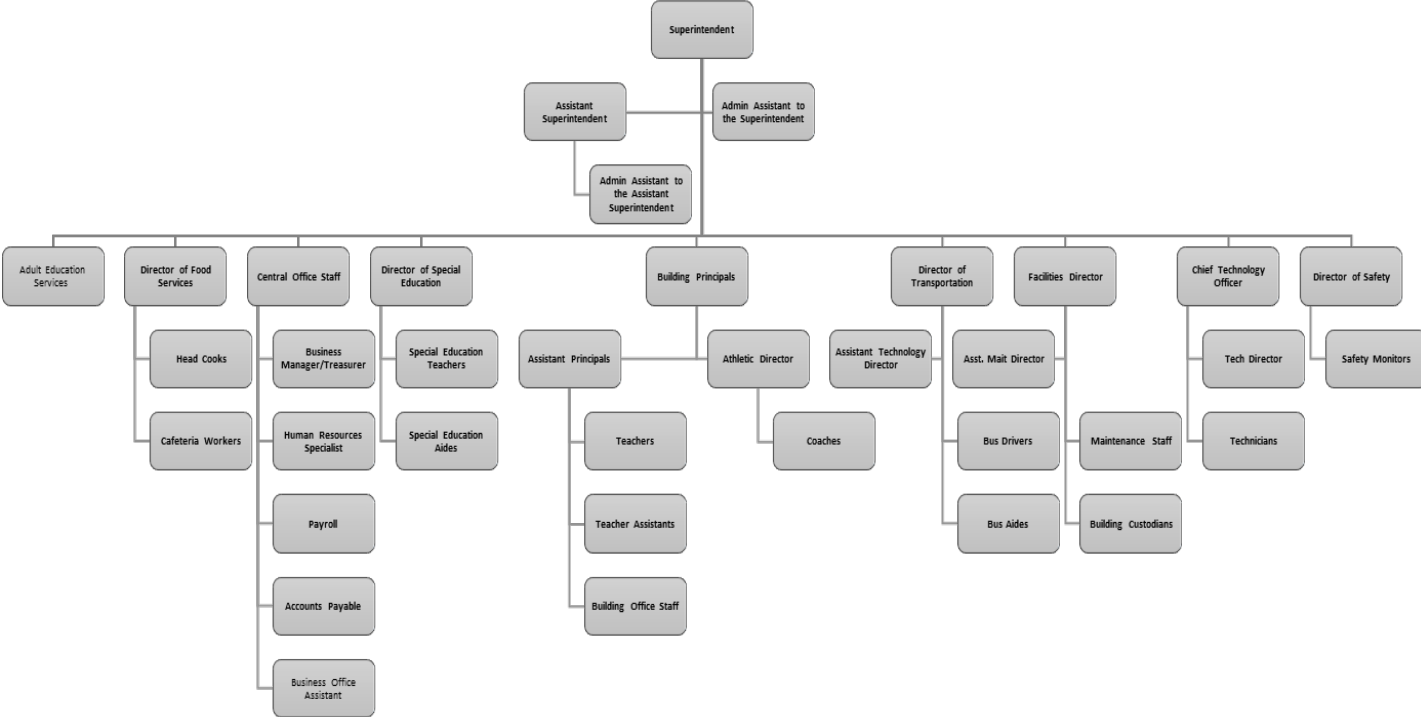




Plymouth Community School Corporation Handbook

(Board Approved 3/5/24)

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FOREWORD

Whether you have just joined our staff or have been at Plymouth Community School Corporation (PCSC) for a while, we are confident that you will find our school corporation a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of PCSC to be one of its most valuable resources. This handbook has been written to serve as a guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice, please address your specific questions to the administration office.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. PCSC will inform you of any changes as they occur.

The policies in this handbook are not intended to alter or alleviate any requirement created by federal, state or local law and any such law takes precedent over a contradictory policy in this handbook. All PCSC employees are responsible for complying with applicable federal, state and local laws. Any penalty imposed for violating a policy in this Handbook is disciplinary in nature and in no way affects any obligation or penalty that may be imposed under law.

Some subjects described in this handbook are covered in detail in official policy documents. Copies of all policies may be obtained at <http://www.neola.com/plymouthcom-in/>. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits.

