



Richmond Community Schools

Personnel Handbook Classified Employees



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Office of Human Resources

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BOARD VISION

Richmond Community Schools will be a high performing, well respected public school system that will make the community proud. Excellent student achievement, graduation rate, and attendance will be our hallmarks.

BOARD GOALS

Brain research indicates there is a window of opportunity, birth through nine, during which students must acquire a mastery of literacy capabilities essential for reading; thus promoting student success in school, society, and the workplace. We, therefore, pledge intense determination to ensure that all students read before age ten. Further we pledge that:

RCS students will experience appropriate, research based instruction.

*Each student's potential, abilities and interests will be enhanced by their learning experiences.

*All students will graduate understanding the value of education, learning and personal responsibility.

*Students will be prepared to be successful in college or the workforce.

*The curriculum will be aligned to Indiana academic standards.

*All students will experience ongoing appropriate literacy instruction through their school careers.

BOARD PRACTICES

*Our employees will be recognized, evaluated, and rewarded for their contributions to the success of all our students.

*Available resources will be deliberately allocated to support high performance goals.

*Accountability will be demonstrated through continuous improvement with data driven measurables.

Equal Opportunity Statement

Richmond Community Schools (RCS) 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 hiring, placing, promoting, demoting, transferring, laying off, terminating, compensating, or selecting employees for training or other related programs.

I. INTRODUCTION

This handbook has been prepared to introduce you to the Richmond Community Schools. It will acquaint you with the personnel guidelines, which apply to employees at RCS.

The information contained in this handbook applies to Classified Employees of RCS. It is presented as a matter of information only and its contents should not be interpreted as a contract between RCS and any of its employees. The following policies and procedures described in this manual are considered a condition of continued employment.

Please read this handbook carefully and keep it handy for future reference. You are responsible for reading, understanding, and complying with the provisions of this handbook. This handbook is a summary of our personnel guidelines and information. Please review it with your supervisor or contact the Office of Human Resources if you have any questions.

Management Authority and Responsibility

The Board of School Trustees of RCS has the authority and responsibility for the management and direction of the working force. Included in this is the right to plan, direct, and control operations and the methods, processes, and materials to be employed. RCS also reserves the right to direct, employ, transfer, discipline, or discharge employees from duties for lack of work or other legitimate reasons. RCS reserves the right to establish and maintain rules and regulations deemed necessary and proper relating to the operation of RCS.

Employee Responsibility

It is the responsibility of each employee to become familiar with all rules and regulations set forth by Richmond Community Schools and 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. They will remain the confidential information of the immediate supervisor and the Office of Human Resources. **Please report change of name, address and phone number to the Office of Human Resources.**

II. PERSONNEL GUIDELINES

Changes in Policy

Since our school corporation is constantly changing, the Board of School Trustees expressly reserves the right to change any of our policies or procedures at any time, including those guidelines addressed in this handbook. We will notify all employees of these changes. Changes will be effective on dates determined by the Board of School Trustees and you may not rely on policies that have been superseded. No supervisor or administrator other than the Superintendent of RCS has any authority to alter the foregoing.

If you are uncertain about any policy or guideline, please check with your supervisor and/or the Office of Human Resources.

This employee handbook supersedes all previous employee handbooks and management memos, which may have been issued on subjects covered herein.

Employment Applications

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Definition of Staff

RCS recognizes two classifications of employees, certified and classified.

Certified employees include the following categories of individuals:

Administrators
Bargaining Unit Members

Classified employees include the following categories of individuals:

Administrators	Secretaries	Nurses
Paraprofessionals	Support Service	Therapists
Central Kitchen	Supervisors	Resource Officers
Environmental Services	Substitutes	Specialist
Maintenance	Executive Assistant	Personnel on Claim
Network Administrator	Telecom/Program	Technician
Community Partnership/Engagement Coordinator		

A classified employee may be hired within one of the status areas. It is the right of RCS to determine the status of the employee.

