

# Seymour

## COMMUNITY SCHOOLS



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## Classified Employee Handbook

**“Final 7/1/2024”**

The policies and procedures in this manual are not intended to be contractual commitments by Seymour Community Schools, and employees shall not construe them as such.

The policies and procedures are intended to be guides to administration. Seymour Community Schools reserves the right to revoke, change or supplement guidelines at any time without notice.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this manual.

**Adopted: July 10, 2024**

Seymour Community Schools  
1420 Corporate Way  
Seymour, Indiana 47274

SEYMOUR COMMUNITY SCHOOLS  
Classified Employee Handbook

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## Seymour Community Schools History

The Seymour Community Schools is composed of the City of Seymour and four townships: Hamilton, Jackson, Redding, and Washington. The first Seymour schools were established in 1853 by Meedy White Shields, founder of Seymour. The first free school was built on Ewing at Fifth Street. Over the next 150 years elementary, middle, and high schools were built throughout the growing town and townships. During the 1950s and 60s, the township and city schools were consolidated into the Seymour Community Schools.

Current schools include: Seymour High School (1350 West Second Street and Community Drive, 1959), Seymour Middle School (920 North O’Brien Street, 1981), Margaret R. Brown Elementary (550 Miller Lane, 1976), Cortland Elementary (6687 North CR 400 East, 1924), Emerson Elementary (500 Emerson Drive, 1927), Jackson Elementary (500 “B” Avenue East, 2003), Redding Elementary (1700 North Ewing Street, 2003), and the Seymour Intermediate School (1000 South Poplar Street, 1955). The Corporation facilities also include the Administration Building (1420 Corporate Way, 2021) and OWL Tech (1638 South Walnut Street, 1972) and Transportation Center (1978).

## Seymour Community Schools Vision and Mission

### ***VISION STATEMENT***

Soaring to Excellence, Everyone, Everyday

### ***MISSION STATEMENT***

At Seymour Community Schools, we are on a mission to create a student-centered culture, where all students can succeed. We are on a mission to provide unprecedented opportunities for all students, in a climate where they can grow and achieve. We collaborate to build relationships with all stakeholders, in order to create a remarkable learning environment.

## Definition of Terms

- ◆ Administrator – Administrators are the building Assistant Principal, Principal, Business Manager, the Superintendent of Schools, or any other employee listed in Article I of the

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Seymour Education Association Master Contract.

- ◆ “At will” – An employee’s position may be terminated at any step at the discretion of the Seymour Community Schools administration and Board of School Trustees. The Administration, at its sole discretion, may also warn, reassign, or suspend an employee at will, as appropriate.
- ◆ Days – Unless otherwise stated, “days” shall mean work days.
- ◆ Dismissal — involuntary termination for substandard performance or misconduct;
- ◆ Layoff — termination due to reduction of the work force or elimination of a position
- ◆ Resignation — voluntary termination by the employee;
- ◆ Supervisor – Supervisors are the employee’s immediate supervisor (e.g., head custodian, )

### Continuity of Policies - Right to Change or Discontinue

The policies and procedures in this manual are not intended to be contractual commitments by Seymour Community Schools and employees shall not construe them as such.

Seymour Community Schools reserves the right to revoke, change, or supplement these guidelines at any time without notice. Such changes shall be effective immediately upon approval by the school board unless otherwise stated.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in this manual.

### Equal Opportunity Policy

Seymour Community Schools is an Equal Opportunity employer.

No employee of the Seymour Community Schools will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age or any physical or mental disability. No employee of the Seymour Community Schools will discriminate against any applicant or fellow employee because of the person’s veteran status.

### Recruitment

Seymour Community Schools aggressively recruits to attract top caliber individuals to all levels of the organization. Seymour Community Schools’ positions may be filled by either transfer or promotion of existing employees or by new employees who are recruited or apply. Recruitment may be conducted through advertising, employment agencies, schools, employee referrals or technical and trade referrals. Supervisors and/or administrators should consider the most appropriate method of recruitment for filling departmental positions. All recruitment shall be conducted in an ethical, professional and non-discriminatory manner.

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### Announcement of New Positions

When practical, vacancies and new positions will be posted for all employees.

All present employees are encouraged to review the requirements for each position and apply for those positions in which they are interested.

### Employee Selection and Development

Seymour Community Schools selects applicants on the basis of demonstrated ability, experience, training, and potential. Qualified persons are selected without prejudice or discrimination as stated in the Seymour Community Schools' Equal Opportunity Policy.

The job description and additional skill requirements as defined by the supervisors and/or administrators, will define the job-related tasks and qualifications necessary to assume the position. The defined tasks and stated qualifications will be the basis for screening applications. The supervisors and/or administrators will conduct structured initial interviews limited to job-related questions to assess each candidate's experience, demonstrated ability and training. The telephone may be used for these initial interviews.

