



***Handbook for Non-Certified/Classified
School Year Support Staff Personnel***

Administrative Assistant/Extra-Curricular Account Treasurer

Certified Medical Assistant

Classified Instructor

Instructional Assistant

Nurse

Office Clerk

Adapted Arts and Recreation Instructor

Speech Language Therapy Assistant

Custodian (195 work days)

2025-2026

Mrs. Nikki Cahill
Executive Director

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Welcome to Southside Special Services of Marion County

Congratulations and good luck with your new position at Southside Special Services of Marion County! We believe our future success will be due in large part to the dedication and hard work of our employees. We are grateful for your team effort and shall count on you to support our continuing school improvement efforts.

This handbook is designed to inform you of our general employment expectations, fringe benefit programs, and employment policies. It is your responsibility to become knowledgeable of this information.

If, after your orientation, you have questions regarding the information in your handbook, or believe you have not received the benefits outlined within, please contact your immediate supervisor.

We hope your employment is rewarding, and we wish you the best of luck in your career with Southside Special Services of Marion County.



Mrs. Nikki Cahill

Executive Director

Southside Special Services of Marion County

INTRODUCTION

As members of the Support Staff of Southside Special Services (“SSSMC”), employees are integral to the special education system in the areas of specific disabilities, assessment and evaluation, speech and language, rehabilitation therapies, and the administration and supervision of the education of students with disabilities from ages 5 through 22 years.

This Handbook has been prepared to give you a general overview of the benefits and policies of SSSMC and is not intended to be an all-inclusive list of SSSMC’s policies and procedures. Careful review and familiarization with this Handbook is your responsibility. The contents of this Handbook are for your information and shall not constitute a contract as to employment, employee benefits, or policies. SSSMC reserves the right to change the contents of this Handbook at any time. All non-certified employees of SSSMC are at-will employees. Accordingly, all such employees may terminate their employment or be terminated by SSSMC at any time, for any reason.

An applicant is not considered employed until the applicant has cleared a criminal history background check, completed a pre-employment orientation, and reported for the first scheduled work shift.

The purpose of the SSSMC is to support the provision of appropriate special education and related services for students with disabilities for participating/sending participating school districts. Programs and services are provided in the home school or home school district for most students with special needs. However, there are instances where the unique needs of students require specially designed programs and services. SSSMC works directly with the participating school districts to ensure such programs and services are in place. SSSMC focuses on supporting the needs of all students, staff, parents, schools, and the community as a whole to facilitate a collaborative effort in developing these systems of service delivery.

EMPLOYMENT POLICIES

Non-Discrimination (Policy A100)

SSSMC does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information (collectively, “Protected Classes”), or any other legally protected category, in its programs, and activities, including employment opportunities as required by the Indiana Civil Rights Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Equal Pay Act of 1973, the Pregnancy Discrimination Act, the Genetic Information Non-Discrimination Act, and any other applicable federal, state, or local law.

Probationary Period upon Employment

SSSMC hires employees after completion of an online application, reference checks, and a criminal history background check. New employees covered by this handbook are subject to a 90 day probationary period.

Anti-Harassment (Policy A100)

SSSMC is committed to providing a work environment that is free from harassment. Harassment, whether overt or subtle, or of a sexual nature or otherwise, is a form of employee misconduct that is demeaning to the victim, undermines the integrity of the employment relationship, and contrary to SSSMC’s goal of having employees serve as role models for students. Accordingly, all forms of unlawful harassment are strictly prohibited.

Sexual Harassment has been defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to that conduct is made a term or condition of employment;
- Submission to, or rejection of, that conduct is used as a basis for employment decisions affecting the employee; or
- That conduct has the effect of unreasonable interfering with an individual’s work performance or of creating a hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following:

- *Verbal conduct* of a sexual nature such as talking about sex or sexual feelings, telling sexual jokes or stories, asking personal questions about dating or sexual life, making sexual comments or innuendoes, whistling or making other suggestive sounds, repeatedly asking for dates or other personal attentions;
- *Nonverbal conduct* of a sexual nature such as displaying materials with sexually suggestive words or pictures, sending communications containing sexually suggestive words or pictures to other members of the school community, making sexual gestures, giving gifts or other items of a sexual or personal nature, staring at a person’s body or clothing, invading a person’s space by standing closer than appropriate under the circumstances; or

- *Physical conduct* of a sexual nature such as touching, kissing, hugging, massaging, brushing up against another person, having sex or attempting to have sexual relations with another person.

Harassment based on an employee's or applicant's race, color, national origin, sex, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), listed in the Non-Discrimination Policy above is also prohibited. As with sexual harassment, harassment based on any of these categories may include verbal, nonverbal, or physical conduct.

Any incident of sexual or other harassment should promptly be reported to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you *must* contact the Human Resources office. Employees who make a report in good faith are protected from retaliation, so any employee who feels they are being retaliated against for filing a complaint or participating in an investigation should immediately contact Human Resources so that the concerns can be promptly and appropriately addressed./ reprisal.

Any supervisor who witnesses or reasonably believes harassment has occurred must promptly advise the Human Resources office, who will conduct a timely investigation as outlined below and maintain confidentiality to the fullest extent possible.

Anyone engaging in sexual or other harassment will be subject to disciplinary action, up to and including termination of employment.

Discrimination and Harassment Complaint Investigation Procedures [Policy A100]

It is the policy of the Board to maintain an education and work environment which is free from all forms of harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis. This commitment applies to all SSSMC operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

The Executive Director and Complaint Coordinator(s) are to provide appropriate training to all members of the SSSMC community related to the implementation of this policy and guidelines. All such training is to be age and content appropriate. SSSMC community means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

The annual publication in the parent and staff handbooks and SSSMC website is to note that the Assistant Director and Human Resources Manager are designated as the Anti-Harassment Complaint Coordinator(s) with whom complaints of sexual and other forms of unlawful harassment should be filed.

This policy and guidelines apply to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by SSSMC. SSSMC will investigate all allegations of harassment and in those cases where unlawful harassment is confirmed, SSSMC will take immediate steps to end the harassment.

Individuals who are found to have engaged in unlawful harassment including the following prohibited acts will be subject to appropriate disciplinary action.

1. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in harassment investigation.
2. Filing a malicious or knowingly false report or complaint of harassment.
3. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

SSSMC reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the alleged victim of the harassment pursues the complaint. All records generated under this procedure shall be maintained as confidential to the extent permitted by law.

Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra- curricular programs. SSSMC will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with SSSMC legal obligations.

Both Informal and Formal processes for making a charge of harassment are available including processes for investigating a claim and rendering a decision whether or not the claim was substantiated.