Employment of Minors

RCS requires that all employees be at least 16 years of age. Minors, who are 16 or 17 years of age, may be employed in certain restricted work situations designated by State and/or Federal law. Applicants under age 16 are not accepted for employment. While Indiana law requires an Employment Certificate for a minor 16 years of age, Richmond Community Schools (under State and Federal provisions) may require an Age Certificate of any minor who represents his or her age to be 17 through 20 years. Such certificates may be obtained from the issuing officer of the school corporation in which the minor resides.

Status of Classified Employees

- **Full-Time**
A contractual employee who is employed for at least 37 ½ hours per week.
- **Part-Time**
An employee who has completed the probationary period and is employed fewer than 37 ½ hours per week.
- **Temporary (part-time/full-time)**
An individual employed for a limited period of time. (Paid on claim).
- **Substitute**
An employee not normally scheduled to work on a regular schedule of hours per week. This employee is called in to work on an “as needed” basis to fill in during the absence of a regular employee. (Paid on claim)

Change of Employment Status

When an employee changes from one classification/status to another, any change in benefits will become effective upon the date of action by the Board of School Trustees.

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 Office of Human Resources.

Employment-At-Will

You enter into employment with Richmond Community Schools voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Richmond Community Schools is free to conclude its relationship with any classified employee at any time for any reason or no reason.

III. DISCIPLINARY ACTION/PROCEDURE

RCS strives to fulfill the 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 RCS board policy. Conduct contrary to the RCS Mission Statement, Rules of Conduct or other conditions of employment may also result in disciplinary action.

Rules of Conduct

Rules are needed in any organization, and at RCS the following rules exist because they are essential for the safety, welfare, morale, and general well-being of our students, co-workers, and ourselves, for the protection of property, and for the effective operation of RCS. A violation of these rules may lead to a written reprimand, suspension, or dismissal.

The following behaviors may subject you to immediate dismissal or other disciplinary action without previous warning:

- Falsifying employment application
- Refusal to do the job assigned; willful disobedience of job instructions and or orders; willful restriction of efficiency and output; proven incompetence
- Fighting, immoral behavior, or indecency
- Intoxication or drinking on duty (Refer to Employee Drug and Alcohol Policy)
- Gambling on RCS premises
- Engaging in horseplay or other acts endangering self or other employees
- Deliberate or intentional release of confidential information
- Willful and deliberate destruction, damage, or defacement of RCS property or equipment
- Use of obscene or abusive language
- Theft
- Intentional falsification of time cards, or other RCS records
- Soliciting or accepting gifts other than those of small intrinsic value
- Absent three consecutive workdays without notice or approval of supervisor
- A threat of any act that would endanger life or property
- Threatening, intimidating, or coercing fellow employees or students

- Use, sale, or possession of controlled substances on the job
- Discourteous, unethical, or insubordinate conduct with students, parents, visitors, co-workers, or supervisors
- Violation of safety regulations
- The use of tobacco products is prohibited
- Writing time in or out on another employee's time card or related document
- Excessive absenteeism or tardiness; unauthorized absence; failure to notify supervisor of absence; quitting early
- Falsifying claim forms
- Sub-standard work performance; negligence; loafing or sleeping on the job; misuse of RCS time
- Any act or form of behavior not herein specifically listed which violates the intent of rules as stated in the above section
- Failure to report job-related injuries
- Posting unauthorized or controversial matter on the bulletin boards, or removing posted material without authorization
- Unauthorized soliciting, in any form of RCS employees, students, or visitors
- Other acts, incidents, or conduct which may adversely affect the efficient operation of RCS or in any way jeopardize the safety, welfare, morale, 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 RCS, 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, Executive Director of Human Resources, and other such individuals as authorized by law.

An employee may review the contents of his/her file, (with the exception of letters of recommendation by notifying the Office of Human Resources). The file will be made available within two (2) business days of the request. If the employee believes information contained therein is inaccurate, the employee may request a review. Employees may choose to attach a statement of rebuttal for information about which he/she disagrees.

V. EVALUATION PROCEDURES

All classified employees will be evaluated annually, by June 1. The employee will receive a written evaluation. Periodic reviews of an employee's performance may be conducted at the discretion of the supervisor or upon request of the employee.

