

SHERIDAN COMMUNITY SCHOOLS



SUPPORT STAFF HANDBOOK (EXCLUDING BUS DRIVERS)

SHERIDAN COMMUNITY SCHOOL CORPORATION EQUAL OPPORTUNITY EMPLOYER

The School Board of Sheridan Community School Corporation 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 School Corporation 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 School Corporation 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.

SHERIDAN COMMUNITY SCHOOL CORPORATION SUPPORT STAFF EXPECTATIONS

Sheridan Community School Corporation seeks to employ the very best people for employees at all positions because the student body of our school system is the most important asset of our community. Their education and development as young people hinges on the contacts they have everyday with the employees of Sheridan Community Schools.

As an employee at Sheridan Community Schools, you are expected to work in a friendly and professional fashion with all you come into contact with. This is not only students, but parents, tax payers, fellow employees, and visitors to our school system. Everyone who passes through our school system should be impressed with the atmosphere that you help create on a daily basis. We want our facilities to be safe, caring, and welcoming. If nothing else is apparent to a visitor, we expect them to see that our people are friendly and respectful to all they come into contact with.

As a rule of thumb, treat others as you would like to be treated. Think as a prudent parent, taking care of others children as you would your own. Many support staff members have a great impact on children because of the many ways you may impact their lives. You may be the first one who sees them in the morning, you may be the one who feeds them, you might be the one who tutors them, you might be the one who tends to them when they are ill, or you might be the one who leaves them a bright, shiny school to walk into each morning. Never discount the impact you have on a young mind that is looking at every adult as a potential role model. Conduct yourself as if many eyes are on you. They are and they know what you do is important.

EXPECTATIONS CONTINUED.....

1) Positive Attitude:

You may have read this quote from Charles Swindoll: "I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you...we are in charge of our attitudes." Regardless of the many frustrations we face daily, it is imperative that we maintain a positive attitude when dealing with our public.

2) Professionalism:

While we may have used the phrase, "never judge a book by its cover," we are all guilty of doing just that. It is perfectly natural. A recent study revealed that people begin making judgments about an organization within six seconds. "Who are the first people seen when entering our schools?" We reflect, through our appearance and communication, the culture and climate of our schools.

3) Perfection:

IBM'S philosophy is excellence in execution in all they do. Addressing this philosophy, Tom Peters said; "You can't allow typos in internal memos and then turn around and demand perfection in client reports. There is no such thing as being perfectly conscientious part time." We need to constantly strive to present the best possible image in everything we do!

4) Organized:

The ability to thrive in the midst of ambiguity and chaos is to come to grips with it, to succeed in spite of it. Webster defines organize as: "to manage or arrange systematically for united or harmonious action." Each of us plays a unique role in this school. However, that role is constantly changing, responding to the short-term as well as the long-term needs. Shuffling multiple assignments is not unusual, in fact, today it is the norm.

5) Visible:

Part of working for the Sheridan Community School Corporation is being visible. Attending school and community activities is important. A willingness to participate shows students and the community that we are interested and that we want all students to succeed.

6) Strong Values:

Looking for what is valued is a characteristic of effective schools. When I interview candidates for a job I look for outgoing people who are likely to be genuinely friendly toward students, parents, and colleagues. Stew Leonard, a grocer, considers retailing experience and skills at a cash register secondary. He is quoted as saying "We can teach cash register. We can't teach nice." I believe in being surrounded by a strong team of colleagues that share the same values. We are here primarily to serve the needs of students and parents. That means going the extra mile, whether it be working on a Saturday, staying until 7:00 P.M. or making an extra telephone call. Anyone who comes to work with an "8:00-3:00" attitude will soon experience a high level of frustration and discontentment. What are your values? What do you bring to Sheridan Community Schools?

7) Initiative:

One of the keys to our school's success has been the recruitment of people who are highly self-directed. Traditional top-down management is not the norm. There is simply too much work to do to wait for someone to give the order. We must always be receptive to new ideas and new ways of doing things.

8) Enthusiasm:

The Marines used the advertising approach, "We are looking for a few good men." Sheridan Community Schools is looking for a few enthusiastic people too. Zig Ziglar tells people that he expects everyone to answer the telephone with enthusiasm every minute of every day. He argues that if you do not feel it, pretend. If you pretend long enough and hard enough, you will feel it. Enthusiasm is contagious!