Recruiting is only one part of continued employee development, which is a five-part process designed to help retain good workers. The employment development process includes (1) recruiting, (2) interviewing, (3) hiring, (4) training and (5) evaluation.

**Recruiting** - Recruiting involves a variety of factors:

- Developing a job description
- Finding candidates through
  - employee referral
  - submitted applications

**Interviewing** - Interviewing also involves a variety of factors:

- Telephone screening to determine if candidates meet the job description
- Initial one-on-one interviews
- Follow-up interviews with peers
- Checking references and backgrounds
- Gaining the consensus of interviewers to hire or not to hire

Before extending an employment offer and upon the applicant's prior agreement, at least two applicant references must be checked. The applicant must also submit to and pass a criminal background check. Inquiries are to be made in a professional manner requesting only factually verifiable and job-related information. The reference data is used only as supplemental information for the hiring decision.

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**Hiring-** Once the administrator has made a decision to make the offer and has confirmed key terms, the next step involves making an offer and submission of a recommendation to the Superintendent for Board approval. In the State of Indiana, only the Board of School Trustees can hire or terminate an employee. Although the employee may begin in a position temporarily, approval by the Board of School Trustees culminates in the employee's first official day as a member of the Seymour Community School's team.

**Training** - All new employees will be provided with an orientation briefing, which will be held within their first week of employment with Seymour Community Schools. The orientation is designed to acquaint the new employee with Seymour Community Schools and its guidelines and procedures. This includes, but is not limited to, statutorily required training such as universal precautions for handling blood or bodily fluids, chemicals, food safety, or other appropriate requirements. Supervisors and/or administrators will be responsible for ensuring the attendance of new employees at Seymour Community Schools orientation sessions.

Prior to the first day, the Business Office is responsible for assisting the employee in completing all check-in and benefit enrollment procedures. In addition, the supervisor and/or administrator will ensure that the new employee receives an introduction within the Seymour Community Schools and is provided with in-depth information regarding his or her specific role and responsibilities within his or her department.

**Probationary Period** – New employees serve a 30 calendar day probation period. They may have a performance review at the end of the 30 days. They will receive a written copy and a copy will be submitted to the Administration office to be placed in their personnel file.

**Performance Review and Evaluation** - Giving constructive feedback at various times during the employment relationship is the final stage of the employment development process. New employees may be evaluated during their 30-day probation period and as deemed appropriate by their supervisor and/or administrator. Existing employees will be provided with feedback at different times during the year and an annual performance review.

**Continuation of Employment** - Classified personnel are non-contract or "at will" employees. This means that classified employees serve at the will of the Board of School Trustees and administration, and their employment may be terminated upon action taken by the Board. Reasons for dismissal include but are not limited to: poor work performance, poor attendance, insubordination, inability to work well with others, safety violations, reduction-in-force, or other job related issues. This includes the requirement to complete all IDOE and Seymour Community Schools Safety and Security Trainings.

## Sexual Harassment

Seymour Community Schools will not allow any form of sexual harassment within the work environment.

Sexual harassment interferes with work performance and creates an intimidating, hostile or offensive work environment. Sexual harassment influences or tends to affect the career, salary,

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working conditions, responsibilities, duties or other aspects of career development of an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment. It will not be tolerated.

Sexual harassment, as defined in this policy, includes, but is not limited to, unwelcome sexual advances, inappropriate verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g., signs and posters), or requests for sexual favors or use of submission or rejection of such conduct as a basis for employment decisions. Definitions, types and examples of improper conduct, specific prohibitions, and complaint procedures are provided in Board policy 1650 SEXUAL HARASSMENT. Board policy is available on the school website at the following link: [School Board Policy - Seymour Community Schools](#)

Sexual Harassment Report forms are available in school offices and the administration building. Complaints should be filed with the appropriate supervisor (i.e., Facilities, Food Service, or Transportation) and/or building principal. Complaints may also be filed with the Title IX Coordinator.

Any sexual harassment is considered to be a major violation of Seymour Community Schools' policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending upon the severity of the violation.

### Drug Abuse/Alcohol Abuse

This policy is implemented because we believe that the impairment of any Seymour Community Schools employee due to his or her use of drugs or due to alcohol abuse is likely to result in the risk of injury to other employees, the impaired employee, or to third parties (e.g., students or visitors). Moreover, drug abuse adversely affects employee morale and productivity.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of Seymour Community Schools' rules and is subject to severe disciplinary action. "Impairment" or "being impaired" means that an employee's normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances.

**Drugs** - The use, possession, transfer or sale of any drugs on Seymour Community Schools' premises either owned or leased, is prohibited. Employees who violate this rule are subject to severe disciplinary action, including dismissal. In all instances disciplinary action to be administered shall be at the sole discretion and determination of the Seymour Community Schools' administrator and/or school board.

