Nineveh-Hensley-Jackson United School Corporation

Classified Employee Handbook

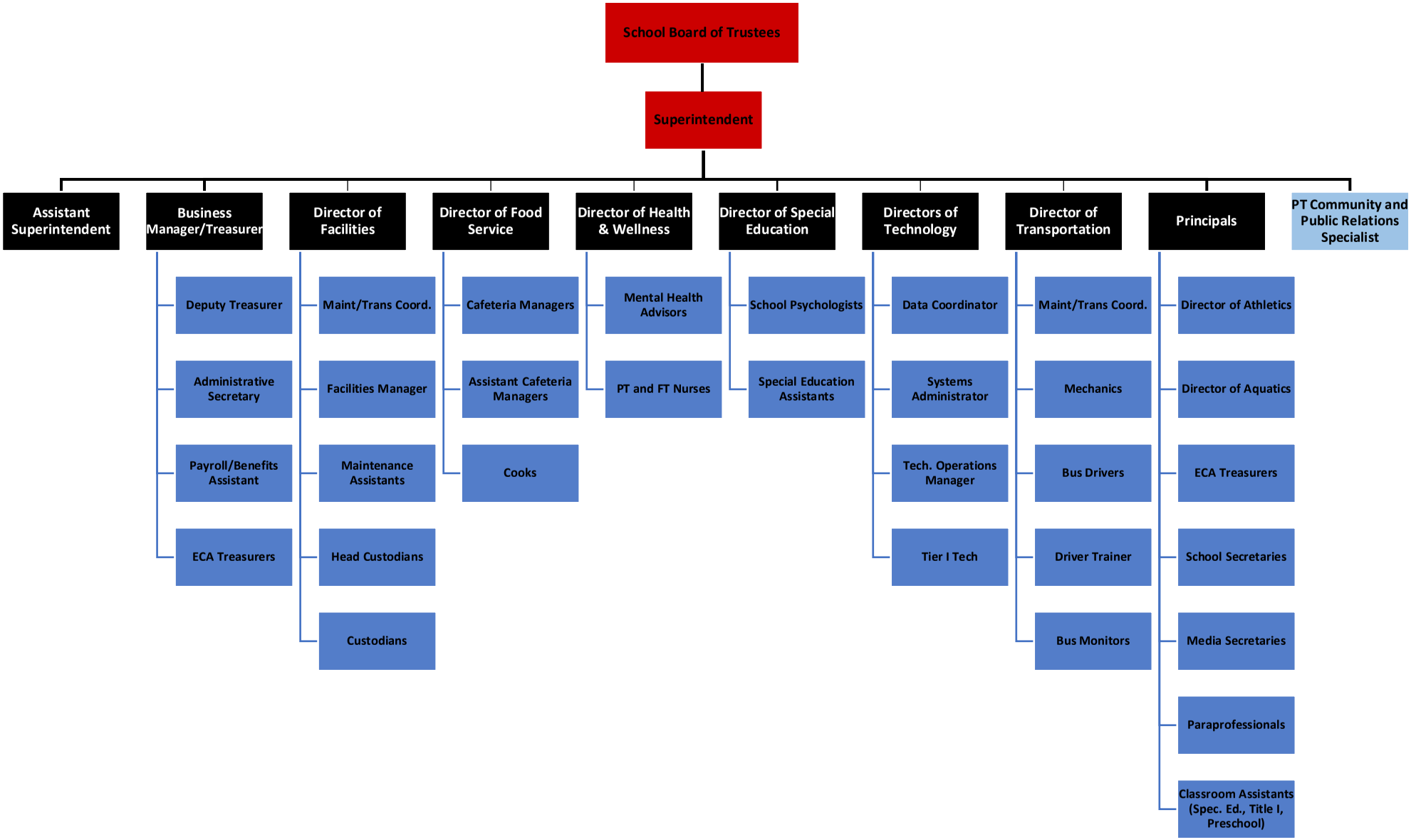


Indian Creek Schools
Home of the Braves

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Nineveh-Hensley-Jackson United School Corporation
2026-2027 Organizational Chart



Revised 07.01.2026

NINEVEH-HENSLEY-JACKSON UNITED SCHOOL CORPORATION
BENEFITS AND WORK RULES FOR CLASSIFIED STAFF

INTRODUCTION

Welcome to Nineveh-Hensley-Jackson United School Corporation, we hope your employment is long-term, productive, and successful. This handbook is provided to you only as a resource summarizing personnel policies and procedures and is not a contract of agreement or employment. Nothing in this handbook guarantees your employment of any particular length or conditions. The contents are subject to change and NHJUSC reserves the right to withdraw or change the policies, benefits, and/or programs described in this handbook at the sole discretion of the Superintendent and the Board of School Trustees. For questions about any of the provisions of this handbook or other aspects please contact the Administration Office.

