



Muncie Community Schools
2501 N. Oakwood Avenue
Muncie, IN 47304

EMPLOYEE HANDBOOK SUPPORT STAFF

INCLUDING 29 ½ HOUR EMPLOYEES HIRED AFTER JULY 31, 2015

Approved by the Board of School Trustees - October 27, 2015

An Equal Opportunity Employer

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Welcome to Muncie Community Schools:

This Support Staff Manual has been prepared for all support personnel of Muncie Community Schools. Our Board of School Trustees is convinced it is important for every employee to know, in as much detail as possible, the personnel policies and practices for support staff personnel within our school district. I urge you to become familiar with the contents of this Handbook.

I am proud of the Muncie Community Schools and I am proud of our employees. I firmly believe problems are solved through dialogue with your immediate supervisor. Keep in mind you are always free to talk to me, to my administrative staff, any principal, administrator, director, or supervisor at any time. In most cases, you will be referred for an initial discussion with your immediate supervisor for problems and/or concerns.

We have set high standards for you and for every employee of our school district. These are necessary as we all go about educating the children entrusted to us. At the same time, we are committed to providing you with challenge, recognition, appropriate compensation and benefits to help you reach your goals and objectives, as well as the goals of the Muncie Community Schools. Working together, we can make a good school system into a great school system.

Sincerely,
Superintendent of Schools

I. THE ORGANIZATION

Mission

The mission of the Muncie Community Schools is to provide a quality educational environment that allows every student to maximize his or her potential and, upon graduation, possess the basic skills necessary to be a positive, productive, contributing member of society.

Corporation Organization

The School Corporation is governed by an elected Board of School Trustees, who, in turn, appoints a Superintendent. It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the Corporation. Maintenance of an efficient, skilled operational staff is essential to the effective performance of the system. If you have any questions concerning how your job relates to your school or building assignment, discuss them with your immediate supervisor.

II. EMPLOYMENT PRACTICES

Equal Employment Opportunity

The Board of School Trustees complies with all federal, state and local laws and regulations prohibiting discrimination. No employee or candidate for employment shall, on the basis of race, creed, color, sex, religion, national or ethnic origin, age, marital status, disability or status as a disabled veteran or Vietnam era veteran, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any term or condition of employment with the Muncie Community Schools.

The Superintendent shall appoint a compliance officer whose responsibility is to ensure that the Corporation complies with all federal, state and local anti-discrimination laws and regulations and that any complaints of unlawful discrimination are dealt with promptly. The compliance officer is also responsible for external and internal dissemination of the Corporation's anti-discrimination policies and provides employee training on these policies.

Exempt and Non-Exempt Defined

All employees of Muncie Community Schools, regardless of whether or not they work full or part-time, or are a regular, temporary or special projects employee, are classified as "exempt" or "not-exempt" as defined in the Fair Labor Standards Act. "Exempt" employees are those who are paid a salary and whose jobs are considered

professional, executive or administrative. “Non-exempt” are all other employees who are typically paid hourly rates. Non-exempt employees are eligible to receive overtime pay for time worked in excess of forty (40) hours in a work week.

Employment Classifications

- Full-time: Persons who regularly work 30 or more hours a week.
- Part-time: Persons who regularly work less than 30 hours per week.
- Regular: Persons not classified as Temporary or Special Projects.
- Temporary: Persons hired for a brief period of time to fill in on a temporary basis.
- Special Projects: Persons hired for a defined special project only, usually under a special grant.

Therefore, you may be a full-time regular employee, a part-time regular employee, a part-time temporary employee, etc.

Hours of Work

Business hours at the Anthony Administration Building are 7:30 a.m. to 4 p.m. Individual schools may have varying “official business” hours as determined by the Superintendent. Therefore, programs and classes may have different hours among buildings. Business may be conducted before and after these hours.

Your working hours will be determined by your supervisor based on your job and its responsibilities and the overall work requirements of the corporation and your building. The normal work week for full-time employees is 30 to 40 hours per week depending on your job. Exempt employees work a minimum of 40 hours per week. Each of us is expected to report to work regularly and promptly each day. Muncie Community Schools may change normal work schedules as circumstances dictate.

Orientation

It is Muncie Community Schools’ intent to provide a suitable, timely orientation for new employees. However, the orientation period for new employees or for employees who have assumed new job responsibilities will vary depending on the nature of the job. New employees will receive a written copy of job responsibilities and this Employee Handbook, including a sign-off sheet indicating each has received the handbook. Orientation includes, but is not limited to, information about: the Employee Handbook, general job responsibilities, any applicable benefits and information about the corporation.

From time to time, orientation may be provided for current employees to alert you to any changes in matters normally covered in new employee orientation.

Personnel Records

A confidential personnel file is maintained for every employee. Your record will include your current home address and a telephone number where you can be reached. Your file may include the following:

- Job application and resume (if requested)
- Wage/salary information
- Job responsibilities and performance reviews
- Changes in employment status
- Acts of commendation
- Corrective or disciplinary actions
- Federal and state tax information
- Record of training and professional development (if provided or required by Muncie Community Schools)
- Termination information including an exit interview form

Personnel files may not be removed from our office where they are regularly maintained. If you wish to review your personnel file, you may do so by contacting your immediate supervisor or the Human Resources Director. Either will arrange for you to review it with the Human Resources Director. You may have a copy of any document in your personnel file at your expense for copying.

Employee records are extremely confidential and normally Muncie Community Schools does not knowingly respond to any inquiry about your employment for credit purposes without your WRITTEN PERMISSION to do so, or unless we receive a valid court order to do so. If your employment with Muncie Community Schools ends, we will only provide dates of employment, position(s) held, and rate of pay for credit purposes regardless of whether we have provided written permission to do so.

Pre-Employment Testing and Screening

Depending on several circumstances including the nature of the job for which an individual may apply, the skills associated with certain jobs, whether or not the person in the job may be involved in handling money or financial records, an applicant's previous employment, or other reasons, Muncie Community Schools may conduct certain tests or checks including, but not limited to:

- Previous employment
- Measuring specific job skills or abilities
- Record of convictions
- Eligibility for bonding

Muncie Community Schools require all final candidates for CDL driver positions to be tested for the presence of illegal substances and drugs for which the candidate does not have a prescription. (Employment offers for CDL driver positions are contingent upon negative test results.) Muncie Community Schools may also screen any other job applicant for presence of illegal substances and drugs for which the applicant does not have a prescription. If a drug screen is required of an applicant, employment is contingent upon negative test results.

Responsibility for Hiring

The Board of School Trustees hires the Superintendent who is responsible for recommending the hiring of all Support Staff of Muncie Community Schools. The Superintendent may appoint a designee. Recommendations for hiring may be made by other Directors and Administrators.

Filling Open Positions and Advancement

Muncie Community Schools intend to post all job openings in our schools and at the Anthony Administration Building. If you would like to be considered for an open position, you should submit a completed transfer form to the Human Resources Office. Whenever practical and when in the best interest of Muncie Community Schools, present employees who are the most qualified will be given first consideration for vacancies or promotions. Promotion is not based solely on seniority.

Transfers and Promotions

A transfer is an assignment to a job which is classified at the same pay grade as the job currently held by an employee and generally involves no change in pay. A promotion is an assignment to a job which is classified at a higher pay grade than the job currently held by an employee and generally does involve a change in pay status. Muncie Community Schools may transfer employees from one job to another in order to meet the organizational needs.

Outside Employment or Compensation

We expect that your responsibilities with Muncie Community Schools will take priority over any outside employment or consulting activity. Work scheduled, required travel and other commitments of your job at Muncie Community Schools may not be rearranged to accommodate any outside employment related activity. Whether you work full-time or part-time, your position with Muncie Community Schools may be jeopardized if any outside employment has a negative impact on your performance at Muncie Community Schools.

