Connecting-Engaging-Growing

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CLASSIFIED HANDBOOK

Vision
Connecting. Engaging. Growing.

Mission
To inspire a love of learning and personal growth through building relationships with our students and their families.

At Elwood Community Schools we believe…

- ☑ in providing a safe place for our students and staff.
- ☑ in making school an enjoyable experience full of exploration.
- ☑ in helping each student discover his or her passion and purpose.
- ☑ honesty, kindness, respect, self-control, and self-discipline lead to peace and happiness.
- ☑ success comes in many forms & should be celebrated!

Priority Areas of Focus:

#1 Provide a Safe Learning Environment

#2 Provide Enjoyable Learning Opportunities Within & Beyond the Classroom

#3 Provide Opportunities to Master Relevant Content Knowledge & Skill Development

#4 Provide Responsible Fiscal Management

This handbook is designed to supply information on corporation policies, guidelines, and information relative to employee health, safety, welfare and conduct. Elwood Community School Corporation reserves the right to change any and all sections of the handbook as deemed necessary. Employees are encouraged to discuss any questions or concerns first with their Supervisor and then with the Human Resource Coordinator.

Revisions Approved by the ECSC Board of Trustees on December 18, 2025

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This handbook is designed to supply information on corporation policy, guidelines, and information relative to employee health, safety, welfare, and conduct. Complete Board policies may be accessed on the Elwood Community School Corporation website. If you have any questions after reviewing the information, please contact your immediate supervisor.

ARTICLE I
PERSONNEL GUIDELINES

A. Changes in Policy
Elwood Community School Corporation is constantly changing; therefore, the School Board of Elwood Community School Corporation expressly reserves the right to change any policies at any time, including guidelines addressed in this handbook. Notification of changes will be posted on the website or by other appropriate means.

B. Nondiscrimination Policy
Elwood Community School Corporation has adopted a policy stating that no person shall, on the grounds of race, national origin, sex, age, or handicap be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program, activity, event or job.

Any person who feels that they have been discriminated against should contact the Human Resource Department.

C. Background Checks
Elwood Community School Corporation reserves the right not to employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee.

Effective July 1, 2017, Elwood Community School Corporation is required by HEA 1079 to complete an expanded criminal history check and expanded child protection index check for new employees. The initial cost of the criminal history check is the responsibility of the employee. Elwood Community School Corporation will cover the cost of the criminal background check every **five years** of employment. Elwood Community School Corporation reserves the right to obtain criminal record information and/or an expanded child protection index check on any employee at any time.

D. Annual Mandatory Training
All new and existing employees must complete mandatory annual training as assigned by the Human Resource Department and/or their immediate supervisor.

E. Drug Testing for Bus Drivers
Random Drug Testing is required to maintain employment as a bus driver. Bus drivers will not be paid when performing any type of legally mandated drug test.

E. Reporting of Child Abuse IC31-33-54 et seq.
Each staff member employed by this corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. Any staff member who suspects that a child has been abused or neglected shall

immediately report the suspected child abuse or neglect to the Department of Child Services (DCS) and then notify a building administrator and/or school counselor face-to-face. Phone contact is acceptable during a school break or after school hours. The staff member needs to confirm to the building administrator that a report has been made directly to DCS. The DCS's Indiana Child Abuse and Neglect Hotline is **1-800-800-5556.** Staff members are expected to accurately and confidentially document all suspicions of child abuse or neglect. All confidential records should be kept in either a school administrator's office or a school counselor's office. Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the agency to which it is reported. Failure to report child abuse may result in discharge and criminal prosecution.

ARTICLE II
DISCIPLINARY ACTION/PROCEDURE

Elwood Community School Corporation strives to fulfill its stated mission and at the same time help employees achieve and maintain the highest standards of productive employment. Disciplinary action, however, may be necessary to address conduct that does not comply with the Elwood Community School Corporation Mission Statement, Rules of Conduct, or other conditions of employment.

A. Rules of Conduct

Rules are needed in any organization so that the operation runs smoothly. The following rules exist because they are essential for the safety, welfare, morale, and general well-being of our students and co-workers. A violation of one or more of these rules may result in a reprimand, suspension, or dismissal.

