

# Franklin Township

## *Community School Corporation*

### CLASSIFIED STAFF HANDBOOK



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Franklin Township is an Equal Opportunity Employer. The Board of Education shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no staff member or candidate for such a position in the District shall, on the basis of race, color, religion, national origin, creed or ancestry, age, gender, genetic information, marital status, disability or sexual orientation, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it received financial assistance from the U.S. Department of Education.

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Revised 10.31.2022

# Table of Contents

<a href="#">Personnel Guidelines</a>	7
<a href="#">General Work Rules</a>	8-9
<a href="#">Employment Guidelines</a>	9-12
<a href="#">Employment</a>	9
<a href="#">Forty-Five (45) Working Day Review</a>	9
<a href="#">Performance Evaluation</a>	9
<a href="#">Attendance</a>	10
<a href="#">Hours Worked and Overtime</a>	10
<a href="#">Lost Time</a>	10
<a href="#">Employee Timesheet</a>	10-11
<a href="#">Compensatory Time</a>	11
<a href="#">Method of Payment</a>	11
<a href="#">Rehire Information</a>	11-12
<a href="#">Paid Leave Benefits</a>	12-13
<a href="#">Leave Time</a>	12
<a href="#">Sick Leave</a>	12
<a href="#">Personal Leave</a>	12-13
<a href="#">Vacation Leave</a>	13
<a href="#">Paid Holidays</a>	13
<a href="#">Bereavement Leave</a>	13-14
<a href="#">Jury Duty</a>	14
<a href="#">Unpaid Leave Benefits</a>	14
<a href="#">Family and Medical Leave Act (FMLA)</a>	15-17
<a href="#">Temporary Leave of Absence</a>	17
<a href="#">Employee Assistance Program</a>	18
<a href="#">Health and Welfare Benefits</a>	18-19
<a href="#">Retirement Benefits</a>	20
<a href="#">Substitutes</a>	20
<a href="#">Harassment</a>	21-24
<a href="#">Internet, Telecommunication &amp; Email</a>	24
<a href="#">Email &amp; Internet Access</a>	25-26
<a href="#">Social Media Guidelines</a>	26-27
<a href="#">Employee Drug and Alcohol Guideline</a>	27-30
<a href="#">Smoke/Tobacco Free Environment Guideline</a>	30
<a href="#">Child Abuse Laws and Guidelines</a>	30-31
<a href="#">Animals on School Corporation Property</a>	31

## Professional Growth

To demonstrate compliance with federal and state mandates, all FTCSC employees must complete courses on Blood-borne Pathogens and on Bullying Prevention. Dependent upon an employee's duties, other courses may also be assigned. Employees use their district single sign-on to access Frontline and complete the required coursework within the specified deadlines.

<https://app.frontlineeducation.com/select/>

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# **FRANKLIN TOWNSHIP COMMUNITY SCHOOLS CORPORATION**

## **MISSION STATEMENT**

Our mission is to instill in all students a passion for lifelong learning and to inspire each one to contribute as a responsible citizen to the future of our interconnected world.

## **CORE VALUES**

We believe that...

- all people have inherent worth and bring unique gifts and talents to our community.
- all people with a passion for learning, who accept responsibility for their choices, improve the quality of life.
- our community's strengths lie in the foundation provided by families, and our willingness to embrace diversity.
- consistently engaging in honest communication creates an informed trusting community in which education thrives.
- learning is positively impacted when people actively participate in an environment that is nurturing and respectful.
- our children's opportunities rely upon their skills to compete in an interconnected, interdependent world.
- challenging ourselves commits us to change and fosters continuous growth.

## **VISION**

We are a community of caring individuals who value learning and take responsibility for our global future.

# **Organization of the Franklin Township Community School Corporation**

## **SCHOOL BOARD OF TRUSTEES**

The School Board of 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 all employees, parents/guardians, and students are entitled to be treated, and obligated to treat others, with courtesy, fairness and decency. Only with this ongoing commitment and attention will we assist each other with achieving the maximum potential as students, citizens and productive members of society.