If you are compensated with a stipend, honorarium, or consulting fee for any work or speaking engagement you perform in the name of Muncie Community Schools or during regular Muncie Community Schools business hours, such monies are to be forwarded immediately to the Business Office. If you plan to accept outside professional employment (even during approved leave), you should first obtain written approval from the Superintendent to ensure that no conflict of interest exists. If you are in doubt whether a particular activity is appropriate or might constitute a conflict of interest, you should consult with the Superintendent or Human Resources Director prior to making a commitment.

Professional Conduct and Appearance

While you are engaged in performing work for Muncie Community Schools, we expect you to conduct yourself in a professional and business-like manner when interacting with each other, students and other persons who are engaged in a business or professional relationship with Muncie Community Schools. You are expected to dress appropriately for your work assignment. This includes wearing clothes that are clean, in good taste and present a neat appearance. No article of clothing or jewelry which is a safety hazard or considered to be disruptive to the workplace will be permitted. There may be specific guidelines for your department; please check with your supervisor.

If your supervisor believes that your attire is inappropriate, you may be sent home to change into more appropriate attire. Food Service and Custodial/Maintenance employees are required to wear the uniforms prescribed by their respective departments. ID badges are provided by the Muncie Community Schools as a safety precaution. These should be worn conspicuously during the work day.

Job Performance

At least once a year, you and your supervisor will review your performance and discuss your performance expectations for the future. This is a joint process in which you and your supervisor need to contribute. If you are a new employee, your supervisor will meet with you at reasonable periods to discuss how well you are learning your job and becoming a part of the organization.

Travel

You may be required to travel on Muncie Community Schools' related business if so requested by your supervisor. In such case, acquaint yourself with Muncie Community Schools' travel policies (8600, 8640, 8651 and 8660).

Conflict of Interest

Muncie Community Schools' Policy 4120 concerning conflict of interest of Muncie Community Schools' employees, as a general guideline, is to follow the Indiana Ethics Commission laws regarding state employees, unless there is a specific law concerning conflict of interest regarding public school employees. In addition, state law prohibits you or any member of your immediate family from accepting "kickbacks" on purchases made by Muncie Community Schools.

In general, these laws cover situations concerning gifts, honoraria, meals, etc., and in general situations where a conflict of interest or an appearance thereof could arise. (Refer to the section on "Gifts and Gratuities" in the Employee Relations section of this Handbook).

If you are uncertain about these matters, please contact your supervisor, the Human Resources Director, or the Superintendent for guidance.

Termination of Employment

We recognize the value of retaining experienced employees and the high cost resulting from frequent turnover. Therefore, we try to minimize the need for, and incidence of, termination of employees either voluntarily or involuntarily. You may resign at any time and the employment of any person may be terminated at any time without cause or advance notice.

1. **Voluntary Termination:** You may resign at any time by notifying your immediate supervisor in writing. We do ask that if you are an exempt employee, you give us a least four (4) weeks notice, and if you are non-exempt, you give at least two (2) weeks notice. You will receive payment for your earned, but unused vacation with your final paycheck.
2. **Involuntary Termination:**
 - a. **Unsatisfactory Performance and Poor Attendance:** Your employment may be terminated involuntarily for continued unsatisfactory performance.
 - b. **Unacceptable Behavior:** There are several behaviors which are totally unacceptable for Muncie Community Schools' employees. They are identified and discussed in Section III.
 - c. **Repeated Problems:** If you receive written corrective action of any type more than once in any twelve (12) month period of time, you may be terminated without further warning or advanced notice.

Refer to Section III – Employee Relations/Corrective Action for discussion concerning unsatisfactory performance, poor performance or unacceptable behavior.

Muncie Community Schools may suspend you to investigate circumstances involved in unacceptable behavior. Depending on the outcome of the investigation, you may be terminated or reinstated. Reinstatement may be with or without pay for the period of suspension.

3. Reduction in Force (RIF): If Muncie Community Schools has to reduce its workforce, employees to be terminated will be given as much notice as possible. In the event of a RIF, we will consider length of service with the organization to the extent that we can maintain remaining work efficiently. If you are notified of your termination because of a RIF, you may choose to leave prior to your stated termination date without forfeiting entitlement to any earned benefits. IF you are terminated due to a RIF, you will be subject to recall.

Leaving Muncie Community Schools

When you leave employment with Muncie Community Schools, you will participate in the following activities:

1. Complete termination papers including your forwarding address for mailing tax forms. U.S. Postal Service authorities will not forward annual tax information.
2. Receive information about your insurance and your rights concerning continued participation in our health insurance plan.
3. Return any Muncie Community Schools' property such as keys, uniforms, or any equipment issued to you or in your possession.

Exit Interview

At the time your employment with Muncie Community Schools ends, you will be issued an exit conference form summarizing any benefits you may be entitled. You may request a personal exit interview by contacting the business office.

III. EMPLOYEE RELATIONS

People are our most important asset. Without good employees, Muncie Community Schools cannot produce the quality and quantity of educational services which our community has come to expect. Therefore, we work very hard to employ people who care about our children and parents, the corporation and their co-workers and who want to work as part of a team to achieve our Mission. We want to provide a place for you to work where you can expect to be treated honestly and fairly and where you can also feel free to discuss with your supervisor or any other manager your concerns and suggestions.

Communication

Good communication is a critical key to individual and organizational success. If you have any questions about your work or if you are experiencing any job-related problems, you should talk to your immediate supervisor about it at once. It is your supervisor's responsibility to listen to you and help you with job-related matters.

If you have a question or concern about any of our policies or practices or if you may be having a problem with your supervisor, you can talk freely with your supervisor and then follow the chain of command protocol. If that problem or concern is related to your immediate supervisor, we will work with you to get your supervisor involved in this process.

Employment of Relatives/Conflict of Interest

Although Muncie Community Schools does not have a prohibition against employing relatives, under no circumstances may any Muncie Community Schools' employee be supervised (directly or indirectly) by a member of his or her immediate family. If two employees marry or choose to live together in a common law or other close relationship, they may continue to work at Muncie Community Schools if their relationship does not result in one supervising the other. If such supervisory relationship does result, Muncie Community Schools will attempt to work out with the affected employees an alternative assignment. If no alternative assignment is possible, the two affected employees will determine which one will continue to work at Muncie Community Schools.

Sexual Harassment and Other Forms of Unlawful Harassment

It is the policy of the Muncie Community Schools to maintain a working and learning environment that is free from unlawful harassment of any kind including harassment on the basis of race, creed, color, sex, religion, national or ethnic origin, age, disability, or status as a disabled veteran or Vietnam era veteran. Unlawful harassment of any employee by another Corporation employee is strictly prohibited. Similarly, the Corporation will not tolerate harassment of its employees by a third party. All

employees are encouraged to report any incident of unlawful harassment in which they are involved or have observed immediately to their building administrator, the Title IX Coordinator, or the Superintendent.

A. Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, nonverbal, or physical conduct of a sexual nature when made to an employee by another employee or other third party whenever:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual (i.e., hiring, firing, promotion, demotion, compensation, benefits, working conditions); or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or
4. The individual has indicated that such conduct is unwelcome by his or her conduct or verbal objections.

B. Examples of Sexual Harassment

Sexual harassment may include, but is not limited to, the following:

1. Verbal abuse of a sexual nature:
2. Unwelcome touching:
3. Pressure for sexual activity:
4. Suggesting or demanding sexual favors accompanied by implied or explicit threats concerning one's employment;
5. Continued or repeated sexual jokes, language, epithets, flirtation, advances or propositions;
6. Graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies including social life;

7. Sexually degrading or vulgar words to describe an individual;
8. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting or obscene comments or gestures;
9. The display of sexually suggestive objects, pictures, posters or cartoons;
10. Name calling, relating stories, gossip, comments or jokes that may be derogatory toward a particular sex;
11. The display of sexually suggestive graffiti;
12. Retaliation against an employee for complaining about such behavior;
13. Asking questions about sexual conduct or sexual orientation or preference; or,
14. Repeated remarks with sexual or demeaning implication.