PERSONNEL POLICY

It is the policy of Nineveh-Hensley-Jackson United School Corporation to select and hire the most qualified candidates to support the mission of the corporation to educate and protect the children of the NHJ School District. Classified employees work on an "at will" basis for the Board of School Trustees and their administrative supervisors. "At will" employment does not include contractual protection and is contingent upon satisfactory performance. By no intent does this classified employee handbook represent a classified employee contract nor even an implied contract for a particular period of employment. Also, this classified employee handbook does not include any additional due process rights beyond what is permissible for "at will" employees in the state of Indiana.

EMPLOYMENT RECOMMENDATION

The Board of School Trustees will approve the hiring of all applicants for employment in the Nineveh-Hensley-Jackson United School Corporation. It is the responsibility of the respective Director to recommend the highest qualified applicant to the Superintendent who will make a formal recommendation to the Board.

NON-DISCRIMINATION

It is the policy of Nineveh-Hensley-Jackson United School Corporation not to discriminate nor tolerate discrimination on the basis of race, color, religion, sex, disability, national origin or age in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 1971,22-9-1), Public Law 218 (I.C. 1971 Title 20), Titles VI and VII (Civil Rights Act 1964) the Equal Pay Act of 1963, Title IX (1972 Education Amendments), and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, Section 504, or the American with Disabilities Act may be directed to the appropriate building administrator.

Further, no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subject to, discrimination under any programs or activity.

DETERMINATION OF FULL-TIME VS PART-TIME
Each employee will need to be classified as full-time, part-time, variable, or seasonal:

- Full-time: works 30 hours or more per week
- Part-time: works less than 30 hours per week
- Variable: does not have an assigned work schedule (i.e. substitutes)
- **Seasonal: may be summer grounds crew, custodians, coaches, etc.**

PART-TIME EMPLOYEES UNDER 29 HOURS "LESS THAN PART-TIME"
Employees regularly scheduled to work **fewer than** twenty-nine (29) hours per week are not eligible for Corporation-provided benefits, including paid leave days or retirement benefits, unless otherwise required by law, Board policy or an applicable employment agreement.

PAYROLL PROCEDURES FOR NEW EMPLOYEES
Prior to School Board Approval, all new employees will have completed all New Hire Paperwork (Expanded Criminal History Check, Federal, State, and Direct Deposit Forms). Failure to complete this obligation will result in a delay of the initial paycheck.

PROBATIONARY PERIOD
All new employees to the corporation shall complete a probationary period of thirty (30) working days. At the end of thirty days the supervisor will evaluate the new employee and recommend the removal of the probationary period. During the initial probationary period, employees are not eligible for holidays, sick days, personal days, vacation days, bereavement days, or benefits appropriate to the job classification.

ATTENDANCE
Employees are expected to be dependable and consistent in their work ethic. This requires reporting to work on time and on a regular basis.

ABSENCES
Employees who are going to be absent for any reason are expected to contact their supervisor as far in advance of their starting time as possible. Employees should explain why they are going to be late or absent and when they expect to arrive or return to work. It is the employee's responsibility to ensure that proper notification is given. Employees who fail to give proper notice when absent are subject to the disciplinary procedures that could result in termination of employment.

Classified employees missing more than four (4) consecutive workdays of leave must file a doctor's statement with the Superintendent's Office upon returning to work.

Only the Superintendent may exempt employees who must miss more than four (4) consecutive days due to a family illness, a natural disaster, or appearance in court from the preceding requirements.

With respect to twelve (12)-month employees, absences due to School Closings for inclement weather days, such as but not limited to (snow, ice, fog days) shall be discussed with the immediate supervisor and the Superintendent of Schools. Any time absent from the responsibility, including snow day(s), must be charged to paid leave days if compensation is to be received.

NO CALL NO SHOW POLICY

To ensure proper coverage and maintain a professional work environment, NHJ has established the following policy regarding "No Call No Show" (NCNS) incidents.

A "No Call No Show" (NCNS) occurs when an employee fails to report to work and does not notify their supervisor or manager.

1. First Offense
    - A written warning will be issued
    - The incident will be documented in the employee's file.
2. Second Offense
    - The employee may be subject to a final warning or suspension without pay, depending on the circumstances
3. Third Offense
    - Termination of employment may occur

JOB ABANDONMENT

If an employee is absent for **three (3) consecutive days** without notifying management, it will be considered job abandonment, and their employment may be terminated.

EXPECTATIONS

NHJ understands that emergencies and unforeseen circumstances may occur. In such cases, employees are expected to contact their supervisor or the administration office as soon as reasonably possible. Documentation (ex: doctor's note, emergency verification) may be required.

