

**Union County College  
Corner Joint School  
District**

**Support Staff Handbook**

**Effective February 13, 2017**

## **I. NON-DISCRIMINATION CLAUSE**

It is the policy of the Union County-College Comer Joint School District to comply with the following:

- Indiana Civil Rights Act I.C. 22-9.1 and I.C. 20-8.1-2;
- Title VI and Title VII of the Civil Rights Act of 1964;
- Equal Pay Act of 1973;
- Title IX (1972 Education Amendment);
- Section 504 of the Rehabilitation Act of 1973;
- *Americans with Disabilities Act* of 1992;
- *Family Medical Leave Act* of 1993; and
- other applicable state and federal statutes.

The Union County-College Comer Joint School District further assures that it will not discriminate against any person based on the following:

- race,
- color,
- religion,
- sex,
- national origin,
- age, or
- disability.

Neither will anyone be denied the benefits of, or otherwise be subjected to discrimination in admission or access to, or treatment or employment in the conduct of its educational programs and activities and the operation of its facilities.

The Union County-College Comer Joint School District is an at-will employer. This means that employment in the Union County-College Comer Joint School District is strictly "at will" and terminable by the Union County-College Comer Joint School District.

## **II. CONDITIONS OF EMPLOYMENT**

- A. A condition of employment will be based on a favorable result obtained from the required background check (if employed after September 8, 1997).
- B. All non-certified personnel will be employed as specified in the appropriate job description and/or as approved by the Board of Education.
- C. All non-certified personnel will be compensated as per the board-approved non-certified salary schedule.

## **III. RULES OF CONDUCT**

Employees need to be aware that certain rules and regulations must be adhered to while an individual is a non-certified employee of the Union County-College Comer Joint School District. These rules are necessary to establish a close and a clear working relationship with personnel within the school district and to maintain a safe and healthy climate for our students, staff, and community members. The following activities will not be condoned while a person is an employee of this school district:

1. Engaging in sexual harassment, fighting, immoral behavior, or indecency;
2. Drinking alcohol or being intoxicated while on duty;
3. Using and/or possessing a controlled substance;
4. Participating in horseplay or other acts endangering self, students, other employees, and/or the general public;
5. Destroying, damaging, or defacing school district property or equipment in a willful or deliberate manner;
6. Using obscene and/or abusive language;
7. Stealing;
8. Falsifying records intentionally;

9. Soliciting gifts or tips;
10. Visiting friends and/or family members during working hours;
11. Threatening and/or endangering the well-being, life, or property of an employee, staff member, and/or students;
12. Refusing to perform the job when assigned;
13. Disobeying job instructions and orders;
14. Restricting efficiency and output willfully;
15. Demonstrating incompetence;
16. Falsifying employment application form;
17. Using the Internet without permission or inappropriately;
18. Dressing unprofessionally, inappropriately, or refusing to adhere to the district's approved dress code:

Dress Code – These guidelines pertain to all employees – administrators, certified teaching staff and support staff. Bear in mind that some exceptions to these standards are appropriate if in keeping with an employee's job function within the corporation. Exceptions will be determined by central office administration.

