



***Smith-Green Community Schools***

*Superior Schools ... In a Supportive Community*

***Support Staff Handbook***

**Effective: July 1, 2018**

*Adopted by the Board of School Trustees  
On November 19, 2018*

## Preface

This handbook has been prepared to provide support service employees with the policies and expectations of the corporation. The handbook is not intended to describe or create a contractual relationship. Any employment relationship with this employer is “at-will”, which means that the employee may resign at any time and the employer may discharge the employee at any time, with or without cause. No employee, officer or representative of the School Corporation other than the Board of School Trustees, has any authority to enter into any agreement which alters, amends, or contradicts the at-will employment relationship between You and the School Corporation. All of the benefits and policies set forth in this personnel handbook are not intended, because of their publication, to confer any rights or privileges upon You or other employees, or to entitle you to remain employed by the School Corporation.

This handbook is intended as a set of guidelines for implementation of personnel policies. The School Corporation explicitly reserves the right to modify any of the provisions of this handbook at any time and without any notice to You.

The support service staff in each building is responsible for providing a vast array of services for all students and employees in Smith-Green Community Schools. The SUPPORT STAFF HANDBOOK has been developed with the hope that it will assist support personnel in their daily jobs and give them the assurance that, as valued employees, they are instrumental in making SGCS a truly Superior School within our supportive community.

### **Equal Employment Opportunity**

The School Board does not discriminate on the basis of religion, color, national origin, sex, disability, age or genetic information in its programs, activities, or employment.

The following person has been designated to handle inquiries regarding the non-discrimination policies of the Corporation or to address any complaint of discrimination:

Business Manager  
222 W. Tulley St.  
Churubusco, IN 46723  
260-693-2007

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## **SUPPORT PERSONNEL POLICIES**

### **CLASSIFICATION OF EMPLOYEES**

1. Full-time employees are employed twelve (12) months (260 days), per year working at least thirty (30) hours per week.
2. School year employees are those who work more than thirty (30) hours per week from nine (9) to eleven (11) months (181-259 days) but less than a full year (260 days).
3. Temporary employees are employed for special assignments with the approval of the Superintendent. They are not entitled to the benefits accruing to full-time and regular part-time employees.
4. Food Service employees are those who work at least thirty (30) hours per week for nine (9) months but less than a full calendar year in the cafeteria.
5. Part-time employees are those who work less than 30 hours per week. This position is paid hourly for the hours worked. Part-time employees are not eligible for benefits.

Support personnel are eligible for salary and fringe benefits as provided in the specific policies governing their category and as approved by the Board of School Trustees. Administrative Center (AC) support personnel shall have additional standards and expectations set forth individually by the Superintendent.

### **PROBATIONARY PERIOD**

New employees will serve a probationary period of at least sixty (60) calendar days. During this time, supervisory personnel will evaluate their work and conduct. New employees will not be considered a regular employee until the sixty (60) days is complete, the supervisor recommends the employee, and the superintendent approves. When necessary, supervisory personnel may extend the probationary period. However, the first day of employment is the day used to determine when vacation benefits are applicable. The probationary period may be waived if the employee has worked for the district before, either in a part-time or full-time basis.

### **QUALIFICATIONS FOR EMPLOYMENT** (See Job Descriptions)

Secretarial: High school graduate, typing, bookkeeping and/or business school training appropriate to the area of assignment. A basic understanding of computers.

Paraprofessionals: High school graduate and ability to work with people. A basic understanding of computers. Individuals hired after January 2002 must have two years approved of college credit or pass the Paraprofessional exam.

Custodian: High school graduate with mechanical capabilities and aptitudes.

Food Service employees: High school graduate with an awareness of sanitation and the responsibilities in food preparation.

Any of the above qualifications may be waived upon the recommendation of the hiring official with the approval of the Superintendent and Board of School Trustees.

### **CRIMINAL HISTORY CHECK**

Smith-Green Community Schools requires a full criminal history check prior to employment.

### **PHYSICAL EXAMINATION**

The Corporation will pay the cost of an employment examination if done with the corporation's preferred provider. Employees are required to have an examination.

## **EXPERIENCE ALLOWANCE FOR EMPLOYMENT**

The superintendent has the discretion to place newly hired employees on the pay scale at an amount that is appropriate based on the individual's experience and/or training.

## **WORKING HOURS**

Working hours for all positions are established by the Superintendent and the employee's immediate supervisor in order to accomplish the assignment in the best interest of the school corporation. It is the employee's responsibility to observe the established working hours. Excessive and/or unnecessary tardiness and absence may be cause for dismissal. The time designated as their starting time should be the time that the employee is at their work station. Each employee receives one fifteen minute break for each 4 hours worked and a 30 minute unpaid lunch break. Supervisors will make efforts through scheduling etc., to prevent lunch interruption.

