

CLASSIFIED STAFF HANDBOOK



Effective July 1, 2024

PERU COMMUNITY SCHOOLS
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Peru, IN 46970
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Peru Community Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Peru Community Schools will fully comply with the provisions of the Americans with Disabilities Act of 1991 as amended.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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GENERAL INFORMATION

Classified personnel are those staff members of Peru Community Schools who are not required to have either a license issued by the Indiana Department of Education or a bachelor's degree in order to be hired to perform a specific duty in the corporation. All classified staff are hired as at-will employees, which means either party (corporation or the staff member) may terminate employment at any time, for any reason (except those prohibited by federal or state law) or for no reason. Staff members who are not responding to requests from administration or members of the Central Office staff and who have not worked in the previous 12 months will be determined to have abandoned their position. They will be required to re-apply in order to return to work.

This Classified Staff Handbook is not a contract of employment. Nothing in this handbook is intended to constitute or be construed as a contract of employment or an expectation of continued employment.

A. Employment Classifications

Benefits for classified personnel will be based upon the following employment classifications:

*Staff who work less than 8 hours per day will receive pro-rated benefits based on their portion of an 8-hour day.

Group 1:

- Central Office Staff
- Custodians (including head custodians)
- Maintenance Staff
- Educational Technicians

Group 2:

- Food Service Director
- Transportation Director
- Technology Director
- Maintenance Director
- Business Manager

Group 3:

- Bookkeepers/Secretaries
- School Nurses (including Director of Nursing)

Group 4:

- Bus Drivers & Monitors
- PCSPD Officers
- Food Service Staff
- Instructional Assistants/Title I Tutor/TOR Supervisors/Library Assistant

Group 5:

- Summer Helpers
- Substitutes for any certified or non-certified position
- Lay Coaches

B. BACKGROUND CHECKS

1. To protect students and staff members, the School Board requires an expanded criminal history (ECH) and an expanded child protection index (ECPI) check for each applicant the Superintendent recommends for employment. Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be paid by the applicant. The ECH and ECPI are both required to be completed before the staff member's start date. Failure to meet those timelines will result in the staff members being off work with no pay until they have been completed.
2. In addition, the Board requires that an ECH and ECPI rescreen background check be conducted for each Corporation staff member every five (5) years. Any costs associated with an existing staff member obtaining the ECH and ECPI checks will be paid by the Corporation. The ECH is required to be completed within the first 30 days of the staff member receiving the request to obtain it; and the ECPI is required to be completed within 60 days. Failure to meet those timelines will result in the staff members being off work with no pay until they have been completed.
3. During employment with the corporation, each support staff employee shall be required to report the following to the Superintendent within two (2) business days of the occurrence. Failure to report can lead to termination.
 - A. Arrest or the filing of criminal charges against the employee.
 - B. Conviction of the employee for a crime.
 - C. Sustained report of child abuse or neglect of which the employee is the subject.

BENEFITS

Please see the "Insurance Rates and Contribution Sheet" that relates to your employee group for a detailed listing of the plans' costs.

A. HEALTH AND DENTAL INSURANCE

Any staff member who works an average of 30 hours or more per week is eligible to participate, apart from staff members in Group 5.

Specific plan information is available at the central office. If a new staff member is enrolling in coverage, they have 30 days to return all enrollment paperwork. Insurance will be effective on the first day of the month following the start of their employment. Failure to complete all paperwork in a timely manner may result in the staff member being unable to enroll as a new staff member.

Open enrollment for the following coverage cycle (October-September) will be each summer and any eligible staff member can enroll at that time, regardless of when they began their employment.

B. VISION INSURANCE

Any staff member is eligible to participate, at their cost, apart from Group 5 who is ineligible for insurance and the Central Office staff whose vision insurance is paid by the corporation.

C. SECTION 125 FRINGE BENEFITS

The benefits provided to staff members by Section 125 of the Revenue Act of 1978 shall be made available to any staff member so requesting. An amount not to exceed fifty percent (50%) of the salary may be set aside by the staff member for the selection of benefits, under Section 125 of the Internal Revenue Code, which are non-taxable benefits of major-medical, long-term disability, Section 79 life, non-reimbursed medical, and dependent care. All service fees for Generation 2 shall be borne by the participants. This plan shall be effective September 1, 1993. Eligible staff members shall include retired personnel who receive any early retirement stipend.

Any administrative costs incurred by American Fidelity shall be paid by the individual staff member(s) who enroll in the plan. The Board shall be held safe and harmless by the carrier.

Eligible classified personnel: Any group 1 through 4 staff member that works at least 3 hours per day.

D. WORKMEN'S COMPENSATION

All staff members are eligible for Workers Compensation.

Workmen's Compensation insurance is provided for all staff. The laws which apply to this benefit make it possible to receive compensation for personal injury by an accident arising out of and in the course of employment. Compensation shall be allowed beginning with the eighth day of disability. Prompt reporting to your principal is required for eligibility. The principal must complete, sign, and file a specific report at the time of injury. All claims must be reported through the school district business office. A staff member on an approved workmen's compensation leave may use accumulated sick leave days to make up the loss in pay. A staff member must use sick leave days in half or whole day increments. A staff member may not request a transfer of sick days for this purpose. Under no circumstances may the compensation for any given day of lost wages exceed the normal daily rate of the staff member. Example: For every three (3) days of workmen's compensation pay, a staff member may use one (1) day of accumulated sick leave to receive full pay for three (3) days.

E. LIABILITY INSURANCE

All staff are eligible for Liability Insurance.

The Board of School Trustees has broad liability coverage for the school district. This contract also covers general and automobile liability coverage resulting from a lawsuit due to the staff member's alleged wrongful or negligent action while in the performance of prescribed or sanctioned duties both on and off school property.

Reports of all accidents should continue to be made by the staff member and building administrator on the form provided.

EMPLOYMENT CONDITIONS

A. PAYROLL

The payroll of all classified staff will be determined by the staff members completed electronic timecard using True Time, apart from directors and the nursing staff. All timecards must be submitted by the staff member in the electronic system at the close of their workday on Friday the week prior to payroll, unless otherwise instructed. Failure to submit your timecard in a timely manner may result in not being paid until the next payroll. Falsification of records may lead to immediate dismissal.

It is the responsibility of the department director/building principal to approve days and hours. Each staff member should check their time reports for accuracy. Any overages paid to a staff member for a timecard not properly filled out will be deducted from the staff member on the next available payroll(s). To receive pay, a staff member must complete a W-4 Form for Federal and State taxes, an Eligibility Verification Form (I-9), and a Public Employees' Retirement Fund form, if the staff member is eligible for Public Employees' Retirement Fund benefits. These forms should be submitted to the business office on or before the first day of employment.

If a staff member is eligible for an anniversary raise, said raise will take effect after teacher negotiated raises in the fall following the staff member's anniversary. (For example, if your anniversary date is August 3, 2024, your raise will go into effect November or December 2024.) Substitutes are excluded from anniversary raises.

Directors, nurses and PCSPD officers will be paid on a salary schedule. This schedule will follow the 26-equal pay schedule of the certified staff. Their raises will also follow the schedule of the certified staff, as set forth in their salary agreement.

B. OVERTIME

Overtime pay for classified staff is calculated at one-and-one-half times the staff member's regular hourly rate. A workweek is defined as a fixed and regularly recurring period of 40 hours within seven consecutive 24-hour periods. The designated work week for PCS staff members is Sunday through Saturday. If a supervisor feels that overtime is necessary for an hourly staff member, the supervisor shall apply for approval of any such overtime work with the principal. The building principal or administrator should pre-approve all overtime hours.

Under the Federal Fair Labor Standards Act (FLSA), only hours a staff member worked count toward the 40-hour workweek for overtime. For example: If a staff member is paid for 48 hours, eight of it being sick time, personal leave, vacation, family illness, jury duty, professional days, or holiday pay; no overtime is due because the staff member did not actually work more than 40 hours. Exceptions to this rule may be made if a building principal deems the overtime unavoidable and written permission is given by the employee's director or central office administrator prior to the overtime being worked. (Maintenance is exempt from this portion of the overtime rules).

Comp time is offered to Central office staff in lieu of monetary overtime payment at a rate of overtime x 1.5 hrs. The max number of hours is 80 and must be used by the end of the calendar year it is earned before it is paid out as overtime on the last pay in December. Comp time must be requested like regular personal/vacation/sick time and be approved by supervisor before use. If an employee

has Comp time and leaves employment, then it will be paid out at the hourly rate at the time of separation.

Lunch is not part of a workday.

Wages are earned and will be paid only for days worked, authorized leave days, authorized holidays, or paid vacations.