- No rubber flip flops
  - Skirts and/or skorts are to be mid knee length or longer
  - No cleavage
  - No shorts – P.E. exception
  - Capri pants are allowed (must be mid-knee length or longer)
  - Blue jeans are allowed on pay day Fridays only. Jeans may not have holes or tears in them.
  - T-shirts on pay day Fridays only (if they have printing on them it must be school related, i.e. name of school, name of school team, etc.,) School t-shirts are not to be worn unless it is a jeans day.
  - Sweatshirts are suitable so long as they are neat and clean (i.e. no ratty "Carharts-type" sweatshirts).
19. Changing assigned hours without prior approval of the immediate supervisor and/or building principal
  20. Lacking courtesy, politeness, and/or cooperativeness with students, other employees, parents, and/or members of the general public;
  21. Exceeding the 30 minutes allowed for a meal;
  22. Using radios, jam boxes, tape players, cassette players on school premises without the permission of the immediate supervisor and/or principal;
  23. Using personal radios, without an earplug or earphone (for one ear only);
  24. Viewing television during working hours;
  25. Using a computer, if not part of the job responsibility is prohibited during working hours;
  26. Babysitting by employees during working hours;
  27. Using any tobacco products in school buildings or on school grounds.
  28. Being absent from work without prior approval or notification of the immediate supervisor and/or building principal.
  29. All employees will use universal precautions established by the school district regarding the proper clean-up of body fluids, blood, or other contaminated surface materials. Generally, all employees shall use rubber gloves to clean up all contaminated areas and dispose of such materials in a plastic bag. Hepatitis B injections will be provided by the school district at no cost to the employee.
  30. Using a cell phone for personal use during scheduled work hours. Additionally, cell phones should not be visible or turned on during scheduled work hours.
  31. Refusing to obey any and all other policies that pertain to all district employees.

The following will not be condoned without the approval of the immediate supervisor and/or building principal:

1. Directing other employees for any activity (activities) with or by family members and friends;
2. Coaching of any kind during the assigned working hours; and/or
3. Using school equipment for personal use.

Violation of any of the above may be cause for dismissal. At the discretion of the employer, the employee may receive a verbal and written reprimand, suspension of up to three (3) days without pay, and/or dismissal.

<b>IV. CLASSIFICATIONS OF SUPPORT STAFF EMPLOYEES</b>
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Within the Union County-College Corner Joint School District, non-certified employees include:

- full time employees working a minimum of 1,080 hours per year and 12 months per year
- employees that are working a minimum of 1,080 hours per year, but **not** 12 months
- employees that work less than 1,080 hours per year.

Benefit	Minimum 1,080 hour per year and 12 months	Minimum 1,080 hours per year but <b>not</b> 12 months	Less than 1,080 hour per year
Personal Days	2 per year accumulates to 4	2 per year accumulates to 4	1 per year accumulates to 2
Sick days for employees hired before January 1, 2012	15 per year accumulates to 200	15 per year accumulates to 200	9 per year accumulates to 75
Sick days for employees hired after January 1, 2012	10 per year accumulates to 90	10 per year accumulates to 90	6 per year accumulates to 60
Bereavement	5 for immediate family	5 for immediate family	5 for immediate family
Long Term Disability *	yes	yes	none
Life Insurance *	yes	yes	none
Health Insurance *	up to \$11,000 paid toward plan	up to \$11,000 paid toward plan	none
Dental and Vision	available / employee pays all costs	available / employee pays all costs	available / employee pays all costs
Paid Holidays	yes / 9 days	none	none
Paid Vacation	Pro-rated days to July 1 of first year 1 week after 1 year, 2 weeks after 2 years, 3 weeks after 3 or more years	none	none

\* Bus drivers on Schedule 2 do not receive these benefits.

\*\* These benefits do not apply to the bus mechanic or summer lawn mower who work on an as needed basis.

## EXPLANATION OF BENEFITS

**1. Personal days** – Personal days will be credited on July 1 for year round (full time) support staff and at the beginning of the school year for part time (school year only) support staff. No more than two (2) days may be taken consecutively without permission of the immediate supervisor and/or building principal. The employer shall be notified two weeks in advance if personal leave will be used to extend school breaks or holidays. Any unused personal leave days shall be credited to sick leave.