The following behaviors may subject an employee to immediate dismissal or other disciplinary action without previous warning:

- falsifying employment application;
- refusal to do the job assigned, or deliberate inefficiency/slow work production;
- severe and/or persistent incompetence;
- fighting, immoral behavior, or indecency
- intoxication or drinking on duty
- use, sale, or possession of controlled substances on the job;
- use of tobacco products on Elwood Community School Corporation property, including smokeless tobacco and e-cigarette;
- intentional release of confidential information;
- falsification of payroll sheets or other Elwood Community School Corporation records, including, but not limited to, writing time in or out on another employee's payroll sheet;
- excessive absenteeism and/or absence without approval of supervisor;
- failure to report job-related injuries;
- failure to report an arrest and/or conviction of criminal charges to the Superintendent or design within two (2) business days of the occurrence.

Other conduct deemed out of compliance with the mission of Elwood Community School Corporation, though not listed, may be grounds for disciplinary action or dismissal.

B. Discipline Procedures

In the event it is necessary to take disciplinary action, the employee's direct supervisor, the building principal, or the Superintendent may follow these steps to encourage improvement for an employee who has exhibited poor work habits or prohibited conduct:

Step 1	Verbal warning
Step 2	Written warning
Step 3	Termination

The main purpose of having a disciplinary procedure is to give employees the opportunity to correct and improve their conduct. In some instances, suspension or termination without prior warning may be imposed due to the seriousness of any individual offense. Thus, Elwood Community School Corporation reserves the right to suspend or terminate any employee without prior notice and without utilizing the steps outlined above.

ARTICLE III
GENERAL EMPLOYMENT PROCEDURES

A. Attendance

Employees who will be absent or late are expected to notify their supervisor as soon as possible and always before the start time of his/her workday. Poor attendance may result in termination of employment. Supervisors should acknowledge receipt of the notification of absence.

B. Compensation Procedures

1. Paydays and Paychecks

Paydays are every other Friday. The Pay Period begins Monday morning and ends on the following Sunday. The Payroll Schedule is available on the website. Whenever a payday falls on a holiday, employees will receive their checks the previous day. Advances in pay are not permitted. Questions about pay deductions or check distribution, should be directed to the Coordinator of Human Resources and Payroll.

2. Deductions

From each pay, the school corporation will make all deductions required by federal, state, and local law. Court ordered payments such as child support and/or garnishments will be withheld in accordance with federal and state law.

3. Direct Deposit

All employees of Elwood Community School Corporation are required to be paid by direct deposit.

4. Pay Schedule:

Position	Pay Rate	Days	Hours	Benefits Paid by Corp
Bus Driver Full Route	$102.52	up to 180	up to 4	PERF (100%)
Bus Driver Special Route	$51.26	up to 180	up to 2	N/A
Bus Driver EC Trips	$20/hr*	N/A	N/A	N/A
Bus Aide	$15.69/hr	up to 180	up to 4	NA
Classified Administrator	Salary	260	8	PERF (100%) Life & LTD (all but $1 each)
Custodial (Full-time)	$17.60/hr	260	8	PERF (100%) Life & LTD (all but $1 each)
Custodial (Part-time)	$16.48/hr	260	up to 5.95	PERF (100%)
Food Service (Full-time)	$18.99/hr	up to 184	up to 8	PERF (100%) Life & LTD (all but $1 each)
Food Service (Part-time)	$16.24/hr	up to 184	up to 5.95	N/A
IA-Preschool (HS Diploma required)	$14.85/hr*	up to 184	up to 7.5	PERF(100%)
IA-Preschool Lead	$17.57/hr**	up to 184	up to 7.5	PERF(100%)
IA (HS Diploma required)	$15.69/hr**	up to 184	up to 7.5	PERF(100%)
IA (post-second./cert. required)	$17.57/hr**	up to 184	up to 7.5	PERF(100%)
IA (4yr degree+ required and/or Instructional Supervision)	$18.10/hr**	up to 184	up to 7.5	PERF(100%)
Maintenance	$22.23/hr	260	8	PERF (100%) Life & LTD (all but $1 each)
Maintenance - Mechanic	$23.88/hr	260	8	PERF (100%) Life & LTD (all but $1 each)
Nurses	$31.36/hr	up to 184	8	PERF (100%)
Secretarial	$19.48/hr	up to 220	up to 8	PERF (100%) Life & LTD (all but $1 each)
Secretarial Treasurer / Data Specialist	$20.69/hr	up to 220	up to 8	PERF (100%) Life & LTD (all but $1 each)
Substitute Teacher (HS diploma) Substitute Teacher (College Degree)	$90/day $100/day	up to 180	up to 7.5	N/A

