

# LOGANSPORT COMMUNITY SCHOOL CORPORATION



## **CLASSIFIED PERSONNEL HANDBOOK**

Effective July 1, 2015

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## **FORWARD**

The purpose of this handbook is to provide information to support employees (those who play a supporting role in delivering educational services) and supervisors about what procedures and policies apply to specific groups of employees and what compensation those employees can expect in the way of salary and fringe benefits as a result of their employment with the Logansport Community School Corporation.

This handbook is intended solely as a guide and the policies, procedures, and benefits contained herein are subject to change at the sole discretion of the Board of School Trustees. This handbook is not a contract, express or implied, between the Logansport Community School Corporation and any of its employees. All support employees of the Logansport Community School Corporation are “at-will” employees and are not guaranteed employment for any specific duration. Although Logansport Community School Corporation hopes that your employment relationship with us will be of long term, either you or the Logansport Community School Corporation may terminate your employment at any time for any reason, with or without cause or notice. No supervisor, administrator or representative of the Logansport Community School Corporation other than the Board of School Trustees acting in a public meeting, has the authority to enter into any employment agreement with any employee for any specified period of time or to make any promises or commitments contrary to the foregoing.

This handbook, revised July 16, 2015, supersedes all previous versions of any classified handbook distributed to staff members, and is to be retroactively effective July 1, 2015.

The Board of School Trustees  
of the  
Logansport Community School Corporation

**CLASSIFIED**

**HOURLY PERSONNEL**

**BENEFIT ELIGIBILITY CHART**

<b>Employee Benefit</b>	Full-time 12 mo (260 days/8 hours)	Full-time	School Year Employee (minimum 180 days/equal to or greater than 5 hours/day)	School Year Employee (minimum 180 days/ less than 5 hours/day)
<i>Personal Leave</i>	2	2	2	2
<i>Sick Leave</i>	9	7	6	2
<i>Vacation</i>	Prorated @ employment 5 days @ July 1 following employment 10 @ 2 years 15 @ 10 years 20 @ 15 years			
<i>Holidays</i>	10	2	0	0
<i>Health Insurance</i>	Yes	Yes	No	No
<i>Life Insurance</i>	Yes	Yes	No	No
<i>PERF</i>	Yes	Yes	Yes	Yes if working 600 hours/year
<i>403B Match</i>	Yes	Yes	Yes	Yes if working 600 hours/year
<i>Accumulated Sick Leave</i>	180	120	80	50

Payment for Personal, Sick, Vacation and Holidays shall be for the employee's normally scheduled work hours.

# **LOGANSPORT COMMUNITY SCHOOL CORPORATION**

## **CLASSIFIED PERSONNEL HANDBOOK**

The mission of the Logansport Community School Corporation is Success for All Students.

### **SECTION 1 - HANDBOOK OVERVIEW**

This handbook is a reference tool for the Logansport Community School Corporation classified staff that summarizes the Board of School Trustees policies on employment based on adopted school policies. The handbook is not a contract because it is subject to change at the sole discretion of the Board of School Trustees. The adopted policies of the Logansport Community School Corporation are available on the Logansport Community School Corporation Web site or at the administrative offices. Adopted policies take precedent over items in this handbook.

## **SECTION 2 - EMPLOYMENT PROCEDURES**

- 2.1 **Discrimination.** The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities.
- 2.2 **Application for Employment.** All prospective classified employees will apply online through the Logansport Community School website. Official employment is only with the authority of the Board of School Trustees acting upon the recommendation of the Superintendent. Refer to *Board Policy #4120*.
- 2.3 **Criminal History Background Check.** All new classified employees are required to have a criminal history background check completed prior to employment. Refer to *Board Policy #4121*.
- 2.4 **Drug Free Workplace.** All employees shall review the Corporation's Drug and Alcohol Policy, *Board Policy #4122.01*. Compliance with the policy is a condition of employment.
- 2.5 **Reasonable Accommodation.** Employees are expected to disclose any disability that would require the Corporation to determine if reasonable accommodations can be made which would enable the employee to continue employment.
- 2.6 **Employment Forms.** The following forms should be completed prior to employment:

Required:

W-4 Federal Income Tax Withholding, WH-4 State and County Income Tax Withholding, I-9 Employee Eligibility Verification, Insurance, 403B Salary Reduction Agreement, Internet Agreement, Direct Deposit, Hourly Employee Handbook Receipt, and Probationary Guidelines.

Optional:

Flexible Benefit Plan (Section 125), Dental Insurance, Vision Insurance.

- 2.7 **Salary Schedules.** Salaries for all hourly classified staff are assigned according to the Board approved schedule for that given job designation.

