

# RUSH COUNTY SCHOOLS

## STAFF HANDBOOK

2017-2018

## **All Staff**

### Anti-Harassment/Non-Discrimination/GINA

Discrimination, harassment, hazing, provocation, or intimidation of another person is prohibited and will not be tolerated on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network. The Corporation shall not discriminate on the basis of race, religion, national origin, sex, age, disability, or other protected classes in accordance with applicable federal, state, and local laws in hiring or other employment practices of the School.

See Board Policy 3122 for more information. To report suspected harassment, contact:

Matt Vance, Superintendent  
330 West 8<sup>th</sup> Street  
Rushville, IN 46173  
Phone: (765) 932-4186

A student violating this Policy is subject to discipline including suspension and expulsion. Violation of this Policy by an employee is grounds for disciplinary action up to and including termination.

### **Confidentiality/FERPA**

In the course of employment, employees often have access to, and process, confidential information relative to students and School employees. The inappropriate sharing of this information is considered a serious breach of professional responsibility and is grounds for disciplinary action up to and including termination.

### **Suspected Child Abuse or Neglect**

All employees who have reason to believe that a child is a victim of child abuse or neglect shall immediately make a report to the Indiana Department of Child Services (DCS) or local law enforcement. Ideally, this report would be made in the presence of the child's building level administrator. However, if the building level administrator is not immediately available to join in reporting, the employee shall immediately make the report to DCS and then immediately after notify a building-level administrator that the report was made. When a school employee reports a case of suspected child abuse, as required by state statute, the employee may provide a note for the administration to initial which provides written verification that the reported suspicion has been given to DCS or local law enforcement.

## **Travel While on Leave**

An employee is required to remain in the immediate vicinity of his/her home while on leave pursuant to this Handbook, except to receive medical treatment or to attend ordinary and necessary activities directly related to personal or family needs. An employee who feels he or she has a need to leave the immediate vicinity of his or her home while on leave pursuant to this Handbook must submit a request for review by Human Resources. Human Resources will review the request to determine whether travel is warranted and will be approved.

## **Outside Employment During Leaves**

Employees are prohibited from outside employment and other such commitments while on paid or unpaid leave without prior approval from the Superintendent or designee.

## **Family Medical and Military Leave**

### **Basic Leave Entitlement**

FMLA requires covered employers, such as Rush County Schools ("District"), to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for the birth and care of the employee's newborn child;
- for placement with the employee of a child for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

### **Military Family Leave Entitlements**

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

1. a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or

- therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or
2. a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

\*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of serious health condition.”

### **Benefits and Protections**

During FMLA leave, the District must maintain the employee’s health coverage under all group health plans on the same terms as if the employee had continued to work. Upon return from FMLA leave, employees are entitled to reinstatement to the same or similar position with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

### **Eligibility Requirements**

Employees are eligible for FMLA leave if they have worked for the District for at least 12 months and have 1,250 hours of service in the 12 month period immediately preceding the need for family medical leave.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical

treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### **Substitution of Paid Leave for Unpaid Leave**

District employees shall be required to take any applicable accrued leave such as sick leave along with FMLA-approved leave. Thus, paid leave shall run concurrently with non-paid FMLA leave benefits.

### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the District's normal call-in procedures. Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees will also be required to provide a certification and periodic recertification supporting the need for leave.

### **District Responsibilities**

The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

### **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

### **FOR ADDITIONAL INFORMATION:**

See Board Policy 3430.01 and the US Department of Labor, Wage and Hour Division, Family and Medical Leave Act website at <http://www.dol.gov/whd/fmla/>

## **Responsible Use of Technology**

It is the policy of the Board of Education to provide technical resources to students and employees for the purpose of promoting the efficient operation of the Board, advancing student achievement and allowing students and staff to master 21st century skills. The Board expects staff and students to utilize the opportunities and facilities provided in a manner consistent with this policy.

Technology policies and guidelines apply to all technology provided by the Board as well as the personal devices of students and employees (collectively "Users"). This includes, but is not limited to telephones, cell phones, digital media players, PDAs, laptop and desktop computers and work stations, direct radio communication, pagers, Internet access, voice mail, e-mail, text messaging, facsimile transmission and receipt, and any computer based research and/ or communication.

Intentional, knowing, and reckless or negligent violations of this Policy may result in discipline of employees including suspension without pay or termination of employment. Such a violation by a person affiliated with a contractor or subcontractor rendering services to the Board may result in cancellation of the contract of the contractor or subcontractor. A user observing or learning of a violation of technology policies or guidelines is required to report the violation of this Policy to the user's immediate supervisor.

