

**HANOVER
COMMUNITY SCHOOL
CORPORATION**



**CLASSIFIED PERSONNEL
HANDBOOK**

Non-Exempt Employees

Revised 6/30/2016

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HANOVER COMMUNITY SCHOOL CORPORATION

HANDBOOK

For

CLASSIFIED PERSONNEL

Purpose of the Handbook: It is the intention of Hanover Community School Corporation to ensure that the employees recruited and retained by the district are quality personnel and that they perform with competence and professionalism.

In any employer-employee relationship, an employer has the right to expect a fair measure of performance from the employees it chooses to employ. In return, employees are entitled to expect reasonable compensation from the employer for their labor. In order that the employer-employee relationship remains fair and consistent, the Board of School Trustees of Hanover Community School Corporation adopts the following handbook to guide administration in personnel-related issues. The handbook is not a contract and is subject to change.

Employees may wish to clarify or gain additional information relative to the topics in this handbook. To facilitate this process, references to policies have been included. When seeking clarification, employees may also choose to refer to related Administrative Guidelines.

SECTION 1—EMPLOYMENT PROCESS

APPLICATION

All prospective classified employees complete an online application posted on the website of the Hanover Community School Corporation. The district will accept online applications for employment from interested persons.

Official employment is only with the authority of the Board of School Trustees acting upon the recommendation of the Administration (*See Policy 4120*).

EXPANDED CRIMINAL BACKGROUND CHECK

Per Indiana Code 20-26-5-10 all applicants for hire must submit a negative expanded criminal history check as part of the pre-employment screening. Any costs associated with obtaining the ECHC are the applicant's responsibility. This applies to all newly hired certified and non-certified employees (*See Policy 4121*).

JOB POSTINGS

When a vacancy occurs for a position, Hanover Community School Corporation shall post the notice of vacancy on its website for a period of five (5) working days (when possible). Present staff members may apply for vacancies. In all instances, the recruitment and selection of staff will be done in full accordance with the job description and all applicable state and federal laws.

JOB SHARING

The Hanover Community School Corporation recognizes the value to the Corporation to obtain the services of quality staff members who may not be available on a full-time basis but wish to offer their knowledge and skills part-time through a job-sharing process.

Inquiries into this option should be made by contacting the Human Resources Department (*See Policy 4121.10*).

REFERENCES

Prior to any employment, the applicant will grant permission for the Corporation to contact any person listed as a reference as well as any other person who may be familiar with the applicant's previous job performance or suitability for employment (*See Policy 4120*).

SECTION 2—CONTINUING EMPLOYMENT

AT-WILL EMPLOYEES

Classified personnel are those employees of the Hanover Community School Corporation that are not required to have a teaching license issued by the Indiana Department of Education in order to perform a specific duty, excluding Administrative Staff. All classified personnel are hired as at-will employees, which mean either party (Hanover Community School Corporation or employee) may terminate employment at any time, for any reason or no reason. Additionally, the scope of employment, including duties, hours, and days worked may be modified, if it is determined to be in the best interest of the school corporation (*See Policy 4120*).

CALENDAR

All classified employees are employed to work on an established calendar basis. The calendar may be found in **Appendix A**.

EXIT INTERVIEWS

Exit interviews are normally scheduled for employees who leave the Corporation. While meeting with a representative of the Human Resources Department, employees are encouraged to provide candid comments and suggestions. Unless specifically requested not to do so, the employee's

comments may be shared with the appropriate supervisor or department head. Interviews may be conducted in-person or via telephone or mail, if necessary.

JOB DESCRIPTIONS

Every employee will be presented with a professional specification for his/her job. Human Resources will present the professional specification for the employee in written and oral form in an effort to ensure proper understanding of the expectations. The employee will sign a form signifying the review has taken place.

The professional specification details, tasks and expectations and will be annually reviewed with the employee to ensure its effectiveness. The last item on the job description will require any other tasks as assigned. These tasks will be appropriate to the position (*See Policy 4145*).

MANDATORY REPORTING

In compliance with Indiana Statute, each employee, during the course of his/her employment with the School Corporation, shall be required to report his/her arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the convicted employee (*See Policy 4121*).

PERFORMANCE APPRAISALS

All new classified personnel will be evaluated by their supervisor every thirty (30) days during their ninety (90) day probationary period. Also, when classified personnel begin a new position, a classified performance appraisal will be completed within the first thirty (30) working days of employment. A final classified performance appraisal is required that will either recommend the employee to maintain employment or serve as reason to terminate at or before the conclusion of the probationary period.

The classified performance appraisal will be based on the professional specifications. All classified employees will be evaluated annually. This appraisal provides the opportunity for recognition for good performance, suggestions for improvement, and discussion of any concerns regarding the position or employee performance (*See Policy 4220*).

PERSONNEL DATA

It is the responsibility of each employee to promptly notify the Hanover Community School Corporation Human Resources Office of any changes in personal data, including spouse and dependent information. Personal mailing addresses, telephone numbers, dependent status, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

Employees have the right, to the extent permitted by law, to examine his/her personnel file. This may be done upon written request and will be done in the presence of a Human Resources representative. While the original file remains the property of the Corporation, employees are entitled to copies of certain documents, as provided by law.

PROFESSIONAL DEVELOPMENT

The district will provide and/or facilitate the growth of each employee in their particular assignment by providing employees with an opportunity to clearly understand their job expectations, the opportunity to improve performance in their position, and the opportunity to apply and be considered for an available position. All employees are encouraged to gain the necessary skills, training, and work experience needed to qualify for advancement opportunities in the Corporation (*See Policy 4145*).

PROBATIONARY STATUS

All personnel shall be on a probationary status during the first ninety (90) days of employment, starting with the first day of work. During this period of time, new employees shall be expected to demonstrate the essential functions of the position.

