

# **BLACKFORD COUNTY SCHOOLS**

**EDUCATING STUDENTS, CHANGING THE WORLD**

*Developing A Child . . .*



## **2016-2017 CLASSIFIED MANUAL**

BOARD APPROVED- September 20, 2016

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## **I. Introduction**

Welcome to Blackford County Schools. The vision of BCS is to become the preeminent school system in the state by empowering students to take ownership of their limitless potential through rigorous innovative programs and experiences. Quality instruction and collaboration between teachers, students, and parents, assures that students will possess the essential skills to engage their futures.

This manual is intended to outline Blackford County School's employment practices and policies. This classified manual summarizes current school corporation salary and benefit information.

By adopting this classified manual, the School Board of Trustees of Blackford County Schools has consolidated various employment procedures to aid in administration amongst classified employees. This manual should be used as a set of guidelines only. The procedures and policies in this manual may be modified by the Board of Trustees at any time. This handbook supersedes and replaces all prior classified manuals.

## **II. Equal Employment Opportunity**

BCS is an equal opportunity employer. Hiring, promotion, transfer, compensation, benefits, discipline, termination and all other employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, citizenship/immigration status, veteran status or any other protected status. BCS will not make any posting or employment decision that does not comply with applicable laws relating to labor and employment, equal employment opportunity, employment eligibility requirements or related matters. Nor will BCS require in a posting or otherwise U.S. citizenship or lawful permanent residency in the U.S. as a condition of employment except as necessary to comply with law, regulation, executive order, or federal, state, or local government contract.

## **III. Board Policies**

The policies and administrative guidelines of Blackford County Schools can be found at [www.bcs.k12.in.us](http://www.bcs.k12.in.us) in the Board of School Trustees Board Policy section. The specific policies concerning employment are covered in the 4000 series. Classified employees are under the direct supervision of their immediate supervisor and all issues should start with the immediate supervisor.

## **IV. Employee-At-Will**

Employees are employed at the will of the school corporation and are subject to termination at any time, for any reason not prohibited by law, with or without cause or advanced notice.

\*except for an employee who is under a contract that specifically exempts the employee from Indiana's employment at will doctrine.

## **V. Background Checks**

BCS conducts background checks on all potential employees. Potential employees are responsible for the cost of an expanded background which meets the federal and state requirements for a school employee. A completed background check is necessary prior to the first day of work.

## **VI. Fair Labor Standards Act (FLSA)**

### Overtime Compensation –Hourly Employees

Employees covered under the Fair Labor Standard Act (FLSA) must be paid time and one-half their hourly rate when they work more than 40 hours during the defined seven (7) day work week. Overtime rates apply to work permitted or required at the request of the employee or the employee's supervisor. FLSA requires overtime only if the employee works more than forty (40) hours during the seven (7) day work week. If an employee works beyond his/her normal workday and receives comparable time off during that seven (7) day period, the law does not require overtime pay. For purposes of applying the FLSA, the forty (40) hour total does not include hours for which the employee is paid but did not work, such as sick days, vacation days, personal days, paid holidays, etc. Hours not worked and not paid, such as unpaid lunch, unpaid approved leave, unpaid vacation, etc. do not count in the forty (40) hours.

### Defined Work Week

Work week is defined as the seven (7) day period of time beginning 12:00 midnight Sunday through 11:59 p.m. Saturday.

## **VII. Employee Service Records**

### Record of Time

Each employee is required to have a record of hours worked. All hourly employees are expected to clock in and clock out. Time records are legal documents, employees need to ensure that the time worked is correct and reported only by the employee.

### Reporting of Absences

Absence requests should be submitted ahead of time for prearranged leaves and promptly upon return from all others.

## **VIII. Probationary Period**

Classified employees are employed on a 90 day probationary period. During such a period new employees are ineligible for paid absence benefits including: illness, family illness, personal, vacation and holiday pay. Leave benefits shall begin the first day of the month following a 90 day period after hire date.