Employees shall be responsible for noting and reporting any inappropriate use of Board technology in violation of Board policy or conduct standards including threats, bullying, harassment, or communications proposing or constituting a violation of the law or the Student Code of Conduct.

Employees shall not have an expectation of privacy in any use of Board technology or the content of any communication using that technology other than a live telephone call, and the System Administrator or a designee may monitor their use of technology without notice to them, and examine all system activities the user participates in including but not limited to, e-mail, recorded voice and video transmissions, to ensure proper and responsible use of the Board's technology. Monitoring shall include the use

of voice-mail but shall not include monitoring a live communication between two or more parties unless at least one user is aware of the monitoring.

Each employee's history of use and any information or document accessed or stored on Board technology is subject to inspection by the System Administrator or a designee and is subject to production pursuant to the Indiana Access to Public Records Act, Ind. Code 5-14-3, subject to the decision of the System Administrator or Superintendent to claim a permissive or mandatory exemption to disclosure under that statute.

If employees make use of a password, code or encryption device to restrict or inhibit access to electronic mail or files, they will provide access to that information when requested to do so only by the user's supervisor or the System Administrator. This includes personal technology brought to or accessed during the work or student day or at a school activity including bus transportation. The System Administrator or a designee shall be authorized to override any password or encryption device to access the technology.

An employee's information stored on Board technology will not be stored beyond employee separation.

The System Administrator is authorized to select, adopt and endorse the use of specific web based resources for teacher and student use. This may include resources for web site creation, multimedia projects, presentations, and other collaborations. The System Administrator in consultation with the Superintendent's other designees will select resources based upon online safety, coordinated professional development, and informed technical support. If a teacher or student desires to use an alternate resource, they may make request to the System Administrator via the established waiver process.

The following apply to all users of Board technology including students, employees, and volunteers:

- a) Users will demonstrate legal and ethical behavior at all times when using Board technology.
- b) Users will become familiar with and follow all laws, including copyright laws and fair use guidelines.
- c) Users will become familiar with and comply with all expectations of the Board for the responsible use of Board technology as communicated in school handbooks, school board policy, and other communications and standards concerning the use of Board technology.
- d) Users accessing the Internet through personal devices connected to Board technology must comply with this policy.
- e) Users connecting personal devices to Board technology do so at their own risk. The Board is not responsible for damages to hardware or software as a result of the connection of personal devices to Board technology.

- f) Users should not knowingly transmit a computer virus or other malware that is known by the user to have the capability to damage or impair the operation of Board technology, or the technology of another person, provider, or organization.
- g) A user shall never use another user's password, or account, even with the permission from the user. Any need to have access to another user's account should be addressed to the System Administrator or a designee.
- h) An unauthorized attempt to log on to Board technology as a System Administrator will result in cancellation of the user's access to Board technology and may result in more severe discipline including termination for employees and expulsion for students.

Any user communicating using Board technology shall be responsible for knowing what information is confidential under law or Board policy, and the transmission of confidential information in error may result in discipline of the user transmitting the confidential information.

No user shall allow charges or fees for services or access to a database to be charged to the Board except as specifically authorized in advance of the use by a System Administrator. A fee or charge mistakenly incurred shall be immediately reported to the System Administrator. Incurring fees or charges for services to be paid by the Board for personal use or without prior authorization of the System Administrator may result in discipline including suspension without pay or termination of an employee.

## **Certified Staff**

### I. Exclusive Representative Rights

#### A. Use of Facilities

Consistent with Board Policy 7510, the exclusive representative may use the plant facilities of the school corporation upon request and approval of the principal, provided such use, as determined by the school employer, does not interfere with the school corporation's educational program.

#### B. Use of Bulletin Boards

The exclusive representative may use such bulletin board space as is determined by the principal.

#### C. Use of Intra-mail

The exclusive representative may use school intra-mail facilities.

### II. Posting of Vacancies



A vacancy in any position within the Corporation which requires certification shall be posted during the school year in all school buildings, during the summer recess in the Office of the Superintendent, and a copy will be furnished to the Bargaining Unit President. Such notice shall contain the job description, effective date of vacancy, kind of license necessary, and deadline for filing of application. Such posting requirement shall not be required during the period beginning two weeks before teachers first reporting day and ending at the conclusion of the third week of the school year.

### III. Transfers

#### 1. Voluntary Transfers

On or about May 1, administration shall circulate to each teacher a staff survey. That staff survey shall include an area in which teachers may submit a request for transfer. In case of a vacancy determined by the Board, the name submitted for such a vacancy through the survey will be included in those to be considered for the vacancy. A teacher's transfer request shall only be considered for the upcoming school year.