All employees of the Muncie Community Schools are prohibited from having a dating or sexual relationship with any student enrolled in the Muncie Community Schools.

C. Other Unlawful Harassment

In providing a productive working environment, the Muncie Community Schools believes that its employees should be able to enjoy a working environment free from all forms of discrimination, including unlawful harassment on the basis of race, creed, color, sex, religion, national or ethnic origin, age, disability, or status as a disabled veteran or Vietnam era veteran. It is the policy of the Muncie Community Schools to provide an environment free from such unlawful harassment.

Prohibited unlawful harassment occurs when verbal or physical conduct demeaning or showing hostility toward an individual because of the individual's race, creed, color, sex, religion, national or ethnic origin, age disability, or status as a disabled veteran or Vietnam era veteran or that of the individual's relative, friends or associates creates or is intended to create an intimidating, hostile or offensive working environment, interferes or is intended to interfere with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Examples of such harassment include, but are not limited to:

1. Using or making reference to epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, creed, color, sex, religion, national or ethnic origin, age, disability, or status as a disabled veteran or Vietnam era veteran.
2. Publication or circulation of any written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, creed, color, sex, religion, national or ethnic origin, age disability, or status as a disabled veteran or Vietnam era veteran and that is placed on walls, bulletin boards, or elsewhere on Muncie Community Schools' premises or circulated in the workplace.

D. Complaint Procedure

If an employee believes he or she has been the victim of unlawful harassment (including sexual harassment) or if an employee has questions or concerns about this issue, the employee should seek the help of another staff member, a counselor, his or her immediate supervisor, one of the building administrators or the Title IX Coordinator. The employee may make a written complaint to a building administrator or the Title IX Coordinator of the School Corporation. An employee always has the option of reporting the conduct directly to the Superintendent of the School Corporation if he or she prefers.

All allegations of unlawful harassment, written or verbal, will be treated seriously. The Corporation will immediately conduct a thorough, timely and impartial investigation. Upon the conclusion of its investigation, the Corporation will advise the involved parties of the allegations, its findings, and any steps taken to prevent further occurrences.

E. Confidentiality

The right of confidentiality, both of the employee and the accused, will be respected consistent with the Muncie Community Schools' legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. However, the identity of an employee complaining of unlawful harassment, including sexual harassment, may be revealed to those individuals who have a need to know, which may include, but is not limited to the investigator, the harasser(s), retaliator(s) or any witnesses.

F. Sanctions for Misconduct

If an investigation into an employee's conduct reveals that it is more likely than not that the conduct alleged occurred, the employee shall be subjected to prompt, appropriate remedial and/or disciplinary action which may include, but is not limited to, reassignment, suspensions, or discharge.

G. Retaliation

Retaliation is prohibited against any employee who brings charges of unlawful harassment or discrimination against any student or employee who assists in investigating such charges. Any employee bringing an unlawful harassment or discrimination complaint or any employee assisting in the investigation of such complaint will not be adversely affected in terms and conditions of the individual's employment nor discriminated against or unlawfully harassed or discharged because of the complaint.

H. False Reporting

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action up to and including termination of employment.

I. Administration of Policy

The School Corporation's administrators and other supervisors are responsible for the administration of this policy. Should any administrator or supervisor become aware of a violation of this policy, he or she is expected to take reasonable steps to prevent further harm and immediately report the conduct to the Title IX Coordinator. A prompt, thorough and impartial investigation will be conducted. Failure to report such conduct will be considered a violation of this policy and will subject the administrator or supervisor to disciplinary action up to and including discharge.

Gifts and Gratuities

Muncie Community Schools' employees may not accept gifts, gratuities, or favors, including discounts, loans, commissions, rebates or other compensation from individuals, companies or organizations doing business with or desiring to do business with Muncie Community Schools. Although the acceptance of nominal gifts is discouraged, gifts (with a value of \$25 or less), such as calendars, pens, coffee mugs, etc., may be accepted only if the gift, in neither fact nor appearance, may be deemed to affect your professional judgment and decision making.

Community Relations and Public Representation

In all community and public activities, your actions or statements may be interpreted as a reflection on Muncie Community Schools. It is Muncie Community Schools' hope that such reflections will always be positive.

There may be an occasion when Muncie Community Schools might receive unusual public or media attention or you may be contacted by a member of the media for information or an interview about Muncie Community Schools. In such a case, only the Superintendent or an appointed designee is authorized to discuss with any member of the media or an elected body (other than the School Board) matters related to the policies, practices, or activities of Muncie Community Schools, or to assume the role of official spokesperson for Muncie Community Schools.

Use of Muncie Community School Property and Materials

All Muncie Community Schools' property, including the building, equipment, vehicles, office supplies and materials, are intended for Muncie Community Schools' business use only. These things include, but are not limited to, stationery, office supplies, postage and stamps, telephones, fax machines, copiers, typewriters, computers, tools, and other vehicles and equipment. If you are uncertain whether a use is personal, contact your supervisor whose advance permission is required.

Equipment being taken off the premises for Muncie Community Schools' business use (e.g., for a conference booth or a demonstration session) must be signed out by your supervisor who is responsible for the prompt return of the equipment.

Our telephones are our primary communications mechanism with the public. We discourage the use of telephones for personal use and request that personal calls be for emergency purposes only. Please refer to the Technology Privacy Policy 7540.01 for further direction on e-mail, etc.

Personal Items on Muncie Community Schools' Premises

Muncie Community Schools' policy is that offices are also part of Muncie Community Schools' public space and must comply with the intent of civil rights law and not offend anyone by virtue of his/her race, religion, sex, national origin, ancestry, etc. Personal items should not demonstrate a particular political persuasion or party. Muncie Community Schools will request that inappropriate items be removed from the premises. Muncie Community Schools does not accept responsibility for loss of or damage to personal property.

Official Closings

When conditions require consideration of the closing or delay of school(s), the Supervisor of Facilities will consult with the Superintendent who will have the responsibility for making the decision.

Delays will be for one (1) or two (2) hours.

One (1) hour delay: Cancel Creative Child Care (a.m.)
All other students and staff report one hour late

Two (2) hour delay: Cancel Creative Child Care (a.m.)
Cancel Special Education Pre-School (a.m.)

During a delay of one (1) or two (2) hours, only essential personnel as listed below are to report to work:

All Service Center Staff
First Shift Custodians
Receptionist-Administration Building
First Shift Food Service Employees

Essential personnel reporting during a delay will be granted an equal amount of benefit time (1 or 2 hours) to be used with permission of their immediate supervisor.

If a decision is made to close or delay school(s), the Superintendent will contact the Board of School Trustees and his central office staff who will in turn notify appropriate administrative and support staff.

In case of the absence of the Superintendent, the Supervisor of Facilities will make the decision after consultation with the Chief Financial Officer and Chief Academic Officer.

The decisions to close or delay school(s) for emergencies will also apply to evening classes and programs unless an exception is approved by the Superintendent or his designee. ALL twelve (12) month administrative personnel will report to work.

Students, Parents, Vendors and Guests

We expect students, parents, vendors and guests to be treated courteously and with the same respect that you give to your co-workers. If you have any concerns or problems with any of these persons, please discuss that concern or problem with your supervisor immediately.

Bulletin Boards, Signs and Postings

There are bulletin boards throughout our buildings. They are intended for identifying official notices, items of general interest, and for the posting of announcements required by a governmental body, etc. Our bulletin boards may not be used for individual employee purposes and interests such as outside organizational announcements. If you have an item which may be of interest to all employees, please discuss it with the building administrator who will determine whether or not your requested use of the bulletin board meets these guidelines.

