



NEW PRAIRIE UNITED
SCHOOL CORPORATION

CLASSIFIED PERSONNEL
HANDBOOK

Revised & Board Approved
December 16, 2024

MISSION STATEMENT

Our mission is to utilize current best practices and the resources of our community to achieve the Vision of the New Prairie United School Corporation.

FOREWARD

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

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

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The New Prairie United School Corporation Board of School Trustees

New Prairie United School Corporation Classified Hourly Personnel Handbook

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**CLASSIFIED
HOURLY PERSONNEL
ELIGIBILITY CHART**

	FULL-TIME 12-months (260 days) <i>minimum 37 ½ hrs./week</i>	FULL-TIME 10-11months (200-230 days) <i>minimum 37 ½ hrs./week</i>	FULL-TIME 9-months (180-186 days) <i>minimum 35 hrs./week</i>	PART-TIME 9-months (180 days) <i>less than 35 hrs./week for all benefits with the exception of health insurance</i>
Personal Days	4 days	3 days	3 days	2 day
Sick Days	10 days	7 days	5 days	5 days
Vacation Days	Per handbook	0	0	0
Inclement Weather Days/E Learning Days		As Needed	As Needed	As Needed
Holidays	11 days (per handbook)	10 days (per handbook)	6 days (per handbook)	0
L-T-D Insurance	Yes	Yes	Yes	No
Health Insurance	Yes	Yes	Yes minimum 30 hrs. per week. (see Section 8 for exceptions)	Offered only for those employees over 30 hrs. per week
Life Insurance	Yes	Yes	Yes	No
PERF	As approved by PERF	As approved by PERF	As approved by PERF	No
Section 125	Yes	Yes	As approved by Plan Document	As approved by Plan Document
403(b)	Yes	Yes	Yes	Yes
Bereavement	5/1	5/1	5/1	5/1

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

Employees are not eligible to take the above referenced leave days or receive holiday pay until they are employed ninety (90) calendar days and successfully complete probationary status as evidenced by a satisfactory employee performance review. Leave days will be pro-rated from start date to the next July 1st.

Bus drivers hired prior to June 1, 2014 and under contract are considered 9-month, full-time employees regardless of hours driven for benefit purposes. Bus Drivers hired on or after June 1, 2014 and under contract are considered 9-month, full time employees for all benefits with the exception of health insurance. In order to be eligible for health insurance, bus drivers hired on or after June 1, 2014 must have routes over 30 hours per week.

NEW PRAIRIE UNITED SCHOOL CORPORATION

CLASSIFIED PERSONNEL

HANDBOOK

SECTION 1 - HANDBOOK OVERVIEW AND EMPLOYEE RESPONSIBILITY

This handbook is a reference tool for the New Prairie United School Corporation classified staff that summarizes the Board of School Trustees policies on employment based adopted school policies. The handbook is not a contract because it is subject to change at the sole discretion of the Board of School Trustees. The adopted policies of the New Prairie United School Corporation are available on the New Prairie United School Corporation website or at the administrative offices. It is the responsibility of each employee to become familiar with all rules and regulations set forth by New Prairie United School Corporation and to follow them. Each employee must provide his/her immediate supervisor with a telephone number where he/she can be reached at all times. Please report change of name, address and phone number to the Corporation Office in a timely manner

- 1.1 **Changes in Policy.** The New Prairie United School Corporation is constantly changing; therefore, the Board of School Trustees expressly reserves the right to change any of our policies at any time, including those guidelines addressed in this handbook. Notifications of changes will be posted on the Corporation website or by other appropriate means. Changes will be effective on dates determined by the Board of School Trustees and you must rely on policies that have been most recently adopted by the Board of Trustees. No supervisor, director, or administrator other than the Superintendent of New Prairie United School Corporation has any authority to alter them. If you are uncertain about any policy or guidelines, please check with your supervisor or Payroll/Human Resources Coordinator in the Central Office. Adopted policies take precedent over items in this handbook.