READING THE HANDBOOK

All employees are required to read the Hanover Community School Corporation Classified Personnel Handbook within one week of their employment. Each employee shall sign a written statement provided in **Appendix D** – Classified Personnel Acknowledgement of Receipt of Employment Materials.

RESIGNATIONS

Employees are requested to provide a written letter of resignation at least two weeks prior to their last day. This letter is to be submitted to your immediate supervisor. The last day of employment must be a regularly scheduled workday. Accrued vacation, sick or personal leave cannot be used in lieu of notice. In accordance with Corporation policy, any payment which is due for unused vacation days will be included in your final check.

If no written letter of resignation is received, the Administration will recommend to the Board of School Trustees discontinuation of employment, and place a letter of discontinuation in the employee's personnel file (*See Policy 4140*).

RETURN OF PROPERTY

Employees are responsible for items issued to them by the School Corporation including, but not limited to, keys, key fobs, identification badges, manuals, tools, equipment, and written materials. All school property must be returned by employees on or before their last day of work

to their supervisor. The district will take appropriate action to recover or protect its property (*See Policy 4140*).

SPECIAL PHYSICALS

When the Administration deems it appropriate and necessary as a condition of continued employment, personnel may be required to have a physical examination(s) administered by a licensed physician and paid by the Hanover Community School Corporation. If the question of physical or mental/emotional fitness is the determining factor in the continued employment of any employee, the decision shall not be made until after reasonable accommodations have been explored, and the Administration and examining physician confer relative to the physical and/or mental/emotional condition of the employee (*See Policy 4160*).

SUPERVISORS

The listing of supervisors may be found in **Appendix B**. It is important that you know to whom you report for general daily consistency and to whom you address attendance and reporting issues.

TRANSFER AND REASSIGNMENT

It is recognized that reassignment within the Corporation may at times become necessary to maintain or to improve the efficient operation of the Corporation. Therefore, a classified employee may be reassigned at any time by the Superintendent/Designee. The employee will be notified in writing of the change at the earliest possible time.

The Human Resources Department announces vacancies within the Corporation on the website www.hanover.k12.in.us. Applications must be submitted prior to the deadline. This is done through an online application which is available at <http://www.hanover.k12.in.us/hrjobs> (*See Policy 4130*).

WORK SCHEDULE AND HOURS

Classified employees shall work the hours and schedule approved by the Administration. Staff is expected to report to work on time every day. Tardiness is subject to disciplinary action, up to and including termination.

Working conditions are established by the building principal and the Hanover Community School Corporation Administration. Any concerns about these conditions should be brought to the attention of the immediate supervisor, building administrator or Hanover Community School Corporation Administration.

Custodians: Work schedules during Fall Break, Thanksgiving Break, Winter Break, and Spring Break are at the discretion of the Director of Operations (*See Policy 4400*).

SECTION 3—EMPLOYEE RELATIONS

COMPLAINT PROCEDURE

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the Corporation's Civil Rights Coordinator.

A person who believes s/he has a valid basis for a complaint may discuss the matter informally and on an oral basis with the District's Civil Rights Coordinator, who will investigate the complaint and reply with an answer to the complainant. If the informal procedures do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate formal procedures according to the following steps:

1. A person may initiate a formal investigation by filing a written complaint with the Corporation Civil Rights Coordinator.
2. If the complaint is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the School Board.

There are specific timelines and requirements attached to this process, so it is important to carefully review this process (*See Policy 4122*).

DISABILITY AND EMPLOYMENT

The School Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Corporation's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Those with proper qualifications are encouraged to apply for positions online. For alternate

format applications, contact the Administration Office at (219-374-3507) or humanresources@hanover.k12.in.us. In an attitude of fairness, the employee is encouraged to show accommodations necessary to reduce barriers to successful employment. Additional information regarding Section 504 and/or Americans with Disability Act (ADA) requirements may be found in the Hanover Community School Corporation Section 504 Adult Manual (*See Policy 4123*).

DISCIPLINARY ACTION

If an employee fails to follow established guidelines or violates the rules and policies of the Hanover Community School Corporation, the employee will be subject to disciplinary action. Reprimands, warnings and/or discipline of classified staff shall be issued in a professional manner. The disciplinary action will be determined by the seriousness of the violation. In most cases, disciplinary action will begin with an oral warning from the supervisor. If warranted, an oral warning may be omitted and a written warning or dismissal may occur immediately (*See Policy 4145*).

EMPLOYEE ASSISTANCE PROGRAM

The Hanover Community School Corporation believes that early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption.

The Corporation encourages the earliest possible diagnosis and treatment for alcoholism and drug abuse and supports sound treatment efforts. Whenever feasible, and subject to the limitations described here, the Corporation will assist staff members in overcoming their alcohol or drug abuse problems. However, the decision to seek diagnosis and accept treatment for alcohol or drug abuse is primarily the individual staff member's responsibility.

Staff members with personal alcohol or drug abuse problems should request assistance from the Superintendent. Assistance will be provided on a confidential basis, and each staff member will be referred to the appropriate treatment and counseling services.

Staff members who test positive for alcohol and/or drug use/abuse and who are referred, at Corporation request, for counseling or treatment will be limited to one (1) opportunity for counseling or treatment to cease the use of alcohol and or drugs.

All Corporation-requested staff member treatment and counseling will require, at a minimum, that the staff member immediately cease any alcohol and/or drug use/abuse and that the staff member be subject to periodic unannounced testing for a twelve (12) month period following enrollment in the program (*See Policy 4170.01*).

EMPLOYMENT OF RELATIVES

The criteria for employment with the Hanover Community School Corporation are the same for all candidates, subject to the requirements of specific positions. Relatives of staff members have

no particular advantage or disadvantage in hiring. Relatives may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised by the relative staff member (*See Policy 4120*).

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities (*See Policy 4122*).