1. Specific Food Service Worker Information

Cafeteria staff members will be paid one-and one-half times their regular rate for any hours worked over 40 in a workweek. Additional time worked outside of the staff member's normal work schedule, but not technically qualifying as overtime, will be paid at one-and one-half times their regular rate if approved as such by the Cafeteria Manager. If the Food Service Director works at a banquet which falls outside the director's normal duties, the director will be paid at one and one-half times their regular rate of pay, if approved by the Superintendent.

C. BREAK TIME

State law and the Federal Fair Labor Standards Act (FLSA) do not require that break time be provided to workers except for minors and nursing mothers. Break time may be granted to staff members at the discretion of the department supervisor after consultation with the Superintendent and/or Assistant Superintendent.

D. SUBSTITUTES

Substitute staff members who are not responding to requests from the administration or members of the Central Office staff and who have not worked in the previous 12 months will be terminated from employment. They will be required to re-apply in order to return to work.

The building principal or appropriate supervisor will decide whether to call in substitutes for classified staff. Instructional Aides who wish to become a substitute teacher (to be used when deemed appropriate by the building principal) may obtain an Indiana substitute teaching permit, at the expense of the corporation, and will be paid at a rate of \$20 per hour when they are taking the place of a teacher on their days absent. Any instructional aide who receives their permit compliments from the corporation agrees to remain employed with the corporation for at least 60 days after obtaining the license. Failure to meet that timeline will result in the staff member's final paycheck being garnished for the amount spent on the substitute permit.

Substitute staff are ineligible to receive time off, make-up hours, holiday pay, retro pay, etc. These employees are not guaranteed hours but hired to replace an employee that is unable to work that day.

E. EXPENSE REIMBURSEMENT

All expenses incurred by individuals that expect reimbursement by the School Corporation must have prior approval from their supervisor. Itemized receipts and odometer readings (or a map for an approved travel) for travel must be furnished prior to payment.

Conference requests must be made on the form provided by the Central Administration Office. Requests for reimbursement must be received in the Central Administration Office 15 days prior to a regular board meeting to be placed on the claim docket, unless waived by the Superintendent.

If approved through the Board, reimbursable expenses may include registration, lodging, meals and/or travel.

With prior Superintendent approval, certain staff members, as a part of their regular duties, are required to use their personal vehicle for school business. Said staff members must keep a record on a regular mileage form and file said form with the Corporation Treasurer for payment at the rate set by the Board of School Trustees.

Falsification of records may lead to immediate dismissal.

F. PERSONAL CELL PHONE USE

While at work, staff members are expected to exercise the same discretion in using personal cell phones as they use company phones. Personal calls, social media posting, and texts during the workday, regardless of the phone used, can interfere with staff productivity and work quality. They are also distracting to others. Staff members should restrict personal calls, social media posting, and texts during work time and should use personal cell phones only during approved breaks or lunch periods and in non-working areas unless it is an emergency, or the call is work related. Personal phone calls, social media posting, and texts should be made during non-work time. If a personal cell phone is kept near the staff member's workstation, it should be set to mute or vibrate. At no time while operating a motor vehicle (or lawn mower, or gator, etc.) owned by the school corporation or while on corporation work time driving a personal vehicle should a staff member be using a cell phone. The expected procedure is to pull over to a safe location prior to using a cell phone (or any other electronic device). When sharing pictures of school activities, no students should ever be shown due to media privacy requested by parents.

G. USE OF SCHOOL RADIOS

School radios are to be utilized for communicating school-related information. Personal messages of any kind should not be transmitted over the radio. Information that is communicated over the radio is expected to be time sensitive information. Any information that is not time sensitive should be communicated by other means when possible. When using school radios, staff is expected to remember that this type of communication can be heard by others such as students, parents, and sometimes people outside the school. It is important to keep the communication professional in tone and language, and as confidential as possible.

H. PERSONAL APPEARANCE AND CLEANLINESS

The School Board believes that classified staff members are an important and integral part of the Corporation. Also, since the classified staff is a highly visible staff to the students, the professional staff and the public, the Board believes the classified staff should always be well dressed and groomed. A classified staff member who understands this precept and adheres to it enlarges the importance of their task, presents an image of dignity, and encourages respect.

The Board retains the authority to specify the following dress and grooming guidelines for classified staff. All classified staff members shall, when assigned to Corporation duty:

- A. Be physically clean, neat, and well groomed.
- B. Dress in a manner consistent with their support responsibilities.
- C. Dress in a manner that communicates to others a pride in personal appearance.
- D. Dress in a manner that does not cause damage to Corporation property.
- E. Be groomed in such a way that their dress or hair style does not disrupt the educational process or cause a health or safety hazard.

Additional Guidelines:

1. Staff members are to be an example for students and should not wear anything that promotes disrespect, is generally offensive, or contains inappropriate material.
2. If, in the judgment of the staff member and their supervisor, a staff member's involvement with a specific activity on a particular day dictates a need for wearing attire outside of the regular dress guidelines then doing so will be allowed (spirit days, building or corporation jeans day, field trip, etc.)
3. Bus drivers, bus monitors, custodians, and maintenance staff may routinely wear appropriate looking jeans or appropriate length shorts.
4. Office staff, instructional assistants, and others working directly with students during the school day should not wear jeans or shorts unless for the exception cited in #2 above.
5. Office staff working during non-school days may wear appropriate length shorts or appropriate looking jeans with supervisor permission.
6. Under no circumstance should a staff member's attire during the school year violate the student dress code for their building.

I. SUBSTANCE AND TOBACCO FREE WORKPLACE

All PCS buildings, facilities, vehicles, and property are substance and tobacco-free. Please help us encourage young people by setting good examples in compliance with this policy.

INCLEMENT WEATHER – WORK SCHEDULES

When it is necessary to cancel or curtail school activities due to adverse weather conditions these changes will be reported to the following media:

Radio stations WARU AM 1600 / FM 101.9 Peru; WWKI 100.5 FM Kokomo; WIOU/WZWZ Kokomo, WILO Shine 99; and WKUZ FM 95.9 Wabash.

Television stations WTHR TV channel 13, WISH TV channel 8, WRTV channel 6, Fox 59, WNDU 16, and WLFI 18.

Also, changes in school days and/or activities will be posted on the corporation web page, www.peru.k12.in.us. Notification will also be given through the PCS phone messaging system.

A. SCHOOL DELAYS & EARLY DISMISSALS

If school is delayed or dismissed early due to weather conditions or any other cause, all classified personnel should follow the work schedule established by their appropriate supervisor or administrator. **No work means no pay; however, the staff member may use vacation or personal time to be compensated.**

B. WEATHER EMERGENCY DAYS DECLARED BY THE STATE OR COUNTY

No one is expected to report to work during weather emergency days declared by the State of Indiana or the county in which the staff member resides, or school is located. **No work means no pay; however, the staff member may use vacation or personal time to be compensated.**

C. WEATHER MAKE-UP DAYS

The superintendent may authorize the make-up of lost hours due to school delays, early dismissals or cancelations for classified personnel at straight-time pay. These hours must be turned in using a physical timecard that is approved by the supervisor of work done.

EVALUATION

Classified personnel will be evaluated by his/her immediate supervisor a minimum of one time during the school year.

The results of these evaluations are to be in written form and discussed with the staff member by his/her supervisor and signed by both parties. The supervisor will retain one copy of the signed evaluation; one copy of the signed evaluation is to be given to the staff member.

Job performance will be informally measured at all times. Unsatisfactory performance will be brought to the staff members' attention by their supervisor as soon as it is noted. If the staff member does not correct the situation, the failure may be included in their employment record. Poor job performance or attendance can be the cause of dismissal. The staff member's signature on the evaluation does not indicate agreement with the evaluation but indicates their supervisor discussed the evaluation with him/her. The staff member will have the right to respond in writing to an unfavorable evaluation. An example of the evaluation form is included in this handbook.

ALLOWABLE DEDUCTIONS

A. TAX DEFERRED ANNUITIES

All staff members are eligible for Tax Deferred Annuities (example would be a 403b).

Several years ago, Congress provided school staff members that might choose to designate part of their salary be set aside by their employer and paid directly to a company which provided a deferred and/or tax-sheltered annuity. The purpose of a tax-deferred annuity is to defer that portion set aside from being included in current income subject to income tax. This money would be paid by the annuity company to the holder of the contract at retirement when his annual income would presumably be less. It is a legal way to deter paying income taxes on current earnings.

1. The Board provides payroll deductions for a program of tax-sheltered annuities. Those who wish to participate in such a program must enroll with a company approved by the Central Administration Office.
2. Cancellations must be received in writing.

B. SOCIAL SECURITY

All staff must contribute to Social Security.

Your contributions to social security, an amount determined by the Internal Revenue Service, are withheld, and sent directly to the Social Security Fund.