9) Forgiving:

As a member of a "team" you will be asked to contribute much more than in the past. Quite simply, there is more work to be done by all of us. It does not follow that we need all be bionic people. It does, however, mean that our ability to work as a cohesive unit is extremely critical. Sometimes that means being a little more understanding and forgiving of others.

10) Character:

Character is an attribute often overlooked when evaluating and/or hiring employees. Stephen Covey reminds us that the strength of this country is symbolic of the strong character our founding fathers represented. Certain characteristics such as personal habits, integrity, love, service, self-discipline, and fortitude must be recognized. Character makes a statement about you...protect it!

11) Kids First:

You say, "Wait just a minute! We're teachers. Why all the emphasis on kids?" If we agree that we are not constantly focused on kids; we lose sight of our ultimate mission. Anyone visiting our schools should clearly see upon entering that "Kids are Special People," All decisions shall be made with that one powerful theme in mind.

12)...and Love Your Job!

My father always told me that, no matter how much money you make, if you do not love getting up and going to work everyday, it is not worth it. As usual, he was right! I do enjoy what I do for a living. I love my job! While all of us find the bureaucratic melee often frustrating, we should enjoy the challenge and rewards of serving the students, parents, and community. We must always ask, as good as we are what will it take to become even better?

It is a Great Time to be a Blackhawk!

**SHERIDAN COMMUNITY SCHOOL CORPORATION
SUPPORT STAFF DEFINITIONS**

ADAMS ELEMENTARY LIBRARIAN

FRINGE BENEFITS 2009-2010

INFORMATIONAL ITEMS:

1. Step increases will be based on supervisor's yearly evaluation and recommendation. Steps are not necessarily determined by years of experience.
2. Additional compensation considered after completion of librarian certification to be determined by Sheridan Community School Board.
3. Other job responsibilities as described in job description.
4. 190 day contract, 7 1/2 (seven & one half) hours per day including 1/2 (one half) hour unpaid meal.

BENEFITS:

1. 5 (five) cumulative illness days per year.
2. 1.5 (one and one-half) personal business days per year (transferred into cumulative illness days at end of year if not used)
3. 2.5 (two and one-half) emergency family illness days with the option to convert 2 (two) additional days from sick days per year.
4. 2.5 bereavement days are granted for immediate family.
5. No health benefits

BUILDING SECRETARY

FRINGE BENEFITS 2009-2010

INFORMATIONAL ITEMS:

1. Step increases will be based on supervisor's yearly evaluation and recommendation. Steps are not necessarily determined by years of experience.
2. Other job responsibilities as described in job description.
3. High School Clerk Treasurer receives an additional \$.50 per hour on the assigned secretarial step.
4. Secretaries work 8 1/2 (eight & one half) hours per day including 1/2 (one half) hour unpaid meal.

BENEFITS:

1. 10 (ten) cumulative illness days per year.
2. 3 (three) personal business days per year (transferred into cumulative illness days at end of year if not used).
3. 5 (five) emergency family illness days with the option to covert 2 (two) additional days from sick days per year.
4. 5 (five) bereavement days are granted for immediate family.
5. Health/Dental/Vision insurance available.
6. \$50,000 term life insurance paid by school except for 1 (one) dollar per year.
7. Retirement benefit of \$5.00 per day on unused cumulative sick leave days after 10 (ten) years experience in the Sheridan Community School district at normal retirement age.
9. PERF - paid by corporation effective 1994-1995 contract year.
10. Long Term Disability paid by school except for 1 (one) dollar per year.

CENTRAL OFFICE ADMINISTRATIVE SECRETARY

FRINGE BENEFITS 2009-2010

BENEFITS:

1. 10 (ten) cumulative illness days per year.
2. 3 (three) personal business days per year (transferred into cumulative illness days at end of year if not used).
3. 5 (five) emergency family illness days with the option to covert 2 (two) additional days from sick days per year.
4. 5 (five) bereavement days are granted for immediate family.
5. Health/Dental/Vision. (Single/family available)
6. \$50,000 term life insurance paid by school except for 1 (one) dollar per year.
7. Retirement benefit of \$5.00 per day on unused cumulative sick leave days after 10 (ten) years experience in the Sheridan Community School district at normal retirement age.
9. PERF - paid by corporation effective 1994-1995 contract year.
10. Long Term Disability paid by school except for 1 (one) dollar per year.