HARASSMENT AND DISCRIMINATION POLICY

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment and bullying

Prohibited conduct constituting harassment on the basis of sex, race, color, national origin, religion, disability, or genetic information occurs when unwelcome physical, verbal, or nonverbal conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee.

The Board will also take immediate steps to impose disciplinary action on individuals who retaliate against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation or those who file a malicious or knowingly false report or complaint of unlawful harassment (*See Policies 4362 and 4362.01*).

IMMIGRATION LAW COMPLIANCE

Hanover Community School Corporation only employs individuals who have the legal right to work in the United States. The Corporation complies with all pertinent rules and regulations regarding immigration laws (*See Policy 4111*).

OUTSIDE EMPLOYMENT

Classified personnel should understand that their services to the school system constitute a full time job within the limits of their respective obligations to the district. Employees who accept supplemental employment understand that they do so at the risk of possible impairment of the services to the district and place upon themselves the responsibility of satisfactory proof to the contrary (*See Policy 4231*).

WORKPLACE VIOLENCE

The School Board believes that a staff member should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly forbidden. Any student, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline and reported to the principal. The principal shall immediately make an oral report to the local law enforcement agency (*See Policy 4362.01*).

SECTION 4—COMPENSATION

COMPENSATORY TIME

Compensatory time off (comp time) is paid time off the job that is earned and accrued by an employee instead of immediate cash payment for working overtime hours. Any time worked over a normal work day should be made up in the same work week. Compensatory time should only be accumulated when this is impossible. If you are unable to use the time within the same work week, comp time will be accumulated. Any accumulation of compensatory time beyond the defined work week must be approved in advance by the employee's supervisor and recorded on their timesheet (*See Policy 4413*).

DIRECT DEPOSIT

Employees are paid through Direct Deposit. All staff are encouraged to access their bi-weekly pay stubs by following the steps below:

1. Access the URL: www.doculivery.com/hcsc
2. Enter your USER ID which is HCSC plus your Employee ID number
3. Enter your initial Password which is the last four digits of your Social Security Number
4. Click the Log In button

EMPLOYEE STATUS/SALARY SCALES

Working schedules and hours are determined for each position and determine employee status as indicated below:

<u>Status</u>	<u>Assigned Hours in a Normal 5 Day Work Week</u>
Level 1	37.5+ hours per week
Level 2	30 to 37.5 hours per week
Level 3	Less than 30 hours per week

The salary schedule is determined by the Board of School Trustees. (*See Policy 4400*).

OVERTIME

Any overtime or additional working hours must be pre-authorized by their supervisor. Overtime, over 40 hours per week for employees who are scheduled for 40-hour work week, will be paid at time and one-half of the hourly wage. The work week is Saturday through Friday. Overtime is only for a work week when the employee is physically working and on the job in excess of 40 hours of actual time worked (*See Policy 4413*).

PAY DAYS

Employees shall receive direct deposit salary payments Bi-weekly (every other Friday). If a payday falls on a holiday, paychecks are issued on the last Federal Reserve Bank business day before the holiday. Paycheck errors should be immediately reported to the Payroll Office.

TIME SHEETS

Employees, on a daily basis, shall record actual times and hours worked on their timesheets. This includes all start, end, lunch times and totals added. Timesheets are to be completed and signed by the employees. In order to have timely and accurate payroll records, timesheets are to be turned into the designated payroll person at the assigned time. Supervisors will review and approve all timesheets. Pay for a period reported after the deadline shall be paid on the next payday. Time periods reported on timesheets should be in no less than one quarter hour increments. In case of absences, timesheets should be accessible by the supervisor at all times.

SECTION 5—BENEFITS

FLEXIBLE BENEFITS PLAN (SECTION 125)

A flexible benefits plan is available to provide employees a means for obtaining pre-tax treatment of insurance premiums. Pre-taxing premiums qualifies for the exclusion from income provided in Section 125 of the Internal Revenue Code. Employees may sign a Salary Reduction Agreement for the amount of the premium.

HEALTH INSURANCE

The Hanover Community School Corporation makes provision for employees to have access to health care. This access complies with legal requirements and is based on days and hours scheduled for the variety of positions in the Corporation.

A regular employee who works on average at least thirty (30) hours per week (or 130 hours per month) is eligible to participate in the School Corporation sponsored minimum essential coverage health plan. The School Corporation will pay eighty percent (80%) of the lowest cost single plan offering for the minimum essential coverage health plan. The employee may apply this contribution toward any employer health insurance plan offering.

A regular employee who works at least 37.5 hours per week, and 1,250 hours or more per year is eligible to participate in the School Corporation sponsored full group health/hospitalization, dental and vision plans. The School Corporation will pay eighty percent (80%) of the selected full group health/hospitalization, dental and vision plan option.

Eligibility for coverage begins the first day of the month following commencement of employment and the employee's election. An eligible employee must make an enrollment election within 30-days of their employment, during an annual open enrollment period, or within 30-days of a qualifying event.

LIFE INSURANCE

Classified employees working 20 hours or more per week are eligible for term life plus accidental death and dismemberment insurance in the amount of \$30,000 with the cost borne by the Hanover Community School Corporation except for an annual payment of \$1.00 by the participant. Eligibility for coverage begins the first day of the month following the commencement of employment.

LONG-TERM DISABILITY INSURANCE

Long-term disability insurance will be provided to classified employees working 500 hours or more per year with School Corporation contributions equal to those provided to teachers. Eligibility for coverage begins the first day of the month following commencement of employment.

OPTIONAL INSURANCES

Additional insurance is available to employees at the employee's expense. The Board in no way endorses this coverage but makes the plans available on an optional basis to those employees who may want them. Available coverage includes cancer insurance, intensive care benefits, accident, special event and short-term disability insurance through AFLAC. Eligibility begins the first day of the month following commencement of employment.