C. DIRECT DEPOSIT

All staff will participate in Direct Deposit.

Payroll checks will be directly deposited into the checking and/or savings accounts of the staff member in any financial institution recognized for direct deposit by the employer's originating bank. All direct deposit accounts are subject to prenotification. Staff members' first check after employment or making a change to direct deposit may be a paper check to allow the payroll coordinator time for the prenote to be processed.

LEAVES AND ABSENCES

A time off request must be filled out in Skyward and approved by the immediate supervisor when requesting any of the following leaves. In an emergency, as in the case of illness or personal crisis, classified staff members must immediately notify the building principal.

Staff members will receive a pro-rated portion of all afforded leave based on the portion of the year that they are working. For the purposes of this rule, a year shall be defined as July – June for 12-month staff and August – May for school year staff.

The Art Gallery Curator shall be afforded 1 personal business leave day and 3 sick days per school year. All unused personal business days will be added to accumulated sick leave at the end of the current school year. Sick days may accumulate to 15. Days over 15 will be forfeited. They shall also be paid for the following holidays – New Year's Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.

Central office staff that are not full-time employees will receive a proration of paid holidays. Data and Finance Assistant and Human Resources: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Grants & Bonds Manager: New Year's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

A. INTRODUCTORY PERIOD

Eligible staff members include Groups 1 through 4.

As a newly hired classified staff member, you are required to satisfy an introductory period continuous for 60-working days from the date of hire. The introductory period is used by your supervisor to evaluate capabilities, work habits, and overall performance. PCS reserves the right to extend the introductory period if necessary, either the classified staff member or the school district may end the employment relationship at any time, for any reason during or after the introductory period.

Upon successful completion of the 60-working day introductory period, you will be considered a permanent classified staff member. However, this notification does not modify any at-will relationship between PCS and you in any way and does not guarantee employment for any definite period of time. Also, upon successful completion of the 60-working day introductory period, you will be allocated your leave days accordingly. New employees will receive their leave days upon successful completion of the introductory period based on a prorated method listed in the leave section of this handbook. New employees hired between May and June will receive their leave days the following school year if you have successfully completed the introductory period status the prior year.

B. BEREAVEMENT LEAVE

Eligible staff members include Groups 1 through 4.

Three (3) weekdays of absence shall be granted to a staff member for each death in the immediate family. Said three (3) days to commence the day of or day after death, at the staff member's option. An additional two (2) days of leave shall be granted within 12 months of the death. The immediate family is interpreted to mean father, mother, stepparents, brother, sister, husband, wife, child, stepchild, foster child, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent (incl. in-law), grandchild, son-in-law, daughter-in-law, and any other person who at the time of death was living as a member of the household of the staff member. Said five (5) days granted shall be separate from sick leave and additional days may be granted by the Board of Education if requested by the staff member for cases of extreme emergency.

One additional day's absence per year shall be granted to a staff member for the purpose of attending funeral services not defined above.

C. SICK LEAVE

All staff, apart from Group 5, are eligible for sick leave pay. The amount will vary depending on the job classification. New employees will receive their prorated time after successful completion of their 60 working days introductory period.

1. Sick leave days must be used for days a staff member, or their immediate family member is ill or has a doctor’s appointment. For the loss of time due to sickness in the immediate family, “immediate family” shall be interpreted as only spouse, children, staff member’s parents, and other dependents living in the staff member’s home.
2. Beginning July 1 of each year after working their first scheduled day, Groups 1 & 2 will receive ten (10) days of sick leave and can accumulate up to 100 days. Group 3 will receive seven (7) days of sick leave and can accumulate up to 70 days. (Nurses will receive an additional 3 days of sick leave). Group 4 will receive five (5) days sick leave per year and can accumulate up to 50 days.

Groups 1 & 2 Prorated Schedule

Month of Hire or assignment change	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Days of Sick Leave	10	10	9	8	7	6	5	4	3	3	2	1

Group 3 Prorated Schedule

Month of Hire or assignment change	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Days of Sick Leave	7	6.5	6	5.5	5	4.5	4	3.5	3	2.5	2	0

Group 4 Prorated Schedule

Month of Hire or assignment change	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Days of Sick Leave	5	5	4.5	4	3.5	3	2.5	2	1.5	1	0	0

D. PERSONAL BUSINESS LEAVE

All staff, except Group 5, are eligible for personal business leave days. The number of days will vary depending on the job classification. New employees will receive their prorated time after successful completion of their 60 working days introductory period.

1. Beginning July 1 of each year after working their first scheduled day, Groups 1-2 will receive five (5) days per year for personal business leave. Requests for such leave shall be submitted to the principal with forty-eight (48) hours advance notice, except in cases of emergency. Up to two (2) unused personal business days may be accumulated at the end of the preceding school year and carried over into the next school year as personal business days. All other unused personal business days will be added to accumulated sick leave at the end of the current school year.

Groups 1 & 2 Prorated Schedule

Month of Hire or assignment change	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Days of Personal Leave	5	5	4.5	4	3.5	3	2.5	2	1.5	1	.5	0

2. Beginning July 1 of each year after working their first scheduled day, Groups 3-4 will receive two (2) days per year for personal business leave. Requests for such leave shall be submitted to the principal with forty-eight (48) hours advance notice, except in cases of emergency. Two (2) unused personal business days may be accumulated at the end of the preceding school year and carried over into the next school year as personal business days. All other unused personal business days will be added to accumulated sick leave at the end of the current school year.

Groups 3 & 4 Prorated Schedule

Month of Hire or assignment change	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Days of Personal Leave	2	2	2	2	2	2	1	1	1	0	0	0

E. COURT LEAVE

Eligible staff include Groups 1 through 4.

The parties agree that a staff member who is selected for and serves on a jury or is subpoenaed to appear as a witness in court within the State of Indiana shall be compensated for such service by receiving the difference between their normal daily rate of pay and the monies received daily for jury duty or witness fees. Monies received for travel, lodging, and meals will not be deducted from the staff member’s daily rate of pay.

It is the staff member’s responsibility to secure from the court and forward to the Central Administration Office, verification of the court duty and the amount of payment for such duty. This leave will not be deducted from sick leave or personal business days.

F. DAYS WITHOUT PAY

All staff may be granted days without pay.

Unpaid days are intended for limited use in case of **emergency only**. An unpaid day must be approved by the appropriate supervisor or administrator, and the Central Administration Office. Unpaid leave will be granted only when all other forms of available and **appropriate leave** (e.g., personal days, sick days, vacation days if applicable) have been exhausted. **Sick days will only be paid for an illness or doctor’s appointment.**

The official record of leave is maintained at the Central Administration Office.

G. MILITARY LEAVE

A call to active duty for any staff member will result in a leave, and a return to employment shall be governed by applicable federal laws.

H. TEMPORARY DISABILITY LEAVE

Eligible staff include Groups 1 through 4.

A leave of absence without compensation not to exceed one calendar year may be granted for disability to classified staff members of the School Corporation, with proper notification of the Superintendent and written statement from the physician of the staff member.

I. FAMILY MEDICAL LEAVE ACT

A staff member on FMLA leave who fails to return to work after exhaustion of FMLA days may be terminated. Intermittent or reduced schedule leave may be taken under this section when medically necessary. Staff members seeking intermittent or reduced schedule FMLA leave must provide medical certification from the staff member's health care provider. For further information concerning the Family Medical Leave Act of 1993 and the 2008 Amendments, please consult the following phone number or website: 1-866-4USWAGE (1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd/fmla/

Family/Medical Leave applications and other appropriate forms are available at the Central Administration Office or on the above website.

J. VACATIONS

New employees will receive their prorated time after successful completion of their 60 working days introductory period.

Group 1, after working their first scheduled day, will receive a prorated portion of ten (10) days paid vacation upon their first day of employment or change of assignment from a group that does not receive vacation. The proration schedule is as follows:

Month of Hire or assignment change	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Days of Vacation	10	10	9	8	7	6	5	4	3	3	2	1

Additional days will be added for years of service as indicated in the chart below:

# Years from date of hire	6	7	8	9	10-19	20+
Vacation days given	11	12	13	14	15	20

Group 2 will receive twenty (20) days paid vacation upon their first day of employment.

Days not used by July 30th of the following year will be forfeited.

K. HOLIDAYS

Group 1 and 2 shall be compensated at their regular scheduled daily/hourly rate for the following holidays:

New Year's Day	Day before Thanksgiving
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

Group 3 and 4 are eligible for 1 paid holiday including: Thanksgiving Day

RESIGNATION OF EMPLOYMENT

Upon voluntary separation from PCS, staff members are required to turn in a letter of written resignation to their immediate supervisor. They will also be required to return their badge, key fob, laptop, and/or any additional PCS property to the Central Administration Office. Failure to do so could result in the withholding of the staff members' final paycheck. Upon separation from PCS the staff member forfeits any remaining time off (personal days, vacation days, sick time), unless the employee is retiring then follow the guidelines under retirement benefits. If resigning/retiring prior to end of leave cycle (July to June) then time off benefits are subject to being prorated. If you have used more than you would have accrued, then your last paycheck will be deducted the amount of those days.

