



# **Plymouth Community School Classified Employee Guidelines**

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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 the 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 to you, you should address your specific questions to the administration office. Neither this handbook nor any other corporation document confers any contractual right, either expressed or implied, to remain in the corporation's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the corporation, or you may resign for any reason at any time. No supervisor or other representative of the corporation (except the Superintendent) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

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

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except PCSC employees and others affiliated with PCSC whose knowledge of the information is required in the normal course of business.

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. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

# EMPLOYMENT

## Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Plymouth Community School Corporation (PCSC).

**Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

**Exempt employees** are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

PCSC has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the corporation's full-time schedule of 20 to 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than 19 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the corporation subject to the terms, conditions and limitations of each benefits program.
- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the corporation's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the corporation's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary workers are not eligible for corporation benefits unless specifically stated otherwise in corporation policy or are deemed eligible according to plan documents.

## Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

PCSC supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. PCSC reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines PCSC's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

PCSC reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

## Separation of Employment

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given. Employees who are separated due to resignation are ineligible to receive accrued benefits.
- **Retirement:** Employees who wish to retire are required to notify their principal or supervisor and the administration office in writing at least one (1) month before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the administration office at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees of PCSC are employed on an at-will basis, and the corporation retains the right to terminate an employee at any time. Employees who are separated due to termination are ineligible to receive accrued benefits.

## COMPENSATION

### Performance and Salary Review

Performance reviews are conducted on an annual cycle. Employees will receive a performance review in December of each year. The performance review will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

JESSE employee reviews are based on the school year and any pay increases are determined by the 9 local associated school corporations.

Merit increases are based on corporation performance review and financials and are not guaranteed. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted. The employee must have worked 120 days within the calendar year to receive salary increase.

Budget allocations for merit increases are planned for and allocated before the start of each school year. The annual salary increase program is designed to assist in planning and allocating merit and promotional increases that reward individual performance.

Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Out-of-cycle salary increases must be preapproved by the administration office and the superintendent.

### **Classified Retirement Pay**

Classified employees retiring after twenty (20) years of service or classified employees retiring that qualify for PERF retirement benefits, will be paid twenty-three dollars (\$23) for every unused sick day (not to exceed 100 sick days accumulated maximum as stated on Page 1) and twenty-three dollars (\$23) for every year of service with the Plymouth Community School Corporation. Retirement pay does not apply to positions listed on Substitute and/or Temporary Employee sheet.

### **Time Reporting**

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour.

:53 to :07 equals :00  
 :08 to :22 equals :15  
 :23 to :37 equals :30  
 :38 to :52 equals :45

The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The usual workweek period is 37.5/40 hours.

Employees will clock in and out utilizing the electronic time clock locate in each building. Each week the employee will review and approve their hours in the electronic system. If an error is made you will need to submit an adjustment sheet to your school secretary and/or supervisor. Clocking in late for work or returning from lunch is not considered an error unless work was being performed that delayed such clock in. Time worked is all time actually spent on the job performing assigned duties. All absences from work schedules should be appropriately recorded with the proper forms and documentation presented to the schools designated employees attendance coordinator.

Any misreporting of time worked or abuse of PCSC policies may be considered "time theft" and is grounds for disciplinary actions including termination.

### **Meal/Rest Periods**

The scheduling of meal periods at PCSC is set by the employee's immediate supervisor with the goal of providing the least possible disruption to corporation operations.

#### **Mandatory Meal Period**

Employee meal periods are important to corporation productivity and employee health. Employees who work at least 6 consecutive hours will be provided a meal break not to exceed 60 minutes. The meal period will not be included in the total hours of work per day and is not

compensable. Nonexempt employees are to be completely relieved of all job duties while on meal break.

### **Rest Breaks**

Salaried employees, as they are paid a salary regardless of the hours they work, may choose to take breaks as needed. Nonexempt employees are permitted a 15-minute rest break for each four hours of work. Nonexempt employees on rest breaks are not required to clock in and clock out because this time is considered “time worked” and is compensable.

### **Impermissible Use of Meal Period and/or Rest Breaks**

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break.

