

# **East Washington School Corporation**



2016-2017

## **Classified Employee Handbook**

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

*Table of Contents*

**MISSION STATEMENT.....4**

**ORGANIZATION OF THE EAST WASHINGTON SCHOOL CORPORATION .....5**

**GENERAL TERMS OF EMPLOYMENT .....6**

**ACCEPTABLE USE POLICY .....6**

**BUILDING SECURITY .....6**

**CELL PHONE POLICY .....6**

**CHILD ABUSE REPORTING.....6**

**CONFLICT OF INTEREST .....6**

**BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN.....6**

**DRUG, ALCOHOL AND TOBACCO POLICY .....6**

**EMPLOYEE SAFETY AND EMPLOYEE INJURIES.....7**

**PERSONAL APPEARANCE .....7**

**EMPLOYEE CONDUCT .....7**

**POLITICAL ACTIVITIES.....7**

**INDOOR AIR QUALITY .....8**

**PERSONNEL MANAGEMENT .....8**

**HARASSMENT .....8**

**SEXUAL HARASSMENT .....8**

**REPORTING HARASSING CONDUCT.....8**

**RETALIATION .....9**

**INCLEMENT WEATHER/EMERGENCY CLOSINGS & DELAYS.....9**

**CRIMINAL CONVICTIONS .....9**

**ATTENDANCE & LEAVES .....9**

**ATTENDANCE.....9**

**FAMILY MEDICAL LEAVE (FMLA) POLICY AND GUIDELINES.....9**

**APPROVED UNPAID LEAVES OF ABSENCE.....10**

**BEREAVEMENT LEAVE .....10**

**JURY DUTY.....10**

**MATERNITY LEAVE .....10**

**MILITARY LEAVE .....10**

**PAID HOLIDAYS.....10**

**LEAVE DAYS .....11**

**VACATION LEAVE .....12**

**PROFESSIONAL LEAVE .....12**

**TRANSPORTATION DEPARTMENT LEAVE .....12**

**PAYROLL & PERSONNEL .....13**

**CHANGE OF PERSONAL STATUS.....13**

**DIRECT DEPOSIT.....13**

**TIMESHEETS AND PAY.....13**

**PAY ADVANCES.....13**

**OVERTIME .....13**

**JOB-RELATED EXPENSES .....13**

**MEAL AND REST PERIODS.....13**

**SEPARATION FROM EMPLOYMENT.....13**

**INSURANCE AND OTHER BENEFITS .....14**

**HEALTH/DENTAL/VISION BENEFITS .....14**

**LIFE/AD&D INSURANCE.....14**

**MEDICAL & DEPENDENT CARE REIMBURSEMENT ACCOUNTS.....14**

**NOTICE OF PRIVACY PRACTICES FOR HEALTH INFORMATION .....14**

<b>PERF AND 403(b)</b> .....	<b>15</b>
<b>HSA</b> .....	<b>15</b>
<b>END OF BENEFITS</b> .....	<b>15</b>
<b>NON-CERTIFIED SALARY SCHEDULE</b> .....	<b>16</b>
<b>CUSTODIAN EVALUATION</b> .....	<b>17</b>
<b>FOOD SERVICE EVALUATION</b> .....	<b>19</b>
<b>INSTRUCTIONAL ASSISTANT EVALUATION</b> .....	<b>21</b>
<b>NURSE EVALUATION</b> .....	<b>23</b>
<b>SECRETARY/TREASURER EVALUATION</b> .....	<b>26</b>
<b>TECHNOLOGY EVALUATION</b> .....	<b>28</b>
<b>BUS DRIVER &amp; MONITOR EVALUATION</b> .....	<b>30</b>

## **Introduction**

### **Mission Statement**

The mission of East Washington School Corporation is to continuously improve the system of teaching and learning that results in increased achievement for all **students**.

WE BELIEVE IN .....

- High Quality Learning
- Parents as Partners
- A Highly Skilled and Compassionate Staff
- Accountability for All
- Assessing for True Learning
- A Safe and Positive Learning Environment
- Professional Development to Support Learning

Welcome to East Washington School Corporation

This handbook contains valuable information that will help you understand the operation of our schools and to become familiar with our employment policies and procedures.

Please become familiar with the policies and procedures outlined in this handbook. If you have any questions about information in the handbook; please discuss them with your immediate supervisor or building administrator. Policies in their entirety can be located at [www.ewsc.k12.in.us](http://www.ewsc.k12.in.us) and at the Administration Office.

This is not intended to be an all-inclusive list of policies and procedures of this Corporation. It is a guide to help answer the most commonly asked questions and set forth the guidelines under which the Corporation operates.

EWSC reserves the right to administer, interpret and modify or deviate from the handbook as it deems appropriate, and these changes may be made with or without notice. This handbook should not be interpreted as an employment contract. The employment relationship is and remains at-will, subject to termination by the employer at any time for any reason. You also may terminate your employment at any time without cause. Any changes from this at-will relationship may only be made in writing signed by EWSC Administration.

#### **Board of School Trustees**

Theresa Gottbrath, President  
David Churchman, Vice President  
Linda McClellan, Secretary  
Sue Jane Miller, Member  
Hector Nale, Member

The Board of School Trustees' mission is to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board believes that all employees, parents/guardians and students are entitled to be treated, and obligated to treat others, with courtesy, fairness and decency. Only with the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all students to achieve their maximum potential as students, as citizens, and as productive members of society.

## NOTICE...

The policies and procedures in this manual are not intended to be contractual commitments by East Washington School Corporation, and employees shall not construe them as such.

The policies and procedures are intended to be guides to administration. East Washington School Corporation reserves the right to revoke, change or supplement guidelines at any time without notice.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in the manual.

## **ORGANIZATION OF THE EAST WASHINGTON SCHOOL CORPORATION**

### **THE BOARD OF SCHOOL TRUSTEES**

The voters in our School Corporation elect five (5) member Board of School Trustees during the general election in the fall. These Board members serve a term of four (4) years. The Board of School Trustees has the responsibility of creating policy and seeing that these policies, as well as applicable state and federal laws are followed. The Board is also responsible for carrying out laws and determining which laws pertain to our School Corporation. Unless a state or federal law requires or prohibits a particular activity or function, the Board of School Trustees is responsible for establishing and evaluating all educational activities.

### **THE SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools is employed by the Board of School Trustees and serves as the executive officer of the School Corporation. As the executive officer, the Superintendent is responsible for the professional and managerial leadership necessary to apply Board policies and directives to the operation of the School Corporation.

### **ADMINISTRATORS AND SUPERVISORS**

Although the Superintendent is responsible for all aspects of school operation, some duties and responsibilities are delegated to other administrators and supervisors.

### **CLASSIFIED EMPLOYEES**

Each person who works for the EWSC is employed for a specific job that supports the vision and policies of our School Corporation. Classified employees are hired in three classifications.

Full-Time Year Round – An employee that works a minimum of 30 hour work week year round.

Full-Time School Year – An employee that works a minimum of 30 hour work week on a school year basis.

Part-Time – An employee that works less than a 30 hour work week year round or on a school year basis.

## GENERAL TERMS OF EMPLOYMENT

### ACCEPTABLE USE POLICY

All employees are expected to use good judgment in using e-mail and to avoid indiscretions such as offensive or inappropriate messages or any other message, EWSC deems inappropriate. E-mail messages should be used for business and not for soliciting outside business ventures or other matters unrelated to EWSC affairs. Misuse of e-mail may result in disciplinary action up to and including termination.

