



P.O. Box 121, 626 North Huntersville Road, Batesville, IN 47006 batesvilleinschools.com T: 812-934-2194 F: 812-933-0833

Classified Compensation and Benefit Package



Our Mission here at Batesville Community School Corporation is to educate all students in an environment of academic excellence, preparing them for productive and responsible citizenship in a global community.

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TABLE OF CONTENTS

I.	DEFINITIONS	
II.	GENERAL	
	A. CALENDAR AND DAILY WORK REQUIREMENTS	Pg. 5
	B. PERSONNEL WORK DAYS	Pg. 5
	C. ADVANCEMENT	Pg. 5
	D. OVERTIME	Pg. 5
	E. SUBSTITUTE, TEMPORARY AND SEASONAL PERSONNEL	Pg. 6
	F. POSTING OF VACANCIES	Pg. 6
	G. SCHOOL CLOSING AND DELAYS	Pg. 6
	H. UNEMPLOYMENT INSURANCE	Pg. 7
	I. WORKMANS' COMPENSATION	Pg. 7
III.	FRINGE BENEFITS/LEAVES	
	A. MEDICAL INSURANCE	Pg. 8
	B. DENTAL/VISION BENEFITS	Pg. 8
	C. LIFE INSURANCE	Pg. 8
	D. PUBLIC EMPLOYEE RETIREMENT FUNDING	Pg. 8
	E. RETIREMENT	Pg. 8
	F. ANNUITIES	Pg. 9
	G. LONGEVITY BENEFITS	Pg. 9
	H. ABSENCE WITHOUT PAY	Pg. 10
	I. SICK LEAVE	Pg. 10
	J. PERSONAL LEAVE	Pg. 10
	K. ADDITIONAL INFORMATION	Pg. 11
	L. CLASSIFIED VOLUNTARY SICK LEAVE BANK	Pg. 11
	M. FAMILY LEAVE OF ABSENCE	Pg. 13
	N. FAMILY MEDICAL LEAVE ACT	Pg. 13
	O. BEREAVEMENT LEAVE	Pg. 14
	P. FUNERAL	Pg. 14
	Q. HOLIDAYS	Pg. 14
	R. VACATION DAYS	Pg. 15
	S. JURY DUTY	Pg. 16
	T. REQUIRED/REQUESTED ATTENDANCE	Pg. 16
	U. EMERGENCY SERVICES	Pg. 16
	V. MILEAGE	Pg. 16
	W. RETIREMENT	Pg. 16
IV.	SEPARATION OF EMPLOYMENT	
	A. AT WILL EMPLOYMENT FOR CLASSIFIED STAFF	Pg. 18
	B. LAYOFF OF CLASSIFIED STAFF	Pg. 18
	C. RESIGNATION	Pg. 18

V.	EVALUATIONS	
	A. EVALUATIONS GUIDELINES	Pg. 19
	B. EMPLOYEE EVALUATION CYCLE	Pg. 19
	C. NEW EMPLOYEE SALARY STEP	Pg. 19
	D. NEW EMPLOYEE EVALUATION CYCLE	Pg. 19
	E. EMPLOYEES MOVING GRADES	Pg. 20
	F. ATTENDANCE	Pg. 20
	G. IMPROVEMENT CYCLE	Pg. 20
VI.	APPENDIXES	
	1. CLASSIFIED PAY SCALE	Pg. 22
	2. INSURANCE RATES	Pg. 23
	3. CLASSIFIED EVALUATION	Pg. 24
	4. IMPROVEMENT GOAL FORM	Pg. 28

I. Definitions

A. In the Regulations & Policies for Classified Employees, Batesville Community School Corporation will be known as BCSC.

B. In this document, Classified Employees will be defined as all personnel employed by Batesville Community School Corporation who do not hold a teaching certification issued by the Indiana Department of Education as a condition of employment. This document applies only to Classified Employees, including but not limited to: Cafeteria Workers, Bus Aides, Clerical/Clinic Aides, Special Education Aides, Instructional Aides, Title I Intervention Specialists, Speech Pathologist Aides, Custodians, Receptionist/Attendance Aides, Help Desk Technicians, Media Center Clerks, Administrative Secretary/Receptionists, Technology Support Specialists, Secretaries, HS ECA Treas/AD Secretaries, Maintenance Custodians, Cafeteria Managers, Maintenance, School LPN, Transportation Maintenance, CO Administrative Assistants, Corporation ECA Treasurer/Payroll, Preschool Teachers, Registered Nurse.

C. The purpose of this packet is to consolidate in one document all policies, procedures and practices that govern the pay, benefits and working conditions of classified employees. As such, the Classified Employee packet supersedes any other documents that address the topics contained herein and is the sole source of all benefits to classified employees.

D. This document will be reviewed annually and changes approved by the School Board.

E. Employee Classifications – Pay Grade * See Appendix 1

F. Time Reporting

1. All classified employees are required to clock in/out for work and lunch.
2. Work time will be submitted to and approved by the employee's immediate administrator/supervisor.
3. Meal periods do not count as worked time.

II. General

A. Calendar and Daily Work Requirements

1. Starting and dismissal times will be established by the immediate supervisor and approved by the Superintendent.
2. Paid days off may be used in whole or half day increments only.
3. If an employee takes a leave of more than $\frac{1}{4}$ of his/her regular workday, then either a $\frac{1}{2}$ day or full day of leave time is deducted. Example: An employee with a normal workday of 8 hours takes a leave of 3 hours. The employee will receive 4 hours of pay and be deducted $\frac{1}{2}$ day of leave time.

B. Personnel Work Days

Maintenance/Custodial	12 months (plus holidays)
School Secretaries	184 work days (plus holidays) Plus an additional 208 hours to be used as needed during days that school is not in session - minimum of 2 hours to be worked at a time.
School Nurse	185 work days (plus holidays)
Tech Aides	185 work days (plus holidays)
Media Clerks	185 work days (plus holidays)
Receptionist/Attendance Aides	185 work days (plus holidays)
Cafeteria Managers	182 work days (plus holidays) Plus approved state meetings, workshops, and summer meetings
Cafeteria Personnel	182 work days (plus holidays)
Aides	181 work days (plus holidays)

C. Advancement

Every effort will be made to obtain the best-qualified personnel. Management personnel have the responsibility for encouraging employees who show promise of success in promotional positions to apply.