When there is a reasonable suspicion or an employee is involved in the use, possession, transfer or sale of illegal drugs in violation of this policy, the Seymour Community Schools will notify appropriate authorities. A drug abuser is a person who uses illegal drugs, as defined above, for non-medical reasons, and this use affects job performance detrimentally or interferes with normal social association and communication at work.

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**Alcohol** – Seymour Community Schools has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on the Seymour Community Schools premises, owned or leased, at any time.

Employees who violate this rule or who are impaired by alcohol or become impaired at work are subject to severe disciplinary action, including dismissal. In all instances disciplinary action to be administered shall be at the sole discretion and determination of Seymour Community Schools' administration and/or school board.

**Drug and Alcohol Testing** - Seymour Community Schools reserves the right to require a drug and/or alcohol test at its expense when there is a reasonable suspicion of drug and/or alcohol impairment. CDL drivers are also subject to random drug and alcohol testing per State statute. Refusal to submit to a drug or alcohol test may be considered as an admission of being impaired.

**Commercial Drivers Licenses (CDL)** – Bus drivers and other CDL drivers are subject to all Indiana State statutes and regulations, including standards for drug (i.e., legal and illegal) and alcohol use. CDL statutes as regulations are found generally in statutes **9-24-6-1 et seq** and **140-7-3-1 et seq**.

**Medical Privacy** - Seymour Community Schools is concerned with its employee's privacy, especially when matters regarding medical and personal information are involved. Medical information will be kept in a medical file separate from the employees' personnel file. Seymour Community Schools shall maintain employee medical information in confidence and release this information to authorized Seymour Community Schools personnel on a "need to know" basis. An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to Seymour Community Schools to designated persons or agencies.

Seymour Community Schools will follow all Federal HIPAA Privacy rules. For detailed information, see Board Policy.

Nothing contained in this section shall eliminate or modify Seymour Community Schools' right to dismiss any employee at any time for any reason.

### Smoking/Vaping/Tobacco

No smoking, vaping, or use of tobacco products by employees will be allowed in school facilities, on owned or leased school property, or in school vehicles at any time. This policy is for the health and safety of all employees.

Seymour Community Schools supports programs designed to aid the health of its employees. As such, the Corporation will provide access and support for employees to smoking cessation programs.

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### Employment Classifications

There are three classifications of employees:

**Regular Full-time** - An employee who works a minimum **30-hour** workweek on a regularly scheduled basis. A full-time bus driver is defined as a bus driver who is scheduled to work 4 hours per day for a total of 180 days.

**Regular Part-time** -An employee who works less than a normal **30-hour** workweek on either a regularly scheduled basis or on an irregular basis

**Temporary** -An employee hired for a position required for only a specific, known duration and who is not entitled to regular benefits. A temporary employee may be full-time or part-time. In addition to the use of this classification for secretarial or clerical positions, it applies to students working part-time and those who work during the summer.

### Employee Safety

Seymour Community Schools strives to provide its employees with a safe and healthful workplace environment. To accomplish this goal, both administrators/supervisors and employees must diligently undertake efforts to promote safety. This includes requirement to complete all IDOE and Seymour Community Schools Safety and Security Trainings.

All job-related injuries are to be reported to your supervisor immediately, including minor injuries. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury may preclude or delay the payment of any benefits.

First Report of Employee Injury, Illness forms are available in school and facility workrooms, business office website, school offices, the administration building, and the school's website. Reports should be filed with the appropriate supervisor (i.e., Buildings and Grounds, Food Service, or Transportation) and/or the building principal as soon as possible. Reports may also be filed directly with the Benefits Coordinator.

### Return to Work After Serious Injury or Illness

As a joint protection to the employee and Seymour Community Schools, employees who have been absent from work because of serious illness, injury, or surgery that are non-work related, are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments with no restrictions. A serious injury or illness is defined as one that results in the employee being absent from work and which may limit the employee's future performance of regular duties or assignments. (Also see Family and Medical Leave Policy.)

If the cause of the employee's illness or injury was job-related, the employee's supervisors and/or administrators will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required in order for the employee to return to work.

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### Performance Review and Improvement

Employees are expected to meet reasonable standards of efficiency, productivity and performance. As the employee gains experience, technology improves, and/or staff development and training are provided, continuous performance improvement is expected. Supervisors and/or administrators will conduct both informal and formal reviews of employee performance on a regular basis. These reviews may include, but are not limited to, observations and review of work product.

### Performance Review

Seymour Community Schools has adopted a management by objective approach to performance appraisal. It is the supervisor's and/or administrator's responsibility to develop and maintain a work environment in which employees can openly discuss performance and develop plans.