Protection of Whistle Blowers [Policy A175]

SSSMC requires its employees to be careful stewards of public funds and the resources of the School entrusted to them, and to comply with Indiana and federal law, Board policies, and administrative guidelines in the performance of their duties for the School. SSSMC therefore requires its employees and independent contractors providing services to the School ("reporters") to report possible violations of these Board expectations in writing in accord with this Policy. For purposes of this Policy, an e-mail shall be considered as a written report.

It is the responsibility of the reporter who is aware of conduct on the part of a Board member or employee that may reasonably be considered:

- a. a violation of a federal law or regulation;
- b. a violation of state law or rule;
- c. a violation of an ordinance of a political subdivision;
- d. the misuse of public resources; or
- e. a violation of Board policy, or administrative guidelines;

to call this conduct to the attention of the alleged wrongdoer's immediate supervisor. If the alleged wrongdoer's immediate supervisor is not responsive, the reporter shall submit a written report to the Executive Director. If in doubt about the individual to whom a report should be made, a reporter can default to submitting a written report to the Executive Director or designee at any time.

If the reported conduct relates to the Executive Director, the written report shall be filed directly with the Board President who shall receive the report and distribute it to each member upon receipt.

The reporter need not be certain the individual's conduct is a violation of a rule in order to report it. The report must be made within thirty (30) calendar days of when the reporter becomes aware of the alleged misconduct. A reporting form is available as A175-E.

After a report is made pursuant to this Policy, if the report is not written, the immediate supervisor will direct the employee to make a written report. If the employee requests assistance, the immediate supervisor shall assist the employee in making the written report, or refer the employee to a person who can assist the employee.

An employee who is aware of:

- a. a violation of a federal law or regulation;
- b. a violation of state law or rule;
- c. a violation of an ordinance of a political subdivision;
- d. the misuse of public resources; or
- e. a violation of Board policy, or administrative guidelines;

becomes complicit in the misuse or violation of this Policy if they:

- a. benefit in any material way from the violation or not reporting the violation; or
- b. do not make a report pursuant to this Policy within a reasonable time after the violation is apparent to the employee.

Employees are subject to disciplinary action, up to and including termination, if they are complicit in a violation of this Policy.

Any employee making a written report pursuant to this Policy shall be protected from discipline, retaliation, or discrimination for making the report as long as the employee made a reasonable and good faith effort to determine the accuracy of the information reported.

A person who makes a report covered by this Policy in the manner prescribed in this Policy shall not be subject to disciplinary action, unless the Board finds by a preponderance of the credible evidence that the employee purposely, knowingly, or recklessly made a false report under this Policy.

The ultimate outcome of the inquiry into the reporter's "whistleblower report" shall not determine whether the employee acted purposefully, knowingly, or recklessly. "Disciplinary action" includes any action up to and including termination.

Retaliation against any employee, or any applicant for employment, who has opposed or complained about any prohibited discriminatory practice or who has participated in any manner in an investigation or other proceeding about a prohibited discriminatory practice is also prohibited.

Employment decisions about an employee, or any applicant for employment, who has filed a charge of discrimination shall not be based on the fact that the person has filed a charge. Employment decisions shall be based only on legitimate business considerations such as performance. Discriminatory verbal or physical conduct should not be directed at any employee, or any applicant for employment, because of any protected activity.

Lactation and the Pregnant Workers Fairness Act

SSSMC supports staff employees who decide to breastfeed their infants by providing additional unpaid break time for lactating employees to express breast milk on School premises.

Prior to returning to work from maternity leave, the employee must notify her supervisor of her intent to continue breastfeeding and of her need to express milk during work hours. An employee can express milk during regularly scheduled break periods for up to one year following the birth of the employee's child. Should the employee require additional and/or longer breaks, the need for additional time will be accommodated but shall be unpaid.

The Executive Director or designee shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students and the public can be prevented and an employee using this area can be shielded from view.

In accordance with the Pregnant Workers Fairness Act, SSSMC will provide other reasonable accommodations to qualified employees with known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions, unless the accommodation would cause SSSMC an undue hardship.

Personnel/Payroll Records

A confidential personnel file is maintained for every employee, and may include the following:

- Job application and resume (if requested)
- Wage/salary information
- Job responsibilities and performance reviews
- Change in employment status
- Acts of commendation

- Disciplinary actions
- Federal and state tax information
- Record of job-related training and development
- Termination information, including an exit interview form

Medical records are maintained in a separate confidential (red folder) in the Human Resources Office.

Under the Access to Public Records Act, certain limited personnel file information may be required to be made available. Employees may review their personnel files by contacting the Human Resources office.

Substitutes

Positions may be filled with a substitute employee in the event a regular employee is ill or is not able to work. Substitutes are considered “as needed” employees and are subject to the *guidelines and procedures* in this Handbook and Board policy. Substitutes are not eligible for benefit programs *with the possible exception of health insurance*. Time accrued as a substitute does not count as years of service to SSSMC. When a substitute accepts a position, the substitute is acknowledging these conditions and limitations.

Substitute hourly wage is set by the SSSMC and may vary from year to year. Substitutes are subject to a criminal history check prior to employment.

Reassignment to a Different Position

SSSMC reserves the right to decide placement at any time for every employee regardless of years of experience or current position. Employees reassigned from a non-certified position in one basic pay scale schedule to a non-certified position in a different basic pay scale schedule may have their basic pay scale schedule seniority transferred to the new position at SSSMC’s discretion.

Employment of Relatives/Nepotism [Policy A125]

SSSMC does not prohibit the employment of relatives, but does expect that the family relationship will not negatively affect work performance. An employee shall not be transferred or hired to work in a position where the employee is under the direct supervision of a family member. Family members are defined as

For purposes of this policy, a “relative” is defined as:

- (1) The employee’s spouse
- (2) A parent of the employee or a parent of the employee’s spouse
- (3) A child of the employee or a child of the employee’s spouse
- (4) A sibling of the employee or a sibling of the employee’s spouse
- (5) An aunt or uncle of the employee or an aunt or uncle of the employee’s spouse
- (6) A niece or nephew of the employee or a niece or nephew of the employee’s spouse
- (7) A grandparent of the employee or a grandparent of the employee’s spouse

- (8) A grandchild of the employee or a grandchild of the employee's spouse
- (9) A great-grandparent of the employee or a great-grandparent of the employee's spouse
- (10) A great-grandchild of the employee or a great-grandchild of the employee's spouse
- (11) A stepparent of the employee or the employee's spouse
- (12) A step-grandparent of the employee or the employee's spouse
- (13) A stepsibling of the employee or the employee's spouse
- (14) A cousin of the employee or a cousin of the employee's spouse

Criminal History Check [Policy D325]

All employees are required to submit to a criminal history check prior to the initial date of employment. The criminal history check includes searches of federal or state criminal history databases, as well federal or state sex offender registries. Employees are required to pay any fees associated with the criminal history check and may be required to provide a set of fingerprints. Employees are required to submit to an additional criminal history check after every five-year period of employment and to pay any associated fees. Failure to answer honestly questions asked in relation to a criminal history check is grounds for discipline, up to and including termination of employment.