D. Overtime

1. An employee who normally works less than forty (40) hours per week will not receive overtime pay for any hours worked until the forty (40) hour per week threshold is surpassed. All hours worked beyond the normal scheduled time must have prior approval by the Office of the

Superintendent. The BCSC work week coincides with the calendar week, running from 12 a.m. Monday to 11:59 p.m. on Sunday.

2. Employees who provide services for an outside organization through a facility use agreement will be compensated at their hourly/overtime rate. Payment for these services will be distributed during normal pay periods.

3. Overtime is computed at time and one-half (1 ½) the hourly rate of the employee for physical time worked over forty (40) hours per week.

4. Holidays and other paid time off such as but not limited to, bereavement, sick and vacation days, do not count toward the forty (40) hour threshold.

5. Except in emergencies, all overtime must be approved in advance of work by the Office of the Superintendent. Payment for overtime will be made on the next regular paycheck.

6. Overtime not pre-approved in advance (except for emergencies) will not be considered authorized and therefore not compensated.

E. Substitute, Temporary and Seasonal Personnel

1. Substitute, temporary personnel and seasonal personnel may be hired on a day-to-day basis as needed.

2. Substitute, temporary and seasonal personnel shall be paid according to a salary scale or hourly wage approved by the B.C.S.C., Board of School Trustees. See Appendix 1 for payment rates.

F. Posting of Vacancies

1. Opportunity for transfer and promotion will be provided in order to make full use of demonstrated skills and abilities. Therefore, well-qualified staff will be given full consideration in filling vacancies.

2. Upon creation of new positions or when vacancies occur in established positions, notices announcing the vacancies shall be posted electronically.

G. School Closings and Delays

1. The following employees (that are not cafeteria employees) are to follow the below guidelines regarding school closing and delays.

a. Custodians and maintenance personnel are needed for snow removal and building preparation.

b. On delays or shortened days all other classified employees are to report at the time designated by their building principal/cafeteria manager and remain until their normal stopping time unless the building principal/cafeteria manager determines a need to work past the regular stopping time.

c. It is understood that, if travel emergency is determined by the Superintendent, then no one is to report. In such a case, any 12 month employee may elect to take that day without pay rather than give up a personal day or vacation day.

H. Unemployment Insurance

1. Classified employees are at will employees and will retain their position from one year to the next unless notified otherwise. Therefore, no employee is eligible to file for unemployment without specific written notice of termination.

2. Employees who file for unemployment when not previously notified that they are losing their position shall be deemed to have given their notice of their intent not to return, and as at-will employees, shall be replaced.

I. Worker's Compensation

1. Worker's compensation insurance is provided to all employees for the loss of work due to injury on the job.

2. Any on the job injury, regardless of how minor it might seem at the time, must be reported to the building principal, supervisor or Central Office.

III. Fringe Benefits/Leaves

A. Medical Insurance

1. Employees are eligible for medical and life insurance as stated in those sections only if they are a full time employee as defined by the Patient Protection and Affordable Care Act (P.P.A.C.A.).
2. The spouse of a retired employee or dependents may remain on the plan until they become eligible for Medicare.
3. BCSC Premium Contribution, see Appendix 2.

B. Dental/Vision Insurance

1. All personnel enrolled in the school sponsored Health Insurance Program who wishes to participate in the school sponsored Dental Plan and/or Vision Plan may do so in either the single or family plan.
2. 100% paid by employee, see Appendix 2 for rates.

C. Life Insurance

1. All full-time employees, as defined by the Patient Protection and Affordable Care Act (P.P.A.C.A) are eligible for Life Insurance.
2. Employees who wish to participate will be provided term life insurance based on the amount for that classification.
3. Face Value of the contract will have a reduction formula based on the age of the insured.
4. Corporation pays for life insurance (\$50,000 policy).

D. Public Employee Retirement Fund

1. All regular status employees who are employed for thirty (30) or more hours per week may become members of the Public Employees Retirement Fund (P.E.R. F.) if eligible.
2. The vesting period is ten (10) years.
3. If in a P.E.R.F. eligible position, membership is mandatory and 3% of gross wages are paid by the employer. www.in.gov/inprs/publicemployees.htm
4. Employer contribution rate is determined annually by P.E.R.F. Board.

E. Retirement 403 (b)

All staff members will be eligible to contribute to a 403 (b) for retirement through payroll deduction through VALIC.

F. Annuities 401 (a)

1. All regular status employees who are employed for thirty (30) or more hours per week Batesville Community School Corporation will make a percentage contribution to 401a match dollar for dollar up to 2.5% of an employee's base salary. All corporation matching dollars will be deposited into a VALIC account.

2. Once the contributions are made by the employee and the employer on behalf of the employee, all assets of the accounts become the property of the employee and, in the event of death, his/her designated beneficiaries or, lacking same, estate.

G. Longevity Benefit

1. Classified employees who have held the top pay step in their grade for 1 year or longer and after 10 years of service would earn a \$25 service stipend.

2. Service stipends will be paid at the end of the fiscal year (June 30) to the employee's 401 (a) account.

3. For each year thereafter through 19 years, they would earn another \$25

After year 20, the yearly stipend amount would increase to \$50

After year 30, the yearly stipend amount would increase to \$75

4. Employees currently receiving a Years of Service Stipend would continue to receive the same rate. Funds will be put in the employee's 401 (A) account.

5. If an employee has not reached the top pay step after 10 years due to moving to a higher pay grade, then the criteria of being at the top step would be waived.

6. If an employee doesn't reach the top step in 10 years (i.e. 13 years), they would only be eligible at the time, beginning at the first level dollar amount.

