



NOBLESVILLE SCHOOLS

Classified Employee Guide June 2023

Our Vision

We are:

Engaged in intellectual pursuits

Inspired to challenge the present

Empowered to adapt, innovate, and succeed today and tomorrow

Our Mission

Noblesville Schools creates an inclusive, learner-centered culture that develops future-ready skills through relevant experiences supported by strong relationships that celebrate diversity and promote equity among students, staff, parents, and the community.

ENGAGE | INSPIRE | EMPOWER

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SECTION I

INTRODUCTION

Welcome to Noblesville Schools. Our district's classified personnel team is composed of health service personnel, clerical personnel, administrative assistants, treasurers, maintenance, coordinators, custodial personnel, instructional assistants, library assistants, technology assistants, food service personnel, bus drivers and other support personnel dedicated to the service and support of educating children.

A. Employee Ethics

As an employee of Noblesville Schools, you are a part of the educational process and will have the opportunity to influence students **and thus be a role model to all students with whom you come in contact**. As a result, you must always conduct yourself in a manner expected of someone with the responsibility of educating children; **with high standards, integrity and honesty**. As a part of our team, you will be relied upon to maintain the health and safety of our children, preserve the property of the community, cooperate with the other members of the team, and be public relations representatives to all that visit our buildings.

To be successful, each employee must:

- have an understanding of his or her assignments and responsibilities;
- follow instructions;
- develop and practice good work habits;
- be courteous at all times;
- strive for neatness and accuracy in all work;
- accept assignments as a challenge; and
- be conscientious and industrious.

This guide has been prepared to introduce you to Noblesville Schools. It will acquaint you with the personnel guidelines, which apply to all classified employees of Noblesville Schools. It is presented as information only, and its contents should not be interpreted as a contract between Noblesville Schools and any of its employees.

A copy of this guide can be found on the Noblesville Schools website. One of your responsibilities as an employee is to be familiar with all of its contents. This handbook is only a summary of our personnel guidelines. Employees may qualify for some or all of the benefits referred to in this handbook. *See specific benefit schedule to determine benefit eligibility*. Please contact the Human Resources Department if you have any questions regarding this guide.

B. Employee Responsibility and Email

It is the responsibility of each employee to become familiar with all rules and regulations set forth by Noblesville Schools and to follow those rules and regulations. Each employee must provide their immediate supervisor with a telephone number where they can be reached at all times. Unlisted numbers will not be published. Please report any change of name, address and phone number to the Human Resources Department.

Each employee will be given a Noblesville School's email account. It is the employee's responsibility to check the email account on a daily basis.

C. Annual Mandatory Training

All new and existing employees must complete the annual Vector Solutions mandatory training.

Notification will be sent by email to the employee's Noblesville Schools email account and given 30 days in which to complete. Classified Staff will receive a stipend of \$60 for completing all Vector Solutions training videos within 30 days of their orientation date. If a classified employee does not complete all of the required training videos within the first 30 days of orientation, but completes all training videos after 30 more days, they will receive a stipend of \$30. If a classified employee does not complete ALL of the training videos within 60 days of their orientation date, the employee will not be able to return to work until the training videos have been completed. Please know this is a condition of employment. Failure to comply may lead to disciplinary steps including termination. Questions may be referred to the Safety and Security Department at 317-773-3171, ext. 10702.

D. Duty to Report Child Abuse and Neglect IC 31-33-54 et seq. (Policy [8462](#)) ([AG 8462](#))

Any staff member who suspects that a child has been abused or neglected shall immediately notify the Department of Child Services (DCS) through the Indiana Child Abuse and Neglect Hotline (800-800-5556) or Noblesville Police Department (NPD) (317-776-6340). A School Resource Officer is a member of the NPD and thus can be contacted. The staff member should then notify a building administrator, school counselor and/or school social worker in person. The staff member must inform the building administrator, school counselor and/or school social worker that a report has been made directly to the DCS or NPD. If the suspicion arises during a school break or after school hours, the staff member may notify the building administrator, school counselor and/or school social worker by phone, but the requirement of immediate notification of DCS or NPD remains unchanged. Staff members are expected to accurately and confidentially document all suspicions of child abuse or neglect. All confidential records should be kept in either a school administrator's office or a school counselor's office. Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the agency to which it is reported. Failure to report suspected child abuse may result in discharge and criminal prosecution.

Other guidance:

- If you ask yourself whether you should report your suspicions, report them. DCS and/or NPD personnel will investigate and either confirm or allay your suspicions.
- If you speak with anyone about the circumstances that led to your report, including parents and colleagues, be sure to respect FERPA requirements to protect the privacy of suspected victims and alleged perpetrators alike.
- Some circumstances are easily recognized as abuse or neglect: battery, including sexual battery; intimidation; harassment; and threats.
- If a child has injuries, a building administrator, social worker, and/or counselor will contact the school nurse. The school nurse will assess the severity, determine whether medical attention is necessary, and will report to the building administrator, social worker, and/or counselor. A witness must be present at all times while the nurse is assessing the student's injuries. At no time should a student be asked to remove their clothing (unless it is an outer covering, such as a coat/sweatshirt). A student may be asked to roll up the sleeves of a shirt and/or pant leg. If a suspected injury is not able to be seen without removing clothing, then include this in your report to DCS or local law enforcement.
- Other examples of child abuse and neglect may not be widely considered as such: alcohol consumption by a minor; use of e-cigarettes (vaping), smoking, or use of

smokeless tobacco; illicit drug use, including prescription drugs; gang activity; and sexting. Staff members' duty to report includes suspicions of these activities as well.

SECTION II

PERSONNEL GUIDELINES

A. Changes In Policy

Noblesville Schools is constantly changing; therefore, The School Board of Noblesville Schools (the "Board") expressly reserves the right to change any policies at any time, including guidelines addressed in this guide. Notification of changes will be posted on the website or by other appropriate means. Changes will be effective on dates determined by the Board. No supervisor or administrator other than the Superintendent of Noblesville Schools has any authority to alter procedures or guidelines.

B. Equal Opportunity Statement (Policy 4122)

Noblesville Schools is an equal opportunity employer. There shall be no discrimination against any employee on the basis of race, color, ethnicity, national origin, sex, transgender status, sexual orientation, gender identity, gender expression, marital status, socio-economic status, disability, immutable physical appearance (weight, scars, deformity, etc.), age, religion, military status, ancestry, or genetic information when hiring, placing, promoting, demoting, transferring, laying off, terminating, compensating, or selecting employees for training or other related programs.

C. Hiring Procedures

Open positions will be posted on the Noblesville Schools website (www.noblesvilleschools.org) and transfer requests should be made to the contact person listed within the posting. (Please see section E below regarding Transfer Requests.) When approved by The Board, salary increases for classified staff are awarded in January. Employees hired after October 1st will be eligible for an increase on January 1st following 12 months of employment, IF a satisfactory evaluation is given along with no unapproved, unpaid days.

D. Background Checks

Noblesville Schools reserves the right not to employ any applicant who does not meet the qualification standards for the position offered. To determine if the qualification standards are met, a comprehensive pre-employment background investigation will be conducted and reviewed.

Noblesville Schools is required by Indiana Code 20-26-2-1.3 to conduct an expanded child protection index check through the Division of Child Services on all new employees. The School Corporation may use information concerning an individual being the subject of a substantiated report of child abuse or neglect as grounds not to employ with the individual.