SECTION 2 - EMPLOYMENT PROCEDURES

- 2.1 **Discrimination.** The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities.
- 2.2 **Application for Employment.** All prospective classified employees will complete an application on the New Prairie United School Corporation website thru Frontline Education (<https://www.applitrack.com/npusc/onlineapp>). Official employment is only with the authority of the Board of School Trustees acting upon the recommendation of the Superintendent. Refer to Board Policy #4120.
- 2.3 **Criminal History Background Check.** All new classified employees are required to have a criminal history background check and DCS check completed prior to employment. Refer to Board Policy #4121. Criminal History Background checks are required to be completed every 5 years of employment with NPUSC.
- 2.4 **Drug Free Workplace.** All employees shall review the Corporation's Drug and Alcohol Policy, Board Policy #4122.01. Compliance with the policy is a condition of employment.
- 2.5 **Reasonable Accommodation.** Qualified applicants and/or employees are expected to disclose any disability that would require the Corporation to determine if reasonable accommodations can be made which would enable the employee to continue employment without undue hardship to the employer.
- 2.6 **Employment Forms.** The following forms should be completed prior to employment:
- Mandatory:
W-4 Federal Income and State Tax Withholding, I-9 Employee Eligibility Verification, and Direct Deposit Authorization Form.
- If Applicable:
Salary Reduction Agreement (403b), Flexible Benefit Plan (Section 125), Insurance and any other applicable benefit forms.
- 2.7 **Child Abuse Reporting.** If you have any reason to believe that a student may be a victim of abuse or neglect, you are required by law to report it immediately to child protective services or law enforcement. You must also report it immediately to your supervisor or building principal. Reporting will not put your employment in jeopardy.
- 2.8 **Sexual Harassment Reporting.** Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. See Board Policy # 5517. Any reports of sexual harassment can be filed with the Director of Finance or the HR Department at the Central Office.

SECTION 3 - GENERAL WORKING CONDITIONS

- 3.1 **Employee Classification.** Employees will be eligible for benefits based upon defined classifications listed below: Full-time employees are defined as working a minimum of 180 days per year.
- 3.1(a) **Full-time Employees - 12 months** are defined as employees who are scheduled to work a minimum of 37 1/2 hours per week for 12 months. A minimum of 260 days.
- 3.1(b) **Full-time Employees - 10-11-months** are defined as employees who are scheduled to work a minimum of 37 1/2 hours per week for 10-11 months. A minimum of 200-230 days.
- 3.1(c) **Full-time Employees - 9 months** are defined as employees who are scheduled to work a minimum of 35 hours per week for 9 months. A minimum of 180-186 days.
- 3.1(d) **Part-time Employees** - are defined as employees who are scheduled to work less than 35 hours per week for 9 months. A minimum of 180 days.
- 3.1(e) **Exempt** – Those employees who are employed in an executive, administrative, or professional capacity and who are not covered by the federal minimum wage and maximum hours laws.
- 3.1(f) **Non-Exempt** – Those employees who are not employed in an executive, administrative, or professional capacity and who are covered by the federal minimum wage and maximum hour's law.
- 3.2 **Work Attire.** Employees are expected to report to work appropriately dressed. Regular maintenance and custodial staff are required to wear the uniforms furnished by the Corporation. All employees working in NPUSC Cafeteria and Custodial positions will be required to wear approved slip-resistant safety shoes or overshoes. Failure to wear slip-resistant shoes or overshoes will disqualify an employee from working. All employees are expected to be neat and clean and avoid extremes in dress and personal grooming. An employee's appearance shall not be so extreme as to pose a safety hazard to self or others. Hair shall be of reasonable length (a hairnet may be required). An employee shall not wear any item that impedes or restricts his or her required work duties such as sunglasses and large jewelry. Refer to Board Policy #4216.
- 3.3 **Supplemental Employment.** Classified personnel should understand that the obligations of their position with the New Prairie United School Corporation are primary with respect to other employment. Employees who accept supplemental employment shall not allow the supplemental employment to negatively affect their employment with the New Prairie United School Corporation.
- 3.4 **Workers Compensation.** Indiana workers compensation and occupational disease laws apply to all employees of the New Prairie United School Corporation. In order to substantiate claims for medical bills and lost time accidents under these laws, THE EMPLOYEE