Computers, laptops, and any other device that access the internet through the school's infrastructure that are the property of EWSC may not be used to download, store, and/or transmit graphics, text, or media that are adverse to community values. These include but are not limited to pornography, illegal drug production or use, bomb production, or hatred. Employees who intentionally violate this policy will be subject to disciplinary action. Please refer to Board Policy #7450.04 for more information.

### BUILDING SECURITY

If you have access to the building during "locked" hours, be sure that you follow all procedures for securing the building and that the doors are locked at all times. We follow this security procedure to protect our property, as well as, employees and volunteers who may be working outside regular working hours.

The issuance of building keys (key fob) may be limited in order to maximize facility security. A record of all key fobs is maintained, and key fob activity is monitored. If you are authorized to have a key, you will be held responsible for any unauthorized use of that key. If your key fob is lost or stolen, you must report it immediately to your Supervisor and, your key fob will be deactivated and replaced, for a \$6.00 replacement charge. If you find a key fob, please turn it in to your supervisor immediately.

### CELL PHONE POLICY

The temptation to make personal calls or access the internet via a personal communication device is hard to resist for even the most conscientious of employees. These practices waste significant Corporation money and time. More seriously, as more laws are enacted governing the use of cell phones, employers find themselves accountable for their employee's actions such as neglect when using a cell phone instead of serving or supervising students. EWSC employees are expected to use their cell phone when on break or away from your immediate responsibilities.

### CHILD ABUSE REPORTING

If you have any reason to believe a student may be a victim of abuse or neglect, you are **required** by law to report it to your supervisor or building principal immediately. Your principal is trained in how to handle such matters. Reporting will not put your employment in jeopardy. You may also contact the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556.

### CONFLICT OF INTEREST

Under the Indiana Criminal Conflict of Interest Statute, you are required to declare a conflict of interest if you, your spouse, or any dependent (including dependents by marriage) receive any financial benefits as a result of doing business with EWSC. You must fill out a form which is available at the Administration Office.

### BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

EWSC is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, an Exposure Control Plan (ECP) has been provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030. The provisions of the standard will be met for these employees by assuring that all are instructed yearly in Universal Precautions and Blood Borne Pathogens.

### DRUG, ALCOHOL AND TOBACCO POLICY

EWSC is a drug, alcohol, and tobacco free site. The School Board of Trustees believes that all students have the right to learn in an atmosphere that is conducive to their success. The possession, use or distribution of illicit drugs and alcohol on school premises or as a part of any of the Corporation's activities is strictly prohibited.

The abuse of drugs or alcohol by employees will have an adverse effect on the ability of the students to learn and on the ability of the staff to provide a meaningful educational program. The Corporation intends to provide a safe work environment and encourage personal health. Therefore, the Corporation considers the use or abuse of drugs or alcohol on the job by employees to be an unsafe and detrimental work practice. Violation of this policy will lead to disciplinary action up to and including immediate dismissal. Smoking, inhaling, dipping, chewing or selling tobacco is strictly prohibited at any time, including non-school hours in any building facility, Corporation owned, rented, chartered vehicle, or on any school grounds, athletic facility, or parking lot. Violation of this policy will lead to disciplinary action up to and including immediate

dismissal. All Corporation employees should act as role models for students, and shall, as a condition of employment, abide by the provisions of this policy.

### **EMPLOYEE SAFETY AND EMPLOYEE INJURIES**

EWSC is committed to maintain a safe and clean work environment. We expect everyone to share in this commitment. It is your responsibility to report any unsafe or potentially unsafe situations or conditions. All employees on the payroll of the East Washington School Corporation are covered by Workman's Compensation. Any employee who has a job-related injury must report that injury in the following manner and according to the following time lines:

After notifying your immediate supervisor or building principal and seeking treatment for the injury, an employee must notify the Administration Office either by telephone or in person (Preferably in person) in order that the proper forms may be completed and then sent to the insurance carrier within **five (5) working days** from the time of the injury. Without filing the proper forms with the insurance company, Workman's Compensation claims **may not be paid**.

An employee who is absent from work due to a work related injury may choose to collect from Workman's Compensation or your sick leave days. If sick leave is chosen, any payment for compensation sent to the employee must be deposited with the school district. The compensation for any given day may not exceed one full day's wages through any combination of Workman's Compensation and regular wages.

If you have any questions or are in need of further information, please call the HR Director.

### **PERSONAL APPEARANCE**

Some people may make a decision about the effectiveness of our school based on their visual perception of our buildings and or individual personal appearance. Therefore, it is very important that all of us project a positive image to visitors and students. We request that you dress appropriately for an educational environment, use good taste and judgment about a clean and neat personal appearance. If you have questions concerning your attire, please speak with your immediate supervisor.

When speaking with a staff member, student, parent, or community member, be sure you are positive, helpful, and polite. If you cannot satisfy him/her with a considerate and courteous answer, refer him/her to your supervisor. If you are discourteous to staff members, students, parents, or community members, disciplinary action may be taken. We educate students; first impressions are powerful and lasting. Be sure that the first impressions you give are professional and positive.

### **EMPLOYEE CONDUCT**

**Theft** - Theft is a criminal offense, a serious concern and will not be tolerated. EWSC considers theft as any unauthorized use of corporation services, building, facilities or vehicles or taking property of any employee, student, or visitor on the premises of any corporation owned building, facility, or vehicle. Theft will result in either immediate suspension or termination of employment and criminal prosecution.

**Confidentiality Issues** - Employees are expected to maintain confidentiality regarding students and staff in each building. Any employee who shares confidential information with another person not authorized to receive the information may be subject to discipline leading up to termination. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, alleged child abuse, and any other record information. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

**Duty to Report Arrest or Criminal Charges** - Employees are required to submit a written report of any arrest or charge that occurs during a time when school is not in session within five (5) days. Upon receipt of the information about an arrest or charge against an employee or volunteer, the Superintendent or his/her designee shall assess foreseeable harm and impact on students of the arrest and/or charge and report any action taken as a result of the Board.

### **POLITICAL ACTIVITIES**

In recognition of its responsibilities as a citizen, EWSC encourages its employees to accept the personal responsibility of good citizenship including participation in civic and political activities, in accordance with their interests and abilities.

EWSC accepts without reservation the basic democratic principle that all employees are free to make their own individual decisions in civic and political matters. Therefore, no employee's status with EWSC will be affected, in any way whatsoever, because of participation or nonparticipation in lawful civic and political activities.

Participation in civic and political activities is considered to be a personal matter and, as such, is generally to be carried on outside of normal working hours. Although political forums and voting take place on school property, no personal political activities or solicitations will be carried on or within EWSC premises. Please refer to Policy #4230 for more information.

Political activities are defined for purposes of this policy as activities in support of any partisan political issue or activities in support of, or in concert with, any individual candidate for political office, or of a political party, which seek to influence the election of candidates to federal, state, or local office. The definition includes employees who are or may be candidates for political office.

### **INDOOR AIR QUALITY**

East Washington School Corporation recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on Corporation property and at Corporation-sponsored activities. To achieve this, it is the intent of the School Board that the Corporation will maintain work environments that are compliant with requirements as published by the Indiana State Department of Health (ISDH) for air quality conditions as prescribed in policy 8405.