CENTRAL OFFICE PAYROLL CLERK

FRINGE BENEFITS 2009-2010

BENEFITS:

1. 10 (ten) cumulative illness days per year.
2. 3 (three) personal business days per year (transferred into cumulative illness days at end of year if not used).
3. 5 (five) emergency family illness days with the option to covert 2 (two) additional days from sick days per year.
4. 5 (five) bereavement days are granted for immediate family.
5. Health/Dental/Vision (Single/family available)
6. \$50,000 term life insurance paid by school except for 1 (one) dollar per year.
7. Retirement benefit of \$5.00 per day on unused cumulative sick leave days after 10 (ten) years experience in the Sheridan Community School district at normal retirement age.
9. PERF - paid by corporation effective 1994-1995 contract year.
10. Long Term Disability paid by school except for 1 (one) dollar per year.

CAFETERIA COOK

FRINGE BENEFITS 2009-2010

INFORMATIONAL ITEMS:

1. Step increases will be based on supervisor's yearly evaluation and recommendation. Steps are not necessarily determined by years of experience.
2. Other job responsibilities as described in job description.
3. Contract as per student attendance days.
4. 5 1/4 (five 1/4) hours per day. (180 days) Head cooks are 6 (six) hours per day.

BENEFITS:

1. 10 (ten) cumulative illness days per year.
2. 3 (three) personal business days per year (transferred into cumulative illness days at end of year if not used).
3. 5 (five) emergency family illness days with the option to convert 2 (two) additional days from sick days per year.
4. 5 (five) bereavement days are granted for immediate family.
5. Health/Dental/Vision insurance available.
6. \$50,000 term life insurance paid by school except 1 (one) dollar per year.
7. Retirement benefit of \$5.00 per day on unused cumulative sick leave days after 10 (ten) years experience in the Sheridan Community School district at normal retirement age.
8. PERF - paid by corporation effective 1994-1995-contract year.
9. Long Term Disability paid by school except 1 (one) dollar per year.

CAFETERIA MANAGER

FRINGE BENEFITS 2009-2010

(200 Day Contract)

BENEFITS:

1. 10 (ten) cumulative illness days per year.
2. 3 (three) personal business days per year (transferred into cumulative illness days at end of year if not used).
3. 5 (five) emergency family illness with the option to convert 2 (two) additional days from sick days per year.
4. 5 (five) bereavement days are granted for immediate family.
5. Health/Dental/Vision insurance available.
6. \$50,000 term life insurance paid by school except for 1 (one) dollar per year.
7. Retirement benefit of \$5.00 per day on unused cumulative sick leave days after 10 (ten) years experience in the Sheridan Community School district at normal retirement age.
8. PERF - paid by corporation effective 1994-1995 -contract year.
9. Long Term Disability paid by school except for 1 (one) dollar per year.

ELEMENTARY/HIGH SCHOOL MEDIA INSTRUCTIONAL ASSISTANT

FRINGE BENEFITS 2009-2010

INFORMATIONAL ITEMS:

1. Step increases will be based on supervisor's yearly evaluation and recommendation. Steps are not necessarily determined by years of experience.
2. Other job responsibilities as described in job description.
3. 180 day contract, 7 hours per day including 1/2 (one half) hour unpaid meal.

NO BENEFITS

INSTRUCTIONAL TEACHING ASSISTANT

FRINGE BENEFITS 2009-2010

(180 Day Contract)

INFORMATIONAL ITEMS:

- 1. Student day contract.
 - 2. Step increases will be based on supervisor’s yearly evaluation and recommendation. Steps are not determined by years of experience.
 - 3. Degree employee begins at step 5.
 - 4. No paid holidays.
 - 5. No leave days or benefits.
- *Teaching degree or 2 year Associates Degree – Step 5

Teaching Assistants employed prior to 11/10/97 will be grandfathered under the benefits that were in effect upon date of their employment.

INSTRUCTIONAL TEACHING ASSISTANT

FRINGE BENEFITS 2009-2010

(180 Day Contract - Prior to 1995)

Name: Elizabeth Burtron

INFORMATIONAL ITEMS:

- 1. Student day contract.
- 2. Step increases will be based on supervisor’s yearly evaluation and recommendation. Steps are not determined by years of experience.
- 3. Salary based on 7 (seven) hour day with an additional 30 minute unpaid lunch.
- 4. Hours 7:45 a.m. - 3:15 a.m.
- 5. Degree employee begins at step 5.
- 6. No paid holidays.