(SUPERVISOR IF EMPLOYEE IS UNABLE) MUST CONTACT EMPLOYEE/PAYROLL SERVICES IMMEDIATELY REGARDING all on-the-job injuries. A written accident report completed on the FIRST REPORT OF INJURY FORM, WHICH CAN BE OBTAINED FROM THE BUILDING SECRETARIES and BUILDING HEALTH AIDES, must be filed with the Central Office within twenty-four (24) hours following the accident. Failure to comply may result in the employee being responsible for payment of medical treatments and/or disciplinary measures. The EMPLOYEE INFORMATION and the OCCURRENCE/TREATMENT INFORMATION sections must be completely filled out. Medical treatment can only be completed by Franciscan Working Well in LaPorte, IN (219) 575-6055 unless it is an emergency or after regular business hours. Failure to comply with submitting timely filing of report and receiving correct medical treatment may result in the employee being responsible for payment of medical treatments. Follow-up visits and/or treatment MUST be approved by our Workman's Compensation insurance carrier or you risk being liable for the charges.

- 3.5 **Work During School Closings.** Custodial, maintenance, technology, transportation maintenance, Secretaries and Registrar, Directors, and Central Office personnel will be expected to report for work during periods of school cancellation unless excused by their immediate supervisor. All employees will be notified by the Superintendent or Designee whether or not they are expected to report to work. If school is closed early due to an emergency condition, all personnel will remain on duty until the close of the regular workday unless formally notified to the contrary by the Superintendent or Designee.
- 3.6 **Work During School Delays and Early Dismissals.** Custodial, maintenance, technology, Directors, transportation maintenance, Central Office, building secretarial staff, health services staff, and cafeteria staff will be expected to report to work at their normal working hours unless excused by the Superintendent or Designee.
- 3.7 **Professional Development.** Requests to attend workshops or conferences that directly relate to the employee's work shall be directed to the Building Principal/Director who will forward the request to the Corporation Office for approval. The Board may reimburse the employee for registration fees, mileage, reasonable lodging and meals. All reimbursements shall be based on receipts or accountable records of expenditures submitted on the appropriate claim forms to the Corporation Office.
- 3.8 **At-Will Status.** All classified personnel are at-will employees. Employment can be terminated at any time by the Corporation or employee with or without cause at any time. Refer to Board Policy #4120.
- 3.9 **Performance Expectation.** It is expressly understood that continued employment by the Corporation is dependent upon the satisfactory performance by the individual of all duties that are considered part of the job as outlined on the position job description.
- 3.10 **Employee Evaluations.** Each classified employee shall be evaluated annually with an accurate assessment of performance. This assessment form will be the adopted format as defined by the Corporation Office and completed by June 1 of each year.

The completed evaluation form shall be returned to the Corporation Office where it becomes a permanent part of the employee's file. The employee has the right to indicate in writing any objections to any portion or portions of the evaluation. Such written comments by the employee shall be submitted with the formal evaluation. The employee's signature on the

evaluation merely signifies that the employee has read the material to be filed and does not necessarily indicate agreement with its content. Refer to Board Policy #4220.

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

SECTION 4 - WORKDAY CALENDAR

- 4.1 **Work Day and Work Week.** The hours for all full-time and part-time employees shall be defined by the supervisor or designee. A thirty (30) minute lunch hour may be provided daily. Lunch is unpaid if employee is relieved of all working duties.

Notwithstanding the above, the Employer shall have the right to determine the schedule for the hours and shifts to be worked per day and per week. The work schedule and shifts may be changed from time to time to meet varying conditions of business. Schedule adjustments or changes will not be allowed without the prior written consent of the employee's immediate supervisor or designee.

The defined seven (7) day work week begins Sunday 12:00 AM through Saturday at 11:59 PM.

- 4.2 **Overtime.** Overtime for classified employees shall be paid at a rate of one and one-half times the employee's regular rate of pay for each hour worked in a work week in excess of forty (40) hours. Leave days are not included as hours worked for the calculation of overtime.

Scheduled Sunday events will be paid at a rate of one and one-half times the employee's regular rate of pay for each hour worked in a work week in excess of forty (40) hours. Two times the basic hourly rate of the employee shall be paid for all hours worked on Sunday or on a day recognized as a holiday only when called in on an emergency basis. If there is no one willing to volunteer for needed scheduled assignments than the assignment will be mandated.