**\*Effective July 1, 2011, all hourly support staff will fill out a time sheet. See Appendix E.** A regular time sheet or time cards must be certified by his/her supervisor for each employee showing regular and overtime hours (if any) worked during a pay period. The pay week for employees shall begin at 12:00 a.m. each Sunday and end at 12:00 a.m. the following Sunday. Time sheets or time cards are to be turned in **bi-weekly** for all employees. Overtime work **must** be approved by the immediate supervisor or the Superintendent in advance. Overtime may be accrued only in 30 minute increments.

Regular working hours per day (by department) are as follows:

7 hours per day: Food Service Department, Instructional Assistants, Clerks.

8 hours per day: Food Service Manager, Secretaries, Treasurer, Custodians, Maintenance Department, Transportation Department, Nurse.

All support personnel positions' hours shall be reviewed annually by the Board taking into consideration need and budget constraints. Beginning and ending times are to be determined by the building principal. Any deviation from the hours assigned must receive approval from the Superintendent. The Fair Labor Standards Act limits our interpretation of overtime to those hours actually worked over 40 per week, regardless of the amount worked per day. If you exceed 40 hours per week you are entitled to overtime pay, with the supervisor's and Superintendent's approval, at time-and-one-half. Any hours worked beyond the regularly scheduled time on Saturday will be paid at time and-one-half; holidays and Sundays are at double time. Overtime will be paid within a two week period, or in agreement with the immediate supervisor. "Exempt" support staff employees are those considered to be department directors, technology department and/or others who receive a regular teacher contract for their position. These positions are considered "exempt" from FLSA overtime pay requirements by the nature of their position. Those positions considered exempt are labeled within the non-certified salary schedule found in Appendix F.

Elementary paraprofessionals shall be required to be present at Open House and compensation shall come in the form of working a half day before students start school. Failure to attend Open House or the half day at the beginning of the school year will result in half day pay loss. The number of work days will be determined by the Superintendent with the approval of the Board.

Paraprofessionals requested to cover assignment areas (bus/crosswalk/hall duties) before the normal starting of school will be compensated during the following weeks.

## **HOLIDAYS**

**Full-time employees** (260 days) will be entitled to the following ten (10) holidays without loss of compensation when they fall on a scheduled work day and employee works the scheduled day before and after the holiday. These days are included in the number of contracted work days. Vacation, personal, or sick days (with a written doctor's notice or a death in the family that falls under the guidelines in the handbook) will count as a scheduled day. Preapproval must be granted by employee's supervisor.

New Year's Day	Fourth of July	Fri. after Thanksgiving	New Year's Eve
Good Friday	Labor Day	Christmas Eve	
Memorial Day	Thanksgiving Day	Christmas Day	

Holidays on a Saturday or Sunday will be observed on the Friday preceding the holiday or the Monday following, or other days as designated by the Board or their designee, provided that there is no conflict with the school program.

School year employees and Food Service employees (181-259 days) will be entitled to compensation when they fall on a scheduled work day and employee works the scheduled day before and after the holiday. These days are in addition to the number of contracted work days. Personal or sick days (with a written doctor's notice or a death in the family that falls under the guidelines in the handbook) will count as a scheduled day. Preapproval must be granted by employee's supervisor.

New Year's Day	Memorial Day	Thanksgiving Day	Christmas Day
Good Friday	Labor Day	Friday after Thanksgiving	

Holidays on a Saturday or Sunday will be observed on the Friday preceding the holiday or the Monday following, or other days as designated by the Board or their designee, provided that there is no conflict with the school program.

**VACATIONS**

On July 1, full time employees with less than one (1) year of service and more than six (6) months of service will be entitled to five (5) days of vacation.

On July 1 of each year, full time employees will be entitled to vacation based upon the following vacation schedule:

- After one (1) year of service, the employee will be entitled to ten (10) days of vacation.
- After five (5) years of service, the employee will be entitled to fifteen (15) days of vacation.
- After fifteen (15) years of service, the employee will accumulate one (1) additional day of vacation per year up to the twentieth (20<sup>th</sup>) year, when twenty (20) days will be allowed.

Vacation days not used within the year they are entitled will be rolled into the employee's accumulated sick days and will count in the annual buyout of sick days.

All applications for vacation time must be made in advance and approved by the employee's supervisor prior to the vacation start date.

Upon separation of employment, an employee will be paid a prorated share of their remaining vacation days. The rate used in this calculation will be the employee's daily rate minus any extracurricular pay.

**LEAVES**

All leaves shall be taken on the basis of a half day (½) or one (1) full day.

**A. SICK LEAVE**

Full-time employees will receive fourteen (14) leave days annually to accumulate to ninety (90) days. Days accumulated beyond the ninety (90) days will be included in the annual buyout of days.