Conflict of Interest [Policy A125, A125-R and IC 35-44-1-3]

A conflict of interest occurs when a School employee or Board member knowingly or intentionally benefits financially from a contract with the School or a purchase made by the School. Many conflicts of interest arise from "innocent" dealings made with good intentions, but the employee did not understand the potential for a conflict. School employees who engage in an impermissible conflict of interest are subject to felony criminal charges and may be subject to discipline, up to and including termination.

Employees shall not engage, or have a financial interest (directly or indirectly), in any activity that conflicts or raises a reasonable question of conflict with his or her responsibilities to the School.

Any employee who has reason to believe that he or she may have a conflict of interest is required to disclose the potential conflict to his or her principal or immediate supervisor. The Executive Director or designee or employee's immediate supervisor may counsel the employee on the appropriate next steps, which may include disclosing the conflict of interest to the Governing Board.

Some potential conflicts of interest may be permissible if the employee provides the appropriate disclosure. The disclosure must be written and signed under penalties of perjury, then submitted to and accepted by the Board in a public meeting before the Board approves the contract or purchase in question. If the Board accepts the disclosure, the employee must then submit the disclosure form to the Indiana State Board of Accounts and to the County Clerk. The disclosure form may be found [here](#).

Employees shall appropriately disclose any situation which the employee has reason to believe may fall into one of the categories below:

1. Employees shall appropriately disclose a contract or purchase, current or future, which involves the School employing or paying fees to the employee's spouse, child, or any other dependent.
2. Employees shall appropriately disclose a contract or purchase which involves the School and may directly or indirectly benefit the employee, but the employee a) does not have the power to make contract or purchases on behalf of the School, *and* b) the contract or purchase is unrelated to the employee's regular job duties.

If the contract or purchase is ongoing, the employee must re-submit the disclosure form to the Board, State Board of Accounts, and County Clerk every twelve (12) months.

Some conflicts of interest are prohibited in totality and no disclosure to the Board is able to alleviate the impermissible conflict. The following list is for illustrative purposes and does not limit impermissible conflicts of interest:

- Employees shall not use School materials, equipment, or facilities in private practice.
- Employees shall not accept gifts, favors, services, entertainment, food, or drink that exceed an aggregate value of \$250 in any calendar year from a person or entity desiring to do business or at the time engaged in business with the School.
- Employees may only engage in business, private practice of their profession, rendering of services, or sale of goods or information where doing so would not take advantage of, or compromise, any professional relationship they may have with any student, client, contracted service provider, volunteer, or parents of such students or clients in the course of their employment with the School.
- Employees shall not refer any student or parents of such student for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals.
- Employees shall not require any student or parents of such student to purchase any goods or services provided by an employee, or any specific business or professional practitioner with whom the employee has a financial or familial relationship, as a condition of receiving a grade, credit, promotion, approval, or recommendation. This does not include nominal gifts given by a student or parent to an employee as a gesture of good will.
- Employees shall not solicit or accept any honorarium or payments for speeches, presentations, or articles as a representative of the School.

These guidelines shall not prohibit political contributions which are reported in accordance with applicable law. These guidelines shall not prohibit contributions to the School, the School/ Education Foundation, or any other nonprofit associated with the School. These

guidelines shall not be interpreted as intending to discourage acts of generosity in usual situations.

Openings and Transfers

Job openings will typically be announced by e-mail, on the website, or in another public format to elicit interest in a position. Any employee who would like to be considered for an open position should notify the Human Resources office within the time period indicated on the job opening announcement. Whenever practical, SSSMC will attempt to give current employees first consideration for job openings.

If a current employee requests a transfer, the employee needs to make a request in writing to the employee's immediate supervisor or the Human Resources office. SSSMC reserves the right to decide placement at any time for every employee regardless of years of experience or current position.

Outside Employment

It is expected that a full-time employee's responsibilities with the school district take priority over any outside employment activity. The employee's position with SSSMC, either full-time or part-time, may be jeopardized if outside employment has a negative impact on job performance with SSSMC.

Professional Development Opportunities

The Board encourages and offers opportunities for support staff members to develop increased awareness, knowledge, and skills through participation in training sessions beyond that which they may attain through the performance of their assigned duties. Prior to attending a conference, workshop or professional development activity, either within the district or off-site, the staff members(s) must receive approval to attend the event by completing the SSSMC Professional Development form available on the SSSMC website.

Social Media/Education Technology [Policy A300]

Staff members shall not access social media for personal use on the SSSMC network and shall access social media for educational use only. The Board does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them.

Staff Use of Personal Communication Devices [Policy A300]

Employees may carry PCDs/cellphones with them while at work including while operating SSSMC equipment subject to the following restrictions:

- a. Excessive use of a PCD/cellphone for personal business during work hours is considered outside the employee's scope of employment.

- b. Employees are personally and solely responsible for the care and security of their personally-owned PCDs.
- c. The Governing Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally-owned PCDs brought onto its property, or the unauthorized use of such devices.

Registered Sex or Violent Offenders [Policy G150 and Administrative Guideline G150-R]

As defined by Indiana law, no Registered Sex Offender, Sexually Violent Predator, or Offender Against Children (hereinafter “sex offender”) is permitted on School (“School”) property at any time unless required by law or with written authorization from the Executive Director or designee. “School property” includes in any building owned or leased by Southside Special Services of Marion County, and includes including parking lots, athletic facilities, etc.; in vehicles owned, leased, or operated by School; and during School events, even if held outside of School property (for example, prom or field trips).

It shall be the responsibility of the individual to determine whether this policy applies to the individual and to assure that no violations are committed. This policy only applies to individuals who are required by Indiana Law to register with local law enforcement at the time they wish to enter school property. An individual who is not required to register, who is no longer required to register, or whose conviction has been expunged is not covered by this policy. Individuals who are in doubt about their adjudication or status as a sex offender should not come onto school property.

This provision shall not impose any duty, beyond obligations for employee background investigations, on the School to review any sex offender registries or screen individuals coming on school property to determine if an individual is a sex offender. This provision only applies where School personnel actually know or are aware that the individual in question is a sex offender. Further, the School may refuse access to school visitors if the visitor agrees to a check of their driver’s license and a criminal background check – at the visitor’s expense.