## **IX. Evaluations**

Each employee will be evaluated by their building administrator or supervisor on an annual basis. An employee shall have the right to be informed and receive a copy of and respond in writing to any written evaluation. The evaluation shall be signed and dated by the employee to indicate that he/she has reviewed it. A copy of each evaluation and any employee's written response to the evaluation shall be placed in the employee's personnel file.

## **X. Resignation of Employment**

If you are terminating employment with Blackford County Schools, you must submit written notification to the Business Office as soon as possible. If you are working until the end of the current school year and carry health, dental or vision, your benefits will continue through August 31 of your resignation year. If you resign prior to the end of the current school year, your insurance benefits will terminate at the end of the month you resign.

## **XI. Benefits**

### **Insurance**

The corporation will provide insurance benefits to eligible employees. Insurance rates are subject to change each calendar year.

Classified employees who work in more than one position must work the required number of hours in one position before being eligible for insurance benefits. Combined hours between two positions do not determine eligibility. Temporary employees will not be eligible for fringe benefits.

#### **Health #**

Family and single plan insurance is offered through East Central Indiana School Trust (ECIST). The corporation will contribute a specific amount toward the cost of the annual premium for eligible employees. The premiums will be deducted from the employees pay under Section 125.

#### **Employment Status and Benefit Eligibility**

**Part-time (under 20)**-Employees working less than twenty (20) hours per week will not be eligible for insurance.

**Part-time (20-29)**-Employees working twenty (20) to twenty-nine (29) hours per week may elect to participate in the health insurance program by paying one hundred percent (100%) of the premium through payroll deduction.

**Part-time (30-39)**-Employees working thirty (30-39) hours or more per week are eligible to participate in the health insurance program. The employer will contribute the amounts as outlined in the teachers' master contract for the single plan, whether single or family insurance is taken.

**Full-time**-Employees working forty (40) hours per week are eligible to participate in the health insurance program. The employer will contribute the amounts as outlined in the teachers' master contract for the single or family plan

\*Grandfathered and exempted employees, as board approved in May 2013, receive benefits as outlined in the board May 2013 Affordable Care Act document.

\*\* Employees who remain continuously on health insurance and were hired before January 1, 2003 will be grandfathered into the classified health insurance package that was in place as of December 31, 2002.

#### **Dental**

The corporation offers a dental plan to those employees eligible for health insurance through East Central Indiana School Trust (ECIST). Twelve (12) month full-time employees will receive single or family dental insurance at no cost. Any eligible classified employee working less than 12 months, will pay the full premium.

#### **Vision**

The corporation offers a vision plan to those employees eligible for health insurance. Twelve (12) month full-time employees will receive single or family vision insurance at no cost. Any eligible classified employee working less than 12 months, will pay the full premium.

### Life#

The board will provide a term life insurance policy in the amount of \$50,000.00 for each employee working twenty (20) or more hours per week.

### Long Term Disability#

A long term disability policy shall be provided for each employee working twenty (20) or more hours per week. The program will provide (2/3) of the base salary to the employee for the time period specified in the agreement. The payments will only begin beyond a 90 day disability absence period.

## XII. Leaves and Absence Forms

### Sick leave

Sick leave will be granted at the rate of seven (7) days per year for twelve month employees and five (5) days per year for all other employees. Sick leave days may accumulate to 160 and may not be taken in less than one-half day units. A total of two (2) sick days may be used each year for the illness of the employee's spouse, child, step-child, or parent. An employee who has missed 3 or more days due to a medical condition requiring a doctor's care will be required to turn in a doctor's release upon their return to work.

### Health clinic leave

In an effort to help promote the overall health of our staff and their families, employees enrolled in our health plan will be credited one (1) health clinic leave annually each year to schedule and visit an East Central Indiana School Trust health care clinic.

Unused health clinic leave days shall not accumulate.

### Personal leave

Two (2) personal leave days shall be granted during the year without loss of compensation for such absence. Personal leave days may accumulate to (4) days. The staff member agrees that personal leave days will not be used immediately prior to or following school vacations. Unused personal leave days will transfer to sick leave.

### Bereavement leave

In the case of death in the immediate family (father, mother, brother, sister, husband, wife, son, daughter, grandchildren, daughter-in-law, son-in-law, father-in-law, mother-in-law, stepchildren or step-parents) the employee is entitled to be absent without loss of pay on any of five (5) work days within a ten (10) calendar day period commencing on the day of the death.