## **PERSONNEL MANAGEMENT**

**INTRODUCTORY PERIOD** - New employees serve a 90 calendar day introductory period. New employees will receive performance reviews and/or evaluations at the end of the 90 day period.

**PERFORMANCE REVIEW AND EVALUATIONS** – At least once a year, your supervisor will review with you a written evaluation of your performance. You will receive a copy of your written evaluation. The original written evaluation will be forwarded to the Human Resources office and placed in your Personnel file. Reference page 20 and 21.

**DISCIPLINARY PROCEDURES** - Progressive discipline is used when rules, policies, directives, attendance, and expectations are not followed. Willful refusal to perform the duties of your job or follow the directives of your supervisor could result in termination. Progressive discipline is defined as, but not limited to, the following:

1. Oral Reprimand – The discussion a supervisor holds with an employee in which he/she apprises 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 a 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. Dismissal – The removal from service for misconduct or unsatisfactory performance by the Superintendent or designee.

It is not the intent of the policy to require that every disciplinary action move through each of the preceding four (4) steps. Circumstances will dictate at which step (1-4) the immediate supervisor begins. The employee shall receive a copy of disciplinary action taken. You may be terminated without advance notice for unacceptable behavior. In all cases, EWSC reserves the right to suspend you without pay to investigate circumstances involving unacceptable behavior or repeated problems.

### **HARASSMENT**

EWSC is committed to providing employees a work environment that is safe, secure, and free of intimidation, threats, and violence. The Corporation intends to maintain this commitment by responding immediately to substantial harassment.

Prohibited harassing conduct may include, but is not limited to epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assaults, impeding or blocking another's movement or any physical interference with work or school activities, drawings or cartoons when directed at an employee upon any protected category.

### **SEXUAL HARASSMENT**

Harassment because of sex includes sexual harassment, gender harassment and harassment based on pregnancy, child birth or related medical conditions. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature made by someone from or in the workplace or in the educational setting.

### **REPORTING HARASSING CONDUCT**

Any incident of possible discrimination or harassment should be reported immediately to your direct supervisor. In the event that the report involves your immediate supervisor or you do not feel comfortable taking the report to your immediate supervisor, contact the Superintendent. Every complaint will be investigated thoroughly and promptly.

## **RETALIATION**

The Corporation will not tolerate retaliation against any employee for making a complaint of discrimination or harassment in good faith or for cooperating with an investigation. It is unlawful for anyone to retaliate against someone who files an unlawful discrimination or harassment complaint, someone who refers a matter for investigation, someone who participates in an investigation or complaint, or someone who represents or serves as an advocate for an alleged victim or alleged offender.

## **INCLEMENT WEATHER/EMERGENCY CLOSINGS & DELAYS**

Except for regularly scheduled holidays, EWSC will follow regular scheduled hours and work schedules. EWSC recognizes that circumstances beyond its control, such as inclement weather, a declared state of emergency, national crisis or other emergencies do occur. On such occasions EWSC may close for all or part of a regularly scheduled workday.

In such event EWSC will endeavor to notify all employees via School Messenger. For safety or facility maintenance requirements, the director/supervisor may require some employees to report to work if it is safe for them to do so.

School year employees will not report to their assigned station on days when schools are closed because of adverse weather conditions or other emergencies. These employees will not be paid for days when schools are closed because of adverse weather conditions, but will be paid if and when these days are rescheduled. On delay or early dismissal school year employees may make up these hours within the same pay period.

Year round employees are required to report to work on days when schools are closed because of adverse weather conditions, if and when the weather conditions no longer pose a threat to the employee's safety in traveling to his or her assigned station. Employees will need to use personal or vacation time if they do not report to work. If there is a County-wide Emergency or a Health Department Emergency declared by the proper authorities (Warning levels-see page 22), you will not be expected to report to work or remain at work. Employees will be compensated for these days.

## **CRIMINAL CONVICTIONS**

To help insure a safe environment, it is the policy of the East Washington School Corporation to require all employees complete an expanded criminal history. For applicants employed in the same position in consecutive years, but not continuously employed, a new expanded criminal history check shall not be required every year after the first year unless specifically requested by the Corporation and/or by the Administration. Employees shall be required to notify the school corporation of his/her conviction in Indiana or any other jurisdiction of the offenses described in IND. CODE 20-5-2-8(b).

## **ATTENDANCE & LEAVES**

### **ATTENDANCE**

EWSC cannot be successful if you do not come to work on time and on a regular basis. Employees are expected to report to work on time every day. Employees late or absent are expected to telephone their supervisor in advance of their starting time. It is the employee's responsibility to insure proper notification is given.

Days With No Pay – A "Day With No Pay" occurs when an employee misses a work day and has no available paid leave to use on that day. Before an employee is allowed to take a "Day With No Pay" he/she must have used all available paid leave and paid vacation leave days.

Recurring work "Days With No Pay" will result in disciplinary action up to and including dismissal from employment.

### **FAMILY MEDICAL LEAVE (FMLA) POLICY AND GUIDELINES**

East Washington School Corporation complies with FMLA, which requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons and up to 26 weeks for service member family leave. Employees are deemed eligible if they have worked for East Washington School Corporation for at least one year, and for 1,250 hours over the previous 12 months. Months and hours that reservists or National Guard members would have worked if they had not been called up for military service counts towards the staff member's eligibility for FMLA/Service Member Family Leave.

#### *Reasons for Taking Leave:*

Unpaid leave must be granted for *any* of the following reasons:

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

- to care for the employee's military spouse, son, daughter, parent or next of kin (i.e., the nearest blood relative) \*up to 26 weeks.

Employees may be required to first utilize any available sick days before allowing any unpaid leave.

*Advance Notice and Medical Certification:*

Employees are required to provide advance leave notice and medical certification, when the leave is “foreseeable”. Leave may be denied if requirements are not met. Employees are required to provide medical certification to support a request for leave because of a serious health condition, and East Washington School Corporation may require a second or third opinion (at the employer's expense) and a fitness for duty report to return to work.

*Job Benefits and Protection:*

- For the duration of FMLA leave, the employer must allow the employee to maintain their current health coverage under any "group health plan," With the employee portion of the premium being paid by the employee to Central Office monthly.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Should an employee need to request FMLA, they should contact the Human Resources Director at the Central Office for the required forms.

**APPROVED UNPAID LEAVES OF ABSENCE**

In the event that your leave of absence does not qualify under the FMLA guidelines, you have the opportunity to request an unpaid leave of absence. Unpaid leaves of absence should only be approved in the cases of extreme situations or unusual circumstances.

- Unpaid leave days must be approved by your immediate supervisor **and** the Superintendent.
- You must use all eligible leave days before using Unpaid Leave days.

**BEREAVEMENT LEAVE**

You may use up to five (5) working days for bereavement leave for a death in your immediate family. Immediate family is classified as spouse, child, parent or step-parent, sibling or step sibling, grandparent, or step-grandparent, grandchild or step-grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law or a person living in the same house as part of the family. For eligibility, you must be on a paid status or under the protection of the FMLA guidelines.

**JURY DUTY**

You may be requested to appear for jury duty. You will receive your regular pay, provided that any pay received for services is returned to the Corporation. You may keep any additional stipend that you receive for mileage or food paid out by the Court for your services.