## **SUPERINTENDENT OF SCHOOLS**

The Superintendent of Schools is employed by the Board 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**

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

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## WELCOME TO FRANKLIN TOWNSHIP COMMUNITY SCHOOL CORPORATION

Whether you are a new employee or have been employed with FTCSC for some time, we are pleased to welcome you. We are extremely proud of our school district and hope that you will share this pride as we continue to work and grow in a pleasant and mutually beneficial relationship that puts our students first.

Your best performance in your job will make an important contribution to our continued success. Our dedicated employees are vital to our reputation for excellence. Our goal is to furnish our students with a top-notch education and instill in them a passion for lifelong learning, and to be an employer of choice for our employees.

This employee handbook highlights the goals, policies, and benefits of FTCSC. Please familiarize yourself with the handbook and all FTCSC board policies so that you will know what FTCSC expects from you and what you can expect from FTCSC. This handbook can be found on the district website and will be communicated to you through the online training system. The FTCSC School Board Policies are the official policies of the district. This handbook serves as a guideline. Please refer to FTCSC School Board Policies for full descriptions. [www.ftcsc.org](http://www.ftcsc.org)

Although this handbook contains much information about FTCSC, its operations and its policies, questions may arise which are not covered by the handbook. Please do not hesitate to bring your questions to your supervisor or to the Human Resources Department. Again, we are pleased to have you with us. We hope you find your work interesting, challenging, and rewarding. Best wishes to you as you begin your employment with FTCSC. #WEAREFLASHES

### **IMPORTANT: READ CAREFULLY**

#### About This Handbook

This handbook is intended to provide some information about Franklin Township Community School Corporation's operations, rules, and procedures. It is not intended to be a contract of employment or a promise of continued employment of any kind, expressed or implied. FTCSC may change its operations, rules, and procedures from time to time, with or without notice to employees.

Although we hope that your employment with FTCSC will be mutually satisfactory and rewarding. Your employment relationship with FTCSC is an at-will relationship. This means that either you or FTCSC can terminate the employment relationship at any time, for any reason or for no reason, and with or without cause or notice.

No representative of FTCSC, other than the School Board or its designees, has authority to make any agreement or promise of employment for any specified time or to change the at-will status of employment. Any agreement or promise changing the at-will nature of the employment relationship between you and FTCSC must be in writing and must be signed by the School Board or its designee.

This handbook contains guidelines that correlate with the official School Board policies. This version supersedes and revokes all previous practices, procedures, guidelines, and other statements of FTCSC whether written or oral, that modify, supplement, or conflict with this handbook. This handbook may be amended at any time. The entire listing of School Board policies is listed on the Franklin Township Community School Corporation website at [www.ftcsc.org](http://www.ftcsc.org).

## PERSONNEL GUIDELINES

- Franklin Township is an Equal Opportunity Employer. The Board of Education shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no staff member or candidate for such a position in the District shall, on the basis of race, color, religion, national origin, creed or ancestry, age, gender, genetic information, marital status, disability or sexual orientation, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it received financial assistance from the U.S. Department of Education.
- When relatives of School Board members and/or school administrators are employed by the School Corporation, the relative shall not have a direct supervisory or administrative relationship with the other relative. Whenever possible, relatives shall not be assigned to the same building or department.
- All employees are subject to a criminal history search. The search includes, but is not limited to: national and local criminal databases, sex-offender registries, driving records, and employment verification. All school employees (any and all staff members who receive any form of payment from the district) are required to have an expanded criminal background check every five (5) years. (IC 20-26-5-10) There is a non-refundable charge that will be paid by the employee for this service. Wanamaker Early Learning Center pre-hire requirements for employment are more stringent and will be shared separately with Wanamaker Early Learning Center staff members.
- The Board, upon the recommendation of the Superintendent, shall approve each staff position. Once the position is approved, the Board delegates to the Superintendent the authority to employ staff for that position. Staff shall be assigned by the Superintendent or his designee.
- The Board holds that employment and compensation of staff can be terminated, with or without notice, at any time, at the option of either the Board or the employee.
- The Board recognizes that evaluation of staff is important. The Superintendent shall organize a schedule of evaluation for all staff.
- General employment guidelines regarding salary, fringe benefits, hours, duties, leave, vacations and all other matters related to the position are determined by the Board upon recommendation of the Superintendent.
- If an employee requests and is approved for a new position within the School Corporation, the employee may move laterally on the salary schedule and benefits will be awarded according to the new position.
- If a position changes, or an employee moves from a nine (9) month to a twelve (12) month position, the employee will receive appropriate benefits for credible years of service, which will be awarded immediately. If an employee moves from a (12) twelve month to a (9) nine month position the employee will be paid out any unused vacation days immediately (due to the fact that nine (9) month employees are not eligible for vacation days), and other paid days will remain in the employee's accruals. Pay rate due to movement will occur according to the current classified compensation plan.