BENEFITS:

- 1. 10 (Ten) cumulative illness days per year.
- 2. 3 (Three) personal business days per year.
- 3. 5 (five) emergency family illness days with the option to convert 2 (two) additional days from sick days.
- 4. 5 (five) bereavement days are granted for immediate family.
- 5. \$50,000 term life insurance paid by school except for 1 (one) dollar per year.
- 6. Retirement benefit of \$5.00 per day on unused cumulative sick leave days after 10 (ten) years of experience in the Sheridan Community Schools at normal retirement age.
- 7. Long Term Disability paid by school except for 1 (one) dollar per year.

The 180 day Instructional Assistants hired prior to January 1, 1995, is grandfathered under the above benefits. All assistants hired after January 1, 1995, are covered under the current 180 day Instructional Assistant description.

MIDDLE SCHOOL MEDIA COORDINATOR

FRINGE BENEFITS 2009-2010

Name: Sandy Moore

INFORMATIONAL ITEMS:

1. 200 days, 8 1/2 hours per day (includes 1/2 hour unpaid lunch).
2. Reports to SHS Principal

BENEFITS:

1. 10 (ten) cumulative illness days per year.
2. 3 (three) personal business days per year (transferred into cumulative illness days at end of year if not used).
3. 5 (five) emergency family illness days with the option to convert 2 (two) additional days from sick days per year.
4. 5 (five) bereavement days are granted for immediate family.
5. Health/Dental/Vision insurance available.
6. \$50,000 term life insurance paid by school except for 1 (one) dollar per year.
7. Retirement benefit of \$5.00 per day on unused cumulative sick leave days after 10 (ten) years experience in the Sheridan Community Schools at normal retirement age.
9. PERF - paid by corporation effective 1994-1995 -contract year.
10. Long Term Disability paid by school except for 1 (one) dollar per year.

NURSE SALARY

FRINGE BENEFITS 2009-2010

INFORMATIONAL ITEMS:

1. Step increases will be based on supervisor's yearly evaluation and recommendation. Steps are not necessarily determined by years of experience.
2. Other job responsibilities as described in job description.
3. School closings as per Sheridan Community Schools master contract
4. Contract as per student attendance days.
5. 8 1/2 (eight & one half) hours per day including 1/2 (one half) hour unpaid meal (181 days).

BENEFITS:

1. 10 (ten) cumulative illness days per year.
2. 3 (three) personal business days per (transferred into cumulative illness days at end of year if not used).
3. 5 (five) emergency family illness days with the option to convert 2 (two) additional days from sick days per year.
4. 5 (five) bereavement days are granted for immediate family.
5. Health/Dental/Vision insurance available.
6. \$50,000 term life insurance paid by school except 1 (one) dollar per year.
7. Retirement benefit of \$5.00 per day on unused cumulative sick leave days after 10 (ten) years experience in the Sheridan Community School district at normal retirement age.
8. Mileage compensation for duties at more than one building effective 1989-90 school year.
9. PERF - paid by corporation effective 1994-1995-contract year.
10. Long Term Disability paid by school except 1 (one) dollar per year.

SPECIAL EDUCATION TEACHING ASSISTANT

FRINGE BENEFITS 2009-2010

(Hired prior to 1/95)

Names: Linda Jenkins (Perf) and Nancy Viehe (No Perf)

INFORMATION ITEMS:

1. Student day contract.
2. Step increases will be based on supervisor's yearly evaluation and recommendation. Steps are not necessarily determined by years of experience.
3. Salary based on 7- hour day with an additional 30 minute unpaid lunch.
4. Hours – 7:45 a.m. – 3:15 a.m.
5. Degree employee begins at step 5
6. No paid holidays

BENEFITS

1. 10 (ten) cumulative illness days per year.
2. 3 (three) personal business days per year (transferred into cumulative illness days at end of year if not used.)
3. 2 (two) emergency family illness days with the option to convert 5 (five) additional day from sick days per year.
4. 5 (five) bereavement days are granted for immediate family.
5. Health/Dental insurance available.
6. \$50,000 term life insurance paid by school except for 1 (one) dollar per year.
7. Retirement benefit of \$5.00 per day on unused cumulative sick leave days after 10 years experience in the Sheridan Community Schools at normal retirement age.
8. PERF – paid by corporation effective 1994-1995 contract year.
9. Long Term Disability paid by school except for 1 (one) dollar per year.