E-LEARNING DAYS

There are a few different classified employee groups that are affected by e-Learning days, such as bus drivers/monitors, instructional aides, cafeteria workers, and/or office staff personnel. These different employee groups must get approval from their direct supervisor and must document to their direct supervisor the type of substitutionary work they must perform and complete within a timely manner, in order to be appropriately paid. Examples for bus drivers could be washing buses, etc. Instructional aides could assist teachers virtually with online activities, supervise extra events, etc. Cafeteria workers may perform additional cleaning duties. Office staff personnel may be able to perform their respective office work virtually. If they choose not to make up this lost time, then they will not get paid for these hours/days or they can choose to take a leave day.

HOURS WORKED

Based upon job classifications requirements work hours are determined by the Superintendent of Schools. Employees are expected to work the assigned regular hours.

Upon 2-hour delays all employees are expected to work the full day with respect to safety. Any time missed must be made up as early as possible upon approval of his/her direct supervisor.

When all sick and personal days have been exhausted, any additional absences will be without pay. Recurring workdays taken with no pay will result in a disciplinary procedure that could result in termination of employment.

OVERTIME and COMP TIME

Overtime designation under the Fair Labor Standards Act (FLSA) for all employees are defined as either:

- Exempt: Those employees who are employed in an executive, administrative, or professional capacity, and who are not covered by the federal minimum wage and overtime compensation laws; or
- Non-exempt: Those employees who are not employed in an executive, administrative, or professional capacity and who are covered by the federal minimum wage and overtime compensation laws.

The Human Resources Department can advise of the designation of positions. In the rare event comp time is necessary it must be used in a reasonable period of time, not to exceed one month. Comp time must be approved by immediate supervisor.

Any time worked in excess of forty (40) hours in a workweek must receive prior approval from the employee's immediate supervisor and the Superintendent of Schools before the additional hours are worked.

The Corporation strives to avoid overtime whenever possible; however, it is recognized that overtime may occasionally be necessary to meet operational needs. Only the employee's immediate supervisor, **with advance written approval from the Superintendent**, may authorize overtime work and approve compensation for overtime hours worked.

In all instances, reasonable efforts should be made to address staffing or scheduling needs in a manner that minimizes overtime.

TIME SHEETS

Time sheets are available from your building supervisor. Time sheets must be filled out by all classified employees each pay period and approved by their immediate supervisor and/or building principal. Timesheets are to be submitted on Monday at 9:00 a.m. to the Administration Office Payroll Department on a bi-weekly basis.

Falsification of time sheets will result in a disciplinary procedure that will result in termination of employment. It is the responsibility of the immediate supervisor to verify the accuracy of the time reported on the time sheet by using his/her signature as approval.

WORKERS' COMPENSATION INSURANCE

All employees are covered by Workers' Compensation Insurance at no cost to the employee.

If an employee is injured while on duty and the injury resulted from an accident arising out of his/her job assignment, the employee may be eligible for workers' compensation insurance subject to the rules of the State of Indiana.

In order to receive any benefits from this insurance, an employee must report the accident to their immediate supervisor and complete a Standard School Incident Report. These forms must be signed by the supervisor and or the building principal and should be completed within 24 hours of the accident. Upon completion of the forms it must be submitted to the Administration Office Secretary for processing. Claims are then submitted to the Workers' Compensation Insurance Company for determination of benefits.

MEDICAL & DENTAL INSURANCE

Eligible employees have the opportunity to participate in our group Medical & Dental Insurance Program. New eligible employees may enroll after sixty (60) calendar days of employment.

The employee and the corporation share premium cost for insurance coverage. The Board of School Trustees approves the corporation share of the insurance premium annually. The Corporation will pay a specified amount each month as long as the individual is considered an eligible employee.

Each year the employee will receive a chart with the breakdown of cost.

LIFE INSURANCE

Life insurance benefit is as follows at a cost of $1.00 per year.

Business Manager/Treasurer Corporation Nurse* Director of Athletics Director of Facilities Director of Food Service Director of Technology Director of Transportation	$50,000.00
Administrative Secretary Data Coordinator Deputy Treasurer Director of Aquatics Maintenance Assistants Maintenance/Transportation Coordinator Mechanics Payroll/ Benefits Assistant Systems Administrator Technology Operations Manager Technology Specialist 12-Month Custodians	$45,000.00
ECA Treasurers Media Secretaries Paraprofessionals School Secretaries	$40,000.00
Bus Drivers	$30,000.00

Medical, Dental and Life Insurance Benefits are available to all eligible classified employees who are Full-Time working 30+ hours per week and Bus Drivers who work 17.5 hours per week.

APPROVED PROVIDERS

Participation in other voluntary payroll deductions, such as Group Insurance, Annuities, and Credit Unions are available. Contact the Administration Office for more information.

RETIREMENT
Retirement qualifications from Nineveh-Hensley-Jackson United School Corporation for a classified employee are as follows:

a. Be a full-time classified employee
b. Be at least fifty-five (55) years of age at the time of retirement and
c. Be employed continually for at least fifteen (15) years with Nineveh-Hensley-Jackson United School Corporation.

