

Classified Employee Handbook



Huntington County Community School Corporation

One team. One goal. Student success for all!

**Approved by the Board of School Trustees
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INTRODUCTION

Huntington County Community School Corporation (HCCSC) is a great place for raising children and preparing them for a productive life, no matter where that life leads them. It is a school community where administrators, faculty, staff and parents/guardians work together to provide an education that ensures student achievement, promotes citizenship, and encourages lifelong learning. Our Classified employees are a significant part of this learning process. You bring to our schools knowledge and skills that may be shared with fellow employees. Educating everyone takes everyone!

This handbook should not be viewed as all-inclusive of the personnel policies and procedures that govern the employment relationship between HCCSC and its employees. This handbook is not a contract but is intended as a guideline only and is subject to change at the sole discretion of the HCCSC Board of School Trustees. The handbook has been prepared to provide you with an outline of policies, rules, and current employee benefits. This handbook supersedes any prior Classified Employee Handbook of HCCSC. You may receive updated information concerning changes in policy from time to time and those updates are maintained in the Classified Handbook found on the HCCSC district website.

As a new employee, you will review this Handbook online and will acknowledge electronically that you understand the Handbook.

Handbook changes will be communicated to you by your supervisor as well as via email from the Human Resource Manager. You should also check the building bulletin boards regularly for notices and announcements. If you have questions about anything in this handbook, please contact your supervisor, the Human Resource Manager or the Business Manager.

BYLAWS AND POLICIES

The policies and administrative guidelines of HCCSC can be found at <http://www.hccsc.k12.in.us> in the Board of School Trustees Board Policy section: Administrative Guidelines specific to classified employees can be found on the district website: “Administrative Guidelines 4000 – Support Staff.” The policies incorporate quotations from the statutes and administrative codes of the State of Indiana as well as from the Federal statutes and regulations.

EMPLOYMENT DEFINITIONS

1. Full-Time Employment
Employment in an established position requiring thirty (30) hours or more of work each week. Full-time employees are eligible for participation in employee benefit programs.
2. Part-Time Employment
Employment in an established position requiring less than thirty (30) hours of work per week. Part-time employees are eligible for participation in employee benefit programs on a reduced scale, excluding insurance benefits.
3. Temporary Employment
Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Participation in benefit programs for temporary employees is limited to eligibility for worker's compensation.
4. Pool Employment
Food Service Pool and Recess Assistant employees who work four (4) or fewer hours per day. Benefits are limited to worker's compensation and bereavement.

Additionally, all employees are defined as either exempt or non-exempt:

1. Exempt Employees
Those employees who are employed in an executive, administrator, or professional capacity and who are not covered by the federal minimum wage and overtime payment laws.
2. Non-Exempt Employees
Those employees who are not employed in an executive, administrative, or professional capacity and who are covered by the federal minimum wage and overtime payment laws.

CORPORATION POLICIES

Orientation Period

All classified employees are hired on a probationary basis until they have completed the first ninety (90) calendar days of employment. These ninety (90) days are a trial period designed to determine whether the employee is suited to the job and is capable of satisfactorily performing the work assigned. During such orientation period, new employees are ineligible for paid absence benefits including sick, personal days, vacations, holidays and bereavement leave.

After the completion of ninety (90) calendar days, the employee will be evaluated by their supervisor. A satisfactory rating upon completion of the ninety (90) day orientation period will qualify the employee as a regular employee. An unsatisfactory rating at any time during the initial ninety (90) day orientation period may result in an extension of the orientation period or immediate termination. No transfers to different positions will be permitted during the orientation period.

Evaluation Process

Each full-time and part-time employee will have a ninety (90) calendar day probationary period. Prior to the end of the probationary period, each employee's supervisor will write an evaluation that includes a recommendation of continued employment or immediate dismissal. At the end of the probationary period, certain benefits and/or salary changes may occur. Insurance benefits will be effective on the first day of the calendar month after hire date. After the probationary period has passed, classified employees shall be evaluated at a minimum of one time per year. All evaluations become part of the employee's personnel file which is maintained in the Human Resource Manager's office.