**2. Sick days** - Sick days will be credited on July 1 for year round (full time) support staff and at the beginning of the school year for part time (school year only) support staff.

a. These days may be used for emergency leave for necessary absence on the part of an employee due to serious illness of grandparent, grandchild, father, mother, brother, sister, spouse, or child and similar relationship established by marriage. After all of the days for the current year have been taken, an employee may ask for additional days to be used for family illness if the need still exists. The decision on the part of the superintendent to grant or not grant additional days is final.

b. All unused personal leave and sick days will accumulate as sick leave to a maximum of two hundred (200) days. For less than 1,080 hour per year employees, days accumulate to a maximum of 75 days. For employees hired after January 1, 2012, sick days accumulate to a maximum of ninety (90) days. For less than 1,080 hour per year employees, days accumulate to a maximum of sixty (60) days. See chart on preceding page for details.

c. Employees having two hundred (200) or fewer sick leave days accumulated as of July 1, 1999, will be capped at two hundred (200) accumulated days.

d. Each year, each individual who has accumulated above his/her cap will receive \$40.00 per day for each day accumulated above his/her cap. This reimbursement is payable in the final pay of June of each year that an individual qualifies to receive it.

e. Upon retirement, the employee will receive any balance owed of remaining days over the two hundred (200) day cap or above his/her personal cap. This does not apply to employees that work less than 1,080 hours per year.

**3. Bereavement** - Upon the death of a member of an employee's immediate family, an employee requesting a leave will be granted up to five (5) school days to commence on the day after death unless the employee does not report for work that day. In that case, the day of death shall be counted as the first day. Immediate family is defined as grandparent, grandchild, father, mother, brother, sister, spouse or child and similar relationship established by marriage or any other person who is living in the employee's household.

**4. Maternity Leave** - Maternity leave may be taken by an employee at the discretion of the employee and the physician. The length of each leave will be determined on an individual basis; but in any event, no more than a total of 12 (twelve) work weeks of paid leave during any 12-month period, such leave to be determined without discrimination. The Union County College Corner Joint School District will abide by all restrictions and provisions of the Family and Medical Leave Act for any unpaid leave requested. NOTE: Not required if an employee is employed less than a year and less than 1250 hours.

All or any part of any employee's accumulated sick leave must be used while on maternity leave. A physician's statement must be furnished to verify disability. Upon the employee's return to work, the physician must provide a statement indicating the ability of the employee to return to work.

**5. Jury Duty Leave** - When an employee is called for jury duty, he/she shall continue to draw full pay, provided the employee agrees to return all jury duty pay to the employer.

**6. Leaves / Half Day or Full Day** - If an employee misses 50% or more of the hours the employee was scheduled to work on the day of the leave, then it is a full day leave. If the employee misses less than 50% of the hours the employee was scheduled to work on the day of the leave, then it is a half day leave.

The combination of pay for leave and pay for hours worked on a day of a leave shall not be more than a full day's pay.

**7. Worker's Compensation** - An employee who is injured on the job must report the injury to the administrative office within 24 hours. The appropriate form is available in the principal's office of each school and the administrative office. The completed Worker's Compensation Form must be completed and returned to the administrative office within 24 hours.

**8. Closing of School (Snow days and other closings)** - When school has been called off due to inclement weather or other emergencies, only regular full-time (12 month/40 hours per week) personnel will be expected to report to work.

All other employees shall be called to work only as needed. Those employees shall be compensated for the hours they are requested to work. An employee will not be compensated unless called to work.

If a regular full time (12 month/40 hours per week) employee is required to work on a school make-up day and this day falls on a holiday, he/she will be allowed to take compensatory time after the holiday work date.

**9. Delays and Early Dismissals Due to Weather or Emergency** - When school has been delayed or dismissed early due to inclement weather or other emergencies, only regular full-time (12 month/40 hours per week) personnel will report to work or continue working.

Hours will not be made up for time missed in these instances.

**10. Early Dismissal for Professional Development** - At the discretion of the building principal, non-certified staff may be expected to stay for professional development.

## **11. Insurance**

a. The Board shall purchase a long term disability program that provides for a minimum benefit of two-thirds (2/3) salary to age sixty five (65) with a ninety (90) day elimination period.