School year employees and Food Service employees will receive ten (10) leave days annually to a maximum of ninety (90) days. (Persons employed for more than nine (9) months per year shall have one (1) additional day of leave beyond ten (10) for each month or major fraction thereof employed beyond nine (9) months. Days accumulated beyond the ninety (90) days will be included in the annual buyout of sick days.

Absences longer than three (3) days must be pre-approved by the employee's supervisor. For absences due to illness that extend past three days, the school corporation reserves the right to request a doctor's certificate of illness. Further expectations may be set by the supervisor.

If a supervisor feels that an employee is missing an excessive number of days within a given period of time, the supervisor may request a meeting with the employee to address this concern. District-level administration may be involved in this meeting at the discretion of the supervisor.

Leave Days. Leave days may be used for family illness for members of the immediate family, or to conduct personal business.

Sick Leave Bank. A voluntary sick leave bank to which an employee may contribute unused sick days and from which a contributing employee may draw sick days when their accumulated sick days are exhausted will be administered according to the policies set forth in Appendix B.

- B. Leave days must be used before an employee requests unpaid days for any reason. Request for unpaid leave days must be submitted and approved by the Superintendent. All employees shall give twenty-four (24) hours' notice prior to taking a personal leave except in case of an emergency. The employee may state the reason for taking the personal leave on the absence affidavit. Unused personal leave days will be added to sick leave accumulation. The building administration may deny approval for a request for personal leave if there is a high number of employee absences on the day requested.

#### C. DEATH IN THE FAMILY

1. Full-time, school year and Food Service employees shall be entitled to be absent from work because of death in the immediate family for a period extending not more than five (5) school days (excluding holidays) beginning on the day following such death without loss of compensation. An employee may use up to two (2) days of the five-day leave at a later date to conduct business related to the death within one year of the date of death. Immediate family shall be deemed to mean the following: father, mother, stepparent, child, stepchild, wife, husband, brother, sister, father-in-law, mother-in-law, grandchild, step grandchild, son-in-law, daughter-in-law and any legal dependent or person for whom the employee has legal guardianship.
2. Full-time, school year and Food Service employees shall be entitled to be absent from work because of death in the near immediate family for a period extending not more than three (3) school days beginning on the day following such death without loss of compensation. Near immediate family in this paragraph include the following: brother-in-law, sister-in-law, grandparent (or the same relative by marriage).
3. In the case of a death of a person not classified as immediate or other family, but because of the nature of the relationship, the employee shall be entitled to be absent on the day of the funeral without loss of compensation.

#### D. PARENTAL LEAVE

1. Childbirth. An employee who is pregnant may continue in active employment as late into pregnancy as she wishes, if she can fulfill the requirements of her position. Temporary disability caused by pregnancy shall be governed by the following:
  - a. Any employee who is pregnant shall be granted a leave of absence any time between the commencement of her pregnancy and one (1) year following the birth of the child, if she notifies the Superintendent at least thirty (30) days before the date on which she wishes to start her leave. She shall notify the Superintendent of the expected length of this leave, including with this notice either a physician's statement certifying her pregnancy or a copy of the birth certificate of the newborn, whichever is applicable. However, in the case of a medical emergency caused by pregnancy, the employee shall be granted a leave, as otherwise provided in this section, immediately upon her request and the certification of the emergency from an attending physician.
  - b. All or part of a leave taken by an employee because of a temporary disability caused by normal pregnancy and birth for the six weeks following childbirth may be charged, at her discretion, to her available sick days. With a doctor's certification temporary disability caused by an abnormal pregnancy and/or birth may be

charged, at her discretion, to her available sick days. However, the employee is not entitled to take accumulated sick leave days when her physician certifies that she is capable of performing her regular duties. The employee is entitled to complete the remaining leave without pay.

2. Paternity Leave. A male employee may be granted an unpaid leave of absence of six months or less for child care if he notifies the Superintendent at least thirty (30) days prior to the date on which he wishes to start such leave. However, such leave shall not begin prior to the birth of the child.

An employee returning from a Parental Leave of Absence shall be given a position in the school system which is in keeping with the same classification. An employee whose leave of absence was not anticipated to extend beyond sixty (60) school days, and did not, in fact, extend beyond sixty (60) school days, shall be reinstated to the same position.

E. FMLA (Family Medical Leave Act)

SGCS complies with all applicable Federal and State labor and employment laws, including the Family and Medical Leave Act of 1993 (FMLA). Under FMLA, eligible employees are entitled to certain rights and privileges for family and medical reasons. See Board Policy Manual (Support Staff 4430.01).

F. LEGAL (JURY DUTY OR WITNESS)

Personnel who are called for jury duty or witness will receive their regular pay and will reimburse the corporation for the amount received for jury duty. (Mileage not included)

**GROUP HEALTH INSURANCE**

All Full time, School year, and Food Service employees who work a minimum of 30 hours per week are eligible to participate in the group health insurance program. Each employee has the option of choosing the family plan or the single plan for the “Network Managed Care Plan” or the “High Deductible Health Plan”. The Board of School Trustees contributes the amounts found in Appendix D to the employees plan.