Further, Noblesville Schools is required by HEA 1079 to complete an expanded criminal history check and expanded child protection index check for current employees of the school corporation every five (5) years. Noblesville Schools will cover the cost of the expanded child protection index check and up to \$21.95 of the criminal history portion of the background check required every five (5) years for current employees.

Effective July 1, 2023, Noblesville Schools is required by SB 342 (2023), codified at IC 20-26-5-11.2, to review and implement the following while hiring and continuing to employ each employee of the School Corporation:

1. The School Corporation will not employ or contract with, and will terminate the employment of or contract with, an individual who has been convicted of an offense listed in I.C. 20-26-5-11.2(b), unless such conviction has been reversed, vacated, or set aside.
2. The School Corporation will not employ or contract with an individual who meets one or more of the following criteria, unless a majority of members of the Board approves such employment or contract as a separate, special agenda item:
 1. Convicted of an offense listed in I.C. 20-26-5-11.2(c);
 2. Is required to wear an ankle monitor as the result of a criminal conviction;
 3. Entered into an agreement to settle an allegation of misconduct relating to the health, safety, or well-being of a student (as defined in I.C. 20-26-5-11.2(i)) at a school corporation, charter school, or state accredited nonpublic school, if the agreement included a nondisclosure agreement covering the alleged misconduct;
 4. Engaged in a course of conduct involving repeated or continuing contact with a child that is intended to prepare or condition the child for sexual activity in an academic environment (as defined in I.C. 35-42-4-13).

Failure to disclose a prior arrest and/or conviction on the report may result in disciplinary action and/or dismissal. Noblesville Schools reserves the right to obtain criminal record information on any employee at any time.

Additionally, employees are required to report the following to the Superintendent or designee within (2) business days of the occurrence:

- An arrest or filing of criminal charges;
- Any substantiated report of child abuse or neglect; and/or
- A conviction of criminal charges

The Superintendent or designee shall review each report and recommend appropriate action to the Board.

E. Change of Employment Status

When an employee is interested in a posted position, s/he should contact the person in writing listed within the posting **along with his/her current building supervisor or administrator.** **Transfers** will be made to best meet the needs of Noblesville Schools. When an employee changes job classifications and/or pay status, any change in benefits will become effective as determined by the Human Resources Department. The employee will receive a new benefit sheet. If there are any questions concerning benefits, employees should contact **the**

Benefits/Business Specialist.

F. ID Expectations

Faculty and staff, including substitute teachers and coaches, are required to wear their corporation issued ID badge while working. Please keep in mind that the employee issued badge may be used for multiple years with the exception of employees listed as substitute status. The first replacement badge will be at no cost to the employee but additional replacement badges will incur a \$5 fee to be paid in cash before a new badge will be issued. Faculty and staff are expected to offer help to any adult in the building without a current corporation issued ID and escort the individual to the main office. When visiting a building that the employee does not physically work, it is expected that the employee presents a valid state driver's license or photo ID along with their corporation issued ID in order to enter the building.

SECTION III **DISCIPLINARY ACTION/PROCEDURE**

Noblesville Schools strives to fulfill its stated mission and at the same time help employees achieve and maintain the highest standards of productive employment. Disciplinary action, however, may be necessary to address conduct that does not comply with the Noblesville Schools Mission Statement, Rules of Conduct or other conditions of employment.

A. Code of Conduct

Codes of conduct are needed in any organization so that the operation runs smoothly. The following codes exist because they are essential for the safety, welfare, morale, and general well-being of our students and co-workers. A violation of one or more of these codes may result in a verbal and/or written reprimand, suspension, or dismissal.

The following behaviors may subject an employee to immediate dismissal or other disciplinary action without previous warning:

- falsifying employment application;
- falsifying time card or time clock documentation;
- refusal to do the job assigned, willful disobedience of job instructions and/or orders, or deliberate inefficiency/slow work production;
- severe and/or persistent incompetence;
- fighting, immoral behavior, or indecency;
- intoxication or drinking on duty;
- use, sale, or possession of controlled substances (that are not prescribed by a medical provider) on the job;
- use of tobacco products or nicotine delivery on Noblesville Schools property, including smokeless tobacco, e-cigarette or vaping;
- gambling on Noblesville Schools premises;
- engaging in horseplay or other acts endangering self, other employees, or students, or in violation of safety regulations;
- intentional release of confidential information;
- deliberate destruction, damage, or defacement of Noblesville Schools property or equipment;
- use of obscene or abusive language;
- theft or attempted theft;
- falsification of payroll sheets or other Noblesville Schools records, including, but not

limited to, writing time in or out on another employee's payroll sheet, recording time other than actual hours worked;

- soliciting or accepting gifts other than those of small intrinsic value;
- absence without notice or approval of supervisor;
- excessive absenteeism or tardiness, unauthorized absence, failure to notify supervisor of absence, or quitting early without permission;
- a threat of any act that would endanger life or property;
- threatening, intimidating, or coercing others including, but not limited to students, parents, visitors, co-workers, or supervisors;
- discourteous, unethical, or insubordinate conduct with others including, but not limited to, students, parents, visitors, co-workers, or supervisors;
- substandard work performance, negligence, loafing or sleeping on the job, or misuse of work time;
- failure to report job-related injuries;
- posting non-approved material on bulletin boards or removing posted material without authorization;
- unauthorized solicitation, in any form, of other employees, students or visitors;
- being arrested, failure to report an arrest and/or conviction of criminal charges to the Superintendent or designee within two (2) business days of the occurrence.

Other conduct deemed out of compliance with the mission of Noblesville Schools, though not listed, may be grounds for disciplinary action or dismissal.

The codes stated above are meant as a guide. Any act or form of behavior not specifically listed which violates the intent of the codes as stated in the above section and other acts, incidents, or conduct, which may adversely affect the efficient operation of Noblesville Schools or in any way jeopardize the safety, welfare, morale, or general well-being of employees, students, or visitors, may be grounds for disciplinary action or dismissal.

B. Progressive Discipline Procedures (Policy 4150)

In the event it is necessary to take disciplinary action, the employee's direct supervisor, the building principal, or the Superintendent or Assistant Superintendent may follow these steps to encourage improvement for an employee who has exhibited poor work habits or prohibited conduct:

- Step 1 Discussion with the employee's supervisor (verbal and written documentation)
- Step 2 Written warning and possible Performance Improvement Plan
- Step 3 Discharge (termination)

The main purpose of having a disciplinary procedure is to give employees the opportunity to correct and improve their conduct. In some instances, suspension or termination without prior warning may be imposed due to the seriousness of any individual offense. Thus, Noblesville Schools reserves the right to suspend or terminate any employee without prior notice and without utilizing the steps outlined above.

SECTION IV **GENERAL EMPLOYMENT PROCEDURES**

A. Attendance

Employees who will be absent or late are expected to notify their supervisor as soon as possible and always before the start time of their workday. Supervisors will give classified employees instructions, names and numbers of cell phones and/or voicemail procedures that should be

followed. Employees are expected to explain why they will be absent or late and when they expect to report to work. It is the employee's responsibility to ensure proper notification is given. Supervisors should acknowledge receipt of the notification of absence. Poor attendance may result in termination of employment.

B. Compensation General Procedures (Policy 6520)

1. **Paydays and Paychecks.** Paydays are generally every other Friday. The pay period calendar is provided upon hire and is posted on the Noblesville Schools Website under Staff Benefits.