- a. The employer shall determine when a vacancy occurs.
- b. All known vacancies in present teaching positions or newly-created positions that occur after the third week of school and during the remainder of the teacher work year shall be posted by the Superintendent or designee for a period of five (5) calendar days. Teachers interested in being considered for posted vacancies shall file with the Superintendent on or before the expiration of the posting period a written application indicating the specific position desired.
- c. No assignment of new teachers to specific positions in the school system shall be made until all pending transfer requests have been considered.
- d. If a request for transfer is denied, any interviewed teacher may submit a written request for and the Corporation shall provide written reason(s) for the denial.

#### 2. Involuntary Transfers

- a. When involuntary transfers are necessary, a teacher who is affected shall be notified, in writing, by the Superintendent, or his designee.

- c. The teacher shall have the right to a conference, at the teacher's request, with the administration and have the reasons for the transfer discussed. Upon request by the teacher, the teacher shall be given the reasons for the transfer in writing.
- d. Consideration shall be given to the time necessary for preparation of room and materials.

#### IV. Days and Hours

1. The basic school day of assigned duties for teachers shall be as follows:

All teachers shall report in and be on assigned duty no later than ten (10) minutes prior to their first scheduled classroom duty, homeroom, or other assignment, whichever is earlier, and shall remain on assigned duty at least ten (10) minutes after their last scheduled classroom duty or other assignment, whichever is later, not to exceed seven and one-half (7 ½) hours per day.

It is understood that the length of the basic school day for all teachers shall be extended to include, but not be limited to, such activities as: parent-teacher conferences; faculty meetings; extra-curricular activity assignments; and duties for which extra pay is received.

The governing body and its administrators shall arrange each teacher's daily schedule to provide at least thirty (30) minutes between 10:00 a.m. and 2:00 p.m. for a period free of duties.

2. The teaching year shall consist of one hundred eighty-five (185) days.

#### V. Discussions

1. The Exclusive Representative will select two or three teachers to serve as teacher representative on each of the Building Discussion Committees.
2. Building Committees will meet with their respective Building Principal/or designee during the first full week of each month of the school year on a mutually agreed upon day if needed.
3. Meetings may be rescheduled or cancelled by mutual agreement of the Building Principal and the Exclusive Representative.
4. Both parties will have equal rights to the placement of items on the agenda.

5. The parties will participate fully in an effort to resolve any items on the agenda.
6. A member of the committee will record minutes.
7. The Exclusive Representative will meet with the Superintendent within two weeks following the preceding Step B unless the meeting is cancelled by mutual agreement.
8. The agenda for these meetings will include any items that could not be resolved in the building meetings as well as any other items presented by either of the parties.
9. A member of the committee will record minutes.
10. The parties agree that the employer will have met his/her obligation to discuss if the procedure outlined herein has been followed prior to any change in any item of discussion as provided in I.C. 20-29-6-7, 20-29-6-10, and 20-29-6-11.

#### VI. Summer School

1. Openings for known summer school positions shall be posted in each building no later than May 1. The deadline for applications shall be one (1) week from the date of posting.
2. Positions in Summer School
  - a. Staff employed in the school corporation during the regular school year who possess a teaching certificate in the area to be taught will be selected first.
  - b. Consideration will be given to teachers with previous summer school teaching experience.
3. A teacher who teaches a credit course shall be issued a Supplemental Service Teachers Contract and shall be paid for each hour of instruction at an hourly rate based on his/her regular teacher's contract.
4. During Summer School, a teacher is entitled use one half-day of accumulated sick leave per course for illness, doctor's appointment, or sickness in the immediate family. The teacher must have accumulated sick leave available to use this benefit.

Any teacher who is denied a summer school position, upon his/her written request, shall be given written reason(s) for the denial.

## VII. Progressive Discipline

A. In most cases progressive discipline shall be followed by the Administration when reasonably appropriate to address staff misconduct. "Progressive discipline" means imposition of the least severe sanction that the Administration determines, in its sole discretion, to be likely to prevent a recurrence of the offense. If the Administration determines use of progressive discipline appropriate, the Administration may impose a penalty which may include, but not be limited to, one or more of the following:

- Step I - Verbal warning to the employee through a conference between the employee and his/her supervisor. A note shall be made indicating that a verbal warning was given. Such note shall be jointly initialed.
- Step II - Written reprimand to the employee, which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.
- Step III - Probation for a period of time determined by the supervisor in connection with the written warning.
- Step IV - Administrative leave with pay.
- Step V - Termination imposed in compliance with applicable Indiana law.