**TERM LIFE INSURANCE**

The Smith-Green Community School Corporation will pay the cost less one dollar (\$1.00) for a term life insurance policy for each full-time employee in the amount of \$30,000, and for each school year and food service employee in the amount of \$10,000. Insurance for the spouse and additional insurance coverage may be purchased at the employee’s expense.

**DENTAL PLAN BENEFITS**

Smith-Green Community Schools provides all Full time, School year, and Food Service support staff who work a minimum of 30 hours per week the opportunity to participate in a dental insurance program. The Board of School Trustees shall provide a specific amount per year determined by the Board of Trustees toward the cost of the annual premium of the dental plan available through the corporation as identified in Appendix D.

**LONG TERM DISABILITY**

The Smith-Green Community School Corporation will pay the full cost less \$1.00 paid by the employee of a long term disability insurance plan for all Full time, School year, and Food Service employees who work a minimum of 30 hours per week.

**FOOD SERVICE UNIFORM ALLOWANCE**

In January of each year, \$80.00 shall be paid to regularly employed Food Service personnel for the purchase of uniforms. In January of each year, \$40.00 shall be paid to part time employed Food Service personnel for the purchase of uniforms. Receipts for purchases will be submitted to the business office by March 1<sup>st</sup> of the current year.

**CUSTODIAL/MAINTENANCE/BUS GARAGE UNIFORMS**

The corporation will provide five (5) uniforms (shirt and trousers) to each custodial, maintenance, or bus garage employee each year. Uniforms are to be worn in a professional manner.

## **PUBLIC EMPLOYEES' RETIREMENT FUND**

As of July 1, 2000, the Board of School Trustees will contribute the additional 3% for PERF on behalf of the employee. Only employees who work at least 20 hours a week are eligible for PERF. For employees participating in PERF, the Board of School Trustees will contribute an additional percentage as determined and set by PERF each year.

## **WORKERS COMPENSATION**

Effective on your first day of regular employment, at no cost to you, employees are covered by Workers' Compensation insurance which will provide you with an income if you are unable to work due to a work-related illness or injury as provided for by law. All accidents or injuries, regardless of the extent of injury, shall be reported to your immediate supervisor immediately and an accident form must be completed. Injuries that are not properly reported may be denied coverage. This coverage is available to you in the case of a qualifying occupational injury or illness.

## **SECTION 125**

The corporation will provide a Section 125 Tax Reduction Program. The corporation will pay 100% of the costs of the program. All employees are eligible to participate in this program. Standard features included in the Section 125 program are withholding insurance premiums (when applicable), medical spending account, and dependent care account before calculation of tax withholdings.

## **RESIGNATIONS/SEPARATIONS**

The Superintendent of Schools or his/her Designee is authorized to accept the written resignation of any employee. As much notice as possible is expected, but not required.

## **DISMISSALS**

Dismissals will follow a procedure including progressive discipline: that is, verbal warning, written warning, and dismissal.

The Smith-Green Community School Corporation may terminate employment immediately for the failure of the employee to perform his/her duties in a workman-like manner or for actions considered detrimental to the school system.

## **REDUCTION IN FORCE**

Subject to budgetary restraints, layoffs will be determined by considering past performance evaluations, seniority, and necessary skills for the requirements of the available positions. All attempts will be made to notify members of the support staff of planned reductions prior to May 1.

## **STAFF DEVELOPMENT**

Employees may attend workshops and classes at corporation's expense with supervisor's recommendation and Board approval.

## **EVALUATIONS**

Support Staff personnel will be evaluated, in writing, by their immediate supervisor/principal annually during the school year. The written evaluation shall include a conference to review the supervisor's comments and evaluation shall be signed by both parties. The evaluation is due prior to June 1<sup>st</sup> every year. The purpose of this evaluation will be to recognize excellent performances and to determine areas for improvement. All employee appraisals shall be based upon appropriate job descriptions, general work rules, specifically assigned duties, and work record. If problems are present, a second evaluation should be completed prior to the end of the school year. All evaluations will become a part of the employee's record. The copies of the signed evaluation will be retained by 1) the supervisor; 2) the employee; and, 3) the Central Office for placement in the employee's personnel file. An employee must receive a rating of at least "satisfactory" on their annual evaluation in order to receive any available salary increase for the following year.

## **REPORTING OF CHILD ABUSE**

Any employee of Smith-Green Community Schools who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall immediately report their concerns to the Department of Child Services, through a phone call to the hotline. The employee shall also report such to the building principal, who shall report such information as may be required to the Whitley County or Noble County Welfare Department or local law enforcement

agency. It is not the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protective services. School employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. Welfare personnel may need access to students to investigate child abuse or neglect cases while school is in session. School personnel shall not inform parents of nor hinder investigations.