In the case of death of an immediate relative (grandparent, grandparent-in-law, brother-in-law, sister-in-law, niece, nephew, uncle, or aunt) the employee shall be entitled to not more than two (2) consecutive calendar days without loss of compensation.

## Vacations

Twelve month full-time employees shall be granted six (6) days paid vacation per fiscal year for the first year of employment. Each July 1 thereafter one (1) additional day shall be granted until a maximum of fifteen (15) days are earned per year. Employees working less than a year earn vacation days at the rate of one-half day per month.

The corporation will not pay for any unused vacation days. Any unused vacation days will be lost after June 30 of each year.

In the event that a twelve month full-time employee uses vacation days during his/her first full year of employment, but resigns before the end of the first year, used vacation days may not exceed one vacation day for each two months of employment. The corporation may withhold from the employee's final check for repayment of such excess vacation days. For example, an employee who works for three (3) months may take only 1.5 days of paid vacation (25% of 6 days). If the employee has taken three (3) days of vacation during that three (3) months before resigning, the corporation may withhold 1.5 days of pay from the final check.

## Jury Duty

Each employee who is called to jury duty during any one day shall receive the difference in pay for time lost and the amount received as jury pay. When an employee is released from jury duty before the end of the employee's work day, he/she must report to his/her work assignment for the remainder of the work day. A certificate of attendance and proof of pay are necessary for the completion of payroll in order to be paid properly.

## Holidays#

Twelve month full-time employees are eligible for the following paid holidays:

New Year's Day	1 day	Fall Break	1 day
Spring Break	1 day	Thanksgiving Break	2 days
Memorial Day	1 day	Christmas Break	2 days
July 4th	2 days	New Year's Eve	1 day
Labor Day	1 day		

## Paid Days Off#

One day paid leave shall be granted to a non-certified employee who completes a full year of service without time off due to personal illness or family illness.

## Unpaid Days Off#

Time off without pay requests are reviewed on a case by case basis and must be approved by your supervisor and the Superintendent.

The Board, where unusual circumstances warrant, may grant an employee a leave of absence without pay upon written request and upon good cause for a period not to exceed one year.

### **XIII. Family Medical Leave Act (FMLA)**

Provisions implementing the family medical leave act. Employees shall have the right to both the appropriate family and medical leave and the appropriate designated benefits provided by the family and medical leave act ("FMLA"). For any leave or benefit for which an employee qualifies for under the FMLA the school corporation may:

1. Require an employee to verify and/or certify any information which an employer may require under the FMLA; or
2. It may elect any option available to it under the FMLA.

Staff employees must exhaust all accrued leave days prior to taking an unpaid leave unless otherwise requested by the employee and approved by the Board of Trustees.

Please contact the Business Office for additional information and procedures regarding FMLA.

### **XIV. Catastrophic Emergency Leave Bank**

BCS recognizes that life altering health events may occur to either an employee or his/her spouse or child that will make it impossible to complete his/her responsibilities while creating a financial hardship. In the event of such an occurrence a classified employee may petition a committee described herein for Catastrophic Emergency Leave from the bank under the following conditions:

1. Except as provided herein below, the number of accumulated days in the bank shall not exceed fifty (50) days
2. Any employee (classified or certified) may voluntarily contribute a sick day to the classified employee Catastrophic Emergency Leave Bank at any time during the year.
3. Classified employees may be granted days from the bank under the following conditions:
  - a. The classified employee must have utilized and exhausted said employee's own accumulated sick leave and personal leave;
  - b. Written application must be made by or on behalf of the classified employee no later than twelve (12) days after exhaustion of said paid leave benefits;
  - c. The classified employee must have been absent for at least four (4) consecutive duty days after exhaustion of said paid leave benefits;
  - d. At the time the classified employee becomes eligible to draw benefits from his/her long term disability insurance, eligibility for use of days from the bank shall cease.
4. A three (3) member Catastrophic Emergency Leave Bank committee shall be established to receive written requests and allot days from the bank according to the provisions herein, under guidelines established by the committee.
  - a. The committee shall be composed of the Superintendent of Schools, The Corporation Business Manager (or Executive Treasurer), and the said employee's Immediate Supervisor.
  - b. Days allotted by the committee to an individual employee shall be available for use beginning with the fifth (5<sup>th</sup>) consecutive day of absence after exhaustion of the employee's said paid leave benefits, and such allotment to a classified employee by the committee shall not exceed a fixed maximum as is established by the committee.
  - c. The committee shall be limited to a total allotment of fifty (50) days per school year.
5. Any days granted by the committee to a classified employee shall terminate effective the earliest date as herein-after provided:
  - a. The day after the last day of the term of employment for the school year, or