**MATERNITY LEAVE**

See the Family and Medical Leave Act (FMLA) guidelines. If you are not eligible under the FMLA guidelines, please see the Approved Unpaid Leave Section.

**MILITARY LEAVE**

- You may apply for a leave of absence if you are a member of the Indiana National Guard, a reserve component of the U.S. Armed Forces, or a retired member of the naval, air, or ground forces of the United States of America, or on training duty for the State, by order of the Governor or reserve-component authority.
- Contact the Human Resources Department immediately following notification of your active duty.
- See “Your Rights under USERRA” for more information.

**PAID HOLIDAYS**

- **Year round employees** will be paid for the following holidays:  
 Labor Day  
 Thanksgiving Day  
 Friday after Thanksgiving  
 Christmas Eve  
 Christmas Day  
 New Year's Eve

New Year's Day  
 Memorial Day  
 Independence Day

- **Administrative Support, Learning Support, Health Services, Food Services, and Transportation employees** will be paid for the following holidays only if working before and after the holiday:

Labor Day  
 Thanksgiving Day  
 Friday after Thanksgiving  
 Christmas Eve  
 Christmas Day  
 New Year's Eve  
 New Year's Day  
 Memorial Day

**LEAVE DAYS**

SICK DAYS YEAR ROUND EMPLOYEES 30 Hours or more Weekly				SICK DAYS SCHOOL YEAR EMPLOYEES 30 Hours or More Weekly			
JUL	0	JAN	4	AUG	0	JAN	3
AUG	0	FEB	3	SEP	0	FEB	2
SEP	0	MAR	2	OCT	0	MAR	1
OCT	7	APR	1	NOV	5	APR	1
NOV	6	MAY	1	DEC	4	MAY	1
DEC	5	JUNE	1				

On July 1, of the following year returning employees will be allocated seven sick days.

Unused sick days are cumulative not to exceed 160 days total. This protection ends upon termination of employment.

Employees hired prior to July 1, 2013 will be grandfathered.

There is no payment for accumulated sick days upon a reduction-in-force, resignation or termination of employment.

On July 1, of the following year, returning employees will be allocated five sick days.

Unused sick days are cumulative not to exceed 160 days total. This protection ends upon termination of employment.

Employees hired prior to July 1, 2013 will be grandfathered.

There is no payment for accumulated sick days upon a reduction-in-force, resignation or termination of employment.

FAMILY SICK DAYS YEAR ROUND EMPLOYEES 30 Hours or more Weekly				FAMILY SICK DAYS SCHOOL YEAR EMPLOYEES 30 Hours or More Weekly			
JUL	0	JAN	1.5	AUG	0	JAN	1.5
AUG	0	FEB	1.5	SEP	0	FEB	1.5
SEP	0	MAR	1.5	OCT	0	MAR	1.5
OCT	3	APR	1.5	NOV	3	APR	1.5
NOV	3	MAY	1.5	DEC	3	MAY	1.5
DEC	3	JUNE	1.5				

On July 1, of the following year returning employees will be allocated three family sick days.

Unused family sick days are **not** cumulative.

Employees hired prior to July 1, 2013 will be grandfathered.

There is no payment for family sick days upon a reduction-in-force, resignation or termination of employment.

On July 1, of the following year, returning employees will be allocated three family sick days.

Unused family sick days are **not** cumulative.

Employees hired prior to July 1, 2013 will be grandfathered.

There is no payment for family sick days upon a reduction-in-force, resignation or termination of employment.

PERSONAL DAYS YEAR ROUND EMPLOYEES 30 Hours or more Weekly				PERSONAL DAYS SCHOOL YEAR EMPLOYEES 30 Hours or More Weekly			
JUL	0	JAN	3	AUG	0	JAN	3
AUG	0	FEB	3	SEP	0	FEB	3
SEP	0	MAR	3	OCT	0	MAR	3
OCT	4	APR	3	NOV	4	APR	3
NOV	4	MAY	3	DEC	4	MAY	3
DEC	4	JUNE	3				

On July 1, of the following year returning employees will be allocated four personal days.

Unused personal days are added to your sick days and are cumulative not to exceed 160 days total. This protection ends upon termination of employment.

Employees hired prior to July 1, 2013 will be grandfathered.

There is no payment for accumulated personal days upon a reduction-in-force, resignation or termination of employment.

On July 1, of the following year, returning employees will be allocated four personal days.

Unused personal days are added to your sick days and are cumulative not to exceed 160 days total. This protection ends upon termination of employment.

Employees hired prior to July 1, 2013 will be grandfathered.

There is no payment for accumulated personal days upon a reduction-in-force, resignation or termination of employment.

**VACATION LEAVE**

If you are a support employee who works 250-days or more, you are eligible for vacation leave under the guidelines below. Your vacation leave must be pre-approved by your supervisor.

- If your hire date is between January 1 and June 30, five (5) days vacation will be credited on July 1.
- If your hire date is between July 1 and December 31, ten (10) days vacation will be credited on the following July 1.
- Fifteen (15) days vacation will be credited on July 1 of the 10<sup>th</sup> year.
- Twenty (20) days vacation will be credited on July 1 of the 20<sup>th</sup> year.

**PROFESSIONAL LEAVE**

- You may receive professional leave time to attend conferences and workshops that directly enhances your position with the corporation.
- All requests must be approved prior to registration by your supervisor and the Superintendent.

**TRANSPORTATION DEPARTMENT LEAVE**

- Route drivers will be compensated for 3 hours at their regular hourly rate for the Annual Safety School Bus Certification.
- Transportation personnel are paid for 2 days (Personal) annually. These days are prorated to your start date.

*All leave time is to be reported in actual time away from assigned duties.*

## **PAYROLL & PERSONNEL**

EWSC provides a Statement of Benefits including compensation and benefits specific by position. The Statement of Benefits is located in the Human Resources office. Questions regarding your pay should be directed to your supervisor or the Human Resources Department.

EWSC employees will be paid bi-weekly.

### **CHANGE OF PERSONAL STATUS**

You must notify the Human Resources Department in writing of any changes in address and/or marital status. It is your responsibility to notify the Human Resources Department of any possible changes in insurance coverage (i.e., beneficiary information, addition, or deletion of dependents, etc.) and any changes in tax exemptions or personal status.

### **DIRECT DEPOSIT**

Direct deposit to your checking or savings account at the bank of your choice is mandatory for all employees of EWSC. If you want to change the destination of your payroll check, you will need to complete a Direct Deposit Authorization Form and send it to the Human Resources Department. A copy of a voided check must be attached to the Direct Deposit Authorization Form. **Do not close your existing direct deposit account until you are sure your request to change accounts has been successfully processed, and you are receiving payments into the new account.**

On pay dates, you will need to access the Doculivity website to obtain your direct deposit advice. The advice notice lists all pertinent payroll information for the respective pay period including check date and number, wages, compensation, voluntary and involuntary deductions and year-to-date wages, tax information, and leave day balances if applicable. The web address is [www.doculivity.com/ewsc](http://www.doculivity.com/ewsc). Please contact the Human Resources Department for ID and password information.

### **TIMESHEETS AND PAY**

Timesheets serve as the legal authority to pay an employee. They also serve as a verification of time off, and provide the legal basis to grant an employee benefits. Accurately recording time worked is the responsibility of every employee. Time worked is the time actually spent on a job performing assigned duties. Altering, falsifying, tampering with time records, or recording time on another employee's timesheet is not permitted and will result in disciplinary action up to and including termination. Computing hours will follow Indiana Department of Labor guidelines. Any time missed should be documented on the timesheet and identified by the type of leave used.