## **DEDUCTIONS**

### **A. State and Federal Income tax.**

Employees will file with the Administrative Center (AC) an Employee's Withholding Exemption Certificate, Form W-4, and Form WH-4, indicating the following: correct full name (as listed on Social Security Card), Social Security number, home address, number of exemptions desired. It shall be the responsibility of the employee to notify the AC of any change of address as of January 1<sup>st</sup> of each year. Any change of address requires filing a new WH-4 form.

If there are changes in the employee's name or exemptions, a new certificate must be filed in the AC. Deduction for withholding tax will be made from each check on the basis of declared dependents and salary. Indiana Gross Income Tax, County Tax, Federal Income Tax and Social Security taxes will be deducted as stipulated by law.

### **B. Other Deductions.**

Employees may have deducted from their pay payments to any financial institution of their choice and payments on a tax sheltered annuity. For information on these deductions, please contact the corporation's payroll department.

## **PAY DAYS**

Support personnel will be paid on a schedule of twenty-four (24) equal installments on the 5<sup>th</sup> and 20<sup>th</sup> of each month. If a payday falls on a Saturday or Sunday, checks/deposit advices will be distributed on Friday. If a payday falls on a legal holiday, checks/deposit advices will be distributed prior to the holiday. All pay will be deposited into one (1) account in the employee's bank, credit union, etc.

## **TRANSFERS**

Any employee may request in writing a transfer consideration to another position for which they are qualified, by completing an annual intent to return/change of assignment form. Openings will be posted for a reasonable length of time in the school offices during the school year.

## **LEAVE DAY BENEFIT**

An employee who has accumulated a minimum of ninety (90) leave days within any school area of Smith-Green Community Schools is eligible to receive the Leave Day Benefit. The benefit provided to the employee shall be based upon the following calculation:

$$(\text{Total Leave Days} - 90) \times \frac{2}{3} \times \frac{1}{3} \text{ daily rate} = \text{Leave Day Benefit}$$

Example: Employee A has accumulated 99 leave days as of the final day of school for the 2018-2019 school year. To determine the Leave Day Benefit, the first calculation is to determine how many days above 90 the employee has accumulated ( $99 - 90 = 9$ ). Employee A will be paid the leave day benefit for 9 days and will retain 90 leave days for possible use the following year or in the years that follow. The calculation is completed:  $9 \times \frac{2}{3} = 6$ . Total daily rate is \$70.  $\$70 \times \frac{1}{3} = \$23$ . The total Leave Day Benefit paid out to Employee A will be \$138 ( $\$23 \times 6 = \$138$ ).

Leave Days will 'reset' each school year to ninety (90). At the start of the next school year, employees will have their new allotment of leave days added to their base of ninety (90).

The leave day benefit will be paid the second pay in July of each year. The benefit will be paid out on the employee's regular pay.

Upon retirement or leaving the district, the employee will not be paid for the ninety (90) days remaining in their leave day accumulated bank.

## **RETIREMENT INSURANCE BENEFITS**

Retirees may continue with corporation-offered health and life insurance at their own expense until the age to qualify for full Social Security and Medicare benefits.

## **SCHOOL CLOSURES**

Employees working 260 days may decide, after discussing with their supervisor, whether to go to the worksite or remain at home. Those remaining at home shall take a personal leave or vacation day.

Employees working more than 185 days but less than 260 may be asked to work at the discretion of their supervisor. If so then the day shall count as one of their work days.

Employees working 185 days or less will stay at home, because they are required to be present on the make-up day.

## **DELAYS**

All employees are encouraged to arrive as soon as is safely possible, and must be at their work station no later than their regular starting time plus the length of the delay. When a delay occurs, part-time paraprofessionals have the option to make up their missed hours during the current pay period, with prior approval by their building principal.

## **CONFLICT RESOLUTION**

The following process is designed to provide Support Service employees with a procedure through which any misunderstanding or misapplication of the policies of the Smith-Green Community School Corporation can be addressed. The intent of this process will be to resolve the issue at the lowest possible level in the most efficient time frame possible.

STEP I. Should a misunderstanding/misapplication occur, the employee should schedule an appointment with their immediate supervisor to discuss the situation privately. This should be done within one (1) week of the occurrence. Hopefully, the issue will be resolved at this point; however should it not be resolved the employee should complete a Conflict Resolution Form. The employee will write a description of the incident and desired resolution and submit it to the immediate supervisor within three (3) working days of the oral meeting. The immediate supervisor shall write on the same Form, their description and resolution of the matter and will deliver the Form to the Superintendent within one (1) working day of receiving it.