In rare situations, exceptions may be made to allow sex offenders on school property. However, the School makes no representation regarding the legality of any sex offender entering school property. The School will facilitate options for a sex offender to participate in the educational meetings of their child without being physically present on school property, such as teleconferencing or online conferencing options. When balancing conflicting obligations to keep students safe from sex offenders and the obligation to allow sex offenders to participate in their child’s educational meetings, the safety of other students will take precedence. If permitted on school property, a sex offender may come onto school property only for the exempted event and must leave immediately following the conclusion of the event. The Executive Director shall have discretion to require the sex offender to be chaperoned through the building by school personnel.

If a sex offender believes he or she needs to be on school property, he or she must contact the Executive Director in writing three school days’ prior to the time they believe they need to be

on school property. The Executive Director or designee will give a written reply, either approving or denying the individual's request, prior to the meeting or event in question. If the petition is within two school days of the event, the Executive Director or designee may deny the request. The Executive Director or designee shall take all circumstances into account when determining whether to permit the sex offender to enter school property for the specifically petitioned event.

In general, an exception will not be made for a sex offender to vote in a public polling place on school property if there is another available polling place that is not on school property.

This prohibition applies to individuals who have been adjudicated to be sex offenders in another state or country that is substantially similar to the offenses defined by Indiana law, including child molesting, child exploitation, child solicitation, child seduction, kidnapping a victim less than eighteen years of age, or attempting to commit or conspiracy to commit one of these offenses.

If the Executive Director or designee has reason to believe a sex offender is on school property, they shall direct the individual to leave the property immediately and shall notify local law enforcement. Employees who have reason to believe a sex offender is on school property should seek an administrator or supervisor first, but if an administrator or supervisor is unavailable, employees should contact law enforcement.

STANDARDS OF CONDUCT

General Employment Expectations

Many factors are considered when SSSMC selects a new employee. One of the primary considerations is the ability to get along with co-workers and supervisors, and the ability to project a positive image to our students, parents, and the community. Employees of SSSMC are to be at least 18 years of age and have a high school diploma or GED equivalent.

The following employment rules and procedures represent our general employment expectations. More specific rules and procedures will be discussed with you by your supervisor and will vary depending on your work assignment, location, and job description.

General Employment Rules

Employees are to work every scheduled workday, unless you have a personal illness, are approved for a personal business leave day, a death in your family, or other excused absence.

- Do your job to the best of your ability.
- Work as a "Team Player" with all school personnel.
- Follow SSSMC employment policies and procedures printed in this handbook.
- Maintain professional and appropriate relationships with your co-workers at all times

Employees are expected to timely file their leave day sheets, mileage claims, and payroll claim forms.

These documents are submitted to the appropriate supervisor for signature.

Standard of Care and Supervision of Students [Policy D200]

All school employees and volunteers shall uphold the highest standards for supervision, control, and protection of students commensurate with their assigned duties and responsibilities. All employees and volunteers shall establish and maintain professional boundaries with students that are consistent with their legal, professional, and ethical duty of care for students.

The following expectations will be enforced:

- A. An employee shall immediately report to law enforcement or child protective services any suspected child abuse or neglect. An employee shall immediately report to a building administrator any knowledge of criminal organization (gang) activity and shall immediately report to the Title IX coordinator any report of student sexual harassment or assault.
- B. Employees shall set a positive example for students in words and actions. This includes, but is not limited to, refraining from use of profanity, demeaning statements, and any other communications that set an inappropriate example for students.
- C. An employee shall not associate with students at any time in any manner that may give the appearance of impropriety or is not consistent with an employee's role as an exemplar. This includes, but is not limited to, the employee's involvement in any situation that could be considered abusive or sexually suggestive, or involves harmful substances such as illegal drugs, alcohol, or tobacco. Further, employees shall not communicate with students by electronic means except on School-approved applications for educational purposes. Communications exchanged via any electronic platform or approved apps/sites/media, by administration shall not be deleted unless first uploaded to the School's data management system. Any sexual or otherwise inappropriate conduct with a student, including improper personal communications, will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- D. If a student approaches an employee to seek advice or discuss personal matters, including but not limited to personal relationships, sexual behavior, substance abuse, and/or mental or physical health, the employee shall assist the student by facilitating contact with certified or licensed individuals in the School or community who are qualified in the assessment, diagnosis, and treatment of the student's stated problem. Any employee who determines that a student needs services shall report the matter to appropriate authorities and their supervisor. However, under no circumstances should an employee attempt to counsel, assess, diagnose, or treat the student, unless properly licensed and authorized. Nor shall any such employee inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

- E. An employee or volunteer shall not electronically transmit any personally identifiable image of or information on a student(s) without the prior approval of School administration and the student's parent, where applicable.
- F. All employees and volunteers shall follow established school safety procedures and protocols. An employee or volunteer shall immediately report to a building administrator any accident, safety hazard, knowledge of threats of violence, or other potentially harmful situation they detect.
- G. An employee shall not transport students in a private vehicle without the prior approval of the principal.
- H. A student shall not be required to perform work or participate in activities detrimental to their health or welfare.

Employees who fail to follow this policy shall be subject to discipline up to and including termination. Volunteers who fail to follow this policy shall be subject to revocation of volunteer privileges. Some violations may subject employees or volunteers to criminal prosecution.

Performance Evaluation

SSSMC conducts employee performance evaluations on a monthly basis. The purpose of this evaluation is to identify employees who excel in performing their duties on a daily basis. Employees who consistently exceed the standard performance may be eligible for a stipend issued twice annually.

- Illness confirmed by a physician's statement, regardless of the length of absence, is considered as one (1) occurrence for the purpose of the performance stipend. The physician's statement should verify that consecutive days of absence were due to a single illness/medical issue.
- Employees may still be eligible for the performance stipend if the combination of occurrences and single absences does not exceed half of their allotted sick days per semester.

Access Card and Fee for Replacement

For the purposes of building access and security SSSMC-issued Access Cards/identification (ID) badges are to be worn by all employees at all times during the work day as a condition of employment with the following expectations:

- A. Each employee is solely responsible for the safe-keeping of his/her ID badge.
- B. Any lost ID badges are to be immediately reported by the employee to the HR office.
- C. The cost for replacement of an ID badge is \$10 payable by a Money Order drafted to SSSMC.
- D. The employee is to deliver the Money Order to the HR office to obtain a replacement ID badge.

E. Employees are to return his/her ID badge to the HR office upon termination of employment for any reason.

F. Consultants, substitutes, temporary employees, and all other non-employees may be issued an access card on a case-by case basis at the discretion of the Human Resources manager.

Lost identification badges without SSSMC/RLC building access *or those damaged by a student* will be replaced at no cost.