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

- 4.3 **Paydays.** Employees shall receive salary payments bi-weekly (26 pays annually), every other Friday during the scheduled employment period unless it is a bank holiday. The first pay period shall begin within three weeks following the beginning date of employment. Because a time clock is a legal document, employees shall submit accurate clock in and out times for supervisor approval according to the schedule published by the Central Office Payroll Department. Errors or the use of unapproved time may result in a delay in payment of wages.
- 4.4 **Call-Off Procedures.** It is the responsibility of all employees to notify their immediate supervisor two (2) hours prior to his/her scheduled work time when they will not be able to report for their regular work shift. If an employee becomes ill while on the job, the employee shall contact his/her immediate supervisor for approval to leave work. The superintendent's

office may request a doctor's verification of illness any time an employee is absent due to illness.

SECTION 5 - EMPLOYMENT PRACTICES

- 5.1 **Open Positions.** Open positions for classified personnel shall be posted on Frontline Education (<https://www.applitrack.com/npusc/onlineapp>) on the website for the length of time determined by Payroll/Human Resources Services. Classified employees may apply for posted positions within the Corporation. The Director and/or Administrator shall select the applicant deemed best for the position.
- 5.2 **Probationary Employees.** Employees shall be considered to be probationary employees for the first ninety (90) calendar days of their employment. Probationary employees will be paid at the starting hourly rate of a new employee. No paid time off will be afforded to employees during this probationary period. All probationary employees must have a satisfactory written evaluation by their immediate supervisor before they can be given regular status. Probationary employees are, at all times, at-will employees regardless of their probationary status.
- 5.3 **Employee Transfer Originated by the Corporation.** When a transfer of assignment is initiated by the administration, the employee will be placed in an open position at the discretion of the administration.
- 5.4 **Employee Discipline.** Causes for discipline include violation of the Indiana Code and New Prairie United School Corporation adopted policies and rules, terms of this agreement and/or other reasons including, yet not limited to the following:
- 5.4(a) Being under the influence or in possession of any form of intoxicants while on school premises and/or performing responsibilities
 - 5.4(b) Being in possession or use of any form of illegal controlled drug substance
 - 5.4(c) Being in possession of any form of weapon on school premises without proper authorization
 - 5.4(d) Deliberate, unauthorized destruction or removal of the school system's and/or another employee's property
 - 5.4(e) Disorderly conduct
 - 5.4(f) Dishonesty and/or theft
 - 5.4(g) Excessive tardiness/absenteeism
 - 5.4(h) Absence from work without proper notification to the employer
 - 5.4(i) Provoking, instigating and/or participating in a physical conflict while on school premises

- 5.4(j) Falsification of employee's records including application and/or payroll records
- 5.4(k) Failure to meet reasonable work standards or fulfill the job description duties
- 5.4(l) Insubordination or failure to carry out a legal directive; willful disobedience of job instructions; willful restriction of efficiency; proven incompetence.
- 5.4(m) Unauthorized disclosure of confidential information, specifically, employee personnel file documentation, student discipline, psychological testing or other items that are specified by the immediate supervisor as having confidential status
- 5.4(n) Use of obscene or abusive language
- 5.4(o) Sleeping on the job or misuse of time, substandard work, negligence
- 5.4(p) Failure to report job related injuries

The rules stated above are meant as a guide. Any conduct deemed contrary to the mission of New Prairie United School Corporation, though not listed, may be grounds for discipline or termination. Progressive discipline will be followed which shall include verbal, written reprimands, suspension from duty with and without pay, and discharge. These steps may be waived given the seriousness of the situation and/or previous offenses.

SECTION 6 - PAID TIME OFF

6.1 Leaves

- 6.1(a) **Personal Illness (Sick Days).** Each classified employee shall be entitled to Personal/Family Illness (Sick Days) according to the established Eligibility Chart. Upon hire, personal Illness (Sick Days) accrual will be pro-rated to the next July 1. Thereafter, personal illness (sick days) accrual will be credited to the full amount on the subsequent July 1. Such leave days may be accumulated to 186 days.