7. Only employees working in a 30 or more hours position will qualify for a years of service stipend.

8. If at any time during a year an employee's evaluation drops below the top merit step they would not receive a service stipend for that year. IF in subsequent years the employee regains the top merit step they would receive the service stipend due for their total years of service. *

Years of service will be determined as follows:

One (1) service year credit is earned by working a minimum of 120 days in either a school year or from July to June for a 12-month position. An employee who works a minimum of 60 days and less than 120 days in either a school year or year round position will earn a ½ year of service credit. Two or more ½ years of service credit can be combined to equal one (1) or more service credit years.

*However, the service stipend that was lost for one (1) or more years cannot be recovered.

*Those employees who currently earn a stipend for years of service will remain under the previous method until the employee leaves the school corporation or the new method becomes of greater benefit.

H. Absence without Pay

1. Leaves without pay are not normally authorized.
2. A classified employee must use all personal days before requesting unpaid time off.
3. Under very special circumstances, the Superintendent may approve time off without pay.
4. A document to support the leave of absence may be required at the discretion of the immediate supervisor and/or Superintendent.

I. Sick Leave

1. The following benefits are available ONLY to classified employees who work thirty (30) or more hours per week. Any employees who work twenty (20) or more hours per week and were hired on or before June 30, 2013, shall be grandfathered into this plan and will continue to receive the following benefits.

2. Each 12 month classified employee shall be entitled to nine (9) days sick leave with pay each year. Each 9 month classified employee shall be entitled to eight (8) days sick leave with pay each year.

3. Sick Leave days may be used for illness, quarantine, or medical appointments involving the employee, the employee's spouse, parents, brothers, sisters, children, grandparents and grandchildren all by blood, marriage, or adoption, or any member of the family unit living in the same household, no matter the degree of relationship.

4. Any such sick leave days that remain unused at the end of a year shall be added to the employee's accumulated Sick Leave total and shall be available to the employee for use as Sick Leave in subsequent years. Such accumulation shall not exceed eighty-four (84) days for 12 month employees and sixty-seven (67) days for 9-month employees.

J. Personal Leave

1. Each 12 month classified employee shall be entitled to three (3) days per year without loss of pay for the transaction of personal business and/or the conduct of personal and civic duties. Each 9 month classified employee shall be entitled to two (2) days per year without loss of pay for the transaction of personal business and/or the conduct of personal and civic duties.

2. Notification that a day's absence is to be charged against personal business leave should be given to the staff member's immediate supervisor at the earliest possible time. If prior written notice cannot be given, then it must be submitted as soon after the leave as possible. The school corporation discourages the use of Personal Business Leave days on those days preceding or following a holiday or vacation period or on the first or last day of the school year.

3. The reason, "absence for personal business" shall be sufficient for the leave and said paid leave cannot be withheld for any reason.

4. Any such personal leave days that remain unused at the end of the year shall be added to the staff member's accumulated Sick Leave total and shall be available to the staff member for use as Sick Leave in subsequent years. Such accumulation shall not exceed eighty-four (84) days for 12-month employees and sixty-seven (67) for 9-month employees.

K. Additional Information

1. A sick leave or personal leave "day" is defined as "the typical day an employee works, regardless of the number of hours worked."

2. There will be no "banking" of days above the maximum of eighty-four (84) days for 12-month employees and sixty-seven (67) days for 9-month employees. However, at the conclusion of each year, each classified staff member who has accumulated the allowable maximum and has days OVER the maximum will be compensated at a rate of one half (1/2) their hourly rate not to exceed \$53.00, for each unused SICK LEAVE day over and above the maximum allowable accumulation. Any such payment due for these days over the maximum shall be contributed to the employee's 401 (a) plan, not to exceed the maximum amount of dollars allowed by law.

3. Scheduled Saturdays and scheduled part-time days are counted as "full" days in the case of absence for SICK or PERSONAL LEAVE.

4. If an employee involuntarily leaves employment with the corporation due to a reduction in force and is then later rehired, then the employee's accumulated days will be reinstated.

5. If an employee voluntarily resigns from his/her position with the corporation and is then later rehired, then the employee's accumulated days will NOT be reinstated.

6. New employees will receive a prorated amount of entitled sick and personal leave days based on date of hire.

L. Classified Voluntary Sick Leave Bank

1. The purpose of the Voluntary Sick Leave Bank (hereafter referred to as the Bank) is to provide personal illness leave to contributors to the Bank after their accumulated personal illness leave has been exhausted, and more specifically to provide such leave from the Bank in case of prolonged illnesses. The Bank rules and guidelines are as follows:

2. Membership

a. The Bank shall be established for all classified employees of the Batesville Community School Corporation who indicate their desire to participate by contributing the individually required number of days as indicated in Guidelines.

3. Guidelines

a. The Bank shall be administered by the SBC in accordance with the following provisions:

(1) The Bank may be used only by the individual contributor for his or her personal illness.

(2) Days/hours from the Bank may be used only for those work hours that the individual contributor is regularly scheduled to work.

- (3) Any person desiring to participate in the Bank will initially donate the number of hours calculated to be worked in one (1) day of sick leave to the Bank.
- (4) If the number of days in the Bank falls below fifteen (15) days [one hundred (100) hours] prior to November 1 of any year, each participant will be required to donate one (1) additional day of his accumulated personal illness leave to the Bank. If a member has used all his personal illness leave, the additional day will be donated as soon as new personal illness leave is granted.
- (5) All days, once donated to the Bank, become the property of the Bank.
- (6) The maximum dollar expenditure during each calendar year is \$2,500.00. If this amount is reached at any time during the calendar year, the Bank will cease to operate for the remainder of the year.
- (7) All requests to receive grants from the Bank must be submitted in writing to the SBC on the prescribed Form SBC-1. The earliest effective date shall be the date that Form SBC-1 is received by the SBC.
- (8) Any person submitting a request to use the Bank must have a proper contribution and meet all eligibility requirements. If a person is physically unable to submit the Form, the Forms may be submitted by a proxy.
- (9) A person will not be able to withdraw days/hours from the Bank until his own accumulated personal illness leave is depleted.
- (10) Days/hours granted from the Bank can only be used for extended illness or disability. (The SBC will generally consider an extended illness one that involves ten (10) or more consecutive working days.)
- (11) Periodic reviews by the SBC of all bank use will be made. No use may extend more than ten (10) working days without approval of the SBC. After the ten (10) day review, the SBC reserves the right to change the percentage rate of payment specified in sub-section m. of this section.
- (12) Days granted from the Bank may not be granted for the period of disability when monies are paid the employee under the Workmen's Compensation Law.
- (13) Days granted will be reimbursed at the rates determined by the SBC. Such amounts shall initially be not less than the rates hereinafter stated:
 If, on January 1 of the current year, the employee has: The employee will receive:

45 days and more accumulated	100% of the individual's daily rate.
36-44 days accumulated.....	75% of the individual's daily rate.
21-35 days accumulated.....	65% of the individual's daily rate.
20 days or less accumulated.....	50% of the individual's daily rate.

 Further, individuals shall be limited in their use of days from the Bank to the number of days he/she had accumulated on January 1 of the year. Those persons employed after January 1 shall be limited during their first year (to January 1) to a maximum equal to the days accumulated.
- (14) The SBC will review and present to the Batesville Community School Corporation Business Office approval or denial of all requests to draw on the

Bank within ten (10) working days after such request is received by the Committee. This information should be received by the Bookkeeping Department on the same day the service records are received from the building principals. The committee will also make its decision known to the applicant with this ten (10) day period.

- (15) The granting of days shall be for a full or half day only. Half days shall be limited to those individuals who are regularly scheduled to work at least a seven (7) hour day.

M. Family Leaves of Absence

1. An employee may receive up to twelve (12) work weeks of unpaid leave to all staff members working twelve hundred and fifty (1,250) hours or more during the ensuing twelve (12) month period commencing with the first day of qualifying leave for one of the following reasons:

- a. The birth or care of a child
- b. The adoption or foster care of a child
- c. The care of a spouse, son, daughter, or parent if such individual has a serious health condition.
- d. A serious health condition of the staff member who disables him/her from performing the functions of his/her position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical facility or requires continuing treatment by a health-care provider (M.D. or D. O.)

2. Such notice to the Superintendent shall include a letter from the employee's physician certifying her pregnancy and the anticipated date of birth. The statement from the physician shall also include certification of the employee's ability to perform the requirements of the position during the period prior to the beginning elate of the leave.

3. Each employee will need to submit a Leave of Absence form to the immediate supervisor and approved IN ADVANCE by the Superintendent or his designee.

N. Family Medical Leave Act (F.M.L.A.)

1. Employees shall have the right to both the appropriate family and medical leave and the appropriate designated benefits provided by the Family and Medical Leave Act (F.M.L.A.). Such leave (s), if applicable, shall be taken concurrently. Any provision of this agreement which restricts any mandatory leave and/or mandatory benefit (s) of the F.M.L.A. will not have any effect for any employee who has the right to leave and/or benefit under the Act (F.M.L.A.).

2. B.C.S.C. may require the employee to verify and/or certify any information which an employer may require under the F.M.L.A., and it may further elect any option available to it under the Act (F.M.L.A.) for any leave or benefit for which an employee qualifies for under the F.M.L.A. but for which the employee is not entitled under the specific language of this agreement.

3. For record keeping purposes, the twelve (12) weeks period for F.M.L.A. shall be measured forward from the date any employee's first F.M.L.A. leave begins.

4. If an employee who is on approved F.M.L.A. leave wishes to continue vision/dental or other insurance during the period when there is no compensation it shall be the responsibility of the employee to make arrangements in advance with the business office to continue such insurance at the individual's expense. Failure to make and follow through with such advance arrangements will result in the employee being dropped from the group plan. An employer is required to maintain health insurance coverage for an employee on F.M.L.A. leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued work.

5. Method for calculating the 12 month period for FMLA leave:
The 12-month period measured forward from the date any employee's first FMLA leave begins.

O. Bereavement Leave

1. An employee is entitled to be absent, without loss of pay for up to five (5) school days within a fifteen (15) calendar day period in case of death in the immediate family of the employee.

2. For purposes of this section "immediate family" is defined as those relatives by blood, marriage, or adoption, including parents, spouse, children, siblings, grandparents, grandchildren, or any other member of the family unit living in the same household, no matter the degree of relationship.

3. It is the purpose of this leave that the employee has time to attend the funeral and attend to other personal matters of the immediate family.

P. Funeral

A classified employee is entitled to be absent without loss of pay to attend the funeral of certain relatives as follows:

1. Up to three (3) consecutive school days within a seven (7) calendar day period beyond the death of son-in-law, daughter-in-law, sister-in-law, brother-in-law or grandparent-in-law, not living in the household of the classified employee at the time of death.

2. One (1) day to attend the funeral of an aunt, uncle, niece, nephew, first cousin or parent of the employee's children not living in the household of the classified employee.

Q. Holidays

1. Full time employees (working 30 or more hours/week) working (12) months shall be paid for the following holidays:

New Year's Eve	(1)
New Year's Day	(1)
*Good Friday	(1)
Memorial Day	(1)
4 th of July	(1)

Labor Day	(1)
Thanksgiving	(2)
Christmas	<u>(2)</u>
	(10)

* If Good Friday is used as a school day, the paid holiday would be an additional (1) day in conjunction with the 4th of July with the exact day to be determined by the Superintendent.

2. Full time employees (working 30 or more hours/week) working less than (12) months shall be paid for the following holidays:

New Year's Eve	(1)
New Year's Day	(1)
*Good Friday	(1)
**Memorial Day	(1)
** Labor Day	(1)
Thanksgiving	(1)
Christmas	<u>(1)</u>
	(7)

* If Good Friday is used as a school day, the paid holiday would be the Saturday of Easter weekend.

** These are paid holidays only if they fall within the school year which is from the first student day until the last student day.

3. Paid holiday hours should be recorded on employee's time and these will be paid at the employee's regular hourly rate. At no time should holiday hours be counted to create overtime. Holiday pay should not exceed 8 hours/day, but can be less if the employee's normal workday is less than 8 hours.