- Compensation plan and fringe benefits may be reviewed annually by the Board. The Superintendent may recommend adjustment at that time. The Superintendent or designee shall notify staff of any changes.
- Placement for purposes of starting pay will be based on verified previous experience, comparable to the position to which you are hired with FTCSC. Verification must be received in Human Resources within 45 days of hire.

## **GENERAL WORK RULES**

- The primary role is to support and enhance the total school program. The Board believes that employees prefer to work where people respect each other and work together. The Board presumes that each employee knows the difference between right and wrong. Therefore, the Board expects each employee to use good judgment.
- It is the responsibility of all Corporation employees to conduct themselves in accordance with Corporation policies and procedures which are consistent with the safety and rights of others. A key part of this is your attitude toward your responsibilities and your co-workers.
- All employees of the Corporation are recognized as mature and adult individuals, and their personal attire and conduct should reflect the professionalism of the district and an example for the pupils to follow as a part of the learning process. The Corporation will reasonably accommodate an employee who requests deviation from personal attire, dress, and other similar requirements on account of the employee's religion or any other protected category under applicable law, provided such reasonable accommodation does not cause the Corporation undue hardship.
- The use of vulgar and/or offensive language while on Corporation property or attending a school event is considered unprofessional and is not permitted.
- Employees shall observe parking and traffic regulations on Corporation property.
- Employees shall contribute to sanitary conditions and promote good housekeeping on Corporation property.
- Employees may only post, alter, or remove information from bulletin boards or from Corporation property with approval from their building principal or immediate supervisor.
- Employees shall operate, use, or possess Corporation machines, tools, or equipment only when they have been assigned to do so by their supervisor.
- Employees shall pursue their assigned responsibilities in an active and alert manner. Employees caught sleeping while on duty will be subject to discharge.
- Employees may only remove Corporation owned property from school buildings or grounds with specific authorization from the building principal or immediate supervisor.
- Employees may only leave their building or workstation during working hours with permission from the building principal or their immediate supervisor unless an emergency situation exists.



- Employees shall not report to work under the influence or in possession of alcohol or illegal drugs. Furthermore, employees shall not be under the influence or in possession of alcohol or illegal drugs on Corporation property. Violation of this work rule may result in discharge.
- Any solicitation for contributions or drives for memberships made within the Corporation buildings must be approved by the Superintendent in advance.
- Any employee who accepts outside employment which interferes with his performance as an employee of the Corporation shall be dismissed.

The following rules include some of the offenses which may, in the Corporation's discretion, subject employees to disciplinary action pending review of the circumstances, up to and including immediate discharge:

- An employee's breach in confidentiality
- An employee's refusal to comply with instructions of supervisor and or refusal to comply with corporate policy
- An employee's abusive behavior towards students, staff members, district visitors or volunteers
- Falsifying time and/or work records, including application for employment
- Misuse of the timeclock system
- Excessive absenteeism and or habitual tardiness
- Low quality work or productivity

The above-mentioned rules are not intended to be all inclusive. Other types of misconduct or performance deficiencies which are not listed above can, at the Corporation's discretion, result in discipline up to and including discharge. Any questions relative to the above rules should be addressed by your supervisor or the Human Resources department.

## **EMPLOYMENT GUIDELINES**

### Forty-Five (45) Working Day Review

Employees who are new to the Corporation are probationary employees and may be subject to a forty-five (45) working day review. If the employee receives a satisfactory review from their supervisor, the employee will continue in their position. An unsatisfactory review will result in discharge.

### Performance Evaluation

Employees will be evaluated on their performance at least annually using the online evaluation system. Supervisory staff may find it necessary to review staff more often, especially during the forty-five (45) working day probationary period. All increases in pay are based strictly on performance.