Breaks and Break Room

All of our buildings contain some type of "break" area for employee use.

Everyone is expected to pitch in to keep such rooms clean, including the refrigerator and tables. Please follow the posted rules for maintaining this common convenience area.

Lunch periods, which are all unpaid, may vary in length depending on the job function or work area. Your supervisor will advise you of the length of your regular lunch break.

Lunch, or any other meal, is to be eaten in a common area or a break room (if one is provided) for health purposes. Breaks must be taken at that day's work site.

The lunch period may not be shortened in order to shorten length of the workday unless special arrangements have been made with your supervisor to address a specific short-term situation.

Lobbying and Political Activity

Muncie Community Schools does not engage in any direct lobbying activities. Only Muncie Community Schools' personnel who are so authorized by the Superintendent may engage in persuasive conversations with any member of any elected body. However, we understand that our employees may have diverse opinions and interest in civic and legislative issues and in political candidates. We do not intend to interfere in any respect with your exercise of all your individual rights as long as you do so outside of your scheduled work hours and outside Muncie Community Schools' property. Furthermore, your personal exercise of political rights should not be done in a manner so as to give the impression that you are speaking or acting on behalf of Muncie Community Schools.

Solicitations and Distribution

Muncie Community Schools' employees may not distribute literature to or solicit information or resources from co-workers at any time that either person is being compensated by Muncie Community Schools.

Persons not employed by Muncie Community Schools are prohibited at all times from distributing literature to employees or soliciting information or resources from employees during hours when an employee is working.

The superintendent may waive this solicitation and distribution policy under appropriate circumstances.

Corrective Action

Unsatisfactory Performance: If you are having difficulty performing your job in at least a satisfactory manner, your supervisor will advise you of such and will inform you of steps to take to improve. The purpose of this work review is to help you identify what action you must take to improve your performance. If you continue to perform at an unsatisfactory level, you may be terminated. Normally, the following steps in coaching and progressive corrective action will be followed:

1. Verbal reprimand
2. Written reprimand
3. Suspension (paid or unpaid depending upon the situation)
4. Termination

There may be instances when the severity and impact of unacceptable job performance causes serious financial losses to or other problems for Muncie Community Schools. In such cases, one or more of these steps may be bypassed. If this happens, the severity of the loss or problem, your performance and work record, and your length of service with Muncie Community Schools will be considered before corrective action, including discharge is taken.

Attendance: Repeated absences from work and tardiness may result in the same progressive corrective action as for unsatisfactory performance.

Unacceptable Behavior: You may be terminated without advance notice for unacceptable behavior. Unacceptable behavior is generally defined as serious misconduct. It includes, but is not limited to:

- Theft or other dishonesty
- Physical violence (or threats of such)
- Harassment
- Conviction of or arrest for a serious misdemeanor or felony crime
- Threats to anyone associated with Muncie Community Schools or the services Muncie Community Schools provides
- Use of tobacco or tobacco products in unauthorized areas
- Violation of the drug-free workplace policy
- Coming to work while under the influence of alcohol or consuming alcohol at work or during the workday

- Committing unsafe acts
- Repeated behavior that is disruptive to the work of other employees
- Carrying or storing a weapon on Muncie Community Schools' property
- Gambling during work hours
- Unauthorized use or misappropriation of Muncie Community Schools' property, materials and equipment
- Other violations of Muncie Community Schools' policy which may warrant immediate termination

Repeated Problems: If you receive written corrective action of any type more than once in any 12-month period, you may be terminated without further warning or advance notice.

In all cases, Muncie Community Schools may suspend you without pay to investigate circumstances involving unacceptable behavior or repeated problems. Depending on the outcome of the investigation, you may be terminated or reinstated. Reinstatement may be with or without pay during the period of suspension.

Termination for Falsification of Records: Muncie Community Schools may terminate any employee who falsifies any Muncie Community Schools record or report including, but not limited to, time records and an employment application regardless of the date of discovery. Muncie Community Schools may suspend you without pay to investigate circumstances involving a violation of this rule.

Termination of Designated Drivers for Positive Drug or Alcohol Test: Any CDL driver who tests positive under the state-mandated CDL drug and alcohol testing program may request a split-specimen test (at the driver's expense). If the split-specimen test also results in a positive reading, the driver's employment will be terminated immediately.

Complaint and Appeal Procedure

If you have a question or concern about any of our policies or practices or if you may be having a problem with your supervisor, you can talk freely with your supervisor and then follow the chain of command protocol. If that problem or concern is related to your immediate supervisor, we will work with you to get your supervisor involved in this process.

However, if necessary, you may use Muncie Community Schools' Complaint and Appeal Procedure to formally appeal complaints, corrective action, or termination. You may appeal the application of any policy, but not the policy itself. (Of course, you can express your opinion about a policy any time you wish.) This procedure is intended to assure fairness and equitable treatment of all employees. It is not intended to be a frivolous exercise or to be used without careful thought. Since it is important that all of

us work together to resolve differences, you are encouraged to use the Complaint and Appeal Procedure as a last resort.

What May Be Appealed

1. The application of any policy, but not the policy itself. Opinions regarding the policy may always be expressed to any member of management.
2. Suspension and/or termination of employment.

Who May Appeal

All regular support staff employees may use the Complaint and Appeal Procedure.

Responsibilities

It is in the best interest of Muncie Community Schools and its employees to have a Complaint and Appeal Process which is fair to all. The success of the process depends on the professional manner in which all participants in the process carry out the process. **MUNCIE COMMUNITY SCHOOLS WILL NOT PERMIT ANY RETALIATORY ACTION TOWARD ANY EMPLOYEE WHO INITIATES A COMPLAINT OR APPEAL ACTION.**

Time Frames

The time frames identified for the appeal process should be followed in order to resolve a situation as quickly as possible. However, if an individual is not readily available because of scheduled vacation, sickness, out of the office for business reasons, etc. and/or additional time is needed to collect information relevant to the appeal, more time can be made available for the process. The Human Resources Director approves and communicates all time frame changes to all appropriate parties.

Role of the Human Resources Director

The Human Resources Director administers the Appeal Procedure, assumes of the role of facilitator and advisor, and ensures that all information concerning appeals and appeal decisions are treated confidentially. You and the supervisor involved in the appeal will be notified of each decision reached during an appeal process.

IV. COMPENSATION WITH MUNCIE COMMUNITY SCHOOLS

Philosophy

The overall compensation philosophy of Muncie Community Schools is based on the recognition that its employees are its most important organizational asset. Muncie Community Schools provides a compensation package which currently includes wages and benefits. Within its available resources, Muncie Community Schools attempts to offer a total compensation package that is competitive with other non-profit and governmental organizations in Delaware County.

Our current wage structures are based primarily on two factors. For jobs that can be filled from the Muncie community, we compare our jobs to similar positions in the Central Indiana area and structure our pay ranges slightly below the Central Indiana average. For jobs which cannot be filled from the Muncie community, we attempt to achieve competitive pay to positions requiring comparable skills and experience in other organizations predominantly in the Central Indiana area.

Currently, Muncie Community Schools is able to provide you with benefits for vacation (12-month employees) and sickness, and assistance in meeting the financial burden of disability, medical problems, and retirement.

We cannot guarantee that our past, current, or future benefits will partially or fully meet all of your needs. We have selected benefit providers that appear, on the basis of information available to us, to be sound organizations. However, there can be no guarantee of their performance with respect to any specific situation.

Payroll

Frequency

Muncie Community Schools' employees are paid the 5th and 20th of each month. If the normal pay date falls on a holiday, you will be paid on the last work day before the holiday. However, there may be situations which may result in our inability to meet the normal pay schedule. Muncie Community Schools' work week is from 12:01 a.m. Monday through midnight the following Sunday. Your earnings will not be distributed to any other person unless we have your written permission to do so.