Hourly employees' paychecks represent the work weeks of the previous payroll cycle. Whenever a payday falls on a holiday, employees will generally receive their checks on the previous day. Advances in pay are not permitted.

Questions about pay deductions or check distribution, should be directed to the Payroll Department.

As a reminder, employees may access their pay history, direct deposit, and tax withholdings information within their Employee Portal account.

2. **Pay Period.** The Pay Period begins Sunday at 12:00 am and ends on the following Saturday at 11:59 pm. We request your assistance in keeping an accurate time record.
3. **Payroll Withholding.** Withholdings for Federal Income Tax, Social Security, State Income Tax, and Local Option Taxes are made in accordance with federal and state laws. If there is a change in dependency status or withholding levels, it is the employee's responsibility to advise the Payroll Department and complete new federal and state withholding forms. A change in county residency requires the completion of a new WH4. The W4 and WH4 can be updated and submitted within the Employee Portal account. It is the employee's responsibility to view their pay stubs in the Employee Portal and verify that the appropriate taxes are withheld from their pay.
4. **Automatic Deposit.** All regular employees of Noblesville Schools are required to have their checks automatically deposited into their personal bank account (a deposit account in their name). New employees shall provide the Payroll Department with a completed direct deposit enrollment form and sufficient documentation to verify account and routing number(s). When an employee's banking information has changed, s/he MUST notify payroll immediately. The payroll department will not make changes to direct deposit information via email.
5. **Classified Staff TimeSheets / Time Clocks.** Verifying hours worked on the timesheet or time clocks is an important employment procedure. The time sheet/time clock must reflect actual hours worked. If the employee is absent, s/he must indicate the reason for the absence as follows:
 - Sick / Family Illness
 - Personal
 - Vacation (only if eligible for vacation pay)
 - Holiday (only if eligible for holiday pay)
 - Unpaid (must be approved in advance)
 - Bereavement (must indicate the relationship of the deceased)
 - Jury Duty (attach court document that indicates per diem payment)

- Worker's Compensation

Each employee is responsible for the accurate recording of time worked, whether on a paper time sheet or within the time clock system. If a mistake is made or if the employee forgets to clock in or out, s/he must immediately notify his/her supervisor or building secretary. An employee should never clock in or out for another employee. Only those employees given supervisory rights may make corrections to a time sheet/time card. Falsification of time records is a violation of the terms of employment and may result in **immediate termination**.

6. **Overtime (Policy 4413)** Overtime is paid for all hours **physically worked** in excess of forty (40) hours per work week. The rate of pay for overtime is one and one-half (1-1/2) times the normal rate. Prior approval from the employee's supervisor for the overtime work must be given. Please note that holiday pay or benefit leave days are not counted as time worked and thus does not factor into overtime.
7. **Work Hours and Pay during Inclement Weather. When the work/school day is changed, the following applies:**

Noblesville Schools			
Teacher Work Days, Planned eLearning Days, Unplanned eLearning Days and 2-hour delay guidance			
<u>Positions</u>	Teacher Work Days & Planned eLearning Days	Unplanned eLearning Day	2-hour Delay
	<u>Report to Work?</u>	<u>Report to Work?</u>	<u>Report to Work?</u>
<u>Group A (12-month Employees)</u>			
Transportation Office Staff	Yes - Scheduled Hours and Location	Work Virtually	Yes - Scheduled Hours and Location
Bus Mechanics	Yes - Scheduled Hours and Location	Yes	Yes - Scheduled Hours and Location
Maintenance Staff	Yes - Scheduled Hours and Location	Yes	Yes - Scheduled Hours and Location
ESC Staff	Yes - Scheduled Hours and Location	Work Virtually	Yes - Scheduled Hours and Location
Building Supervisors	Yes - Scheduled Hours and Location	Yes	Yes - Scheduled Hours and Location
*260 Day Custodians	Yes - Scheduled Hours and Location	No	Yes - Scheduled Hours and Location
260 Day School Office Staff and Administrators	Yes - Scheduled Hours and Location	Work Virtually	Yes - Scheduled Hours and Location
<u>Group B (Non-12 month Employees)</u>			

Instructional Assistants	Yes - Scheduled Hours and Location (Optional)	Work Virtually - report only hours worked	2-hour delay; report only hours worked. Leave at regularly scheduled time.
*Food Service Employees	Manager Only	No	Yes - Scheduled Hours and Location
*Miller Explorers Guides and Lead Guides & LMP IAs	Yes - Scheduled Hours and Location	No	Operate on a 1-Hour Delay
Miller Explorers Site Leaders	Yes - Scheduled Hours and Location	Work Virtually - report only hours worked	Operate on a 1-Hour Delay
Little Miller Preschool (LMP) Instructors	Yes - Scheduled Hours and Location	Work Virtually - report only hours worked	Operate on a 1-Hour Delay
*Bus Drivers/Attendants	No (Voluntarily Attend PD if Offered)	No	2-hour delay; report only hours worked. Leave at regularly scheduled time.
*Custodians who work under 260 days	Yes - Scheduled Hours and Location	No	Yes - Scheduled Hours and Location
Building Office Staff	Yes - Scheduled Hours and Location	Work Virtually - report only hours worked	Yes - Scheduled Hours and Location
Technology Assistants	Yes - Scheduled Hours and Location	Work Virtually - report only hours worked	Yes - Scheduled Hours and Location
*Elementary Media Tech Assistants	No (Voluntarily Attend PD if Offered)	No	2-hour delay; report only hours worked. Leave at regularly scheduled time.
Secondary Media Tech Assistants	Yes - Scheduled Hours and Location	Work Virtually - report only hours worked	Yes - Scheduled Hours and Location
*The District will pay the categories with an * for up to 3 unplanned eLearning days per year. If there were to be more than that, a decision would be made at that point regarding payment. All other employees are expected to work virtually and report actual hours worked.			
STEAM and Technology Teachers fall under Instructional Assistants			

8. **Work Hours during Weeks with Less than Five Student Days.** In weeks of less than five student days, classified personnel should work their regularly scheduled hours each of the student days. They should not extend their work hours beyond the regular daily schedule to make up for the lost day. There are extenuating circumstances that would require building supervisor/administrator and HR approval.

SECTION V

LEAVES

A leave of absence, other than those mentioned in this Section, may be granted to employees, subject to the following:

- The initial request must be made in writing, co-signed by the employee's supervisor, and received by the Human Resources Department at least thirty (30) days prior to the proposed start of the leave.
- The request shall state the reason, necessity and amount of leave time needed not to exceed one (1) year.
- The Assistant Superintendent must approve the request.
- Action on all requests for leaves of absence shall consider the best interests of Noblesville Schools.
- Qualifying paid leave shall be exhausted before unpaid leave is approved.

Classified employees receive their full allotment of days in January that are to be used during the calendar year. New classified employees hired after January 1st will receive prorated days. IF a current employee is on an unpaid leave (they have exhausted all of the previous year's sick/personal/vacation days) when the leave days are awarded in January they will receive the new allotment of days upon their return to work if the return date is prior to July 1st. If the return date is July 1st or later, the days awarded will be reduced by 50%.

A. Unpaid Days or Leaves of Absence

Unpaid Days or Leaves of Absence (Policies 4430.01) Absenteeism can be one of the most serious problems any organization can face. Noblesville Schools considers repeated or habitual absences to be unacceptable; as a result, such absences may result in disciplinary action. However, some exceptions, such as extended illness, require special consideration.