RETIREMENT BENEFITS

A. *PERF (Public Employees Retirement Fund)*

Groups 1-3 qualify for PERF if they meet the following criteria:

1. Work 600 hours or more per year
2. Are approved by PERF and Peru Community Schools

The program operates under the following conditions:

1. The School Corporation will contribute a percentage of the total salary to the program as an employer share. This percentage is established annually by PERF and varies from year to year.
2. Eligible PERF members may make additional voluntary contributions to their annuity savings account. Pre-tax contributions must be started during a 2-year window after 5 years of service. Once voluntary pre-tax contributions are started, they cannot be changed or discontinued until the staff member leaves any PERF covered position. Post-tax contributions can be started, changed, or cancelled at any time.
3. Members retiring must have 10 years of service at age 65 or 15 years of service at age 60, or if less than age 60, age plus years of experience in a PERF covered position must equal 85 to receive full benefits.
4. A member can receive all his/her own contributions, plus interest, if he/she withdraws before retirement.
5. Retirement benefits are based on years of service and the total amount contributed to the fund by both the staff member and the employer.

B. SICK DAY PAYOUT UPON RETIREMENT

1. Notification of intent to use this benefit must be made to the Central Administration Office, in writing, no later than June 15 in the year prior to the severance of employment. This date shall be waived in the case of handicap by disablement and/or illness.

Severance pays shall be paid to any employee who has at least 10 years of service at age 65 or 15 years of service at age 60, or if less than age 60, age plus years of experience in a covered position must equal 85 to receive full benefits. The amount paid towards severance will be based upon available sick days and job title as described below and is pro-rated based on their normal portion of an 8-hour day.

Position	Max Days	Max Per Day	Max Total Payout
Groups 1 & 2	100	\$75.00	\$7,500.00
Groups 3	70	\$75.00	\$5,250.00
Group 4	50	\$75.00	\$3,750.00

C. INSURANCE BENEFITS UPON RETIREMENT

1. **Health, Dental and Vision Insurance** – Eligible staff, regardless of age, may continue coverage under COBRA for health, dental and vision insurance. The cost to the staff member is 100% of the COBRA premium. COBRA coverage is for 18 months.

DISCIPLINARY PROCEDURE

All classified personnel may be subject to immediate dismissal from service with the School Corporation for any reason except those prohibited by federal or state law.

The following infractions / deficiencies are examples of those that may result in discipline or dismissal (this is not an all-inclusive list):

1. Direct disobedience to orders or instruction
2. Illegal substance abuse
3. Incompetence
4. Breach of employment duties
5. Unfaithfulness in performance of duties
6. Failure to conform to the rules and regulations of the corporation or the schools.
7. Physical inability to perform the duties*
8. Sexual harassment
9. Unsafe work activity
10. Poor attendance
11. Unlawful acts on or off the job
12. Inadequate performance of duties
13. Other just cause

*Physical inability will be determined by a competent physician to be selected by Peru Community Schools. Peru Community Schools will fully comply with the provisions of the Americans with Disabilities Act of 1991 as amended.

Infractions / deficiencies may be dealt with in one or more of the following ways:

1. Conference and written warning
2. One day/days off the job without pay
3. Dismissal from the job

Conferences will be held with the appropriate supervisor as deemed necessary by the school administration. A written statement concerning the items discussed at the conference will be given to the staff member. A copy of these documents (signed by the staff member to acknowledge that the items were discussed) will be placed in the staff member's file.

It is the policy of Peru Community Schools to maintain both a learning environment and working environment that is free from sexual harassment. It shall be a violation of this policy for any staff member of Peru Community Schools to harass another staff member or students through conduct or communications of a sexual nature.

TECHNOLOGY RESPONSIBLE USE POLICY

Peru Community Schools (PCS) supports reasonable access to technology, as a privilege to end-users. As a privilege, any/all technology access can be restricted or denied entirely if it is not being used responsibly. This includes, but is not limited to; Wi-Fi, Network, Internet, Internet Content Filter, Copiers/Printers, Devices, Computers, Laptops, Tablets, Cell Phones, Computer Peripherals, Televisions, and all other technology related devices that currently exist or will exist in the future. PCS reserves the right to monitor and log all aspects of its technology resources and usage. By using any technology at Peru Community Schools, you are agreeing to these terms and to abide by the following two sections as general guidelines for what is not acceptable use and what is encouraged as responsible use. Failure to abide by these guidelines may result in revocation of privileges and/or other disciplinary actions.

Encouraged and responsible use of technology

- Keeping your personal information and identification private and safe.
- Making yourself more efficient with digital organizing and note taking.
- Storing and saving documents and assignments on Cloud Storage and Network Shares.
- Supplementing lessons and learning with online research and knowledge pooling. • Collaborating online and sharing learned comprehension.
- Communicating with email, instant messaging, or direct messaging.
- Seeking Cyber-Security Training, staying safe, and using sound judgement in online environments.

Unacceptable and irresponsible use of technology

- Posting inappropriate content to forums or discussion threads.
- Bullying or inappropriate speech online, in emails, direct messages, or instant messages. • Viewing, distributing, or posting pictures/images of mature, adult, or nude content.
- Damaging, abusing, inflicting malware, or losing technology devices or peripherals.
- Installing or attempting to install ANY software or hardware NOT expressly approved by PCS.
- Performing illegal activities or illegal hacking with/to/from ANY PCS technology.
- Attempting to access restricted areas or circumvent/bypass any safeguards or filtering.
- Giving your network access or any of your logon credentials to others.

Peru Community Schools

2023-2024 Substitute Wage Rates

Substitute Pay		
Food Service Substitute	\$13.00	Per hour
SRO Substitute	\$26.41	Per hour
Nurse Substitute	\$26.20	Per hour
Custodian Substitute	\$17.49	Per hour
Secretary Substitute	\$18.12	Per hour
Instructional Assistant Substitute	\$15.20	Per hour
Bus Monitor Substitute	\$14.00	Per hour
Substitute Bus Driver	\$27.58	Regular route per hour
	\$15.19	ECA/Field Trip per hour
Substitute Teacher	\$80.00	HS Diploma (per day)
	\$100.00	College Degree (per day)
	\$125.00	Licensed teacher (per day)

Employee Evaluation Form Peru Community Schools

Name _____ Location _____

Position _____ Complete By _____

Check all items relevant to the position. Rate each item using the scale below.

Satisfactory - Competent and dependable level of performance. Meets performance standards of the job.

Unsatisfactory - Performance is unacceptable and requires immediate improvement.

Not Observed - Not noted, or not applicable.

Criteria	Satisfactory	Unsatisfactory	Not Observed
1. <u>Quality of Work</u> - (Accuracy, neatness, completeness, and thoroughness of work).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <u>Quantity of Work</u> - (Amount of work done, efficiency, effectiveness, timeliness of work).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <u>Job Knowledge</u> - (Amount of practical and technical knowledge needed to do the job).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <u>Dependability/Reliability</u> - (Attendance and punctuality, amount of supervision required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <u>Follows Policies</u> - (Observes safety and conduct rules, adheres to corporation/building regulations).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <u>Working Relations</u> - (Willingness to help others, tact, courtesy, self-control, patience, and respect).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <u>Initiative</u> - (Finds new and better methods, assumes additional duties on his/her own).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's Comments (If necessary, use the back of this sheet):

Supervisor's Signature

Employee's Signature*

Date

*Indicates Employee has seen this report and is familiar with the content. However, it does not indicate he/she agrees with the evaluation. If the employee disagrees with the evaluation, he/she may attach appropriate comments on a separate sheet.

**ACKNOWLEDGMENT OF RECEIPT OF THE
CLASSIFIED STAFF HANDBOOK
FOR PERU COMMUNITY SCHOOLS**

I acknowledge that I have received a copy of the Classified Staff Handbook, (which includes the Technology responsible use policy) of Peru Community School, and that I understand that this is my responsibility to be familiar with all of the information in the handbook as well as relevant Board Policies and Guidelines. I further understand that this is not a contract of employment, but a set of guidelines for the implementation of personnel policies. I acknowledge that the provisions of the handbook, as well as relevant Board Policies and Guidelines, may be changed by Peru Community School at the discretion of the corporation.