*3hr min for out of town trips. Special Shuttle rates to be determined case by case. The addition of a stop or a change of a driver's regular route is not a shuttle and does not qualify for additional compensation.
**Compensation based on job requirement(s), not degree held.

5. Classified Staff Time Clock/Time Cards

Verifying hours worked is an important employment procedure. The time clock/time card must reflect actual hours worked. If the employee is absent, he/she must indicate the reason for the absence as follows:

- Sick
- Personal
- Vacation
- Unpaid (must be approved in advance)
- Bereavement (must indicate the relationship of the deceased)
- Jury Duty (attach court document that indicates per diem payment)
- Holiday (only if eligible for vacation pay)
- Worker's Compensation

Each employee is responsible for the accurate recording of time worked, utilizing the time clock system. Based on the State Board of Accounts, this is needed for all classified staff except classified administrators. If a mistake is made or if the employee forgets to clock in/out, they must notify their supervisor or building secretary. An employee should never clock in or out for another employee. Only those employees given supervisory rights may make corrections to a time clock/time card. Falsification of time records is a violation of the terms of employment and may result in immediate termination.

6. Overtime

Overtime is paid for all hours physically worked in excess of forty (40) hours per work week. The rate of pay for overtime is one and one-half (1½) times the normal rate. Prior approval from the Superintendent and/or employee's supervisor for the overtime work must be given.

7. Work hours and Pay during Inclement Weather

Maintenance/Custodial - Maintenance and custodial staff should plan to work their normal schedule. If this is changed, the Director of Maintenance will make contact with employees.

Food Service - Cafeteria Managers will set schedules for two-hour delays and closings.

Office Staff - School office and district staff should report to work at their normal time on a delay. If they are not able to make it on time, they should communicate with their direct supervisor. If school is canceled, school office staff do not report to work; however, district staff should work with their supervisor on these days.

Instructional Assistants - Instructional Assistants will follow the student schedule during a delay or closing. If you have work to complete, please work with your supervisor on working these hours.

8. Work Hours during Weeks with Less than Five Student Days

In weeks of less than five student days, classified staff should work their regularly scheduled hours each of the student days. They should not extend their work hours beyond the regular daily schedule unless approved by an administrator.

ARTICLE IV
LEAVES

A. Paid Leave Time

	PTO	Vacation	12/31 1/1	MLK Day*	Pres Day*	Mem Day	7/4 7/5	Labor Day	Thanks Friday	12/24 12/25
Bus Drivers	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Bus Aides	3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Classified Administrators	12	4 weeks	2	1	1	1	1	1	2	2
Custodial FT	12	2-3 weeks**	2	1	1	1	1	1	2	2
Custodial PT	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Food Service FT	8	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Food Service PT	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Instructional Assistants	5	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maintenance	12	3 weeks	2	1	1	1	1	1	2	2
Nurses	12	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Secretarial	8	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Secretarial (Year Round)	12	4 weeks	2	1	1	1	1	1	2	2

***Only if school is not in session.**

****One week of vacation is added after 5 years of service.**

B. PTO (Paid Time Off for Illness or Personal Business)

PTO is earned on a prorated basis. PTO leave cannot be used to extend a school holiday weekends or vacation breaks. Vacation shall be defined as Fall, Christmas, Spring, and Summer vacations/breaks. School holiday weekends are those weekends such as Labor Day, Thanksgiving, Presidents, Memorial Day, etc. Nor should pre-arranged PTO leave extend beyond 3 consecutive work days. However, PTO may be available at such times by submitting a written request to the Superintendent for approval.