Deductions

From each payroll we will make all deductions required by federal, state, and local law, including federal and state income taxes and Social Security taxes, and any other required county or city tax. Court-ordered payments will also be withheld in accordance with state and federal law.

Errors

If the amount of your pay (gross or net) appears to be in error, notify the Chief Financial Officer or the Director of Human Resources immediately. If an error has occurred in your pay, you will be held responsible for reimbursing Muncie Community Schools for any accidental overpayment made to you. If we have made an error not in your favor, we want to make sure we correct it promptly, so you get all of the pay to which you are entitled.

Advances

Muncie Community Schools does not make loans or payroll advances to employees.

Overtime and Overtime Pay

Due to the nature of our services and the need to be responsive to our students and parents, there will be times when overtime is required of some or all employees. If the nature of your job classifies you as a “non-exempt” employee, you must have the advance approval of your supervisor to work in excess of your regular work week. Non-exempt employees who work more than 40 hours in a week are eligible for overtime pay or compensatory time.

If you work more than 40 hours during any week period between 12:01 a.m. Monday through 12:00 p.m. (midnight) the following Sunday, overtime pay is at the rate of one and one-half times your normal hourly pay rate. Your supervisor may ask you to take time off during any week that you have or will work more than your regularly scheduled work day on any one day. Muncie Community Schools does not provide compensatory time for time worked in excess of your regular work week unless it is approved in advance.

Upon determination by the treasurer for the school corporation, “premium pay” equaling one-and-one-half times one’s hourly rate may be paid for work performed outside regular duties in excess of eight (8) hours within a twenty-four (24) hour period and/or in excess of forty (40) hours per week. However, if Muncie Community Schools required you to work on Saturday or Sunday in a week you were approved for vacation time or a holiday, that vacation or holiday time will count toward the 40 hours for overtime purposes.

Exempt employees are expected to perform all aspects of the job as required, including work scheduled outside normal business hours, without overtime or compensatory time.

Benefits

Most benefits for which you are eligible through Muncie Community Schools are actually a tax-exempt form of compensation. Under federal and state law, you are not taxed on the value of these benefits provided by the Muncie Community Schools, with few exceptions. On an average, your various benefits equal approximately 25-35% of your annual wages. Depending on various circumstances, Muncie Community Schools may change the benefits it offers, the benefit providers, or the proportion of the cost of benefits paid by Muncie Community Schools.

All the current benefits for which you may be eligible are described briefly for you on the following pages. Because you should have accurate information concerning this important subject, you should direct questions to the Human Resources Office or the Business Office. The Human Resources Director and the Chief Financial Officer are the only persons authorized to provide information about Muncie Community Schools' benefits.

All of these benefits are subject to modification, amendment, or termination at any time by Muncie Community Schools without notice. For specific details, be sure to read the information provided to you in plan documents which outline the extent of coverage and exclusions under each individual plan.

Health Care

Employees who are regularly scheduled to work at least 30+ hours per week are eligible to apply for enrollment in the group health insurance plan. Food Service is a self-funded program and the rules for eligibility are described in the benefits book. If you are eligible to participate in this plan, you will need to complete an application and apply for coverage within the first 30 calendar days of employment with Muncie Community Schools.

Although you may apply, Muncie Community Schools cannot guarantee that you or your dependents will be accepted by the carrier for insurance coverage.

If you are accepted by the carrier, Muncie Community Schools pays the majority of the cost of your individual coverage. If you apply to cover your dependents(s) under our plan and they are accepted by the carrier, you and the Muncie Community Schools share in the cost of the monthly premium for your dependents. This cost will be deducted from your pay.

The group health insurance plan is designated to pay the majority of the costs you may incur in the event of an illness, accident or hospitalization. The plan also includes some cost of prescription drugs. Our plan requires you to share in the cost of your medical coverage through a deductible and co-payment until you have reached a maximum of

out-of-pocket costs each year. In general, our plan ensures that major, catastrophic costs will be covered.

Life Insurance

If you regularly work 30+ or more hours per week, you may be eligible for coverage under our group life insurance plan on the first of the month after your date of hire. This benefit pays to your beneficiary \$50,000.00 in the event of your death while you are employed by Muncie Community Schools. For full-time employees, the cost for participating in this plan is \$1.00 per year.

Accidental Death and Dismemberment

If you regularly work 30+ or more hours a week you are eligible for coverage under this plan. If so, and while you work for Muncie Community Schools you lose one or more limbs/eyes, or if your death is caused from an accident, you or your beneficiary will be eligible for a benefit of up to \$50,000.00. The amount of the benefit is based on a schedule provided by the company which insures this benefit for Muncie Community Schools' employees. Upon enrollment, you also become eligible for this benefit on the first day of the month after your date of hire.

Income Continuation

Income continuation benefits are designed to provide income for you in the event of a personal sickness or injury extending over a long period of time.

Long Term Disability (LTD)

Muncie Community Schools offers additional continuation of income at the rate of 66 2/3% of your base pay at the time of disability. Eligibility for this benefit is determined by medical certification and the long term disability carrier. Benefits may be integrated with Social Security Disability and Public Employees Retirement Disability, but will still not exceed 66 2/3% of base pay at the time of disability.

Muncie Community Schools' employees who are regularly scheduled to work 30+ or more hours per week are eligible for coverage under this plan. There is a 180-day elimination period before benefits under this plan begin which means that you may be eligible for benefits on the 181st day of disability. Benefits under this plan are reduced after age 65.

If you elect to be covered under this plan and you are a full-time employee, your cost will be \$1.00 per year. Muncie Community Schools pays the balance of the cost of this benefit.

Sickness

If you are sick or disabled and unable to work, you may use one or more sick days if you wish to be compensated for the time you would have worked. If your inability to work extends for more than three (3) days, Muncie community Schools reserves the right to require you to provide a certificate of your illness or disability from a physician as well as subsequent update reports as to your expected return to work. If you are unable to return to work after three (3) months of disability, your employment with Muncie Community Schools will be evaluated.

Attendance and Tardiness

We do recognize that people get sick and that sometimes personal and family problems occur when we wish they would not. We try to be very understanding when sickness or family matters occur, but it is important that you realize that your ability to successfully perform your job on a regular basis is extremely important. If you are not at work, either someone else has to assume the responsibility for your work or the work does not get done. Neither of these situations contributes to a successful and productive organization.

If you know that you will be late for work, notify your supervisor of this prior to the start of your work day. If you are late, discuss with your supervisor the feasibility of making up the time. This may or may not be possible. Please see individual procedures for your department which must be followed.

If you are late for work or absent from work often, your supervisor will discuss this with you. Repeated and continued absences or tardiness may eventually result in termination. Your supervisor may require you to provide a physician's statement concerning your inability to work if you are absent for three (3) consecutive days. If you are absent for three (3) consecutive days and you do not contact us during this time, you may be terminated immediately.

Sick and Personal Days

These days may be used for personal business, personal sickness and medical appointments for you and your family members.

You may use sick and personal days in ½-day segments, if necessary. You also carry over unused sick and personal days from one year to the next to be used for extended sickness in the event you become disabled due to sickness or injury to a maximum of the length of your annual appointment.

Employees are not paid for unused sick or personal days either during employment or upon termination of employment. This does not include those employees who are

eligible for longevity benefits. Muncie Community Schools may request verification of any sickness by a certified health care provider.

All personal days must be requested in writing and approved in advance whenever possible by your supervisor.

For eligible (part-time employees working directly with students, i.e. special education aides, instructional aides, etc.) 29 ½ hour employees hired after July 31, 2015 eight (8) sick days will be allotted. No personal days or holidays will be given. The plan pays you a lump sum of \$40 for each unused accumulated sick day for any employee who has been employed by Muncie Community Schools for at least 10 years.. Food Service Employees' longevity benefits are based on the number of hours worked in a day. The schedule is contained in the benefits book.