WORKERS' COMPENSATION INSURANCE

All employees shall be covered by workers compensation. In case of a disability arising out of and in the course of employment, employees may choose between utilizing accumulated sick days for time missed, or accept Workers' Compensation at the rate of two-thirds of their regular pay. Workers' Compensation payments are not considered earned income and are not taxable. Upon commencement of Workers' Compensation benefits, the employee shall be placed on unpaid leave of absence until the cessation of Workers' Compensation benefits. Hanover Community School Corporation shall continue to pay its regular portion of any health and life insurance premiums for up to 12 weeks for employees off work and receiving Workers' Compensation benefits from an injury incurred while at work for the district.

SECTION 6—RETIREMENT AND SEVERENCE

INSURANCE

Health insurance ceases at retirement, unless the retiree chooses to continue under COBRA.

When a retiree first becomes eligible for full Medicare, the retiree's eligibility to continue to participate in the Corporation's group health plan shall terminate, if not earlier terminated according to applicable law (The same termination of eligibility shall also apply when a retired teacher's spouse first becomes eligible for Medicare). It is acknowledged that the parties intend these provisions to comply with applicable federal and state laws that establish an eligible retiree's right to continue health insurance for the retiree and spouse. Therefore, this right to extended coverage shall not override any rights to continuing health care coverage as required by COBRA.

Life Insurance: In order to be eligible for life insurance benefits after retirement, the retiree must have attained at least age fifty-five (55) and have worked fifteen (15) or more of the last 20 years with the Hanover Community School Corporation. The classified retiree must pay 100% of the insurance premium each month until age sixty-five (65). Once age 65, the retiree should complete the paid up life form (PUL) to apply for a waiver of premiums.

PUBLIC EMPLOYEES' RETIREMENT FUND (PERF)

Non-exempt classified employees hired before July 1, 2012 that as of that date were eligible for and participating in Public Employees Retirement Fund ("PERF") plan may continue to participate in PERF, provided they continue to work at least 875 hours or more per year. The employee is required to contribute three percent (3%) of his/her salary in the form of a payroll deduction. The School Corporation will make employer contributions as established by INPRS for PERF. Employees may elect to contribute more than the required (3%) percent to PERF through an additional payroll deduction. Election forms should be submitted to the Human Resources Department.

An employee hired as a regular full-time employee of the School Corporation who is an active participant in PERF immediately prior to employment with the School Corporation may, with the approval of the Superintendent and by irrevocably waiving any right to receive a School Corporation 403(b) match, continue as a PERF participant.

RETIREMENT DEFERRED COMPENSATION

The School Corporation offers its regular employees a 403(b) [and/or 457(b)] deferred compensation plan. An employee may elect to participate in the plan by submitting a completed participation election form to the Human Resources Department.

The School Corporation will match – dollar for dollar – an employee contribution up to a maximum of three percent (3%) of employee's gross compensation into the 403(b) plan for

regular classified employees hired after June 30, 2012 and not participating in an Indiana Public Retirement System (INPRS). The employee will become immediately vested in the School Corporation's matching contribution. Any classified employee desiring a match shall irrevocably waive, in writing, participation in an Indiana Public Retirement System (INPRS) program (e.g. Public Employees Retirement Fund).

SEVERANCE PAY

Eligible full time employees leaving the employment of Hanover Community School Corporation shall receive added compensation (severance pay) at the end of their last year.

To be eligible for severance compensation, an employee must be at least fifty-five (55) years of age and must have been employed by the corporation a minimum of twenty (20) consecutive years. The employee must submit a letter by May 1st, the preceding year of separation from service, to the Superintendent stating the intention of retirement. If a letter is not submitted by May 1st of the previous school year, the severance payment will be delayed by one year.

Severance compensation will be paid at the rate of forty-five (\$45) dollars for each day of accumulated sick leave certified on the last day of employment. If the above requirements are met, payments shall be made in a lump sum in the final paycheck of the employee. The maximum amount paid may not exceed one hundred (110) days. If a classified employee has met the requirements for severance and dies while employed by the Hanover Community School Corporation, the severance will be paid to the estate of the deceased employee or the beneficiaries (*See Policy 4415*).

SECTION 7—LEAVES OF ABSENCE

Leave benefits are available to new Hanover Community School Corporation employees at the conclusion of their probationary period and approved by the Board, subject to the following details. Leave days can be taken in half and whole day increments only. No unpaid leave days shall be allowed until after employees have exhausted all paid days. Unpaid leave days require prior approval by the Administration. Employees are responsible for the district share of life and health insurance premiums during unpaid leave or lost time, except during approved Family Medical Leaves entitlement.

All leaves shall be requested in writing by submitting the Hanover Leave Request Form (4436F) to the employee's direct supervisor.

At termination of employment, payment for unused vacation days shall be made based on the prorated share of unused days at time of termination. No other payment for unused leave days will be made, except for employees meeting all provisions for retirement/severance benefits (*See Policy 4430*).

BEREAVEMENT LEAVE

In case of death in the immediate family, each employee may be absent from work with full compensation for a period not to exceed five (5) business days beyond such death. Immediate family is interpreted as: Spouse, child, brother, sister, father, mother, grandparents, grandparents-in-law, grandchild, mother-in-law, father-in law, brother-in-law, sister-in-law or any member living in the immediate household (*See Policy 4430*).

1. Written notice must be submitted to the immediate supervisor at least 24 hours prior to the day the leave is to occur.
2. Bereavement leave for other than the immediate family is to be deducted from sick leave .

