



**WHITKO COMMUNITY SCHOOL CORPORATION
NON-CERTIFIED STAFF HANDBOOK**

As reviewed by the Whitko Board of School Trustees November 2021

710 N. SR 5 | Larwill, IN 46764 | 260-327-3677 | www.whitko.org | Fax: 260-327-3238

Position(s)	Admin. Asst – CO, Admin. Asst – Ops, Deputy Treasurer, Payroll/HR Secretary	Vehicle / Grounds Coordinator Mechanic, Custodians (FT), Technology Assistants (FY)	Bldg Level Secretary / Bookkeepers, Admin. Asst - Special Services Mental Health Therapist / Counselors	P.E./Art/Music Assistants,	Office Assistants Apex Assistant Resource Remediation (SY > 5.9hrs/day) ESL / Translator	Assistant Cafeteria Managers, Cafeteria Assistants (>4hr)	Title I Assistants, Instructional Assistants, Cafeteria Assistants (<4hr), Study Hall Monitor, Library Clerk	Cafeteria Managers	Custodians (PT)	Bus Drivers
Days	260	260	184 – 214	180-184	180-194	180	180	184	260	184
Sick (Accumulated)	7 (60)	7 (60)	5 (35)	5 (35)	5 (35)	5 (35)	5 (35)	5 (35)	5 (35)	5 (35)
Personal Days (Accumulated)	2 (3)	2 (3)	2 (3)	2 (3)	2 (3)	2 (3)	2 (3)	2 (3)	2 (3)	2 (3)
Paid Time Off	9	9	N/A	N/A	N/A	N/A	N/A	N/A	9	N/A
Vacation	Paid	Paid	N/A	N/A	N/A	N/A	N/A	N/A	Paid	N/A
Bereavement	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Holidays	Paid	Paid	Employees working 192+ days will receive three paid Holidays as designated.	N/A	N/A	N/A	N/A	N/A	Paid	N/A
Inclement Weather	N/A	N/A	N/A	Eligible	Eligible	N/A	Eligible	N/A	N/A	N/A
Group Health Insurance	Eligible	Eligible	Eligible	Not Eligible	Eligible	Not Eligible	Not Eligible	Eligible	Not Eligible	Not Eligible
Group Life Insurance, AD & D	\$75,000	\$50,000	\$50,000	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible
LTD Insurance	Eligible	Eligible	Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible
Reimbursement Allowance (designated beyond normal expenses)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	CDL Physical
Perf	Eligible (Employer Pays 3%)	Eligible (Employee Pays 3%)	Eligible (Employee Pays 3%)	N/A	N/A	N/A	N/A	Eligible (Employee Pays 3%)	N/A	N/A
Retirement	401a	401a	401a	401a	401a	401a	401a	401a	401a	401a
Grandfathered Status: Employees hired into qualifying position prior to 8/13/2013		Employees hired into qualifying position prior to 8/13/2013 would be eligible for Retirement Benefits of 1% x salary x years of experience	Employees hired into qualifying position prior to 8/13/2013 would receive 7 sick days and can accumulate 60 days and would be eligible for Retirement Benefits of 1% x salary x years of experience	Employees hired into qualifying position prior to 8/13/2013 would receive 7 sick days		Employees hired into qualifying positions prior to 8/13/2013 would receive 7 sick days and be eligible for PERF. Retirement benefits would be 1% x years of experience x salary		Employees hired into qualifying position prior to 8/13/2013 would receive 7 sick days and Retirement Benefits of 1% x salary x years of experience		Employees hired into qualifying position prior to 8/13/2013 would receive Retirement Benefits of \$3000 for 20 Years of experience

LEAVES

SICK LEAVE

Sick leave can be used for absences caused by illness or physical disability of the employee or to attend to the illness, quarantine, pregnancy or physical disability of any member of the employee's immediate family (as defined in the teachers' agreement). Any unused days at the end of the year (June 30) may be carried over to the next year up to a limit of 35 or 60 depending on position (see above chart). If the employee uses more than fifteen (15) days to care for immediate family member(s) in one school year, the employee must have the approval of the superintendent.

New hires sick leave days for part-time positions (less than 29.50 hours per week) must earn their sick leave days after two months of employment they will receive 1 day, after eight months of employment they will receive the remaining allocated amount as indicated above. In the event the new hire chooses to leave employment the days are forfeited and cannot be used unless otherwise approved by a Principal, Supervisor, Business Manager and/or Superintendent.