STEP II. The Superintendent shall within five (5) working days meet with the employee and supervisor to resolve the issue. During this time other input may be received, i.e. from others involved, co-workers, witnesses, etc., who may be requested by either party to be in attendance.

**APPENDIX A**

**SMITH-GREEN COMMUNITY SCHOOL CORPORATION  
Conflict Resolution Process**

STEP I. (To be completed by Employee)

\_\_\_\_\_  
Date (of incident)

\_\_\_\_\_  
Building

\_\_\_\_\_  
Date of meeting with supervisor

\_\_\_\_\_  
Name of supervisor with whom you met

Description of the issue: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date delivered to supervisor: \_\_\_\_\_

Signature of employee: \_\_\_\_\_

(To be completed by supervisor)

\_\_\_\_\_  
Date this form was received

\_\_\_\_\_  
Date of meeting with employee

Supervisor's description of issue: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution recommended: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date resolved: \_\_\_\_\_

Signatures: \_\_\_\_\_

Employee

\_\_\_\_\_  
Supervisor

*A copy of this form must be sent to Superintendent on the same date as above.*

**SMITH-GREEN COMMUNITY SCHOOL CORPORATION**  
**Conflict Resolution**  
**Process**

STEP II.      *(If unresolved at Step I.)*

Date Delivered to Superintendent: \_\_\_\_\_

I hereby request your review of the matter discussed at STEP I with \_\_\_\_\_  
(supervisor)

Specifically, the desired resolution, not obtained is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature: \_\_\_\_\_

A copy of this form must be sent to the supervisor on the same date as above.

**FINAL DISPOSITION OF ISSUE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures: \_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Superintendent

**APPENDIX B**  
**SICK LEAVE BANK**

1. The purpose of the Sick Leave Bank is to relieve employees from undue financial burden due to absence from work on a long-term basis as a result of a severe illness, injury or incapacitation.
2. The Sick Leave Bank will be administered by a team of four (4) employee representatives and the Superintendent. The Superintendent may cause an additional administrator to be present in an advisory capacity. The representatives will be appointed annually by each support staff group as listed below:
  - a. One paraprofessional representative
  - b. One custodial representative
  - c. One secretary representative
  - d. One food service representative
3. An employee joining must donate one (1) day to the Sick Leave Bank within twenty (20) days of employment. The maximum number of days to be held in the Bank shall be one hundred thirty-five (135). The team shall have the right to assess one additional day from participants when the number of days in the Bank falls below forty-five (45). The records of eligible employees will be kept by the central office and available to the Sick Leave Bank Team Chairperson upon request. The team shall have the right to a copy of all completed authorization forms.

Any contributing employee is eligible to withdraw days from the Bank if:

- a. That employee has a sufficiently severe physical/mental illness or injury; and a written application by the employee accompanied by a physician's letter stating the nature of the illness or disability, anticipated length and prognosis of the person's condition is submitted to the Chairperson of the Sick Leave Bank Team.
- b. Plus being absent five (5) consecutive days after exhausting vacation days, personal days and sick days.
- c. The Bank days requested shall apply to days prior to the date when employee's long-term disability insurance could or would commence.
- d. An employee may withdraw from the Bank at any time but may not withdraw donated days.
- e. A maximum of forty-five (45) days will be allowed for an employee during the current school year.
- f. If an employee continues in active employment, the employee shall repay the Bank one-third of the days used at the rate of up to three (3) days per year at the start of each school year. The employee must repay additional day(s) at the end of the school year from any remaining days. Upon an employee's retirement, resignation, or severance from the corporation, that employee will relinquish all days towards his/her balance owed to the Bank.
- g. If an employee still owes days to the Bank upon retirement, resignation, or severance from the corporation, after relinquishing all days, a reduction in pay at the substitute rate will be deducted from any remaining pay(s) until all days are paid back.
- h. Employee may donate up to five (5) days to the Sick Leave Bank per year if the Bank is above the minimum days of forty-five (45) and below maximum days of one hundred thirty-five (135).

A person may borrow days only until the end of the school year and not during the summer or school vacation. At the beginning of a new school year the employee must be a current employee in the school system and reapply to the Sick Leave Bank if more days are needed.

1. In consideration of the benefits of participating in the Sick Leave Bank, each applicant for membership in the Bank shall, as a condition to such application, agree in writing substantially as follows:

“I especially acknowledge and agree that the granting of days from the Sick Leave Bank shall be at the sole discretion of the Sick Leave Bank Team or, in the event of an appeal, all decisions of the Sick Leave Bank Committee will be final and binding and not subject to grievance. I further agree to abide by such decision and to indemnify and hold harmless the Smith-Green Community School Corporation, the Sick Leave Bank Team, and all of their agents for any loss they may sustain as a result of any claim or legal proceedings I may bring against them with respect to a decision made by any of them concerning this application.”