Mission Statement

PCSC educations and equips every student for success.

Vision Statement

We envision PCSC as a destination that grows the capacity of all individuals in an engaging, inspiring, and results driven environment.

Core Values

- **Commitment to Students**
We see that decisions are based on what is best for students.
We do whatever it takes.
We utilize strategies that work.
- **Caring**
We respect and nurture one another.
We value individual diversity.
We demonstrate compassion, empathy, and tolerance.
- **High Expectations**
We have a challenging curriculum.
We differentiate instruction.
We communicate expectations.
We prepare students to compete globally.
- **Team Player**
We make time to collaborate.
We work cooperatively for the good of the whole.
We help others in times of need.
We embrace diverse thoughts and ideas.
We build positive relationships.
- **Integrity**
We follow through
We are accountable/dependable.
We are honest with one another.
We behave honorably.
- **Enjoyment**
We celebrate success.
We actively engage students in the classroom.
We provide positive feedback.
We promote a sense of belonging.

DIVERSITY

Equal Employment Opportunity Statement

Plymouth Community School Corporation (PCSC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. PCSC complies with applicable state and local laws governing nondiscrimination in employment in every building location. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, non-renewal, reduction in force (RIF), transfers, leaves of absence, compensation and training.

PCSC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of PCSC employees to perform their expected job duties is absolutely not tolerated.

Antiharassment Policy and Complaint Procedure

PCSC is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, PCSC expects that all relationships among persons in the offices and schools will be business-like and free of bias, prejudice and harassment.

It is the policy of PCSC to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. PCSC prohibits any such discrimination or harassment.

PCSC encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of PCSC to promptly and thoroughly investigate such reports. PCSC prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on corporation time or using corporation equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to PCSC.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their school principal, Superintendent, or the PCSC Compliance Officers as listed below:

Jill VanDriessche
Assistant Superintendent / Chief Academic Officer
611 Berkley Street, Plymouth, IN 46563
(574) 936-3115
jvandriessche@plymouth.k12.in.us

When possible, PCSC encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. PCSC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

PCSC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Any Corporation employee who directly observes unlawful harassment of a student is obligated to report such observations to one (1) of the Compliance Officers within two (2) business days.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution that party may appeal to Plymouth Community School Corporation's Superintendent.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of PCSC to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our corporation policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The corporation will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to PCSC. Contact the administration office with any questions or requests for accommodation.

EMPLOYMENT

Background and Reference Checks

To ensure that individuals who join PCSC are well qualified and to ensure that PCSC maintains a safe and productive work environment, it is our policy to conduct background checks on all applicants who accept an offer of employment, school volunteers and anyone with contact to students. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to PCSC. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead PCSC to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

PCSC will conduct a background check for current employees every 5 years in accordance to Indiana State HEA 1079.

Internal Transfers/Promotions

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the corporation may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

PCSC offers employees promotions to higher-level positions when appropriate. The Administration prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the corporation's best interest.

To be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record and have no disciplinary actions during the last 12 months. The Administration retains the discretion to make exceptions to the policy.

Nepotism, Employment of Relatives and Personal Relationships

PCSC wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform the administration office of the relationship.

PCSC reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Separation of Employment

Return of Corporation Property

The separating employee must return all corporation property at the time of separation, including uniforms, cell phones, keys, laptop and identification cards. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health, vision and dental premiums through the end of the month.

Rehire

Former employees who left PCSC in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the administration office, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Supervisors must obtain approval from the administration office or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

WORKPLACE SAFETY

Drug-Free Workplace

Plymouth Community School Corporation (PCSC) has a longstanding commitment to provide a safe and productive work and school environment. Alcohol and drug abuse pose a threat to the health and safety of employees and students, plus the security of our equipment and facilities. For these reasons, PCSC is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of PCSC. The administration office is responsible for policy administration.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the administration office, whose members have been trained to make referrals and assist employees with drug/alcohol problems.

PCSC will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any corporation vehicle, are present on corporation premises, or are conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing corporation business or while in a corporation facility is prohibited.
- PCSC will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

The corporation retains the right to require the following tests:

- **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. Human Resources must be consulted before sending an employee for reasonable suspicion testing.
- **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a corporation vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.