A current long-term disability informational booklet is on file in the administrative office.

b. Life Insurance - The employer shall pay the full amount, except one cent (.01) which shall be paid by the employee, to provide each employee a group whole life insurance policy in the face amount of fifty thousand dollars (\$50,000) with accidental death and disability provision for all those employees actively contribution shall be one employed. The employee contribution shall be one cent (.01) to such insurance. This contribution shall be taken as a payroll deduction the last pay of the calendar year.

Upon leaving the district, the employee has the right to convert his/her life insurance policy to an individual policy assuming all costs. Information regarding the conversion of the life insurance policy is available in the administrative office.

A current life insurance informational booklet is on file in the administrative office.

c. Health Insurance - Health insurance is available to employees working a minimum of 1,080 hours per year. The Board shall contribute \$11,000 or all the premium but \$.01, not to exceed \$11,000 by the approved health insurance company. When two members of the same family are employed by the Board, they may combine the \$11,000 contribution for each individual, less \$.02 to pay for any of the plans offered. If an employee chooses a high deductible health plan, any amount of the \$11,000 that is above the premium shall be deposited into the employee's Health Savings Account.

Each qualified beneficiary who would lose coverage under the health insurance plan because of a qualifying event is entitled, under the plan, to elect COBRA (Consolidated Omnibus Budget Reconciliation Act) within the election period, continuation coverage under the plan.

Support staff members who qualify for Union County College Corner retirement pay as described in Article V, Section 15 of this document or any 1,080 hours per year or more employees who are disabled during their employment will be allowed the option of buying into the health insurance plan. They may continue until such time as they become Medicare eligible (employee and/or spouse). The employee shall pay the monthly cost of each full year's premium by the first of the month. Individuals electing this option of insurance continuation must do so in writing within 90 days of the retirement date to the Office of the Superintendent.

The health plan packet is on file in the administrative office.

d. Dental and vision Insurance is available with the employee assuming all premiums. The premiums will be payroll deducted.

The dental insurance booklet and the vision insurance booklet are on file in the administrative office.

e. Bus drivers on Schedule 1 receive long term disability, life insurance, and health insurance. Bus drivers on Schedule 2 do not receive these benefits.

**12. Paid Holidays** – With the exception of school bus drivers, non-certified employees who work a minimum of 1,080 hours per year and 12 months per year will be paid for: New Year's Day, Good Friday (if school is NOT in session on that day) or the first business day after the last day of school, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas and the day after Christmas.

**13. Paid Vacations** – New, full time employees receive their initial set of vacation days on July 1 following their hire date. These days will be pro-rated from their date of hire to July 1 at a rate of 1 day for every 52 days worked ( $260 / 5 = 52$ ). The following July 1, they will receive their full 5 days. On July 1, following their second full year, they will receive 10 days of paid vacation. On July 1, following their third full year, they will receive 15 days of paid vacation.

Example: An employee is hired on April 1, 2011 and works 65 days until July 1. The employee would receive 1 vacation day on July 1, 2011. They would receive 5 vacation days on July 1, 2012, and 10 vacation days on July 1, 2013, and 15 days on July 1, 2014.

All support staff who qualify for vacation days must use their vacation days for the year by June 30. Vacation days cannot be carried over into the next year.

We recognize there can be special circumstances which do not allow a person to use their days. In these cases an appeal to this practice may be made to the Superintendent to allow either an accumulation or a payoff for the unused days in this special circumstance only.

Vacation time shall be granted upon approval of the immediate supervisor and /or Superintendent. The school district reserves the right to deny or to determine when vacation may be taken.

**14. Retirement** - The board pays the non-certified employee retirement contribution to PERF (Public Employees' Retirement Fund).

Employees must work and be paid for a minimum of 1,080 hours per year to qualify for benefits. (1,080 hours equals one (1) year of service.) The exception to the 1,080-hour level are bus drivers. Regular route drivers will receive the PERF contribution.