As a part of the performance review, the supervisor and/or administrator will rank the employee's performance relative to the responsibilities as defined in the job description. Factors will also include how well the employee has met the objectives agreed upon in the last review and the employee's level of contribution to the success of the school corporation. The supervisors and/or administrators will rank all classified employees in one of five groupings:

1. Very Good
2. Good
3. Marginal
4. Unsatisfactory
5. Not Observed / Not Applicable

Any employee not receiving a rating of 3 or 4 will be placed on a corrective action plan to address the issues identified. In addition, the employee will not be eligible to receive a step in the next calendar year.

The original evaluation shall be kept in the employee's personnel file located at the Administration Building. The employee will also be given a copy.

### Required Performance Improvement

Performance improvement may be suggested whenever Seymour Community Schools' administration believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of Seymour Community Schools' administration. Seymour Community Schools desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in Seymour Community Schools' best interests. Seymour Community Schools expressly

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reserves the right to discharge “at will.” Even if corrective counseling is implemented, it may be terminated at any step at the discretion of the Seymour Community Schools’ administration and Board of School Trustees. The administration, and/or Board of School Trustees, at its sole discretion, may warn, reassign, suspend or discharge any employee at will, as appropriate.

The supervisors and/or administrators will determine the course of action best suited to the circumstances. In severe cases (i.e., behavior that might result in injury of self or another, drug possession or use, use of violence or threats of violence, arrests, etc.), the employee may be subject to immediate suspension. Dismissal will take effect upon the recommendation of the Superintendent and action of the Board of School Trustees.

**Steps in the Performance Improvement Process** - Generally, the steps in performance improvement are as follows:

**Verbal counseling** - As the first step in correcting unacceptable performance or behavior, the supervisors and/or administrators will review pertinent job requirements with the employee to ensure his or her understanding of them. The supervisor and/or administrator will provide information on the performance problems or misconduct of concern, including the seriousness of the problem and corrective action necessary.

**Written counseling** - If the unacceptable performance or behavior continues, the next step will be a written warning. Certain circumstances may justify a written warning without first using verbal counseling.

**Probation** - If the problem has not been resolved through written counseling or the circumstances warrant it, or both, the individual may be placed on probation. Probation may be up to 60 workdays, depending on the problem. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period.

The employee will receive a written probationary notice specifying the unsatisfactory situation, length of probation, and requirements for improvement. On the defined probation counseling date or dates, the employee and supervisor and/or administrator will meet to review the employee’s progress in correcting the problem that led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee.

At the completion of the probationary period, the supervisor and/or administrator will determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

**Dismissal** - Dismissal is reserved for those cases that cannot be resolved by corrective counseling or in those cases where a major violation has occurred which cannot be tolerated. Employee dismissal requires the recommendation for dismissal by the Superintendent and action taken by the Board of School Trustees. The employee may be suspended prior to

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Board action.

### Separation of Employment

Separation of employment is to be treated in a confidential and professional manner by all concerned. This policy and its administration will be implemented in accordance with Seymour Community Schools equal opportunity statement.

Employees separated from employment with the Seymour Community Schools are entitled to receive all earned pay, including unused vacation pay.

Employment with Seymour Community Schools is normally ended through one of the following actions:

- **Resignation or Retirement** - voluntary separation by the employee;
- **Dismissal** - involuntary termination for substandard performance or misconduct; or
- **Layoff** - separation from employment due to reduction of the work force or elimination of a position.

**Resignation or Retirement**- An employee who wants to end his or her employment, regardless of employee classification, is expected to give as much advance written notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time.

**Dismissal** - Employees are employed “at will” and may be dismissed for substandard performance or for misconduct. Dismissal resulting from misconduct shall be entered into the employee’s personnel file. The employee shall be provided with a written summary of the reason for dismissal. No salary continuance or severance pay will be allowed. Procedures for dismissal are addressed in the Performance Improvement section of this document. Reasons for dismissal are generally defined as follows:

**Substandard Performance** - An employee may be discharged if his or her performance is unacceptable. The supervisor and/or administrator will counsel the employee concerning performance deficiencies, provide direction for improvement, and warn the employee of possible termination if performance does not improve within a defined period of time.

**Misconduct** - An employee found to be engaged in activities such as, but not limited to, theft of Seymour Community Schools property, insubordination, acts or threats of violence, or any other activities showing willful disregard of Seymour Community Schools interests or policies may be dismissed.

**Layoff** - When a reduction in force is necessary or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

1. Seymour Community Schools work requirements;
2. Employee’s abilities, experience, and skill;

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3. Employee's potential for reassignment within the organization.

The immediate supervisor and/or administrator will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff.

#### **Separation of Employment Processing Procedures**

By the final day of employment, the supervisor/or administrator must receive all keys, access cards and Seymour Community Schools property from the employee.