Bereavement Leave

Five (5) consecutive working days within seven (7) calendar days of the funeral without loss of compensation shall be granted for each death in the immediate family within any given school year. "Immediate family" shall be interpreted to be spouse, child, sibling, parents or other relatives living in the same household with the employee. Additional descriptors of the above relationships shall not negate this benefit except for specific relationships in the next paragraph below.

Two (2) consecutive working days within three (3) calendar days of the funeral without loss of compensation shall be granted for the death of each grandparent, grandchild, aunt, uncle, niece or nephew of employee or spouse. Additional prefix/suffix descriptors of these relationships will not negate this benefit. Documentation of date of funeral and relationship to deceased may be requested.

Jury and Witness Duty

Muncie Community Schools will continue to pay employees at their regular rate of pay for the period of time for jury duty if you are scheduled to work and if you provide court documentation of your time in court, on jury call or on jury duty. Arrangements for this should be made with the Business Office. You will turn over to Muncie Community Schools all pay received from the court.

Notify your supervisor as soon as you receive a notice for jury duty. If you are scheduled to work overtime any day that you are also scheduled to be in court, you may be expected to return to work for your overtime assignments as soon as you are excused from the court.

Muncie Community Schools does not provide any pay for serving as a witness in any legal proceeding unless you are testifying on behalf of Muncie Community Schools. In

such case, you will continue to be paid your normal wages. If you are called to testify on behalf of another party, you will need to request in writing, in advance, personal time or unpaid leave if you wish to be paid or have authorized unpaid time away from work for such witness appearance.

Military Leave

If you are a regular employee and interrupt your employment with us in order to serve with the United States Armed Forces or the Indiana National Guard either on active or reserve training duty, you will be eligible for a military leave with all the rights of re-employment established under federal and Indiana law. Muncie Community Schools also complies with federal law in the event you are required to participate in annual training for your military reserve or National Guard obligation.

Please notify your supervisor of your scheduled annual training as soon as you learn of it so we can make adequate preparations for the time you will be away from work during regular work hours.

Unpaid Leave of Absence

Muncie Community Schools does not routinely grant unpaid leave of absence. However, there may be individual circumstances when an unpaid leave may be granted based on the length of the requested leave, your length of service, the level of your job performance, and organizational circumstances. Unpaid leaves of absence are requested in writing through your immediate supervisor as much in advance as possible and are approved only by the Superintendent (or a designated alternate) who will make the decision after consultation with the Human Resources Director and appropriate administrators. In an emergency situation, contact your supervisor or another supervisor as soon as practical then follow up with a written explanation of your reason for absence and a request for unpaid leave.

In general, an unpaid leave may not exceed 30 consecutive calendar days. You may apply for an extension which may or may not be granted. In all cases, you must use all of your vacation and leave with pay time first. If applicable, Muncie Community Schools will continue to pay its portion of your insurance and you must continue to pay yours for 30 calendar days. You will not accrue vacation or sick days during the 30 calendar days of unpaid leave. You are responsible for any fringe benefit costs which you want to maintain unless you have been approved for FMLA.

Family and Medical Leave

Muncie Community Schools makes family and medical leave available for all regular staff members who have one (1) year of total employment with Muncie Community Schools and have worked at least 1250 hours in the year before the start of any family

or medical leave in compliance with the Family and Medical Leave Act (FMLA) of 1993. In general, family and medical leave provides up to twelve (12) weeks of paid and unpaid leave during any 12-month period for any of the following reasons:

To care for your child after birth, adoption, or foster care placement for a period of up to one year after such birth or placement.

To care for your spouse, child, or parent who has a serious health condition.

For a serious health condition that makes you unable to work.

For purposes of the 12-week leave period, a new calendar year will begin on the date when you take any FMLA leave.

You must provide at least 30 days advance notice for the birth or adoption of a child or for planned medical treatment. In cases of medical emergencies, notice must be given as soon as possible, usually within one or two days, by you or a family member.

In cases where you request FMLA leave for your own serious illness or that of a spouse, child or parent, you must also provide Muncie Community Schools with a certificate of such condition from a health care provider within 15 days. Muncie Community Schools may require a second opinion from a physician selected by Muncie Community Schools at the schools' expense. If the second opinion differs from the first opinion, Muncie Community Schools may also require a third opinion at its expense.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. The Human Resources Director can identify for you the various conditions related to inpatient care or continuing treatment in accordance with the Family and Medical Leave Act of 1993.

In the case of leave to care for a seriously ill spouse, child or parent, or due to your own serious health condition, you may take leave intermittently (i.e., reduced number of working hours per day or per week) or on a modified or intermittent basis only when such leave is medically necessary as certified by your own health care provider or the health care provider of the ill family member. Otherwise, such leave is not permitted except at the sole discretion of Muncie Community Schools. If you take leave intermittently or on a modified or reduced leave schedule, you may be temporarily transferred to another position for which you are qualified in order to better accommodate that leave.

Muncie Community Schools may require periodic reports from you during FMLA leave regarding your status and your intent to return to work. Muncie Community Schools will also require a medical certificate from a health care provider to support your FMLA

leave request either to care for a seriously ill family member or for leave due to your own serious health condition. If you take FMLA leave for personal medical reasons, you must present a letter from your health care provider certifying that you are able to return to work.

When you return from FMLA in a timely manner, you will be assigned to your original position or an equivalent position with equivalent pay and benefits and with all other terms and conditions of employment unless your position is no longer available.

You will not be credited for service for sick, personal or vacation days for the next year for the time you are on FMLA leave if that leave extends beyond four weeks. Sick, personal and vacation days will be adjusted to reflect the time not worked after your return to work. You will not be eligible for holiday pay while on FMLA leave and you will not be granted a pay increase during the FMLA leave of absence.

If you are on FMLA leave for the birth or adoption of a child and you do not return to work at the end of the 12-week period, you will lose your rights to reinstatement and benefits. If you are on leave due to serious personal or family illness, you must be able to return to work after three (3) months of full-time absence or your employment will be evaluated. However, you may still qualify for benefits under the Long Term Disability Plan, COBRA, life insurance waiver, etc.

There are many guidelines for requesting and being approved for unpaid FMLA leave. If you think you will be requesting such leave, contact the Human Resources Office so the details can be made available to you. The Human Resources Office can also provide you with all necessary forms for requesting leave, receiving medical certification and being approved for the leave.

Vacation

Employees who work full-time on a 12-month basis are eligible for the following annual benefits:

0-5 years	10 vacation days
6-10 years	15 vacation days
Over 10 years	20 vacation days

Half (1/2) of your vacation days are available after six (6) months. Vacation days do not accrue during unpaid leaves of absence. These days must be used in ½-day or full-day increments.

Please request your vacations as far in advance as possible. Your supervisor's ability to approve vacation is based on work schedules and the number of people requesting vacations at the same time. If more than one person requests vacation for the same time, the person who requested the dates first will receive preference for the requested

time. The Superintendent may identify and “black out” periods during which no vacation days may be approved for the entire district or personnel in designated programs or buildings.

If a legal holiday recognized by Muncie Community Schools occurs during your scheduled vacation, it will not be counted as a vacation day.

Part-time employees and employees who work full-time for less than 12 months, but who change to full-time 12-month status will receive length of service credit for the accrued time worked as an equivalent to full-time 12-month for purposes of vacation eligibility. Full-time 12-month employees who change to part-time or less than 12 months will be paid for their vacation accrued as a full-time employee at the time they cease full-time 12 month work.

If you are employed under special grant funds, you may be required to use all vacation earned prior to the expiration of the grant.

If you become sick while on vacation, you will be expected to use the vacation days which were scheduled. Any request for use of sick days during vacation is discretionary.