TECHNOLOGY ASSISTANT

FRINGE BENEFITS 2009-2010

Name: Cindy Ogle

INFORMATIONAL ITEMS:

1. 200 days, 8 1/2 hours per day (includes 1/2 hour unpaid lunch).
2. Reports to Technology Coordinator

BENEFITS:

1. 10 (ten) cumulative illness days per year.
2. 3 (three) personal business days per year (transferred into cumulative illness days at end of year if not used).
3. 5 (five) emergency family illness days with the option to convert 2 (two) additional days from sick days per year.
4. 5 (five) bereavement days are granted for immediate family.
5. Health/Dental/Vision insurance available.
6. \$50,000 term life insurance paid by school except for 1 (one) dollar per year.
7. Retirement benefit of \$5.00 per day on unused cumulative sick leave days after 10 (ten) years experience in the Sheridan Community Schools at normal retirement age.
9. PERF - paid by corporation effective 1994-1995 contract year.
10. Long Term Disability paid by school except for 1 (one) dollar per year.

TECHNOLOGY INTEGRATION SPECIALIST

FRINGE BENEFITS 2009-2010

Name: Deb Stanfill

INFORMATIONAL ITEMS:

1. 220 days, 8 1/2 hours per day (includes 1/2 hour unpaid lunch).
2. Reports to Technology Coordinator

BENEFITS:

1. 10 (ten) cumulative illness days per year.
2. 3 (three) personal business days per year (transferred into cumulative illness days at end of year if not used).
3. 5 (five) emergency family illness days with the option to convert 2 (two) additional days from sick days per year.
4. 5 (five) bereavement days are granted for immediate family.
5. Health/Dental/Vision insurance available.
6. \$50,000 term life insurance paid by school except for 1 (one) dollar per year.
7. Retirement benefit of \$5.00 per day on unused cumulative sick leave days after 10 (ten) years experience in the Sheridan Community Schools at normal retirement age.
8. PERF - paid by corporation effective 1994-1995 contract year.
9. Long Term Disability paid by school except for 1 (one) dollar per year.
10. Effective with the 2005-2006 work year and thereafter, the employer's annual Severance Savings Plan contribution shall be \$475 into the given employee's 401 a account provided the employee has made a contribution of no less than \$475 into his/her 403 b account.
11. 401a- is defined as the employer contribution.
12. 401b- is defined as the employee matching contribution.
13. The Board will select the vendor who will administer the employer's contribution (401a). If a bargaining unit member is currently participating in a 403b plan, the employee may maintain that vendor.
15. Single Paid Insurance

**SHERIDAN COMMUNITY SCHOOL CORPORATION
SUPPORT STAFF COMPENSATION**

A. TIME CARDS

The work week for support staff shall be 40 hours or less depending upon the job held. The 40 hours shall be compiled in each seven (7) day period from Sunday through Saturday. The support staff shall certify the number of hours worked during each seven (7) day period with their signature on their time card. The immediate supervisor must also sign the time card to certify the hours worked.

B. OVERTIME

No support staff person shall work more than 40 hours in a seven day period without the expressed direction of one's supervisor who shall make notation on the person's time card. Overtime can only be for extra-events or emergency situations. The support staff supervisor

must consult with the administration before approving such overtime. Any overtime worked will be paid at one and one-half times the regular hourly rate of the employee.

C. PAY PERIODS

Cafeteria Manager, Cafeteria Cooks, Technology Assistants, Technology Integration Specialist, Building Secretaries, CO Administrative Secretary, CO Payroll Clerk, Adams Librarian, Elementary/High School Media Instructional Assistant, Middle School Media Coordinator, Nurses, Special Education Instructional Assistant(Grandfathered In) receive an annual pay rate based upon the hourly wage and number of days required to work in a year. Support staff in Sheridan Community School Corporation serve on an “at will basis.” They may be terminated as set forth in the Board Policies under the heading, Dismissal of Non-Instructional Employees. Pay periods will be every two weeks or 26 times a year. All pay will be done by electronic deposit for new employees hired as of August 1, 2007. This satisfies IRS Section 409A’s regulations regarding annualization of support staff salaries. All substitutes, instructional assistants are paid every two weeks during the term of their actual employment.

