2027 and then July 1 each year after.

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	Food Service		Mechanic	Health/ Library/Instructional and Bus Assistants	
	Full-time	Part-time		Full-time	Part-time
Definitions: Terms of Employment	6 hrs/day; 30 hrs/wk 180 days Kitchen Manager Only *	less than 6 hrs/day; 180 days	8 hrs/day; 40 hrs/kw 260 days	more than 5 hrs/day; 25 hrs/wk 180 days	less than 5 hrs/day; 25 hrs/wk
Holidays: *Sat/Sun holiday					
New Year's Day	Paid	Paid	Paid	Paid	Paid
Memorial Day	without pay	without pay	Paid	without pay	without pay
Independence Day	without pay	without pay	Paid	without pay	without pay
Labor Day	Paid	Paid	Paid	Paid	Paid
Fall Break (last 2 days of break)	without pay	without pay	Paid	without pay	without pay
Thanksgiving (2 days)	Paid	Paid	Paid	Paid	Paid
Christmas Eve	without pay	without pay	Paid	without pay	without pay
Christmas Day	Paid	Paid	Paid	Paid	Paid
New Year's Eve *Fri. Before or Mon. after	without pay	without pay	Paid	without pay	without pay
Personal Leave Accumulate to:	3 days/year 6 days	None None	3 days/year 6 days	3 days/year 6 days	None None
Sick Leave Accumulate to:	6 days/year 80 days	None None	10 days/year 100 days	6 days/year 80 days	None None
Days Reset	July*	NA	July*	July*	NA
Jury Duty	Paid difference in wages	Paid difference in wages	Paid difference in wages	Paid difference in wages	Paid difference in wages
Vacation Days	Not Available	Not Available	Available	Available	Not Available
Health Insurance	*Board Share for a Single Plan Not Available	Not Available	Participation Allowed	Not Available	Not Available
Dental / Vision	*Available for Managers Not Available	Not Available	Available	Not Available	Not Available
IRS Section 125	Participation allowed	Not Available	Participation allowed	Participation allowed	Not Available
Term Life Insurance	None	None	\$45,000 Mechanic	None	None
Overtime (comp time not used)	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hour	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hrs/wk
403b	Available	Available	Available	Available	Available
Severance Pay	Available	Not Available	Available	Available	Not Available
Retirement Fund	P.E.R.F.	Not Available	P.E.R.F.	Not Available	Not Available
Long Term Disability	Not Available	Not Available	Available	Not Available	Not Available
Uniforms	Available	Available	Shirts only	Not Available	Not Available

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	Adjunct Teacher	Career Coordinator (if needed)	Mail Courier	Secretarial Personnel Full-time School Year	Support Staff Full-time Calendar	Technology Staff Full-time
Definitions: Terms of Employment	184 days	8 hrs/day; 40 hrs/wk 180 days	less than 8 hrs/day 200 days	8 hr/day; 40 hrs/wk Elem 210 / Intermediate 210-220 Jr High 220 / HS 200-231 Dietitian 210 / Child Care/Preschool 200/210 Secretary to Nursing Services 205	8 hrs/day; 40 hrs/kw 260 days	8 hrs/day; 40 hrs/wk Data System Specialist 224* Technology Support Technician 215* Technology Support Specialist 224* Help Desk Attendant 200
Holidays: *Sat/Sun holiday	Not Applicable					
New Year's Day		Paid	Paid	Paid	Paid	Paid
Memorial Day		without pay	without pay	Paid	Paid	Paid
Independence Day		without pay	without pay	without pay	Paid	without pay
Labor Day		Paid	Paid	Paid	Paid	Paid
Fall Break (last 2 days of break)		without pay	without pay	Paid	Paid	without pay
Thanksgiving (2 days)		Paid	Paid	Paid	Paid	Paid
Christmas Eve		without pay	without pay	Paid	Paid	Paid
Christmas Day		Paid	Paid	Paid	Paid	Paid
New Year's Eve *Fri. Before or Mon. after		without pay	without pay	Paid	Paid	without pay
Personal Leave Accumulate to:	3 days/year None	3 days/year 6 days	None None	3 days/year 6 days	3 days/year 6 days	3 days/year 6 days
Sick Leave Accumulate to:	8 days/year None	8 days/year 80 days	None None	10 days/year 100 days	10 days/year 100 days	6 days/year 80 days
Days Reset	July	July	January*	July	Varies	January
Jury Duty	Paid difference in wages	Paid difference in wages	Paid difference in wages	Paid difference in wages	Paid difference in wages	Paid difference in wages
Vacation Days	Not Available	Not Available	Not Available	Not Available	Available	Not Available
Health Insurance	Board Share for a Single Plan	Not Available	Not Available	Participation Allowed	Participation Allowed	Participation Allowed
Dental / Vision	Available	Not Available	Not Available	Available	Available	Available
IRS Section 125	Participation allowed	Participation allowed	Not Available	Participation allowed	Participation allowed	Participation allowed
Term Life Insurance	None	None	None	\$45,000	\$50,000	\$45,000
Overtime (comp time not used)	Not Applicable	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hrs/wk
403b	Available	Available	Available	Available	Available	Available
Severance Pay	Not Available	Available	Available	Available	Available	Available
Retirement Fund	Not Available	Not Available	Not Available	P.E.R.F.	P.E.R.F.	*P.E.R.F.
Long Term Disability	Not Available	Not Available	Not Available	Available	Available	Not Available
Uniforms	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available