Certification Requirements for Paraprofessional Staff

HCCSC is committed to the employment of highly qualified paraprofessional staff. Individuals serving in paraprofessional positions are required to hold/obtain appropriate certification. Certification requirements may be satisfied in three different ways:

1. Completion of two (2) years of study (60 hours) at an accredited institution of high education
2. Obtained an associate's degree or higher
3. Successfully pass the ParaPro examination during the ninety (90) day probationary period

Assignment to Work

There may be instances when HCCSC will have to transfer an employee to another facility or position, based on the need to provide the best services to our students and staff.

Transfer to a New Position – Pay Rate Adjustment

If an employee transfers from one classified position to another classified position, the rate of pay will be discussed and considered at the time of transfer.

Re-Employment (Bridging) with HCCSC

An individual previously employed by HCCSC will start at zero (0) years of experience for benefit purposes. After the employee has successfully completed the orientation period, the employee will be eligible for a bridging of benefits. Bridging is adding previous years of experience with HCCSC with current employment experience with HCCSC for benefit calculations. Bridging of benefits will occur 50% at the end of the first year of re-employment, with 100% bridging at the end of the second year of re-employment. The employee then bridges their years of service for calculations of vacation. At the time of re-employment, previously accrued sick days shall be added as follows: in the first year of employment after probationary period, up to forty (40) previously accrued days will be added (if applicable) and ten (10) days each succeeding year thereafter until the number of accumulated days has been given.

Employee Discipline

We believe that our employees are and will continue to be good citizens, both in the community we live and at their jobs, and that they ordinarily will not engage in acts contrary to the best interests of themselves, other employees, students, the general public, or HCCSC. However, in instances in which employees do engage in conduct contrary to these interests, they will receive discipline appropriate for such misconduct. The degree of discipline in each case, up to and including termination, will be determined by the severity of the situation involved.

If a performance problem is detected, the supervisor will discuss the problem and offer any appropriate assistance needed to remedy the situation. If the performance problem continues, the normal steps of disciplinary action will be a verbal warning, written warning, suspension, reassignment, and termination of employment. If an employee has successfully completed a probationary period but reverts to the problem that warranted the probation, then the employee may be subject to termination without repeating the previously mentioned progressive disciplinary measures.

Discipline is defined as, but not limited to the following:

1. Verbal Reprimand – The discussion a supervisor holds with an employee in which he/she appraises him/her of unsatisfactory conduct and impresses upon him/her the need for corrective action. A written notation will be made and placed in the employee's personnel file.
2. Written Reprimand – This is written record of a reprimand by the supervisor. It is placed in the employee's personnel file.
3. Suspension – This is the ordered absence without pay from duty.
4. Reassignment – The lowering in rank, lateral movement, or pay of an employee by the Superintendent or designee.
5. Dismissal – The removal from service for misconduct or unsatisfactory performance by the Superintendent or designee upon School Board approval.

It is not the intent of this policy to require that every disciplinary action move through each of the preceding five (5) steps. Circumstances will dictate at which step (1-5) the supervisor begins. If an employee engages in any of the unacceptable behaviors listed below, they may be suspended from work, pending discharge. An employee may be terminated without advance notice for unacceptable behavior.

In all cases, HCCSC reserves the right to suspend an employee without pay to investigate circumstances involving unacceptable behavior or repeated problems. Depending on the outcome of the investigation, an employee may be terminated or reinstated. Suspension may be with or without pay, as determined in the sole discretion of the HCCSC, for the period of suspension.

Unacceptable Behaviors (includes but not limited to)

- Theft
- Physical violence (or threats of such)
- Sexual harassment
- Child abuse
- Criminal conviction
- Verbal harassment or threats to anyone associated with HCCSC
- Smoking, vaping or any use of tobacco products in a HCCSC facility or vehicle
- Gambling on HCCSC premises
- Violation of the drug-free workplace policy
- Possession, consumption or being under the influence of alcohol or drugs on HCCSC property or at HCCSC functions.
- Committing unsafe acts
- Repeated behavior that is disruptive to the work of other employees
- Carrying or storing a weapon on HCCSC property
- Failure to report a work-related accident
- Falsification of any HCCSC record or work-related form including applications and time sheets
- Insubordination
- Misuse or destruction of HCCSC property
- Use of HCCSC equipment or tools for personal use
- Dishonesty
- Excessive absenteeism

Safety and Security

Safety in the workplace is everyone's business; even in an office environment. All staff of HCCSC are committed to the task of maintaining a safe and clean work environment. It is expected that everyone share in this commitment. Specific safety matters that pertain to an employee's work area will be explained by the supervisor. Accidents are not inevitable but can be prevented. Any suggestions, questions or concerns about building security or safety should be discussed with the employee's supervisor.