Consequences

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

PCSC reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Crimes Involving Drugs

PCSC prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on corporation premises or while conducting corporation business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

\Workplace Bullying

PCSC defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the corporation Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the corporation will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. PCSC considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, students, volunteers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, student, volunteer, vendor or business associate will not be tolerated. PCSC resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. PCSC treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, principal, administration office or superintendent. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the administration office of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. PCSC will not retaliate against employees making good-faith reports. PCSC is committed to supporting victims of intimate partner violence by providing referrals to PCSC’s employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

PCSC will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be

protected as much as possible. PCSC will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, PCSC may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

PCSC encourages employees to bring their disputes to the attention of their supervisors or administration office before the situation escalates. PCSC will not discipline employees for raising such concerns.

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, the school corporation requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow corporation safety and health guidelines or engaging in conduct that places the employee, client or corporation property at risk can lead to employee disciplinary action and/or termination.

The Health and Safety Committee and the safety director shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

Tobacco Free Workplace

It is the policy of Plymouth Community School Corporation (PCSC) to prohibit **tobacco use** on all corporation premises in order to provide and maintain a safe and healthy work and school environment for all employees, students and guests.

“Use of tobacco” shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, smokeless tobacco, chewing tobacco, snuff or any other matter or substances that contain tobacco, and the possession of papers used to roll cigarettes. The Board also prohibits the use of electronic, “vapor” or other substitute forms of cigarettes, clove cigarettes, or other smoking devices.

The smoke-free workplace policy applies to:

- All areas of corporation buildings.
- All school owned property.
- All corporation-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the corporation.
- All visitors (customers and vendors) to the corporation premises.
- All contractors, consultants and/or their employees working on the corporation premises.

- All employees, temporary employees, students, and volunteers.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

WORKPLACE EXPECTATIONS

Liability of Staff for Student Welfare

Professional and support staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff-student boundaries that are consistent with their legal, professional and ethical duty of care for students. Please refer to policy 3213/4213 for further details; Copies of all policies may be obtained at <http://www.neola.com/plymouthcom-in/>. Each staff member:

- Should not leave students unattended;
- Should not leave an unqualified person in charge of students;
- Should accompany students whenever they are assigned and remain with them until supervision is assumed by another responsible person;
- Should ensure students do not use non-corporation owned and/or maintained equipment or other equipment which may be potentially dangerous or use facilities or equipment except for the intended purpose;
- Should organize classroom materials and equipment so as to minimize danger of injury to students and to self.

Pursuant to the laws of the State and Board Policy 8462, each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student other than by accidental means. If a staff member has a reason to believe a child is a **victim of abuse or neglect, s/he shall immediately make a report to the Department of Child Services (“DCS”) by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 or the local law enforcement agency. After making the report, the staff member shall notify the appropriate building administrator of the circumstance that led to the report that that the staff member made to DCS or the police.**

NOTE: Sexual conduct/relationships with students by Corporation employee or any other adult member of the School Corporation community is prohibited, and any teacher, administrator, coach or other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave with pay until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

Confidentiality

Our students and parents with whom we interact entrust the school corporation with important information. It is our policy that all information considered confidential will not be disclosed to external

parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to the Superintendent.

Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the corporation interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by Plymouth Community School Corporation (PCSC). This prohibition also extends to the unauthorized use of any corporation tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If PCSC determines that an employee’s outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick, vacation and/or personal business leave to work on the outside job. Fraudulent use of sick, vacation and/or personal business leave will result in disciplinary action up to and including termination.

Attendance and Punctuality

Vacation and holidays must be scheduled with one’s supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee’s attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show lasting three days may be considered job abandonment and may be deemed an employee’s voluntary resignation of employment.**

Attire and Grooming

The School Board believes that staff members set an example in dress and grooming for students to follow. A staff member who understands this guideline and adheres to it enlarges the importance of

his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

All staff members shall: be physically clean, neat, and well groomed;

- A. dress in a manner consistent with their professional responsibilities, this may include the wearing of required uniforms;
- B. dress in a manner that communicates to students a pride in personal appearance;
- C. dress in a manner that does not cause damage to Corporation property;
- D. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard

Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

Responsible Use Policy for Electronic Resources

All Plymouth Community School Corporation (PCSC) students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail responsible use of electronic information resources under which students, staff, and all members of the PCSC community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

Responsible Use

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with PCSC's educational mission, curriculum and instructional goals.
2. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.