### **SECTION 3. GENERAL WORKING CONDITIONS**

- 3.1 **Employee Classification.** Employees will be eligible for benefits based upon defined classifications listed below: Full-time employees are defined as working a minimum of 180 days per year.
- 3.1(a) **Full-time Employees - 12 months** are defined as employees who are scheduled to work a minimum of 40 hours per week for 12 months. A minimum of 260 days.
- 3.1(b) **Full-time Employees – Less than 12 months** are defined as employees who are scheduled to work a minimum of 40 hours per week. A minimum of 181 days.
- 3.1(c) **School Year Employees - 9 months** are defined as employees who are scheduled to work a minimum of 5 hours per day. A minimum of 180 days.
- 3.1(d) **Part-time Employees -** are defined as employees who are scheduled to work less than the normal work hours for their respective position.
- 3.2 **Work Attire.** Employees are expected to report to work appropriately dressed and present a professional image at all times both in dress and conduct. Regular maintenance and custodial staff are **required** to wear the uniforms furnished by the Corporation. Cafeteria staff members are expected to wear the following at all times: hair restraint; black scrubs/black capri scrubs; tan scrub top; a white shirt under the scrub top in cold weather, if desired; black apron provided by the Corporation; comfortable non-skid, clean (closed toe) white or black shoes; name badge; and jewelry shall be restricted to wedding band and watch. All employees are expected to be neat and clean. An employee's appearance shall not be so extreme as to pose a safety hazard to self or others. An employee shall not wear any item that impedes or restricts his or her required work. Refer to *Board Policy #4216*.
- 3.3 **Supplemental Employment.** Classified personnel should understand that the obligations of their position with the Logansport Community School Corporation are primary with respect to other employment. Employees who accept supplemental employment shall not allow the supplemental employment to negatively affect their employment with the Logansport Community School Corporation.



- 3.4 **Workers Compensation.** Indiana workers compensation and occupational disease laws apply to all employees of the Logansport Community School Corporation. In order to substantiate claims for medical bills and lost time accidents under these laws, all on-the-job injuries must be reported to the employee's supervisor and an accident report filed with the Superintendent's Office within twenty-four (24) hours following the accident.
- 3.5 **Work During School Closings.** School office personnel report to school when school is in session. Twelve month personnel will be expected to report for work during periods of school cancellation if they can safely make it through the weather conditions. If they are unable to make it to work, they are to call their immediate supervisor and inform them. The supervisor and the employee will make arrangements for a make-up of the time or a loss of pay for that day. If school is closed early due to an emergency condition, all personnel will remain on duty until the close of the regular workday unless formally notified to the contrary by the Superintendent or designee. Instructional Assistants are instructed by building principals.
- 3.6 **Work During School Delays and Early Dismissals.** School office personnel report to school when school is in session, including eLearning days. Twelve month personnel will be expected to report to work at their normal working hours unless excused or adjusted by their immediate supervisor. During delays, all cafeteria personnel are to report to work at their normal time.
- 3.7 **Professional Development.** Requests to attend workshops or conferences that directly relate to the employee's work shall be directed to the building principal or immediate supervisor who will forward the request to the Superintendent for approval. The Board may reimburse the employee for registration fees, reasonable lodging and meals. All reimbursements shall be based on receipts or accountable records of expenditures submitted on the appropriate claim forms.
- 3.8 **At-Will Status.** All Classified personnel are at-will employees. Employment can be terminated at any time by the Corporation or employee with or without cause at any time. Refer to *Board Policy #4120*.
- 3.9 **Performance Expectation.** It is expressly understood that continued employment by the Corporation is dependent upon the satisfactory performance by the individual of all duties that are considered part of the job.

3.10 **Employee Evaluations.** Each classified employee shall be evaluated annually once a year for the first three years of employment and once every three years thereafter with an accurate assessment of performance. Additional evaluations may be conducted at the discretion of the employee's immediate supervisor. This assessment form will be the adopted format as defined by the Superintendent and completed by June 1 of each year.

Probationary employees shall be evaluated after the first ninety (90) days of employment of the probationary period.

The completed evaluation form shall be returned to the Central Office where it becomes a permanent part of the employee's file. The employee has the right to indicate in writing any objections to any portion or portions of the evaluation. Such written comments by the employee shall be submitted with the formal evaluation. The employee's signature on the evaluation merely signifies that the employee has read the material to be filed and does not necessarily indicate agreement with its content. Refer to *Board Policy #4220*.

3.11 **Resignations.** A notice of 15 days is requested when an employee chooses to resign. The employee is required to inform the Superintendent or designee in writing of their intention to resign.

## SECTION 4. WORKDAY CALENDAR

- 4.1 **Work Day.** The work day for all employees shall be defined by the supervisor or designee. No less than a thirty (30) minute unpaid lunch period will be provided daily. In addition, each employee shall have two fifteen (15) minute break periods daily. Employees working at least five (5) hours/day shall have one fifteen (15) minute break.

Notwithstanding the above, the Employer shall have the right to determine the schedule for the hours and shifts to be worked per day and per week. Instructional Assistants only work on student days. The work schedule and shifts may be changed from time to time to meet varying conditions of business.

- 4.2 **Overtime.** Overtime for classified hourly employees shall be paid at a rate of one and one-half times the employee's regular rate of pay for each hour worked in a work week in excess of forty (40) hours. Professional Leave and Legal (Jury) Duty are the only Leave days that count toward the 40 hours.

Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Classified hourly employees who work overtime without prior approval from a supervisor may be subject to disciplinary action up to and including discharge. Refer to *Board Policy #6700*.