Family is defined as husband, wife, and mother; father, brother, sister, son, daughter, stepchildren, or other dependent person **residing** in the employee's home.

Any other familial relationships to be used for illness days must obtain prior approval (when possible) from the Central Office or soon as possible in the case of emergency.

The misuse of sick leave benefits; i.e., reporting off sick when the employee is in fact not sick, or the use of sick leave for personal business, etc. shall constitute grounds for severe disciplinary action. The New Prairie United School Corporation may require the verification of the employee's illness by a licensed physician.

When an employee is absent because of personal illness for more than three (3) consecutive days or is returning to duty after a leave of absence granted for medical reasons, the employee shall resume his/her duties only with permission of his/her immediate supervisor. Prior to returning, the employee may be asked to submit a return to work certificate signed by a licensed physician that is submitted to Human Resources

at the Superintendent's Office. The superintendent's office may request a doctor's verification of illness any time an employee is absent due to illness.

- 6.1(b) **Family Medical Leave.** An unpaid leave of up to twelve (12) weeks in duration may be granted to eligible employees for certain family or medical reasons. An employee who has been employed for at least twelve (12) months before the leave request and has worked at least 1,250 hours during the previous year is eligible for a leave of absence pursuant to this policy. Please refer to Board Policy #4430.01 for the first 90 days of a medical leave, health insurance coverage remains in effect at the current premiums as an active employee.

Upon discretion of the Superintendent, medical leave may be granted to employees who have not met the qualifications under the Family Medical Leave Act. Paid leave time will be charged simultaneously with approved FMLA leave. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When a 30-day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees are responsible to complete the appropriate forms (WH-380) and have the forms signed by their Physician and returned to the Central Office before they take FMLA leave.

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

Application for personal leave shall be made at least 48 hours in advance with the immediate supervisor. It is understood that personal leaves may be used for the transaction of personal business or the conduct of personal or civic affairs that cannot be conducted outside regular school hours. Personal Leave days shall not be used for the purpose of extending vacation periods.

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

- 6.1(e) **Sick Leave Banks:** A sick leave bank will be established for classified personnel in each of the two categories: custodial, central office, cafeteria, technology and clerical will comprise the first bank and transportation will comprise the second bank. The bank

will be administered by a committee consisting of an applicable classified staff member, a school administrator/director and or the Superintendent. Application for sick leave bank benefits shall be made in writing to the Superintendent.

Extensions of sick leave shall not be granted beyond the period when an employee would or could be eligible to receive the benefits of the school Corporation's long term disability program. Unused days in the sick leave bank shall be carried forward to the following year.

Individuals can only donate into the bank 15 days prior to the end of the second semester. This is a voluntary program. Individuals must have contributed to the sick bank at least once in the last 24 months to be eligible to draw from the bank. The following information should be included on the request for sick bank days:

- Past history of illness
- Physician's statement
- Illness described
- How long is individual anticipated to be off work
- How many days requested

The committee will make the determination if an individual qualifies for the sick bank days and the number of days to be dispersed, which will be based upon the amount of days accumulated in the bank.

All personal days, sick days and vacation days must be exhausted before requesting days. Unused vacation days may not be donated to the bank. If an individual submits a resignation to the school Corporation, he/she may not donate his/her unused sick days to the bank.

- 6.1(f) **Bereavement.** A leave shall be granted without loss of pay immediately following a death in the employee's immediate family. Immediate family is defined as: father, mother, brother, sister, husband, wife, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepchild, stepfather, stepmother or any relative who, at the time of death, is living in the household of the classified member *as per the Classified Eligibility Chart*.

A leave of one day shall be granted without loss of pay due to the death of a grandparent or grandparent of spouse, grandchild, uncle, aunt, first cousin, niece, nephew, brother-in-law and sister-in-law as per the *Classified Eligibility Chart*.

- 6.1(g) **Maternity.** Maternity leave will be granted according to Board Policy # #4430.01 - Family and Medical Leave of Absence (FMLA).

- 6.1(h) **Legal (Jury) Duty.** The Board shall pay an employee full salary for court appearance, jury duty, administrative hearing; and the employee will retain their jury duty pay. In the event of cancellation, the employee is expected to report to work at NPUSC.