Exceptions to the principle of progressive discipline contained in this handbook may be made in cases in which the Board finds that the interests of students and the school community make the application of the principle of progressive discipline inappropriate. Examples include, but are not limited to:

- A. Reporting for duty under the influence of an alcoholic beverage, an illegal drug, or a prescription drug used other than in accordance with a prescription.
- B. Possession or use of alcoholic beverages or drugs on school property or at an event sponsored by the Board.
- C. Willful refusal to follow established rules or standards for the conduct of a professional employee, i.e. insubordination.
- D. Theft, fraud, or another violation of criminal law.
- E. Arrest and subsequent conviction of a crime.
- F. Falsification or omission of a material fact in the application for employment by the Board.

- G. Threats of and/or acts of violence to a person or substantial property damage.
- H. Poor professional judgment resulting in a risk of physical harm to a person.
- I. Harassment or discrimination in violation of Board's anti-discrimination and anti-harassment policy.

If an employee has unsatisfactory work performance, refuses to cooperate with fellow employees, violates the law or a school rule, or for insubordination, immorality, or other good cause the Superintendent and the Board may take appropriate disciplinary measures up to and including termination of the staff member's employment. In the event a professional staff member is recommended for suspension without pay or dismissal, the procedures required by Indiana law will be implemented.

The employee shall have the right to exclusive representative representation at any discussion(s) which may have a negative effect on the employee's continued employment and discipline.

## **Support Staff**

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### **Fringe Benefits for Non-Teaching Employees**

#### **VACATION**

Twelve month employees will be paid for observed holidays occurring during the week and paid vacation days according to the table listed below. Vacation shall be scheduled in advance during June, July and August unless otherwise approved by the Superintendent. Employees become entitled to their vacation time annually on July 1. Unused vacation time from the previous year will be carried over or forfeited, in accordance with the below, on June 30 of each year.

<b>Length of Employment</b>	<b>Number of Vacation Days</b>
0-12 Months	10 days prorated by the percentage of contract days worked in the year. Days worked will be divided by the number of days contracted and multiplied by 10. Fractions will be rounded to the nearest half day.
1-9 Years	10 days
10-19 Years	15 days
20+ Years	20 days

An employee may carry over any unused vacation days in an amount not too exceed one half of their allotted vacation time. For example, those employees qualifying for 10 vacation days the maximum for carryover is five (5) vacation days.

At any one time the maximum vacation days an employee may have is 1.5 times the number of days for which the employee is eligible. For example, the maximum vacation days an employee with fifteen (15) vacation days may have at any one time is twenty-two and one half (22.5) vacation days.

Those employees who have accumulated vacation days prior to August 6, 2013 shall be allowed to keep these days.

### **PERSONAL BUSINESS LEAVE**

Three days personal business leave (per year) shall be allowed. Unused personal business days shall accumulate to a maximum of two days with days in excess of said accumulation transferred to the employee's accumulated sick leave. Only one-half of the personal leave benefit shall be allowed during the first full year of employment (one year is a full fiscal year, July 1 - June 30; at the beginning, any portion of a year prior to July 1st would also be included at one-half benefit). Corporation bus drivers shall be allowed to use two days for personal business, non-cumulative.

### **SICK LEAVE**

Ten days sick leave shall be allowed per year, cumulative to 165 days, with provision that an employee receiving workers' compensation insurance benefits shall receive only the difference between the workers' compensation and the regular rate of pay for the time absent. A total of ten (10) sick leave days may be used each year for illness in the immediate family as defined in section/Death in Immediate Family. An employee under regular contract for only a portion of the contract year shall be entitled to a proportionate number of the ten(10) sick leave days to the nearest one-half day.

### **EXTENDED SICK LEAVE**

An employee who is absent from assigned duty due to temporary physical disability and who has utilized all sick leave, personal leave, and all other paid leave benefits of whatever nature may petition the School Board for extended sick leave benefits.

The School Board hereby establishes an original allotment of one hundred (100) extended sick leave days. As some or all of said days are used as hereinafter provided, the School Board, at its option, may credit additional days to said allotment to restore it to its original level or to some other level as determined solely by the School Board. All of the following provisions and requirements shall be met by said employee for said benefits:

Said employee shall be a full time employee of the school corporation who (1) has been absent as a result of temporary physical disability for not less than twenty (20) consecutive payroll days; (2) has used all of his sick leave, personal leave and all other paid leave benefits of whatever nature which could be applied

to cover such absence; and (3) applies for said benefits within ten (10) days following the exhaustion of said paid leave benefits to the Office of the Superintendent, in writing, and supplies a physician's certificate substantiating said disability and certifying that said absence will continue during a period of ten (10) consecutive assigned duty days following the utilization and exhaustion of all paid leave benefits as herein provided.