BIRTH LEAVE

Staff members are entitled to two (2) days leave with pay for the birth of the staff member's child. Such leave shall be taken during the period beginning with the day of the birth of the child and ending fourteen (14) calendar days after the birth of the child.

ADOPTION LEAVE

A staff member is entitled to two (2) paid days for issues related to the adoption of a child. Documentation regarding the adoption should be sent to the Administration Office.

PERSONAL DAYS

Personal days should be used for personal affairs that cannot be taken care of except on a work day. Use of Personal Days requires approval from the building Administrator or department director and, except for in emergency situations, at least one (1) week notice should be given to allow for substitute coverage or to schedule modifications within the building of employment. Personal days used prior to or immediately after a break period will be charged at two days for one used. This applies to Fall Break, Spring Break and Winter Break.

Any unused days at the end of the year (June 30) will roll over to your sick day balance. New hires' personal days will be prorated in accordance with your hire date.

In the event an employee chooses to leave employment the days are forfeited and cannot be used unless otherwise approved by the Principal, Business Manager and/or Superintendent.

If an employee normally works 5 hours or less per day, and a day is taken, then they will only be paid for the number of hours worked in a normal day.

PAID TIME OFF

Paid Time Off days only apply to the 260 day Non-Certified employees. Paid Time Off days are used during time periods defined by the Business Manager each school year. The Paid Time Off days must be used during the school year and are not carried forward at the end of the year (June 30). If an employee normally works 5 hours or less per day, and a day is taken, then they will only be paid for the number of hours worked in a normal day. Prior to scheduling, all paid time off days must be approved by the immediate supervisor to ensure proper coverage in their area.

VACATION PAY

Employees who are eligible for vacation will receive their amount of days on the following basis:

- From date of hire until June 30 up to five (5) vacation days will be granted based on a prorated basis of the amount of the year worked.
- Five (5) days' vacation will be granted to employees completing their first year of continuous service (more than 175 days dating back to July 1).
- Ten (10) days' vacation will be granted to those employees completing their second year of continuous service.
- Twelve (12) days' vacation will be granted to those employees completing their fifth year of continuous service
- Fifteen (15) days' vacation will be granted to those employees completing their 10th year of continuous service.

Vacation days are non-accumulative and must be taken by July 31st of the following year. If an employee normally works 5 hours or less per day, and a day is taken, then they will only be paid for the number of hours worked in a normal day. If an eligible 260 day employee has unused vacation days from the prior year, they will be paid for those days.

BEREAVEMENT LEAVE

Bereavement leave is to be used for the death of a family member. This leave is non-accumulative. Five (5) days will be granted for an immediate family member. Immediate family is defined as mother, father, mother-in-law, father-in-law, sister, brother, son, daughter, husband, wife, life partner, grandparent, grandchild, step-child, legal dependent, or any relative with whom the employee resides.

Three (3) days will be granted for the death of any of the following: sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-parent, step-grandparent, or grandparent-in-law.

One (1) day will be granted for the death of an aunt, uncle, niece, nephew, or first cousin.

Documentation showing relationship should be provided to the HR / Payroll Office in order for the employee to be paid for time off.

The employee must notify the administrator, department director and any other necessary people as well as enter the absence on Red Rover as soon as possible.

HOLIDAYS

Employees who are required to work year round are eligible for the following paid holidays:

Employees who work 192 plus days in the indicated positions will receive paid three holidays, Good Friday, Memorial Day and Labor Day (Marked with an * below):

New Year's Day	Independence Day	Thanksgiving Friday
Good Friday*	Labor Day*	Day before or after Christmas
Memorial Day*	Thanksgiving Day	Christmas

Employees not on a twelve month contract do not have any paid vacations or paid holidays.

JURY DUTY

The Board will pay an employee who has to serve on jury duty the difference between the per diem court rate paid said employee and the employee's daily wage. The employee serving on jury duty must notify the principal/supervisor when the dates of absence will be, and the employee must furnish the business office with proof of the amount paid by the court.

ATTENDANCE

An employee must use applicable paid time off, when available, before any "lost time" days will be excused. Typically, lost time for an illness will be an excused absence. Your supervisor may require you to provide documentation of your illness or require you to apply for FMLA, if applicable. Other absences that result in lost time may be excused at your supervisor's discretion, but any combination of lost time due to illness or other reasons may not exceed five (5) days without approval of the Superintendent or Business Manager.