4. An employee will not be eligible for a paid holiday if they take an unpaid leave on the work days immediately preceding or following a paid holiday.

R. Vacation Days

1. Covered staff that work twelve months are eligible for vacation.
 - a. 90 days up to 2 years – 5 days of vacation
 - b. 2 years up to 10 years – 10 days of vacation
 - c. 10 years up to 20 years – 15 days of vacation
 - d. 20 years and up – 20 days of vacation
2. All vacation days should be used annually.
3. Vacation days up to five days may carry over at the discretion of the Superintendent.
4. Vacation days may be used in whole or half day increments ONLY.

5. The Board may consider factors, such as years of previous experience, to negotiate vacation.

S. Jury Duty

1. When requested, an employee may serve on jury duty. The Board shall pay the difference between the jury duty per diem pay received and the employee's full salary upon presentation of proof of such appearance and a reasonable period of time for payroll preparation.

T. Required/Requested Attendance

1. If an employee's building principal or the superintendent's office indicates that attendance at a workshop or in-service activity is required, the employee will be paid their regular hourly rate for travel time and time spent at the workshop. When an employee requests to attend such an activity and such a request is approved the employee will be paid normal daily schedule plus any other approved expenditures.

2. If a required attendance workshop is overnight the time sheet should reflect the time leaving Batesville, actual time in workshop meetings and time returned to Batesville, not time in the evenings, etc. when actual workshop sessions did not occur. Also, time for meals, since these are either reimbursed or were a part of the registration, should not be listed as time worked on the daily payroll form.

U. Emergency Services

1. Emergency service leave time with pay may be granted employees for the time necessary to provide emergency firefighting and medical assistance services. When requested, employees may respond to an emergency situation for which he/she is trained. The Board shall pay the hourly wage during the time the service is being performed, limited to the number of hours scheduled for that day of work. Year round employees are limited to seventy-five (75) hours per year for this purpose. School year employees are limited to fifty-four (54) hours per year.

V. Mileage

1. Any classified employee who is required, in the course of his/her duty, to use his/her personal vehicle shall be remunerated for such use at the rate set by the federal government. Each individual shall file a monthly mileage report with the Central Office no later than the first Monday of each month.

W. Retirement

1. Retirement pay shall be provided to the retiring classified employee according to the following requirements as stipulated below, provided the retiring employee has reached the age of 55 and has at least 20 years of experience in the school corporation.

a. Said employee shall notify the Office of the Superintendent of intent to retire not later than May 15 in the year prior to retirement, provided however, that official notification must be confirmed, in writing, no later than December 31st in the school year of retirement. These date deadlines may be waived by the Board in case of retirement due to disability.

b. Permanent retirement must be evidenced and application for retirement benefits must have been made by said employee to the Public Employees' Retirement Fund.

c. Payment will be made to said employees' 401 (a) account minus any allowable dollars that can be applied to the final years' salary as per PERF guidelines on the last day of employment as follows:

One Hundred dollars (\$100.00) per year of Batesville service.

20 – 25 years:

\$55.00 per day of unused sick leave

26 – 30 years:

\$60.00 per day of unused sick leave

31 years and up:

\$65.00 per day of unused sick leave

Total hours per year scale:

Hours less than 1,260 per year will be prorated as follows, based on total hours worked per year based on the average of the last five (5) years of service.

1,260+ hours per year.....100% of Retirement Pay

925-1,259 hours per year.....75% of Retirement Pay

500-924 hours per year.....50% of Retirement Pay

In the event of the death of employee the notification requirement shall be automatically waived and the retirement pay shall be paid to the estate of the employee.

If rehired, an employee who elected to retire under this option shall not be eligible to receive the retirement benefit a second time.

IV. Separation of Employment

A. At-Will Employment for Classified Staff

1. BCSC is an At-Will Employer for Classified Employees with BCSC, and employment with the BCSC is strictly at will terminable by the BCSC at any time, and at its sole discretion, with no advance notice. Only the Board of Trustees upon recommendation of the Superintendent has the authority to modify this policy. Further, no policies, procedures, customs and/or statements, whether written or oral, shall constitute a modification of the express condition of employment.

2. Nothing contained in these Regulations and Policies should be relied upon to establish any specific promises concerning continuation of employment.

3. This handbook is not considered to be a contract.

B. Layoff of Classified Staff

1. It is the responsibility of the School Board to provide the classified staff necessary for the operation of the Corporation, consistent with the responsibility of the Board for the judicious allocation of its resources.

2. The Superintendent shall recommend to the Board the abolishment of existing positions.

3. The Board reserves the right in accordance with statute to abolish any existing position in whole or in part or to reduce the number of classified staff in such positions based on the recommendation of the Superintendent.

4. All classified staff shall be selected for layoff in accordance with:

a. Performance of the job;

b. Past experience and diversified capabilities

c. Length of service in the corporation will be considered when performance evaluations are similar.

5. Any classified staff member shall be notified by the Superintendent if she/he is not to be employed in the following year.

C. Resignation

1. In the case of voluntary separation, either by the employee or by the authority of the Superintendent, at least two weeks written notice shall be given. If, in the opinion of the Superintendent, the continued presence of the employee on the premises will be detrimental to the best interest of the school corporation, employment may be terminated immediately upon notice.

2. Upon submission, the Superintendent, will provide the terms of resignation to the employee and will forward to the School Board unless rescinded by the Superintendent.

3. The remaining vacation and sick days may be prorated at the time of termination.

V. Evaluations

A. Evaluations Guidelines

1. All classified staff will be evaluated at least once annually.
2. Evaluations may be done by the immediate supervisors, building principals, and/or the Superintendent.
3. Evaluators shall rate each employee in one of four categories: Highly Effective, Effective, Improvement Necessary or Ineffective.
4. An employee will be eligible for a step increase only with an evaluation that has a rating of Highly Effective or Effective.
5. Employees must sign their evaluation at the time it is reviewed with them. A signature indicates receipt of evaluation, not necessarily agreement. Employees have the right to submit a rebuttal to their evaluation within five working days, a copy of which will be filed with their evaluation.