Staff Member Name (please print)

Staff Signature

Date

CLASSIFIED STAFF HANDBOOK



Effective July 1, 2024

PERU COMMUNITY SCHOOLS
35 West 3RD Street
Peru, IN 46970
(765) 473-3081

Peru Community Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Peru Community Schools will fully comply with the provisions of the Americans with Disabilities Act of 1991 as amended.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Date Board Approved 07/08/2024

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GENERAL INFORMATION

Classified personnel are those staff members of Peru Community Schools who are not required to have either a license issued by the Indiana Department of Education or a bachelor's degree in order to be hired to perform a specific duty in the corporation. All classified staff are hired as at-will employees, which means either party (corporation or the staff member) may terminate employment at any time, for any reason (except those prohibited by federal or state law) or for no reason. Staff members who are not responding to requests from administration or members of the Central Office staff and who have not worked in the previous 12 months will be determined to have abandoned their position. They will be required to re-apply in order to return to work.

This Classified Staff Handbook is not a contract of employment. Nothing in this handbook is intended to constitute or be construed as a contract of employment or an expectation of continued employment.

A. Employment Classifications

Benefits for classified personnel will be based upon the following employment classifications:

*Staff who work less than 8 hours per day will receive pro-rated benefits based on their portion of an 8-hour day.

Group 1:

- Central Office Staff
- Custodians (including head custodians)
- Maintenance Staff
- Educational Technicians

Group 2:

- Food Service Director
- Transportation Director
- Technology Director
- Maintenance Director
- Business Manager

Group 3:

- Bookkeepers/Secretaries
- School Nurses (including Director of Nursing)

Group 4:

- Bus Drivers & Monitors
- PCSPD Officers
- Food Service Staff
- Instructional Assistants/Title I Tutor/TOR Supervisors/Library Assistant

Group 5:

- Summer Helpers
- Substitutes for any certified or non-certified position
- Lay Coaches

B. BACKGROUND CHECKS

1. To protect students and staff members, the School Board requires an expanded criminal history (ECH) and an expanded child protection index (ECPI) check for each applicant the Superintendent recommends for employment. Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be paid by the applicant. The ECH and ECPI are both required to be completed before the staff member's start date. Failure to meet those timelines will result in the staff members being off work with no pay until they have been completed.
2. In addition, the Board requires that an ECH and ECPI rescreen background check be conducted for each Corporation staff member every five (5) years. Any costs associated with an existing staff member obtaining the ECH and ECPI checks will be paid by the Corporation. The ECH is required to be completed within the first 30 days of the staff member receiving the request to obtain it; and the ECPI is required to be completed within 60 days. Failure to meet those timelines will result in the staff members being off work with no pay until they have been completed.
3. During employment with the corporation, each support staff employee shall be required to report the following to the Superintendent within two (2) business days of the occurrence. Failure to report can lead to termination.
 - A. Arrest or the filing of criminal charges against the employee.
 - B. Conviction of the employee for a crime.
 - C. Sustained report of child abuse or neglect of which the employee is the subject.

BENEFITS

Please see the "Insurance Rates and Contribution Sheet" that relates to your employee group for a detailed listing of the plans' costs.

A. HEALTH AND DENTAL INSURANCE

Any staff member who works an average of 30 hours or more per week is eligible to participate, apart from staff members in Group 5.

Specific plan information is available at the central office. If a new staff member is enrolling in coverage, they have 30 days to return all enrollment paperwork. Insurance will be effective on the first day of the month following the start of their employment. Failure to complete all paperwork in a timely manner may result in the staff member being unable to enroll as a new staff member.

Open enrollment for the following coverage cycle (October-September) will be each summer and any eligible staff member can enroll at that time, regardless of when they began their employment.

B. VISION INSURANCE

Any staff member is eligible to participate, at their cost, apart from Group 5 who is ineligible for insurance and the Central Office staff whose vision insurance is paid by the corporation.

C. SECTION 125 FRINGE BENEFITS

The benefits provided to staff members by Section 125 of the Revenue Act of 1978 shall be made available to any staff member so requesting. An amount not to exceed fifty percent (50%) of the salary may be set aside by the staff member for the selection of benefits, under Section 125 of the Internal Revenue Code, which are non-taxable benefits of major-medical, long-term disability, Section 79 life, non-reimbursed medical, and dependent care. All service fees for Generation 2 shall be borne by the participants. This plan shall be effective September 1, 1993. Eligible staff members shall include retired personnel who receive any early retirement stipend.

Any administrative costs incurred by American Fidelity shall be paid by the individual staff member(s) who enroll in the plan. The Board shall be held safe and harmless by the carrier.

Eligible classified personnel: Any group 1 through 4 staff member that works at least 3 hours per day.

D. WORKMEN'S COMPENSATION

All staff members are eligible for Workers Compensation.

Workmen's Compensation insurance is provided for all staff. The laws which apply to this benefit make it possible to receive compensation for personal injury by an accident arising out of and in the course of employment. Compensation shall be allowed beginning with the eighth day of disability. Prompt reporting to your principal is required for eligibility. The principal must complete, sign, and file a specific report at the time of injury. All claims must be reported through the school district business office. A staff member on an approved workmen's compensation leave may use accumulated sick leave days to make up the loss in pay. A staff member must use sick leave days in half or whole day increments. A staff member may not request a transfer of sick days for this purpose. Under no circumstances may the compensation for any given day of lost wages exceed the normal daily rate of the staff member. Example: For every three (3) days of workmen's compensation pay, a staff member may use one (1) day of accumulated sick leave to receive full pay for three (3) days.

E. LIABILITY INSURANCE

All staff are eligible for Liability Insurance.

The Board of School Trustees has broad liability coverage for the school district. This contract also covers general and automobile liability coverage resulting from a lawsuit due to the staff member's alleged wrongful or negligent action while in the performance of prescribed or sanctioned duties both on and off school property.

Reports of all accidents should continue to be made by the staff member and building administrator on the form provided.

EMPLOYMENT CONDITIONS

A. PAYROLL

The payroll of all classified staff will be determined by the staff members completed electronic timecard using True Time, apart from directors and the nursing staff. All timecards must be submitted by the staff member in the electronic system at the close of their workday on Friday the week prior to payroll, unless otherwise instructed. Failure to submit your timecard in a timely manner may result in not being paid until the next payroll. Falsification of records may lead to immediate dismissal.

It is the responsibility of the department director/building principal to approve days and hours. Each staff member should check their time reports for accuracy. Any overages paid to a staff member for a timecard not properly filled out will be deducted from the staff member on the next available payroll(s). To receive pay, a staff member must complete a W-4 Form for Federal and State taxes, an Eligibility Verification Form (I-9), and a Public Employees' Retirement Fund form, if the staff member is eligible for Public Employees' Retirement Fund benefits. These forms should be submitted to the business office on or before the first day of employment.

If a staff member is eligible for an anniversary raise, said raise will take effect after teacher negotiated raises in the fall following the staff member's anniversary. (For example, if your anniversary date is August 3, 2024, your raise will go into effect November or December 2024.) Substitutes are excluded from anniversary raises.

Directors, nurses and PCSPD officers will be paid on a salary schedule. This schedule will follow the 26-equal pay schedule of the certified staff. Their raises will also follow the schedule of the certified staff, as set forth in their salary agreement.

B. OVERTIME

Overtime pay for classified staff is calculated at one-and-one-half times the staff member's regular hourly rate. A workweek is defined as a fixed and regularly recurring period of 40 hours within seven consecutive 24-hour periods. The designated work week for PCS staff members is Sunday through Saturday. If a supervisor feels that overtime is necessary for an hourly staff member, the supervisor shall apply for approval of any such overtime work with the principal. The building principal or administrator should pre-approve all overtime hours.

Under the Federal Fair Labor Standards Act (FLSA), only hours a staff member worked count toward the 40-hour workweek for overtime. For example: If a staff member is paid for 48 hours, eight of it being sick time, personal leave, vacation, family illness, jury duty, professional days, or holiday pay; no overtime is due because the staff member did not actually work more than 40 hours. Exceptions to this rule may be made if a building principal deems the overtime unavoidable and written permission is given by the employee's director or central office administrator prior to the overtime being worked. (Maintenance is exempt from this portion of the overtime rules).

Comp time is offered to Central office staff in lieu of monetary overtime payment at a rate of overtime x 1.5 hrs. The max number of hours is 80 and must be used by the end of the calendar year it is earned before it is paid out as overtime on the last pay in December. Comp time must be requested like regular personal/vacation/sick time and be approved by supervisor before use. If an employee

has Comp time and leaves employment, then it will be paid out at the hourly rate at the time of separation.

Lunch is not part of a workday.

Wages are earned and will be paid only for days worked, authorized leave days, authorized holidays, or paid vacations.