2. The Sick Leave Bank Team, if called upon, may grant, deny, or suspend grants of sick days from the Bank. Their judgment or decision will be final.
3. The Sick Leave Bank authorization form shall be a part of the information given to employees upon employment in SGCS. The Sick Leave Bank Chairperson and/or team members will contact each new potential Sick Leave member to answer questions, further explain the purpose of the Sick Leave Bank and to make certain that their membership form is complete.
4. Sick Leave days donated to the Bank by an employee are considered a permanent contribution to the Bank and are not transferable to another school corporation should an employee leave the Smith-Green Community Schools Corporation.

**SICK LEAVE BANK**

Smith-Green Community Schools  
222 West Tulley Street  
Churubusco, IN 46723

Smith-Green Community Schools  
222 West Tulley Street  
Churubusco, IN 46723

To Whom It May Concern:

I have been informed that I am eligible to join the Sick Leave Bank.  
(Please check one of the following.)

\_\_\_\_\_ I would like to continue my participation in the Sick Leave Bank and I understand the Sick Leave Bank policy as stated and agree to the actions and conditions as stated.

\_\_\_\_\_ I would like to join the Sick Leave Bank with the understanding that I will donate two (2) days of Sick Leave at the start of the next school year to the Bank and I understand the Sick Leave Bank policy as stated and agree to the actions and conditions as stated. I also understand that this open enrollment in the Bank is a one-time opportunity and the Bank will not be opened again to existing employees. I hereby apply to participate in the Sick Leave Bank by: Donating two (2) days of my Sick Leave to the Sick Leave Bank.

“I especially acknowledge and agree that the granting of days from the Sick Leave Bank shall be at the sole discretion of the Sick Leave Bank Team or, in the event of an appeal, all decisions of the Sick Leave Bank Committee will be final and binding and not subject to grievance. I further agree to abide by such decision and to indemnify and hold harmless the Smith-Green Community School Corporation, the Sick Leave Bank Team, and all of their agents for any loss they may sustain as a result of any claim or legal proceedings I may bring against them with respect to a decision made by any of them concerning this application.”

\_\_\_\_\_ I do not wish to join the Sick Leave Bank. I understand that this means I will not be able to join at any future time.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted: 4/93  
Revised: 6/16



## Smith-Green Community Schools

### Support Staff Rating Scale for Annual Performance Evaluation

- A. Not Satisfactory:** Marks in this category would be justification for dismissal. A mark in this column in any category should be taken seriously.
- B. Required Improvement:** This area needs to be improved and the evaluator should make suggestions for improvement. A mark in this column in any category is of concern, yet it is felt that improvement can be achieved.
- C. Satisfactory:** Successful non-certified staff should expect to be marked in this category in almost all areas to be evaluated. A mark in this column indicates performance is consistent with expectations.
- D. Notable Qualities:** A check in this column indicates an unusual and unique performance beyond expectations. Therefore, notable qualities will be marked somewhat infrequently. Specific examples must be available to serve as documentation for this category.

Appendix E  
**Smith-Green Community Schools**  
**Payroll Timesheet**

Name: \_\_\_\_\_ Location: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Dates: (Sunday) \_\_\_\_\_ through \_\_\_\_\_ (Saturday)

	Start	Stop	Start	Stop	Hours Worked	Paid Leave Time	Total Paid Hours	List Leave Day Used or Reason for Difference in Regularly Scheduled Hours
SUNDAY								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUBTOTAL	X	X	X	X				
							0.00	<b>TOTAL HOURS PAID</b>

\_\_\_\_\_  
 \*Employee Signature

\_\_\_\_\_  
 \*Immediate Supervisor's Signature

*\*By signing this time sheet, you are stating the information entered herein is accurate and complete.*

**Smith-Green Community Schools**  
**Payroll Timesheet**

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Dates: (Sunday) \_\_\_\_\_ through \_\_\_\_\_ (Saturday)

	Start	Stop	Start	Stop	Hours Worked	Paid Leave Time	Total Paid Hours	List Leave Day Used or Reason for Difference in Regularly Scheduled Hours
SUN								
MON								
TUES								
WED								
THURS								
FRI								
SAT								
SUBTOTAL	X	X	X	X				
							0.00	<b>TOTAL HOURS PAID</b>

\_\_\_\_\_  
 \*Employee Signature

\_\_\_\_\_  
 \*Immediate Supervisor's Signature

*\*By signing this time sheet, you are stating the information entered herein is accurate and complete.*