### **PAY ADVANCES**

State regulation does not permit prepayment of services. Therefore, we must decline all requests for early paychecks or pay advances for personal reasons.

### **OVERTIME**

Nonexempt salaried (hourly) employees will be paid at the rate of one and one-half times their regular hourly rate of pay based on hours physically worked in excess of 40 hours within the workweek; any paid leave days will not count towards hours physically worked for the purposes of overtime calculation.

Overtime is never at the employee's discretion. It shall only be incurred and paid at the request of EWSC through the employee's supervisor and/or administrators. Supervisors and/or administrators shall ensure that no unauthorized overtime hours are worked.

### **JOB-RELATED EXPENSES**

The School Board will approve the payment for actual and necessary expenses, including traveling expenses, of any support staff member incurred in the course of performing authorized services for the Corporation, whether within or outside the premises and in accordance with the Superintendent's administrative guidelines. These expenses must be approved in advance by the Superintendent.

### **MEAL AND REST PERIODS**

Employees are permitted one thirty (30) minute meal period. A paid ten (10) minute rest period for each 4 hours worked may also be provided. Rest periods are to be scheduled by the supervisor and/or administrator based on work needs and employee input, if practical.

### **SEPARATION FROM EMPLOYMENT**

With any classified staff position, separation from employment may be initiated by a termination, resignation, reduction-in-force or retirement. On or before your last day of employment, your immediate supervisor should conduct an Exit Interview, at which time you will be required to return all EWSC items including but not limited to keys, key fob, etc.

### *Termination*

Upon termination, you will be paid for time worked. You will receive pay for any unused vacation time if available. Personal, sick and family sick days will not be paid out upon termination. Accrued leave should not be used to extend employment.

### *Resignation*

If you resign from employment with EWSC, you must do so in writing and notify your supervisor immediately. Upon resignation, you will be paid for time worked. You will receive pay for any unused vacation time if available. Personal, sick and family sick days will not be paid out upon resignation.

### *Retirement*

If you plan to retire from employment with EWSC, you must do so in writing and notify your supervisor immediately. Upon retirement, you will be paid for time worked. You will receive pay for any unused vacation time if available. You will also be offered a Retirement Severance Package under the conditions listed below:

You must be at least fifty-five (55) years of age and qualify for PERF.

- \$35 for each sick day with 10 years of employment
- \$40 for each sick day with 15 years of employment
- \$45 for each sick day with 20 years of employment
- \$50 for each sick day with 25 years of employment

## **INSURANCE AND OTHER BENEFITS**

***Benefits are subject to a 90 calendar day introductory period.***

### **HEALTH/DENTAL/VISION BENEFITS**

Beginning with the 2011/12 school year employees working 30 hours or more are eligible to enroll in health benefits and employees working 30 hours or more are eligible to enroll in dental and vision benefits. Effective July 1, 2014, newly hired employees must enroll in health benefits in order to be eligible to enroll in dental and vision benefits.

For more information about benefit eligibility and options, please contact the Human Resources Director at the Central Office.

### **LIFE/AD&D INSURANCE**

Eligible employees are covered under the Group Life Insurance/Accidental Death & Dismemberment coverage for the amount specified on their Intent to Employ sheet. Beneficiaries for the insurance policy may be changed at any time by contacting the Human Resources Director at the Central Office.

### **MEDICAL & DEPENDENT CARE REIMBURSEMENT ACCOUNTS**

Eligible employees may elect to contribute to tax-sheltered reimbursement accounts for unreimbursed medical and dependent care expenses. These accounts allow you to save tax dollars by making contributions on a pre-tax basis each year for certain qualifying expenses. There are some risks involved with these accounts if you do not accumulate enough expenses to cover the balance elected, so employees should consider their individual situations carefully before enrolling in these accounts. A Section 125 representative will be on-site once a year for enrollment.

### **NOTICE OF PRIVACY PRACTICES FOR HEALTH INFORMATION**

- The Board designates the person serving in the capacity of Human Resources Director as Privacy Officer for the Plan.
- Procedures for Handling PHI. The Plan will not use or disclose PHI except as required or permitted by the Rule, this Policy and the Plan's Notice of Privacy Practices. The Plan and its business associates may use and disclose PHI for purposes of treatment, payment and healthcare operations, subject to any limitations described. The Plan will never use, disclose or request another covered entity to disclose more than the minimum PHI necessary to achieve the intended purpose of the use, disclosure or request.
- Disclosures of Treatment: The plan may disclose an individual's PHI to a health care provider as needed in connection with health care rendered or to be rendered by the provider to the individual.
- See District Policy for more detailed information.

**PERF AND 403(b)**

Eligible Participant – Permanent, full-time employees who work six hundred (600) or more hours each year and whose position has been specified in a resolution passed by the Board of School Trustees as a PERF covered position. Employees may not be covered by another public retirement or pension plan as well.

If you meet the eligibility requirements mentioned above you are required to participate in the Fund. Under state law, you must contribute 3% of your gross wages (regular and overtime pay) through payroll deduction to fund an Annuity Savings Account (ASA). You become vested in the ASA immediately and contributions are credited to an individual account in your name. EWSC also contributes an additional percentage (which is currently 11.2%) of gross payrolls to this fund for each employee towards a defined Pension Benefit. You begin earning service credit toward eligibility for a defined Pension Benefit, which is based on your years of service and wages at the time you apply to retire. You are vested (entitled to full pension benefits) after ten (10) years of creditable service in PERF-covered employment.

PERF has access to employee email accounts and periodically provides updates.

In addition, the corporation offers a matching contribution to an established 403(b) retirement plan for eligible employees as a dollar for dollar match up to 2.5% of annualized salary (current match) subject to budget restraints.

**HSA**

The Corporation will contribute \$625.00 annually for a single plan and \$1,300.00 annually for a family plan toward those already receiving the HSA contribution and who are eligible for the Corporation health insurance plan. This will be paid in two increments of \$312.50 and \$650.00 respectively with one payment the first week of January and one payment the first week of August.

New hires after July, 2012, will receive the corporation contribution their first year only if enrolled in health insurance plan at time of hire. Thereafter, the Corporation will not contribute to their HSA. Current employees who had chosen not to participate in the Corporation health insurance plan, then enroll in the plan and anyone who was employed with the Corporation in the past, left and then returns, will not be eligible for the Corporation HSA contributions. New hires must submit their personal account information within 30 days of eligibility to receive this benefit.

For any employee who is a member of the Corporation's health insurance plan and who has reached the age of 65 and is not eligible for an HSA, the Board will contribute the same amount toward the employee's portion of the health insurance premium as it is contributing to those eligible for an HSA.

**END OF BENEFITS**

Termination of benefits will be in accordance with COBRA guidance. See board policy 4421.