FAMILY MEDICAL LEAVE (FMLA)

Medical leave of absence may be authorized upon written application to the Administration. The terms of such leave will be established by the Administration, if the leave is granted, and will comply with Family Medical Leave Act, 29 U.S.C. 26d et. Seq. Once on medical leave, the employee must utilize all paid personal, vacation and sick days before unpaid days are allowed. Hanover Community School Corporation shall continue to contribute its portion of any health and life insurance benefit during the approved 12-week period of medical leave. After conclusion of the 12-week family medical leave, if the employee is not fit to return to work, the employee shall pay 100% of health and life insurance premiums until the employee returns to work full time. Employees on intermittent unpaid medical leave shall be responsible, at the conclusion of the 12-week leave, for health and life insurance premiums on a prorated basis until returning to work on their regular schedule. Employees are not eligible for holiday pay during any unpaid portion of a family medical leave (*See Policy 4430.01*).

HOLIDAYS

Paid holidays are provided to classified staff members according to the following schedule. No holiday pay is provided to classified staff on unpaid leave or lost time. Employees must work their scheduled day before and after the holiday to qualify for holiday pay. Employees who receive pre-approved time off from their supervisor, will not be disqualified from holiday pay as long as they have paid leave days remaining. Part-time employees, normally scheduled less than 5 days a week, will receive holiday pay if the holiday falls on their normally schedule day (*See Policy 4434*).

Classified Staff – Less than 52 weeks per year

Labor Day	President's Day
Thanksgiving Day	Good Friday
Christmas Day	Memorial Day
New Year's Day	

Classified Staff – 52 weeks per year

Labor Day	New Year's Eve
Thanksgiving Day	New Year's Day

Friday after Thanksgiving
Christmas Eve
Christmas Day
Independence Day/4th of July

President's Day
Good Friday
Memorial Day

LEGAL DUTY

Employees duly called for jury duty shall be compensated for the difference between the Hanover Community School Corporation pay and the pay received for the performance of such obligation. An official copy of the jury duty notification must be provided in advance to the administrative office and the employee's supervisor, attached to the Hanover Community School Corporation Leave Request Form. Regular per hour compensation shall be made via payroll. Reimbursement shall cover court salary payment only, not expense payments. Personnel who are subpoenaed to testify before a judicial tribunal or governmental body, due to their position with the Hanover Community School Corporation, shall be compensated for the difference between the Hanover Community School Corporation pay and the pay received for the performance of such obligation. This paragraph shall not be applicable to situations when the employee has an interest in the proceedings adverse to the District interest or when the employee is testifying in a proceeding which is for the personal benefit of the employee (*See Policy 4430*).

MILITARY LEAVE

Hanover Community School Corporation shall grant military leave of absence as required by law in accordance with FMLA guidelines (*See Policy 4437*).

PERSONAL BUSINESS

Personal business leave is defined as personal business that must be conducted during the working days other than recreation, pleasure or vacation, but the employee has the right to maintain confidentiality of the reason for the leave. The use of personal business leave the day before or the day after a holiday, school vacation or in-service day is strongly discouraged. The Hanover Community School Corporation reserves the right to deny all personal business days that are considered additional "vacation days."

All classified staff receives four (4) personal business leave days per year or as defined above for other than a normal full time schedule. Personal business days are non-accumulative, but unused personal days revert to accumulated sick leave at the end of each school year (*See Policy 4436*).

SICK AND MEDICAL LEAVE

Sick leave is intended solely for instances in which the employee is ill or is required to report to the doctor, or when the employee is needed to care for an ill family member. Sick leave shall not be taken for any other reason, except for bereavement outside the immediate family. Bereavement leave for other than the immediate family may be deducted from sick leave. If the district has reason to believe that sick leave has been requested for situations other than illness,

the administration reserves the right to request a doctor's statement verifying illness. Unused personal and sick days can be accumulated as sick days up to 110 days.

Part-time employees, working less than 5 days a week, will be granted days on a prorated basis. To calculate, take the number of hours scheduled per week divided by 30 hours to calculate your percentage. Multiply the percentage against the number of days on the qualifying schedule (*See Appendix A for scheduled months per position*).

Sick and Personal days are given at the first full pay period of July. Days will be prorated in the first year of employment from the starting date of work. To determine the prorated allocation of personal and sick days for each position, based on months of scheduled work, see **Appendix C**.

VACATION DAYS

Vacation is allowed for classified staff employed two hundred sixty days (fifty-two weeks) per year (Appendix A). The Corporation reserves the right to set vacation dates to fit the overall work schedule. Vacation days will be added at the first full pay period of July and must be used by June 30th of the following year. When a paid legal holiday falls during an employee's vacation period, an additional day will be granted. No accumulation of vacation days is permitted. Vacations are paid based on scheduled hours/days/per week. A prorated balance of vacation days will be added to payroll on July 1st and will appear as a balance on your pay stub. This balance will not be available or in effect until your one year anniversary date. Thereafter, the total earned vacation will be added and in effect each July 1st.

1. After one (1) work year of employment, one (1) week with pay
2. After two (2) consecutive work years of employment, two (2) weeks with pay
3. After five (5) consecutive work years of employment, three (3) weeks with pay
4. After ten (10) consecutive work years of employment, four (4) weeks with pay

New two hundred sixty (260) day (52 week) classified employees are issued vacation days on a prorated basis, the calculation of which is based on hire date. The prorated days will be granted after the 1 year anniversary date of employment but falls prior to the June 30th date of that or the following year. These days must be used prior to June 30th.

<u>Starting Date</u>	<u>Days</u>
July/August	5
September/October	4
November/December	3
January/February	2
March/April	1
May/June	0

If a classified staff member dies, retires or resigns from employment, payment for unused vacation days shall be paid in full based on the prorated share of unused days at the time of termination. Unused vacation, upon separation from employment, will be paid at the staff member's current rate of pay. If deceased, the payment will be paid to the staff member's estate

in the same manner. No other payment for unused leave days will be made, except for employees meeting all provisions for retirement/severance benefits (*See Policy 4430*).

SECTION 8—WORKING CONDITIONS

ACCIDENT REPORTING

When a work related accident occurs, the employee must report the injury and its circumstances to the building principal and immediate supervisor as soon as possible. Failure of an employee to comply with this mandate may result in disciplinary action.