NO WORK, NO PAY DAYS

Employees are required to work their designated number of days. Except for authorized leave days and designated paid holidays the employee is required to be present. The rule is "no work, no pay".

PAYMENT OF ASSISTANTS ON INCLEMENT WEATHER DAYS

The positions indicated in the chart are eligible for the following benefit: if school is delayed two (2) hours or less, or in the case of early dismissal, due to inclement weather or other factors beyond the control of the employee, the employee will be paid for the hours of their normal work day. If school is cancelled for the day, the employee will not be paid for the day. Principals may arrange for make-up time to avoid loss of pay, except for employees working as teacher assistants and library clerks.

VIRTUAL AND eLEARNING DAYS

Scheduled eLearning Days: Four eLearning Days are scheduled during the school year.

Bus Drivers:

- Contracted Route Drivers will not work eLearning days and they will be paid for eLearning days.
- ISBA attorneys site IC 20-28- 9-15 that implies that bus drivers will be paid. (In future bus driver contracts, we may consider stating that bus drivers will only be paid for those days in which they drive; therefore, eLearning days may not be paid in the future). All corporation bus drivers will be treated equally.
 - The employee can make up missed time by making arrangements with the Director of Transportation..

Full Year Classified Staff:

- Full Year Classified Staff, to include: Full Year Technology Staff, Administrative Assistant (C.O.), Administrative Assistant of Operations, Deputy Treasurer, Payroll Secretary, Mechanic, Custodians Full Year (full-time or part- time) are expected to work eLearning days if so scheduled. However, they will have the following options for absences on any eLearning days:
- The employee may use a Personal Day.
 - The employee may use a Vacation Day.
 - The employee can opt not to be paid.
 - Sick leave days may not be used for a non-illness related absence on eLearning Days.

School Year Technology Staff:

The Director of Technology will advise School Year Technology Staff to either work or not work on eLearning days. School-Year Technology Staff will have the following options for missed income on eLearning days if not worked:

- The employee may use a Personal Day.
- The employee can opt not to be paid.
- Sick Leave days may not be used for a non-illness related absence on eLearning days.

School Year Secretarial Staff:

Administrators will advise Secretaries to either work or not work eLearning days. Secretaries will have the following options for missed income on any e-eLearning days:

- The employee may use a Personal Day.
- The employee can opt not to be paid.
- The employee can make up missed time by making arrangements with the administrator.
- The employee may utilize previously unscheduled time in the summer to make up hours.
- Sick Leave days may not be used for a non-illness related absence on eLearning days.

MHT / Counselors – Non-certified Staff:

The Director of Special Services will advise Mental Health Therapists and Counselors to either work or not work eLearning days. MHT/Counselors will have the following options for missed income on any e-eLearning days:

- The employee may use a Personal Day.
- The employee can opt not to be paid.
- The employee can make up missed time by making arrangements with the Director of Special Services, (typically utilizing 6 hours at home or in the office and reflecting hours on a timesheet and submitting a log to the Director of Special Services.)
- The employee may utilize previously unscheduled time in the summer to make up hours.
- Sick Leave days may not be used for a non-illness related absence on eLearning days.

Instructional Assistants:

Instructional Assistants will not work on eLearning days, unless otherwise directed by Building or Corporation Administration; however, they will have the following options for missed income:

- The employee may use a Personal Day.
- The employee can opt not to be paid.
- The employee can make up missed time by making arrangements with the administrator (not to exceed 29.75 hours per week).
- Sick Leave days may not be used for a non-illness related absence on eLearning days.

Food Services/Cafeteria:

Food Service Staff/Cafeteria Staff are not expected to work on an eLearning day, unless otherwise directed by Building or Corporation Administration. Food Services Staff/Cafeteria Staff will have the following options for missed income on e-eLearning days, t-eLearning days will not be made up:

- The employee may use a Personal Day.
- The employee may choose not to be paid.
- The employee may work on a summer school day if this opportunity is available.
- Sick Leave days may not be used for a non-illness related absence on eLearning Days.

ATTENDANCE

An employee must use applicable paid time off, when available, before any “lost time” days will be excused. Typically, lost time for an illness will be an excused absence. Your supervisor may require you to provide documentation of your illness or require you to apply for FMLA, if applicable. Other absences that result in lost time may be excused at your supervisor’s discretion, but any combination of lost time due to illness or other reasons may not exceed five (5) days without approval of the Superintendent.