C. Unused Vacation Days

Unused vacation days at the end of the year will not be compensated or rolled over. Accumulated days up until July 1, 2019 will be paid out per previous language but no additional days will be added.

Any classified employee who resigns or is terminated by the school corporation shall be paid for all wages earned and their prorated vacation time to the date and time of separation. For example; 12 days are given to the classified employee at the beginning of the year, said employee quits in March. 3 days, if unused, will be paid to the employee.

D. Accumulated Days

Employees may accumulate personal and sick days up to 90 days in their accumulated sick day bank. Unused personal and sick days will not be compensated. Accumulated sick days up until July 1, 2019 will be paid out per our former language for employees retiring with ten years of service, but no additional days will be added.

E. Unpaid Days or Leaves of Absence

A leave of absence, other than those mentioned in this Article, may be granted to employees subject to the following:

- The initial request must be made in writing, co-signed by the employee's supervisor, and received by the Coordinator of Human Resources and Payroll at least thirty (30) days prior, if possible.
- The request shall state the reason, necessity, and amount of leave time needed. This should not exceed one (1) year, with extensions requested through the Coordinator of Human Resources and Payroll.
- The Director of Business and/or Superintendent must approve the request.
- Action on all requests for leaves of absence shall consider the best interests of Elwood Community School Corporation.

F. Bereavement Leave

Bereavement: Each employee shall be entitled to a ten (10) non-consecutive school day leave of absence with compensation for a death in the immediate family. Four (4) days of leave with compensation shall be permitted in case of the death of other family members. Such leave shall not detract from sick leave.

a. Definition of Immediate Family: Family shall be defined as father, mother, stepparent, brother, sister, wife, husband, child, stepdaughter, step-son, grandparents, grandchildren, mother-in-law, father-in-law or any relative who, at the time of death, is living as a member of the household of the teacher. Such leave shall not detract from sick leave.

b. Definition of Other Family*:* Other family is defined as in law (other than mother in law or Father in law), uncle, aunt, niece, or nephew.

c. Close Personal Friend/Active Role in Funeral Bereavement: An employee shall be allowed 1 (one) school day leave of absence with compensation to attend the funeral of a close personal friend or to perform an active role in a funeral service (e.g. pallbearer, organist, vocalist, eulogist, etc.). If evidence exists that this provision is abused, the Superintendent reserves the right to declare the day as unpaid leave.

d. Executor/Executrix Leave: In the event that an employee is named Executor/Executrix of an estate, the employee may utilize up to four (4) paid leave days within twelve months following the death. Proof of such responsibility shall be provided.

G. Family and Medical Leave

Eligibility Requirements:

- Been employed with Elwood Community School Corporation for at least 12 months (does not have to be consecutive),
- Has at least 1,250 hours of service with Elwood Community School Corporation during the 12 month period immediately preceding the leave.

Leave Entitlement:

Eligible employees may take up to 12 work weeks of leave in a 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 or her job; or
- For any qualifying emergency 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.

Notice:

Employees generally must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.

Please contact the Coordinator of Human Resources and Payroll regarding FMLA leave.

H. Pregnant Workers Fairness Act (PWFA)

As required by Federal law, Elwood Community School Corporation will provide reasonable accommodations to employees with limitations related to pregnancy or any condition related to the employee's pregnancy, including but not limited to lactation of the need to express breast milk for a nursing child. The law provides that reasonable accommodations include but are not limited to:

- Closer parking;
- More frequent breaks;
- Time off to attend to a pregnancy complication or recover from childbirth, with or without pay;
- Job restructuring;
- Private non-bathroom space for expressing breast milk;
- Modification of work schedule.

Notice:

Requests for the accommodation should be directed to the Human Resource Coordinator, at which time Elwood Community School Corporation will engage in an interactive process with the pregnant employee to determine a proper accommodation. The accommodation will be provided unless it creates an undue hardship for the corporation. Elwood Community School Corporation will not take a retaliatory action against an employee who requests or receives an accommodation under this law.

I. Jury Duty
The corporation will pay the employee at their regular rate; however, the employee must give all funds received from jury duty back to the school, minus the mileage.