After an employee has nineteen years or more experience in the school district, and meets PERF's retirement qualifications, the employee is eligible for Union County-College Corner Joint School District retirement pay. The employee must choose one of the following options:

- a. \$50.00 for each year experience in the School District plus \$30.00 per day of accumulated sick leave. Total amount may not exceed \$8,000.
- b. \$35.00 per day of accumulated sick leave. Total amount may not exceed \$8,000.
- c. The employee must submit a letter stating their intent to retire 60 days before their final day of work to be eligible for this benefit. The retirement payout will be received in the last two pay periods of the final contract. An emergency retirement may be considered on an individual basis.

**15. Sick Leave Bank**

A. PURPOSE. The purpose of the Sick Leave Bank is to relieve members of the support staff from undue financial burdens as a result of an absence from work due to illness, injury, or incapacitation sufficiently severe to make their presence in school inadvisable. It shall be a continuous, year-to-year entity.

B. ELIGIBILITY AND PARTICIPATION. Any member of the support staff employed by the Union County/College Corner Joint School District shall be eligible to become a member of the Sick Leave Bank.

C. MEMBERSHIPS AND DONATIONS.

1. The Bank shall be formed by voluntary participation and voluntary donations of one (1) personal sick leave day by members of the support staff who then become members, after signing an authorization form to withdraw days as per this agreement.

The initial period for donation to the Bank shall be the thirty (30) working days following the opening of each school year.

2. New support staff members may become members and, if so, they will contribute for the first time. The donation must be made within thirty (30) working days following the date of employment.

3. Support staff members may make voluntary donations of sick days to the bank at any time by filling out an authorization form and submitting it to the Sick Bank Chair and the Superintendent.

4. Support staff members currently employed may become members by paying all back assessments that would have been paid had the employee joined the Bank when that employee first had the opportunity to join.

5. All donated days lose their identity and become property of the Sick Leave Bank. Each donated day will equal that of a day used by a support staff member who requests Sick Leave Bank days (one day for one day).

6. Members of the support staff who have withdrawn days from the Bank shall repay at least one day per year in order to remain a member in good standing. Support staff members may choose to repay more than one day per year. Repayment will begin with the school year immediately following the year of withdrawal from the bank.

D. BENEFITS. The maximum number of days that may be granted per member shall be twenty-five (25) days per school year.

E. USE OF BANK AND PROCEDURES.

1. Written application by the member or the member's family accompanied by a physician's certificate stating the nature and estimated length of the disability and prognosis of the support



staff member's condition shall be submitted to chairperson of the Sick Leave Bank Committee and the Superintendent.

2. The applicant must be a member of the Sick Leave Bank.
3. The Bank may be used only by the contributor for his or her personal illness.
4. Days from the Bank may be used only for those working days that the individual contributor is contracted during the regular school year.
5. The applicant must use all available sick leave and personal days before application for use of the Sick Leave Bank will be approved by the Sick Leave Bank Committee.
6. Application shall be acted upon by the entire Committee, and any positive decision must be by a majority vote of the Committee. The chairperson shall inform the applicant or, where applicable, a member of the family, of the decision of the Committee. The decision of the Sick Leave Bank Committee shall be final.
7. The chairperson shall report any positive Committee decision to the treasurer in writing. This written document must be in terms of days to be deducted.
8. A minimum of twenty-five (25) support staff members participating in the Sick Leave Bank will be required to implement the Sick Leave Bank. If at any time, the number of participants falls below twenty-five (25) the operation of the Bank will be discontinued following use of the days remaining in the bank.