Prohibited Uses

1. Unacceptable uses of school electronic resources include, but are not limited to, the following:
2. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
3. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure

or school rules. PCSC and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.

4. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
5. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
6. Use for Non-School-Related Purposes - School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.
7. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
8. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
9. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
10. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the PCSC Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
11. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
12. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district's secured network without permission from the PCSC Technology Department.

Compensation for Losses, Costs and/or Damages

1. In the event an electronic device is lost, stolen or damaged, the individual student or staff member will be responsible for the cost of the repair and/or cost of replacement as determined by school administrators. Multiple instances of damage may result in the loss of device or other disciplinary actions.
2. Purposeful, malicious damage or vandalism as determined by school administrators will be subject to the full replacement value of said device.
3. In addition all users (students and staff) may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Student Security

1. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.
2. Staff may post student pictures on district/ school/classroom “public” websites as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.
3. All Plymouth Community Schools are closed campuses. PCSC retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s). Students must obtain permission from a PCSC staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.
4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
5. PCSC staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
6. Students may be issued a school email address to improve student communication and collaboration on school projects. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Technology Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district’s property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district’s computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

System Security

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the PCSC Technology Department.

Personal Devices

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the teacher, building Principal or PCSC district administration.

Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the school safety officer and/or local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. Parents are responsible for supervising their child's use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Terms of Use

PCSC reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the PCSC network, Internet, and electronic resources.

Disclaimer – PCSC, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, PCSC is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of PCSC electronic resources.

Social Media—Acceptable Use

Employees may not post financial, confidential, sensitive or proprietary information about the corporation, clients, employees or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the corporation, clients, employees or applicants.

When posting on social media sites, employees must use the following disclaimer when discussing job-related matters;

“The opinions expressed on this site are my own and do not necessarily represent the views of Plymouth Community School Corporation.”

PCSC may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

Solicitations, Distributions and Posting of Materials

PCSC prohibits the solicitation, distribution and posting of materials on or at corporation property by any employee or nonemployee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by PCSC and school-sponsored programs.

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on corporation premises at any time.
- Employees may only admit nonemployees to work areas with management approval or as part of a school-sponsored program. These visits should not disrupt workflow. An employee must accompany the nonemployee at all times. Former employees are not permitted onto corporation property except for official corporation business.
- Employees may not solicit other employees during work times, except in connection with a corporation-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a corporation-sponsored event.
- The posting of materials or electronic announcements are permitted with approval from administration office.

Violations of this policy should be reported to administration office.

Employee Personnel Files

Employee files are maintained by the administration office and are considered confidential. Principals and supervisors may only have access to personnel file information on a need-to-know basis.

A principal or supervisor must not maintain original documents or separate employee files. All paperwork related to an employee's employment must be sent to the administration office for security and confidentiality compliance.

A principal or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the administration office. Personnel files may not be taken outside the office.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

COMPENSATION

Payment of Wages

Paydays are usually biweekly on every other Friday. It is the corporation's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address. Employees

will be paid only through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

If the normal payday falls on a corporation-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Certified employees may elect to have their pay annualized to 21 or 26 pays per year with a signed agreement which will remain in place until official notification is received prior to the start of each new school year requesting a change.

Extra-Curricular Agreements also have payout options which must be consistent with the employees of other ECA's. The options for payment are in coordination with their current contract, during the season, or ½ in December and ½ in May.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the payroll department.

It is an employee's responsibility to notify the Payroll Office when there is any change to their bank and/or bank account(s) that affects their direct deposit by completing a new Direct Deposit Authorization Form. Additionally, it is the employee's responsibility to ensure that funds were posted via direct deposit prior to disbursing funds from their account.

Should an employee fail to notify the Payroll Office that a bank account was closed, the Corporation will not issue a paper check until the funds are received from the banking institution.

The Corporation is not liable for any non-returned funds that were held by the banking institution. If the funds are not returned by the banking institution due to charges owed by the employee, a paper check will not be issued.

Direct Deposit should normally be effective on the 2nd payroll cycle (2nd check) following the receipt of the Direct Deposit Authorization form in the Payroll Office.