ARTICLE V
EMPLOYEE RECORDS

Employee records are generally kept confidential pursuant to state and federal law and the policies of Elwood Community School Corporation. Access to employee records shall be limited to the employee, designated school officials, and personnel supervising the employee. Designated school officials include district level staff and supervisors.

Employees can review the contents of their files by notifying the Coordinator of Human Resources and Payroll in writing. If the employee believes the information is inaccurate, the employee may request a review for possible change or deletion. If such changes are not made, the employee will receive an explanation regarding such a decision.

ARTICLE VI
EVALUATION PROCEDURES

All classified employees will be evaluated annually by their supervisor utilizing the ECSC Classified Staff Evaluation Tool found here.

ARTICLE VII
LICENSES, CERTIFICATES, AND REGISTRATIONS

Current licenses, certifications, or registrations, when required, must be provided prior to employment. It is the employee's responsibility to provide his/her renewed licensure to the Coordinator of Human Resources and Payroll.

ARTICLE VIII
EMPLOYEE TERMINATION

A. Resignation
If an employee finds it necessary to terminate employment with Elwood Community School

Corporation, a written notice is expected ten (10) days in advance of the last intended work day. Upon separation of service, employees are expected to return Elwood Community School Corporation property to their supervisor. If the employee fails to return Elwood Community School Corporation property, legal action may be taken against the employee. Employees **MUST** work the last day stated within his/her resignation letter unless documentation to the contrary is received and approved by the Director of Business and/or the Superintendent.

B. Dismissal
Classified employees are considered at-will employees. The employer is free to dismiss individuals for any reason.

C. Job Abandonment
If an employee does not report to work or communicate the absence to his/her immediate supervisor for three (3) consecutive days, Elwood Community School Corporation may terminate the employee due to job abandonment.

ARTICLE IX
SAFETY AND ACCIDENT PREVENTION

A. Safety Rules
Employees should follow these safety rules at all times. Safety rules include, but are not limited to**:**

- Report unsafe conditions or safety hazards to the building administrator or supervisor immediately.
- Wear footwear appropriate for the job duties, (shoes with slip resistant soles should be worn if conditions are potentially wet or icy.)
- Be aware of your surroundings and use caution especially during wet or icy weather.
- Do not stand on a chair, stool, desk, table or any other substitute ladder; use a stepladder or request assistance when working beyond your reach.

B. Restraint and Seclusion
Elwood Community School Corporation believes that every effort should be made to prevent the need for school staff to restrain or place a student in seclusion in order to prevent the student from harming him/herself or another. The Elwood Community School Corporation plan for the use of restraint or seclusion with students can be found on the district's website within Board Policy section 5360 and 5630.01V.

C. Workers' Compensation Insurance and Report of Injury

Workers' Compensation Insurance covers all employees of the Corporation. If an employee is injured while on the job, he/she should immediately notify his/her supervisor, school nurse, or building administrator. Timely reporting of the accident/injury will assist us in making sure the employee receives the proper medical attention and the claim is

promptly reported to the worker's compensation insurer for Elwood Community School Corporation.

For work related accidents and/or injuries, Indiana Code 22-33-4 grants the employer or their workers' compensation insurer, the right to direct medical care including selecting the care provider. However, in an emergency, the injured employee will be sent to the nearest possible treatment facility, with follow-up treatment chosen by the employer/worker compensation insurer. An employee should only go to the Emergency Room in the case of an extreme medical emergency. **The Employee Health Clinic is NOT to be used for work-related injuries.**

The following steps should be taken to help with the processing of the injury report:

1. Notify the school nurse and administrator of the injury immediately when the incident occurs. If medical treatment is required, the employee shall only use approved care providers per the HR Department.

2. The nurse or administrator will fill out Indiana Worker's Compensation First Report of Employee Injury, Illness Form (State Form 34401) the day the injury occurs. The form can be obtained at the nurse's office in all buildings. The nursing staff or building administrator will email/fax the report to the Coordinator of Human Resources and Payroll for processing.

3. It is the responsibility of the employee to inform his/her supervisor immediately of any restrictions to his/her regular work duties. The employee will communicate regularly with his/her supervisor regarding medical status and any changes in status, particularly with regards to job limitations and a return to work plan.