- 4.3 **Paydays.** Employees shall receive salary payments in accordance with the adopted schedule. Employees shall submit accurate time sheets to his/her supervisor according to the schedule published by the Finance Office Payroll Department.

- 4.4 **Call-Off Procedures.** It is the responsibility of all employees to notify their immediate supervisor no less than one (1) hour prior to his/her scheduled work time when they will not be able to report for their regular work shift. If an employee becomes ill while on the job, the employee shall contact his/her immediate supervisor for approval to leave work. If an employee is absent more than ten (10) days, said employee must have a release from their physician certifying readiness to return to work. The school may request a doctor's verification of illness any time an employee is absent due to illness. After an absence of ten (10) or more consecutive days, employees are required to apply for FMLA or unpaid leave.

## **SECTION 5 - EMPLOYMENT PRACTICES**

- 5.1 **Open Positions.** Open positions for classified personnel may be posted on the Corporation Web-site for a period of five (5) days. Classified employees may apply for posted positions within the Corporation. The hiring supervisor shall select the applicant deemed best for the position.
- 5.2 **Probationary Employees.** Employees shall be considered to be probationary employees for the first ninety (90) contracted calendar days of their employment. Probationary employees will be paid at the starting hourly rate of a new employee. No paid time off will be afforded to employees during this probationary period with the exception of Bereavement Leave that falls within the parameters outlined in Section 7.1(g).. All probationary employees must have a satisfactory written evaluation by their immediate supervisor before they can be given regular status. Probationary employees that resign and are re-employed will not receive Leave days accumulated previously until after the current 90-day probation period, if applicable. Probationary employees are, at all times, at-will employees regardless of their probationary status.
- 5.3 **Employee Transfer Originated by the Corporation.** When a transfer of assignment is initiated by the administration, the employee will be placed in an open position at the discretion of the administration.
- 5.4 **Employee Discipline.** Causes for discipline include violation of the Indiana Code and Logansport Community School Corporation adopted policies and rules, terms of this agreement and/or other reasons including, yet not limited to the following:
- 5.4(a) Being under the influence or in possession of any form of intoxicants while on school premises and/or performing responsibilities
  - 5.4(b) Being in possession or use of any form of illegal controlled drug substance
  - 5.4(c) Being in possession of any form of weapon on school premises without proper authorization
  - 5.4(d) Deliberate, unauthorized destruction or removal of the school system's and/or another employee's property
  - 5.4(e) Disorderly conduct

- 5.4(f) Dishonesty
- 5.4(g) Excessive tardiness/absenteeism
- 5.4(h) Absence from work without proper notification to the employer
- 5.4(i) Provoking, instigating and/or participating in a physical conflict while on school premises
- 5.4(j) Falsification of employee's or any records
- 5.4(k) Failure to meet reasonable work standards
- 5.4(l) Insubordination or failure to carry out a legal directive
- 5.4(m) Unauthorized disclosure of confidential information, specifically, employee personnel file documentation, student discipline, psychological testing or other items that are specified by the immediate supervisor as having confidential status

Progressive discipline will be followed which shall include verbal, written reprimands, suspension from duty with and without pay, and discharge. These steps may be waived given the seriousness of the situation and/or previous offenses.

## **SECTION 6 - REDUCTION IN CLASSIFIED STAFF**

In the event of conditions necessitating a reduction, as determined by the Board, in the number of Classified Hourly Staff employed by the Board, the following shall be considered when determining the position to be eliminated:

- Demonstrable Need
- Specialized Skills
- Performance Evaluations
- Seniority

Individuals whose job has been terminated due to a reduction in staff may apply for employment in open positions for which they are qualified.

## SECTION 7 - PAID TIME OFF

### 7.1 Leaves

- 7.1(a) **Personal Illness (Sick Days).** Each classified employee shall be entitled to Sick Leave according to the established Eligibility Chart. Upon hire, Sick Leave accrual will be pro-rated to the next July 1. Thereafter, Sick Leave accrual will be credited to the full amount on the subsequent July 1. Such leave days may be accumulated in accordance with the Benefits Eligibility Chart.

Accumulated Sick Leave may be used for the purpose of immediate family illness. “Immediate Family” is defined as shall mean the classified employee’s spouse, children, siblings, parents, parents-in-law, son- or daughter-in-law, grandparents, grandchildren, grandparents-in-law, step-parents, step-parents-in-law, step-children, step-grandchildren, step-grandparents, brother-in-law, sister-in-law, or any member of the employee’s unit living in the employee’s household.

The misuse of sick leave benefits; i.e., reporting sick when the employee is in fact not sick, or the use of sick leave for personal business, etc. shall constitute grounds for severe disciplinary action. The Logansport Community School Corporation may require the verification of the employee’s illness by a licensed physician. The Board will require verification of an employee’s absence or illness prior to and immediately following a school calendar vacation.