The Direct Deposit Authorization Form should be returned, in person, to the Payroll Office.

No salary advances will be made.

Employee Travel and Reimbursement

Employees will be reimbursed for reasonable expenses (per-diem rates apply) incurred in connection with approved travel on behalf of the corporation. Meals are not reimbursed for a one (1) day conference.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. For more details, refer to the corporation policy for detailed travel policies, procedures and authorization and reimbursement forms.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

LEAVES OF ABSENCES

Bereavement Leave

An employee shall be granted bereavement leave to handle matters related to death and grieving of ten (10) work days within one calendar year for each death in the immediate family which is defined to mean parent, sibling, spouse, child, step-child, or step-parent. If bereavement leave is not taken immediately, documentation of death business may be required.

An employee shall be granted bereavement leave to handle matters related to death and grieving of five (5) work days within one calendar year for death of mother-in-law, father-in-law, daughter-in-law, son-in-law, or grandchild. If bereavement leave is not taken immediately, documentation of death business may be required.

An employee shall be granted bereavement leave to handle matters related to death and grieving of two (2) workdays within one calendar year for death of brother-in-law, sister-in-law, or grandparent. If bereavement leave is not taken immediately, documentation of death business may be required.

An employee shall be granted bereavement leave to handle matters related to the death and grieving of any other relative or closer personal friend of one (1) workday per year immediately following the death.

If bereavement leave is not taken immediately, documentation of death business may be required. Bereavement leave for additional days may be approved by the Superintendent if deemed appropriate.

Jury Duty

Upon written application by the employee and presentation of satisfactory evidence of proof of jury duty, an employee who is required to serve jury duty shall be paid at the regular rate of pay of such employee during such jury service, less any and all jury fees or pay received for such service.

Family and Medical Leave Act

Upon hire, Plymouth Community School Corporation (PCSC) provides all new employees with notices required by the U.S. Department of Labor (DOL).

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns or disputes with this policy, you must contact the Personnel and Benefits Coordinator in the administration office.

General Provisions

Under this policy, PCSC will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the corporation for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the corporation within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition (Under the FMLA, a "spouse" means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages in states that legally recognize such civil unions).
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the corporation may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (*Son or daughter* for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term *covered service member* means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term *serious injury or illness* means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The corporation will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the corporation will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the corporation will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the corporation and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the corporation and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the corporation will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Certification for the Employee's Serious Health Condition

The corporation will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The corporation will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The corporation will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The corporation will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The corporation may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the corporation may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the administration office with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the personnel and benefits coordinator will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the corporation's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the personnel and benefits coordinator will provide the employee with a written response to the employee's request for FMLA leave.

Intent to Return to Work from FMLA Leave

The corporation may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Military Leave of Absence

Plymouth Community School Corporation is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the corporation's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or corporation policy. If any employee believes that he or she has been subjected to discrimination in violation of corporation policy, the employee should immediately contact the administration office.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well

as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact the personnel and benefits coordinator to request leave as soon as they are aware of the need for leave.

BENEFITS

For more information regarding benefits programs, please refer to the Plymouth Community School Corporation's (PCSC) Summary Plan Descriptions, which were provided to employees upon hire, or at www.plymouth.k12.in.us under staff, then benefits.

Medical, Dental and Vision Insurance

The corporation currently offers full-time employees regularly scheduled to work a minimum of 30 hours per week enrollment in medical, dental and vision insurance coverage options on the first of the month following their date of employment.

Employees have up to 30 days from their date of hire to make medical, dental and vision plan elections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the administration office to determine if a family status change qualifies under the Plan document and IRS regulations.

At the end of each calendar year during open enrollment, employees may change medical elections for the following calendar year. Dental and vision changes do not follow open enrollment, changes in coverage are only allowed under a qualifying event.

Group Life Insurance

PCSC currently offers regular full-time employees regularly scheduled to work a minimum of 30 hours per week, enrollment in life insurance on the first of the month following their date of employment. This is an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Each policy generally pays a death benefit of \$50,000.