1. Specific Food Service Worker Information

Cafeteria staff members will be paid one-and one-half times their regular rate for any hours worked over 40 in a workweek. Additional time worked outside of the staff member's normal work schedule, but not technically qualifying as overtime, will be paid at one-and one-half times their regular rate if approved as such by the Cafeteria Manager. If the Food Service Director works at a banquet which falls outside the director's normal duties, the director will be paid at one and one-half times their regular rate of pay, if approved by the Superintendent.

C. BREAK TIME

State law and the Federal Fair Labor Standards Act (FLSA) do not require that break time be provided to workers except for minors and nursing mothers. Break time may be granted to staff members at the discretion of the department supervisor after consultation with the Superintendent and/or Assistant Superintendent.

D. SUBSTITUTES

Substitute staff members who are not responding to requests from the administration or members of the Central Office staff and who have not worked in the previous 12 months will be terminated from employment. They will be required to re-apply in order to return to work.

The building principal or appropriate supervisor will decide whether to call in substitutes for classified staff. Instructional Aides who wish to become a substitute teacher (to be used when deemed appropriate by the building principal) may obtain an Indiana substitute teaching permit, at the expense of the corporation, and will be paid at a rate of \$20 per hour when they are taking the place of a teacher on their days absent. Any instructional aide who receives their permit compliments from the corporation agrees to remain employed with the corporation for at least 60 days after obtaining the license. Failure to meet that timeline will result in the staff member's final paycheck being garnished for the amount spent on the substitute permit.

Substitute staff are ineligible to receive time off, make-up hours, holiday pay, retro pay, etc. These employees are not guaranteed hours but hired to replace an employee that is unable to work that day.

E. EXPENSE REIMBURSEMENT

All expenses incurred by individuals that expect reimbursement by the School Corporation must have prior approval from their supervisor. Itemized receipts and odometer readings (or a map for an approved travel) for travel must be furnished prior to payment.

Conference requests must be made on the form provided by the Central Administration Office. Requests for reimbursement must be received in the Central Administration Office 15 days prior to a regular board meeting to be placed on the claim docket, unless waived by the Superintendent.

If approved through the Board, reimbursable expenses may include registration, lodging, meals and/or travel.

With prior Superintendent approval, certain staff members, as a part of their regular duties, are required to use their personal vehicle for school business. Said staff members must keep a record on a regular mileage form and file said form with the Corporation Treasurer for payment at the rate set by the Board of School Trustees.

Falsification of records may lead to immediate dismissal.

F. PERSONAL CELL PHONE USE

While at work, staff members are expected to exercise the same discretion in using personal cell phones as they use company phones. Personal calls, social media posting, and texts during the workday, regardless of the phone used, can interfere with staff productivity and work quality. They are also distracting to others. Staff members should restrict personal calls, social media posting, and texts during work time and should use personal cell phones only during approved breaks or lunch periods and in non-working areas unless it is an emergency, or the call is work related. Personal phone calls, social media posting, and texts should be made during non-work time. If a personal cell phone is kept near the staff member's workstation, it should be set to mute or vibrate. At no time while operating a motor vehicle (or lawn mower, or gator, etc.) owned by the school corporation or while on corporation work time driving a personal vehicle should a staff member be using a cell phone. The expected procedure is to pull over to a safe location prior to using a cell phone (or any other electronic device). When sharing pictures of school activities, no students should ever be shown due to media privacy requested by parents.

G. USE OF SCHOOL RADIOS

School radios are to be utilized for communicating school-related information. Personal messages of any kind should not be transmitted over the radio. Information that is communicated over the radio is expected to be time sensitive information. Any information that is not time sensitive should be communicated by other means when possible. When using school radios, staff is expected to remember that this type of communication can be heard by others such as students, parents, and sometimes people outside the school. It is important to keep the communication professional in tone and language, and as confidential as possible.

H. PERSONAL APPEARANCE AND CLEANLINESS

The School Board believes that classified staff members are an important and integral part of the Corporation. Also, since the classified staff is a highly visible staff to the students, the professional staff and the public, the Board believes the classified staff should always be well dressed and groomed. A classified staff member who understands this precept and adheres to it enlarges the importance of their task, presents an image of dignity, and encourages respect.

The Board retains the authority to specify the following dress and grooming guidelines for classified staff. All classified staff members shall, when assigned to Corporation duty:

- A. Be physically clean, neat, and well groomed.
- B. Dress in a manner consistent with their support responsibilities.
- C. Dress in a manner that communicates to others a pride in personal appearance.
- D. Dress in a manner that does not cause damage to Corporation property.
- E. Be groomed in such a way that their dress or hair style does not disrupt the educational process or cause a health or safety hazard.

Additional Guidelines:

1. Staff members are to be an example for students and should not wear anything that promotes disrespect, is generally offensive, or contains inappropriate material.
2. If, in the judgment of the staff member and their supervisor, a staff member's involvement with a specific activity on a particular day dictates a need for wearing attire outside of the regular dress guidelines then doing so will be allowed (spirit days, building or corporation jeans day, field trip, etc.)
3. Bus drivers, bus monitors, custodians, and maintenance staff may routinely wear appropriate looking jeans or appropriate length shorts.
4. Office staff, instructional assistants, and others working directly with students during the school day should not wear jeans or shorts unless for the exception cited in #2 above.
5. Office staff working during non-school days may wear appropriate length shorts or appropriate looking jeans with supervisor permission.
6. Under no circumstance should a staff member's attire during the school year violate the student dress code for their building.

I. SUBSTANCE AND TOBACCO FREE WORKPLACE

All PCS buildings, facilities, vehicles, and property are substance and tobacco-free. Please help us encourage young people by setting good examples in compliance with this policy.

INCLEMENT WEATHER – WORK SCHEDULES

When it is necessary to cancel or curtail school activities due to adverse weather conditions these changes will be reported to the following media:

Radio stations WARU AM 1600 / FM 101.9 Peru; WWKI 100.5 FM Kokomo; WIOU/WZWZ Kokomo, WILO Shine 99; and WKUZ FM 95.9 Wabash.

Television stations WTHR TV channel 13, WISH TV channel 8, WRTV channel 6, Fox 59, WNDU 16, and WLFI 18.

Also, changes in school days and/or activities will be posted on the corporation web page, www.peru.k12.in.us. Notification will also be given through the PCS phone messaging system.

A. SCHOOL DELAYS & EARLY DISMISSALS

If school is delayed or dismissed early due to weather conditions or any other cause, all classified personnel should follow the work schedule established by their appropriate supervisor or administrator. **No work means no pay; however, the staff member may use vacation or personal time to be compensated.**

B. WEATHER EMERGENCY DAYS DECLARED BY THE STATE OR COUNTY

No one is expected to report to work during weather emergency days declared by the State of Indiana or the county in which the staff member resides, or school is located. **No work means no pay; however, the staff member may use vacation or personal time to be compensated.**

C. WEATHER MAKE-UP DAYS

The superintendent may authorize the make-up of lost hours due to school delays, early dismissals or cancelations for classified personnel at straight-time pay. These hours must be turned in using a physical timecard that is approved by the supervisor of work done.

EVALUATION

Classified personnel will be evaluated by his/her immediate supervisor a minimum of one time during the school year.

The results of these evaluations are to be in written form and discussed with the staff member by his/her supervisor and signed by both parties. The supervisor will retain one copy of the signed evaluation; one copy of the signed evaluation is to be given to the staff member.

Job performance will be informally measured at all times. Unsatisfactory performance will be brought to the staff members' attention by their supervisor as soon as it is noted. If the staff member does not correct the situation, the failure may be included in their employment record. Poor job performance or attendance can be the cause of dismissal. The staff member's signature on the evaluation does not indicate agreement with the evaluation but indicates their supervisor discussed the evaluation with him/her. The staff member will have the right to respond in writing to an unfavorable evaluation. An example of the evaluation form is included in this handbook.

ALLOWABLE DEDUCTIONS

A. TAX DEFERRED ANNUITIES

All staff members are eligible for Tax Deferred Annuities (example would be a 403b).

Several years ago, Congress provided school staff members that might choose to designate part of their salary be set aside by their employer and paid directly to a company which provided a deferred and/or tax-sheltered annuity. The purpose of a tax-deferred annuity is to defer that portion set aside from being included in current income subject to income tax. This money would be paid by the annuity company to the holder of the contract at retirement when his annual income would presumably be less. It is a legal way to deter paying income taxes on current earnings.

1. The Board provides payroll deductions for a program of tax-sheltered annuities. Those who wish to participate in such a program must enroll with a company approved by the Central Administration Office.
2. Cancellations must be received in writing.

B. SOCIAL SECURITY

All staff must contribute to Social Security.

Your contributions to social security, an amount determined by the Internal Revenue Service, are withheld, and sent directly to the Social Security Fund.