6.1(i) **Extended Sick Leave**. An employee may request a continuation of an approved medical leave up to one year. The leave is unpaid after all leave time is exhausted. All such requests are subject to verification from a physician. If applicable, after 90 days, the employee has the option to continue group health coverage without employer premium contribution.

6.1(j) **Other leave not specified above**. An employee who requests a leave without pay must have exhausted the use of all other applicable accrued leave days. The request must have prior approval of the Superintendent except in the case of an emergency. In such cases, the employee must request approval within 72 hours. The use of 5 or more unpaid days per school year will result in a written reprimand in your personnel file and possible termination of employment.

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

6.2(a) Full-time Employees - 12 months will be entitled to the following holidays: (11 days)

- | | |
|------------------------------|---------------------------|
| A. New Year's Eve Day | F. Labor Day |
| B. New Year's Day | G. Thanksgiving Day |
| C. Good Friday | H. Day after Thanksgiving |
| D. Memorial Day | I. Christmas Eve Day |
| E. July 4 (Independence Day) | J. Christmas Day |
| | K. Martin Luther King Day |

6.2(b) Full-time Employees - 10-11 months will be entitled to the following holidays: (10 days)

- | | |
|-----------------------|---------------------------|
| A. New Year's Eve Day | E. Labor Day |
| B. New Year's Day | F. Thanksgiving Day |
| C. Good Friday | G. Day after Thanksgiving |
| D. Memorial Day | H. Christmas Eve Day |
| | I. Christmas Day |
| | J. Martin Luther King Day |

6.2(c) Full-time Employees – 9 months will be entitled to the following holidays: (6 days)

- | | |
|-------------------|---------------------------|
| A. New Year's Day | D. Thanksgiving Day |
| B. Good Friday | E. Christmas Day |
| C. Labor Day | F. Martin Luther King Day |

The Superintendent and/or designee will make the decision regarding time off when the holidays fall on weekends.

In order to receive holiday pay, eligible employees must work their first and last scheduled days before and after the holiday unless scheduled and approved time off has been granted by their immediate supervisor. In the event of illness, the employer may request a doctor's excuse to receive holiday pay.

6.3 **Vacations.** Classified employees shall be entitled to Vacation according to the established Eligibility Chart. Application for vacation leave shall be made at least 48 hours in advance with the immediate supervisor.

6.3(a) 12-month employees will be entitled to the following vacation schedule:

After completion of year 1	5 days
After completion of year 2 and until the end of the year 7	10 days
After completion of year 7 and until the end of year 15	15 days
After completion of year 15 and until the end of year 20	20 days
After year 20 and on	25 days

*The above vacation schedule is effective on July 23, 2012.

**Any employee hired after July 1, 2012 will be capped at 20 days.

After the completion of the first year, the vacation accrual will be pro-rated to the next July 1. Thereafter, yearly vacation accrual will be credited to the full amount on the subsequent July 1.

If a holiday falls within a scheduled vacation week, it is counted as a holiday and not counted toward your vacation day. Requests for vacations longer than three (3) consecutive days should be submitted to the immediate supervisor at least five (5) days prior to commencement of vacation.

Vacation time is accrued on a "use-it-or-lose" basis. This requires all employees to use their vacation time by June 30 of the year after it is credited. Any accrued days not used by June 30 of the following year will be forfeited without compensation or the ability to carry over days. For example, vacation days credited on July 1, 2012 must be used by June 30, 2013 or they will be forfeited. Employees will not be permitted to take more than two (2) weeks or ten (10) consecutive days of vacation in a row.

Unused vacation days may not accumulate or be transferred to the next year without approval of the Superintendent. Unused vacation days in a 12-month period have no cash value at resignation or termination. Unused vacation days in a 12-month period may have cash value at PERF eligible retirement, but on the following pro-rated basis:

If Retirement occurs July-September, unused vacation days will be paid out at 1/4 of value of unused days

If Retirement occurs October-December, unused vacation days will be paid out at 2/4 of value of unused days

If Retirement occurs January-March, unused vacation days will be paid out at 3/4 of value of unused days

If Retirement occurs April-June, unused vacation days will be paid out at full value of unused days

6.4 **Inclement Weather and E- Learning Days** Classified employees shall be entitled to Inclement Weather Days according to the established Eligibility Chart.