Attendance

Punctual and regular attendance is an essential function of each employee's job at HCCSC. When an employee is absent, their work must be performed by others. Employees are expected to report to work as scheduled, be on time and be prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for lunch and break periods, or when required to leave on authorized corporation business.

In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Documentation of the reason may be required. Employees also must inform their supervisor of the expected duration of any absence. Under normal circumstances, an employee must call in advance of their regular starting time on any day on which the employee is scheduled to work and will not be reporting to work. All classified employees are required to submit an absence statement to their supervisor for any days not worked.

Excessive absenteeism may be grounds for discipline, up to and including termination of employment. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances. Any employee who fails to report to work without notification to their supervisor for a period of two days or more will be considered to have voluntarily terminated the employment relationship. An employee whose absence is deemed excessive by their supervisor may be required to provide a physician's note for any sick leave absences.

Medical Conditions

If an employee has a medical condition which might require treatment, please advise your supervisor of the condition. Examples of such conditions are diabetes, epilepsy, or treatment of a disease or illness, which could leave you in need of emergency treatment. We ask this only to ensure that proper emergency treatment may be provided if you should become ill while at work. This is a voluntary action on your part, and under no circumstances, other than the need for medical treatment, will this information be divulged to anyone without your consent.

HOURS OF WORK

The work week is Sunday through Saturday. The hours worked shall be determined by the Superintendent of Schools or designee.

If an employee works in two or more positions with different rates, the overtime rate shall be one and one-half times the weighted average rate for that work week. If a non-exempt staff person is requested and approved to work in excess of forty (40) hours in a work week, compensation will be approved at the employees' overtime rate for any time worked over forty (40) hours in one work week. "Exempt" employees are expected to perform all aspects of the job without overtime or compensatory time. Employees are not permitted to work overtime except as authorized by their supervisor and approved by the Business Manager. Employees who work past their scheduled hours resulting in overtime pay without advance approval by their supervisor and the Business Manager may be disciplined up to and including termination of employment. Sick and personal leave days do not count towards the 40-hour work week for overtime calculations.

Delays and Cancellations

In the event there is a delay, Library Clerks, Paraprofessionals, and some food service employees should stay home until the delay has ended. Employees will only be paid for the hours worked. School secretaries and other food service employees (as per supervisor) should report to work at the normal time. In the event of a cancellation, Library Clerks, Paraprofessionals, and some food service employees will be expected to work on the designated make-up day. Those employees (school secretaries and other employees) who report to work will be paid for the time worked. If school is cancelled after reporting to work, those employees should end their day as soon as possible. If cancellation is called early, nine (9) and ten (10) month employees should not report to work. Twelve (12) month employees who are unable to report due to a Level 1 Emergency will be required to take a personal, sick or vacation day if they wish to be paid for the absence. This policy in no way suggests that an employee should risk their safety in inclement weather.

Lunch Periods

A non-exempt employee will receive an unpaid lunch period of thirty (30) minutes during a shift lasting over four (4) hours. The timing of the lunch period for each employee shall be solely at the discretion of the employee's supervisor.

Break Periods

A non-exempt employee will receive a paid break period of ten (10) minutes in the first four (4) hours of a shift lasting at least four (4) hours and a paid break period of ten (10) minutes in the second four (4) hours of a shift lasting at least eight (8) hours. The timing of break periods for each employee shall be designated by the employee's supervisor.

Timekeeping Requirements

All non-exempt employees must accurately record time worked for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the lunch break. Employees must also record their time whenever they leave the building for any reason other than corporation business. Completing another employee's time record, allowing another employee to complete your time record, or altering any time record will be grounds for discipline up to and including termination. Exempt employees also may be required to record their time. Any errors on an employee's time record should be reported immediately to the supervisor, who will promptly correct legitimate errors.