Safety Commitment [Policy G100]

The health and safety of our employees is our priority. The following are important general safety reminders in the work place:

- Maintain your work areas - keep clean and organized
- Wear suitable shoes
- Watch footing to avoid slips, trips, and falls
- Keep doorways clear of debris and materials
- No Horseplay
- No Smoking on school grounds
- Know emergency phone numbers
- Know how to report an emergency
- Employees should be aware of the violent behavior of some of the students and use caution when interacting with them
- Back injuries are painful. You should know your limitations, get help when lifting. Use proper positioning- keep your back straight, lift with your legs, and carry the load close to your body. Never twist your back while lifting or carrying a load.
- Wipe up spilled fluids immediately
- Know how to report a fire in your location, know the locations of the fire extinguishers, and know the proper evacuation procedures
- Correct or immediately report unsafe conditions to your supervisor

District Dress Code

The work dress and appearance of all employees makes an impression on the community and reflects on SSSMC. All employees should, therefore, maintain their work dress and appearance in a business casual, professional manner that is consistent with SSSMC's goals, including providing a positive example for students.

Examples of appropriate professional dress would include mid-length skirts, capris, slacks, khaki pants, jeans (with minimal holes), collared shirts, blouses, or appropriate t-shirts. **Appropriate shoes must be worn (athletic shoe, dress shoe, sandal with a back strap).**

Examples of work dress and appearance that is **not** appropriate includes the following:

- Shirts with hoods
- Yoga pants or tights (These may only be worn with tops, such as a tunic or sweater that cover the back side.)

- Sweat pants
- Rubber and beach flip-flops, slides, crocs
- Tank or spaghetti strap tops
- Low-cut tops
- Shorts (unless administration has given prior approval for field trips and/or field day)
- T-shirts with profanity, depicting violence, alcohol, or drugs

SSSMC reserves the right to determine at its discretion whether an employee's work dress and appearance is appropriate, including body art and piercings (facial). Clear or flesh spacers are allowed to fill piercings.

If SSSMC determines that the employee's appearance is inappropriate, SSSMC will loan employee appropriate clothing for the day.

SSSMC will provide a reasonable accommodation from the foregoing dress requirements on account of an employee's religious practices, disability, medical condition, or for other legitimate reasons, unless such reasonable accommodation imposes an undue hardship. Employees are encouraged to contact human resources if they think they are in need of a reasonable accommodation.

Self-Reporting Of Arrest, Filing Of Charges, Or Conviction [Policy D325]

During the course of employment with SSSMC, each employee shall be required to report his/her arrest or the filing of criminal charges against the employee and conviction of criminal charges to the Executive Director within two (2) business days of the occurrence. The Executive Director shall obtain a review of each reported arrest and/or conviction and shall recommend appropriate action to the Board considering the risk to members of the SSSMC community presented by the continued employment of the convicted employee. Failure to self-report within two (2) business days may lead to a recommendation of termination for insubordination.

Weapons and Safety [Policy A200]

Although employees may store weapons and ammunition in locked vehicles located on school property during work hours, SSSMC and the RISE Learning Center are Gun Free Zones.

Tobacco-Free Workplace [Policy A250]

All SSSMC facilities and campuses, including the RISE Learning Center, are smoke-free. Employees may not smoke/vape or use tobacco products in school buildings, on school property, or in vehicles on school property.

Drug-Free Workplace [Policy D275]

The unlawful possession, use, and/or distribution of drugs or alcoholic beverages on the school premises or as part of any of its activities is prohibited. Being under the influence of

drugs or alcoholic beverages on the school premises or as part of any of its activities is also prohibited. "On school premises" includes any building owned or leased by School, on School property or grounds (including parking lots, athletic facilities, etc.); in vehicles owned, leased, or operated by the School; and during School events and activities, even if held outside School property (such as field trips). Compliance is a condition of employment. Further information can be found in Governing Board Policy D275.

Vehicle Idling [Policy G225]

The Governing Board recognizes that although vehicle idling is necessary in certain circumstances, it poses health risks to the community and consumes financial resources of the School. The Board therefore adopts the following policy to minimize unnecessary vehicle idling on school grounds:

This Policy applies to the operation of any vehicle on School grounds.

1. Subject to the exceptions listed below, vehicles should not idle for more than five (5) minutes in areas where vehicle exhaust is likely to be drawn in school buildings ("Designated Area"). The Executive Director or a designee may appoint "Designated Areas" where vehicle exhaust is likely to be drawn into school buildings and post notices advising drivers of such areas.
2. Vehicles may idle for longer than five (5) minutes in Designated Areas in any of the following circumstances:
 - a. In temperatures below thirty-two (32) degrees (32°F) and above eighty-five (85) degrees (85°F), idling is permitted to maintain the vehicle's interior temperature for the comfort and safety of both driver and passengers.
 - b. Idling is permitted to maintain safety or in an emergency, including but not limited to the following situations:
 - (i) using equipment to load and unload special needs students.
 - (ii) using a defroster on windows before departing.
 - (iii) using headlights or other warning signals.
 - c. Idling is permitted as part of pre-trip safety inspections or if necessary to make vehicle repairs.

Prohibited Conduct

SSSMC has certain rules of conduct that must be followed if work is to be performed in an efficient and orderly way. Violations of any of the following rules may, in the discretion of SSSMC, result in disciplinary action up to and including termination. The following rules are not intended to be all-inclusive and are subject to change at SSSMC's discretion.

Actions Toward SSSMC:

- Improper use of SSSMC equipment for personal use or business (i.e. telephones, computers, maintenance equipment, etc.)
- Unauthorized and/or Improper use of the SSSMC/RLC building facility – See the Facility Use section of this Handbook
- Failure to implement an order from an administrator within the time allotted.
- Theft of school and/or any personal property.

- Theft, fraud, or misrepresentation of facts related to the employee's status as an employee or in the course of the performance of the employee's duties.
- Insubordination (including, but not limited to, refusal to do work or to accept and follow directions from supervisors).
- Withholding services or engaging in actions with other employees in order to attempt to influence a decision of the Executive Director or Superintendents' Governing Board.
- Possession, use, and/or discharge of any weapons on the premises.
- Failure to notify the supervisor when absent.
- Falsifying time sheets.
- Unauthorized or excessive absences, or abuse of paid leave days as further specified in Leave Policies below.
- Violation of the drug-free or tobacco-free workplace policy.
- Using, drinking, or possessing alcoholic beverages or controlled substances on the job, or reporting to work under the influence of alcohol, drugs, or controlled substances.
- Sleeping on the job.
- Inattention to or neglect of assigned duties.
- Employees are personally and solely responsible for the care and security of their personally-owned cellphone. Excessive cellular phone use during working hours is prohibited.
- With the exception of prior Administration approval, children of staff members are not allowed in the SSSMC/RLC building during business hours.
- Failure to notify the supervisor when absent.
- Falsifying time sheets.
- Unauthorized or excessive absences, or abuse of paid leave days as further specified in Leave Policies below.
- Violation of the drug-free or tobacco-free workplace policy.
- Using, drinking, or possessing alcoholic beverages or controlled substances on the job, or reporting to work under the influence of alcohol, drugs, or controlled substances.
- Violation of any SSSMC Board Policy or Administrative Guideline (which can be found [here](#)).