Holidays

All eligible support personnel will be allowed the following holidays without loss of pay:

New Year’s Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

Twelve-month employees will also have:

July 4 th	Day before or after Christmas
Friday after Thanksgiving Day	

In addition, two unpaid holidays are observed: Martin Luther King, Jr. Day and Presidents’ Day.

The schedule for all holidays is determined annually by the Board of School Trustees and is posted in all buildings. You must be in pay status the day before a holiday to receive holiday pay. You will not be paid for holidays while on an approved unpaid leave of absence.

You may be provided a religious holiday with at least one (1) month advance written notice to the immediate supervisor. Accrued vacation time or a benefit day may be used for a religious holiday with pay or it may be taken without pay.

Section 125 “Cafeteria Plan”

Section 125 of the IRS code allows employees to pay for the costs related to the premiums on the employee’s group health, dental, vision, and life insurance plans on a voluntary pre-tax dollar basis. If you participate in this plan, costs for premiums will be handled through the normal payroll deductions from your pay.

In Indiana, these costs are exempt from federal, state, and FICA taxes. Because these monies do not have any FICA liability, they also are not credited toward an employee’s eventual Social Security retirement benefit.

If you are interested in participating in the Muncie Community Schools’ Section 125 Plan, contact the Business Office.

This applies to 30+ hour employees only.

Tax Deferred Accounts

Muncie Community Schools currently provides tax deferred 403(b) plans for eligible employees.

There are many plans from which to choose. You will need to contact the selected plan representative to enroll and to determine plan restrictions.

Longevity

Muncie Community Schools also provides a longevity benefit at the time of termination if you have been employed by Muncie Community Schools for at least 10 years at the time of termination. The plan pays you a lump sum of \$40 for each unused accumulated sick day. Food Service Employees’ longevity benefits are based on the number of hours worked in a day. The schedule is contained in the benefits book.

Staff Development

If Muncie Community Schools requires you to participate in work-related training or staff development programs, the cost of those programs is paid by Muncie Community Schools. Such staff development activities may be provided in-house or at an outside class, seminar, conference or workshop. Reimbursement may include payment for mileage, registration fees, and all other reasonable, necessary and documented out-of-pocket expenses.

Unemployment Compensation

Muncie Community Schools pays for Indiana and federal unemployment coverage for every employee. Unemployment benefits are designed to assist you in the event of termination because of reduction in force or inability to continue working due to a medical disability. All guidelines for payment of this benefit is controlled through the State of Indiana.

Worker's Compensation

Muncie Community Schools purchases insurance on all employees which provides for medical treatment and income assistance for you if it is determined that you have become injured or disabled because of a job-related injury or illness. The guidelines for medical treatment and income assistance are determined by regulations established by the Indiana General Assembly. Report immediately to your supervisor any job-related injury and complete a "Worker's Compensation First Report of Injury".

Refer to "In Case of Accident or Emergency" for further information. When an employee sustains an on-the-job injury, the injured employee may elect medical treatment at one of the following medical care sites.

U. S. HealthWorks

3911 West Clara Lane
8:00 a.m. – 7:00 p.m., M-F
8:00 a.m. – 6:00 p.m., Sat-Sun
765-288-8800
www.ushealthworks.com

IU Health Occupational Services

3813 South Madison Street
8:00 a.m. – 5:00 p.m., M-F
765-751-3300
www.mohci.com

IU Health Ball Memorial Emergency

2401 University Avenue
(for emergencies or after hours only)
765-747-3241
<http://iuhealth.org/ball-memorial/>

The injured employee's supervisor or school nurse will provide a "Medical Treatment Authorization" for the employee to take to the selected treatment facility for care. After this initial medical treatment, any additional extended care is arranged between the physician at the site selected above and the insurance carrier for the school district.

Indiana Insurance Company
350 East 96th Street
Indianapolis, IN 46240
(317) 581-6400 1-800-237-5489

As soon after the injury as possible (within 24 hours), the “Worker’s Compensation First Report of Injury”, State Form 34401, is to be delivered to the MCS Business Office. This “First Report” may be completed by the school nurse and/or anyone having responsibility for completing the report in your facility.

If the initial physician’s visit results in an unrestricted release to return to work, the injured employee is to report back to duty immediately. If and when the physician releases the injured employee to return to alternate light duty or restricted duty, the injured employee is to report as follows:

Custodial/Maintenance to Service Center (Supervisor of Facilities)
Food Services to Food Services Office (Food Service Director)
All others to Immediate Supervisor/Building Administrator

in order to receive a short-term, temporary, alternate duty assignment unless the employee elects to use any available benefit days (sick, personal, vacation). Fulfilling an alternate duty assignment will assure full daily pay for the injured employee during the recovery period.

If the attending physician determines that the injured employee is not capable of returning to work for an extended period, the injured employee will be granted up to five (5) days of Worker’s Compensation sick leave during which she/he will receive full compensation. After this five (5) day period, the MCS insurance carrier will provide lost time compensation (2/3 pay) directly to the injured employee. The injured employee who has not been approved for alternate duty or for return to work may elect to use any available benefit days (sick, personal, vacation) during this period in order to assure full pay during the lost time period. Use of benefit days is obviously not an option for injured employees without any accumulated benefit days.

If an injured employee who is not authorized to return to alternative duty or full duty elects to use available benefit days to maintain full pay, the injured employee is also entitled to retain any lost time pay issued by the insurance carrier for the time period in question.

*Short-term, alternate duty assignments are temporary in nature and will require weekly status reports from the treating physician. Restricted, alternate duty will be provided for up to twenty (20) work days after which time the injured employee’s immediate supervisor will have a direct consultation with the treating physician.

Social Security

All Muncie Community Schools’ employees are covered by the Federal Insurance Contributions Act (FICA) which is designed to provide retirement income and healthcare after an age defined by federal law. This is commonly referred to as Social Security and

it is paid for equally by Muncie Community Schools and you. The Congress of the United States determines how much money must be contributed for you (by Muncie Community Schools) and by you every year. Muncie Community Schools is required to deduct your contribution from your earnings. That deduction and Muncie Community Schools' contribution are forwarded to the Internal Revenue Service for deposit into your account.

Medicare Contribution

Part of the above contribution to FICA is designated by the federal government to pay for your healthcare benefits through Medicare after you become eligible.

Continuation of Benefits

If you participate in Muncie Community Schools' group health insurance plan and your employment is terminated with Muncie Community Schools for reasons other than gross misconduct, you may continue to participate in Muncie Community Schools' group health insurance plan for a defined period of time. In addition, your spouse or other dependents may continue to participate in the health insurance plan for a defined period of time in the event of a divorce or legal separation, your death, or a minor child reaching the maximum age for coverage. If you or your dependents qualify under such cases, you/they may continue in the plan for a period of time defined by federal law and at your expense, which will not exceed Muncie Community Schools' cost plus 2%. This federally-mandated continuation right applies only to group medical insurance.

You may also convert your life insurance at your own expense.

You may obtain a full description of the provisions of continuation of benefits from the Business Office at the time of the exit interview.

Change of Marital or Dependent Status or Beneficiary

Please notify the Payroll Department when you have any change of address so your tax forms and other required documents can be mailed to your current address. In addition, if you have other changes in status, such a marital status or the number of your dependents, that will or might affect your tax status or your benefit plans, the Business Office can assist you. Also, you may want to review from time to time whether or not you want to change the beneficiary for any of your benefits. New dependents cannot be added to dependent health coverage if you do not notify us of the change.

V. HEALTH, SAFETY AND SECURITY

Workplace health and safety – even in an office and school environment – is everyone’s business and responsibility. All of us at Muncie Community Schools are committed to maintaining a safe, clean and healthy work environment. We expect everyone to share in this commitment. Specific safety matters that may pertain to your work area will be discussed with you by your supervisor. It is your responsibility to report any unsafe or potentially unsafe situation or condition to your supervisor.