An Incident Report should be completed and FAXED to 374-4411 or delivered to the Administration Office within twenty-four (24) hours of occurrence. Failure to do so may result in denial of benefits.

If medical attention is needed, the employee should report to the Working Well Center in Crown Point. Injured employees shall be contacted by the district's Workers' Compensation carrier following accident filing. It is important that the employee speak with a worker's compensation claims representative as soon as possible. Hanover Community School Corporation does not make the determination on whether any injury is related to an on-the-job activity; only the worker's compensation insurance carrier may make this determination. Any medical treatment, after the initial doctor visit, must be authorized by the worker's compensation insurance claims representative.

ASBESTOS

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Hanover Community School Corporation is available for review and copying by students, staff and guardians during normal business hours at the Administration Building.

BREAKS AND MEAL PERIODS

The building Principal or supervisor has the authority to designate meal and break times if it is necessary to ensure that students are supervised and offices are covered adequately.

All staff who work six (6) hours or more will take a 30-minute unpaid meal period. The times that these breaks will be taken will be coordinated with the supervisor.

All staff that works less than six (6) hours per day will be entitled to one 10-minute break during their workday. This 10-minute break will be counted on the employee's time sheet. For example, if a worker works from 10:00 A.M. to 2:00 P.M. and takes one 10-minute break, he/she will be paid for four hours of work. Because this person works less than six (6) hours, he/she is not entitled to a 30-minute meal period.

All staff that work between six and eight hours are entitled to two 10-minute breaks and one 30-minute approved lunch/supper. Both of these 10-minute breaks will be paid breaks. For example, a staff member who works from 8:00 A.M. to 2:30 P.M. is entitled to one unpaid 30-minute lunch period and two paid 10-minute breaks. The time sheet for this person will show six hours of work

CELL PHONES

Personal cell phones and other personal communication devices are to be used during work time only for official business with the exception of a personal emergency, in which conversations must be as brief as possible. Personal business including texting, the handling of personal mail, e-mail, and telephone calls should be completed during lunch, break periods, or outside of working hours.

COMPUTER AND INTERNET USE

The Board of School Trustees of Hanover Community Schools recognizes the importance of computer education and computer access in preparing students for the future. Because external networks, such as Internet, offer students virtually unlimited information from the world at large, network access shall be developed and encouraged.

The use of school technology equipment, including access to the Internet, the Web, and e-mail, is a privilege, not a right, and is subject to regulation, denial, and discipline for misuse. One cannot expect that his/her use of the equipment is subject to any expectation of privacy whatsoever.

The purpose of information technology use is to support your professional duties. Support staff (i.e. secretaries, treasurer, instructional assistants, media center assistants and clerical assistants) are expected to utilize technology available and to meet minimal competencies for word processing, internal and external electronic mailing, understanding basic world-wide network operations, spreadsheets, in some cases, as appropriate, multi-media productions for presentation and teaching purposes, and grade and progress reporting software.

The Information Technology Use Agreement must be completed by anyone using Corporation property (*See Policy 4540*).

DELAYED OPENING

In the event of a one or two hour school delay, the following staff members should report at their regular time or as close to their regular time as weather conditions will safely allow:

Administrators	Director of Nutritional Services
Bookkeepers	Cafeteria Staff
Systems Administrator	Director of Operations
School Secretaries	Head Custodians
Human Resource Coordinator	Deputy Treasurer/Business Office Specialist

Payroll Specialist

Secretary to the Superintendent

All other staff will follow the delayed schedule.

DRUG-FREE WORKPLACE

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from the use of any controlled substance and alcohol.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance and alcohol, and any drug paraphernalia, by any member of the support staff at any time while on Corporation property or while involved in any Corporation-related activity or event. An employee who reports for duty or attends a Corporation-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition. Any staff member who violates this policy shall be subject to disciplinary action (*See Policy 4122.01*).

DRUG TESTING

The Board concurs with the Federal requirement that all CDL license holders should be free of any influence of alcohol or controlled substance while on duty. Therefore, each regular and substitute bus driver, as well as any other staff member who holds a CDL license, is to be tested for the presence of alcohol in his/her system as well as for the presence of controlled substances including marijuana, opiates, amphetamines, cocaine, and phencyclidine (PCP).

The drug tests will be conducted in accordance with Federal and State regulations

1. Prior to employment, (Controlled Substances Only)
2. For reasonable suspicion
3. Upon return to duty after any alcohol or drug rehabilitation
4. After any accident which involves the loss of human life or for which a citation is issued
5. On a random basis
6. On a follow-up basis.

Any staff member who tests positive shall be prohibited from driving any school vehicle and will be subject to discipline, up to and including discharge, in accordance with Corporation guidelines (*See Policy 4162*).

EMAIL

All staff may access their school email by typing the first initial of their first name plus their last name with the following: @hanover.k12.in.us. (ex: jsmith@hanover.k12.in.us). Email can be accessed via a Hanover Community School Corporation computer or from a home computer. All employees must sign an Information Technology Use Agreement prior to using district

technology resources. Email should be checked daily. Email is the official way of disseminating information to employees of the Hanover Community School Corporation.

EMERGENCY CLOSING

In the event that school is cancelled on a day when a delay has been originally announced or if there is an early dismissal, the School Secretaries and Bookkeepers will remain in the building for an additional hour after all students have been released. These staff members will answer telephones and make sure that students are returned safely home:

The following staff members will remain in the building unless directed otherwise by the Superintendent: Administrators, Director of Operations, Head Custodians.

In the event that school is cancelled unrelated to a school delay, the following staff members should report at their regular time or as close to their regular time as weather conditions will safely allow: Administrators, Central Office Staff, Head Custodians. All other staff members are to report at the discretion of their supervisors. All other staff not required to report to work on that day will be required to work on a make-up day.