D. SECTION 125 BENEFITS

Sheridan Community School Corporation offers each employee the opportunity to use a Section 125 plan to shield income from taxes that is used on appropriate medical, dental, and pharmacy expenses. This program is voluntary and must be subscribed to each year via paperwork in the Superintendent’s Office by March 1.

E. DIRECT DEPOSIT

All employees of Sheridan Community School Corporation shall be paid via electronic deposit after August 1, 2007.

F. PAID HOLIDAYS (Policy #4439)

Paid holidays are only earned by full time employees that work 12 months. The days are Labor Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas, New Year’s Eve and New Year’s Day, President’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 supervisor. Should extreme weather require school to be held on a holiday for make up purposes, the day will be given later in the year.

G. RETIREMENT BENEFITS (Policy #3415 and #4415)

A non-instructional employee is eligible for a retirement payment from the school corporation if they have worked a minimum of 10 consecutive years for the school system. The retirement payment is calculated by the following formula:

\$5 per day on unused sick leave after 10 days.

An employee who gives notice of retirement to the superintendent’s office 6 months in advance for the purpose of planning and training will be paid on a 100% basis for the sick day pay off. An employee who is forced to retire because of ill health (medical verification required) may

receive retirement pay at this rate at the Board's discretion. Retirement benefits are distributed per the 403b Program.

H. LONG TERM DISABILITY

The Board has granted long term disability insurance to several support staff positions. These are Director of Transportation, Corporation Treasurer, Corporation Deputy Treasurer, and Corporation Secretary. These premiums are paid in part by the employee at a rate of \$1 a year. Non-Certified Professionals, Non-Certified Employees (work 40 hours per week), Cafeteria Workers (25 hours per week).

SHERIDAN COMMUNITY SCHOOL CORPORATION SUPPORT STAFF PERSONNEL PROCEDURES

A. EMPLOYMENT PROCEDURES

A person desiring to be employed with Sheridan Community School Corporation must fill out an application at the Superintendent's Office. Applications are also available online. Applications are kept on file for two years. Openings are posted at all school corporation offices and are sometimes advertised in the local newspapers. Sheridan Community Schools hires only those people with a good work ethic and a good attendance record.

B. NATIONAL CRIMINAL BACKGROUND CHECK (Policy #3121 and #4121)

Employees for Sheridan Community School Corporation, even substitutes, must submit to a national criminal background check with the National Criminal & Sex Offender Database Search. Information on these procedures may be obtained in the Superintendent's Office.
Adopted December 14, 2006.

C. EVALUATIONS (Policy #3220)

Support staff employees shall be evaluated by their building principal or designee each year. Evaluations may be more frequent if a need exists. Both the supervisor and employee should sign the evaluation. The employee's signature is to indicate that the evaluation was presented to them. It is not a signature of agreement with the evaluation. The employee is entitled to respond to the evaluation in writing. This may be on the evaluation itself or separately. Support staff employees are "at will" employees and may be dismissed for the good of the School Corporation regardless of the quality of their work.

D. DISCIPLINARY PROCEDURES & DISMISSAL (Policy #3139)

If an employee is deemed to have violated a district policy or performed poorly on a work assignment, the administrator may give the employee a verbal reprimand in a private conference. This conference will be accompanied by a memo outlining the substance of the conference which will be signed by both the administrator and employee.

The signing of such a memo only indicates that the employee was present at the meeting and understands the statements made concerning his/her behavior. The employee has the right to

respond in writing on the memo as to their position on the charged violation. However, refusing to sign such a memo is considered an independent act of insubordination to the superior and may be treated as such.

If a second violation occurs, a written reprimand will be issued. This reprimand will detail the violation and the expected improved performance. It will specify what future actions must take place to be considered a further violation. Both parties will sign this reprimand and the employee has the right to state his/her position in writing on the reprimand.

A third violation will involve a written reprimand with a suspension from work without pay. This suspension may be from one to five working days. The written reprimand will explain the need for the suspension and advise the employee that any further problem will result in termination of employment. Both parties are expected to sign this reprimand before the suspension takes place. The employee can file a written request within five days for an appeal hearing with the superintendent.

Any further incidents will result in termination of employment. Two weeks notice must be given to the employee to be terminated. If the presence of the employee is thought to be detrimental to the best interests of the school corporation, the employee may be sent home and sent the two weeks salary by mail.