VI. LICENSES, CERTIFICATES AND REGISTRATION

Current licenses, certificates, military verification, or registrations, when required, must be shown prior to employment. Subsequent verification may be requested from time to time.

VII. EMPLOYEE TERMINATION

Resignation – voluntary employment termination initiated by the employee

Dismissal – involuntary employment termination initiated by Richmond Community Schools

Separation of Service – employment termination initiated by Richmond Community Schools for non-disciplinary reasons

Any employee who terminates employment with RCS shall return all badges, files, records, keys, and any other materials that are property of RCS.

VIII. SAFETY AND ACCIDENT PREVENTION

Personal injuries and accidents affect one's physical well-being and may be costly in terms of loss of income and added personal expense. Working safely is an essential part of an employee's job. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

Employee Job–Related Injury or Illness

In the event of a job–related illness or injury, however slight, the following procedures should be observed:

- All job–related injuries or illnesses must be reported promptly to the immediate supervisor.
- The Employee must promptly complete a “First Report of Injury” form and return the form to his/her immediate supervisor. (Obtained from the Office of Business Affairs)
- If medical attention is needed, the employee should seek assistance immediately at Reid Occupational Health.
- If the injury or illness results in absence from work, the employee must submit an “Employee Report of Injury/Illness of Employee’s Form from a doctor.
- Before an employee may return to work after a job–related injury or illness, he/she must submit a written physician’s release form. The form must indicate any restriction of activities.
- If absences due to job–related injury or illness occur after the date of release to return to work, the employee must notify his/her immediate supervisor of this fact. This information must be forwarded to the Office of Human Resources by the immediate supervisor.

It is the responsibility of all supervisors to sign, date and submit any job–related injury or illness forms to the Office of Business Affairs upon receipt.

Worker’s Compensation Insurance

RCS provides Worker’s Compensation Insurance to protect an employee in the case of injury or illness in connection with work. While medical and hospital expenses are covered from the first day of an approved injury, compensation laws provide that a waiting period of seven (7) calendar days must elapse before income benefits are payable. Personal and/or sick days may be used during this waiting period for any compensable injury or illness.

In the event of a job–related injury, accident, or illness, the employee’s supervisor must be notified immediately. Absence from work which is compensated by Worker’s Compensation Insurance is not deducted from the employee’s accrued sick days.

Asbestos

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). This law required the EPA to set regulations which would provide a comprehensive framework for addressing asbestos problems in the public and private elementary and secondary schools. EPA published the Asbestos-Containing Materials in Schools Rule [40 CFR Part 763 Subpart E]. This new rule requires all public and

private elementary and secondary schools to inspect for friable and non-friable asbestos and to develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion.

In accordance with this rule, RCS has developed procedures necessary to come into compliance with the law and protect the health and safety of RCS employees. RCS employees are expected to make themselves aware of and follow approved guidelines when working in or around asbestos-containing material.

A copy of the specific RCS plan is available in the principal's office of each building. For further information, contact the Office of Buildings and Grounds.

Hazardous Materials Communication

In compliance with 29 CFR 1910.1200 of the Occupational Safety and Health Act of 1970, RCS agrees that labels or other appropriate forms of warnings will be used to insure that employees are apprised of all hazards to which they are exposed, relevant symptoms and appropriate treatment, and proper training to those who may be exposed to these hazards. It is believed "that when employees have access to, and understand the nature of the chemical hazards they are exposed to during the course of their employment, they are better able to participate in their employer's protective programs and take steps to protect themselves". These actions should provide more effective worker protection programs and a decreased occurrence of illnesses and injuries due to exposure to chemicals. Policies and procedures are available in the Office of Human Resources.

Occupational Safety and Health Act

In compliance with the Occupational Safety and Health Act (OSHA), RCS strives to provide a safe and healthy work environment. It is the employee's responsibility to be aware of and practice the following safety rules:

- Do not operate equipment unless you are properly instructed in its use.
- Remove hazards such as water, paper, and other objects from floors.
- Know the location of the nearest fire exit, as well as the location and use of the fire-fighting equipment in the area.
- Be on the alert for fire hazards.
- Report immediately to your supervisor any unsafe condition such as wet floors, exposed wiring, defective equipment, or obstruction left in halls or stairways.
- Watch for hazards in the use of beds, wheelchairs, food carts, etc.
- Never operate electric appliances with wet hands.