Classified employees who have worked at least fifteen (15) continuous years for the Nineveh-Hensley-Jackson United School Corporation and who are at least fifty-five (55) Years of age at the time of retirement are eligible for local retirement benefit pay. This retirement package is a one-time benefit only and paid in a lump sum on the payroll following the retirement date. An employee must notify the Administration Office in writing by the 30th of June in the year preceding anticipated retirement to be eligible for this benefit to be payable as a lump sum payment on the payroll following the retirement date. Failure to complete this notification may result in a delay of the retirement benefit package for at least an additional six- months. Employees that decide to retire at some date through the current school year will only receive a proration of their sick, personal, and vacation days for that year.

Employees planning retirement should coordinate their separation date with Human Resources and their supervisor. Use of accrued vacation leave immediately prior to retirement may be approved based on operational needs and administrative approval. The Corporation reserves the right to require the employee's final scheduled day to be an active workday. Any payout of unused vacation leave will be administered in accordance with Board policy, employment agreements, and applicable law.

The local retirement benefit is calculated at $100/day for accumulated sick days (not to exceed $20,000). Along with the employee's earned vacation paid at their daily rate of pay at the time of retirement.

Classified staff may accumulate, but not exceed, in the following manner:

- 140 sick days during the first 15 to19 years of continuous service;
- 160 sick days for 20 to 24 years of continuous service;
- 180 sick days for 25 to 29 years of continuous service; and,
- 200 sick days for 30+ years of continuous service.

Accumulated sick days over the maximum cap of 200 will be annually purchased at a rate of $100 per day and invested into a 401(a) retirement plan.

In addition, the employee will be eligible to receive the following pay out for continuous years of service in the Nineveh-Hensley-Jackson United School Corporation:

- $30.00 per each year of continuous service at 15 years
- $40.00 per each year of continuous service at 20 years
- $50.00 per each year of continuous service at 25 years

Retiring classified employees have the option to remain on the medical, dental and life insurance programs after retirement until reaching the age of 65 or qualify for Medicare by paying 100% of the premium set by the insurance trust. These monthly premiums must be paid in a timely manner.

Classified employees qualifying time period for years of service shall be the period of July 1st through June 30th. During this time the employee must work (see chart below) to earn their year of service:

Less than 12-month employees:

129 days of 184 days
130 days of 186 days
131 days of 187 days
136 days of 194 days
140 days of 200 days
144 days of 205 days
147 days of 210 days
151 days of 215 days

12-month employees:

182 days of 260 days

P.E.R.F. (PUBLIC EMPLOYEES RETIREMENT FUND)

Under state law, a person hired in a PERF covered position and normally works 1,000 hours or more in a calendar year is required to become a PERF member on the first day of employment. Employees in PERF covered positions normally requiring work of more than 600 hours and less than 1,000 hours in a calendar year may choose to become a member of PERF.

For additional information:

Website: www.in.gov/inprs Phone: 1-888-286-3544

BUS DRIVERS: HORACE MANN

All Bus Drivers may participate in the retirement plan offered with Horace Mann. A driver may contribute 3% - 20% of gross wages, automatically deducted from gross pay. If a driver chooses to participate in the program NHJUSC shall contribute an additional amount equal to 3% of a driver's gross wages. Employee and Employer contributions will be submitted to Horace Mann at the same time.

SICK AND PERSONAL LEAVE DAYS

Classified employees have as a benefit the following Sick and Personal Leave Days annually as follows:

12-Month Employees	10 Days Sick Leave	5 Days Personal Leave
9 & 10-Month Employees	8 Days Sick Leave	5 Days Personal Leave
Bus Driver	8 Days Sick Leave	5 Days Personal Leave
Head Cooks, 29-hour Cooks	8 Days Sick Leave	5 Days Personal Leave

Employees with less than a year of service in the Corporation will receive a pro-rated number of sick and personal leave days according to the month of their first day of work. The schedule is as follows:

12 Month Employees

July – September	7 Days Sick Leave	3 Days Personal Leave
October – December	4 Days Sick Leave	2 Days Personal Leave
January – March	2 Days Sick Leave	1 Day Personal Leave
April-June	0 Days Sick Leave	0 Days Personal Leave

All Others Employees

July - September	6 Days Sick Leave	3 Days Personal Leave
October-December	5 Days Sick Leave	2 Days Personal Leave
January-March	4 Days Sick Leave	1 Day Personal Leave
April-June	0 Days Sick Leave	0 Days Personal Leave

Unused Personal Leave Days convert to Accumulated Sick Leave Days**.**

Classified employees are not eligible for Sick or Personal Leave Days during the initial 30 workday probationary period. Classified employees who have successfully completed the probationary period shall receive Sick and Personal Leave Days on a pro-rated basis according to the above schedule.

Classified staff may accumulate, but not exceed, 140 sick days during the first 15 years of continuous service, 160 sick days for 20 years of continuous service, 180 sick days for 25 years of continuous service and 200 sick days for 30 years of continuous service.