The administration reserves the right to initiate disciplinary proceedings at the appropriate step as dictated by the situation. Any act of gross insubordination, incompetence, immorality, etc. may result in immediate termination.

E. COMPLAINTS

Employees who have a complaint about their working conditions or a co-worker are encouraged to put the complaint in writing and present it to their supervisor. The supervisor will investigate the complaint and reply to the employee in writing. This establishes a paper trail of a formal complaint being filed and the appropriate follow through. If an employee has a complaint about one's supervisor, the written complaint should be presented to the supervisor's administrative supervisor. The procedure will be to investigate the complaint and to reply in writing.

F. CONFLICT OF INTEREST

No employee of the school is allowed to profit from their involvement with the school by means of private business deals. Information on the law on conflict of interest and appropriate forms are available in the Superintendent's Office.

G. WORKMAN'S COMPENSATION CLAIMS (Policy #8442)

If an employee suffers an injury while at work, he/she should immediately notify their supervisor. Secondly, they should fill out an accident form at their building and give that to the building principal. Finally, they must fill out a workman's compensation form at the Superintendent's Office. These steps provide for documentation of the accident should it require medical attention at the time of the accident or later. If these steps are not followed and the employee finds out they need medical treatment, there is no way to prove that the injury occurred at work or on work time.

H. JURY DUTY (Policy #4235)

Staff members shall report to the Superintendent when they are called for jury duty or a court appearance. Staff members who choose to serve on a jury will not be penalized for doing so. They will receive full pay, if they endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty. While on jury duty, staff members are required to report daily their schedule for the following day, and must report to work when excused for a day or more or suffer loss of pay. The time spent on jury duty will not be charged against personal leave and will count as time on the job. Staff members must submit to the Superintendent a record from the courts of the number of days served.

SHERIDAN COMMUNITY SCHOOL CORPORATION LEAVES OF ABSENCE

A. NATIONAL GUARD & RESERVE LEAVE (Policy #4430)

A leave of absence will be granted without loss of pay or time 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. Similarly, an employee who is on duty under the reserve component authority will be excused from work. This leave of absence will not exceed fifteen (15) days in a calendar year and will be in addition to the employee's regular vacation period.

If an employee who is a member of the Indiana National Guard is called on state active duty by order of the governor, a leave of absence will be granted to the employee without pay.

B. FAMILY MEDICAL LEAVE ACT (Policy #4430.01)

Sheridan Community School Corporation recognizes the Family Medical Leave Act in terms of providing employees with extra time away from work to cover medical and family emergencies. An employee wishing to use FMLA should apply to the Board of Education in writing. This letter should include the nature of the emergency, the dates needed to be absent from work, and a note from a licensed medical doctor verifying the medical condition. It is the Board's policy to require employees to use their paid generic days and vacation days, if they have any, in the course of providing time for their emergency.

SHERIDAN COMMUNITY SCHOOL CORPORATION USE OF SCHOOL EQUIPMENT

A. PERSONAL USE OF EQUIPMENT

Equipment purchased by the School Corporation for school purposes is meant to be used in the furtherance of those purposes. No item of equipment shall be removed from school grounds without the expressed permission of the School Board or Superintendent. Any personal use of school equipment which is approved does not relieve the staff member from liability for damage or loss to the equipment.

**SHERIDAN COMMUNITY SCHOOL CORPORATION
SUPPORT STAFF POLICIES**

A. SUBSTANCE ABUSE (Policy #4170a)

Any support staff member whose physical characteristics, appearance, behavior, or breath odor suggests to a supervisor that s/he may be under the influence of alcohol shall be requested to take a breathalyzer test at the local police station. The support staff member shall be taken to the station by a supervisor.

Should the support staff member refuse to take such a test or should the results of the test be positive, s/he shall be disciplined for conduct unbecoming a support staff member by the Superintendent who shall recommend to the Board the imposition, if any, of further penalties.

Should a supervisor determine from the physical aspects, appearance, or behavior of a support staff member that s/he might be under the influence of other drugs, said support staff member shall be immediately taken to a local health facility for further diagnosis. Should the support staff member refuse or be found to be under the influence of drugs, s/he shall be disciplined by the Superintendent for conduct unbecoming a support staff member, and his/her case immediately referred to the Board for disposition.