The employee should contact Seymour Community Schools Business Office and supervisor concerning separation benefits. The supervisor must contact the Business Office within 24 hours. Generally, the employee will be able to receive the final payroll and separation benefits (i.e., vacation pay) at the time of the next regular pay date.

#### **Ongoing Training**

Performance improvement is an expectation of every employee. As such, Seymour Community Schools administration will provide safety and job-related training on an on-going basis. Employees are also encouraged to seek additional education and training on their own. This includes requirement to complete all IDOE and Seymour Community Schools Safety and Security Trainings.

#### **Complaint Procedure**

Seymour Community Schools recognizes the value of a complaint procedure that provides for the timely review of employee complaints in a fair yet workable manner. For the purposes of this document, a complaint is considered to be any dispute between an employee and Seymour Community Schools that impacts an employee's ability to perform his or her job.

Although purely personal matters between employees would not ordinarily be subject to this work complaint procedure, any matter that adversely affects an employee's ability to perform his or her job could be the subject of a work complaint. Good individual judgment and common sense should be the guide.

An employee may express a verbal complaint to his or her immediate supervisor and/or administrator. If the concern is not resolved to the employee's satisfaction within one week, the employee may put in writing the details of his or her complaint and submit the complaint to the immediate supervisor and/or administrator. If the complaint is about the immediate supervisor and/or administrator, the employee may file the written complaint using the following chain of command:

- ◆ Principal and/or immediate supervisor
- ◆ Manager of Facilities, Food Service Supervisor, Supervisor of Transportation – as appropriate

When a matter is serious or cannot be resolved at a lower level, the Superintendent or designee will review the written statement and decide the matter. The employee and supervisor and/or administrator may request a hearing with the designee. Prior to a final decision, the problem may

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be discussed in the presence of the employee and supervisor and/or administrator. Final resolution of the complaint will be made by the designee.

The decision will be documented in writing, the original given to the employee and a copy given to the supervisor and/or administrator. A copy will be filed in the employee's personnel file.

**Discrimination or Sexual harassment** – Complaints concerning discrimination should be filed directly with the Superintendent immediately at the Administration Building. Complaints about sexual harassment should be filed with the appropriate supervisor (i.e., Facilities, Food Service, or Transportation) and/or the building principal as soon as possible.

## Compensation

### Equal Pay

Seymour Community Schools will not pay wages to any employee at a rate less than Seymour Community Schools pays employees of the opposite sex for work that is substantially equivalent requiring comparable skills.

This policy is to be construed in accordance with applicable federal and state laws and regulations.

### Job Descriptions

Job descriptions are available in the school office and administration building for all positions in Seymour Community Schools. The items included in each position description are the following:

1. Title of position;
2. Department;
3. Position qualifications (essential qualifications including job experience, skills, and education); and
4. Position to whom the employee reports
5. Job Goal
6. Performance Responsibilities

Job descriptions are basic maps used to determine employee selection, job requirements, performance and evaluation criteria, and organizational structure. Seymour Community Schools' administration annually reviews all Seymour Community Schools positions to ensure equity and consistency in our personnel system. Because positions vary somewhat depending on the age of children or the facility, supervisors and/or administrators will specify additional reasonable duties and responsibilities as necessary.

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### Workday

The nature of our business sometimes demands workday or workweek hours that vary from facility to facility. A work schedule will be made for individual employees by the supervisors and/or administrators. That schedule may also vary based on specific needs (e.g., overtime) and/or time of year (e.g., summer hours). General information concerning workday hours by position are listed in Appendix A.

Custodial and maintenance personnel shall be expected to meet emergencies as the need may demand. Should an employee be called by his/her supervisor for an emergency during a non-regular work period, said employee shall be guaranteed a minimum of two hours paid time.

### Timesheets and Pay

Timesheets serve as the legal authority to pay an employee. They are required for payment. They also serve as a verification of time off, and provide the legal basis to grant an employee benefits. Accurately recording time worked is the responsibility of every employee. Time worked is the time actually spent on a job performing assigned duties. Altering, falsifying, tampering with time records, or recording time on another employee's timesheet is not permitted and will result in disciplinary action up to and including termination. If an employee does not turn in their time sheet by the required deadline, they will not be paid until the next payroll date.

### Attendance and Tardiness

The administration of Seymour Community Schools understands that employees may be ill or have personal emergencies from time to time. Reporting to work on time and regular attendance, however, are important responsibilities when working for the Seymour Community Schools. All employee positions directly impact the student learning environment. Because of this importance, the following procedures apply:

- For the purpose of this regulation, the following definitions apply –
  - Absence – failure to report for work for other than an approved vacation day, holiday, personal day, or leave of absence.
  - Tardy – failure to report to work at the scheduled starting time.
- Excessive absences in a school calendar year (i.e., July 1 – June 30) will be handled in the following manner;
  - The employee shall meet with his/her supervisors and/or administrators to discuss the reasons for the absences. If appropriate, an improvement plan shall be developed to promote better attendance. The improvement plan shall include procedures should the employee's attendance continue to be unsatisfactory.