Employees may use their sick days for illness in the immediate family (spouse, children and parents). As stated under the Absences section for extended or excessive periods of sick leave usage over four (4) consecutive days, a physician's verification will be required before returning to work.

Sick leave days used prior to or immediately after a paid holiday will only be approved on an individual basis by the immediate supervisor and the Superintendent. Nineveh-Hensley-Jackson United School Corporation recognizes that illness or injuries are not foreseeable; however, employees who develop a pattern of continually requesting sick leave days to coincide with paid holidays will be scrutinized and may not be approved.

An unofficial accounting of Sick and Personal Leave Days is reported on each paycheck stub, but the official accounting will be maintained in the Administration Office.

Whenever possible, requests to use Sick or Personal Leave Days should be made with your immediate Supervisor prior to use.

BEREAVEMENT LEAVE

Bereavement leave is granted to full-time employees at the rate of up to five (5) days in case of death in the extended family. Employee is required to provide documentation (obituary or bereavement card) and relationship to their supervisor prior to bereavement leave. Bereavement Leave is available only within the fourteen (14) calendar days following the date of death.

Extended family is defined as husband, wife, child, step-child, grandparent, grandchild, parent, step-parent, brother, sister, step-brother, step-sister, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and other relatives or legal dependents living in the household.

One (1) day Bereavement Leave for other relatives or serving as a pallbearer or a participant in the funeral service.

Paid Bereavement Leave Days are not available to probationary period employees during the initial 30 work days probationary period.

VACATION LEAVE

Vacation Leave benefit days are only available to full-time twelve-month (12) employees. Use of Vacation Leave days must have the approval of your immediate supervisor in advance of scheduling vacation leave.

Paid vacation days are earned annually on July 1st of each year according to schedule below:

Employees will receive five (5) paid vacation days after completion of their 30 working day probation period (if hired between July 1 and end of February the following year). If hired during March – June 30 that first year you will receive 2 pro-rated vacation days. Up to five vacation days remaining on June 30th the following year, may be carried over to the following year.

For Period of July 1 through June 30 – **completion of:**

3 years of service	=	10 vacation days
5 years of service	=	15 vacation days
10+ years of service	=	20 vacation days

If employment is voluntarily severed, any earned vacation days (up to the allotted amount based on years of service) remaining on the last day of employment will be paid out on the final paycheck. If an employee is involuntarily terminated for any reason the employee will NOT be eligible for payment of unused vacation days.

PAID AND UNPAID LEAVE

Employees are required to use all available paid leave days, including sick, personal, and vacation (if applicable) before unpaid time off may be approved. Any exception must receive prior approval from the immediate supervisor.

Requests for unpaid leave will be considered on a case-by-case basis based on operational needs and extenuating circumstances. Unauthorized unpaid absences may result in disciplinary action, up to and including termination of employment.

Employees who have submitted notice of resignation or received notice of termination may not use accrued leave during the notice period. The employee's final day of employment must be an active workday. Therefore, use of personal, sick or vacation leave days on the final scheduled workday is not permitted.

HOLIDAY PAY

The paid holidays for less than 12-month full-time employees are:

1. New Year's Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day

The paid holidays for 12-month full time employees are:

1. New Year's Day
2. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Fourth of July
6. Labor Day
7. Thanksgiving Day
8. Friday following Thanksgiving Day
9. Christmas Eve
10. Christmas Day
11. New Year's Eve

JURY DUTY LEAVE

Any employee called for jury duty shall, during the period of his/her absence on account of such jury duty, be paid his/her full salary less the amount paid by the court for the jury duty. Any money paid by the court for mileage is not a deductible expense from the employee's pay. The payroll department at the corporation office must have a copy of the check received from the court for jury duty pay. Without this verification the employee will be charged a personal leave day for the absence.

COURT LEAVE

Court leave with pay shall be granted to employees for the time necessary to make an appearance(s) in any court proceeding resulting from activities relating to the employee's employment with the school corporation except when the employee is a plaintiff or in court proceedings to enforce Public Law 217, Acts of 1973.

PARENTAL LEAVE

Acceptable requests for parental leave of absence without pay may be granted for the purpose of childbearing/adoption are as follows:

1. An employee may request a leave at any time after the birth or adoption of their child.
2. No parental leave shall exceed one (1) year in length.

MATERNITY LEAVE

An employee who is pregnant may continue in active employment as late into pregnancy as she wishes, with a doctor's permission as long as she can fulfill the requirements of her position.

1. An employee who is pregnant shall be granted a leave of absence any time between the commencement of her pregnancy and one (1) year following the birth of the child if she notifies the Superintendent at least thirty (30) days before the date on which she wishes to start her leave. She shall notify the Superintendent of the expected length of this leave, including with this notice either a physician's statement certifying her pregnancy or a copy of the birth certificate of the newborn, whichever is applicable. However, in the case of a medical emergency caused by the pregnancy, the employee shall be granted a leave immediately upon her request and the certification of the emergency from an attending physician.