# Appendix F: Salary Schedule 2018-2019

## APPENDIX F Smith-Green Community Schools Non-Certified Salary Schedules: 2018-2019

Effective Date : 07/01/18	1	2	3	4	5	6	7	8	9*
<b>Food Service Department</b>									
Food Service Employee (184 Days)	13,718	14,061	14,412	14,772	15,142	15,520	15,908	16,306	16,714
Food Service Assistant (190 Days)	17,961	18,339	18,731	19,131	19,544	19,972	20,417	20,881	21,354
Food Service Manager (200 Days)	30,563	31,164	31,788	32,423	33,072	33,733	34,408	35,096	35,798
Food Service Director Stipend	5,252	-	-	5,252	-	5,252	-	5,252	-
<b>Instructional Assistants</b>									
Paraprofessional - Certified Aide (181 Days)	13,831	14,177	14,531	14,895	15,267	15,649	16,040	16,441	16,852
Library Assistant (188 Days)	13,789	14,134	14,488	14,851	15,221	15,599	15,987	16,385	16,793
Study Hall Monitor/MAC (185 Days)	15,869	16,268	16,672	17,089	17,516	17,954	18,403	18,863	19,335
<b>Clerical</b>									
ES Receptionist / Attendance Clerk (190 Days)	16,272	16,760	17,263	17,781	18,315	18,864	19,430	20,013	20,613
JR/SR HS Attendance Clerk (188 Days)	18,125	18,689	19,229	19,805	20,400	21,012	21,642	22,291	22,960
Before/After Hours Sub Calling Stipend	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
SES Office Secretary (200 Days)	21,760	22,413	23,085	23,778	24,491	25,226	25,982	26,762	27,565
JR/SR HS Office Secretary (210 Days)	22,811	23,499	24,200	24,926	25,674	26,444	27,238	28,055	28,895
Guidance Secretary (195 Days)	21,234	21,871	22,527	23,203	23,899	24,616	25,355	26,115	26,895
JR/SR HS Treasurer (220 Days)	26,495	27,290	28,109	28,952	29,821	30,715	31,637	32,586	33,564
<b>Administration Office</b>									
Special Ed / Executive Secretary (260 Days)	34,155	35,180	36,235	37,322	38,442	39,595	40,783	42,006	43,267
Grant Coordinator Stipend	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
<b>Custodial Department</b>									
Custodian (195 Days)	21,073	21,705	22,366	23,027	23,717	24,429	25,162	25,917	26,694
Custodian (260 Days)	27,123	27,937	28,775	29,638	30,527	31,443	32,387	33,358	34,359
2nd or 3rd Shift Supervisor (260 Days)	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080	2,080
<b>Maintenance Department</b>									
Maintenance (260 Days)	31,533	32,321	33,129	33,957	34,806	35,676	36,568	37,483	38,420
Groundskeeper / Maintenance (260 Days)	31,533	32,321	33,129	33,957	34,806	35,676	36,568	37,483	38,420
Gr. of Maint. Grounds & Bus Garage (260 Days)	46,575	47,507	48,457	49,426	50,414	51,423	52,451	53,500	54,570
<b>Health Services Department</b>									
Medical Clerk (185 Days)	15,859	16,335	16,825	17,330	17,850	18,385	18,937	19,505	20,090
School Nurse (185 Days)	30,996	31,616	32,249	32,894	33,552	34,223	34,907	35,605	36,317
<b>Business Department</b>									
Business Manager (260 Days)	60,085	61,888	63,744	65,657	67,626	69,655	71,745	73,897	76,114
HR Assistant (260 Days)	34,195	35,180	36,235	37,322	38,442	39,595	40,783	42,006	43,267
Corporation Treasurer (260 Days)	34,155	35,180	36,235	37,322	38,442	39,595	40,783	42,006	43,267
<b>Transportation Department</b>									
Bus Mechanic / Maintenance	18,13	18,49	18,86	19,24	19,62	20,02	20,42	20,83	21,24
Transportation Coordinator (190 Days)	16,56	16,89	17,23	17,57	17,93	18,28	18,65	19,02	19,40
Transportation Director Stipend	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
<b>Athletic Director</b>									
Athletic Director	61,500	62,500	63,500	64,500	65,500	66,500	67,500	68,500	69,500
*. Exempt employees that are not entitled to overtime pay.									
** Administrator Benefits									
Annual Figures are calculated as follows:									
Annual Amount = Hourly Rate x Work Hours per Day x (Work Days + Paid Holidays)									
Sub pay:									
Custodian - \$10.35 per hour									
Instructional Assistant - \$60 per day									
Nurse - \$20.18 per hour									
Food Services - \$9.83 per hour									
Bus Mechanic - \$18.13 per hour									
Part-time pay (New hires after July 1, 2013)									
Custodian - \$13.04 per hour									
Instructional Assistant - \$10.51 per hour									
Food Service - \$10.26 per hour									
Bus Mechanic - \$18.13 per hour									
Bus Garage Shop/Bate									
\$100 per hour									

Employees are required to have received a minimum rating of satisfactory on the previous year evaluation to be considered for a salary increase

Salary schedule to be received bi-annually