USE OF TOBACCO

The Board prohibits the use of tobacco (including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes) by support staff members at all times within any facility owned or leased or contracted for by the Board.

The Board also prohibits the use of tobacco anywhere on the campus or any facility owned or leased or contracted for by the Board. This also includes, but is not limited to school buses, special purpose buses, vans, trucks, and cars (*See Policy 4215*).

WEAPONS

The Board prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for approved school activities.

Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. However, State law permits a person who may legally possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons (*See Policy 4217*).

SECTION 9—EMPLOYEE CONDUCT

ATTENDANCE

Attendance is considered an essential function of the performance and expectations of any position. In order to monitor and evaluate each classified employee the Progressive Corrective Action Process in relation to attendance is defined as follows:

First Offense: Three (3) separate absence occurrences within three (3) months will be considered an automatic First Offense in relation to Administrative Guidelines 4145-Employee Due Process and Professional Development.

Second Offense: Five (5) separate absence occurrences within four (4) months will be considered an automatic Second Offense in relation to Administrative Guidelines 4145-Employee Due Process and Professional Development.

Third Offense: After seven (7) separate occurrences within five (5) months this will be considered a final warning and possible automatic termination of employment with Hanover Community School Corporation.

No Call-No Show: Three (3) occurrences that the employee does not comply with the “call off” procedures as defined in the Classified Employee Handbook can result in automatic/self-termination of employment with Hanover Community School Corporation.

Unauthorized or excessive absences, tardiness or early departures will result in progressive corrective action, up to and including termination (*See Policy 4145*).

CALL-OFF PROCEDURES

When a classified employee needs to be off on sick leave, he/she must call his/her supervisor before 7:00 A.M. each day of absence.

All absences of three (3) or more days in duration require a doctor’s return to work written report. Absences anticipated to exceed five (5) days in duration should be processed as a Family Medical Leave with accompanying forms.

CODE OF CONDUCT

Employees of the School Corporation may occasionally be confronted with situations that, if handled incorrectly, could result in liability to the School Corporation and personal liability to the staff member. It is the intent of this policy to minimize the possibility of that occurring by preparing these standards of employee conduct: (*See Policy 4186*)

1. Each employee is responsible for maintaining a safe environment and protecting students in each of that employee's assigned duties.

2. Employees must never subject another individual, whether it is a student or a person under the supervision to unlawful, obscene, or profane material.
3. Employees must never teach religion or force their views, whether they are religious or political, on students or a person under their supervision.
4. Whenever students are involved, necessary instruction concerning safety rules and safe conduct must be given.
5. Employees must not send students on personal errands off campus.
6. An employee must not associate with students, particularly those of the opposite sex, at any time in a manner which gives the appearance of impropriety, including but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive, socializing and/or dating, or involving illegal substances such as tobacco, alcohol, or drugs.
7. As required by Indiana Statute, employees must immediately report to the proper legal authorities or to the Building Principal or his/her designee any sign of suspected child abuse or neglect and any illegal drug distributions within 1000 feet of school property.
8. Employees may resort to reasonable force and restraint to stop a disruption that threatens physical injury to others, to obtain possession of a weapon or other dangerous object, in self-defense, or for the protection of persons or property. When an employee inflicts unnecessary, irrational, unreasonable, or inappropriate force s/he may be subject to discipline by the Board of School Trustees.
9. Staff shall not utilize property owned or operated by the School Corporation for personal purposes without Board Approval.

CONFIDENTIALITY

As a district employee, you may become aware of a variety of situations involving students, employees, or district operations. You are to follow reporting requirements as indicated in this handbook and otherwise required. There are state and federal laws which protect confidentiality and due process. Failure to comply with those laws may have serious consequences. Therefore, you should keep all district business confidential. There are district personnel who are responsible for releasing information which is public record.

SOCIAL MEDIA

During working time, classified staff should not be on social media sites during work time. Adults should not “friend” students who are not related to them or with whom they have no supervisory role.

WORK ATTIRE

Employees are expected to report to work appropriately dressed. All employees are expected to be neat and clean. An employee’s appearance shall not be so extreme as to pose a safety hazard

to self or others. Hair shall be of reasonable length (a hairnet may be required). An employee shall not wear any item, which impedes or restricts his or her required work duties such as sunglasses and large jewelry. Employees are required to wear their Hanover identification badges at all times while at work. The attire required will be detailed in the job description or by the immediate supervisor (*See Policy 4216*).

APPENDIX A CALENDAR

ASSIGNMENT	DAYS	HOLIDAYS	MONTHS
<i>ASSISTANTS</i>			
INSTRUCTIONAL--NCLB credential	181	6-7	9
INSTRUCTIONAL--LIBRARY MEDIA CENTER (NCLB credential)	183	7	9
RESPONSE TO INTERVENTION	183	6-7	9
INSTRUCTIONAL--TITLE I (NCLB credential)	182	7	9
GENERAL	182	7	9
IN-SCHOOL SUSPENSION	As Needed	TBD	9
TITLE PROGRAMS--COORDINATOR	183	7	9
FITNESS CENTER SUPERVISOR	As Needed	0	As Needed
<i>NUTRITION SERVICES</i>			
LEAD COOK	188	7	9
ASSISTANT COOK 1 & 2	188	7	9
MANAGER	192	7	9
<i>SCHOOL OFFICE</i>			
SECRETARY--High School	213	8	11
SECRETARY--Middle School and Elementary	203	7	10
SECRETARY--GUIDANCE (High School and Middle School)	203	7	10
SECRETARY--ATTENDANCE (High School and Middle School)	183	7	9
SCHOOL BOOKKEEPER--High School	210	7	10
SCHOOL BOOKKEEPER (Middle School and Elementary)	203	7	10
<i>CENTRAL OFFICE</i>			
HUMAN RESOURCE SPECIALIST	260	11	12
DEPUTY TREASURER/BUSINESS OFFICE SPECIALIST	260	11	12
PAYROLL SPECIALIST	260	11	12
SECRETARY TO THE SUPERINTENDENT	260	11	12
DOE REPORT/STUDENT DATA SYSTEMS COORDINATOR	183	7	9
SECRETARY	208	TBD	12
<i>CUSTODIANS</i>			
CUSTODIAN	260	11	12
HEAD CUSTODIAN	260	11	12