- b. The day after the last day of allotted number of days granted by the committee, or
- c. The first day of return to employment subsequent to the granting of days by the committee.

## **XV. Retirement**

### A. Severance pay

Employee will be paid \$35.00 per day for accumulated sick days with a maximum of \$5,000.00 provided the following

Criteria are met:

1. Notify central office thirty (30) days prior to the retirement unless waived by the superintendent or his designee.
2. 55 years of age and 10 consecutive years of service or 20 consecutive years of service regardless of age.

### B. Early retirement

Any classified employee having at least fifteen (15) years of service in this school corporation and retiring at an age of at least sixty (60) years, shall receive an early retirement incentive during each successive year for five (5) years or until the employee qualifies for Medicare, whichever is the earlier occurrence.

1. The annual incentive shall be up to a maximum of \$2,500.00 of the insurance premium. The employee must have been covered under our group medical insurance plan for a least 5 years prior to retirement.
2. Employees applying for this early retirement must notify, in writing, the office of the superintendent, on or before April 1 preceding the first school year of retirement. The board may approve exceptions for reasons of health or other emergencies.
3. If the employee reaches the age of 65 before the spouse or if the employee dies before reaching the age of 65, the covered spouse shall have the option of continuing coverage by paying the entire premium until they qualify for Medicare.
4. Only the first five (5) qualified employees to apply each year will receive this early retirement insurance benefit.

## **XVI. Public Employees' Retirement Fund (PERF)**

To qualify for PERF each new regular employee working a total of 33 hours or more per week shall participate in the PERF program. All employees on PERF before January 1, 2003 shall remain on PERF as per requirements in effect before January 1, 2003. Employee will contribute the mandatory 3% of wages through payroll deduction. The corporation will contribute a variable percentage which is determined by PERF.

## **XVII. Uniforms**

All staff of Blackford County Schools serves as role models for the students. Blackford County Schools expects all employees to dress professionally and appropriately relative to their specific job duties and responsibilities.

Mechanic, custodial, and maintenance employees are required to wear a clean BCS uniform daily. Upon employment, for these departments, the school corporation will provide five (5) uniforms. Beyond the original five (5) uniforms, once the uniform is deemed unfit to wear to work, the employee will return the uniform in exchange for a new uniform.

## **XVIII. Canceled School Days**

All non-certified employees whose jobs are directly related to the presence of students (cooks, aides, nurse, school secretaries and bus drivers), will not be paid for days when school is canceled, but will be paid at the time days are made up. Classified employees whose jobs are not directly related to the presence of students

should report to work unless excused by the superintendent.

## **XIX. Employment Conditions**

### Treasurers

Treasurers must remain bondable to retain their position.

### Reserved rights#

The school corporation reserves the right to change benefits or bypass discipline policies if the situation warrants. All twelve month classified employees will be paid 26 installments.

## **XX. Compensatory time (comp time)**

The corporation does not recognize compensatory time (comp time). For any time off an employee must use the various leaves and vacation time as outlined on page six (6) of this document.

## **XXI. Bus Drivers**

Bus driver daily rates: see rates on page twelve (12).

Full time bus aides' daily rates:

With a CDL	70% of the driver rate
Without a CDL	60% of the driver rate

On ½ sessions of school, when no shuttle routes or double routes are ran, drivers will be paid only for the portion of the route scheduled for that day.