2. Use of the employee's available accumulated sick days shall be at the discretion of the employee during the maternity leave. The use of the accumulated sick leave days is not

allowed when the employee's physician certifies that the employee is capable of performing the employee's regular duties. However, the employee is entitled to complete the raining leave without pay. During this extended leave (beyond medical reasons) the employee may maintain coverage in any group insurance program by paying the total premium including the school corporation's share attributable to the leave period.

3. Any and all rights existing at the commencement of the leave which reference an employee's accumulation of continuous years of service shall remain intact. An employee using the leave beyond the physician's certification of return to work shall not count as time worked and will not be included in the years of service.

LEAVE FOR MAJOR DISABILITY

This leave will only be granted after submission of a physician's statement defining the need for such an extended leave, which may result in the inability of the employee to work because the disability is substantial in nature and/or duration. Such physical disability shall include, among other items, disability arising from major surgery, physical illness, mental illness or severe emotional disturbance causing a disability for more than three (3) weeks. (Form must be obtained from and submitted to the Administration Building.)

1. **Anticipated disability** - Where disability can be reasonably anticipated, as in the case of a scheduled operation, the following rules shall apply:

   (a) The employee requesting leave shall notify the Office of the Superintendent in writing of the expected time of leave as soon as reasonably possible. If the leave is foreseeable, thirty (30) days written notice is required

   (b) In order to comply with any State requirements for payment of a sick leave, the employee shall, in requesting leave under this agreement, choose what time shall be allocated as sick leave. Employees shall indicate on the request for leave under this agreement, the beginning and ending dates for such sick leave, so that sick leave time can be clearly distinguished from the major disability leave. The sick leave shall be taken prior to or at the conclusion of the time to be allocated as major disability.

2. The employee must notify the Office of the Superintendent of the intention to return to work. The employee may resume work only upon submission of a physician's return to work form and approval has been accepted by the Superintendent.
   - Unless waived by the Board of School Trustees, the employee shall not be entitled to return to work unless at least two (2)-calendar weeks' notice is given by the employee of the intention to return to work. Employees intending to return to work must keep the Superintendent and Board of School Trustees advised of any change in such estimated time.

   - Employees unable to return to work because of continued disabilities must furnish the Superintendent and the Board of School Trustees proof of their continued disability.

3. Upon an employee's request to return to work and at the Superintendent's recommendation, the Board of School Trustees shall assign the employee to the same or a comparable position.

4. Limitations. No leave under this agreement may be granted for a period exceeding one (1) year.

FAMILY MEDICAL LEAVE

The Family Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. An eligible employee is one who has worked for at least twelve (12) months (does not have to be consecutive) and has at least 1,250 hours of service during the twelve (12)-month period immediately preceding the leave.

Leave Entitlement

Eligible employees may take up to twelve (12) work weeks of leave in a twelve (12)-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his/her job;
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also take up to twenty-six (26) work weeks of leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

Employee Notice Requirement

If the leave is foreseeable, thirty (30) days written notice is required. If the need for the leave is not foreseeable, the employee must give notice to the office of the Superintendent as soon as possible.

Certification Requirement

Any employee's request for leave due to a serious health condition or due to the serious health condition of a qualifying family member must be supported by a timely certification issued by a health care provider. The employee must provide the requested medical certification within fifteen (15) calendar days after the request was made. If the Superintendent has reason to doubt the validity of medical certification, the employee may be required to obtain a second opinion at school corporation expense. Should any variance between the two medical certifications exist, a third opinion, at school corporation expense, may be requested. This opinion shall be final and binding. Failure to submit the required medical certification may result in the denial of the leave or denial of the continuation of the leave. Recertification may be required on a reasonable basis. Medical certification shall be on forms provided by the school corporation.

Request Procedure

Requests for leaves of absence and extensions must be requested in writing and on the prescribed form available from the office of the Superintendent unless impossible due to an emergency.

Leave Substitution

Employees may elect to substitute unused vacation, personal, sick or other qualifying leave for all or part of any otherwise unpaid family medical leave. The employee shall make this choice at the time of application of the leave of absence and said choice may not be rescinded thereafter. If the employee chooses to use his/her qualifying paid leave, it will be counted as part of the employee's twelve (12) weeks of family medical leave entitlement. However, the use of paid leave by the employee under circumstances which do not qualify as family medical leave cannot be counted against the twelve (12) weeks of family medical leave to which the employee is entitled.