C. DIRECT DEPOSIT

All staff will participate in Direct Deposit.

Payroll checks will be directly deposited into the checking and/or savings accounts of the staff member in any financial institution recognized for direct deposit by the employer's originating bank. All direct deposit accounts are subject to prenotification. Staff members' first check after employment or making a change to direct deposit may be a paper check to allow the payroll coordinator time for the prenote to be processed.

LEAVES AND ABSENCES

A time off request must be filled out in Skyward and approved by the immediate supervisor when requesting any of the following leaves. In an emergency, as in the case of illness or personal crisis, classified staff members must immediately notify the building principal.

Staff members will receive a pro-rated portion of all afforded leave based on the portion of the year that they are working. For the purposes of this rule, a year shall be defined as July – June for 12-month staff and August – May for school year staff.

The Art Gallery Curator shall be afforded 1 personal business leave day and 3 sick days per school year. All unused personal business days will be added to accumulated sick leave at the end of the current school year. Sick days may accumulate to 15. Days over 15 will be forfeited. They shall also be paid for the following holidays – New Year's Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.

Central office staff that are not full-time employees will receive a proration of paid holidays. Data and Finance Assistant and Human Resources: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Grants & Bonds Manager: New Year's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

A. INTRODUCTORY PERIOD

Eligible staff members include Groups 1 through 4.

As a newly hired classified staff member, you are required to satisfy an introductory period continuous for 60-working days from the date of hire. The introductory period is used by your supervisor to evaluate capabilities, work habits, and overall performance. PCS reserves the right to extend the introductory period if necessary, either the classified staff member or the school district may end the employment relationship at any time, for any reason during or after the introductory period.

Upon successful completion of the 60-working day introductory period, you will be considered a permanent classified staff member. However, this notification does not modify any at-will relationship between PCS and you in any way and does not guarantee employment for any definite period of time. Also, upon successful completion of the 60-working day introductory period, you will be allocated your leave days accordingly. New employees will receive their leave days upon successful completion of the introductory period based on a prorated method listed in the leave section of this handbook. New employees hired between May and June will receive their leave days the following school year if you have successfully completed the introductory period status the prior year.

B. BEREAVEMENT LEAVE

Eligible staff members include Groups 1 through 4.

Three (3) weekdays of absence shall be granted to a staff member for each death in the immediate family. Said three (3) days to commence the day of or day after death, at the staff member's option. An additional two (2) days of leave shall be granted within 12 months of the death. The immediate family is interpreted to mean father, mother, stepparents, brother, sister, husband, wife, child, stepchild, foster child, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent (incl. in-law), grandchild, son-in-law, daughter-in-law, and any other person who at the time of death was living as a member of the household of the staff member. Said five (5) days granted shall be separate from sick leave and additional days may be granted by the Board of Education if requested by the staff member for cases of extreme emergency.

One additional day's absence per year shall be granted to a staff member for the purpose of attending funeral services not defined above.

C. SICK LEAVE

All staff, apart from Group 5, are eligible for sick leave pay. The amount will vary depending on the job classification. New employees will receive their prorated time after successful completion of their 60 working days introductory period.

1. Sick leave days must be used for days a staff member, or their immediate family member is ill or has a doctor’s appointment. For the loss of time due to sickness in the immediate family, “immediate family” shall be interpreted as only spouse, children, staff member’s parents, and other dependents living in the staff member’s home.
2. Beginning July 1 of each year after working their first scheduled day, Groups 1 & 2 will receive ten (10) days of sick leave and can accumulate up to 100 days. Group 3 will receive seven (7) days of sick leave and can accumulate up to 70 days. (Nurses will receive an additional 3 days of sick leave). Group 4 will receive five (5) days sick leave per year and can accumulate up to 50 days.

Groups 1 & 2 Prorated Schedule

Month of Hire or assignment change	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Days of Sick Leave	10	10	9	8	7	6	5	4	3	3	2	1

Group 3 Prorated Schedule

Month of Hire or assignment change	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Days of Sick Leave	7	6.5	6	5.5	5	4.5	4	3.5	3	2.5	2	0

Group 4 Prorated Schedule

Month of Hire or assignment change	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Days of Sick Leave	5	5	4.5	4	3.5	3	2.5	2	1.5	1	0	0

D. PERSONAL BUSINESS LEAVE

All staff, except Group 5, are eligible for personal business leave days. The number of days will vary depending on the job classification. New employees will receive their prorated time after successful completion of their 60 working days introductory period.

1. Beginning July 1 of each year after working their first scheduled day, Groups 1-2 will receive five (5) days per year for personal business leave. Requests for such leave shall be submitted to the principal with forty-eight (48) hours advance notice, except in cases of emergency. Up to two (2) unused personal business days may be accumulated at the end of the preceding school year and carried over into the next school year as personal business days. All other unused personal business days will be added to accumulated sick leave at the end of the current school year.

Groups 1 & 2 Prorated Schedule

Month of Hire or assignment change	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Days of Personal Leave	5	5	4.5	4	3.5	3	2.5	2	1.5	1	.5	0

2. Beginning July 1 of each year after working their first scheduled day, Groups 3-4 will receive two (2) days per year for personal business leave. Requests for such leave shall be submitted to the principal with forty-eight (48) hours advance notice, except in cases of emergency. Two (2) unused personal business days may be accumulated at the end of the preceding school year and carried over into the next school year as personal business days. All other unused personal business days will be added to accumulated sick leave at the end of the current school year.

Groups 3 & 4 Prorated Schedule

Month of Hire or assignment change	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Days of Personal Leave	2	2	2	2	2	2	1	1	1	0	0	0

E. COURT LEAVE

Eligible staff include Groups 1 through 4.

The parties agree that a staff member who is selected for and serves on a jury or is subpoenaed to appear as a witness in court within the State of Indiana shall be compensated for such service by receiving the difference between their normal daily rate of pay and the monies received daily for jury duty or witness fees. Monies received for travel, lodging, and meals will not be deducted from the staff member's daily rate of pay.

It is the staff member's responsibility to secure from the court and forward to the Central Administration Office, verification of the court duty and the amount of payment for such duty. This leave will not be deducted from sick leave or personal business days.

F. DAYS WITHOUT PAY

All staff may be granted days without pay.

Unpaid days are intended for limited use in case of **emergency only**. An unpaid day must be approved by the appropriate supervisor or administrator, and the Central Administration Office. Unpaid leave will be granted only when all other forms of available and **appropriate leave** (e.g., personal days, sick days, vacation days if applicable) have been exhausted. **Sick days will only be paid for an illness or doctor's appointment.**

The official record of leave is maintained at the Central Administration Office.

G. MILITARY LEAVE

A call to active duty for any staff member will result in a leave, and a return to employment shall be governed by applicable federal laws.

H. TEMPORARY DISABILITY LEAVE

Eligible staff include Groups 1 through 4.

A leave of absence without compensation not to exceed one calendar year may be granted for disability to classified staff members of the School Corporation, with proper notification of the Superintendent and written statement from the physician of the staff member.

I. FAMILY MEDICAL LEAVE ACT

A staff member on FMLA leave who fails to return to work after exhaustion of FMLA days may be terminated. Intermittent or reduced schedule leave may be taken under this section when medically necessary. Staff members seeking intermittent or reduced schedule FMLA leave must provide medical certification from the staff member's health care provider. For further information concerning the Family Medical Leave Act of 1993 and the 2008 Amendments, please consult the following phone number or website: 1-866-4USWAGE (1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd/fmla/

Family/Medical Leave applications and other appropriate forms are available at the Central Administration Office or on the above website.

J. VACATIONS

New employees will receive their prorated time after successful completion of their 60 working days introductory period.

Group 1, after working their first scheduled day, will receive a prorated portion of ten (10) days paid vacation upon their first day of employment or change of assignment from a group that does not receive vacation. The proration schedule is as follows:

Month of Hire or assignment change	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Days of Vacation	10	10	9	8	7	6	5	4	3	3	2	1

Additional days will be added for years of service as indicated in the chart below:

# Years from date of hire	6	7	8	9	10-19	20+
Vacation days given	11	12	13	14	15	20

Group 2 will receive twenty (20) days paid vacation upon their first day of employment.

Days not used by July 30th of the following year will be forfeited.