B. Employee Evaluation Cycle

An employee who earns 63 (or 66 points-if a supervisor) on their annual evaluation will be eligible for a performance raise. New employees must earn 59 (or 62 points if a supervisor). The amount of raise will be dependent on the employee's grade and step. The grade and step chart used will be the most current as approved by the Batesville Community School Board of Trustees. The employee raise will be recommended to the Superintendent of Schools by the employee's direct supervisor.

C. New Employee Salary Step

A new employee who has extensive experience or skills that the employee brings to a new position may be placed at a salary step other than step one for the first year evaluation cycle. This option is available at the superintendent's discretion in order to attract employees with certain skills needed for a particular position.

D. New Employee Evaluation Cycle

When an employee is in the "New Evaluation Cycle", that employee may qualify for hourly increase during their first year of employment. There are evaluation cycles for new employees at the end of the semester, when the employee has worked 45 days. For example, if an employee is hired in November, he/she would be evaluated at the end of second semester. However, an increase is not guaranteed and, even though an employee might increase their total points, the total points might not qualify them for the next wage step.

New employees do not get attendance points during the new employee evaluation cycle. However, excessive tardies and absences will be considered grounds for dismissal and will be at the discretion of the supervisor.

E. Employees Moving Grades

When an employee moves to a different grade, that employee will be placed at a salary step that is equal to or just above the hourly wage step from their previous grade. That employee will be at this level of pay and be placed on the new employee evaluation cycle. They will be evaluated in their new position at the end of the semester to be eligible for a raise. As stated above, the employee must work 45 days before the end of the semester in the new position before receiving a raise.

F. Attendance

When marking the attendance section of the evaluation form, the supervisor will use the employee's attendance history for the previous 12 months, July 1 through June 30. Absences in the categories of sick days, family illness, and personal days would be utilized for the daily attendance section. * A first year employee will not receive any points for daily attendance until the annual evaluation.

1. Perfect attendance would earn an employee one extra day of pay.
2. Absence for bereavement or funeral leave will not count as an absence.
3. Circumstances, such as major surgery in a rating period, would permit the supervisor to assign points based on the daily attendance total from the immediate previous evaluation.

G. Improvement Cycle

45-day improvement cycle will begin with any employee who receives less than 56 points on the classified evaluation form or at the discretion of the supervisor if the employee receives a **1** or a **2** on items in the evaluation tool. (Appendix 3). Comments are required by the supervisor for any **1's** or **2's** that are given. The supervisor and the employee will discuss the evaluation and the need for the 45-day improvement cycle to begin.

The **45-day** improvement cycle includes:

1. A reevaluation using the complete classified evaluation form every 45 days up to one year.
2. The employee will be responsible for developing an improvement plan using the BCSC Plan-Do-Study-Act form (Appendix 4) for the areas that require improvement. The PDSA will include a goal statement and any necessary professional development that would enhance and support the employee's improvement.
3. At the supervisor's discretion, at the end of any of the 45 days of the Improvement Cycle, the supervisor may choose to:

- a. Restore the employee to the annual evaluation cycle or
- b. Continue the cycle for another 45 days or
- c. Continue the cycle for another 45 days WHILE LOWERING WAGES BY ONE STEP or
- d. Dismissing the employee.

Appendix 1: Classified Pay Scale

Classified Pay Scale (rates effective Jan 1, 2019)

Revised 12/17/2018

STEP	1	2	3	4	5	6	7	8	9	10	11	12	13
Minimum Trail	\$8.66	\$8.86	\$9.04	\$9.26	\$9.62	\$9.97	\$10.46	\$10.97	\$11.39	\$11.70	\$12.01	\$12.37	\$12.62
Grade 1	\$9.54	\$9.74	\$10.13	\$10.53	\$10.93	\$11.29	\$11.92	\$12.49	\$12.95	\$13.31	\$13.67	\$14.08	\$14.36
Grade 2	\$9.76	\$10.03	\$10.39	\$10.88	\$11.31	\$11.81	\$12.43	\$13.04	\$13.56	\$13.98	\$14.37	\$14.81	\$15.10
Grade 3	\$9.96	\$10.39	\$10.80	\$11.21	\$11.69	\$12.29	\$12.90	\$13.60	\$14.12	\$14.64	\$15.08	\$15.53	\$15.84
Grade 4	\$10.55	\$10.90	\$11.42	\$11.97	\$12.51	\$13.10	\$13.85	\$14.63	\$15.23	\$16.01	\$16.61	\$17.11	\$17.45
Grade 5	\$11.67	\$12.10	\$12.67	\$13.16	\$13.78	\$14.45	\$15.26	\$16.07	\$16.73	\$17.51	\$18.21	\$18.76	\$19.13
Grade 6	\$12.50	\$12.97	\$13.67	\$14.27	\$14.85	\$15.63	\$16.52	\$17.42	\$18.14	\$19.00	\$19.80	\$20.40	\$20.81
Grade 7	\$13.66	\$14.16	\$14.86	\$15.49	\$16.13	\$16.79	\$17.55	\$18.40	\$19.08	\$19.79	\$20.48	\$21.10	\$21.52
Grade 8	\$14.09	\$14.52	\$15.02	\$15.58	\$16.26	\$17.12	\$18.09	\$19.15	\$20.62	\$21.30	\$22.15	\$22.82	\$23.27
Grade 9	\$16.67	\$17.18	\$17.79	\$18.52	\$19.23	\$20.00	\$20.93	\$22.05	\$23.57	\$24.15	\$25.01	\$25.77	\$26.28

Grade 1 - Cafeteria Worker

Grade 2 - Bus Aide, Clerical/Clinic Aide, Special Education Aide, Instructional Aide,
Title I Intervention Specialist, Speech Pathologist Aide

Grade 3 - Custodian, Receptionist/Attendance Aide, Media Center Clerk

Grade 4 - Technology Support Specialist, BHS Student Services Secretary, Custodial/Maintenance