Long-Term Disability Benefits

PCSC currently offers regular full-time employees regularly scheduled to work a minimum of 30 hours per week, enrollment in a Long Term Disability plan effective on the first of the month following their date of employment. This plan provides for monthly LTD benefits of 66 2/3% of the employees basic monthly earnings to a maximum benefit of \$7,233 per month, less any other offsets. Eligible employees are automatically enrolled as of the first day of the calendar month following their date of hire. Long-term disability coverage terminates on the last day of employment.

403(b) Plan

PCSC offers a voluntary pretax or post tax salary reduction plan in which all employees, who are 18 years of age or older, may elect to participate beginning with the first payroll period administratively feasible after employment.

Workers' Compensation Benefits

It is the goal of Plymouth Community School Corporation that all employees receive prompt medical treatment if they have sustained a work-related injury. We have designated Saint Joseph Health System Immediate Care as our Occupational Provider for prompt and compassionate treatment for our employees.

If you have sustained a work-related injury, the following steps must be followed:

1. Indiana Worker's Compensation First Report of Employee Injury, Illness form and The Zenith Employee Report of Injury Form. This may be obtained from your building principal, supervisor or administration building representative.
2. An OCC Med Authorization form will be completed by your building principal, supervisor or administration building representative. This form must be taken with you to Saint Joseph Health System Immediate Care in order to receive medical treatment.

SJHS Immediate Care Med Hours
Monday thru Friday- 9:00 a.m. – 7:00 p.m.
Closed Saturday & Sunday
1919 Lake Ave, Suite 102
Plymouth, IN 46563 (574) 335-5220

Or After Hours
Saint Joseph Regional Medical Center
1915 Lake Ave
Plymouth, IN 46563
574-948-4911

3. Return all paperwork received by Saint Joseph Health System Immediate Care or Saint Joseph Medical Center to the Administration Office as soon as possible after receiving treatment.

Should a supervisor determine from the physical aspects, appearance, or behavior of a staff member that s/he might be under the influence of alcohol and/or drugs, said staff member may be immediately taken to a local health facility for further diagnosis. Reference policy 3170 and 4170.

If the Corporation does not believe the injury entitles the employee to receive worker compensation benefits, it shall so notify the employee and the Worker Compensation Board within thirty (30) days of the date at which the alleged disability begins, in accordance with the procedures prescribed by the Board. (I.C. 22-3-7)

When an injury occurs while on the job, the following benefits are provided under Worker's Compensation:

1. Worker's Compensation will pay the medical expenses incurred as a result of workplace injury/illness when the employee obtains medical treatment from an authorized Occupational Health Center. **IMPORTANT NOTE:** If the employee is covered under a group health plan, a claim should not be submitted to the insurance plan. Injuries related to Worker's Compensation are not covered by any group health plan.
2. After the employee is off more than seven (7) days, Worker's Compensation will begin paying on the eighth day and for every day thereafter.
3. After the employee is off work for more than twenty-one (21) days, then Worker's Compensation will go back and pay for the first seven (7) days. If the employee is not off work for twenty-one (21) days, his own leave benefits (sick days) must cover the first seven (7) days of absence.
4. Worker's Compensation will only pay $66 \frac{2}{3}$ of the employee's weekly salary up to a statutory maximum per week for 52 weeks. For a total impairment this is paid for a maximum of 500 weeks.

5. Worker's Compensation uses a formula of 1/7 of the weekly rate to establish the daily rate.

Payment of Injury Leave

Under the State Board of Accounts rules, based on the official opinion of the Attorney General, No. 134 of 1945, an employee would only be entitled to receive the difference between the amount received under the Worker's Compensation Act and the full benefit the employee would otherwise receive.

If the employee uses an accrued sick day and receives full pay from the Corporation, then the Worker's Compensation benefit must be turned over to the Corporation. Double payment or overlapping payment of compensation on account of the same injury is not permitted.

If the employee receives no sick leave pay from the Corporation, he retains the Worker's Compensation check.

Employee Assistance Program (EAP)

Through the employee assistance program (EAP), PCSC provides confidential access to professional counseling services. You are entitled to six free counseling sessions. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling and referral to appropriate community and private services. This service is provided on behalf of the Plymouth Community School Corporation by Bowen Center. To set up an appointment at any one of the Bowen Center locations, call 1-800-342-5652. If you have any questions, call 1-800-342-5653 ext. 2956.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.