EMPLOYEE BENEFITS

Tax Deferred Annuity

Tax deferred annuity deductions are available through payroll deduction to voluntarily save additional money towards retirement. The plans available through HCCSC comply with all federal regulations for tax deferred annuities, which enables an employee to defer paying income taxes on these savings until retirement, unless a withdrawal is made. Contact the Human Resource Specialist for more information.

Employee Transfers/Promotions to a Year-Round Position

If a current employee is transferred/promoted to a year-round position with HCCSC, any accumulated sick leave will transfer to the new position within HCCSC. Salary recommendations for the transition to a year-round position will be determined on an individual basis between the supervisor and the Business Manager. Factors that will be considered include: years of service in the present position and the correlation between the current position and the year-round position for which an employee is being recommended. Bridging of benefits will occur 50% at the end of the first year of re-employment, with 100% bridging at the end of the second year of re-employment. The employee then bridges their years of service for calculations of vacation.

Vacation

HCCSC recognizes the importance of vacation in providing the opportunity for rest, recreation, and personal activities, and grants annual, paid vacations to its full-time employees who work twelve (12) months per year. New employees earn one (1) week of vacation after the completion of six (6) months of employment. Additional vacation benefits are earned according to the following schedule, based upon the anniversary of the employment date. Current employees who accept a twelve (12) month position earn vacation benefits from the date of change in classification. Additional vacation benefits are then earned based upon the anniversary date of change in classification.

Ten (10) days of vacation are earned after one (1) full year of employment

Fifteen (15) days of vacation are earned after the completion of five (5) years of employment

Twenty (20) days of vacation are earned after the completion of ten (10) years of employment

Vacations may be taken as weekly periods or as individual days as long as the periods chosen meet with the approval of the supervisor. Vacation requests of one (1) or more weeks should be submitted to the supervisor at least two (2) weeks prior to the date a vacation is to begin.

Vacation time must be used in the anniversary year after which it is earned and may not be carried over past the employee's next anniversary date. Employees will not be entitled to pay in lieu of taking time off for vacation. An extenuating circumstance and written permission are required to carry over any unused vacation days.

Employees who notify HCCSC of a resignation of employment are entitled to be paid for all earned, unused vacation. If the termination is for gross misconduct, or the employee quits without notice, all unused vacation benefits may be forfeited.

Holiday Pay

HCCSC grants full-time and part-time employees the following holidays with pay:

Twelve (12) Month Employees:

Ten (10) days consisting of New Year's Day, the day after or before New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving day, the day after Thanksgiving, Christmas day, and the day after or before Christmas. Each year by October 1, the Christmas and New Year holiday schedule will be determined by the Superintendent for twelve (12) month employees.

Nine (9) Month through Ten (10) Month Employees (with the exception of Bus Drivers, Pool positions, and salaried school-year employees):

Four (4) days consisting of Good Friday, Memorial Day, Labor Day and Thanksgiving day.

If a holiday falls on a Saturday, the holiday will normally be observed on the previous Friday. If the holiday falls on Sunday, the holiday will normally be observed on the following Monday. Holiday pay is based on the employee's regularly scheduled hours at the employee's regular base rate of pay. To be eligible for holiday pay, the employee must work the scheduled day prior to and the scheduled day after the holiday, unless the absence is pre-approved by the Business Manager. If days are missed surrounding a holiday, the employee must provide an explanation for the days missed in writing to the Business Manager prior to the holiday.

Twelve (12) month employees only need prior approval from their direct supervisor for leave days that occur the day before or the day after a paid holiday.

An employee who is required to report for work on a holiday will be paid the regular hourly rate of pay for those hours worked, plus the holiday pay. If a holiday falls during the employee's scheduled vacation, holiday pay will be paid in lieu of vacation pay. Temporary employees are not eligible for holiday pay.

INSURANCE BENEFITS

Health Insurance

To be eligible for participation, an employee must be employed for a minimum of thirty (30) hours per week or be employed as a Bus Driver for the school year. Insurance benefits will be effective on the first day of the calendar month after hire date. Twelve (12) month employees are responsible for 10% of the monthly health insurance premium. Twelve (12) month employees and Registered Nurses are eligible to enroll in either a single or a family insurance plan. Transportation employees on a 175-day contract are required to pay the ten (10) additional days for their health insurance if coverage is elected.