Noblesville Schools does not routinely grant days without pay or unpaid leaves of absence. The policy for classified staff states:

The School Board shall consider the limits of law, the manner of proof of personal necessity, the type of situations in which such leave will be permitted, and the total number of days, which may be used in any year. The types of permitted absences and leaves include, but are not limited to, emergency leave, bereavement leave, sick leave, and court leave.

Some leaves may be unavoidable and covered by *The Family Medical Leave Act of 1993* (FMLA), (See Section V, Section D regarding FMLA.) Noblesville Schools will not approve requests to be absent without pay unless circumstances warrant an FMLA leave and/or extraordinary circumstances are present. Employees who believe that their requests are extraordinary or warrant an FMLA leave may apply to the **Benefits/Business Specialist** for the request to be reviewed individually. **The request must be submitted and approved BEFORE the absence.**

All eligible leave days (**sick, personal and vacation**) must be used concurrently with FMLA before a day without pay is considered. The decision to grant an unpaid leave will be based on the length of the requested leave, the length of service, the level of job performance, past attendance, and the overall operational needs of Noblesville Schools.

Effective January 1, 2016, any employee with unpaid day(s) that have not been approved by Human Resources will not be eligible for a salary increase and the absences will be reflected in his/her evaluation. In addition, employees who are absent using unpaid days for reasons that do not meet the handbook guidelines may be recommended for termination of employment.

B. Sick Leave

Sick leave days shall be granted on a prorated basis for the first year of employment; and on January 1 of each year thereafter. Eligible employees receive between three (3) and ten (10) sick days each year depending upon job classification.

Sick days may be used when an employee or family member is ill or attending a medical appointment. If more days are needed, an additional five (5) days may be granted by the Superintendent. Sick days may be taken in full or half (1/2) day increments only. Unused sick leave days may accumulate according to the maximum number of days indicated on the employee's specific benefits schedule. Sick days cannot be utilized as personal leave or vacation days.

Hourly employees. If an hourly employee is absent for less than 25% of their scheduled day due to an appointment or circumstances beyond his/her control, the employee may make up time within the same Sunday-Saturday week, with supervisor approval. The employee may also elect to take the time as unpaid; it will not be recorded as an "unpaid" day, nor will it be counted against the employee. However, excessive departures from the scheduled work day may result in disciplinary procedures. If the employee is absent for more than 25% of the scheduled work day, they must use sick, personal and/or vacation time. All leave days must be exhausted before an employee can request unpaid days.

Salaried employees. If a salaried employee is absent for less than 25% of their scheduled day due to an appointment or circumstances beyond his/her control, the employee may make up time within the same Sunday-Saturday week, with supervisor approval. However, excessive departures from the scheduled work day may result in disciplinary procedures. If the employee is absent for more than 25% of the scheduled work day, they must use sick, personal and/or vacation time. All leave days must be exhausted before an employee can request unpaid days.

Please keep in mind, if you wish to take a half day but you physically WORK MORE than half of the scheduled hours for that day, you will NOT be paid for an entire half day but rather the time necessary to EQUAL a full day's compensation. However, you will be CHARGED the half day. EXAMPLE - An employee's work day is 8 hours but s/he gets sick at work and needs to leave 5 hours into his/her shift. S/he may take a half day, will be charged for a half day and will receive an additional 3 hours of sick pay to equal the 8 hour shift.

At the conclusion of employment, unused sick days will remain in the employee's account if the employee has at least one year of continuous service. Employees will not be compensated for unused sick days.

At the conclusion of employment, unused sick days will remain in the employee's account if the employee has at least one year of continuous service. Employees will not be compensated for unused sick days.

See specific benefit schedule to determine eligibility.

C. Personal Leave

Personal leave days shall be granted on a prorated basis for the first year of employment; and on January 1 of each year thereafter. Eligible employees will be granted three (3) personal leave days each year; **two (2) personal days each calendar year may accumulate to the next calendar year, not to exceed five (5) personal days per calendar year.** Employees must request a personal leave day from their supervisor at least twenty-four (24) hours in advance, except in the case of an emergency.

Personal leave days may be taken in full or half (1/2) day increments only. Unused personal leave days (beyond 5) in the calendar year will accumulate toward sick leave days. Sick days cannot be utilized as personal leave or vacation days.

Hourly employees. If an hourly employee is absent for less than 25% of their scheduled day due to an appointment or circumstances beyond his/her control, the employee may make up time within the same Sunday-Saturday week, with supervisor approval. The employee may also elect to take the time as unpaid; it will not be recorded as an “unpaid” day, nor will it be counted against the employee. However, excessive departures from the scheduled work day may result in disciplinary procedures. If the employee is absent for more than 25% of the scheduled work day, they must use sick, personal and/or vacation time. All personal leave days must be exhausted before an employee can request unpaid days.

Salaried employees. If a salaried employee is absent for less than 25% of their scheduled day due to an appointment or circumstances beyond his/her control, the employee may make up time within the same Sunday-Saturday week, with supervisor approval. However, excessive departures from the scheduled work day may result in disciplinary procedures. If the employee is absent for more than 25% of the scheduled work day, they must use sick, personal and/or vacation time. All personal leave days must be exhausted before an employee can request unpaid days.

Please keep in mind, if you wish to take a half day but you physically WORK MORE than half of the scheduled hours for that day, you will NOT be paid for an entire half day but rather the time necessary to EQUAL a full day's compensation. However, you will be CHARGED the half day. EXAMPLE - An employee's work day is 8 hours but s/he gets sick at work and needs to leave 5 hours into his/her shift. S/he may take a half day, will be charged for a half day and will receive an additional 3 hours of sick pay to equal the 8 hour shift.

At the conclusion of employment, unused personal days will remain in the employee's account if the employee has at least one year of continuous service. Employees will not be compensated for unused personal days.

See specific benefit schedule to determine eligibility.

D. Bereavement Leave (Policy [4436](#))

1. Bereavement leave for each death of an immediate family member shall be granted for a period not to exceed ten (10) bargaining unit member days. Immediate family is defined as spouse, child (including miscarried child), and each similar relation established by marriage.
2. Bereavement leave for each death shall be granted for a period not to exceed five (5) bargaining unit member days for brother, sister, parent, grandparent,

grandchild, and each similar relationship established by marriage, any person who at the time of death had established the teacher's home as his/her permanent residence, teacher has power of attorney, teacher is an executor of the estate, sole surviving relative, or teacher is legal guardian.

3. Bereavement leave shall be granted for a period not to exceed two (2) bargaining unit member days for each death of aunts, uncles, cousins, nieces, nephews, close friends, or where the bargaining unit member plays an active role in the execution of the estate or funeral service (e.g. pallbearer, organist, vocalist, eulogist, etc.). If evidence exists that this provision is abused, the Superintendent reserves the right to declare the day as unpaid leave.
4. Two (2) additional bereavement days may be granted for travel if the funeral service will be held in excess of a 200-mile radius from Noblesville, Indiana.
5. In computing this leave provision, either the day of the death, or the day on which the bargaining unit member receives notification of the death, or the day immediately following either of these events shall be counted as the first day of the leave, at the bargaining unit member's option. Under special circumstances, the bargaining unit member may choose to delay all or part of the bereavement leave at the bargaining unit member's discretion.
6. Bereavement leave, upon request by the bargaining unit member, shall be granted in one-half (1/2) day units.
7. Request for additional days due to extenuating circumstances may be granted by the Superintendent or designee.
8. Bereavement leaves must be taken within one (1) calendar year of the death.