Actions Toward Others:

- Failing to protect confidential information including personally identifiable information about a student or former student in violation of the Family Educational Rights & Privacy Act. (Refer to AG 8330)
- Making an untrue or deceptive statement in an internal investigation conducted by the Executive Director or designee.
- Stealing or misusing the property of another person including use of information protected by a copyright.
- Harassment of another employee or student as prohibited by Board policy and this Handbook.
- Deliberately restricting the work of others.
- Physical violence or actions or words that could reasonably be expected to provoke physical violence.
- Injuring or attempting to injure a person.
- Committing acts that endanger or injure one or more persons.
- Abuse or neglect of a child.
- Improper relationship with a school student.
- Damaging or attempting to damage the real or personal property of another person.

Pest Control and Use of Pesticides [Policy G250]

While pesticides protect students and staff members from pests that may be found in the school and its surrounding grounds, under some circumstances the insecticides may pose a hazard.

The RISE Learning Center Administrative Assistant serves as the contact person for information regarding this policy to ensure that parents and staff members are informed annually of SSSMC's pest control policy.

Environmental Health and Safety Issues [Policy G200]

As required by law, the Executive Director has appointed the Operations Supervisor as the Coordinator for Indoor Air Quality (IAQ). The IAQ Coordinator is to serve as the lead contact person for matters related to indoor air quality in the facilities operated by SSSMC.

Facility Use]

An employee/sponsor for an event/activity must complete the Application for Facility Use for School-Organization Sponsored Event/Activity form and submit it to the RISE Learning Center Administrative Assistant/ECA Treasurer for Approval. The employee/sponsor will receive an email from the RLC Admin Assistant with approval for use of the facility. The event will be

placed on the school master calendar and the room will be reserved. The employee/sponsor must complete for approval a Facilities usage application to request room set up arrangements, including room diagram.

Discipline Procedures [Policy D375]

In the event it is necessary to take disciplinary action, your immediate supervisor and/or the Human Resources Manager may use the following procedure:

- Step 1. Discussion with your supervisor (verbal warning);
- Step 2. Written warning;
- Step 3. Final warning/Suspension;
- Step 4. Termination.

The main purpose of having a disciplinary procedure is to give a valued employee an opportunity to correct and improve improper conduct, poor job performance, or other similar deficiencies. In some instances, suspension or termination without prior warning may be imposed. SSSMC reserves the right to suspend or terminate any employee without prior notice, and without utilizing the procedure outlined above.

Termination/Dismissal/Resignation

SSSMC requests that any employee who wishes to resign give at least fourteen (14) calendar days written advance notice. Such notice is considered a courtesy to SSSMC, but is not required. This request should not be construed as creating a contract as to employment. As stated above, all non-certified employees of SSSMC are at-will employees. Accordingly, all such employees may terminate their employment or be terminated by SSSMC at any time, for any reason.

Recommendation for dismissal may be made to the Executive Director and/or appropriate administrator.

The notification of dismissal will be provided to the SSSMC Governing Board by the Executive Director or designee.

Retirement

Employee's intent to retire should be submitted in writing to the Human Resources office at least 30 days prior to their last scheduled work day in order to allow for the completion of necessary paperwork on behalf of the retiree.

LEAVE DAY POLICIES

Absenteeism is harmful to both the employer and employee. SSSMC considers repeated, habitual, and unexcused absences to be unacceptable and may result in disciplinary action up to and including termination. Excessive absenteeism is defined as using more than ten (10) days regardless of your yearly allotment or leave day balance. The Executive Director or designee may monitor potential abuse of absences beyond yearly leave day balances, which may include interviewing employees about the leave days used, requesting documentation of the absences if

necessary, and determining any consequences that may be warranted such as verbal warning, written warning, and/or grounds for termination. All SSSMC non-certificated support employees claiming paid leave days for absences of more than three (3) consecutive days are required to present a doctor statement to return to work.

Tardiness

An employee is considered tardy when they are late **6 minutes** or more and your pay will be docked accordingly. When an employee is unable to report to work within thirty (30) minutes of the beginning of their scheduled work day, a substitute will be called. The employee must then use a half paid leave day or have loss time. Five (5) tardies are the maximum allowable limit in one school year before disciplinary action is taken. Upon the eighth (8) tardy the employee will receive a verbal warning. Upon the tenth (10) tardy the employee will receive a first written warning; upon the twelfth (12) tardy the employee will receive a final warning or suspension that may lead to termination.

Attendance Monitoring Plan

The measure used to monitor excessive unexcused (without physician statement) employee absence:

- When an employee has been absent five (5) days, the employee will receive a verbal warning by the Human Resources Manager.
- When an employee has been absent eight (8) days, the employee will receive is a written warning.
- When an employee has been absent ten (10) days, the employee will receive a final warning/suspension.
- If an employee has been absent twelve (12) days, the employee will receive disciplinary action, which may include termination of employment.

Reporting Absences

Non-certified staff members are required to report absences to their immediate supervisor and Administrative Assistant by 6:30am on the day of the absence. Failure to report absences for two (2) consecutive work days is considered job abandonment and will result in termination of employment. There is no provision for absence other than those outlined in this Handbook. Failure to report absences, and absences taken beyond those authorized by this handbook may result in discipline, up to and including termination.

Paid Leave Days

All Instructional Assistants or hourly staff under 260 days of employment shall be awarded ten (10) Paid Leave Days (PLD) each school year.

Paid Leave Days shall be awarded each semester at a rate of five (5) days per semester for full-time employees working less than 260 days per year. Employees must work during the preceding semester to receive Paid Leave Days the following semester.

Employees are to notify their supervisor and Administrative Assistant as soon as possible of the absence or no later than 6:30am of the work day to allow for securing a substitute employee, where applicable. The employee shall indicate the use of a paid leave day on their timesheet. All SSSMC non-certificated support employees claiming paid leave days for absences of more than three (3) consecutive days are required to present a doctor statement to return to work. Paid Leave Days must be taken in full or half-day increments and accumulates to a maximum of 180 days.

SSSMC allows its employees to accumulate 180 paid leave days in an effort to provide a bridge to long term disability in the case of a catastrophic event. For first-year employees, who are hired at second semester, paid leave will be prorated. Upon reaching July 1, first-year employees are entitled to paid leave as provided above.

Employees are not entitled to a payout for any accumulated paid leave upon separation of employment for any reason, whether voluntary resignation, involuntary termination, or otherwise.