After investigation, the Superintendent or his designee shall submit such request to the School Board along with his recommendations for decision and action by the School Board. The School Board shall solely determine (1) whether such request will be granted and (2) the maximum number of allowable days which may be utilized by said employee under said benefit. If such request is approved, payment for said benefits shall be retroactive to the fifth (5th) consecutive day of absence following the utilization and exhaustion of all paid benefits as hereinabove provided.

Any said benefits which may be granted by the School Board shall terminate effective the earliest date as hereinafter provided: (1) the day after the last day of the term of employment for the school year or (2) the day after the last day of allotted number of days of extended sick leave granted by the School Board or (3) the first day of return to employment subsequent to the granting of extended sick leave by the School Board.

In all cases, full, regular salary shall be paid for each day of said benefits, granted under this policy, which is utilized by said employee.

### **DEATH IN IMMEDIATE FAMILY**

In the case of death in the immediate family of a full time employee, the employee is entitled to be absent without loss of compensation for a period extending not more than five consecutive school days beyond such death, for the purpose of attending the last burial rites and attending to other personal matters of the immediate family member provided, however, that said burial rites occur while said employee is performing duties as assigned by the school employer; and that said burial rites do not occur during the time when said employee is absent from assigned duties due to vacation or leaves of absence or sick leaves, which may have been previously granted or approved by the school employer. (School holidays falling in this period shall be counted as school days.) "Immediate family" is interpreted as including only wife, husband, children, step-children, step-mother, step-father, mother, father, legal guardian, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, grandparent or grandchildren. Any other relative who at the time of death was living as a member of the employee's household will be considered as a member of the immediate family.

### **DEATH IN FAMILY**

In the case of death of sister-in-law, brother-in-law, step-brother, step-sister, step-grandparent, grandparent-in-law, or step-grandparent the employee is entitled to be absent for a period extending not more than two (2) consecutive school days beyond

such death and in case of the death of an uncle, aunt, niece, nephew, or step-grandparent-in-law the employee is entitled to be absent one day without loss of compensation, provided, however, said employee does attend in person the last burial rites of the said family member; that said burial rites occur while said employee is not absent from assigned duties due to vacation or leaves of absence or sick leaves, which may have been previously granted or approved by the school employer.

## **DEATH BENEFIT**

A contracted employee who dies while regularly employed shall be entitled to a death benefit payable to the family at the rate of \$25.00 per each unused accumulated sick leave day not to exceed \$3,000.00.

## **MEDICAL INSURANCE**

The school employer will pay toward the cost of hospital, surgical and medical care type insurance for each full time employee enrolled in the school corporation's group medical insurance plan. Up to the amount specified below will be paid to such insurance company or companies as is determined and selected solely by the school employer with the employee paying not less than one dollar (\$1.00) per year.

2010-2011 Maximum School Employer Payment Per Employee:

Contributions per employee will equal the contributions for teachers during the 2010-2011 school year.

## **TERM LIFE INSURANCE**

Up to the amount specified below, limited however to the cost of the applicable premium, will be paid by the school employer toward the cost of term life insurance in the amount of \$50,000 coverage per full time employee enrolled in the school corporation's group term insurance plan, with the employee paying not less than one dollar (\$1.00) per year.

## **RETIREMENT**

A retirement benefit shall be paid to retiring, non-teaching personnel who meet the following qualifications:

- A. Completed ten years employment for Rush County Schools
- B. Age 55 or more and has made application to begin receiving other retirement benefits for which eligible
- C. The Office of the Superintendent must be notified of intent to retire by April 1 preceding the expiration date of the contract

The retirement benefit shall be paid at the rate of \$50.00 for each unused accumulated sick leave day and \$70.00 for each year of service rendered under contract in this school corporation.



Non-certified employees are eligible to participate in the Public Employees' Retirement Fund as administered by the State of Indiana.

### **SNOW DAYS**

Twelve month, non-teaching personnel will be expected to work on these emergency days. On days when this is impossible, an employee may use available personal business days and/or up to a maximum of two available sick days per year for this purpose. Less than twelve month employees will be paid for emergency days but will be required to work on the make up day(s) without additional compensation.

### **UNIFORM ALLOWANCE**

Mechanics and Corporation Maintenance Staff shall be provided a uniform allowance.

### **Termination of Support Staff Employment**

All classified staff members are "at-will" employees. Their employment can be terminated with or without cause at any time. A support staff member may be suspended or terminated, upon a majority vote of the Board, for violation of the policies of the Board or for any reasons not prohibited by law. In such cases, the Board shall provide the employee any required procedural due process.