See specific benefit schedule to determine eligibility.

E. Family and Medical Leave (Policy 4430.01)

The Family and Medical Leave Act, as amended, provides that unpaid leave will be granted to an eligible employee for up to twelve (12) weeks for the birth or placement of a child; where a covered family member is on active duty or called to active-duty status; or for the employee's or covered family member's serious health condition. Unpaid leave will also be granted to an eligible employee for up to twenty-six (26) weeks where an employee is caring for a covered family member who was injured while serving in the military. The twenty-six (26) week total limit includes both military caregiver leave and unpaid leave for any other FMLA-qualifying reason.

The employee is required to provide advance leave notice and medical certification according to the Family and Medical Leave Act, as amended. An employee must provide the employer at least thirty (30) day advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If thirty (30) day notice is not practical, such as the lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as

soon as possible.

Please contact the **Benefits/Business Specialist** regarding FMLA leave in order to complete appropriate paperwork.

Classified employees shall be required to use available paid sick, personal, and vacation time during an FMLA absence. This means the employee will receive paid leave AND leave will also be considered protected FMLA leave and be counted against FMLA leave entitlement. Once the employee's paid leave days are exhausted, the remainder of the FMLA leave shall be unpaid.

F. Emergency Leave

Eligible full-time employees may request two (2) days of emergency leave per calendar year only after all other paid leave and/or vacation has been exhausted. This leave must be requested in advance to the Assistant Superintendent.

G. Vacation

Twelve (12) month employees are eligible for paid vacation days according to the schedule detailed on the benefit schedule for their position. Please refer to the benefits sheet for your position regarding the number of vacation days you are eligible for.

Vacation days do not roll over or accumulate. A request for vacation should be made for approval by the employee's supervisor two (2) weeks prior to the intended use, except in the case of an emergency. Noblesville Schools reserves the right to restrict the use of vacations in the best interests of the Corporation.

Employees working less than twelve (12) months per year shall not be entitled to vacation pay.

At the conclusion of employment, unused vacation days will be paid out to the employee.

See specific benefit schedule to determine eligibility.

H. Jury Duty

The Payroll Department should be contacted prior to the date of jury duty to make the appropriate plans. The per diem amount paid by the court will be deducted from the employee's jury duty pay, even if the employee waives the compensation offered by the court. The employee's supervisor shall be notified as soon as possible. A certificate of attendance and proof of pay are necessary for the completion of payroll.

I. Military Leave

Unpaid military leave may be granted up to fifteen (15) days in accordance with Indiana Code 10-17-4. To qualify, an employee must give notice of the training as soon as possible and must provide evidence of completion of training upon returning to work.

SECTION VI

EMPLOYEE RECORDS (Policy [8320](#))

Employee records are generally kept confidential pursuant to state and federal law and the policies of Noblesville Schools. Access to employee records shall generally be limited to the employee, designated school officials, and personnel supervising the employee. However, some employee information, such as education and training background; previous work experience; employment dates; status of any formal charges against the employee; and the factual basis for a disciplinary action resulting in suspension, demotion, or dismissal, are required to be disclosed to a requester under Indiana public records laws. Designated school officials are the

Superintendent, Assistant Superintendent, and other such individuals as authorized by law.

Employees may review the contents of their files by notifying the Assistant Superintendent in writing. If the employee believes information is inaccurate, the employee may request a review for possible change or deletion. If such changes are not made, the employee will receive an explanation regarding such a decision.

SECTION VII

EVALUATION PROCEDURES

Annual evaluations will be made of each employee by the supervisor(s). The supervisor(s) will review each evaluation with the employee, giving the employee an opportunity to discuss the evaluation with the supervisor.

An employee shall have the right to be informed, 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 seen it; however, such signature does not indicate agreement with its contents. A copy of each evaluation and any employee's written response to the evaluation shall be placed in the employee's personnel file. Failure of the employee to respond in writing to any written evaluation does not mean that s/he agrees with its contents.

SECTION VIII

LICENSES, CERTIFICATES AND REGISTRATIONS

Current licenses, certifications, or registrations, when required, must be provided prior to employment. It is the employee's responsibility to provide his/her renewed licensure to the Human Resources Department. Subsequent verification may be requested at any time.

SECTION IX

EMPLOYEE TERMINATION

A. Resignation (Policy [4140](#))

If an employee finds it necessary to terminate employment with Noblesville Schools, a written notice of the resignation is requested ten (10) days in advance of the last intended workday. Supervisors are required to obtain written notice and forward the notice to the Human Resources Department immediately. **Voluntarily leaving Noblesville Schools' employment disqualifies the employee for unemployment benefits.** Upon separation of service, employees are expected to return Noblesville Schools' property to their supervisor, including identification badges, technology (laptop, iPad), mobile phone, textbooks and/or library books, passes, keys/fobs, and/or uniforms. If the employee fails to return Noblesville Schools' property, legal action may be taken against the employee. While it is considered appropriate to give a two weeks' notice, letters of resignation are considered to be effective immediately unless there is an agreed upon date extension with the Human Resources Department. Employees **MUST** physically work the last day of employment unless documentation to the contrary is received and approved by the Superintendent or designee. Sick and/or personal days entered on the timecard after the last physical day worked will not be paid.

A resignation forfeits a person from receiving reasonable assurance for the remainder of the current school year or subsequent school year.

B. Dismissal

Classified employees are considered Employees at Will. Any hiring is presumed to be "at will"; that is, the employer is free to discharge individuals for any reason or no reason at all. Therefore,

Noblesville Schools reserves the right to terminate employment immediately for the failure of the employee to perform his or her duties in a professional manner and/or for actions which are considered detrimental to the school system. **Employees terminated due to justifiable reasons will not be eligible for unemployment benefits.**

An employee who is dismissed from Noblesville Schools will not be given reasonable assurance for the remainder of the current school year or subsequent school year.

C. Job Abandonment

If an employee does not report to work or communicate the absence to his/her immediate supervisor or building administrator for three (3) consecutive days, Noblesville Schools may terminate the employee due to job abandonment. Noblesville Schools will make an effort to contact the employee prior to termination. **An employee who is terminated by Noblesville Schools due to job abandonment will not qualify for unemployment benefits.**

Job abandonment forfeits a person's ability to receive reasonable assurance for the remainder of the current school year or subsequent school year.

SECTION X **SAFETY AND ACCIDENT PREVENTION**

A. Safety Rules

Employees should follow these safety rules at all times. Safety rules include, but are not limited to:

- Report unsafe conditions or safety hazards to the building administrator or supervisor immediately.
- Wear footwear appropriate for the job duties, (Shoes with slip-resistant soles should be worn if conditions are potentially wet or icy.)
- Be aware of your surroundings and use caution, especially during wet or icy weather.
- Do not stand on a chair, stool, desk, table or any other substitute ladder; use a stepladder or request assistance when working beyond your reach.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Keep cabinet doors and file and desk drawers closed when not in use.

B. Restraint and Seclusion (Policy [5630.01](#))

Noblesville Schools believes that every effort should be made to prevent the need for school staff to restrain or place a student in seclusion. However, at times it may become necessary for school staff to restrain or place a student in seclusion in order to prevent the student from harming him/herself or another. The Noblesville Schools [plan](#) for the use of restraint or seclusion with students can be found on the district's website at www.noblesvilleschools.org, within Board Policy section [5630.01](#).