## **Overtime Pay (nonexempt employees)**

**The Corporation does not allow overtime without written authorization by the supervisor.** Actual hours worked must be more than forty (40) hours in a week to be considered for overtime. It will be calculated at 1.5 hours for every hour over the forty (40) hours actually worked and documented as overtime.

Paid leave, such as personal, sick or vacation pay, does not apply toward work time. Supervisors are required to obtain approval prior to the use of overtime.

Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

## **CPR Certification**

All Custodian, Bus Driver and Cafeteria workers are required to be certified in CPR, AED and the Heimlich maneuver every two (2) years. Employees will be paid their standard hourly rate of pay to complete the training. PCSC shall reimburse the cost of the certification up to forty three dollars (\$43) after the successful completion. It is the employee's responsibility to maintain such certification and provide a valid copy of the certification to the administration office.

# **TIME OFF/LEAVES OF ABSENCE**

## **Holiday Pay**

Twelve (12) month employees: New Year's Eve, New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Friday of Fall Break, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, and Christmas Day.



Less than twelve (12) month employees and Bus Drivers will receive holiday pay for the following: New Year's Day, President's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas Day.

If a holiday falls on a Sunday or Saturday, the schedule will be designated to the Friday or Monday before such holiday. Holidays are counted as days worked.

Time off may be granted to employees who desire to observe a religious holiday that is not recognized by the corporation.

### **Reasonable Assurance**

PCSC would like to provide classified employees reasonable assurance that they will be re-employed after the fall, winter, spring and summer breaks of the current school year. Please be aware that this is not a contract of employment.

### **Vacation**

Please see your position's conditions for employment for applicable days given. Vacation can be used only after it is given. Vacation leave will not be given during an unpaid leave of absence. Vacation must be taken in ½ day or full day increments. Employees working in a school building must use vacation days when school is not in session. Unused vacation days as of December 31<sup>st</sup> will result in the following: a maximum of five (5) unused vacation days will be carried forward and added to the upcoming year's earned vacation time. Any additional unused days will be forfeited. JESSE employee vacation days must be used by June 30<sup>th</sup>.

To schedule vacation time, employees should submit a completed leave form to the supervisor at least two weeks before the requested leave. Employees must ensure that they have enough leave time available to cover the dates requested. The supervisor should return the leave request to the employee within three business days of the date it is submitted indicating that the request has been approved or denied. If the request for vacation leave is denied, the supervisor should provide an appropriate reason on the form returned to the employee.

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

With regard to vacation time, continuous experience is in the corporation, not the position. All vacation days will be given on January 1 of each year. Increased vacation days will be given following completion of the 5<sup>th</sup> and 14<sup>th</sup> years of service following the anniversary date of hire.

If employment is voluntarily or involuntarily terminated, unused vacation leave given through the last day of active employment will not be paid.

## **Sick Leave**

Please see your position conditions for employment for applicable hours given. This is defined by PCSC as the illness or accident of the employee. An employee may use up to six (6) or eight (8) sick days, depending on classification, for the sickness of a spouse, child, parent, a relative or dependent living in the employee's household, or an individual for whom the employee is medically responsible.

Additional days may be taken from available sick leave for a serious illness involving a member of the immediate household upon approval of the Superintendent. Documentation of the extended illness may be required. Sick leave will be figured by the hour. Any time taken off to go to the doctor (medical/dental) can be counted as sick leave.

If an employee misses 3 (three) or more consecutive scheduled work days, a doctor's release form will be required when returning to work.

Employees may not utilize sick leave until after the first 60 (sixty) days of employment.

If employment is voluntarily or involuntarily terminated, unused sick leave earned through the last day of active employment will not be paid.

## **Personal Business Hours**

Upon filing a Personal Business Leave request and on the recommendation of an employee's immediate supervisor, the Superintendent may grant paid personal days based on the employees classified conditions category; for business that cannot normally be conducted outside his/her regular work day. This leave may be used for time lost during school delays. The Superintendent must approve the leave prior to the absence unless circumstances warrant after-the-fact consideration. Unused personal business leave will be transferred to an employee's accumulated sick leave on January 1 of each year. Please see the classified conditions of employment for amount of personal days allowed.

If employment is voluntarily or involuntarily terminated, unused personal business leave earned through the last day of active employment will not be paid.