- 7.1(b) **Family Medical Leave.** An unpaid leave of up to twelve (12) weeks in duration may be granted to eligible employees for certain family or medical reasons. An employee who has been employed for at least twelve (12) months before the leave request and has worked at least 1,250 hours during the previous year is eligible for a leave of absence pursuant to this policy. Please refer to *Board Policy #4430.01*

Whenever the leave is foreseeable, the staff member shall provide the Personnel Office with thirty (30) days’ notice. Notice must be in writing (email acceptable). If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. If you are not capable of making the notification, someone on your behalf may make the notification for you. This applies only in the case where your

illness prevents you from making the request yourself. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings.

- 7.1(c) **Personal Leave.** Each classified employee shall be entitled to Personal Leave days according to the established Eligibility Chart. Unused personal leave days are added to the individual's accumulated sick leave at the end of each school year.

Application for personal leave shall be made at least 24 hours in advance with the immediate supervisor. It is understood that personal leaves may be used for the transaction of personal business or the conduct of personal or civic affairs that cannot be conducted outside regular school hours. Personal Leave days shall not be used for the purpose of extending vacation/holiday periods without prior approval of the immediate supervisor.

- 7.1(d) **Loss of Pay.** Loss of pay is discouraged and requires supervisor/director approval.

- 7.1(e) **Military Leave of Absence.** The School Board delegates to the Superintendent the responsibility to determine whether to grant a leave of absence of up to one year's time for a military leave of absence. Any request for a military leave of absence of one year or more shall be submitted to the Board.

The Board may grant a leave of absence in addition to a regular vacation period without loss of pay or time to any staff member who is a member of the Indiana National Guard, a reserve component of the U.S. forces, or a retired member of the naval, air, or ground forces of the United States and is on training duty for the State by order of the Governor or under the order of the reserve-component authority for consecutive or nonconsecutive periods not to exceed a total of fifteen (15) days in any calendar year. The staff member's vacation benefits, if any, will not be affected by this type of leave. Please refer to *Board Policy #4430*.



## 7.1(f) **Sick Leave Bank.**

### PURPOSE:

The purpose of the sick leave bank is to relieve full-time classified employees from undue financial burdens due to absence from work on a long-term basis due to personal illness, injury, or incapacitation sufficiently severe that it would make their presence in school inadvisable. The extended sick leave policy is not designed to give unlimited sick leave to employees. Its primary purpose is to give a full-time classified employee substantial income protection in the event of a medical catastrophe. It is also designed to provide a maximum benefit to employees who have utilized the regular sick leave days and personal days in a professional manner.

### ADMINISTRATION:

The Sick Leave Bank shall be administered by a Committee of six (6) members. Members of the Committee shall be Administrators/Department Heads.

- A. Length of service for the members shall be determined by the Logansport Community School Corporation administration.
- B. Vacancies on the Committee shall be filled before the next meeting.
- C. The entire membership of the Committee shall select one of their members to act as chairperson for the duration of the year.
- D. The Committee shall meet during the school year as needed. Special meetings may be called by the chairperson at the request of the Committee members.
- E. In each case, a minimum of four (4) favorable votes by the Sick Leave Bank Committee is required to grant the use of days from the Sick Leave Bank.
- F. The Committee shall prepare an annual report in conjunction with the Corporation Treasurer of days contributed by each employee, days used, and days accumulated in the Sick Leave Bank, and distribute this report to the Superintendent and the Sick Leave Bank Committee.

- G. Requests for use of the Sick Leave Bank shall be made in writing to the Committee, not to exceed 45 days. Once 45 days is exhausted individuals need to reapply in writing to the Committee.
- H. Requests to donate days shall be made on the official forms provided by the Committee.
- I. The decision of the Sick Leave Bank Committee shall be final.

#### CRITERIA FOR USE OF THE BANK:

The Committee shall use only the following criteria for granting use of the Sick Leave Bank.

- A. The applicant must be employed full-time by LCSC and a current participant in the Sick Leave Bank.
- B. All except three (3) sick leave days previously accumulated by the individual must be exhausted before submitting an application to the Sick Leave Bank Committee
- C. The applicant shall submit a certified review of his/her medical history and prognosis for returning to work by the appointed or attending physician.
- D. Illness must be of a serious nature; seriousness will be determined by the Committee with the recommendation of the appointed or attending physician.

#### ELIGIBILITY FOR USE OF THE BANK:

- A. Any full-time LCSC classified employee who has contributed days is eligible to participate in the Sick Leave Bank.
- B. An eligible classified employee, or if necessary and on their behalf, a member of said employee's immediate family, or said employee's authorized designee if said employee has no immediate family, shall make written application to the Committee for leave under this provision. Said application shall be accompanied by a physician's certificate stating the nature, possible length of absence, and prognosis of the employee's condition.

- C. Upon return to work, the employee shall repay the Sick Leave Bank for days owed (number of days borrowed minus number of days contributed) at the rate of three (3) days per year. If a classified employee leaves the employment of LCSC, any accumulated leave will go to repay any outstanding balance owed to the Sick Leave Bank. If the member has no sick day balance, the debt shall be waived.