REPORTING AN ABSENCE

Whitko has partnered with Red Rover for attendance reporting, as well as for filling substitute positions. Please report ALL absences as soon as possible, unless otherwise instructed by your direct supervisor or Central Office.

DOCULIVERY

All pay stubs are available and the option to receive your W-2 (but you must opt-in for your W-2) are available online at Doculivery, which is located on our website under a hidden staff tab link: <https://www.whitko.org/staff> there is a User Guide located on the login page for instructions on how to log in, etc.

PAY SCHEDULE

Timesheets are required for all personnel paid less than \$47,476. Timesheets must be submitted within the time schedule. It will be necessary to know the authorized hours for each employee. Overtime is paid for any hours over 40 total hours worked in a week and which have been approved by your supervisor. Hours reported on the time sheets must be an accurate record of hours worked. Employees will be paid according to the pay time schedule.

Employees working less than year round, and who are in a PERF qualifying position, will be paid over the calendar year.

INSURANCE

GROUP HEALTH INSURANCE

The positions indicated on the chart are eligible to participate in the Whitko Group Health Insurance plan. The amount of premium paid by the school corporation will be equal to the amount paid for teachers, determined through the collective bargaining process.

GROUP LIFE INSURANCE

The positions indicated on the chart are eligible to participate in the school board approved Group Health Insurance Policy, including Accidental Death & Dismemberment and Long-Term Disability Plan paid by the school corporation, less \$1 per year. Employees must sign enrollment forms to participate. The policy amounts are indicated on the chart.

ACCIDENT REPORTS

Building principals or their designee are responsible for seeing that accidents, in school buildings or on school grounds, requiring first aid or medical treatment, are reported to the superintendent’s office as quickly as possible. Forms for this purpose are provided from the Whitko Administration Office, building offices and the website.

One copy of the report is to be filed in the principal's office and reported in a timely manner to the Superintendent's office in order for the proper reporting procedures. Reports should not be allowed to accumulate.

WORKER'S COMPENSATION

If an employee is injured while on the job, worker's compensation insurance benefits may be applied for by contacting the buildings office or central office for necessary forms and reports. A first report of injury must be filed immediately following the injury to allow the insurance company to cover the medical expenses. All reports must be sent to the Administrative Assistant of the Superintendent.

LIABILITY INSURANCE

The school district carries legal liability insurance for the protection of all employees who may be charged with negligence, misconduct, or other grounds while performing their assigned duties as a Whitko employee.

PHONES, DEVICES AND COMPUTERS

Limit use of phones, devices and computers to professional use during the school day.

SOCIAL MEDIA

The School Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff (including School Corporation-approved volunteers), and the general public.

Employees and Corporation-approved volunteers are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job or violates State or Federal law, Board policies, or administrative guidelines, the Corporation may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

Employees and Corporation-approved volunteers who access Corporation-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner.

Corporation communications that occur through the use of Corporation-approved social media platforms/sites – including staff members' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes.

WAGE AND SALARY REVIEW

There shall be an annual review of all salaries. At that time the school board will approve all pay scales and authorize the number of positions in each classification. The authorized work force may be increased by school board action only.

STAFF DRESS AND GROOMING

The School Board believes that professional staff members set an example in dress and grooming for their students to follow. These factors act in a positive manner towards the maintenance of discipline:

- a. Be physically clean, neat, and well groomed;
- b. Dress in a manner consistent with your professional responsibilities;
- c. Dress in a manner that communicates to students a pride in personal appearance;
- d. Dress in a manner that does not cause damage to Corporation property;
- e. Be groomed in such a way that their hair style or dress does not disrupt the educational process or cause a health or safety hazard.

REIMBURSABLE ALLOWANCES:

CDL PHYSICAL

Bus Drivers will be reimbursed for the CDL Physical. The proper documentation such as receipts as proof of physical examination completion must be turned into the Administrative Assistant of Operations or the Deputy Treasurer, to ensure reimbursement. New Bus Drivers will be reimbursed for their CDL Physical after they have completed at least twelve (12) trips with Whitko Community Schools. The reimbursement procedures are the same.

PERF

The positions indicated on the chart are eligible to participate in the Public Employees Retirement Fund (PERF). The Whitko school board has agreed to pay the required employee contribution (3%) for the positions indicated.

TAX SHELTERED ANNUITY

Participation in a tax sheltered annuity is available to any Whitko employee. Information is available in the superintendent's office.