The administration reserves the right to waive the attendance procedures when the reasons for absences are known, legitimate, and documented (i.e., workman's compensation, hospitalization, etc.).

### Payday

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A calendar of regular paydays will be provided annually at the beginning of each school year.

### Pay Advances

State regulation does not permit prepayment of services. Therefore, we must decline all requests for early paychecks or pay advances for personal reasons.

### Overtime Compensation

Salaried (hourly) employees will be paid at the rate of one and one-half times their regular hourly rate of pay based on hours physically worked in excess of 40 hours within the workweek; any paid leave days will not count towards hours physically worked for the purposes of overtime calculation.

Overtime is never at the employee's discretion. It shall only be incurred and paid at the request of Seymour Community Schools through the employee's supervisors and/or administrators. Supervisors and/or administrators shall ensure that no unauthorized overtime hours are worked.

Employees are not permitted to accumulate compensatory time off (Comp-time) in lieu of overtime pay. All overtime must be compensated with overtime pay in the accordance with federal, state, and local regulations. Any unauthorized accumulation of comp time be considered a violation of policy and result in disciplinary action, up to and including termination.

### Meal and Rest Periods

Food service employees are permitted one unpaid lunch period based upon their job classification. A paid fifteen (15) minute rest period is provided for each three hours worked. Rest periods are to be scheduled by the supervisor and/or administrator based on work needs and employee input, if practical.

### Payroll Deductions

The following mandatory deductions will be made from every employee's gross wages: federal income tax, Social Security FICA tax, applicable pension plans (i.e., PERF) and applicable state taxes.

Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, and a state/county withholding form on or before his or her first day on the job. These forms must be completed in accordance with federal/state regulations. The employee may fill out new forms any time when his or her circumstances change. Questions regarding claimed deductions may be referred to the IRS or the State of Indiana in certain circumstances.

Other optional deductions include the portion of group health insurance not paid by Seymour Community Schools, which is deducted from each payroll check. Other voluntary contributions (if applicable), such as United Way, and/or an individual pension (403b) plan, may be deducted in accordance with eligibility (e.g., an approved provider) and the payment deduction schedule.

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Every employee will receive an annual Wage and Tax Statement, IRS Form W-2, for the preceding year on or before January 31. Any employee, who believes that his or her deductions are incorrect for any pay period, or on Form W-2, should check with the Business Office immediately.

## Employee Benefits

Employee salary and benefits are outlined in Appendix A.

## Employee-Incurred Expenses and Business Travel Reimbursement

Seymour Community Schools may reimburse actual and reasonable business-related expenses, subject to limitations, incurred by employees in the performance of their job responsibilities. Other than in an emergency, business expenses should be pre-approved by the administrator or immediate supervisor. Receipts are required for all items purchased or charged by the employee and requests for reimbursement must be itemized on the approved Seymour Community Schools Accounts Payable voucher. The administrator or immediate supervisor must approve all such expenses incurred by an employee before the Business Office will make payment.

Claims are to be submitted to the Business Office and supported by evidence of proof of purchase, e.g., receipts. Claims are due in the Business Office by the last working day of each month.

### **Business travel is subject to the following guidelines:**

1. Travel related requests must have prior approval of the Administrator or immediate supervisor.
2. Certain trips require Board approval (e.g., such as outside Indiana that require an overnight stay). Those trips should be requested in advance of the trip but no later than the first of the month.
3. Reimbursement for travel-related expenses should be discussed with the employee's supervisor prior to the trip. If the administration requests the trip, reasonable transportation, lodging, and meals may be reimbursed. Snacks, movies, phone calls, alcoholic beverages, souvenirs, and similar expenses are not reimbursable.
4. School corporation vehicles may be available for short to moderate trips (i.e., those in Indiana or adjacent states). Employees who choose to use their personal vehicles for their convenience on Seymour Community Schools business, when a corporation vehicle is available will not be reimbursed unless the use of the personally owned vehicle is approved by the administrator or immediate supervisor. Approved employee trips, including trips to the airport, will be reimbursed at the standard mileage rate provided by IRS, assuming that the time and distance involved is reasonable under the circumstances.
5. All parking expenses and highway tolls incurred as a result of business travel will be reimbursed. An itemized receipt will be required.
6. All air travel must be approved in advance by the employee's supervisors and/or