Grade 5 - Secretary, Administrative Assistant, High School Registrar

Grade 6 - HS ECA Treas/AD Secretary, Maintenance Custodial, Cafeteria Manager

Grade 7 -

Grade 8 - Maintenance, School LPN, Transportation Maintenance, CO Administrative Assistant, Corp. Foodservice Director

Grade 9 - Corporation Deputy Treasurer, Preschool Teacher, Registered Nurse

Transportation

Bus daily Route	85.00
Career Center daily route	93.00
Extra Curricular hourly	14.00
Mail Carrier route	22.00

Substitute Teaching

Daily Rate	75.00
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Appendix 2: Insurance Rates

ANTHEM RATES CLASSIFIED (effective 1-1-19) Corp share effective 12-1-18

PPO Plan

	SINGLE	EMP/CHILD	EMP/SPOUSE	EMP/DEP
Premium Total	\$11,160.00	\$20,052.00	\$23,376.00	\$28,956.00
Corp Share	<u>\$4,920.00</u>	<u>\$6,804.00</u>	<u>\$8,352.00</u>	<u>\$9,000.00</u>
Emp Pays	\$6,240.00	\$13,248.00	\$15,024.00	\$19,956.00
Monthly Rate	\$930.00	\$1,671.00	\$1,948.00	\$2,413.00
Corp Share	<u>\$410.00</u>	<u>\$567.00</u>	<u>\$696.00</u>	<u>\$750.00</u>
Emp Pays	\$520.00	\$1,104.00	\$1,252.00	\$1,663.00

HDHP/ HSA Plan 1

	SINGLE	EMP/CHILD	EMP/SPOUSE	EMP/DEP
Premium Total	\$9,180.00	\$16,500.00	\$19,260.00	\$23,856.00
Corp Share	<u>\$4,920.00</u>	<u>\$6,804.00</u>	<u>\$8,352.00</u>	<u>\$9,000.00</u>
Emp Pays	\$4,260.00	\$9,696.00	\$10,908.00	\$14,856.00
Monthly Rate	\$765.00	\$1,375.00	\$1,605.00	\$1,988.00
Corp Share	<u>\$410.00</u>	<u>\$567.00</u>	<u>\$696.00</u>	<u>\$750.00</u>
Emp Pays	\$355.00	\$808.00	\$909.00	\$1,238.00

HDHP/ HSA Plan 2

	SINGLE	EMP/CHILD	EMP/SPOUSE	EMP/DEP
Premium Total	\$7,380.00	\$13,296.00	\$15,492.00	\$19,164.00
Corp Share	<u>\$4,920.00</u>	<u>\$6,804.00</u>	<u>\$8,352.00</u>	<u>\$9,000.00</u>
Emp Pays	\$2,460.00	\$6,492.00	\$7,140.00	\$10,164.00
Monthly Rate	\$615.00	\$1,108.00	\$1,291.00	\$1,597.00
Corp Share	<u>\$410.00</u>	<u>\$567.00</u>	<u>\$696.00</u>	<u>\$750.00</u>
Emp Pays	\$205.00	\$541.00	\$595.00	\$847.00

Family w/2 employees \$11,904.00 or \$992.00 month (School Pays)

2 Singles for 2 emp \$4,692.00 or \$391.00 month (School Pays)

Vison	SINGLE	EMP/CHILD	EMP/SPOUSE	EMP/DEP
	\$7.40	\$15.07	\$14.70	\$20.12

Dental	SINGLE	EMP/DEP
	\$28.00	\$116.00

Appendix 3: Classified Evaluation

Classified Performance Evaluation Form

Scoring

- | | |
|----------------------------------|----------------------------|
| 4 – Highly Effective | (63 or more points) |
| 3 – Effective | (56–62 points) |
| 2 – Improvement Necessary | (55-48 points) |
| 1 – Ineffective | (47 or lower) |

Score _____ **A. Job Knowledge**

- _____ 1. Lacks knowledge/ability of job duties & responsibilities.
- _____ 2. Needs improvement in knowledge of job duties & responsibilities.
- _____ 3. Has an understanding of job responsibilities.
- _____ 4. Demonstrates a clear understanding of job responsibilities.

Comments:

Score _____ **B. Work Quality**

- _____ 1. Tasks are consistently incomplete – needs improvement.
- _____ 2. Tasks are usually completed but often late.
- _____ 3. Tasks are completed with neatness & usually on time.
- _____ 4. Tasks are completed thoroughly, accurately, & on time.

Comments:

Score _____ **C. Ability to Complete Assigned Duties/Tasks**

- _____ 1. Unable to complete duties.
- _____ 2. Inconsistent at following assigned tasks.
- _____ 3. Completes tasks assigned under normal working conditions.
- _____ 4. Consistently completes tasks/ good at working independently, reports problem areas promptly.

Comments:

Score _____ **D. Follows Instructions**

- _____ 1. Does not follow instructions & procedures – causes confusion.
- _____ 2. Frequently questions instructions or assignments given.
- _____ 3. Generally accepts procedures, instructions & job assignments.
- _____ 4. Follows procedures, instructions, & assignments consistently with outstanding results.

Comments:

Score _____ **E. Cooperation**

- _____ 1. Often fails to cooperate, unwilling to work with or assist others.
- _____ 2. Cooperation must be solicited/seldom volunteers to work with or assist others.
- _____ 3. Generally works well with and assists others.
- _____ 4. Readily volunteers & consistently works well & assists others.

Comments:

Score _____ **F. Dependability**

- _____ 1. Entirely undependable/needs constant supervision.
- _____ 2. Cannot always be relied upon to get desired results w/o considerable supervision.
- _____ 3. Reliable & conscientious/normal supervision required.
- _____ 4. Applies self well, a minimum of supervision required.

Comments:

Score _____ **G. Takes Responsibility**

- _____ 1. Unable to handle current responsibilities/needs help.
- _____ 2. Inconsistently meets level of responsibility /training needed.
- _____ 3. Capable of handling the responsibilities of the job.
- _____ 4. Demonstrates self-motivation to get tasks accomplished/handles responsibility well.