SECTION 125

Participation in Section 125 plans are available to any Whitko employee. All employees are required to meet annually with our Section 125 provider, American Fidelity, whether they elect coverage or waive coverage.

RETIREMENT BENEFITS

Retirement benefits are offered to the positions indicated on the chart.

Employees with a minimum of 15 years of experience in a qualifying position within the Whitko Community School Corporation, and who are 50 years old or older, shall be entitled to retirement benefits equal to one percent times the retiring employees' most recent yearly salary times the total number of years worked in the corporation.

Employees may participate in the 401(a) Matching Annuity Plan as approved by the board.

Bus drivers who have driven for 20 years are eligible to receive \$3,000 upon retirement, if they are a grandfathered employee.

EMPLOYEES ASSISTANCE PROGRAM

Each employee, spouse, and dependent are entitled to four (4) counseling sessions each year with the Employee Assistance counselor, and, in addition, may visit the counselor during scheduled building visitations.

MASTER POLICIES

Master policies of all employee insurance plans are on file in the Whitko administration office and are available for examination on request during regular office hours.

CIVIL RIGHTS COMPLIANCE OFFICER

The Civil Rights Compliance Officer for Whitko Schools is the Superintendent. Whitko Community School Corporation, 710 North State Road 5 – Suite B, Larwill, Indiana 46764 Phone (260) 327-3677; Fax (260) 327-3238

HIPAA OFFICER

The HIPAA Officer for Whitko Schools is the Business Manager. Whitko Community School Corporation, 710 North State Road 5 – Suite B, Larwill, Indiana 46764 Phone (260) 327-3677; Fax (260) 327-3238

EQUAL OPPORTUNITY EMPLOYER

No person shall on the basis of gender, race, color, national origin, sex (including transgender status, sexual orientation and gender identity), age, religion, military status, ancestry or disability be excluded from participation in, denied the benefits of, or be subjected to discrimination in employment, or recruitment, consideration, or selection. Information requested is used only to determine the applicant's ability to meet job criteria and perform satisfactorily.

NOTIFICATION STATEMENT

It is the policy of the Whitko Community School Corporation not to discriminate on the basis of gender, race, color, national origin, sex (including transgender status, sexual orientation and gender identity), age, religion, military status, ancestry or disability, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), Title IX (Educational Amendments 1972), the Equal Pay Act of 1973, and Section 504 (Federal Rehabilitation Act of 1973).

Inquiries regarding compliance with Title IX may be directed to the Superintendent, Whitko Community School Corporation, 710 N. SR 5- Suite B, Larwill, In – Telephone (260) 327-3677; Inquiries regarding compliance with Section 504 may be directed to the Director of Special Services, Administration Center, 710 N. SR 5- Suite B, Larwill, In – Telephone (260) 327-3677

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 shall be referred to as a grievance, with the superintendent who acts as the corporation's civil rights coordinator.

The individual may also, at any time, contact The OCR National Headquarters: US Department of Education, Office of Civil Rights, 400 Maryland Ave., SW, Washington DC 20202-1100. Phone: 800-421-3481; Fax 202-453-6012 or email: OCR@ed.gov

The regional office address is US. Department of Education, 230 S. Dearborn St., 37th Floor, Chicago IL 60604 Phone 312-730-1560; Fax: 312-730-1576 email: OCR.Chicago@ed.gov:

PROCEDURE

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the corporation's civil rights coordinator, who shall in turn investigate the complaint

and reply with an answer to the complainant. S/he may initiate formal procedures according to the following steps:

STEP 1

Investigation by the Corporation's Civil Rights Coordinator: A person may initiate a formal investigation by filing a written complaint with the Corporation's Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, and describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall permit the complainant to present witnesses and other evidence in support of his/her complaint. The Investigation shall be completed within fifteen (15) business days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the Corporation's files and records relating to the complaint.

STEP 2

If the complainant wishes to appeal the decision of the corporation's civil rights coordinator, s/he may submit a signed statement of appeal to the superintendent of schools within five (5) business days after receipt of the coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

STEP 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the school board within five (5) business days of his/her receipt of the superintendent's response in step two. In an attempt to resolve the grievance, the school board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

STEP 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois, 60605-1202

Inquiries concerning the non-discriminatory policy may also be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

AT-WILL EMPLOYMENT

This handbook does not create a contract of employment. The employee or the employer may terminate the relationship at any time, for any reason, with or without cause or notice.

NO OTHER BENEFITS ARE AVAILABLE.

Revised and reformatted October 20, 2021.