Maintenance of Group Insurance
During the family medical leave, eligible employees may maintain coverage under the employee's group health plans at the same level and under the same conditions for which coverage would have been provided if the employee had continued in active employment continuously for the duration of such leave. Employees who contribute to such a group health plan must continue to make such contributions during the period of their leave in order to maintain coverage. The employer may recover the premium paid for maintaining an employee's health plan coverage during any period of unpaid leave if the employee fails to return from leave after entitlement has expired, provided the employee fails to return to work for a reason other than the continuation, recurrence or onset of a serious health condition that would entitle the employee to leave, or other circumstances beyond the employee's control.

Restoration to Position and Benefits
Eligible employees returning from family or medical leave within twelve (12) weeks will be returned to the position that they held when they went on leave or they may be placed in equivalent positions with equivalent benefits, pay and other terms and conditions of employment.

Return To Work
Employees returning from any form of leave of absence must be able to assume all of the essential functions of their jobs upon return. As a condition to restoring an employee whose leave was based on the employee's own serious health condition, such employee must provide certification from the employee's health care provider stating that the employee is able to resume work.

Failure To Return From Leave
An employee granted a leave of absence pursuant to this policy who fails to return to work upon expiration of the leave granted shall be classified as "voluntarily terminated."

Intermittent or Reduced Schedule Leave
During the first twelve (12) weeks of leave for a serious health condition (either an employee's own or that of a qualifying family member), intermittent or reduced schedule leave may be taken when medically necessary. Employees seeking intermittent or reduced schedule leave must produce medical certification issued by a health care provider. Employees who have requested foreseeable intermittent or reduced schedule leave due to planned medical treatment may be transferred temporarily to an available alternative position at the discretion of the Superintendent if the alternative position better accommodates recurring periods of leave than the employee's regular position, provided the employee is qualified for the alternative position and the position has equivalent pay and benefits.

Status Reports
During the leave, employees may be required to provide periodic reports on his/her status and intent to return to work following the leave. Requested information must be provided within fifteen (15) days of the request.

Jointly Employed Spouses
A total of twelve (12) weeks of FMLA leave will be granted to jointly employed spouses regarding birth or adoption of a child or to care for a sick parent. If the FMLA leave request is for his or her own illness, each spouse would be entitled to twelve (12) weeks FMLA leave.

PERSONNEL RECORDS
Each individual's personnel folder contains the application, record of employment, confidential references, disciplinary action, and evaluation reports, Board of School Trustees action affecting the individual, transfers, assignments, promotions, leaves of absence, and correspondence. These records are maintained at the District Administration Office. Access to such folders is governed by the procedures outlined in "The Family Educational Rights and Privacy Act of 1974."

SEPARATION
Employees must submit a written resignation to their supervisor at the earliest possible date and preferably no later than two weeks prior to the date employment will cease. All actions regarding resignations and terminations are the responsibility of the Board of School Trustees.

RE-EMPLOYMENT
Any person previously employed and later rehired by the school corporation will begin their re-employment at the entry level in all positions. The granting of any prior years of service will be determined at the time of re-employment. However, in the case of counting continuous service years the past years of service will not be granted when separation of employment from the Corporation of more than twelve (12) months has occurred. Any employee that terminates their PERF account with the State will not be granted past years of service period.

EMPLOYEE STANDARDS OF CONDUCT
All employees are expected to conduct themselves in a manner that is respectful, fair, humane, courteous and cooperative as they interact with other employees, supervisors and students. Any employee displaying conduct that is rude, discourteous, negligent behavior, or inappropriate will be subject to disciplinary procedures that could result in termination of employment. Professional behavior is expected of all employees. Offenses may include but are not limited to: breaches of confidentiality, emotional abuse or harassment, physical abuse, sexual abuse, swearing or other profanity, etc.

Employees are expected to be positive role models. The use of tobacco products, alcoholic beverages or inappropriate language during working hours on school property will result in disciplinary procedures that could result in termination of employment.

The conviction of criminal charges will result in disciplinary procedure that will result in termination.

All employees are to remember they are “ambassadors of good will” for the School Corporation and therefore they represent the School Corporation to the community and the outside world.

ACCEPTABLE USE POLICY
Internet and network usage will be in accordance with the “Acceptable Use Policy” adopted by the Board of School Trustees. All employees are expected to read and sign the acceptable use policy and it will be maintained in the employee personnel file.

TELEPHONE AND CELL PHONE USE POLICY
Employees should not demonstrate excessive use of personal use of telephones and cell phones during their assigned **WORK HOURS**. If personal use of cell phone impedes, disrupts, or distracts an employee’s performance, then appropriate disciplinary steps will be taken by immediate supervisor.

JOB REQUIREMENTS AND SKILLS RESPONSIBILITY

When the State of Indiana requires that certain job skills are needed for continuing employment in a specified classification it is the responsibility of the employee, at his/her own expense, to obtain such certification as required in order to maintain an active employee status. In some instances, the Corporation, with the permission of the Superintendent, could request additional job skills certification and such training will be provided. Employees not obtaining this certification when provided with a schedule to do so will no longer be considered an active employee until such certifications are obtained. Not maintaining an active employee status means all pay and benefits are suspended until status is changed. Failure to comply in a timely manner will result in disciplinary procedures that could result in termination of employment.