**Non-Certified Salary Schedule**  
2016/2017

	<b>Hourly Salary Range</b>	
<b>Learning Support Department</b>		
Instructional Assistant (180 Days)	10.00	12.20
Library Assistant (180 Days)	10.00	12.20
Study Hall/ISS Monitor (180 Days)	10.00	12.20
<b>Administrative Support Department</b>		
Office Secretary (192 Days)	10.75	13.12
HS ECA Treasurer (198 Days) MS ECA Treasurer (194 Days)	11.25	13.71
ES ECA/LUNCH Treasurer (196 Days)	11.50	14.01
Administration Office Secretary (230 Days)	11.00	13.41
Corporation Treasurer(250 Days)	15.62	19.03
HR Director (250 Days)	15.19	18.52
<b>Buildings and Grounds Department</b>		
Facilities Director (260 Days)	16.91	20.61
Maintenance (260 Days)	13.86	16.89
Lead Custodian (260 Days)	12.25	14.92
Custodian (260 Days)	11.25	13.70
Seasonal Athletic Grounds Keeper	8.80	10.71
<b>Health Services Department</b>		
School Nurse (182 Days)	12.50	15.10
<b>Technology Department</b>		
Technicians (260 Days)	14.50	17.50
<b>Food Service Department</b>		
Cafeteria Manager (182 Days)	12.50	15.25
Cafeteria Employee (182 Days)	10.25	12.51
<b>Transportation Department</b>		
Bus Mechanic (260 Days)	15.67	21.42
Route Driver	25.00	52.03
Special Education Driver	13.75	16.76
Vocational Route Driver	18.33	22.35
Monitor	12.00	14.63
Extra-Curricular Route	10.00	

**Substitute hourly rates:**

Custodian/Grounds - \$9.80 per hour

Cafeteria - \$9.03 per hour

Nurse - \$65 per day

Instructional Assistant - \$55 per day

# Evaluation Custodian

This evaluation is to be completed by the administrator in the building.

Name: [Click here to enter text.](#)

School Year: [Click here to enter text.](#)

Position: [Click here to enter text.](#)

Building: [Choose an item.](#)

Administrator: [Click here to enter text.](#)

## Evaluation Ratings

4: Highly Effective

3: Effective

2: Improvement Necessary

1: Ineffective

Duties/Responsibilities	1	2	3	4	N/A
Maintains a neat and clean building at all times	<input type="checkbox"/>				
Shovels, salts/sands walks and steps, as appropriate.	<input type="checkbox"/>				
Assist in maintaining a secure facility and alert the administration to any problems they see brewing	<input type="checkbox"/>				
Sweeps and vacuums classrooms and hallways daily, washes windows, and dusts furniture and fixtures within the building as needed	<input type="checkbox"/>				
Cleans corridors, bathrooms, drinking fountains and cafeterias daily and more often when their condition requires	<input type="checkbox"/>				
Keeps facility free of trash and weeds	<input type="checkbox"/>				
Makes minor building repairs and light maintenance including changing lights and touching up or replacing ceiling tiles, and reports major repairs promptly to the building administration	<input type="checkbox"/>				
<i>Comments:</i>					

Professional Responsibilities	1	2	3	4	N/A
Remains on the school premises during school hours and non – school hours when the use of the building has been authorized and his/her attendance is required by the principal, excluding lunch and dinner breaks	<input type="checkbox"/>				
Assumes responsibility for the opening or closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights except those left on for safety reasons are turned off	<input type="checkbox"/>				
Keeps an inventory of supplies, equipment, and requisitions such needed replacements from the supervisor in time for delivery before needed	<input type="checkbox"/>				
Adheres to state, county, school laws, rules, and regulations	<input type="checkbox"/>				
Maintains the same high level of ethical behavior and confidentiality of	<input type="checkbox"/>				

information about students as is expected of all staff					
Moves furniture or equipment within buildings as required for various activities and as directed by the principal	<input type="checkbox"/>				
Punctual for work each day and completes the day as assigned	<input type="checkbox"/>				
Follows policies and procedures established for building staff and the school district	<input type="checkbox"/>				
Performs all other duties as assigned	<input type="checkbox"/>				
<i>Comments:</i>					

### Overall Rating Score

Sum of items rated divided by the number of items rated = \_\_\_\_\_

4.00 – 3.50 Highly Effective

3.49 – 2.50 Effective

2.49 – 1.75 Improvement Necessary

1.74 – 1.00 Ineffective

### Overall comments:

\_\_\_\_\_

Evaluator

\_\_\_\_\_

Date

\_\_\_\_\_

Custodian

\_\_\_\_\_

Date

*Signature indicates that the written evaluation has been seen and discussed by all parties.*

# Evaluation – Food Service

This evaluation is to be completed by the administrator in the building.

Name: [Click here to enter text.](#)

School Year: [Click here to enter text.](#)

Position: [Click here to enter text.](#)

Building: [Choose an item.](#)

Administrator: [Click here to enter text.](#)

## Evaluation Ratings

4: Highly Effective

3: Effective

2: Improvement Necessary

1: Ineffective

GENERAL KNOWLEDGE BASE	1	2	3	4	N/A
Principles and methods of quantity food service preparation, serving and storage	<input type="checkbox"/>				
Sanitation and safety practices related to handling, cooking, baking and serving food	<input type="checkbox"/>				
Methods of preparing and serving food in large quantities	<input type="checkbox"/>				
Methods of adjusting and extending recipes and proper substitutions	<input type="checkbox"/>				
Proper methods of storing equipment, materials and supplies	<input type="checkbox"/>				
Standard kitchen equipment, utensils and measurements	<input type="checkbox"/>				
Health and safety regulations	<input type="checkbox"/>				
Basic record-keeping techniques	<input type="checkbox"/>				
Basic math or cashiering skills	<input type="checkbox"/>				
<i>Comments:</i>					

ESSENTIAL JOB FUNCTIONS	1	2	3	4	N/A
Prepare, cook, bake and serve a variety of foods in quantity at an assigned food service facility	<input type="checkbox"/>				
Prepare and serve food in accordance with health and sanitation regulations	<input type="checkbox"/>				
Operate and maintain standard machines and equipment found in school cafeterias and kitchens	<input type="checkbox"/>				
Prepare attractive, appetizing and nutritious meals for students and staff	<input type="checkbox"/>				
Lift, bend, reach and stand	<input type="checkbox"/>				
Follow, adjust and extend recipes	<input type="checkbox"/>				
Understand and follow oral and written directions	<input type="checkbox"/>				
Communicate effectively both orally and in writing	<input type="checkbox"/>				

Meet schedules and time lines	<input type="checkbox"/>				
Establish and maintain cooperative and effective working relationships	<input type="checkbox"/>				
Plan and organize work	<input type="checkbox"/>				
Observe health and safety regulations	<input type="checkbox"/>				
Train and provide work direction to others	<input type="checkbox"/>				
Make change accurately	<input type="checkbox"/>				
Read and write at a level required for successful job performance	<input type="checkbox"/>				
<i>Comments:</i>					

### Overall Rating Score

Sum of items rated divided by number of items rated = \_\_\_\_\_

4.00 – 3.50 Highly Effective

3.49 – 2.50 Effective

2.49 – 1.75 Improvement Necessary

1.74 – 1.00 Ineffective

### Overall comments:

\_\_\_\_\_

Evaluator

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date

*Signature indicates that the written evaluation has been seen and discussed by all parties.*

# Evaluation – Instructional Assistant

This evaluation is to be completed by the administrator in collaboration with the supervising teacher(s).