- If you should observe an accident involving a student, visitor, or another employee, report the incident to your supervisor at once.
- If you receive an on-the-job injury, report it to your supervisor immediately.
- Observe and obey all rules of safety.

An employee is expected to observe the established safety regulations and precautions as they apply throughout RCS. An employee can make an important contribution to his/her safety and loss control program by reporting and helping to eliminate hazards, which he/she may observe. All employees are encouraged to submit suggestions, which they feel, might prevent injury to employees or visitors, or which would prevent damage to RCS equipment or facilities. Defective equipment or any potentially dangerous condition must be reported to the immediate supervisor.

Care of Facilities

Employees are expected to maintain high standards for proper care of buildings and facilities. All areas of the facilities should be kept neat and attractive.

Employees are responsible for closing windows, turning off unnecessary lights and locking rooms when not in use.

IX. CALENDAR

The official academic school year calendar is approved by the Board of School Trustees of Richmond Community Schools. The academic school year calendar specifies the number of instructional days, beginning and ending dates of the school year, holidays, parent-teacher conference days, and winter and spring breaks.

Changes or deviations in the official calendar must be approved by the Board of School Trustees.

CANCELLATION OF ACTIVITIES

In the event that school is closed because of extreme weather conditions or other emergencies, the Principal will make the final decision regarding the cancellation or continuation of extracurricular activities based upon all available information.

On a day that school is dismissed early due to adverse weather conditions or other emergencies, all practices and rehearsals shall be automatically suspended. It should be understood that if conditions do not permit remaining in school for the regular school day, extracurricular activities would also be curtailed.

Emergency Closings

When conditions warrant the delay, dismissal or cancellation of school, employees will follow the Emergency School Closing Procedures.

- It is the responsibility of each employee to know the schedule to be followed during the emergency school closings. A copy of the current procedures can be obtained from the Office of Human Resources.

Emergency School Closing Procedures

Option 1 – All Schools Closed

The following employees **must report to work** unless otherwise requested by immediate Administrator/Supervisor/Director.

All Administrators/Supervisors/Directors
ESE I, II and IIIA
Maintenance
Twelve-Month Secretaries
Classified Support Service

- If the day is made up outside of the individual's work schedule, they will be paid at their hourly rate.
- Report to your building and work your normal schedule. Your supervisor may revise your schedule.
- You may be asked to report early or stay longer than the normal eight-hour day. Overtime pay will be in effect for non-exempt employees who work more than their normal forty (40) hour work week.
- Circumstances may dictate that employees be directed not to report (Office of Human Resources will issue instructions).
- If an employee does not report to work, they must take a deductible day, vacation day, personal day or other approved day.

Option 2 – Two-Hour Delay

Employees shall report to work according to the following schedule:

All Administrators/Supervisors/Directors (**regular time**)
ESE I, II, and IIIA, Maintenance/Mechanics, All Secretaries and Classified Support Staff
(**regular time**)
Paraprofessionals (**two hours late**)
Teachers, Counselors, Nurses, etc. (**two hours late**)

Central Kitchen and all employees on claim (**one hour late**)
ESE III (**two hours late**)
Substitute Teachers (**two hours late**)
Physical Therapist, Occupational Therapist, Physical Therapy Assistant (**two hours late**)
School Resource Officers, Behavior Specialists (**two hours late**)

- If delay is made-up outside of the individual's work schedule, they will be paid at their hourly rate.
- Circumstances may dictate that employees be directed not to report to work (Office of Human Resources will issue instructions).
- If an employee does not report to work, they must take a deductible day, vacation day, personal day or other approved day.

