SHERIDAN COMMUNITY SCHOOLS

Non-Certified Staff Handbook

2025-2026

SHERIDAN COMMUNITY SCHOOLS
NON-CERTIFIED STAFF HANDBOOK

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Vision Statement

All students develop skills and attitudes resulting in academic excellence,

career success, and exemplary citizenship.

Mission Statement

We create high leverage, high impact learning opportunities for all students.

Beliefs of the Sheridan Community Schools Board of School Trustees

- Students are our first priority.
- Our schools are the focal point of this community.
- This community's investment in our schools is essential to the continued vitality of this community.
- Everyone in the community has a role in educating our children.
- Our students deserve world class opportunities.
- Schools must provide a safe and nurturing environment.
- Everyone in our community deserves to be treated with respect.
- Successful investment in the future respects the past.

SHERIDAN COMMUNITY SCHOOLS EQUAL OPPORTUNITY EMPLOYER

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

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

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

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

POLICIES

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

Sheridan Community Schools policies can be found on www.scs.k12.in.us under District Policies.

All employees must follow board policies.

I. WAGES/HOURS

A. PAY PERIODS

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

The pay period consists of 7 days beginning on Sunday and ending on Saturday. The maximum number of hours worked per week will be based on hours established by the Board of School Trustees for each job classification. Hours missed due to school delay or early dismissal will not be made up without permission.

All employees are paid via direct deposit.

CDL/Physical Reimbursements will be made in the amount of $75 each for the transportation department. Receipts are required for reimbursement.

B. TIME SHEET

Time sheets must be turned into employee's supervisor/principal by Wednesday of the week requested. The supervisor/principal will approve hours worked for each staff member.

Time off requests need to be entered in WillSub. Planned time off should be requested prior to the absence. Unplanned, sick, absences should be entered into WillSub ASAP. The employee's supervisor/principal will need to enter time off if the employee misses the cut-off time for the current day.

C. OVERTIME

Non-certified staff shall not work more than the maximum number of hours established for each position by administration in a seven (7) day period without the express direction of one's supervisor, who shall make notation on the person's time sheet.

D. EVALUATION & WAGE INCREASE

Wage increases are determined and approved by the Sheridan Community Schools Board of Trustees on an annual basis. Employees are eligible for an increase in wages after 1 year of employment.

II. DEDUCTIONS

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

Insurance, annuities, daycare, and supplemental benefits will be deducted if elected by the employee.

III. ATTENDANCE

Individuals are hired to fulfill the duties of the position in which they are employed. Excessive absences that jeopardize the ability of the employee to fulfill those duties will be addressed and may result in termination of employment.

If you know you'll be late or absent, please let your supervisor know as soon as possible—and always before your workday begins. The employee will enter all absences in WillSub. www.willsub.com or by calling 1-877-855-7264.

If you'll be out for more than five days, a written doctor's note may be requested. SCS considers job abandonment the failure to report to work or communicate their absence to their immediate supervisor for three consecutive days. SCS reserves the right to terminate employees for job abandonment.

IV. BENEFITS

A. ELIGIBILITY CHART

Eligibility Chart	Year Round Full-time 260 days	Extended School Year Full-time 184+ Days	School Year Full-time 180 Days	School Year 180 Day Bus Aide	School Year Full-time 182 Days	School Year Full-Route Driver	Year Round (260) Part-time	All Other Part-time
PTO	15	15	15	5	15	15	5	5
Bereavement	3	3	3		3	3		
Holiday Pay	X							
Health	X	X	X		X			
Vision	X	X	X		X		X	X
Life	X	X	X		X	X		
LTD	X	X	X		X			
PERF	X	X	X		X			
Corebridge Annuity	X	X	X	X	X	X	X	X
American Fidelity	X	X	X	X	X	X	X	X

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

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

For bereavement, in the case of a death or simultaneous deaths in the immediate family, the full-time employee shall be entitled to paid leave of a maximum of three (3) school days. All other details remain the same and can be found in the Master Contract at scs.k12.in.us.

*Any employee approved in one or more categories above will be eligible for health insurance benefits if approved and working more than 30 hours per week on average.

B. NON-CERTIFIED STAFF POSITIONS

With permission, days can be added to these categories. Full-time staff will fill out a time sheet if approved time is added outside of the days listed below.