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- administrators. All personnel will travel economy class. The duplicate airline ticket receipt should be attached to the Seymour Community Schools reimbursement form.
7. Seymour Community Schools insures employees who fly when traveling on Seymour Community Schools business with a travel accident rider to our regular group insurance policy. Purchase of additional air travel insurance is not a reimbursable expense.
  8. Seymour Community Schools does not generally provide the use of a rental car. Exceptions to this rule must be approved by the administrator or immediate supervisor. If a rental car is used, additional insurance should not be purchased because of our existing insurance coverage. A copy of the rental car agreement form must accompany the travel reimbursement form;
  9. Reimbursement for lodging is subject to the following maximum allowed amounts (detailed receipt required): \$200/night or the conference hotel rate. Lodging will only be reimbursed when the conference is more than 60 miles (one way) from the Seymour Community Schools Educational Service Center.
  10. Reimbursement for meals is subject to the following maximum allowed amounts (detailed receipt required): Breakfast-\$15.00; Lunch-\$20.00; Dinner-\$25.00 (including reasonable tip). Expenses above the allowed amounts are not reimbursable and are the responsibility of the employee. Meals included as a part of the conference package are not subject to these maximums.

## Conferences and Meetings

Employees may request time off or Seymour Community Schools' financial support or both to attend conferences or meetings sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position or provide beneficial information to be shared in the employee's department.

The employee's supervisors and/or administrators must approve the employee's participation in the conference or meeting.

Seymour Community Schools may reimburse for the following expenses if attendance is approved: registration fees, travel costs, lodging and meal expenses not covered by registration.

Time off for attendance and travel during normal working hours will be reimbursed at the normal rate of pay.

## Relocation of Current or New Employees

Seymour Community Schools shall not provide reimbursement for moving expenses incurred by any new or current classified employee.

## Required Administration Approval

All employee travel, mileage, purchase requisitions and other business-related expense reports must have a supervisor's/administrator's approval. Employees are required to request approval in advance of expenditures whenever possible. All claims are due in the business office monthly. These reports must have the employee's signature and date and must be approved by the

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employee's supervisors and/or administrators.

## Miscellaneous Policies

### Confidentiality of Seymour Community Schools Information

It is the responsibility of all Seymour Community Schools employees to safeguard sensitive student, family and employee information.

Seymour Community Schools must protect and maintain confidential information. Continued employment with Seymour Community Schools is contingent upon compliance with this policy. The policy regarding the disclosure of confidential information applies to both internal (i.e., with other employees) and external (i.e., community) communication. Confidential information is communicated only on a "need to know" basis. Examples of confidential information are health records, designation or placement of students (e.g., special education, ESL, etc.), family information (e.g., custody orders, etc.), school incidents, teacher performance information, or other information deemed confidential under State or federal statute or regulation.

Violations of this policy will result in disciplinary action.

Upon separation of their employment with Seymour Community Schools employees must promptly return any and all documents containing confidential information, knowledge or data, or anything relating thereto, to Seymour Community Schools.

### Employee Privacy

Seymour Community Schools recognizes our employees' rights to privacy. In achieving this goal, Seymour Community Schools adopts these basic principles:

1. The collection of employee information will be limited to that which Seymour Community Schools needs for business and legal purposes;
2. The confidentiality of all personal medical information in our records will be protected (the State of Indiana has ruled that general personnel information is subject to the Open Door Law);
3. All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action;
4. Internal access to employee records will be limited to those employees having an authorized, business-related, need-to-know basis. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena;
5. Seymour Community Schools will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so by law;
6. Employees are permitted to see the personal information maintained about them in Seymour

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Community Schools records. They may correct inaccurate factual information or submit written comments in disagreement with any material contained in their Seymour Community Schools records.

## Confidentiality of Seymour Community Schools Information, E-Mail, Instant Messaging, Internet Access, Etc.

Seymour Community Schools' computers and e-mail system are Seymour Community Schools' property. Because electronic communications are owned by Seymour Community Schools, they are in the public domain and may be read or reviewed at any time.

All employees are expected to use good judgment in using electronic mail and to avoid indiscretions such as offensive or inappropriate messages or any other message, Seymour Community Schools deems inappropriate. E-mail messages should be used for business and not for soliciting outside business ventures or other matters unrelated to Seymour Community Schools' affairs. Misuse of e-mail may result in disciplinary action up to and including termination.

## Software Usage Policy

### Purpose

To reduce the legal exposure to the Seymour Community Schools of unlicensed software and reduce the effort required to operate and troubleshoot employee's machines, this policy has been established to restrict the installation of unauthorized software.

### Scope

This policy covers all desktop, laptop computers and handheld devices owned or operated by Seymour Community Schools and covers operating systems, 3rd party software, freeware and shareware applications and utilities. This policy does not govern servers. Servers will be maintained by the IT support staff.

## Computer Use and Internet Access

Computers, laptops, and other devices that access the internet through the school's infrastructure that are the property of Seymour Community Schools may not be used to download, store, and/or transmit graphics, text, or media that are averse to community values. These include but are not limited to pornography, illegal drug production or use, bomb production, or hatred. Employees who intentionally violate this policy will be subject to disciplinary action.