Option 3 – Two- Hour Delay Followed by School Closing

Employees shall report to work according to the following schedule:

All Administrators/Supervisors/Directors (**regular time**)
ESE I, II, and IIIA, Maintenance (**regular time**)
Secretaries and Classified Support Staff (**regular time**)
All Central Kitchen Employees (**Administrator on duty will issue instructions**)
Teachers, Paraprofessionals, Counselors, Employees on Claim,
ESE III, Nurses, Sub Teachers, Physical Therapists, Occupational Therapist, and Physical
Therapy Assistants, Resource Officers, Behavior Specialists – **DO NOT REPORT**

- If delay is made-up outside of the individual's work schedule, they will be paid at their hourly rate.
- Report to your building and work your normal schedule. Your supervisor may revise your schedule.
- You may be asked to report early or stay longer than the normal eight-hour day. Overtime pay will be in effect for non-exempt employees who work more than their normal eight-hour day.
- Circumstances may dictate that employees be directed not to report to work (Office of Human Resources will issue instructions).
- If an employee does not report to work, they must take a deductible day, vacation day, personal day or other approved day.

Option 4 – Early Dismissal

All Administrators/Supervisors/Directors (**regular time**)
Central Kitchen Workers (**regular time**)
ESE I, II, III, Maintenance (**regular time**)
All Secretaries (**regular time**)

Classified Support Staff (**regular time**)

The following employees **may leave when dismissed:**

Paraprofessionals	Teachers	Resource Officers
Counselors	Central Kitchen on Claim	Behavior Specialists
Nurses	Employees on Claim	
Physical Therapists	Substitute Teachers	
Physical Therapy Assistants	Occupational Therapists	

- If early dismissal is made-up outside of the individual's work schedule, they will be paid at their hourly rate.
- Circumstances may dictate that employees be directed not to report to work (Office of Human Resources will issue instructions).
- If an employee does not report to work, they must take a deductible day, vacation day, personal day or other approved day.

X. EMERGENCY PROCEDURES

In the case of an emergency by fire, tornado, earthquake, etc., students, employees and visitors will follow the approved procedures established for the specific emergency. It is the responsibility of each building principal to post procedures in a prominent location and to conduct appropriate emergency drill procedures.

XI. PERSONAL INFORMATION

Change of Personal Status

Employees are expected to notify, **in writing**, their immediate supervisor and the Office of Human Resources as quickly as possible if there is a change of name, address, telephone number or family status.

Communication Channel

The official channel of responsibility and communication regarding matters at RCS is from employee to department head, to Principal, to the Office of Human Resources, to the Superintendent of Schools, to the Board of School Trustees. All concerns and appeals shall be made through the above channels.

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 employee's family, financial condition, or personal peculiarity is strictly confidential and must not become the topic of conversation.

Courtesy

Courtesy on the job is an indication of friendliness and good judgment. When an employee is thoughtful and considerate of others, they will reciprocate in the same manner. Students, parents, and visitors will feel that the employees are interested in them and attentive to their needs. When employees are courteous and considerate, people will think well of RCS. Rude and/or discourteous behavior will not be tolerated.

Dress and Appearance

Cleanliness and appearance are expressions of an employee's personal pride and reflect RCS'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.

In departments, which have established regulations concerning departmental uniforms, employees are expected to comply with such standards or regulations. In such cases, uniforms or street clothes must be clean and neatly pressed. For additional guidance see RCS Policy 3216.

Harassment

Richmond Community Schools is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor or the Office of Human Resources who will handle the matter in a timely and confidential manner.

For additional guidance see RCS Policy 3362 and/or contact the Office of Human Resources.

Security Codes/Cards/Keys

The proper use of keys/security codes/cards will insure the security of the building and staff. Employees are responsible for all keys issued to them. The building administrator or immediate supervisor maintains an inventory of all keys. The practice of permitting students to use keys must be absolutely minimized with the employee being held responsible for any problems, which may arise. Keys and cards are to be turned in at the end of each school year with the exception of those determined to be necessary for the operation of programs throughout the summer.

All faculty members must recognize the need to maintain building security. There is never a time to become lax or complacent about this matter. During the school day classrooms should be locked when they are not in use.

Buildings are protected by Koorsen Fire and Security. Authorized personnel must notify Koorsen upon entering and leaving the building any time outside of the normal workday.

Personal Business and Outside Employment

Personal business and outside employment interests should not be conducted during work hours.