The hourly driver rate for ECA trips and field trips will be \$8.25 per hour with a minimum of two (2) hours. When waiting time applies, the driver will remain with the bus at an hourly rate of \$8.25 per hour.

Trip times begin at the scheduled time of pick up and end when the students are returned. Pre-trip inspections and after trip clean-up are the responsibility of the driver and are excluded from any paid time.

### Bus Driver Incentive#

Upon submitting application for the position of school bus driver, the fee for the background check will be waived.

After successfully completing (1) year of service as a school bus driver for the Blackford County School Corporation, the driver will be reimbursed for licensing expenses incurred. The driver could be compensated for the following:

CDL physical examination

CDL learners permit fee Skills test fee (limit of 2 tests)

CDL license that will be issued upon completion

It will be the responsibility of the driver to archive and eventually present at the (1) year mark, to the transportation office, the proper receipts for each expense they wish to be reimbursed. The transportation director will submit to the central office an accounts payable voucher on behalf of the driver. Reimbursement will also be contingent upon a satisfactory annual evaluation.

## **XXII. Blackford County Schools Classified Pay Schedule**

Position	Days Worked	Tier 1	Tier 2	Tier 3
Elementary Building Secretary	200	\$12.35	\$12.86	\$13.40
Junior High Secretary	210	\$12.35	\$12.86	\$13.40
BHS Guidance Counselor Secretary	205	\$12.35	\$12.86	\$13.40
Special Education Secretary	205	\$12.35	\$12.86	\$13.40
Transportation Secretary (Dispatcher)	180	\$12.35	\$12.86	\$13.40
Athletic Secretary	230	\$12.35	\$12.86	\$13.40
Literacy Interventionist	180	\$10.93	\$11.76	\$12.35
Literacy Assistant	180	\$10.93	\$11.76	\$12.35
Instructional Aide	180	\$10.93	\$11.76	\$12.35
Job Coach	180	\$11.81	\$12.35	\$12.86
Custodian	260	\$13.66	\$14.24	\$15.02
Certified Medical Assistant	180	\$10.40	\$10.93	\$11.44
Cafeteria Aide	180	\$11.81	\$12.35	\$12.86
Mechanic	260	\$17.17	\$18.73	\$21.85
Maintenance	260	\$16.81	\$17.86	
Computer Technician	260	\$13.66	\$19.70	

Position	Days Worked	Wages
Superintendent Secretary	260	\$17.60
Deputy Treasurer	260	\$21.91
Payroll Clerk	260	\$14.24
Data and Technology Specialist	260	\$21.91
BHS Principal Secretary	221	\$13.50
District ECA Treasurer	260	\$15.02
Attendance Officer	180	\$12.61
Specialized Instructor	180	\$14.19
Corporation RN	180	\$24.62
Social Worker	180	\$24.85
ISS Supervisor	180	\$13.81
Cafeteria Manager	180	\$14.71
Assistant Cafeteria Manager	180	\$13.14
Corporation Cafeteria Manager	205	\$18.28
Head Custodian	260	\$17.57

Position	Days Worked	Salary
Business Manager	260	Included with Admin
Director of Transportation, Buildings, and Grounds	260	Included with Admin

Positions	Days Worked	Rate/Full Day Route
Base Route	180	\$63.20
Shuttle	180	\$20.75
Special Route	180	\$126.29
Vocational/PM In-Town Route	180	\$78.81
Crossing Guards	180	\$16.25/day
Bus Aide – w/o CDL	180	60% of driver rate
Bus Aide – w/ CDL	180	70% of driver rate

Temporary Positions	Days Worked	Rate
Substitute Teachers	Varies	\$ 60.00 daily
Cafeteria Substitutes	Varies	\$ 10.00 /hr
Maintenance/Custodial Substitutes	Varies	\$ 10.00 /hr
Instructional Aide Substitutes	Varies	\$ 10.00 /hr
Secretary Substitutes	Varies	\$ 10.00 /hr
Lice Checkers		Plus \$0.25 /hr
Severe & Profound Instructional Aides		Plus \$0.25 /hr
Principal's Secretary		Plus \$0.25 /hr