Nine (9) and ten (10) month employees are responsible for 10% of the monthly health insurance premium. Nine (9) and ten (10) month employees are eligible to enroll in a single insurance plan. Family coverage can also be elected with the additional premium being paid by the employee. All family upgrade premiums owed by the employee must be paid directly to HCCSC via personal check by the 25th of the month prior. Payroll deduction is not an option for upgrades to family coverage for nine (9) through ten (10) month employees.

If an employee is unable to return to work at the conclusion of an approved FMLA, insurance benefits will end at the conclusion of the twelve (12) week FMLA period.

For more information about health insurance benefits, please contact the Human Resource Manager or refer to the Employee Guide.

Dental Insurance

To be eligible for participation, an employee must be employed for a minimum of thirty (30) hours per week or be employed as a Bus Driver for the school year. This plan is funded entirely by the employee's contributions. For additional information about dental insurance benefits, please contact the Human Resource Manager or refer to the Employee Guide.

Vision Insurance

To be eligible for participation, an employee must be employed for a minimum of thirty (30) hours per week or be employed as a Bus Driver for the school year. This plan is funded entirely by the employee's contributions. For additional information about vision insurance benefits, please contact the Human Resource Manager or refer to the Employee Guide.

Life Insurance

HCCSC offers a \$40,000.00 term life insurance policy to eligible employees. To be eligible, an employee must be employed for a minimum of thirty (30) hours per week during the school year. The cost to the employee is \$1.00 per year. For additional information about life insurance benefits, please contact the Human Resource Manager or refer to the Employee Guide.

Long-Term Disability Insurance

HCCSC offers a long-term disability policy that pays approximately 67% of an employee's annual salary should the employee meet the disability eligibility requirements as outlined by the policy. To be eligible, an employee must be employed for a minimum of thirty (30) hours per week during the school year. The cost to the employee is \$1.00 per year. For additional information about long-term disability insurance benefits, please contact the Human Resource Manager or refer to the Employee Guide.

Section 125 Program

To be eligible for participation, an employee must be employed for a minimum of fifteen (15) hours per week during the school year. For additional information about Section 125 benefits, please contact the Human Resource Manager or refer to the Employee Guide.

Unemployment Insurance

No deductions are made from an employee's paycheck for unemployment insurance. This tax is paid completely by the employer.

RETIREMENT BENEFITS

Public Employees' Retirement Fund (PERF)

The Public Employee's Retirement Fund (PERF) is the State agency that provides retirement, disability, and survivor benefits for its members. The HCCSC School Board must approve whether or not a position is PERF qualified. There are two contributions that are required to be paid to PERF, the employee's contribution and employer's contribution. The employee's share is 3% and the employer's share is determined by PERF on an annual basis. Full-time employees of HCCSC in a PERF-covered position (Administrative, Clerical, Custodial, Food Service, Maintenance, Transportation, Clinic Assistants and Nurses, Occupational Therapist, and Technology positions) will have the 3% (employee share/contribution) of gross wages paid by HCCSC each pay period and deposited into their PERF Annuity Savings Account. For more detailed information, refer to the INPRS website <http://www.in.gov/inprs>.

Retirement Pay and Benefits

Additional retirement pay shall be provided to a retiring employee who has completed a minimum of fifteen (15) years of employment with HCCSC and is at least fifty-five (55) years of age. The employee must submit a binding letter of intent to retire sixty (60) calendar days in advance of retirement. Providing that the previously mentioned requirements have been completed, payment of the following will be part of the employee's last payroll check:

- a. \$50.00 for each year of service completed. A year of service shall be defined as nine (9) months and at least thirty (30) hours per week.
- b. One-half (1/2) of accumulated sick leave days (up to maximum of 139 days) to be paid at the employee's daily rate.
- c. Any unused vacation will be paid on the last paycheck of the retiree

In the event an employee passes away who otherwise would have been eligible for retirement pay, the employee shall be considered retired and benefits will be paid to the employee's beneficiary or designee.

Early retirees may elect to continue their medical insurance by paying the current monthly premium until the first day of the month they turn age sixty-five (65).