Personal Property

It is strongly recommended that employees do not leave valuables of any kind in a parked car or in the work area, even though locked. RCS is not responsible for stolen or damaged property; however, such loss or damage should be reported to the immediate supervisor.

Telephone Use

The telephone may be the first line of communication. For that reason, telephone courtesy should be practiced at all times. When answering the telephone, identify your building or department, and yourself by name. Please be accurate, prompt, and courteous in all telephone transactions.

We recognize the existence of home and family emergencies. For that reason RCS phones may be used for personal calls but must be held to a minimum. Personal long distance calls may not be charged to the RCS account for any reason. Incoming personal calls and messages will be forwarded to an employee only in emergency situations.

Personal cell phones should be turned off during working hours.

Internet Use

Employees of Richmond Community Schools are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the Company's business.

Employees may use the Internet when appropriate to access information needed to conduct business of the school district. Employees may use e-mail when appropriate for school district business correspondence.

Use of the Internet must not disrupt operation of the company computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. Richmond Community Schools reserves the right to access and monitor all files and messages on its systems.

RCS Policy

RCS policies and procedures are located on the RCS webpage. They may also be obtained from the Office of the Superintendent.

Drug-Free Workplace

Congress enacted the Drug-Free Workplace Act of 1988. This statute requires that all grantees receiving grants from any Federal agency certify that they will maintain a drug-free workplace. It directs that grantees take steps to provide a drug-free workplace in accordance with the Act.

RCS is committed to providing a drug-free workplace and we expect the cooperation of all employees in fulfilling this commitment. Pursuant to the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited. Any employee who violates the board approved Employee Drug/Alcohol Policy may be subject to discipline, up to and including termination. As a condition of employment, all employees must abide by this rule. In addition, federal law requires that any RCS employee who is convicted of a drug statute violation arising out of conduct occurring in the workplace must notify RCS of such conviction at least five (5) days after the conviction. Such notification should be given in writing to the Office of Human Resources.

A copy of the Employee Drug/Alcohol Policy and Procedures can be viewed in the RCS Policy/Procedure Manual or at the RCS website (www.rcs.k12.in.us).

XII. ATTENDANCE

It is expected that every employee of Richmond Community Schools will be regular and punctual in attendance. This means being at the workplace, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and is not in the best interest of our students.

Absence from Work (General Procedures)

Acceptable attendance is required for the effective completion of work. If it is necessary for any employee to be late or absent for any reason, the building principal or department supervisor should be notified an hour before the individual's normal starting time. If the absence is a result of illness, RCS reserves the right to require adequate evidence of such illness. An employee who is absent without notification, is subject to disciplinary action, up to and including dismissal. Continued absence may result in disciplinary action or dismissal. Every employee must report all absences to the immediate supervisor and to the secretary of each building who is in charge of reporting their respective building absences.

Hourly employees are to record their arrival and departure either by using a time clock, where available, or manually. Falsifying or improper recording of one's own record or the time record of another employee may subject an employee to immediate dismissal.

Medical Certification Requirements

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 the job. A department supervisor may request that the employee provide medical certification in writing of his/her absence regardless of the length of absence. This may be requested on a recurring basis during an extended illness or absence.

When an employee is absent three (3) consecutive days, the Office of Human Resources is to be notified by the Principal or Supervisor. This will allow the Office of Human Resources to review the situation and make appropriate recommendations based on the various leave policies.

Should an employee expect to be absent for a long-term period, he/she must notify the Office of Human Resources immediately regarding leave eligibility for Family Medical Leave Act (FMLA). Richmond Community Schools' FMLA Board Policy is located on the web at <http://www.rcs.k12.in.us/administration/school-board/board-policies>. The FMLA poster reflecting Employee Rights and Responsibilities under the Family and Medical Leave Act (WHD Publication 1420) is located in each building and a copy may be obtained from the Office of Human Resources.

Deductible Leave

Contracted employees of RCS do not have the right to be absent from work and take deductible leave without prior written approval from their immediate supervisor and the Superintendent of Schools.