#### COMPOSITION OF THE SICK LEAVE BANK:

- A. The number of days contributed will continue to accumulate until approximately two hundred seventy (270) days are credited to the Sick Leave Bank.
- B. The annual enrollment period for accepting voluntary membership in the Sick Leave Bank shall be the first thirty (30) days of the school year.
- C. A participant employed by LCSC after the annual enrollment period has passed shall have ten (10) days from the date of employment in which to enroll in the Sick Leave Bank.
- D. The Sick Leave Bank was initially formed through voluntary participation and by voluntary donations, with written authorization of two (2) full days by participating members. After the first year of membership in the Sick Leave Bank, an employee need only contribute one (1) personal illness day (if contributions are required) to remain a participating member in the Bank. If an employee desires to return to the status of a participating member after withdrawing from membership in the Sick Leave Bank, that employee shall contribute two (2) days in the first year after returning to membership.
- E. Sick leave days donated to the Bank by an employee are considered a permanent contribution to the Bank.
- F. If, at the start of the school year, there are approximately two hundred (200) days in the Sick Leave Bank, there shall be no contribution except for the repayment of days, contributions by classified employees returning to membership, and contributions by new members.

- G. If, at any time, a member of the Sick Leave Bank desires to withdraw from the Bank, he/she shall write a letter to the Superintendent requesting such withdrawal. Upon receipt of the letter, the withdrawal will then become effective immediately. The enrollment period at the beginning of the next school year would be the next opportunity for this employee to rejoin the Bank.
- H. In the event that the total number of days in the Sick Leave Bank should drop below thirty (30) days, each member of the Bank shall be assessed an additional sick leave day in order to rebuild the Bank. If at that time a member has no remaining sick leave days, he/she shall be exempt from this assessment.
- I. Up to ten (10) sick leave days may be donated to the Sick Leave Bank by a retiring classified employee. The classified employee need not be a participant of the Sick Leave Bank to donate days upon retirement.

7.1(g) **Bereavement.** In case of death within the immediate family, the employee shall be granted a leave not to exceed five (5) work days including the day of the funeral. Miscarriage does not qualify for Bereavement Leave. (Exceptions due to extenuating circumstances may be granted by the superintendent.). “Immediate Family” is defined as the employee’s spouse, children, siblings (defined as having at least one parent in common), parents, parents-in-law, son- or daughter-in-law, (great) grandparents, (great) grandchildren, (great) grandparents-in-law, step-parents, step-parents-in-law, step-children, (great) step-grandchildren, (great) step-grandparents, (great) step-grandparents-in-law, brother-in-law, sister-in-law, or any member of the family unit living in the employees household.

Other than immediate family: In case of death in the family, other than immediate family, an employee shall be entitled to be absent without loss of compensation on the day of the funeral. Other than immediate family shall mean employee’s (great) uncle, (great) aunt, niece, nephew, (great) uncle/aunt-in-law, and niece/nephew-in-law.

Two sick days may be used annually for bereavement leave.

7.1(h) **Maternity.** Maternity leave without pay will be granted according to *Board Policy #4430.01 - Family and Medical Leave of Absence (FMLA).*

7.1(i) **Legal (Jury) Duty.** When an employee is directed to appear for jury duty or are subpoenaed for court appearance in regard to a student for which the employee provides services for, the Board shall pay that employee's full daily salary, and that employee shall pay the Board any daily remuneration granted by the court; reimbursement for incurred expenses (i.e., mileage) shall not be considered as daily remuneration; provided, however, the employee will join with the Corporation in requesting to be excused from jury duty when, in the opinion of the Corporation, the employee's absence would create a hardship on the educational program.

7.2 **Holidays.** Classified employees shall be entitled to holidays listed below according to the established Eligibility Chart if the holiday occurs during scheduled work periods.

7.2(a) Full-time Employees 260 days - will be entitled to the following paid holidays: (10 days)

- |                                  |                                |
|----------------------------------|--------------------------------|
| A. New Year's Day                | G. Thanksgiving Day            |
| B. ½ p.m. Friday of Spring Break | H. Day after Thanksgiving      |
| C. Memorial Day                  | I. Christmas Eve Day           |
| D. (July 4) Independence Day     | J. Christmas Day               |
| E. Labor Day                     | K. New Year's Eve Day (½ p.m.) |
| F. Friday of Fall Break          |                                |

7.2(b) Full-time Employees less than 260 days more than 185 days - will be entitled to the following paid holidays: (2 days)

- |              |                     |
|--------------|---------------------|
| A. Labor Day | B. Thanksgiving Day |
|--------------|---------------------|

7.3 **Vacations.** Classified employees shall be entitled to Vacation according to the established Benefit Eligibility Chart.

7.3(a) 260 day employees will be entitled to the following vacation schedule:

Initial Employment -	5 days prorated
Effective July 1 after initial employment -	5 days
After 2 years -	10 days
After 10 years -	15 days
After 15 years -	20 days

If a holiday falls within a scheduled vacation week, it is counted as a holiday and not counted toward your vacation day. Requests for vacations should be submitted to the immediate supervisor at least five (5) days prior to commencement of vacation.

No more than ten (10) days of vacation can accrue from year to year. Unused accrued vacation days are added to the individual's accumulated sick leave on July 1.

Vacation will be granted after Probationary Period.

Any employee changing from a 12-month position to less than 12 months will be paid accumulated vacation days on the last pay for the 12-month position.