COMPENSATED AND/OR UNCOMPENSATED ABSENCES

Paid time off (vacation days, sick days, personal days, bereavement, jury duty, etc.) is only available during regularly scheduled workdays. Leave days are added at the beginning of each school year. If an employee does not start the school year due to illness or other leave circumstances, leave days will be issued upon return to work. If an employee is hired after the beginning of the school year, all compensated time will be prorated. (Please refer to Basic Corporation Policies, Orientation Period located in this handbook.) Compensated time off must be taken in half or full day increments. In no circumstances should the total for a day consisting of hours worked and compensated absence (time off) for that day be greater than eight hours, or employee's regularly scheduled hours for that date. Benefit days cannot be "traded" to be used for other days, i.e. sick days are to be used for sick days, etc.

Sick days and personal days are to be considered a benefit to HCCSC employees and are not to be abused. Documentation may be requested by the supervisor to verify use of a leave day. The changes listed below to sick days and personal days are effective at the start of the 2019-2020 school year when these changes will be effective for all staff.

Sick Days

Employees (excluding Pool employees) shall be granted paid sick days to be used for the employee's personal illness or illness of a spouse, parent, child or a person for whom the employee is a legal guardian. Sick days may also be used for doctor's appointments of self, spouse, parent, child or a person for whom the employee is a legal guardian. Sick leave days do not count towards the 40-hour work week for overtime calculations. Sick leave days cannot be donated to other employees to use. Sick days are granted as follows:

Employees working 230 days or more in a school year will be granted twelve (12) sick days per year

Employees working less than 230 days in a school year will be granted ten (10) sick days per year

Unused sick days shall accumulate to a maximum of 180 days. Any unused days above the maximum shall be paid annually on the second pay of September at the following rate:

Employees working between 30 to 40 hours per week - \$30.00 per day

Employees working between 20 to 29 hours per week - \$20.00 per day

Employees working less than 20 hours per week - \$10.00 per day

Personal Days

Employees (excluding Pool employees) shall be granted paid personal days to be used for personal business that cannot be conducted outside the work day. Personal days do not count towards the 40-hour work week for overtime calculations. Unused personal days shall accumulate as sick days for the succeeding school year. Employees (excluding Pool employees) shall be granted three (3) personal days per year.

Bereavement Leave

Employees (including Pool employees) shall be granted up to five (5) consecutive workdays for bereavement leave to be used in the event of the death of a member of the immediate family: legal spouse, child, parent, legal guardian, grandchild, brother, or sister. Bereavement Leave is only available during regularly scheduled work days. If an employee does not use the days within the five (5) consecutive work days and provides written notice before the completion of that time, the employee may elect to use up to three (3) of those unused days within thirty (30) days of the notification of death.

Employees (including Pool employees) shall be granted up to two (2) consecutive work days for bereavement leave to be used in the event of the death of a grandparent, in-law (father, mother, son, daughter, brother, sister, grandparent), niece, nephew, step-child, or an aunt or uncle of the employee. This leave does not include great-grandparents, great aunts, or great uncles.

Should additional time be needed for travel or other extenuating circumstances, arrangements must be made in advance with the Business Manager.

Unpaid Leave of Absence

HCCSC does not routinely grant unpaid leaves of absence. However, there may be extenuating circumstances when an unpaid leave may be granted such as a personal or family medical emergency leave, or a lifetime event such as a military graduation. Unpaid leave will not be granted if applicable leave days are available to use. If there is not an extenuating circumstance or a lifetime event, no request should be submitted as it will not be approved.

If an employee has an unpaid leave of absence during the twelve (12) weeks, or sixty (60) work days, of an approved FMLA leave and is enrolled in health insurance through HCCSC, the employee is entitled to the continuation of the health insurance coverage during the same terms as if he or she had continued to work. An employee on unpaid FMLA leave must make arrangements to pay the normal employee portion of the insurance premiums in order to maintain insurance coverage. Coverage may be dropped if the employee's premium payment is late. Dental and vision premiums are 100% employee paid at all times.

HCCSC may require the employee to repay the employer's share of the premium payment if the employee fails to return to work following the FMLA leave unless the employee does not return because of circumstances that are beyond the employee's control, including a FMLA qualifying medical condition. If an employee is unable to return to work at the conclusion of an approved FMLA, insurance benefits will end at the conclusion of the twelve (12) week FMLA period.