MAINTENANCE

MAINTENANCE TECHNICIAN--SKILLED	260	11	12
MAINTENANCE TECHNICIAN--SEMI-SKILLED	260	11	12
MAINTENANCE TECHNICIAN--GENERAL	260	11	12
MAINTENANCE TECHNICIAN--Seasonal/Temporary/Substitute	As Needed	TBD	As Needed

COMPUTER TECHNICIANS

SYSTEMS ADMINISTRATOR	260	11	12
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HEALTH SERVICES

NURSE/HEALTH SERVICES SUPERVISOR (RN)--High School	203	7	10
NURSE (RN)	188	7	9
HEALTH SERVICES ASSISTANT	188	7	9

TRANSPORTATION

BUS DRIVER (Hourly--2 hour minimum)	181	7	9
BUS MONITOR	181	7	9
BUS MAINTENANCE COORDINATOR	As Needed	TBD	TBD
MECHANIC	As Needed	TBD	TBD

SECURITY/SCHOOL RESOURCE POLICE OFFICER (Hourly)	As Needed	N/A	N/A
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APPENDIX B SUPERVISORS

ASSIGNMENT	SUPERVISOR
<i>ASSISTANTS</i>	
INSTRUCTIONAL--No Child Left Behind credential	Teacher/Principal
INSTRUCTIONAL--LIBRARY MEDIA CENTER (NCLB credential)	Teacher/Principal
RESPONSE TO INTERVENTION	Principal
INSTRUCTIONAL--TITLE I (NCLB credential)	Teacher/Principal
GENERAL	Principal
IN-SCHOOL SUSPENSION	Principal
TITLE PROGRAMS--COORDINATOR	Principal
FITNESS CENTER SUPERVISOR	Director of Athletics
<i>NUTRITION SERVICES</i>	
LEAD COOK	Cafeteria Manager
ASSISTANT COOK 1 and 2	Cafeteria Manager
MANAGER	Director of Nutrition Services
<i>SCHOOL OFFICE</i>	
SECRETARY--BUILDING	Principal
SECRETARY--GUIDANCE	Guidance Counselor/Principal
SECRETARY--ATTENDANCE	Principal
SCHOOL BOOKKEEPER	Principal
<i>CENTRAL OFFICE</i>	
HUMAN RESOURCE SPECIALIST	Director of Business Services
DEPUTY TREASURER/BUSINESS OFFICE SPECIALIST	Director of Business Services
PAYROLL SPECIALIST	Director of Business Services
SECRETARY TO THE SUPERINTENDENT	Superintendent
DOE REPORT/STUDENT DATA SYSTEMS COORDINATOR	Guidance Counselor/ Principal/Superintendent
SECRETARY	Superintendent
<i>CUSTODIANS</i>	
CUSTODIAN	Head Custodian/Principal
HEAD CUSTODIAN	Director of Operations/ Principal

MAINTENANCE

MAINTENANCE TECHNICIAN--SKILLED	Director of Operations
MAINTENANCE TECHNICIAN--SEMI-SKILLED	Director of Operations
MAINTENANCE TECHNICIAN--GENERAL	Director of Operations
MAINTENANCE TECHNICIAN--Seasonal/Temporary/Substitute	Director of Operations

COMPUTER TECHNICIANS

SYSTEMS ADMINISTRATOR	Director of Technology
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HEALTH SERVICES

NURSE--R.N.	Principal
HEALTH SERVICES ASSISTANT	Principal

TRANSPORTATION

BUS DRIVER (Hourly--2 hour minimum)	Director of Transportation
BUS MONITOR	Director of Transportation
BUS MAINTENANCE COORDINATOR	Director of Transportation
MECHANIC	Director of Transportation

SECURITY/SCHOOL RESOURCE POLICE OFFICER (Hourly)	Director of Safety and School Security
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**APPENDIX C
PRORATED LEAVE DAYS**

Starting Date	Twelve Month Personal--4, Sick--6	Eleven Month Personal--5, Sick--4	Ten Month Personal--4, Sick--4	Nine Month Personal--4, Sick--3
July/August	10 days	9 days	8 days	7 days
September/October	9 days	8 days	7 days	6 days
November	8 days	7 days	6 days	5 days
December	7 days	6 days	6 days	5 days
January	6 days	5 days	5 days	4 days
February	5 days	4 days	4 days	4 days
March	4 days	3 days	3 days	3 days
April	3 days	2 days	2 days	2 days
May	2 days	1 day	1 day	1 day
June	1 day	0 days	0 days	0 days

APPENDIX D

CLASSIFIED PERSONNEL ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYMENT MATERIALS

Checked below are the items which I have received as part of my employment with the Hanover Community School Corporation.

- _____ Classified Non-Exempt Personnel Handbook
- _____ Classified Exempt Personnel Handbook Supplement
- _____ Nutrition Services Supplement
- _____ Transportation Supplement
- _____ Professional Specifications (Job Description)

My Signature below acknowledges that I have received these materials, and they have been shared with me in written and oral form.

Unless questions are asked, I understand that my supervisor assumes my understanding.

Additionally, I understand my performance will be reviewed at least annually and will be based on this document. I will be provided with a summary conference where I may offer input.

PRINT Classified Employee Name: _____

SIGNATURE of Classified Employee: _____

DATE: _____