## **SECTION 8 - BENEFITS**

- 8.1 **Health Insurance.** Classified employees shall be entitled to Insurance according to the established Eligibility Chart. The employee's participation cost for the health insurance shall be at the same level established for certified and administrative staff.

Participation in the insurance program will be made available to those eligible employees on leave at the full and total cost to the employee. Upon retirement, employees currently covered may be eligible for coverage until Medicare eligibility at 100% cost to the employee.

- 8.2 **Public Employee Retirement Fund (PERF).** Classified employees shall be entitled to PERF according to the established Eligibility Chart and approved by the PERF Resolution.

- 8.3 **Life Insurance.** Classified employees shall be entitled to Life Insurance in the amount of \$50,000 according to the established Eligibility Chart. The employee's participation cost for the life insurance shall be at one cent (\$.01) per pay.

- 8.4 **LTD Insurance.** Classified Salary employees shall be entitled to Long Term Disability Insurance according to the established Eligibility Chart. The employee's participation cost for the LTD insurance shall be at one cent (\$.01) per pay.

- 8.5 **403(b).** All employees are permitted to participate in the Corporation's 403(b) retirement program. Employees working a minimum of 600 hours per year are eligible to receive the 403B Match from the Corporation. Employees must chose from the list of approved investment providers and comply with other provisions of the approved plan document and IRS regulations.

- 8.6 **Retirement.** Classified employees who retire after reaching retirement age, and who have completed twenty (20) or more years of service in the School Corporation, shall have included in his/her last contract a sum equal to one (1) day of pay for each year of service in the School Corporation. The amount paid will be based upon the individual employee's salary which is current at the time and will be paid to the employee at the time s/he receives his/her last salary check. The Superintendent must be notified in writing, of the proposed retirement not later than June 1st, one (1) year prior to the date of retirement. In addition, employees retiring shall receive \$20.00 a day for unused sick leave.

## **SECTION 9 – ACCEPTABLE USE POLICY FOR THE NETWORK**

### **9.1 Purpose of the Policy**

#### **PURPOSE:**

The purpose of this policy is to establish a policy for the acceptable use of the network as a tool for learning in Logansport Community School Corporation (LCSC) (hereinafter referred to as Corporation). The LCSC network is defined as all computer resources, including software, hardware, lines and services that allow connection of Corporation computers to other computers, whether they are within the Corporation or external to the Corporation. This includes connection to the Internet. In summary, the policy affirms that no user may use the network to take any action or receive and/or communicate any language that the employee or student could not take or communicate in person. Users are defined as anyone authorized by administration to use the Network. This includes, but is not limited to, staff, students, parents, vendors, contractors, and volunteers. Prohibitions in applicable federal, state and/or local law or regulation, collective bargaining agreements and Board Policies are included. Additionally, this policy reflects that there is no expectation of privacy in the use of e-mail or network communications when such communications occur over LCSC provided equipment by LCSC employees, students, or others.

#### **PURPOSE OF ACCESS TO THE NETWORK:**

Networks give schools the ability to share educational and research resources from around the world with all students. These resources include access to instructional applications, interactive collaboration between teachers, students and other users, document sharing, communications of all forms with people from around the world and libraries, museums and research facilities.

#### **I. Acceptable Use Policy**

Utilization of the network by users must be in support of and consistent with the educational objectives of the Corporation. When utilizing the network all users must adhere to the provisions of this policy and the standards of conduct established School Board Policy 3210 – Staff Ethics, 5500 – Student Ethics, and 5513 - Care and Use of Equipment.



- A. Obscene material is that material which:
  - a. The average person, applying contemporary community standards, would find, taken as a whole, appeals solely to the prurient interest; and
  - b. Depicts or describes, in a patently offensive way, sexual conduct as stated by Federal, or State Law; and
  - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value.
- B. Procedures concerning the protest of instructional materials and educational media as they are accessed through the Internet are governed by School Board Policy 9130 – Public Complaints and Concerns
- C. School Board Policy 3231/4231 – Outside Activities of Staff, governs the use of the Internet for political activities.
- D. Use of the network for product advertisement, commercial activities, political campaigning or solicitation is prohibited.
- E. The Children’s Internet Protection Act (CIPA) requires school corporations to prevent students from viewing objectionable material. Pursuant to CIPA, LCSC uses an Internet Content Filter to prevent user access to prohibited material.
- F. Users of the LCSC network are charged with notice that besides obscene material, there are other potentially objectionable materials available on the Internet, including sites with adult content, nudity, and gambling, as well as sites advocating violence and illegal activities. No content filter will ever be 100% accurate, and on occasion either objectionable material may get through or non-objectionable material may be blocked.
- G. Bypassing the LCSC content filter without authorization is strictly prohibited. LCSC has procedures in place to evaluate requests from users to block or unblock sites as necessary.
- H. Students, parents, and staff should be aware that connection to any Internet or network provider not under Corporation control may be unfiltered. This is particularly true of open wireless connections, which can be found almost anywhere. The Corporation is not responsible for unfiltered content that may be viewed or downloaded on LCSC equipment that has been provided to individuals for use outside Corporation property. The Corporation is also not responsible for issues caused by the connection of personal devices to the Corporation’s network or improper use of the Corporation’s network or equipment.