Contracted employees wishing to request a deductible leave of absence shall:

- submit a written request and conference with the immediate supervisor
- submit the letter to his/her immediate supervisor/principal for approval. The immediate supervisor/principal will forward the letter to the Superintendent or Superintendent's designee with a recommendation.

The Superintendent or designee will make notification of approval or denial of the request to the employee and supervisor. Approval of the deductible leave shall be restricted to only those occasions which require an employee's presence, the employee cannot schedule at any other time, or personal illness.

Failure to obtain written approval prior to taking deductible leave may be considered a breach of contract on the part of the employee and result in termination of the individual's contract.

Deductible leave is not to be confused with a deductible absence that occurs when an employee must miss a day of work and does not have benefit days left to compensate for the absence.

Release Time

Employees may receive release time to attend meetings, workshops, seminars, etc. with approval of immediate supervisor/principal/department head and after completing an RCS CO 35 form.

Jury Duty

Contractual Classified Staff

- A Contractual Classified employee shall receive full pay for service on a jury.
- The employee must submit written documentation from the Clerk of Court verifying such service.

National Guard/Reserves

Contractual Classified employees will be granted a leave of absence without loss of pay in the case of an employee who is a member of the Indiana National Guard and is on training duties under the order of the Governor or an employee who is a member of the reserve component of the United States Armed Forces and is on duty under the reserve component authority. This leave of absence will not exceed fifteen (15) school days in a calendar year and will be in addition to the employee's regular vacation period.

XIII. COMPENSATION GENERAL PROCEDURE

It is the practice of RCS to follow the U.S. Fair Labor Standards, Act of 1938, as amended. All compensation practices established within the school system shall be with the intent of administering the Act. Employees are expected to follow the predetermined work schedule and report only the hours actually worked. This will guarantee that they will receive appropriate compensation.

These practices apply to all classified staff and employees paid on an hourly basis. These employees are considered "non-exempt".

Employees who do not qualify for overtime include all administrative, supervisory and executive certified employees. This group is generally considered "exempt". For the purpose of administering provisions of the Fair Labor Standards Act, a list of employees considered to be "exempt" will be maintained by the Office of Human Resources.

Wages and Employee Paydays

Paydays are generally every other Friday, which results in 26 pay days each year.

Hourly employees' pay represents the two (2) workweeks prior to the week in which the payday falls. Whenever paydays fall on a holiday, an employee will generally receive his/her pay on the previous day. **Advances in pay are not permitted.**

If an employee has any questions about his/her pay deductions, or pay 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 or the Office of Human Resources, depending upon nature of the problem.

Defined Seven (7) Day Work Week

The following is the defined workweek for the stated group of employees of RCS:

12:01 a.m. Friday through 11:59 p.m. Thursday.

Payroll Withholding

Withholdings for Federal Income Tax, Social Security, State Income Tax, and Local Option Tax 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.

All employees are eligible for payroll deductions to an approved 403(b) vendor.

Unemployment Compensation

The Indiana Employment Security Act provides unemployment compensation coverage for an employee of RCS provided that the unemployment has resulted through no fault of the employee, he/she is able to work, and that the employee is actively seeking employment. Employees do not contribute to this benefit; total payments are made by RCS. Further information can be obtained from the local office of the Indiana Employment Security Division.

Automatic Direct Deposit

An employee of RCS will have his/her check automatically deposited into his/her personal bank. An employee must complete an Automatic Deposit card at the Business Office. There is a two-week waiting period before this process can begin. There are currently no bank restrictions which exist.

Credit Union

An employee of RCS who works a minimum of 17.5 hours each week has the opportunity of joining the Wayne Teacher Federal Credit Union. There is no waiting period required before becoming a member. Payroll deductions are available for savings and repayment of Credit Union loans.

Certificate of Receipt

Employee Name: _____ Date of Birth: _____
(Please Print)

School Corporation: _____

This is to certify that I have been provided with a copy of the Richmond Community Schools PERSONNEL HANDBOOK FOR CLASSIFIED EMPLOYEES. I understand as an employee of Richmond Community Schools it is my responsibility to become familiar with the contents of the Personnel Handbook.

Employee Signature: _____ Date: _____

Authorized Employer Representative: _____