Name: [Click here to enter text.](#)

School Year: [Click here to enter text.](#)

Position: [Click here to enter text.](#)

Building: [Choose an item.](#)

Administrator: [Click here to enter text.](#)

Supervising Teachers: [Click here to enter text.](#)

## Evaluation Ratings

4: Highly Effective

3: Effective

2: Improvement Necessary

1: Ineffective

<b>Instructional/Curriculum Support</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Facilitates the implementation of teacher lesson plans	<input type="checkbox"/>				
Prepares instructional materials as directed and employs them with student groups or individual students	<input type="checkbox"/>				
Reinforces student academic skills through consistent monitoring	<input type="checkbox"/>				
Provides feedback to the teacher regarding student performance	<input type="checkbox"/>				
Interacts with students in a manner that demonstrates an appropriate understanding of their individual needs/differences	<input type="checkbox"/>				
<i>Comments:</i>					

<b>Professional Responsibilities</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Is regular in attendance and reports to work on time	<input type="checkbox"/>				
Refrains from excessive “breaks”, socializing, and conducting personal business	<input type="checkbox"/>				
Dresses professionally and appropriately	<input type="checkbox"/>				
Adheres to state, county, school laws, rules, and regulations	<input type="checkbox"/>				
Consistently implements the school’s/teacher’s behavior management plan(s)	<input type="checkbox"/>				
Carries out supervisory duties in a positive manner	<input type="checkbox"/>				
Requires minimal supervision and uses time productively and efficiently to complete assigned tasks/duties	<input type="checkbox"/>				
Participates in professional staff development training as appropriate	<input type="checkbox"/>				
<i>Comments:</i>					

<b>Interacting within the Professional Environment</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Conducts self as a positive role model when interacting with students, parents, staff, and administrators	<input type="checkbox"/>				
Performs additional responsibilities as assigned	<input type="checkbox"/>				
Adheres to appropriate communication channels with pupils, parents, and community	<input type="checkbox"/>				
Demonstrates enthusiasm, interest, and pride while performing assigned duties	<input type="checkbox"/>				
Responds to feedback in a professional manner	<input type="checkbox"/>				
Is involved in activities to improve the effectiveness of the total school program as outlined in the School Improvement Plan	<input type="checkbox"/>				
<i>Comments:</i>					

### Overall Rating Score

Sum of items rated divided by number of items rated = \_\_\_\_\_

4.00 – 3.50 Highly Effective

3.49 – 2.50 Effective

2.49 – 1.75 Improvement Necessary

1.74 – 1.00 Ineffective

### Overall comments:

\_\_\_\_\_

Evaluator

\_\_\_\_\_

Date

\_\_\_\_\_

Instructional Assistant

\_\_\_\_\_

Date

*Signature indicates that the written evaluation has been seen and discussed by all parties.*

## Evaluation – Nurse

This evaluation is to be completed by the administrator in the building.

Name: [Click here to enter text.](#)

School Year: [Click here to enter text.](#)

Position: [Click here to enter text.](#)

Building: [Choose an item.](#)

Administrator: [Click here to enter text.](#)

### Evaluation Ratings

4: Highly Effective

3: Effective

2: Improvement Necessary

1: Ineffective

<b>Assessment, Diagnosis, and Outcomes Identification</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
The ability to plan ahead, manage time, accomplish tasks effectively, maintain accurate records system	<input type="checkbox"/>				
The ability to adjust to changing conditions, procedures, job interruptions, deadlines	<input type="checkbox"/>				
Ability to accomplish tasks in a timely manner	<input type="checkbox"/>				
The ability to tackle problems on his/her own when appropriate and find constructive solutions	<input type="checkbox"/>				
The level of initiative/enthusiasm for work, professional conscience	<input type="checkbox"/>				
Dress is professional and appropriate	<input type="checkbox"/>				
<i>Comments:</i>					

<b>Planning</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Uses evidence-based information to develop student individualized health care plans (IHP) to achieve expected outcomes to specific interventions	<input type="checkbox"/>				
Collaborates with school staff to plan strategies to promote appropriate use of school clinic	<input type="checkbox"/>				
Develops plans for emergency care	<input type="checkbox"/>				
Collaborates with school personnel in crisis/disaster planning	<input type="checkbox"/>				
Utilizes an efficient system of documenting care appropriately. Develops plans for other school personnel to handle health situations when the licensed professional nurse is not available	<input type="checkbox"/>				
<i>Comments:</i>					

<b>Implementation</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Provides competent, evidence-based nursing care	<input type="checkbox"/>				
Collaborates with staff to implement student IHPs	<input type="checkbox"/>				
Coordinates care with student, family, faculty, and community resources	<input type="checkbox"/>				
Utilizes health promotion, health education, and prevention activities to maintain and improve the health and safety of the school environment	<input type="checkbox"/>				
Conducts appropriate health screening programs	<input type="checkbox"/>				
Performs effectively in emergency situations	<input type="checkbox"/>				
Provides consultation and communicates appropriate recommendations to students, parents, and faculty regarding health related issues	<input type="checkbox"/>				
Documents interventions and activities	<input type="checkbox"/>				
<i>Comments:</i>					

<b>Evaluation</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Examines effectiveness of the strategies utilized in student IHPs to determine if outcomes were met	<input type="checkbox"/>				
Revises student's plan of care as appropriate	<input type="checkbox"/>				
Examines effectiveness of health promotion, education, and prevention activities with the school population	<input type="checkbox"/>				
Utilizes data collected from student outcomes and school outcomes to promote school health programs that support student learning and healthy development	<input type="checkbox"/>				
Documents results of evaluation by appropriate summary and/or annual reports	<input type="checkbox"/>				
<i>Comments:</i>					

<b>Professionalism</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Demonstrates professionalism in behaviors, time management, dependability, resource utilization, and ethical practice	<input type="checkbox"/>				
Participates in professional development/continuing education as a lifelong learner	<input type="checkbox"/>				
Communicates effectively with students, faculty, staff, parents, and community	<input type="checkbox"/>				
Provides leadership in the provision of health care to meet health and educational goals	<input type="checkbox"/>				
<i>Comments:</i>					

## Overall Rating Score

Sum of items rated divided by number of items rated = \_\_\_\_\_

4.00 – 3.50 Highly Effective

3.49 – 2.50 Effective

2.49 – 1.75 Improvement Necessary

1.74 – 1.00 Ineffective

### Overall comments:

\_\_\_\_\_

Evaluator

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date

*Signature indicates that the written evaluation has been seen and discussed by all parties.*

# Evaluation – Secretary/Treasurer

This evaluation is to be completed by the administrator in the building.