## II. Privilege

Accessing the Internet through Corporation equipment is a privilege, not a right, and inappropriate use, including violation of this policy may result in cancellation of the privilege.

1. School, regional center, and Corporation administrators are delegated the authority to determine appropriate and acceptable use as provided under this policy.
2. Any user account may be closed, suspended or revoked at any time a school, regional center, or Corporation administrator determines an account user or holder has used the network in an inappropriate or unacceptable manner in violation of this or any other applicable Corporation policy.
3. Inappropriate or unacceptable use is defined as use that violates the Corporation's purpose in providing students and employees access to the Internet and use that violates any local, state, or federal law or regulation.

## III. Monitoring

Administration reserves the right to review any material on user accounts for purposes of maintaining adequate fileserver space and monitoring appropriateness of material accessed through the network. In reviewing and monitoring user accounts for the purpose of determining adequate fileserver space, the Corporation shall respect the privacy rights of user accounts.

## IV. Network Etiquette

All users are expected to abide by the generally accepted policies of network etiquette. These standards of conduct include, but are not limited to the following:

- A. Users should be polite. The use of abusive language is prohibited.
- B. Use appropriate language. The use of profanity, vulgarities or any other inappropriate language is prohibited.
- C. Engaging in activities which are prohibited under local, state or federal law is prohibited.
- D. Activities which violate LCSC Board Policy of Administrative Guidelines are prohibited.
- E. Do not reveal your personal address and/or telephone number or that of other users unless compelled to by law.
- F. Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.

- G. Do not use the network in such a way that other users would be unable to get the full benefit of information available. This includes, but is not limited to: running applications that deny the network's services to others, tying up computers without a legitimate educational or school Corporation purpose while others are waiting, damaging software or hardware so that others are unable to use it, or any conduct that would be prohibited by Indiana State Law.
- H. Do not use the network to send or receive messages that discriminate based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, disability or that are inflammatory.

#### V. Services

Use of any information obtained via the Internet is at the user's own risk. The Corporation will not be responsible for any damages a user may incur. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions.

The Corporation is not responsible for the accuracy or quality of information obtained through the network. All users need to consider the source of any information they obtain through the network, and evaluate the accuracy of the information.

#### VI. Security

Security on any computer network is a high priority, especially when the system involves many users.

- A. If a user can identify a security problem on the network, the user must notify the system administrators. The user must not demonstrate the problem to others.
- B. Users must not use another individual's account without written permission from that individual. Attempts to log into the system as any other user will result in disciplinary action as described in Section X – Disciplinary Actions for Improper Use contained herein.
- C. Any user that has been determined by administrators to have violated this policy may be denied future access to the Internet through the Corporation network.
- D. A user with a history of utilizing other computer systems in an inappropriate or unacceptable manner may be denied access to the Corporation network.
- E. Users of the network will be held responsible for all activity associated with the user's account. Users should not share their passwords with anyone, engage in activities that would reveal anyone's password or allow anyone to use a computer to which they are logged on.

- F. Accessing chat rooms or instant messaging while using the LCSC network is prohibited unless there is a legitimate school or work-related purpose.
- G. The use of Internet tools such as blogs and discussion boards are intended for educational purposes only.
- H. Downloading pictures, sounds, video clips, text documents or any material without authorization and without confirmation that the material is not copyrighted is prohibited.
- I. Downloading games, video files, audio files or running streaming media without educational value and without authorization by a teacher or a local administrator is prohibited. These applications tie up a great deal of bandwidth and storage and many of the files infringe on the owners' copyrights.
- J. Downloading or installing software applications without authorization is prohibited.
- K. Using the Corporation's wireless equipment while on LCSC property to connect to any wireless networks but those provided by LCSC without authorization is prohibited. External signals will not provide content filtering and access to private networks may be illegal.

## VII. Vandalism and Harassment

Vandalism and harassment when utilizing the Internet will result in cancellation of user privileges. This includes, but is not limited to, the uploading or creation of computer viruses and the attempt to destroy, harm or modify data of another user.

## VIII. Procedures for Use

Personal use of the LCSC network, including e-mail and the Internet, is permitted as long as that use does not interfere with an employee's duties, a student's learning activities and/or system operation and abides by all Corporation policies and standards, state and federal statutes, and codes of conduct. This use is a privilege, not a right, and any unacceptable use may be subject to appropriate disciplinary action, up to and including dismissal from employment.

- A. Blogging is the activity of writing entries in, adding material to, or maintaining a "weblog" or "social media" sites. Employees are not to engage in blogging activities during working hours or by using Corporation-owned equipment unless they are specifically required to perform the employees' responsibilities and duties. Corporation users are reminded that during non-working hours they are representatives of LCSC and should behave in a manner that does not bring disrespect or discredit the education profession. Unless engaging an officially sanctioned Corporation activity, employees using "blogs" or "social

media” sites should clearly specify that any opinions or statements are the employee’s and do not reflect the views of the Corporation. Employees are prohibited from using officially sanctioned school Corporation logos, school mascots, and other official symbols.