DISCIPLINARY PROCEDURES

The employer/employee relationship is an "Employment At Will" relationship between the Nineveh-Hensley-Jackson United School Corporation and the employee. Employment with the Nineveh-Hensley-Jackson United School Corporation may be terminated by the Nineveh-Hensley-Jackson United School Corporation at any time, for any reason, without cause. Upon such termination, the employer shall be obligated to pay the employee only for service/work performed prior to the termination date.

NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: Program.Intake@usda.gov

USDA is an equal opportunity provider and employer.

APPENDIX A: Retirement/Leave Days for Employees hired prior to 07/01/2024

RETIREMENT
Retirement qualifications from Nineveh-Hensley-Jackson United School Corporation for a classified employee are as follows:

a. Be a full-time classified employee
b. Be at least fifty-five (55) years of age at the time of retirement and
c. Be employed continually for at least fifteen (15) years with Nineveh-Hensley-Jackson United School Corporation.

Classified employees who have worked at least fifteen (15) continuous years for the Nineveh-Hensley-Jackson United School Corporation and who are at least fifty-five (55) Years of age at the time of retirement are eligible for local retirement benefit pay. This retirement package is a one-time benefit only and paid in a lump sum on the payroll following the retirement date. An employee must notify the Administration Office in writing by the 30th of June in the year preceding anticipated retirement to be eligible for this benefit to be payable as a lump sum payment on the payroll following the retirement date. Failure to complete this notification may result in a delay of the retirement benefit package for at least an additional six-months. Employees that decide to retire at some date through the current school year will only receive a proration of their sick, personal, and vacation days for that year.

The local retirement benefit shall be determined by the employee's daily rate of pay at the time of retirement multiplied by the employee individual accumulated sick days plus earned vacation.

Classified staff may accumulate, but not exceed, in the following manner:

- 140 sick days during the first 15 to19 years of continuous service;
- 160 sick days for 20 to 24 years of continuous service;
- 180 sick days for 25 to 29 years of continuous service; and,
- 200 sick days for 30+ years of continuous service.

Accumulated sick days over the maximum cap of 200 will be annually purchased at a rate of $100 per day and invested into a 401(a) retirement plan.

In addition, the employee will be eligible to receive the following pay out for continuous years of service in the Nineveh-Hensley-Jackson United School Corporation:

- $30.00 per each year of continuous service at 15 years
- $40.00 per each year of continuous service at 20 years
- $50.00 per each year of continuous service at 25 years

Retiring classified employees have the option to remain on the medical, dental and life insurance programs after retirement until reaching the age of 65 or qualify for Medicare by paying 100% of the premium set by the insurance trust. These monthly premiums must be paid in a timely manner.

Classified employees qualifying time period for years of service shall be the period of July 1st through June 30th. During this time the employee must work (see chart below) to earn their year of service:

Less than 12-month employees:

129 days of 184 days
130 days of 186 days
131 days of 187 days
136 days of 194 days
140 days of 200 days
144 days of 205 days
147 days of 210 days
151 days of 215 days

12-month employees:

182 days of 260 days

VACATION LEAVE

Vacation Leave benefit days are only available to full time twelve-month (12) employees. Use of Vacation Leave days must have the approval of your immediate supervisor in advance of scheduling vacation leave and be accompanied by a corresponding leave request form.

Paid vacation days are earned annually on July 1st of each year according to schedule below:

Employees will receive five (5) paid vacation days after completion of their 30 day probation period (if hired between July 1 and end of February the following year). If hired during March – June 30 that first year you will receive 2 pro-rated vacation days.

For Period of July 1 through June 30 – **completion of:**

3 years of service	=	10 vacation days
5 years of service	=	15 vacation days
10 years of service	=	20 vacation days
15 years of service	=	25 vacation days
20 years of service	=	30 vacation days
25 years of service	=	35 vacation days
30+ years of service	=	40 vacation days

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ACKNOWLEDGEMENT OF HANDBOOK

THIS PAGE MUST BE SIGNED AND RETURNED TO THE ADMINISTRATION BUILDING

I, _____, have received a copy of the Nineveh-Hensley-Jackson United School Corporation Classified Employee Handbook. I understand it is my responsibility to read these guidelines and conduct myself in accordance with them at all times. I further understand that this is only a resource summarizing the personnel policies and procedures and is not a contract of agreement or employment. Nothing in this handbook guarantees your employment of any particular length or conditions. The contents are subject to change and NHJUSC reserves the right to withdraw or change the policies, benefits, and/or programs described in this handbook at the sole discretion of the Superintendent and the Board of School Trustees.

Signature: _____

Date: _____

Position: _____

*** To view a digital copy of the handbook go to indiancreekschools.com, Resources, Staff Resources, and Employee Handbook.