4. It is the responsibility of the employee to forward all injury care reports and receipts to the Coordinator of Human Resources and Payroll no later than one (1) day after care is given.

5. If an employee receives care for a work related injury from an unauthorized provider without prior approval, he/she may be responsible for the resulting charges.

6. The employee is expected to comply with the treatment recommendations of the practitioner.

To assist in preventing future employee accidents and injuries, Elwood Community School Corporation will thoroughly investigate all employee injuries. A full description of the activity will be obtained to determine how to prevent a recurrence, including implementing corrective measures.

ARTICLE X
PERSONAL INFORMATION

A. Change in Personal Status
Employees are expected to complete a Change of Personal Information form as quickly as possible when there is a change via this Google Form.

B. Confidential Information
All information about students and/or employees should be treated with confidence. Disclosure of confidential information gained through employment is an act of prohibited conduct subject to formal disciplinary action. Any information concerning a student or employee's family, financial condition, or personal situation is strictly confidential.

C. Dress and Appearance
Employees are expected to dress appropriately for their work assignment which includes wearing clothes that are in good taste and present a professional appearance. If your supervisor believes that your attire is inappropriate, you may be sent home, without pay, to change into more appropriate attire. Failure to comply with a reasonable request will result in disciplinary action.

D. Personal Cell Phone Use During School Hours
While the district recognizes that it is occasionally necessary for employees to make or receive personal telephone calls and texts during work hours, it is requested that employees restrict their personal telephone use to emergency situations or times when students are not present. Excessive personal telephone use during student class time may result in progressive discipline actions.

All bus drivers and other Corporation employees are prohibited from using a cellular telephone, electronic device, or telecommunications device to type, transmit or read a text message or an electronic mail message while operating a motor vehicle including a school bus to transport Corporation students, except in the case of a bona fide emergency. In cases of a bona fide emergency, if possible, the driver should move to the side of the road, stop the vehicle, and activate his / her 4-way flashers before using the cellular telephone, electronic device, or telecommunications device.

ARTICLE XI
ANTI-HARASSMENT POLICY

A. General Anti-Harassment Statement
In order for all students and employees to enjoy an environment free from all forms of discrimination, Elwood Community School Corporation prohibits the harassment of any student or employee by any person. It is contrary to our policy for any student or employee to be subjected to harassment, including bullying, in the workplace or in a school setting. Elwood Community School Corporation is devoted to preventing and diligently addressing

all forms of harassment, particularly cases based on sex, religion, race, color, national origin or ancestry, age, disability, and/or any other legally protected class. Harassment negatively affects morale, motivation, and job performance. It is inappropriate, offensive and is therefore prohibited.

B. Definition of Harassment
Harassment may take many forms, including verbal acts and name-calling, graphic and written statements, unwanted sexual advances, or other conduct that may be harmful, humiliating, or physically threatening. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents; it may be present in peer-to-peer, staff-to-staff, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit an employee's ability to perform his /her job functions or a student's ability to participate in or benefit from the services, activities, or opportunities provided by Elwood Community School Corporation.

C. Reporting Harassment
Any person who alleges harassment by an employee or student in the school corporation may file a complaint directly to his/her supervisor, building principal, or to the Superintendent.

Reports must identify the person(s) charged with harassment and state all the facts of the situation known. All reports will be thoroughly investigated by Elwood Community School Corporation's officials. The report, the completed investigation, and the recommendation of the Superintendent will be presented to the board. The Board may take action as deemed necessary. Elwood Community School Corporation will take all reasonable steps to investigate and respond to the complaint in a manner consistent with a request for confidentiality from the alleged target of the harassment. If the alleged target insists that his /her name not be disclosed to the harasser, the Corporation's ability to respond may be limited. The corporation however, will consider at all times its responsibility to provide a safe and nondiscriminatory environment for students and staff.

The reporting of alleged harassment will not reflect upon the individual's status nor will it affect future employment, work assignments, or standing.