C. Air Quality Control

The Indoor Air Quality (IAQ) Coordinator is a person designated by the school to serve as a lead contact person for issues relating to indoor air quality for students, staff, parents, visitors and the state department. The Corporation is responsible for maintaining good indoor air quality. The state inspector investigates any condition contributing or that could contribute to poor indoor air quality, including, but not limited to, carbon dioxide levels, humidity, evidence of mold or water damage, and excess dust. Noblesville Schools has designated Mr. David Hortemiller, Chief

Financial Officer, as the Indoor Air Quality Coordinator. He can be reached at (317)773-3171; 18025 River Road, Noblesville, IN 46062.

D. Workers' Compensation Insurance and Report of Injury (Policy 8442)

Noblesville Schools is committed to working with our employees to provide a safe workplace. It is our policy that employees should **immediately** report unsafe actions and conditions to their supervisor. We all play an equal part in the overall health and safety of the employees in our corporation. It is important that all employees follow safety rules and are aware of their surroundings.

Workers' Compensation Insurance covers all employees of the Corporation. If an employee is injured while on the job, s/he shall immediately notify his/her supervisor, school nurse or building administrator. If the injury occurred on a school bus, the bus driver shall notify the Transportation Director and/or the person designated by the Director. Timely reporting of the accident/injury will assist us in making sure the employee receives the proper medical attention and the claim is promptly reported to the worker's compensation insurer for Noblesville Schools.

For work-related accidents and/or injuries, Indiana Code 22-3-3-4 grants the employer or their workers' compensation insurer the right to direct medical care including selecting the care provider. However, **IN AN EMERGENCY**, the injured employee will be sent to the nearest possible treatment facility, with follow-up treatment chosen by the employer/worker compensation insurer. An employee should only go to the Emergency Room in the case of an **extreme** medical emergency. The Employee Health Clinic is **NOT** to be used for work-related injuries.

The following steps should be taken to help with the processing of the injury report:

1. Notify the school nurse and administrator of the injury **immediately** when the incident occurs. If medical treatment is required, the employee shall only use approved care providers. Most care will be coordinated through **Riverview Health WorkMed Occupational Health Services**.

WorkMed

West Location

865 Westfield Road, Suite D
(in the medical building to the West of Bowl 32)
Noblesville, IN 46060
(317) 776-3851
Hours: Monday - Friday 8:00am to 4:30pm
Closed Daily 12:30pm to 1:00pm

Please call 317-776-3851 M-F from 8:00 a.m. to 4:30 p.m. and they will direct your care. If there is no provider on site, you will be directed to Riverview Hospital ER/Urgent Care in Noblesville. Inform them that you are a WorkMed client so billing can be appropriately routed.

2. The nurse or administrator will **assist in filling** out Indiana Workers' Compensation First Report of Employee Injury, Illness Form (State Form 34401) the day the injury occurs. The form can be obtained at the nurse's office in all buildings or on the district website under the Human Resources tab/**workers' compensation**. The nursing staff will fax a

copy of the report to the Human Resources Specialist at Noblesville Schools Educational Services Center (317-773-5753) as soon as it is completed. The original form, with the administrator's signature, should be sent via interoffice mail to the Human Resources Specialist.

3. A copy of the First Report of Employee Injury, Illness Form shall be given to the employee to take to Riverview WorkMed. This form serves as proof of employment by Noblesville Schools in order to be treated by Riverview WorkMed.
4. A school administrator should complete an Accident Investigation Form within forty-eight (48) hours of the incident and forward to the Human Resources Specialist. This form can be found on the district website under the Human Resources tab/forms/misc.
5. It is the responsibility of the employee to forward all injury care reports and receipts to the Human Resources Specialist no later than the day after the care is given.
6. It is the responsibility of the employee to inform his/her supervisor immediately of any restrictions to his/her regular work duties. The employee will communicate regularly with his/her supervisor regarding medical status and any changes in status, particularly with regards to job limitations and a return to work plan. **All attempts will be made to find suitable work within the scope of limitations.**
7. If an employee receives care for a work-related injury from an unauthorized provider without prior approval, s/he may be responsible for the resulting charges.
8. The employee is expected to comply with the treatment recommendations of the practitioner **at all times.**

To assist in preventing future employee accidents and injuries, Noblesville Schools will thoroughly investigate all employee injuries. A full description of the activity will be obtained to determine how to prevent a recurrence, including implementing corrective measures.

For questions contact **the Human Resources Specialist at 317-773-3171, ext. 10204.**

SECTION XI

PERSONAL INFORMATION

A. Change in Personal Status

Employees are required to notify the Human Resources Department whenever there is an update in personal status. When an employee has a change of address, phone number OR emergency contact, the change can be made within the employee's portal which can be found on the district website under the Staff tab. For name changes, the employee must contact the Human Resources Department to update all the employment records (W4, WH4, I9, etc). Proper documentation is required before a name change can occur within the employee's personnel records or Noblesville School's email.

B. Confidential Information (FERPA) (Policy [8330](#), [8310](#))

Noblesville Schools strictly adheres to the Federal Educational Rights and Privacy Act.

All information about students and/or employees should be treated with the strictest confidence. Disclosure of confidential information gained through employment is an act of prohibited conduct subject to formal disciplinary action. Any information concerning a student or

employee's family, financial condition, or personal situation is strictly confidential and must not be shared.

C. Dress and Appearance (Policy [4216](#))

Cleanliness and appearance are expressions of an employee's personal pride and reflect Noblesville Schools' high standards of good grooming. Employees are expected to show good taste, avoiding extremes of dress and personal grooming which might be unsafe or that interfere with job performance.

D. Personal Cell Phone Use During School Hours (Policy [7530.02](#))

While the district recognizes that it is occasionally necessary for employees to make or receive personal telephone calls and texts during work hours, it is requested that employees restrict their personal telephone use to emergency situations or times when students are not present. Excessive personal telephone use during student class time may result in progressive discipline actions.

All bus drivers and other Corporation employees are prohibited from using a cellular telephone, electronic device, or telecommunications device to type, transmit or read a text message or an electronic mail message while operating a motor vehicle including a school bus to transport Corporation students, except in the case of a bona fide emergency. In cases of a bona fide emergency, if possible, the driver should move to the side of the road, stop the vehicle, and activate his/her 4-way flashers before using the cellular telephone, electronic device, or telecommunications device.

E. Expectations for Electronic Communication

Electronic communication with students and families must always be transparent, accessible and professional as defined below.

- Transparent - maintain openness, visibility and accountability
- Accessible - consider all electronic communication to be a matter of open record
- Professional - use correct grammar and tone, choose appropriate subject matter representative of a Noblesville Schools' professional

Staff members are expected to bring home their corporation-issued laptop/iPad or be able to access appropriate technology via their home in the event that an unplanned eLearning day is called.

Acceptable Communications Methods

District Email

Use of District email is an appropriate way to communicate directly with students and families. District email provides the staff member and district with a record of all communication.

District Phones

Use of District telephone can be an appropriate way to communicate directly with students and families provided that the content is appropriate. Use of the District phone does not provide the staff member and district with a record of all communication, and employees should remain mindful of this fact to minimize the chance for misinterpretation and/or allegation when communicating with students.