B. SEXUAL, RACIAL, & PERSONAL HARASSMENT (Policy #3362, 4362, 5517)

It is the policy of Sheridan Community School Corporation to maintain a learning and working environment that is free of harassment. It is a violation of this policy for an employee to harass another employee, student, or patron with unwelcome conduct or communications. An employee who engages in some type of harassing behavior will be subject to disciplinary actions by the school corporation and to any penalties prescribed by State or Federal Law within due process requirements.

Should an employee feel that they are the subject of harassment by a supervisor, fellow employee, student, parent, or any other person on school grounds, that person should immediately file a written complaint with their direct supervisor or building principal. The complaint must include the names of the complainant, the harasser, when and where the conduct took place, and the nature of the offending behavior. The complaint will be investigated by the building principal and a report will be given to the superintendent for review. The superintendent will present the findings of the investigation to the Board of Education in executive session and make a recommendation to the Board for action deemed appropriate.

The making of a complaint shall in no way reflect negatively on the employee making the report, however, a finding that the complaint was filed falsely will result in the offending employee being subject to disciplinary action.

C. BLOOD BORNE PATHOGENS

Sheridan Community School Corporation provides a training video and training by a school nurse to each employee at the beginning of the school year or upon their employment in mid-year. The nurse has each employee sign a form upon completion of the training. The school corporation provides the necessary gloves, chemicals, and trash bag liners as necessary for

handling human bodily fluid waste. The school corporation also provides hepatitis shots at no cost. These shots may be arranged through the school nurse in each building. Should an employee believe they have been exposed to a blood borne pathogen, they should report immediately to the school nurse. If this is not possible due to shift time or location, the employee should flush the area thoroughly with soap and water and report the incident immediately to their supervisor. The incident should be treated as an accident for the purposes of reporting.

D. TOBACCO USE (Policy #4215)

Sheridan Community School Corporation maintains smoke free facilities. No employee will be allowed to use tobacco products in or on school property including vehicles during his/her hours of employment. An employee choosing to use tobacco products must leave school grounds entirely during their authorized break or mealtime. Any violation of this policy except as outlined below by staff shall be referred to the appropriate supervisor. One (1) written warning will be issued to the staff member with a copy placed in his/her personnel file. Further violations shall be considered insubordination and shall be dealt with accordingly, based on established policies and procedures for suspension and dismissal of staff.

E. INCLEMENT WEATHER

If school is canceled by the superintendent:

Year around employees (260 days) do report to work. If they cannot get to their assigned building, they should try to get to another building to be of assistance there. If localized conditions are so bad that they cannot get to school, the employee has a choice of being docked a day's pay or using a generic day to make up the day's pay. Should the superintendent order all employees to stay home, pay will be given with no generic day being charged.

School year employees (180+ days) do not report to work. They will make up the day when teachers and students make up the day or at the end of the year. Therefore, the number of days worked will remain the same and the number of days paid will remain the same.

If the county declares a SNOW EMERGENCY:

School year employees (180+ days) do not report to work. The day will be made up with students and teachers or at the end of the year.

Year around employees (260 days) are expected to report to school as "essential" employees. If the emergency is so severe that the county authorities do not consider them "essential" employees, they will be paid for the SNOW EMERGENCY days and generic days will not be charged. However, these employees are expected to call their supervisors to check in for whatever responsibilities may be assigned. Employees are expected to communicate with their supervisors so that the supervisor does not have to find them.

If localized conditions keep an employee at home when school is in session, the employee will be charged a generic day if they want to be paid for that day. The employee may opt to be docked a day's pay for each day missed. Should an employee be out of generic days, they will be docked a day's pay.

If an employee lives in **another county** and that county experiences a SNOW EMERGENCY, the employee is expected to get to work. If the employee's home county does not allow for them to be on the road as an "essential" employee, the employee must use a generic day to be paid for the day missed or be docked for the day missed.

**SHERIDAN COMMUNITY SCHOOL CORPORATION
CHAIN OF COMMAND**

- A. KITCHEN PERSONNEL** - Cafeteria Manager
- B. SECRETARIAL STAFF** - Building Principals
- C. TEACHING ASSISTANTS** - Building Principals

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.



**Sheridan Community Schools
509 E. Fourth Street
Sheridan, Indiana 46069**

RECEIPT OF 2009-2010 SUPPORT STAFF HANDBOOK

The undersigned hereby acknowledges that he/she has received a Sheridan Community School Handbook.

Employee Signature

Printed

Date