### **XXIII. Classified Employee Evaluation Form**

Blackford County Schools  
Classified Employee Evaluation Form  
*Educating Students, Changing the World*

Name of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

#### **Please Use the Following Scale When Ranking Each Item**

Documentation of reasons shall be listed below for each score of 2 and below

	Unacceptable	Needs Improvement	Basic	Satisfactory	Excellent	score
1. Follows directions of supervisor	1 Frequent reminders of expectations are needed/directives are completed with negativity	2 Minimum expectations & directions are followed. Occasional prompting is needed	3 Minimum expectations and directions are followed	4 Consistently follows all expectations and directives without need for prompting	5 Consistently follows all directives; positively assists supervisor to ensure others follow directives as well	
2. Attendance & punctuality	1 Non-attendance or tardiness is problem; consistently causes issues	2 Frequent absence or tardiness has caused problem for team	3 Occasionally absent or tardy	4 Consistently present and punctual	5 Models and positively influences the attendance and punctuality of others	
3. Ability to function as a team	1 Cannot function as a team – negative presence	2 Limited contributions to the team	3 Some positive contributions to the team	4 Frequently contributes positively to the team	5 Frequently contributes and assumes positive leadership role in team	
4. Communication Skills	1 Lacks written and verbal communication skills	2 Often errors in grammar or written communication	3 Communication skills are adequate for position	4 Able to communicate clearly and effectively	5 Exceptional skills in written and verbal communication	
5. Interpersonal Relations	1 Interpersonal relations are often inappropriate and evoke negative responses from others	2 Interpersonal relations are periodically lacking and may evoke negative responses from others	3 Interpersonal relations are acceptable	4 Interpersonal relations are effective, sincere and improve the overall climate of the corporation	5 Models interpersonal relations that are exemplary/influences others to improve the overall climate of the corporation	
6. Demonstrates initiative	1 Reluctantly completes additional responsibilities only when asked	2 Completes additional responsibilities only when asked	3 Periodically completes additional responsibilities without prompting	4 Consistently seeks out additional responsibilities to assist the corporation	5 Voluntarily assumes leadership roles and positively empowers his/her team to take additional action	
7. Adheres to corporation policy	1 When inconvenient, corporation policy is not followed	2 May unknowingly not follow corporation policy	3 Consistently adheres to corporation policy	4 Consistently adheres to corporation policy; assists colleagues in following policy as well	5 Consistently adheres to corporation policy; assists colleagues in following policy; when necessary respectfully advocates for change	
8. Demonstrates pride and ownership in completing responsibilities	1 Responsibilities are not completed consistently	2 Responsibilities are completed but often times at an unacceptable level of quality	3 Responsibilities are completed at an acceptable level of quality	4 Responsibilities are completed consistently at a high level of quality	5 Responsibilities are completed consistently at a high level of quality; additional opportunities are routinely sought	
9. Presents a professional demeanor	1 Consistently immature/ inappropriate	2 Demeanor is periodically unprofessional	3 Demonstrates acceptable professional demeanor	4 Consistently presents highly professional demeanor	5 Consistently models and influences high professional standards	
10. Job knowledge	1 Insufficient level of knowledge to complete minimal responsibilities/no help has been sought to learn	2 Help has been sought but additional growth is needed to complete minimum responsibilities	3 Adequate level of knowledge to complete minimum requirements	4 Level of knowledge allows for completion of responsibilities at a high level	5 Expert level of knowledge – consistently a resource to others	

Written comments by evaluator:

- Highly Effective: I recommend continued employment; Move to next tier (41+)
- Effective: I recommend continued employment (36-40)
- Improvement Necessary: I recommend probationary employment. A determination of continued employment shall be made upon the completion of an improvement plan followed by a second evaluation. (30-35)
- Insufficient Progress on Improvement Plan: I do not recommend continued employment
- Ineffective: I do not recommend continued employment (less than 30)

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Signature of Evaluator/Supervisor

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Date

I have seen and reviewed this performance evaluation with my immediate supervisor.  
I understand my signature does not constitute agreement or disagreement with the evaluation.

---

Signature of Employee

---

Date

\*Attachment: Job Description