#### F. ADMINISTRATION OF THE SICK LEAVE BANK.

1. The administration of the Sick Leave Bank shall be the responsibility of the Sick Leave Bank Committee. This committee will be composed of a representative of the administration to be determined by the Superintendent, and one support staff member from each of the following groups: clerical staff, cafeteria staff, Corporation bus drivers, maintenance or custodial staff, and instructional aides. The Committee will select the chairperson.
2. The Chairperson of the Sick Leave Bank Committee will provide a list of new enrollees to the Central Office by September 30 of each school year. The Chairperson of the Sick Leave Bank Committee will sign this list verifying its accuracy.
3. Central Office personnel will deduct one sick leave day from each new enrollee and add the total to the existing balance of the Sick Leave Bank.
4. Central Office personnel will also deduct any repayment days due from employees who owe days to repay days used.
5. After the deductions for new enrollees have been made and after the repayment of days owed have been added to the account balance, a statement will be issued to the Sick Leave Bank Committee showing the new account balance. Steps 3, 4, and 5 will be completed by November 15<sup>th</sup> of each year.
6. By June 15<sup>th</sup> of each year, the Chairperson of the Sick Leave Bank Committee shall meet with the appropriate member of the Central Office staff to reconcile the number of any withdrawals that have been made during the year from the Sick Leave Bank Account and to compile an end-of-year account balance.

7. Copies of the final report showing the end-of-year account balance and all activity affecting the fund will be provided to the Superintendent.

8. At such time as the Sick Leave Bank account falls below fifty (50) days, an obligatory assessment of one (1) sick leave day shall be made upon all current members of the Bank who have personal sick days. For those who have used all sick leave days, such assessment may need to be made the following year in order to balance the account.

9. If a member of the Bank retires, resigns, or for other reasons leaves employment before the repayment to the Bank has been completed, the debt shall be waived.

## **VI. Other Administrative Procedures for all non-certified employees:**

**A. Payroll Information** - Full time non-certified personnel and part time non-certified personnel shall be paid bimonthly during months worked. Hours worked shall be reported on a payroll time sheet signed by the employee, and the immediate supervisor.

### **1. Mandatory Payroll Deductions:**

- a. Federal Tax: deductions made according to form W-4
- b. Social Security: deductions made according to federal regulations
- c. State tax: deductions made according to state regulations
- d. County option tax: deductions made according to state regulations

**2. Voluntary Deductions** include Direct Deposit, Section 125, and Credit Union Membership

**B. Overtime** for all non-certified personnel must be approved by the immediate supervisor and/or building principal before such work is scheduled to begin.

An employee will be compensated for overtime at 1.5 times their normal rate. Part time employees, bus drivers and special education transportation aides will be paid no overtime until 40 hours have been worked in the week. Hours cannot be accumulated from week-to-week; however, upon approval by an employee's supervisor, the employee, with the exception of the bus drivers and special education aides, may be allowed to take an equivalent time off within the two-week pay period.

Work for special functions shall be reported on a time sheet and returned to the administrative office at the end of the pay period. Pay for facility use hours will follow the Facility Use Policy.

Salaried support staff are not eligible for overtime. Unusual circumstances could be considered as an exception only upon approval of the Superintendent.

**C. Vacancies** - Notice of non-certified vacancies will be posted in each building. Any employee may apply for a newly posted position.

Any employee may seek a change in assignment by filing a written request. The building principal will consider that request. Transfer requests must be approved by the superintendent or his/her designee.

**D. Evaluations** - All employees will be evaluated at least once each year. Evaluations will be conducted by the immediate supervisor and/or the building principal. In order to be eligible for an increase in salary or hourly wage, the employee must have a satisfactory evaluation. All evaluations will be maintained in the employee's permanent file located in the superintendent's office.

**E. Credit on Wage Schedule for Previous Employee** – When an individual that was previously employed by the school district is re-hired, they will be given credit on the salary schedule for previous experience if the school district ended their employment and they were in good standing

with the school district at the time. If the employee resigned the position, credit for previous experience may be granted.

## **F. Pesticide Notification Registry for Schools**

At least 48 hours prior to a pesticide application at a school, the school corporation must provide planned pesticide application details to parents, guardians, and staff members requesting to be notified. Parents, guardians and staff must be registered with the school corporation to receive such advance notice. To register, individuals need to contact Linda Hufferd in Central Office and provide an e-mail address for notification purposes.