Family Illness Leave Days

Full-time employees (30 hours or more per week) may take up to seven (7) family illness days per school year for an illness of an immediate family member. Part time employees (29 hours or less per week) are entitled to half the family illness leave days. These days will be subtracted from the employee's accumulated paid leave. Immediate family in this section includes any relative or dependent living within the household of the employee. Also included are the employee's spouse, child, father, mother, daughter-in-law, son-in-law, father-in-law, mother-in-law, brother, sister, brother's spouse, sister's spouse, grandparent, and grandchild, whether or not such individual is living within or outside the household of the employee. All employees are required to report absences to their immediate supervisor and Administrative Assistant as soon as possible or no later than 6:30am of the work day to allow for securing a substitute employee, where applicable. The employee shall indicate the use of a family illness day on their timesheet.

If an employee does not have any accumulated paid leave days and has exhausted FMLA leave (or FMLA leave is otherwise unavailable), the employee may make a written request to the Executive Director or designee for unpaid family illness leave days. The Executive Director or designee shall have the discretion to grant or deny such requests.

Funeral Leave Days

Funeral leave shall be granted for death in the immediate family beginning on the day of death and for a period not to exceed five (5) work days to be taken within 30 days of the day of death. Immediate family in this section shall mean an employee's spouse, domestic partner, child, grandchild, parent, grandparent, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step parent, step child, or any relative or legal dependent living with the employee.

Funeral leave for the death of a relative by marriage beyond those listed above shall be granted for a period not to exceed two (2) days including children's grandparents. Funeral leave for the

death of an aunt, uncle, niece, nephew, or cousin related either within the family or by marriage shall be granted one (1) day. The employee shall indicate the use of a funeral leave day on their timesheet. RISE Learning Center staff should report their funeral leave day on the Staff Leave form.

It is understood that in the event of a death during any vacation break, employees will be given funeral days within thirty (30) days from the day of the death not days when school is back in session.

Funeral leave will be granted without loss of compensation and will not be charged against paid leave days. These days do not accumulate from year to year and employees shall have no right to receive payment for any such days upon separation of employment for any reason, whether voluntary resignation, involuntary termination, or otherwise.

Under extenuating circumstances, arrangements for additional funeral leave days may be approved upon written request to the Executive Director or designee. These days will be deducted from available sick day balance.

FMLA Leave Days [Policy D400 and Administrative Guideline D400-R]

SSSMC will comply with the provisions of the Family and Medical Leave Act and corresponding federal regulations. The following is a general overview of SSSMC's FMLA leave policy. For further information, see Policy D400, see Administrative Guideline D400-R, or contact the Human Resources office.

To be eligible for FMLA leave an employee must have worked for SSSMC for at least 12 months and have worked at least 1,250 hours eg. (7 hours daily X 180 working days) during the 12 months prior to the start of the FMLA leave. These are to be actual hours worked less leave days. An employee is eligible for up to 12 work weeks of unpaid leave (or 26 work weeks for care of a covered service member with a a serious injury or illness) in a 12 month period for the following reasons and with the appropriate documentation:

- For the birth of the employee's child and to care for such child.
- For the placement with the employee of a child for adoption or foster care.
- To care for the employee's spouse, child, or parent who has a serious health condition.
- Because of the employee's own serious health condition.
- Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on covered activity duty.

An employee eligible for FMLA leave must exhaust all accumulated sick and personal business days concurrently with unpaid FMLA leave.

After FMLA has been exhausted, the employee is responsible for 100% (COBRA) payment of all benefits.

It is the employee's responsibility to provide notification if FMLA is needed. The twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e., the "leave year" is specific to each individual staff member).

Forms for requesting FMLA are in the appendix of this handbook and are also available from the Human Resources office.

Unpaid Leave of Absence

SSSMC does not routinely grant unpaid leave of absence. However, we realize that there will be some exceptions, such as extended illness, that require special consideration. All available paid leave days, as well as any unpaid leave days under FMLA, must be used before an employee may request additional unpaid leave. SSSMC may grant an unpaid personal leave of absence on an individual basis, ***as submitted in writing to the Executive Director or designee***. The decision to grant an unpaid leave of absence will be based on the length of requested leave, the length of service, the employee's past job performance, and the overall operational needs of SSSMC. However absences in excess of 30 work days could result in disciplinary action up to and including termination.

Scheduled Holidays

Employees will **not** work nor get paid for the following days:

- Labor Day
- Fall Break
- Wednesday before Thanksgiving Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Winter Break (including Christmas and New Year's)
- Martin Luther King Day (unless snow make-up day)
- Presidents Day (unless snow make-up day)
- Spring Break
- Memorial Day

Except that 222-day employees who are not required to work Labor Day, and the Friday after Thanksgiving, but receive payment for such days.

Court Duty

SSSMC encourages classified staff to fulfill their civic duty to serve on jury duty or when under court order to appear as a trial witness. Regular compensation will be paid for the days served on jury duty or as a trial witness. Staff will be allowed to keep any stipend and or mileage payment from the court. It is the employee's responsibility to notify the employee's immediate supervisor of court duty as soon as practicable. It is also the employee's responsibility to secure from the court and deliver to the Human Resources office verification of the court duty.

Election Day Poll Worker

Employees who work at the polls on Election Day must use a personal business leave day to do so. Employees should request this day at least five (5) working days in advance.

Subpoenas

Employees who receive subpoenas for reasons related to school business should notify their immediate supervisor as soon as practicable. Employees who attend court for such subpoenas will be compensated in a manner consistent with the Court Duty policy above.

Employees who receive subpoenas to appear in court for reasons other than school-related business should contact their immediate supervisor. An employee may submit the absence as personal business leave or the employee, with approval of the immediate supervisor, may schedule time(s) to make up the hours required for court appearance, or the supervisor may determine that the employee's absence will be recorded as "lost time" with no compensation. The employee is to provide a note from the court indicating the hours that the employee was required to be at the court proceeding.

Snow Days

Employees under this handbook do not work when school corporations call for the closure of public schools. Employees will follow the school corporation calendar and are expected to be present for the snow make up day as scheduled.

Shortened School Days

For two-hour delays, employees are expected to report to work fifteen (15) minutes prior to the arrival of students and will receive a full day pay.

In cases of early release of students, e.g. due to weather, employees must remain on duty until regular dismissal time in order to be paid for a full day.

WAGE POLICIES

Work Year

The work year for employees subject to this Handbook varies depending on whether the employee works 222, 190, 183, or 182 days.

Salaries

The Board adopts salary schedules annually effective the beginning of the first full payroll period after July 1st of each year.

Payment of Salary

Employees who have elected to receive 24 equal pays during the school year will be paid monthly on the 5th and 20th (including summer break).

Payroll Deductions

Payroll deductions will be withheld for Federal Withholding Tax, State Adjusted Gross Income Tax, Social Security and Medicare, County Option Tax according to law, and Public Employees Retirement Fund (PERF), as well as any voluntary payments and contributions listed in the Benefits section of this Handbook, and any other deductions required by law or court order.