Comments:

Score _____ **H. Time Management**

- _____ 1. Poor use of time/must have consistent supervision.
- _____ 2. Lacking time management skills/needs supervision.
- _____ 3. In most situations, uses time wisely with minimal supervision.
- _____ 4. Outstanding time management skills, utilizes time to the best interest of school/ corporation.

Comments:

Score _____ **I. Public Relations/Communication Skills**

- _____ 1. Uses inappropriate language/presents a poor school/ corporation image.
- _____ 2. Communicates without proper thought/needs improvement.
- _____ 3. Communicates satisfactorily with supervisors, co-workers, & public in normal working conditions.
- _____ 4. Excellent communication skills, goes above & beyond to serve & support in a helpful & courteous manner.

Comments:

Score _____ **J. Tardiness**

- _____ 1. Excessive tardiness to work or to duty assignments.
- _____ 2. Often late to work or duty assignments /needs improvement.
- _____ 3. Under normal conditions arrives at work or to duty assignments on time.
- _____ 4. Outstanding work record /is consistently on time to work or to duty assignments.

Comments:

Score _____ **K. Safety**

- _____ 1. Lacks concern for safety of self & others.
- _____ 2. Safety procedures are not always followed or maintained.
- _____ 3. Is aware of safety procedures, i.e. Universal precautions.
- _____ 4. Demonstrates safety procedures/ and has a high regard for accident prevention, and ability to care for corporation property, co-workers, students, and public.

Comments:

Score _____ **L Respect of Property**

- _____ 1. Lacks respect/care for equipment & property/unacceptable use of equipment.
- _____ 2. Occasionally abuses equipment & property/careless.
- _____ 3. Takes good care of corporation property & equipment.
- _____ 4. Demonstrates great care and maintains corporation property.

Comments:

Score _____ **M. Problem Solving**

- _____ 1. Often agitates associates about problems.
- _____ 2. Consistently asks for help/looks at problems, not solutions.
- _____ 3. Appropriately seeks solutions to problems before asking for help.
- _____ 4. Remains objective, handles problem situations well, finds solutions.

Comments:

Score _____ **N. Attitude/Loyalty**

- _____ 1. Disgruntled on job, critical of corporation.
- _____ 2. Shows little interest in either job or corporation.
- _____ 3. Satisfied with job and reflects a good attitude.
- _____ 4. Demonstrates a positive attitude and is an advocate for the school corporation.

Comments:

Score _____ **O. Judgment**

- _____ 1. Judgment unpredictable.
- _____ 2. Makes frequent errors in judgment/works best with detailed instructions.
- _____ 3. Judgment is adequate under normal working conditions.
- _____ 4. Judgment can be depended upon in a timely and logical manner in all circumstances.

Comments:

Score _____ **P. Confidentiality**

- _____ 1. Often shares information with inappropriate persons.
- _____ 2. Has shared information on occasion with inappropriate persons, needs reminder.
- _____ 3. Understands confidential information and when and to whom to share it.
- _____ 4. Demonstrates thorough knowledge of confidentiality and can assist others with understanding.

Comments:

Score _____ **Q. Enthusiasm**

- _____ 1. Is not enthusiastic about any ideas or suggestions/unmotivated.
- _____ 2. Is supportive of ideas or suggestions but not enthusiastic.
- _____ 3. Under normal working conditions is supportive and enthusiastic.
- _____ 4. Personal drive & enthusiasm that motivates others.

Comments:

Score _____ **R. Tactfulness**

- _____ 1. Lacks consideration for others.
- _____ 2. Response to others is sometimes inappropriate.
- _____ 3. Is considerate of others feelings under normal working conditions.
- _____ 4. Demonstrates consideration for others, knows how to tactfully respond in difficult situations.

Comments:

Score _____ **S. Self Confidence**

- _____ 1. Must be pushed or led – needs improvement.
- _____ 2. Lacks confidence on new assignments/needs motivation.
- _____ 3. Under normal working conditions, has confidence & abilities.
- _____ 4. Is very confident/self-assured in handling various tasks or responsibilities.

Comments:

Score _____ **T. Absenteeism**

School Year Employees

12- Month Employees

- | | |
|-------------------------------|-------------------------------|
| _____ 1. (7 or more absences) | _____ 1. (8 or more absences) |
| _____ 2. (6 absences) | _____ 2. (7 absences) |
| _____ 3. (5 absences) | _____ 3. (6 absences) |
| _____ 4. (4 absences) | _____ 4. (5 absences) |
| _____ 5. (2 -3 absences) | _____ 5. (2-4 absences) |
| _____ 6. (0-1 absences) | _____ 6. (0-1 absences) |

** Perfect attendance would earn an employee one extra day of pay.*

**Absence for bereavement or funeral leave will not count as an absence.*

**Circumstances such as major surgery in a rating period would permit the supervisor to review immediate previous evaluation and assign similar points.*

Comments:

Score _____ **U. Supervisory/Management (If applicable)**

- _____ 1. Unable to handle current management responsibilities.
- _____ 2. Not always able to handle management situations appropriately /training needed.
- _____ 3. Has reached an acceptable level of handling supervisory responsibilities/ seeks appropriate input before decisions are made.
- _____ 4. Outstanding supervisor/ exerts a positive influence on others, treats subordinates fairly & equally, makes sound decisions.

Batesville Community School Corporation

Plan-Do-Study-Act Form

The guidelines below will help you think through the PDSA process for your goal and set your focus for improvement. This form is designed to assist you in the reporting of goals, strategies, data analysis, and future objectives. Please create a title page with your name (or your team member's names) on it and address each of the following.

Plan	1. State your improvement goal.
	2. Validate your rationale for this improvement goal.
Do	3. Identify specific strategies to attain your goal.
Study	4. Reflect upon and summarize the impact the strategies had on your improvement goal.
Act	5. Indicate future steps to continue this goal. This could include, but is not limited to, redesigning the strategies, redesigning your goal, changing either or both totally, or making no changes at all.