Social Media for Instructional Purposes

District employees may set up a professional or class twitter, Facebook or other social media account for the purpose of sending out information, reminders and displaying student's work if

proper parent consent has been given. Once the site has been created, staff members are responsible for monitoring and managing the site to promote safe and acceptable use.

Text Messaging

If any employee of Noblesville Schools plans to use texting for immediate and urgent contact with students/team members, they must be transparent about such use. He/she must make families aware at the beginning of the school year or season that he/she may use texting through a school REMIND account.

Unacceptable Communications Methods

- Non-District Email and Text Messaging
- Non-District video conferencing tools

Noblesville Schools' employees should never use personal email accounts or sms/text messaging to communicate with students about school or non-school matters.

Staff members are discouraged from inviting students to be "friends" on personal social networking sites. Staff members are also discouraged from accepting "friend requests" from students on personal social networking sites. Employees taking such action do so at their own risk. Employees should not use their district email address or phone number for communications on social media networks for personal accounts. Any content, pictures, or dialogue staff members publish, whether in Facebook, Twitter, Instagram, a blog, a discussion thread or other website, should never compromise the professionalism, integrity and ethics in a professional Noblesville Schools' role.

Employees engaging in unacceptable communication methods with students will be investigated by school officials and, if warranted, disciplined, up to and including termination (See board policy 7530.02, 7540.04). Depending upon the severity of the offense, the school district may notify the proper authorities, including the Indiana Department of Education, local or state police and child welfare agencies for further investigation. In addition, if/when the school district becomes aware that employees have posted information on Facebook, Instagram, YouTube or similar social networking websites that include inappropriate personal information such as, but not limited to, lewd photographs, sexually explicit messages, or use of substances prohibited by law, their cases will be investigated by school district officials and, if warranted, may result in disciplinary action, up to and including termination, depending upon the severity of the offense.

SECTION XII

Anti-Harassment Policy (Policy [4362](#))

COMPLIANCE OFFICER FOR STUDENTS - MRS. SHELLEY BETHEL

COMPLIANCE OFFICER FOR STAFF - DR. HEATHER HENDRICH

A. General Anti-Harassment Statement

In order for all students and employees to enjoy an environment free from all forms of discrimination, Noblesville Schools prohibits the harassment of any student or employee by any person. It is contrary to our policy for any student or employee to be subjected to harassment, including bullying, in the workplace or in a school setting. Noblesville Schools is devoted to

preventing and diligently addressing all forms of harassment, particularly cases based on sex, religion, race, color, national origin or ancestry, age, disability, and/or any other legally protected characteristic. Harassment negatively affects morale, motivation, and job performance. It is inappropriate, offensive and is therefore prohibited per Board Policies [4362](#), [4362.01](#), and [5517](#).

B. Definition of Harassment

Harassment may take many forms, including verbal acts and name-calling, graphic and written statements, unwanted sexual advances, or other conduct that may be harmful, humiliating, or physically threatening. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents; it may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit an employee's ability to perform their job functions or a student's ability to participate in or benefit from the services, activities, or opportunities provided by Noblesville Schools.

C. Reporting Harassment

Any person who alleges harassment by an employee or student in the school corporation may file a complaint directly to his/her immediate supervisor, building principal, assistant principal, or to the Assistant Superintendent of HR/Safety. Reports of harassment can be submitted in writing on the form located on the Human Resources website link:

<https://www.noblesvilleschools.org/Page/8195> Please refer to Board Policy [4362](#) to find a detailed list of procedures to follow when reporting any form of harassment.

Reports must identify the person(s) charged with harassment and state all the facts of the situation known. All reports will be thoroughly investigated by Noblesville Schools' officials. The report, the completed investigation, and the recommendation will be presented to the Superintendent. The Superintendent may take action as deemed necessary. Noblesville Schools will take all reasonable steps to investigate and respond to the complaint in a manner consistent with a request for confidentiality from the alleged target of the harassment. If the alleged target insists that his or her name not be disclosed to the harasser, the Corporation's ability to respond may be limited. The Corporation however, will consider at all times its responsibility to provide a safe and nondiscriminatory environment for students and staff.

The reporting of alleged harassment will not reflect upon the individual's status nor will it affect future employment, work assignments, or standing.

D. Sanctions for Misconduct

If there is a substantiated complaint against an employee, the school corporation will subject the employee to disciplinary action, including but not limited to reassignment, suspension, or discharge, consistent with applicable statutory and contractual obligations. Filing a malicious or knowingly false report or complaint of harassment or engaging in retaliation toward an individual who filed a complaint will also subject an employee to disciplinary action.

SECTION XIII **EMPLOYMENT BENEFITS**

A. Retirement Fund

Classified employees working twenty-five (25) hours or more per week in an eligible position will participate in the Indiana Public Retirement System (INPRS, otherwise referred to as

PERF). Noblesville Schools will contribute the *employee* contribution of three percent (3%) of the eligible employee's salary to this retirement fund, in addition to the mandatory *employer* contribution as determined annually by INPRS. To receive the mandatory *employer* contribution at retirement, the employee must have completed ten (10) years in a PERF eligible position.

B. Annuities

See specific benefit schedule for annuity information and to determine eligibility for match dollars.

C. Health Insurance (Policy 4419)

Eligible full-time employees may enroll in a health insurance plan through Noblesville Schools which would be effective the first of the month after the date of hire. If a new employee does not elect to take the Noblesville Schools' health insurance during the initial enrollment period, the employee must sign a waiver of coverage and will not be eligible to enroll unless the employee has a HIPAA** special enrollment event or until the next open enrollment period. HIPAA special enrollment events include, but are not limited to, birth, marriage, divorce, death, loss of coverage due to termination of employment, reduction of hours or spousal carve-out.

Noblesville Schools' contribution to this health plan varies depending upon the job classification of the employee.

****Any employee who has a HIPAA special enrollment event should notify the Benefits/Business Specialist as soon as possible. Employees have 30 days from a qualifying event to submit an appropriate change to their insurance.**

See specific benefit schedule to determine eligibility and amount of employer contribution.

No compensation shall be given to employees not participating in the program or toward health insurance policies not adopted by the Board.

Except as otherwise provided in the applicable group health insurance policy, an individual who is employed as a classified employee by the Corporation at the time of retirement and his/her spouse, if any, shall have the option of remaining in the Corporation's group health insurance plan, provided all of the following conditions are met as of the date of retirement and thereafter:

- ◆ The retiree has attained fifty-five (55) years of age and is not eligible for Medicare;
- ◆ The retiree has completed at least ten (10) full years of service consecutively with Corporation and is eligible for INPRS benefits under the Rules of 85;
- ◆ The retiree must pay one hundred percent (100%) of the health insurance premium, with monthly payments to be made no later than the fifteenth day of each month for which group health insurance is to continue; and
- ◆ The health insurance coverage will terminate when the retired employee dies, becomes eligible for Medicare coverage, or cancels the coverage, or Noblesville Schools cancels the coverage due to non-payment of premiums.
- ◆ The retiree may also elect to continue single only (spouse and/or family are not eligible) coverage for dental and/or vision insurance. Dental and vision coverage will terminate when the retired employee dies, becomes eligible for Medicare, or cancels the coverage, or Noblesville Schools cancels the coverage due to non-payment of premiums.