Direct Deposit

All employees shall participate in the Direct Deposit Program. The Board will direct all net wages to the account(s) of all employees to any qualified financial institution recognized for direct deposit by the corporation's originating bank.

BENEFITS [Policy D425]

Introduction to Benefits

The following descriptions of our benefits are for the current school year, are not considered legal plan descriptions, are not a contract to provide benefits, and do not contain all the details under each benefit. SSSMC cannot guarantee the status of any benefit package or employees subject to this Handbook beyond the current school year. Be sure to read the detailed information provided to you about your benefits to understand the extent of coverage and exclusions under each individual plan.

Employees must work 30 hours per week to be eligible for health and dental benefits. Your cost for these plans may change from year to year. In addition, the waiting periods for participation in these plans vary from plan to plan. See the Human Resources Manager for more details on each of these plans. In the event of a conflict between the following descriptions and the plan description or applicable law, the plan description or applicable law controls.

Under the Affordable Care Act (ACA) a Variable Hour Team Member (employees who work less than 30 hours per week and/or substitutes) is considered Variable Hour if, at their start date, it cannot be determined he/she will reasonably be expected to work, on average, at least 30 hours per week during the determination period because the employee's hours are variable or otherwise uncertain. A determination period is a 12-month measurement period starting with the first of the month following the date of hire, initially, and annually therefore from November 1 to October 31 of each year. If, after the determination period, it is calculated that the Variable Hour Employee worked an average of 30 hours per week, the employee and/or substitute will be eligible for the medical benefits for 12 months, as long as he/she continues to be employed during that 12 months. At the end of that 12 months, the hours worked per week during the subsequent determination period will again be reevaluated.

Worker's Compensation

All employees are covered by worker's compensation insurance at no cost to the employee. If an employee is injured while on duty and the injury resulted from an accident arising out of his/her job assignment, the employee is eligible for benefits from worker's compensation insurance. The benefit will typically pay medical bills, related medical expenses, and lost wages.

In order to receive benefits from this insurance, an employee must submit a completed Injury Report Form within twenty-four (24) hours of the injury. Forms are available from the employee's immediate supervisor or the Human Resources office. **It is important that an employee report any on-the-job injury, no matter how minor, as a failure to do so may result in forfeiture of the employee's rights to benefits.**

An employee should take great care in completing the Injury Report Form, a copy of which is included in the Appendix. Complete information must be provided for The Employee Section, The Time and Place Section, and The Incident Information Section. The unsigned report should be given to the Human Resources office who will sign the report and forward to the insurance company.

Scheduled follow up visits with the health care provider must be kept and documented. Documentation should be sent to the Human Resources office. Failure to comply with the appropriate follow up visits and reporting could result in the claim being closed and the employee assuming the costs for the medical services.

In the event an employee is required to be absent due to an injury sustained as a result of an assault and/or battery, or accident in the course of employment while properly discharging his/her duties, the absence shall not be charged against the employee's paid leave. If the injury is determined to be compensable under workers' compensation laws, the employee is to receive the equivalent of a full day's pay for all eligible work days. The employee's workers' compensation check(s) will be mailed directly to the HR office to be copied for payroll adjustment purposes. The HR office will contact the employee to pick up his/her check. The employee will keep the workers' compensation check(s) and be paid the remaining daily balance for the eligible work days on the SSSMC payroll schedule.

Health and Dental Insurance

Employees may participate in health insurance and dental insurance programs offered by the Board to support staff employees. The Human Resources Manager notifies all new employees of health care options through the Health Insurance Market Place and the Hoosier School Benefit Trust at time of employment. See Appendix A for a current premium schedule.

Coverage for eligible new employees shall be effective on the first day of the month following 30 days of employment as long as the application is received within the first 30 days of employment.

Term Life Insurance

The Superintendents' Governing Board will pay the entire yearly premium less one dollar (\$1.00) which the employee is required to pay. The term life insurance coverage is \$50,000 with Accidental Death and Dismemberment. New employees have 30 days to enroll after employment.

Short Term Disability

The Superintendents' Governing Board provides payroll deductions for a program of income protection insurance. Participation in the program selected by the employer is an individual decision and a financial responsibility of the employee.

Long Term Disability

The Superintendents' Governing Board provides payroll deductions for a program of income protection insurance. Participation in the program is the individual decision and a financial responsibility of the employee. The Plan will be selected by the Hoosier School Benefit Trust.

Tax Deferred Annuities

The Board provides payroll deductions for employees who wish to participate in a tax deferred annuity program. Those who wish to participate must enroll with an approved company. Enrollment applications must be received by January 1st or June 15th each year. Anyone who wishes to adjust tax deferred contributions, transfer, or change companies must notify the business office by January 1st or June 15th each year.

Retirement Pension Program

Full time support staff employees (30 hours or more per week) are included under the provisions governing the Public Employees' Retirement Fund (PERF). This retirement program pays a benefit to employees over and above Social Security benefits when the employee reaches retirement age. The employee contributes 3% of his/her gross earnings to this program and the Superintendents' Governing Board contributes an amount based upon total cost experience.

Acknowledgement

Review and initial Items 1 – 6 and sign at the bottom

- _____ 1. I am aware that a full copy of the 2025-2026 Non-Certified/Classified Employee Handbook for Southside Special Services of Marion County is available to me at the website www.riselearningcenter.org
- _____ 2. I have received an outline of handbook updates for the 2025-2026 school year.
- _____ 3. I have had an opportunity to have my questions answered with regard to the Handbook and agree to abide by the policies and procedures during my employment.
- _____ 4. I acknowledge that my job description may include involvement in health care services, basic life support, and other services that may require me to place my hands on a student for therapeutic or sanitary purposes.
- _____ 5. I understand that my employment is “at will,” which means my employment may *be terminated at any time for any reason, with or without cause and with or without notice at the option of either myself or SSSMC.*
- _____ 6. I have read and agree to abide by the SSSMC Safety Commitment outlined in this handbook.

Any variation, limitation, or modification of the right to terminate my employment at any time for any reason, with or without cause or with or without notice, must be set forth in a written agreement and signed by BOTH the SSSMC Executive Director or designee AND the employee.

This Handbook may not be used as a basis for a claim against the school system or its agents, officers, or employees in the event my employment is terminated.

In the event there is any confusion or doubt as to the provisions of this Handbook, I agree that I will seek clarification of these policies and procedures from either my immediate supervisor or the Human Resources office.

PRINT EMPLOYEE NAME: _____

EMPLOYEE SIGNATURE: _____

DATE:

SSSMC REPRESENTATIVE SIGNATURE: _____ DATE: _____