## Political Activities

In recognition of its responsibilities as a citizen, Seymour Community Schools encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities, in accordance with their interests and abilities.

Seymour Community Schools accepts without reservation the basic democratic principle that all

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employees are free to make their own individual decisions in civic and political matters. Therefore, no employee's status with the Seymour Community Schools will be affected, in any way whatsoever, because of participation or nonparticipation in lawful civic and political activities.

Participation in civic and political activities is considered to be a personal matter and, as such, is generally to be carried on outside of normal working hours. Although political forums and voting take place on school property, no personal political activities or solicitations will be carried on or within Seymour Community Schools' premises.

Political activities are defined for purposes of this policy as activities in support of any partisan political issue or activities in support of, or in concert with, any individual candidate for political office, or of a political party, which seek to influence the election of candidates to federal, state, or local offices. The definition includes employees who are or may be candidates for political office.

### Telephone

Personal calls should be of short duration and may be received and made during the workday. Personal telephone call privileges are subject to change or termination at any time. For instance, if Seymour Community Schools telephone lines become overloaded with calls or an employee is found spending more than just limited time on personal calls, this privilege will be revoked either generally or specifically as to the offending employee.

### Use of Social Media

The School Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff, and the general public. The Corporation recognizes that employees may use social media for personal, as well as professional reasons. The Corporation neither encourages nor discourages employees' use of social media for personal purposes. The Corporation regulates employees' use of social media for purposes related to their Corporation assignment to the same extent as it regulates any other form of employee communication in that regard.

### Dress Code

Employee dress should be neat in appearance. Seymour Community Schools' employees should dress appropriate in a manner consistent with a professional atmosphere and building standards. The impression made on students, visitors and other employees and the need to promote Seymour Community Schools and employee safety should be kept in mind. Bi-annually, eligible employees will receive five (5) sets of uniforms purchased by the school corporation. Employees who are provided uniforms are required to wear said uniforms while working.

### Break Room

Seymour Community Schools may provide a break room for the benefit of its employees.

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Employees shall be responsible to keep the area clean, including the washing of personal dishes and utensils. All trash should be disposed of in the trash container. Any empty aluminum cans or glass bottles shall be disposed of in the recycling container.

### Visitors

The safety regulations for visitors should be established in accordance with the building safety regulations.

Law enforcement or government officials, including health or fire inspectors, shall be directed immediately to the Superintendent or the appropriate supervisor who shall determine proper governmental authority, review court orders or subpoenas, and assist the law enforcement or government officials in a manner which provides full cooperation with minimal disruption to Seymour Community Schools operations.

### Outside Employment

Instruction, health, and safety of students are the primary responsibilities of the Seymour Community Schools. As such, school employees have some additional responsibilities to students and the community. First, the health and safety of students and employees depends upon the jobs of many classified employees. Second, school employees are positive role models for children and young adults, who see those employees as someone that they can count on every day.

Full-Time Employees- Full-time employees are expected to make assigned school work times their priority. This is particularly true in times of weather or other emergencies. Outside employment must be disclosed to their supervisor and/or administrator so that appropriate work schedules may be discussed. Seymour Community Schools retains the right to review and evaluate each situation on an individual basis.

Part-Time Employees- Seymour Community Schools understands that an employee may have to have multiple part time positions. Because of the reasons cited above, part-time employees should make assigned school work times a priority. This is particularly true in times of weather or other emergencies. Part-time employees should discuss the possible need for their availability with their other employer in the event of an emergency. Outside employment should be disclosed to their supervisor and/or administrator so that appropriate work schedules may be discussed. Seymour Community Schools retains the right to review and evaluate each situation on an individual basis.

### Emergency Closings

Except for regularly scheduled holidays, Seymour Community Schools will follow regular scheduled hours and work schedules. The Seymour Community Schools recognizes that circumstances beyond its control, such as inclement weather, a declared state of emergency, national crisis or other emergencies do occur. On such occasions the Seymour Community Schools may close for all or part of a regularly scheduled workday.

In such event Seymour Community Schools will endeavor to notify all supervisory personnel for the purpose of contacting employees. Employees may also contact their supervisors and/or

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administrators or Seymour Community Schools offices. For safety or facility maintenance requirements, the director/supervisor may require some employees to report to work if it is safe for them to do so.

Employees working less than full time annually will not report to their assigned station on days when schools are closed because of adverse weather conditions or other emergencies. These employees will not be paid for days when schools are closed because of adverse weather conditions, but will be paid if and when these days are rescheduled.

On days when schools are closed because of adverse weather conditions, employees working full time annually are required to report to work, if and when the weather conditions no longer pose a threat to the employee's safety in traveling to his or her assigned station.