Classified employee groups that are unable to work when students are not in school during an E-Learning Day (bus drivers, cafeteria staff, health services, library aides and instructional

assistants) will have access to an Inclement Weather Day equal to the number of E-Learning Days students participate in during a school year. Eligible employees accessing Inclement Weather Days will engage in online training modules in lieu of reporting to work. Employees will have up to 5 calendar days to complete assigned online training modules in exchange for turning in a paid Inclement Weather Day. The number of online training modules to be completed for an Inclement Weather Day will be assigned by the NPUSC Superintendent's office.

In the event that either La Porte County or St. Joseph County declares a snow emergency, the Superintendent or his/her Designee can authorize the use of sick days for leave time.

At any time, if a classified eligible employee wishes to use Vacation or Personal Days during Inclement Weather, the required notification time will be waived upon approval from his/her Supervisor.

6.5 Flex Day/Student E-Learning - The E-Learning or Flex Day that is scheduled at the beginning of each year will be used for mandatory professional development and training for all classified employees. Each year Indiana state mandates training that needs to be completed by all employees. This scheduled day will be a mandatory work day. Personal and vacation days will not be approved on this day.

Employee Attendance Requirements						
Employee Group	2 Hr. Fog/Snow Delay		Cancellation		Early Release	
	Regular	With Students	Regular	With Students	Regular	With Students
Building Secretary/Treasurer	X		X		X	
Bus Drivers/Assistants		X		X		X
CO Office Staff	X		X		X	
Custodians/Maintenance	X		X		X	
Directors	X		X		X	
Food Service Director	X			X	X	
Food Service Staff	Per Food Service Director			X	X	
Health Services	X			X	X	
HS Secretary & Registrar	X		X		X	
HS Treasurer	X		X		X	
Inst. Assistants		X		X		X
Library Aides	With Supervisor Approval	X		X		X
Technology	X		X		X	
Transportation Maintenance	X		X		X	

SECTION 7 – DRUG TESTING

- 7.1 **Reasonable Cause.** Employees may be tested for “reasonable cause”.

Bus drivers are subject to random and post-accident drug testing according to School Board policy #4162.

SECTION 8- BENEFITS

- 8.1 **Health Insurance.** Classified employees shall be entitled to Insurance according to the established Eligibility Chart. Full-route bus drivers hired prior to June 1, 2014 are considered Full-Time, 9 month employees for benefit purposes. Bus Drivers hired on or after June 1, 2014 are eligible for health insurance based on the number of hours of service per week as described in the Eligibility Chart. With the exception of directors, eligible classified employees hired prior to June 1, 2014 shall receive 75% of the total insurance participation cost and the employee will pay the remaining 25%. Beginning January 1, 2027, NPUSC will pay 75% of the premium participation costs, for eligible classified employees, for high-deductible plans only with the employee paying the remaining 25% of premium participation cost. NPUSC will pay 0% or zero dollars per year towards premiums for PPO1 traditional plans. Classified employees eligible for employer sponsored health insurance high-deductible plans will receive the following amounts annually into a health savings account (HSA) funded by NPUSC (\$1000 for a single plan, \$1500 for a family plan). If the participating employee is not eligible for a health savings account due to IRS or third-party administrator regulations, the annual payment will be deposited into a flex spending account on behalf of the participating employee.

Participation in the insurance program will be made available to those eligible employees on leave. Those employees on approved FMLA leave may continue coverage for 90 days at their regular deduction rate. After 90 days, eligible employees may continue coverage at the full and total cost to the employee. Upon retirement, employees may be eligible for coverage until Medicare eligibility at 100% cost to the employee (see the Superintendent’s office for details).

Health insurance benefits and conditions are subject to change when necessary to comply with the Affordable Health Care Act mandates.