K. HOLIDAYS

Group 1 and 2 shall be compensated at their regular scheduled daily/hourly rate for the following holidays:

New Year's Day	Day before Thanksgiving
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

Group 3 and 4 are eligible for 1 paid holiday including: Thanksgiving Day

RESIGNATION OF EMPLOYMENT

Upon voluntary separation from PCS, staff members are required to turn in a letter of written resignation to their immediate supervisor. They will also be required to return their badge, key fob, laptop, and/or any additional PCS property to the Central Administration Office. Failure to do so could result in the withholding of the staff members' final paycheck. Upon separation from PCS the staff member forfeits any remaining time off (personal days, vacation days, sick time), unless the employee is retiring then follow the guidelines under retirement benefits. If resigning/retiring prior to end of leave cycle (July to June) then time off benefits are subject to being prorated. If you have used more than you would have accrued, then your last paycheck will be deducted the amount of those days.

RETIREMENT BENEFITS

A. *PERF (Public Employees Retirement Fund)*

Groups 1-3 qualify for PERF if they meet the following criteria:

1. Work 600 hours or more per year
2. Are approved by PERF and Peru Community Schools

The program operates under the following conditions:

1. The School Corporation will contribute a percentage of the total salary to the program as an employer share. This percentage is established annually by PERF and varies from year to year.
2. Eligible PERF members may make additional voluntary contributions to their annuity savings account. Pre-tax contributions must be started during a 2-year window after 5 years of service. Once voluntary pre-tax contributions are started, they cannot be changed or discontinued until the staff member leaves any PERF covered position. Post-tax contributions can be started, changed, or cancelled at any time.
3. Members retiring must have 10 years of service at age 65 or 15 years of service at age 60, or if less than age 60, age plus years of experience in a PERF covered position must equal 85 to receive full benefits.
4. A member can receive all his/her own contributions, plus interest, if he/she withdraws before retirement.
5. Retirement benefits are based on years of service and the total amount contributed to the fund by both the staff member and the employer.

B. SICK DAY PAYOUT UPON RETIREMENT

1. Notification of intent to use this benefit must be made to the Central Administration Office, in writing, no later than June 15 in the year prior to the severance of employment. This date shall be waived in the case of handicap by disablement and/or illness.

Severance pays shall be paid to any employee who has at least 10 years of service at age 65 or 15 years of service at age 60, or if less than age 60, age plus years of experience in a covered position must equal 85 to receive full benefits. The amount paid towards severance will be based upon available sick days and job title as described below and is pro-rated based on their normal portion of an 8-hour day.

Position	Max Days	Max Per Day	Max Total Payout
Groups 1 & 2	100	\$75.00	\$7,500.00
Groups 3	70	\$75.00	\$5,250.00
Group 4	50	\$75.00	\$3,750.00

C. INSURANCE BENEFITS UPON RETIREMENT

1. **Health, Dental and Vision Insurance** – Eligible staff, regardless of age, may continue coverage under COBRA for health, dental and vision insurance. The cost to the staff member is 100% of the COBRA premium. COBRA coverage is for 18 months.

DISCIPLINARY PROCEDURE

All classified personnel may be subject to immediate dismissal from service with the School Corporation for any reason except those prohibited by federal or state law.

The following infractions / deficiencies are examples of those that may result in discipline or dismissal (this is not an all-inclusive list):

1. Direct disobedience to orders or instruction
2. Illegal substance abuse
3. Incompetence
4. Breach of employment duties
5. Unfaithfulness in performance of duties
6. Failure to conform to the rules and regulations of the corporation or the schools.
7. Physical inability to perform the duties*
8. Sexual harassment
9. Unsafe work activity
10. Poor attendance
11. Unlawful acts on or off the job
12. Inadequate performance of duties
13. Other just cause

*Physical inability will be determined by a competent physician to be selected by Peru Community Schools. Peru Community Schools will fully comply with the provisions of the Americans with Disabilities Act of 1991 as amended.

Infractions / deficiencies may be dealt with in one or more of the following ways:

1. Conference and written warning
2. One day/days off the job without pay
3. Dismissal from the job

Conferences will be held with the appropriate supervisor as deemed necessary by the school administration. A written statement concerning the items discussed at the conference will be given to the staff member. A copy of these documents (signed by the staff member to acknowledge that the items were discussed) will be placed in the staff member's file.

It is the policy of Peru Community Schools to maintain both a learning environment and working environment that is free from sexual harassment. It shall be a violation of this policy for any staff member of Peru Community Schools to harass another staff member or students through conduct or communications of a sexual nature.

TECHNOLOGY RESPONSIBLE USE POLICY

Peru Community Schools (PCS) supports reasonable access to technology, as a privilege to end-users. As a privilege, any/all technology access can be restricted or denied entirely if it is not being used responsibly. This includes, but is not limited to; Wi-Fi, Network, Internet, Internet Content Filter, Copiers/Printers, Devices, Computers, Laptops, Tablets, Cell Phones, Computer Peripherals, Televisions, and all other technology related devices that currently exist or will exist in the future. PCS reserves the right to monitor and log all aspects of its technology resources and usage. By using any technology at Peru Community Schools, you are agreeing to these terms and to abide by the following two sections as general guidelines for what is not acceptable use and what is encouraged as responsible use. Failure to abide by these guidelines may result in revocation of privileges and/or other disciplinary actions.

Encouraged and responsible use of technology

- Keeping your personal information and identification private and safe.
- Making yourself more efficient with digital organizing and note taking.
- Storing and saving documents and assignments on Cloud Storage and Network Shares.
- Supplementing lessons and learning with online research and knowledge pooling. • Collaborating online and sharing learned comprehension.
- Communicating with email, instant messaging, or direct messaging.
- Seeking Cyber-Security Training, staying safe, and using sound judgement in online environments.

Unacceptable and irresponsible use of technology

- Posting inappropriate content to forums or discussion threads.
- Bullying or inappropriate speech online, in emails, direct messages, or instant messages. • Viewing, distributing, or posting pictures/images of mature, adult, or nude content.
- Damaging, abusing, inflicting malware, or losing technology devices or peripherals.
- Installing or attempting to install ANY software or hardware NOT expressly approved by PCS.
- Performing illegal activities or illegal hacking with/to/from ANY PCS technology.
- Attempting to access restricted areas or circumvent/bypass any safeguards or filtering.
- Giving your network access or any of your logon credentials to others.

Peru Community Schools

2023-2024 Substitute Wage Rates

Substitute Pay		
Food Service Substitute	\$13.00	Per hour
SRO Substitute	\$26.41	Per hour
Nurse Substitute	\$26.20	Per hour
Custodian Substitute	\$17.49	Per hour
Secretary Substitute	\$18.12	Per hour
Instructional Assistant Substitute	\$15.20	Per hour
Bus Monitor Substitute	\$14.00	Per hour
Substitute Bus Driver	\$27.58	Regular route per hour
	\$15.19	ECA/Field Trip per hour
Substitute Teacher	\$80.00	HS Diploma (per day)
	\$100.00	College Degree (per day)
	\$125.00	Licensed teacher (per day)

Employee Evaluation Form Peru Community Schools

Name _____ Location _____

Position _____ Complete By _____

Check all items relevant to the position. Rate each item using the scale below.

Satisfactory - Competent and dependable level of performance. Meets performance standards of the job.

Unsatisfactory - Performance is unacceptable and requires immediate improvement.

Not Observed - Not noted, or not applicable.

<u>Criteria</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>	<u>Not Observed</u>
1. <u>Quality of Work</u> - (Accuracy, neatness, completeness, and thoroughness of work).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. <u>Quantity of Work</u> - (Amount of work done, efficiency, effectiveness, timeliness of work).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. <u>Job Knowledge</u> - (Amount of practical and technical knowledge needed to do the job).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. <u>Dependability/Reliability</u> - (Attendance and punctuality, amount of supervision required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <u>Follows Policies</u> - (Observes safety and conduct rules, adheres to corporation/building regulations).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. <u>Working Relations</u> - (Willingness to help others, tact, courtesy, self-control, patience, and respect).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. <u>Initiative</u> - (Finds new and better methods, assumes additional duties on his/her own).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor's Comments (If necessary, use the back of this sheet):

Supervisor's Signature

Employee's Signature*

Date

*Indicates Employee has seen this report and is familiar with the content. However, it does not indicate he/she agrees with the evaluation. If the employee disagrees with the evaluation, he/she may attach appropriate comments on a separate sheet.

**ACKNOWLEDGMENT OF RECEIPT OF THE
CLASSIFIED STAFF HANDBOOK
FOR PERU COMMUNITY SCHOOLS**

I acknowledge that I have received a copy of the Classified Staff Handbook, (which includes the Technology responsible use policy) of Peru Community School, and that I understand that this is my responsibility to be familiar with all of the information in the handbook as well as relevant Board Policies and Guidelines. I further understand that this is not a contract of employment, but a set of guidelines for the implementation of personnel policies. I acknowledge that the provisions of the handbook, as well as relevant Board Policies and Guidelines, may be changed by Peru Community School at the discretion of the corporation.

Staff Member Name (please print)

Staff Signature

Date