D. Dental Insurance (Policy 4419)

Eligible full-time employees may enroll in a dental insurance plan through Noblesville Schools, which would be effective the first of the month after the date of hire. If a new employee does not elect to take the Noblesville Schools' dental insurance during the initial enrollment period, the employee must sign a waiver of coverage and will not be eligible to enroll unless the employee has a HIPAA** special enrollment event or until the next open enrollment period. HIPAA special enrollment events include, but are not limited to, birth, marriage, divorce, death, loss of coverage due to termination of employment, reduction of hours or spousal carve-out.

Noblesville Schools' contribution to this dental plan varies depending upon the job classification of the employee.

****Any employee who has a HIPAA special enrollment event should notify the Benefits Coordinator as soon as possible. Employees must submit the appropriate forms to the Benefits Coordinator in order to be submitted to the carriers no later than 30 days from the event date.**

See specific benefit schedule to determine eligibility and amount of employer contribution.

E. Vision Insurance (Policy 4419)

Eligible full-time employees may enroll in a vision insurance plan through Noblesville Schools, which would be effective the first of the month after the date of hire. If a new employee does not elect to take the Noblesville Schools' vision insurance during the initial enrollment period, the employee must sign a waiver of coverage and will not be eligible to enroll unless the employee has a HIPAA** special enrollment event or until the next open enrollment period. HIPAA special enrollment events include, but are not limited to, birth, marriage, divorce, death, loss of coverage due to termination of employment, reduction of hours or spousal carve-out.

Noblesville Schools' contribution to this vision plan varies depending upon the job classification of the employee.

****Any employee who has a HIPAA special enrollment event should notify the Benefits Coordinator as soon as possible. Employees must submit to Benefits Coordinator the appropriate forms in order to be submitted to the carriers no later than 30 days from the event date.**

See specific benefit schedule to determine eligibility and amount of employer contribution.

F. Long-Term Disability Insurance

Eligible full-time employees will be enrolled in a long-term disability plan. Noblesville Schools contributes one hundred percent (100%) of the annual premium for this plan.

See specific benefit schedule to determine eligibility.

G. Term Life Insurance

Eligible employees receive the following term life insurance plan:

- Thirty Thousand Dollars (\$30,000) term life insurance;
- Twenty Thousand One Hundred Dollars (\$20,100) term life insurance at age 65; or
- Thirteen Thousand Five Hundred Dollars (\$13,500) term life insurance at age 70.

OR

- Fifty Thousand (\$50,000) term life insurance;

- Thirty-Three Thousand Five Hundred Dollars (\$33,500) term life insurance at age 65; or
- Twenty-Two Thousand Five Hundred Dollars (\$22,500) term life insurance at age 70.

Noblesville Schools contributes one hundred percent (100%) of the annual premium for this term life insurance policy.

See specific benefit schedule to determine eligibility.

H. (Section 125) and Voluntary worksite benefits

Employees working 25 or more hours per week in an eligible position are eligible to participate in the programs listed below:

- Accident Insurance
- Critical Illness Insurance
- Hospital Indemnity Insurance
- Short-Term Disability Insurance
- Section 125 Medical Flex
- Section 125 Dependent Care

Voluntary worksite benefit premiums are paid by the employee.

I. Voluntary Supplemental Life Insurance

Employees working 25 or more hours per week in an eligible position are eligible to participate in the program listed below:

- Supplemental Life Insurance

Voluntary life insurance premiums are paid by the employee.

J. Paid Holidays (Policy [4434](#))

Full-time employees shall receive paid holidays based upon their job classification. Paid holidays that fall on Saturday or Sunday will be observed on Friday or Monday as determined by the Assistant Superintendent of HR/Safety.

To receive holiday pay, the employee may not have an unpaid day the scheduled workday before or the scheduled workday after the holiday. With prior approval of the employee's supervisor the employee may use personal and/or vacation days in conjunction with holidays to receive holiday pay.

See specific benefit schedule to determine eligibility.

K. Sports Event Pass

Employees may use their current school identification badge to gain access to Noblesville Schools athletic events free of charge including 1 guest. This does not include special events, such as sectional games and tournaments.

L. Mileage Reimbursement

Reimbursement for authorized travel must be submitted within thirty (30) days of occurrence. Please contact the ESC Business Department with questions.

To be eligible for mileage reimbursement, the employee must have authorization through their supervisor prior to the occurrence.

M. Uniforms

Uniforms for some staff groups are paid for by Noblesville Schools and thus is a taxable benefit. **Uniform guidelines are specific to each department. Please contact your supervisor with**

questions.

N. Pregnancy and Nursing

Additional information regarding accommodations required for employees and applicants who are pregnant and/or pumping can be found [here](#).

Accommodations:

Employees are entitled to accommodations for a condition related to or affected by pregnancy, childbirth, or a related medical condition (physical or mental). Employees are entitled to accommodations even if they can't perform their essential job functions on a temporary basis.

Employers don't have to provide an accommodation if doing so would cause an undue hardship. Undue hardship is defined as "an action requiring significant difficulty or expense". *This is a high standard for employers to meet.* If you believe an accommodation will cause undue hardship, please report and speak with Human Resources before moving forward.

Nursing Accommodations:

We are required to provide a reasonable amount of break time and a space to express milk as frequently as needed by the nursing employee for up to one year following the birth of the child.

The frequency and duration of breaks for the employee to pump breast milk at work can and will vary as the employee and child needs can vary.

The space should be shielded from view, free from intrusion, available each time it is needed, not a bathroom, and have a place for the employee to sit and a flat surface other than the floor.

Designated Room Locations with a Locked Mini-Fridge:

- Noblesville High School: Room 4006B
- East Middle School: Room #1118
- West Middle School: Room 500C
- Hazel Dell: Office Conference Room
- Hinkle Creek: Room 121
- Noble Crossing: Storage C2
- North Elementary: Room 137
- Promise Road: Room 325A
- Stony Creek: Upstairs Library Loft
- White River: Room Adjacent to the Staff Lounge
- Community Center: Conference Room
- Educational Services Center: Conference Room 143

NOBLESVILLE SCHOOLS CLASSIFIED EMPLOYEE GUIDE

This **guide** is designed to supply information on corporation policy, guidelines, and information relative to employee health, safety, welfare and conduct. **Please read it carefully.** Complete Board Policies may be accessed on the Noblesville Schools' website (www.noblesvilleschools.org). If you have questions after reviewing the information, please contact your immediate supervisor.

Acknowledgement

I have received and reviewed the Noblesville Schools Classified Employee Guide.

I understand that I am an at-will employee and the Noblesville Schools Classified Employee Guide is not a contract of employment; therefore, Noblesville Schools has the right to interpret, modify or deviate from the classified guide at any time and in its sole discretion.

By my signature below I agree to familiarize myself with the contents of the guide. My signature also acknowledges my recognition that I am an at-will employee and that Noblesville Schools may terminate my employment at any time and bypass discipline policies if the situation warrants.

Employee Signature

Printed Name

Date

Our Vision

We are:

Engaged in intellectual pursuits

Inspired to challenge the present

Empowered to adapt, innovate, and succeed today and tomorrow

Our Mission

Noblesville Schools creates an inclusive, learner-centered culture that develops

future-ready skills through relevant experiences supported by strong relationships

that celebrate diversity and promote equity among students, staff, parents, and the community.

I have read, understand and support the vision and mission of Noblesville Schools as stated above and will participate to advance this work as part of my duties as a Noblesville Schools employee.

Employee Signature

Printed Name

Date

ENGAGE | INSPIRE | EMPOWER