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	Behavior Support Technician	Full Time Substitute	Childcare/Preschool Instructor	School Police Officer		Related Arts Instructor (180 days) School Security Officer (up to 200 days)	
Definitions: Terms of Employment	8 hrs/day; 40 hrs/wk 182 days	Teacher Day for 180 days	8 hrs/day; 40 hrs/wk 184 days	Full-Time 8 hrs/day; 30 hrs/wk 190 days Take-home car if within 30 miles of GCCSC	Part-Time less than 6 hrs/day or 30 hrs/wk	Full-Time more than 6 hrs/day; 30 hrs/wk 180 days	Part-Time less than 6 hrs/day; 30 hrs/wk
Holidays: *Sat/Sun holiday							
New Year's Day	Paid	without pay	Paid	Paid	Paid	Paid	Paid
Memorial Day	without pay	without pay	without pay	without pay	without pay	without pay	without pay
Independence Day	without pay	without pay	without pay	without pay	without pay	without pay	without pay
Labor Day	Paid	without pay	Paid	Paid	Paid	Paid	Paid
Fall Break (last 2 days of break)	without pay	without pay	without pay	without pay	without pay	without pay	without pay
Thanksgiving (2 days)	Paid	without pay	Paid	Paid	Paid	Paid	Paid
Christmas Eve	without pay	without pay	without pay	without pay	without pay	without pay	without pay
Christmas Day	Paid	without pay	Paid	Paid	Paid	Paid	Paid
New Year's Eve *Fri. Before or Mon. after	without pay	without pay	without pay	without pay	without pay	without pay	without pay
Personal Leave Accumulate to:	3 days/year 6 days	None None	3 days/year 6 days	3 days/year 6 days	None None	3 days/year 6 days	None None
Sick Leave Accumulate to:	8 days/year 80 days	None None	8 days/year 80 days	8 days/year 80 days	None None	8 days/year 80 days	None None
Days Reset	July*	NA	July*	July*	NA	July*	NA
Jury Duty	Paid difference in wages	Paid difference in wages	Paid difference in wages	Paid difference in wages	Paid difference in wages	Paid difference in wages	Paid difference in wages
Vacation Days	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
Health Insurance	Board Share for a Single Plan	Not Available	Board Share for a Single Plan	Board Share for a Single Plan	Not Available	Board Share for a Single Plan	Not Available
Dental / Vision	Available	Not Available	Available	Available	Not Available	Available	Not Available
IRS Section 125	Participation allowed	Not Available	Participation allowed	Participation allowed	Not Available	Participation allowed	Not Available
Term Life Insurance	None	None	None	-\$50,000	None	None	None
Overtime (comp time not used)	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hrs/wk	1.5 x rate over 40 hrs/wk
403b	Available	Available	Available	Available	Available	Available	Available
Severance Pay	Available	Available	Available	Available	Not Available	Available	Not Available
Retirement Fund	Not Available	Not Available	Not Available	PERF	Not Available	Not Available	Not Available
Long Term Disability	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available	Not Available
Uniforms	Not Available	Not Available	Not Available	Available	Not Available	SSO Available	Not Available

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