IX. Inappropriate Material

On a global network it is impossible to control effectively the content of data and an industrious user may discover inappropriate material. Inappropriate material is that material that is determined inconsistent with the goals, objectives and policies of the educational mission of the Corporation.

X. Disciplinary Actions for Improper Use

The act of accessing the Internet through the Corporation’s network signifies that the user will abide by the provisions of this policy.

Disciplinary action for inappropriate use by third-parties may include, but is not limited to, loss of this privilege, loss of status or position that afforded the privilege of the use of the Corporation’s network, and/or termination of contract in accordance with the terms of the contract.

### Purpose of Corporation E-Mail

E-mail is a standard means of communication around the globe and as such the use of e-mail has become a necessary skill. E-mail usage provides students an invaluable asset as a means of communication between educators, students and parents. The Corporation encourages the use of e-mail as an educational and communication tool. Users of the Corporation e-mail services are expected to do so responsibly, that is, to comply with Indiana and Federal Laws, with the policies and procedures of the Corporation, and with established standards of personal and professional conduct and courtesy.

I. Unacceptable Use of Corporation E-mail Services

Users may not utilize the Corporation’s e-mail system to perform any action or transmit any communication that they would otherwise be prohibited from doing in any other medium of communication. This means that e-mail must follow the same rules of conduct one would follow in face-to-face or written communications.

Unacceptable and prohibited uses of Corporation e-mail services include, but are not limited to:

A. Using profanity, obscenity, or other language which may be offensive to another user or any matter deemed to be obscene under the law.

Obscene material is that material which: 1) the average person, applying contemporary community standards, would find, taken as a whole, appeals solely to prurient interests; and 2) depicts or describes in a patently offensive way, sexual conduct as defined by state law; and 3) taken as a whole, lacks serious literary, artistic, political, or scientific value.

- B. Transmitting any material that is in violation of Federal, State, and local laws, or of LCSC School Board rules, standards, regulations, or guidelines. This includes, but is not limited to, unauthorized distribution of material that contains statements that would tend to violate an individual's civil or constitutional rights or constitute harassment or transmission of trade secrets of copyrighted material without the consent of the owner of copyright holder.
- C. "Spoofing" where spoofing is defined as the act of disguising the sender of an e-mail by replacing the name in the "from" line or header fields, sending e-mails while signed on as a different user, or otherwise intentionally misleading the recipient as to the identity of the actual sender.
- D. Sending anonymous e-mail.
- E. Engaging in any activity designed to view the e-mails of other individuals without authority or permission.
- F. Using the Corporation's global distribution list is prohibited.
- G. Initiating or forwarding "chain-letters" or petitions is prohibited.
- H. Spamming, or the sending of unwanted, unsolicited and/or unnecessary messages to large numbers of people, usually with the purpose of advertising a product, event, service, or lobbying for a specific political position or promoting an individual's opinion. In many cases, the sender is unknown to the recipients.
- I. Acting in a manner that violates the Classified Handbook and School Board Rules.
- J. Using e-mail to intimidate, harass or bully other users according to School Board Policy 5517 Anti-Harassment and 5517.01 Bullying.

## II. User Expectations and Consequences of Inappropriate Use

The staff e-mail system is the property of Logansport Community School Corporation. The Corporation reserves the right to monitor the e-mail system for unacceptable use according to federal, state, and local laws and Corporation procedures, policies and rules. Any user who violates this rule may be subject to revocation of e-mail privileges and/or appropriate disciplinary action, up to and including suspension and/or expulsion in accordance with School Board rules.

- A. Principals, teachers and Corporation administrators are authorized to determine whether a user is in compliance with this rule and is utilizing

the Corporation's e-mail system in an appropriate and acceptable manner. This includes monitoring any user's e-mail for the purpose of determining compliance.

- B. Users will be given an e-mail account and password and must sign in to use the e-mail system. Users will be held responsible for all activity associated with their account and so must not share their password with anyone. Users will have the ability to change their password and must do so if the confidentiality of their password has been compromised.
- C. Users must not reply to or forward advertising e-mail or spam; it must simply be deleted without opening.
- D. Users are prohibited from sharing any list of the e-mail addresses of persons.
- E. Users of the e-mail system must not expect that e-mail generated or received via the Corporation's e-mail system will remain private. As a result, users must be aware that:
  - a. Sensitive and confidential data, including data considered exempt from public disclosure, may be viewed by persons other than the intended recipient. Information that is exempt or confidential under state and federal law may need to be encrypted, blocked out, or not transmitted by e-mail.
  - b. Users are hereby notified that there is no individual right to privacy in the use of the Corporation's e-mail system. Administration has an absolute right to monitor use of the e-mail system at its discretion. Users are warned that although e-mail often has the feel of a private conversation, it is in fact, not private.
- F. In addition to checking for the above inappropriate uses and blocking inappropriate e-mail referenced above, the Corporation:
  - a. Reserves the right to review e-mails stored in the network for the purpose of maintaining adequate and necessary file server space.
  - b. Reserves the right to modify or delete e-mails or attachments that may contain computer viruses or any other computer code that could damage or destroy any portion of the network.