- 8.2 **Public Employee Retirement Fund (PERF).** Classified employees shall be entitled to PERF according to the established Eligibility Chart and approved by the NPUSC PERF Resolution.
- 8.3 **Section 125.** Classified employees shall be entitled to the Section 125 deduction according to the established Eligibility Chart and Approved Plan Document.
- 8.4 **Life Insurance.** Directors shall be entitled to Life Insurance in the amount of \$50,000 and classified employees shall be entitled to Life Insurance in the amount of \$25,000 according to the established Eligibility Chart. The insurance will be paid for by the Corporation.

- 8.5 **403(b)**. Eligible employees are permitted to participate in the Corporation's voluntary 403(b) retirement program. Employees must chose from the list of approved investment providers and comply with other provisions of the approved plan document and IRS regulations.
- 8.6 **Long Term Disability (LTD)**. Eligible employees will be entitled to a corporation paid LTD policy.

SECTION 9 – INVOLUNTARY SEPARATION OF EMPLOYMENT

In the event that an employee is involuntarily separated from employment due to disciplinary reasons, no benefit of any kind will be paid to the employee, e.g. accumulated sick leave, personal leave, and/or vacation time. All leave shall be considered forfeited.

SECTION 10 –PAYMENT OF SICK DAYS UPON RETIREMENT

The following applies only to sick days earned after July 1, 2005. An employee would only be eligible to be paid \$50 for each accumulated sick day past 90 to a maximum of 50.

For example, if an employee's accumulated sick day balance after July 1, 2005, equaled 97, they would be eligible for 7 days at \$50 each.

In order to qualify for the payment of sick days upon retirement, the employee must meet the following requirements:

1. have been a full-time employee of the New Prairie United School Corporation for a minimum of ten (10) consecutive years;
2. provide written notice of the intent to retire to the superintendent's office prior to June 1 of the year preceding the year of planned retirement or another date at the superintendent's discretion;
3. qualify for retirement benefits from the Public Employees Retirement Fund (PERF) within sixty (60) days of the date of retirement; or
4. have been eligible to participate in the corporation sponsored group health insurance program; and
5. be actively employed in the New Prairie United School Corporation at the time of the planned retirement.

SECTION 11 – EMPLOYEE RECORDS

All employee records are confidential and are protected by Federal and State law and the policies of this school corporation. There is limited access to all records. Employee records shall be available only to the employee and designated school officials and personnel supervising the employee. Designated school officials are: the Superintendent, Chief Financial Officer, and other such

individuals as authorized by law. An employee may review the contents of his/her file by notifying the Central Office in writing and per Board Policy. 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 decision.

SECTION 12 – DIRECTOR’S BENEFITS

Due to the increased responsibilities and skill required for Director’s positions, Directors are eligible to negotiate expanded benefits beyond those listed here.

This employee handbook supersedes all previous employee handbooks and management memos.

ACKNOWLEDGEMENT OF RECEIPT OF THE HANDBOOK AND STATEMENT OF UNDERSTANDING

As an employee of New Prairie United School Corporation (NPUSC), I acknowledge that I have received and had an opportunity to examine the NPUSC Employee Handbook. A copy of this Handbook has been given to me to retain for future reference, and I agree to familiarize myself with its contents and comply with the information provided. I understand that the information contained in the Corporation's Employee Handbook represents guidelines only and that the NPUSC Board of Trustees may modify those guidelines or amend or terminate any policies, procedures or employee benefit programs at any time, or require or increase contributions toward benefit programs. I accept the responsibility to keep myself informed of any changes made to the Handbook.

I understand that the Corporation's Employee Handbook and personnel policies do not constitute a contract of employment between NPUSC and me. I agree that upon termination of my employment at the NPUSC, the corporation will owe me only my accrued but unpaid wages, and may include accrued but unused vacation.

I further understand that no officer or representative of the NPUSC other than the NPUSC Board of Trustees or his/her designee has any authority to enter into any agreement guaranteeing any terms, conditions or benefits of employment, and employment of any specific nature or employment for any definite period of time.

PRINTED EMPLOYEE NAME

SIGNATURE OF EMPLOYEE

DATE

DATE RECEIVED BY PAYROLL/EMPLOYEE SERVICES

THIS PAGE TO BE SIGNED AND RETURNED TO CENTRAL OFFICE, (PAYROLL/EMPLOYEE SERVICES)