D. Sanctions for Misconduct
A substantiated charge against an employee the school corporation will subject the employee to disciplinary action, including but not limited to reassignment, suspension, or discharge, consistent with applicable statutory and contractual obligations. Filing a malicious or knowingly false report or complaint of harassment, or engaging in retaliation toward an individual who filed a complaint will also subject and employee to disciplinary action.

ARTICLE XII
EMPLOYMENT BENEFITS

A. Retirement Fund
Elwood Community School Corporation pays the employee contribution (3%) towards PERF for those employees that have this benefit. To receive the mandatory employer contribution at retirement, the employee must have completed ten (10) years in a PERF eligible position.

Employees that were employed before January 1, 2020 will continue to be eligible for $2,000 annually towards their insurance premiums until they reach the age of 65 with ten years of employment at Elwood Community School Corporation.

B. Annuities
All employees are permitted to participate in a 403(b) tax deferred retirement program. Funds contributed by the employee into a 403(b) account are immediately vested.

C. Health Insurance
Eligible full-time employees may enroll in a health insurance plan through Elwood Community School Corporation which would be effective the first of the month after thirty days of employment. Elwood Community School Corporation pays 78.32% of Plan 1 or Plan 2. Elwood Community School Corporation will pay 80% of the cost of Plan 3. If a new employee does not elect to take the Elwood Community School Corporation health insurance during the initial enrollment period, the employee must sign a waiver of coverage and will not be eligible to enroll unless the employee has a HIPAA special enrollment event or until the next open enrollment period. HIPAA special enrollment events include, but are not limited to, birth, marriage, divorce, death, loss of coverage due to termination of employment, reduction of hours or spousal carve-out. Any employee who has a HIPAA special enrollment event should notify the Coordinator of Human Resources and Payroll as soon as possible. Employees must submit the appropriate forms in order to be submitted to the carriers no later than 30 days from the event date.

An employee who retires may be able to continue with the same health insurance policy under the following conditions:

1. The retiree must pay one hundred percent (100%) of the health insurance premium; and
2. The health insurance coverage will terminate when the retired employee turns 65 and is eligible for Medicare, cancels coverage, dies, or Elwood Community School Corporation cancels the coverage due to non- payment of premiums.

D. Dental Insurance
Eligible full time employees may enroll in a dental insurance plan through Elwood Community School Corporation which would be effective the first of the month after 30 days of employment.

E. Vision Insurance
Eligible full time employees may enroll in a vision insurance plan through Elwood Community School Corporation which would be effective the first of the month after 30 days of employment.

F. Term Life Insurance and Long Term Disability Insurance
For eligible full time employees, Elwood Community School Corporation pays all but one dollar ($2) per year for both a $50,000 term life insurance policy and a long term disability policy.

G. Section 125 Plans
Eligible full time employees may enroll in a Section 125 Plan through American Fidelity.

H. Paid Holidays
Full-time employees shall receive paid holidays based upon their job classification. Paid holidays that fall on a Saturday or Sunday will be observed on Friday or Monday as determined by the Superintendent.

To receive holiday pay, the employee may not have an unpaid day the scheduled workday before or after the holiday. With the prior approval of the supervisor, the employee may use personal and/or vacation days in conjunction with the holiday to receive holiday pay.

I. Sports Pass
All staff members will receive a Sports Pass for ECSC regular season sporting events.

J. Mileage Reimbursement
Reimbursement for authorized travel must be submitted within thirty (30) days of occurrence. Please contact the Accounts Payable Coordinator with any questions and to request a reimbursement form.

To be eligible for mileage reimbursement, the employee must have authorization through his/her supervisor prior to the occurrence.

ELWOOD COMMUNITY SCHOOL CORPORATION
CLASSIFIED EMPLOYEE HANDBOOK

Acknowledgement

I have received and reviewed the Elwood Community School Corporation Classified Handbook.

I understand that I am an at-will employee and the Elwood Community Schools Classified Employee Handbook is not a contract of employment; therefore, it is subject to change.

By my signature below I agree to familiarize myself with the contents of the handbook. My signature also acknowledges my recognition that I am an at-will employee and that Elwood Community School Corporation may terminate my employment at any time and bypass discipline policies if the situation warrants.

Please Click Here for Electronic Signature

_____
Employee Signature

_____
Printed Name

_____
Date