Details of this requirement are as follows:

1. This requirement is the same whether the pesticides are being applied by a licensed pesticide contractor hired by the school to control the pest(s) or by certified and licensed school staff that perform the pest control for the school corporation.
2. It is the responsibility of the school corporation to develop the advance notification registry and to provide the notification to those registered.
3. The school corporation may determine what mechanism works best for them to provide the advance notice.
4. The school corporation must invite parents, guardians and staff to be added to the registry at the start of each school year or when a student enrolls or transfers in.
5. The following must be part of the notice provided to those on the registry:
  - a. name or address of school
  - b. contact information for more details
  - c. anticipated date and time of pesticide application
  - d. pest(s) being targeted (i.e. weeds, bedbugs, fleas, roaches, ants ...)
  - e. description of application area (i.e. football field, fence lines, kitchen ...)
  - f. pesticide(s) to be used
  - g. explanation if 48 hour advance notice is not provided as required
6. Advance notice is not required for the following pesticide applications:
  - a. disinfectants, germicides, sanitizers, swimming pool chemicals, gel or paste bait insecticides, manufactured enclosed insecticides stations; and self-applied insect repellents
  - b. immediate student health threat situations (i.e. stinging wasps and bees)
  - c. areas completely away from student occupied buildings and areas
  - d. those made more than 48 hours before a scheduled school day.

## **VII. Grievance Procedures**

### **A. Definition**

1. A "grievance" shall be a timely filed alleged violation of a specific article or section of this Policy.
2. A grievance may be filed by any non-certified employee.
3. The term "days" shall mean school days. During the summer recess, the term shall mean weekdays.

## **B. Procedure**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum. The time limits specified may, however, be extended by mutual written agreement.

### **1. Step I.**

a. The grievant may orally present the alleged violation to his/her building principal and/or supervisor in an effort to resolve the matter informally.

b. If, as a result of the informal discussion with his/her building principal and/or supervisor, a grievance still exists, the grievant may file a written grievance on the form provided in Appendix A by submitting the form to the building principal and/or supervisor within ten (10) days of the alleged violation or within ten (10) days of when he/she should have had knowledge of the alleged violation. The grievant may choose to submit the grievance in writing without oral presentation. Within five (5) days of receipt of the grievance, the principal and/or supervisor shall, if requested, meet the grievant in an effort to resolve the grievance. The principal and/or supervisor shall advise the grievant of his disposition in writing within five (5) days of receipt of the grievance.

**2. Step II.** If the grievant is not satisfied with the disposition in Step I., he/she may submit the written grievance on the form provided in Appendix A to the superintendent or his/her designee of the Union County-College Corner Joint School District within five (5) days after the answer in Step I. Within five (5) days of receipt of the grievance, the superintendent or his/her designee will meet with the grievant if requested to do so in an effort to resolve the grievance. The superintendent or his/her designee shall answer the grievance in writing within ten (10) days of receipt of the grievance.

**3. Step III.** If the grievant is not satisfied with the disposition in Step Two, he/she may submit the written grievance on the form provided in Appendix A to the administrative office of the school board within five (5) days from the answer in Step Two. The board shall review the grievance at its next regular meeting or within forty (40) days, whichever is less, and render a decision within ten (10) days after such meeting. The grievant has the right to be present at such meeting to present his/her views to the board if the grievant requests to do so.

APPENDIX A

**Union County-College Corner Joint School District Support Staff Handbook**  
***Grievance Report Form***

Employee's Name:

School Building:

Date Grievance Filed:

**STEP I**

A. Date of Grievance

B. Identification of Violation

C. Facts Surrounding the Grievance

D. Relief Sought

Employee's Signature

E. Disposition by Building Principal

Principal's Signature

**STEP II**

A. Date Received by Superintendent

B. Disposition of Superintendent:

Superintendent's Signature

C. Position of Grievant

Employee's Signature

**STEP III**

A. Date Received by Administrative  
Office or School Board

B. Disposition of School Board

President of School Board's Signature