ACCIDENTS ARE NOT INEVITABLE. YOU CAN PREVENT THEM. YOUR OWN SAFETY ATTITUDE IS YOUR BEST PERSONAL PROTECTION.

Drugs and Alcohol

Alcoholism and drug addiction are medical problems and it is Muncie Community Schools’ policy that they should be treated as such. If you are suffering from alcoholism or drug addiction, or if you think you may be having problems relating to the use of drugs or alcohol, we encourage you to seek treatment. If such treatment requires you to be away from work for a period of recovery, your condition will be treated as any other medical condition. A future incident, however, could result in termination.

Muncie Community Schools’ administrators and the School Board are committed to a drug-free and alcohol-free workplace and the Board has adopted a policy that our workplace will be free from alcohol and illegal or controlled substances. Our primary goal is to ensure that substance abuse is non-existent at Muncie Community Schools and that we provide a safe, healthful, productive and secure learning and working environment.

Muncie Community Schools prohibits the unlawful manufacture, distribution, dispensing (or attempt to manufacture, distribute or dispense), possession, or use of a controlled substance (which includes, but is not limited to marijuana, cocaine, heroin, amphetamines and depressants) in buildings we own or rent, on our property, or in the course of your work. Violations of this policy will be dealt with promptly in accordance with Muncie Community Schools’ corrective action procedures discussed earlier in this Handbook. This action may include immediate termination even for the first offense.

If you possess or consume alcohol at work (or in the course of your work) or engage in any work for Muncie Community Schools under the influence of an intoxicating beverage, you may be discharged immediately. The same is true if you knowingly or intentionally possess alcohol with intent to deliver (or deliver) it while you are officially representing Muncie Community Schools.

Adherence to this policy is a condition of employment. If you need any explanation of what this policy means, if you would like information about the dangers of drug abuse or

alcohol abuse, or if you desire assistance in locating a substance abuse treatment center, contact the Human Resources Director. Participation in any treatment program will not jeopardize your future employment or advancement, nor will it protect you from corrective action from substandard job performance or rule infractions due to your continued use of alcohol or other drugs.

We reserve the right to test you for being at work under the influence of alcohol or a controlled substance if your behavior or performance may indicate such influence. However, beginning January 1, 1996, all designated drivers must participate in the state-mandated CDL drug and alcohol-testing program.

If Muncie Community Schools chooses to continue your employment after any violation of this drug and alcohol policy, you may be required to satisfactorily complete a substance abuse rehabilitation program or be discharged from employment. Muncie Community Schools may require you to undergo random testing to continue your employment. Such testing may be at your expense. Continued illegal drug use will not be tolerated.

Medical Conditions

If you have a medical condition which might require emergency treatment, please consider advising the Human Resources Director of that condition in the strictest of confidence. Examples of such conditions are diabetes, epilepsy or treatment of a disease or illness which could leave you unconscious if you forget or are unable to take your medication. We ask this only to ensure that proper emergency treatment may be provided if you should become unconscious while at work. This is a voluntary action on your part and under no circumstances, other than the need for medical treatment, will this information be divulged to anyone without your consent.

Contagious or Life-Threatening Diseases

If you have a contagious or life-threatening disease, you will be treated as any other employee with a similar condition. You may continue to work as long as you are able to perform your job acceptably and as long as the best medical evidence indicates that your continued employment does not present a health or safety threat to yourself, other employees, members or persons with whom your work would require that you come in contact. Any medical documentation you or a job applicant submits to Muncie Community Schools becomes a record which will be treated confidentially. Officials who have a need to know the information for an appropriate management purpose will maintain the confidentiality of that information. Your supervisor or the Human Resources Director can discuss this policy with you if you wish.

Weapons and Explosive Devices

You may not store weapons or explosive devices at work or carry weapons or explosive devices on your person while entering any building where Muncie Community Schools conducts business or inside your automobile in the course of your job or on Muncie Community Schools' property regardless of any legal permit to do so. If you feel your safety is or may be threatened, notify your supervisor or the Human Resources Director so that we may make a decision about contacting law enforcement authorities for assistance. If necessary, we will cooperate with law enforcement officials to ensure your continued safety.

The Use of Tobacco

Muncie Community Schools recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the non-user. The "use of tobacco means all uses of tobacco, including cigar, cigarette, pipe, chewing tobacco, or any other matter of substance that contains tobacco. Such use of tobacco products by any Muncie Community Schools employee is prohibited in our buildings, on our property, on our buses, in the course of your work, or at any school-sponsored or school-related event where stipulated. If you observe another employee, a visitor or a student using tobacco in a non-authorized area, please bring that matter to the attention of your supervisor or the administrator in charge immediately.

You are expected to observe the prohibitions related to the use of tobacco or tobacco products of any other organization with which you come in contact in the course of your work with Muncie Community Schools.

Building Security

Your supervisor will advise you what hours the building in which you work is locked. If you are authorized to have access to the building during "locked" hours, be sure that you follow all procedures for securing the building and that the door is locked after you enter or when you leave. If you are authorized to have a building key, you may be held responsible for any unauthorized use of the building during "locked" hours.

In Case of Accident or Injury

Despite good efforts to avoid them, accidents still occur. We are equipped to handle routine cuts and abrasions with first aid kits being located throughout each building where Muncie Community Schools conducts business. However, in cases where emergencies involve loss of blood, you are required to use the "Universal Precautions" procedures and kit.

If you become injured at work, regardless of the severity of the injury, **REPORT THE INCIDENT TO YOUR SUPERVISOR IMMEDIATELY**. A neglected injury, minor as it may seem, can become a serious problem if not treated promptly and properly. If you do not report the injury, there will be no documentation that the injury was work-related and you could jeopardize your eligibility for work-related coverage under Worker's Compensation. If your injury is of a serious nature or if you should become unconscious at work, we will call for emergency medical treatment or arrange for you to be taken to an occupational medicine center or a hospital emergency room. If you need emergency assistance, call your supervisor who will arrange for such.

In all work-related injuries or accidents, Muncie Community Schools will select the physician or treatment resources for you and may require treatment. We ask your cooperation in filling out the necessary medical forms and accident reports. Complete and timely documentation is necessary to expedite claim processing and to enable us to provide a safe work place.

Visitor Accident or Injury

If a visitor or student should be involved in any type of accident or injury while on Muncie Community Schools' property or premises, please notify your supervisor or an administrator immediately if you are aware of the incident. If such accident or injury requires immediate medical attention, treat the situation in the same way you would if an employee were injured.

Fire Extinguishers

Fire extinguishers are placed in locations throughout our buildings and premises and are inspected regularly. Only persons who are trained to operate a fire extinguisher should do so to avoid possible injury from improper use.

Tornado and Fire Procedures

Proper tornado and fire safety directions are posted in each Muncie Community Schools facility. Please familiarize yourself with tornado and fire procedures and exits for your particular work area in the building.

Do not block exit doors with boxes, equipment, or any other object even on a short-term basis.

Any Suggestions, Questions or Concerns?

If you have any suggestions, questions or concerns about building security, housekeeping or employee health or safety, please bring them to the attention of the Director of Human Resources or to the Supervisor of Facilities immediately. There is no question which is too minor or insignificant when it comes to safety, health or security.

VI. CHANGES TO THIS HANDBOOK

This Handbook is not a contract. It has been prepared to provide you with an outline of our policies, rules and current employee benefits. Flexibility is important in the area of personnel policies and benefits to allow for growth and change. For that reason, the policies and benefits described in this Handbook may be discontinued or revised by Muncie Community Schools at any time in light of experience or changing conditions.

Changes will be communicated to you. You should also check the bulletin boards regularly for notices and announcements. If you have any questions about anything in the Handbook, or if you still are not sure about your concerns after talking with your supervisor, please contact the Human Resources Director.