Employees will not accrue vacation or leave days during an unpaid leave of absence. Any unpaid loss of time worked should be recorded on the employee time sheet or work calendar if a salaried employee. Any unapproved unpaid time taken will be taken into consideration during the employee's annual performance evaluation.

Sick Leave Bank

HCCSC administers a Sick Leave Bank for classified employees. To request days from the Sick Leave Bank, an employee must have donated at least one day to the Bank before making a request. New employees to HCCSC (excluding Substitute and Pool employees) will be given a Sick Leave Bank donation form at the time of hire to either elect to participate or elect to decline participation in the Sick Leave Bank.

For a classified employee to receive days from the Sick Leave Bank, the employee must have exhausted all of their accumulated leave days and have had five (5) days of uncompensated sick leave in a calendar year. Any employee who would like to request days from the Sick Leave Bank must put that request in writing and send it to the Human Resource Manager. A committee comprised of four (4) classified employees chosen by the Business Manager will discuss whether the request will be approved or denied, with the final decision being made by the Business Manager.

A classified employee may request up to twenty-five (25) days from the Sick Leave Bank. Classified employees who are granted days from the Sick Leave Bank must pay back three (3) days a year at the beginning of each school year until the balance of days borrowed from the Bank is returned to the Bank. In the event an employee resigns from HCCSC and still has a balance of unreimbursed Sick Bank days, the value of those days will be deducted from the employee's final paycheck.

MISCELLANEOUS

Employee Privacy

HCCSC believes that its employees have the right to privacy in regards to their personnel files. Individuals have the right to see and copy any information in their personnel file and may correct any errors or file their version of any disputed information. If an employee would like to review their personnel file, they may contact the Human Resource Specialist. Personnel records will remain secure unless an employee gives written authorization to divulge any information, or unless information is required by law.

HCCSC assumes no obligation to furnish information about any employee to any third party (other than to verify current or previous employment). An employee who desires that HCCSC furnish certain information to a third party may file a written request to that effect with the Human Resource Specialist. The employee will be required to execute a release before HCCSC will disclose certain information to third parties.

Personnel Records

A confidential personnel file is maintained for every employee and may include the following:

- Job application and resume
- Wage/Salary Information
- Job responsibilities and performance reviews
- Changes in employment status
- Awards
- Disciplinary actions
- Record of job-related training and development
- Termination information, including an exit review form.

Under the **Access to Public Records Act**, specific information in a personnel file may, upon request, be made available to any person requesting it. (i.e. employee name, rate of pay, application for employment, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment). In addition, HCCSC is also required to reveal information relating to the status of any formal charges against an employee or information concerning disciplinary actions in which final action has been taken that resulted in employee discharge from employment. All other information in personnel files is accessible only to the supervisor and the Human Resource Specialist.

Employee Status

It is the responsibility of each employee to notify their supervisor and central office (HR/Payroll) of the following and complete the necessary paperwork to effect the change:

- Change of address and/or telephone number, person to notify in case of emergency
- Legal name change
- Change of marital status
- Change in number of dependents
- Change in insurance beneficiary

Substitute Pay

Substitutes will receive substitute pay regardless of previous employment with HCCSC.

Line of Communication

All classified employees are encouraged to go through the appropriate line of communication when concerns arise related to employment. The first line of communication would be to the employee's direct supervisor. If the problem persists, the employee should contact the Business Manager.

Requests for Reimbursement

All classified employees are expected to follow State Board of Accounts accepted practices for reimbursement requests for any expenses related to their employment position. Such requests are to be made in a timely manner on State Board of Accounts approved forms. As a general rule, requests should be made in the same pay period for which the expenses were incurred. Reimbursement requests will not be considered from previous school years. The "new school" year will begin on July 1.

Employee Resignation

Employees wishing to resign from employment with HCCSC must submit a resignation in writing two (2) weeks prior to the effective date of resignation. Any remaining leave days that the employee may have as of the resignation date (personal or sick days) are not paid out in the employee's final paycheck.

Exit Interview

An exit interview will be given to the employee outlining their final pay, benefits and other information at the time employment with HCCSC ends. All corporation property will be collected at the time of the exit meeting. Employees may be asked to complete a voluntary exit interview questionnaire, which is provided by the Human Resource Specialist.