Year Round Full-time 260 days:	Facilities, Grounds, CO (not admin)
Extended School Year Full-time 184+ days:	Secretaries, Daycare, Nurse
School Year Full-time 180 days:	IA
School Year 180 days Bus Aide:	Bus Aide
School Year Full-time 182 days:	Cafeteria
School Year Full-route 182 Drivers:	Drivers
Year Round (260) Part-time:	Facilities, Grounds
All Other Part-time:	IA, Cafeteria, Flight

V. PAID TIME OFF (PTO)

All PTO, with prior approval from principal/supervisor, may only be used in increments of 1/2 day or 1 full day increments. These days must be entered into WillSub.

Available PTO must be used before an employee may request unpaid time off for illness or planned absences. In extraordinary circumstances where the need for unpaid time off arises that exceeds the available hours for vacation or personal business, an official request must be made to the employee's supervisor and shared with the Superintendent for possible School Board approval. Use of unpaid time off, exceeding 3 days, that has not been approved, may result in disciplinary action, including termination for abandonment.

Unused PTO days will roll over to the next year up to a total of 90 days. When 90 days of PTO is reached, PTO is bought down at a rate of $30 per day and paid to the employee on the last pay date in June.

Full-time non-certified employees who resign forfeit unused PTO unless they are eligible for retirement. To be eligible for retirement an employee must be eligible for Medicare or have 15 years of consecutive service at SCS or, if they are a PERF employee, meet the rule of 85. (Age + years of PERF service)

If the employee has 15 consecutive years of service at SCS all PTO days up to 90 are paid at a rate of $30 per day. If the employee is retirement eligible PTO days up to 90 are paid at a rate of $60 per day.

Any extended leave will adhere to the negotiated master contract at www.scs.k12.in.us.

VI. PAID HOLIDAYS

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

VII. INSURANCE

A. MEDICAL INSURANCE

Any eligible employee may sign up for health insurance. The corporation contributes based on the current negotiated master contract which is listed on the school website. www.scs.k12.in.us. Our current medical insurance provider is Anthem via WVWCI Trust.

If on a qualifying SCS health plan, employees may voluntarily contribute to a health savings account of their choice.

B. DENTAL INSURANCE

Any employee that qualifies may enroll in dental insurance. The corporation contributes based on the current negotiated master contract which is listed on the school website. www.scs.k12.in.us If eligible and the employee does not elect health insurance, their dental is fully paid by the corporation. Our current dental provider is Delta Dental via American Fidelity.

C. VISION INSURANCE

Any employee that qualifies may enroll in vision insurance. The corporation contributes based on the current negotiated master contract which is listed on the school website. www.scs.k12.in.us. Our current vision provider is UnitedHealthcare Vision (Spectera) via American Fidelity.

D. LIFE INSURANCE

Each employee that qualifies is covered with $50,000 of term life insurance by the school corporation. The corporation pays this policy except for $1, one time per year. Our current life insurance provider is Madison National via WVWCI.

E. LONG TERM DISABILITY

Each employee that qualifies is covered with a LTD policy by the school corporation. The corporation pays this policy except for $1, one time per year. Our current LTD provider is NIS via WVWCI

F. SECTION 125/SUPPLEMENTAL BENEFITS

Non-Certified staff working a minimum of 15 hours per week are eligible to use a Section 125 plan and all other supplemental benefits. The employee pays for any elected policies. All Section 125 benefits and supplemental benefits are provided by American Fidelity.

VIII. SEVERANCE / RETIREMENT

A. FINAL PAYROLL

The final check for hours worked will be made at the next payroll date following the resigning or retiring employee's last day worked.

B. PUBLIC EMPLOYEE'S RETIREMENT FUND (PERF)

PERF is available to qualifying employees. SCS determines PERF eligibility based on INPRS guidelines.

C. ANNUNITIES

All employees are eligible for the Severance Savings Plan (SSP) outlined in this section. The vesting schedule for accrued assets in individual accounts resulting from employer contributions is as follows:

- First school year of employment: 0%
- Second school year of employment: 20%
- Third school year of employment: 40%
- Fourth school year of employment: 60%
- Fifth school year of employment: 80%
- Sixth school year of employment: 100%

Effective from the 2005-2006 work year onward, the employer's annual SSP contribution will be 1.5% of the employee's basic salary into the 401a account, provided the employee has made a contribution of at least $475 into their 403b account(s). Our current annuity provider is CoreBridge Financial.

IX. INCLEMENT WEATHER/E-LEARNING DAYS

A. SCHOOL CLOSINGS

• Unless otherwise directed, staff should not report to school in the event of a closing.
• Blackhawk Care and Flight are closed.
• Certain essential personnel (such as custodial staff, maintenance staff and administrators) may be required to report in order to ensure the facilities are safe and prepared for reopening.
• Expectations for reporting to work will be communicated directly to affected staff by administration.
• Part-time staff are not expected to report when school is closed, unless specifically directed by their supervisor. Since no work is performed, closings are generally unpaid for hourly/part-time staff.