Name: [Click here to enter text.](#)

School Year: [Click here to enter text.](#)

Position: [Click here to enter text.](#)

Building: [Choose an item.](#)

Administrator: [Click here to enter text.](#)

## Evaluation Ratings

4: Highly Effective

3: Effective

2: Improvement Necessary

1: Ineffective

<b>Work Habits</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
The ability to plan ahead, manage time, accomplish tasks effectively, maintain accurate records system	<input type="checkbox"/>				
The ability to adjust to changing conditions, procedures, job interruptions, deadlines	<input type="checkbox"/>				
Ability to accomplish tasks in a timely manner	<input type="checkbox"/>				
The ability to tackle problems on his/her own when appropriate and find constructive solutions	<input type="checkbox"/>				
The level of initiative/enthusiasm for work, professional conscience	<input type="checkbox"/>				
Dress is professional and appropriate	<input type="checkbox"/>				
<i>Comments:</i>					

<b>Knowledge / Proficiency</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Performing and understanding of daily office / divisional procedures	<input type="checkbox"/>				
The level of thoroughness, accuracy, neatness of work which is produced	<input type="checkbox"/>				
Knowledge and understanding of accounting procedures	<input type="checkbox"/>				
Demonstrates fund accounting principles as defined by the State Board of Accounts	<input type="checkbox"/>				
The ability / level of comfort with technology	<input type="checkbox"/>				
<i>Comments:</i>					

<b>Public/Professional Relations</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
The ability to exchange information accurately and effectively both verbally and in written form	<input type="checkbox"/>				
The degree of cooperativeness and consideration displayed in working with supervisor, peers, co-workers and the public. The ability to interact	<input type="checkbox"/>				

effectively and harmoniously with supervisors, peers, co-workers and the public					
Maintain confidentiality related to students, their families and staff and all matters concerning divisional business	<input type="checkbox"/>				
Have ability to establish and maintain positive relationships with student body (Genuine rapport)	<input type="checkbox"/>				
<i>Comments:</i>					

### Overall Rating Score

Sum of items rated divided by number of items rated = \_\_\_\_\_

4.00 – 3.50 Highly Effective

3.49 – 2.50 Effective

2.49 – 1.75 Improvement Necessary

1.75 – 1.00 Ineffective

### Overall comments:

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

*Signature indicates that the written evaluation has been seen and discussed by all parties.*

# Evaluation – Technology Department

This evaluation is to be completed by the administrator in the building.

Name: [Click here to enter text.](#)

School Year: [Click here to enter text.](#)

Position: [Click here to enter text.](#)

Building: [Choose an item.](#)

Administrator: [Click here to enter text.](#)

## Evaluation Ratings

4: Highly Effective

3: Effective

2: Improvement Necessary

1: Ineffective

<b>Personal Qualities</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Maintains a positive attitude toward work environment	<input type="checkbox"/>				
Displays professionalism in language, writing, behavior	<input type="checkbox"/>				
Keeps appearance neat, dresses appropriately	<input type="checkbox"/>				
Is receptive to suggestions and constructive criticism	<input type="checkbox"/>				
Remains flexible and adjusts to change	<input type="checkbox"/>				
Behaves ethically, respects confidentiality, strictly adheres to applicable policies and procedures	<input type="checkbox"/>				
<i>Comments:</i>					

<b>Work Habits</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Operates as a team player, remains humble and respectful, share solutions and assists others	<input type="checkbox"/>				
Keeps work spaces neat and organized	<input type="checkbox"/>				
Shows initiative, keeps busy, is aware of team needs	<input type="checkbox"/>				
Manages time efficiently and is accountable for time	<input type="checkbox"/>				
Displays reliable attendance and punctuality	<input type="checkbox"/>				
Provides timely and accurate feedback to users	<input type="checkbox"/>				
Maintains a customer service oriented attitude, remains pleasant, respectful, with a diplomatic demeanor in dealing with staff, students, vendors, and public	<input type="checkbox"/>				
<i>Comments:</i>					

<b>Tech Skills</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>
Works independently, able to complete tasks in a timely manner and without excessive help	<input type="checkbox"/>				
Open to receiving help and willing to ask for help when needed	<input type="checkbox"/>				
Shows an interest in technology, willing to grow, research solutions	<input type="checkbox"/>				
Solves problems effectively, working to a solution completely	<input type="checkbox"/>				
Prioritizes tasks appropriately and in line with department goals					
Documents processes clearly within the department and to users					
Learns quickly, grasps new processes and learns from experience					
<i>Comments:</i>					

### Overall Rating Score

Sum of items rated divided by number of items rated = \_\_\_\_\_

4.00 – 3.50 Highly Effective

3.49 – 2.50 Effective

2.49 – 1.75 Improvement Necessary

1.74 – 1.00 Ineffective

### Overall comments:

\_\_\_\_\_

Evaluator

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date

*Signature indicates that the written evaluation has been seen and discussed by all parties.*

**EAST WASHINGTON SCHOOL CORPORATION  
PEKIN, INDIANA 47165**

**BUS DRIVER & MONITOR EVALUATION**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

- 1. HIGHLY EFFECTIVE**      Demonstrates the skill at exceptional level
- 2. EFFECTIVE**              Demonstrates the skill at an acceptable level
- 3. IMPROVEMENT NEEDED**      Demonstrates the skill at a level indicating improvement is needed
- 4. INEFFECTIVE**              Does not demonstrate the skill at an acceptable level

<b>1. Appearance-</b> Appropriate personal appearance, cleanliness, attire: Comments: _____	4   3   2   1
<b>2. Cooperation-</b> With supervisors and co-workers, loyalty Comments: _____	4   3   2   1
<b>3. Disposition:</b> Courteous, friendliness, attitude Comment: _____	4   3   2   1
<b>4. Attendance/Punctuality:</b> Dependable Comments: _____	4   3   2   1
<b>5. Rapport with other Drivers:</b> Cooperation & Communication Comments: _____	4   3   2   1
<b>6. Rules &amp; Regulations:</b> Knowledge & Compliance Comments: _____	4   3   2   1
<b>7. Judgment:</b> Uses common sense approach to work problems Comments: _____	4   3   2   1
<b>8. Self-Control:</b> Demonstrates appropriate language/temperament Comments: _____	4   3   2   1
<b>9. Rapport with Students:</b> Associates/communicates with students in a professional manner Comments: _____	4   3   2   1
<b>10. Student Management/Control:</b> Demonstrates appropriate Enforcement of student conduct rules/discipline procedures Comment: _____	4   3   2   1
<b>11. Care of Equipment:</b> Daily inspects in/outside of bus; keeps Bus clean, informs mechanic/TD of issues with the bus Comments: _____	4   3   2   1
<b>12. Operation of School Bus:</b> Demonstrates safe and appropriate driving techniques Comments: _____	4   3   2   1

**Total:** \_\_\_\_\_

0-24 Recommended for pay increase  
25 or more: Not recommended for pay increase

**EMPLOYMENT RECOMMENDATION:**

- A. Continued employment if position is available:**
- B. Continued employment under probationary terms until:** \_\_\_\_\_
- C. Dismissal recommended:** \_\_\_\_\_

_____ <b>Supervisor</b>	_____ <b>Date</b>	_____ <b>Employee</b>	_____ <b>Date</b>
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(Employee's signature does not necessarily indicate agreement with evaluation)

## Indiana Department of Homeland Security

County Travel Status for 2/27/2013 12:13:27 EST



**NOTICE:** Travel status information is provided by each county's emergency management agency.

### Warning

Travel may be restricted to emergency personnel only. Citizens are directed to refrain from all travel, comply with necessary emergency measures, cooperate with public officials and disaster services forces in executing emergency operations plans, and comply with the directions of properly identified officers. Further and more specific restrictions may be included in the disaster declaration.

### Watch

Conditions are threatening to the safety of the public. Only essential travel is recommended (i.e., to and from work, emergency situations, etc.). Emergency action plans have been or should now be implemented by businesses, schools, government agencies and other organizations.

### Advisory

Routine travel or activities may be restricted in areas because of a hazardous situation. Citizens should use caution or avoid these areas. Schools and businesses may begin to implement their emergency action plans.

### Caution

A condition may develop that limits or hinders travel in isolated areas. No travel restrictions have been placed in effect by county officials, but citizens should be alert to changing conditions.



By signing below I acknowledge receipt of the employee handbook.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date