B. 2-HOUR DELAY

• All staff should report to work according to the adjusted schedule, unless otherwise notified.
• Blackhawk Care and Flight staff operate on a 1-hour delay.
• Custodial and maintenance staff may be asked to report earlier to clear and prepare school grounds.
• Part-time staff should record only the hours worked on the time sheet.

C. EARLY DISMISSAL

• Staff are expected to remain until students have been dismissed safely, unless otherwise notified.
• Some essential personnel may remain on site as needed.
• Part-time staff should record only the hours worked on the time sheet.

D. E-LEARNING DAYS

• e-Learning days are considered school days; all employees attend school unless notified by your principal/supervisor.

X. GENERAL EMPLOYEMENT INFORMATION

A. EMAIL

All employees will receive a district email address. Example: jsmith@sheridan.k12.in.us. This email is the primary way administration will communicate.

B. ID BADGE/CAR TAG

All staff will be given a district ID badge, which they are required to wear while working for security identification. ID badges allow staff, along with members of their household, to attend many sporting events for free. Your first badge is provided, any replacements for lost, damaged badges, etc. will incur a $5 fee.

All staff will display a car tag for security purposes.

C. KEYS

Staff will receive keys that will allow access to assigned buildings.

XI. MICELLANEOUS INFORMATION

A. CHANGE IN STATUS

Staff should notify their supervisor/principal and the Director of Human Resources in the event of any changes to their name, address, phone number, or family status. A valid driver's license is required for payroll.

B. DRESS AND APPEARANCE

Employees are expected to dress in a neat, clean, and professional manner appropriate to their job responsibilities and the school setting. Employees who fail to comply may be asked to change and may be subject to corrective actions.

C. EMPLOYEE DAYCARE

Employees of SCS have the option to utilize the on-site/near-site child care program, Blackhawk Care. This program is available to children age 6 weeks to 5 years whose parents or grandparents work for SCS. For more information, please reach out to the BHC Manager at SES at 317-758-4491 ext. 2127.

XII. CHAIN OF COMMAND

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

A. TRANSPORTATION

Transportation Director, Director of Business/Director of HR, Superintendent, School Board

B. FOOD SERVICE

Cafeteria Manager, Food Service Director, Principal, Director of Business/Director of HR, Superintendent, School Board

C. FACILITIES

Custodian Manager, Facilities Director, Director of Business/Director of HR, Superintendent, School Board

D. GROUNDS

Director of Grounds, Director of Business/Director of HR, Superintendent, School Board

E. SECRETARIAL

Assistant Principal, Principal, Director of Business/Director of HR, Superintendent, School Board

F. INSTRUCTIONAL ASSISTANTS

Classroom Teachers, Assistant Principal, Principal, Special Ed Director (if applicable), Director of Business/Director of HR, Superintendent, School Board

G. CENTRAL OFFICE

Director of Business/Director of HR, Superintendent, School Board

H. TECHNOLOGY

Technology Director, Director of Business/Director of HR, Superintendent, School Board

I. SCHOOL NURSING

Nurse, Building Principal, Director of Business/Director of HR, Superintendent, School Board

J. BLACKHAWK CARE

BHC Manager, Building Principal, Director of Business/Director of HR, Superintendent, School Board

K. FLIGHT

Flight Director, Director of Business/Director of HR, Superintendent, School Board

XIII. SHERIDAN COMMUNITY SCHOOLS NON-CERTIFIED EMPLOYEE HANDBOOK

This handbook provides information on corporate policies, guidelines, and employee health, safety, welfare, and conduct. Please review it carefully. Full Board Policies can be found on the Sheridan Community Schools website (www.scs.k12.in.us). If you have any questions after reading the information, please reach out to your direct supervisor.

ACKNOWLEDGEMENT

I have received the Sheridan Community Schools Non-Certified Employee Handbook and I acknowledge that it is my responsibility to review the handbook in full.

I understand that I am considered an at-will employee and that the Sheridan Community Schools Non-Certified Employee Handbook is not a binding contract of employment, meaning it may be subject to changes.

By signing below, I confirm that I will familiarize myself with the contents of the handbook. My signature also signifies my understanding that as an at-will employee, Sheridan Community Schools reserves the right to terminate my employment at any time without following disciplinary procedures if deemed necessary.

_____
Employee Signature

_____
Printed Name

_____
Date