## Attendance

Employees are expected to report for work on time, on a regular basis. Your consistent attendance is vital to the success of our school corporation.

Employees who are going to be late or absent for any reason, are expected to enter the absence in the Absence Management System as soon as an employee knows time needs to be taken. It is the employee's responsibility to ensure that proper notification is given. The proper notification is considered before the absence is taken. If you need to adjust the time of your absence, it must be done within 24 hours of the absence. Asking another employee, friend or relative to give this notification is not acceptable, except under emergency conditions.

Employees who fail to give proper notice when absent are subject to disciplinary action up to and including discharge.

Unauthorized leave, such as abuse of sick leave or work days missed without pay (see Lost Time), is defined as nonperformance of duties and responsibilities as assigned by the Superintendent, and may result in the initiation of disciplinary action, loss of salary, or termination of employment.

Please note more attendance guidelines may be distributed by department supervisors.

## Hours Worked and Overtime

The Superintendent of Schools or a designee determines normal work hours.

Every employee is assigned to a regular job with regular hours unless illness, absence, vacation, or other circumstances make it necessary to transfer an employee to a job other than their regular one.

Scheduled overtime is worked only when necessary and pre-approved by the Superintendent or designee. Emergency overtime is at the discretion of the immediate supervisor.

Overtime is calculated on hours worked each week in excess of forty (40). Only paid holidays and paid vacation count as hours worked when calculating overtime pay. For calculating overtime, the work week begins on Saturday at 12:00 a.m. and ends on Friday at 11:59 p.m.

Vacation, Sick, and Personal hours cannot be used with hours worked to exceed regularly scheduled daily work hours. An hourly employee is not permitted to work remotely through VPN on a Corporation device or personal electronic device without prior permission from Supervisor and Human Resources approval.

## Lost Time

Time without pay is considered lost time, and occurs when an employee misses regularly scheduled working hours with no approved accrual time available to use. Lost time may subject a staff member to progressive disciplinary action, per school board policy and attendance guidelines.

## Employee Timesheet

Weekly, each staff member is responsible to verify hours worked and submit the Employee Timesheet by 8am Monday. The numbers reported on each timesheet must reflect actual hours worked. (All

scheduled hours should be accounted for before submitting a timesheet). Time not worked should be entered as one of the Absence Codes below:

Bereavement*	Sick
FMLA	Vacation
Holiday Pay (12-month employees)	Workers Compensation
Jury Duty*	Classified Unpaid LOA
Lost Time (days without pay)	Administrative Leave
Personal	*See required documentation-Leave Time

Falsification of the Classified Timesheet is a serious violation of the terms of employment and could result in immediate discharge. Employees who have questions concerning the time report should contact their supervisor.

Overtime hours must have prior approval by the immediate supervisor.

It is mandatory for an employee to review and submit their timesheet. This verifies that the reported hours are accurate.

If an error occurs on a timesheet due to the employee's oversight, a correction will be made the following payroll date.

#### Compensatory Time

The Corporation does not offer compensatory time.

#### Flex Time

If pre-approved by a supervisor, an employee may work flex time based on the particular circumstances of the request such as work load and other similar factors. For example, if circumstances require an employee to work four hours in excess of the employee's scheduled work day on a Monday, if approved by a supervisor, the employee may leave work four hours before the end of the employee's scheduled work shift on the Friday of that same work week.

#### Method of Payment

All employees will be paid bi-weekly and funds will be deposited electronically into a banking account of their choice. Pay stubs can be printed from the Human Resources portal. (Annual bi-weekly pay schedule can be found online.)

#### Rehire Information

An employee who voluntarily terminates employment or does not return to work when an approved leave of absence period ends and is then rehired at any time, must complete a background check, new hire paperwork, and attend assigned new hire orientation prior to beginning a new position.

If an employee is rehired within twelve (12) months of the original separation date, any previous sick and/or personal leave time balances will be reinstated with the first of the month following sixty (60) calendar days.

Vacation time will be reinstated only if the employee is rehired into a twelve (12) month position and the previous balance was not paid out at the end of employee's original employment; to be verified by Human Resources. If applicable, annually allotted vacation time will be calculated based on the employee's original hire date.

Benefits if eligible, become effective the first of the month following sixty (60) calendar days of employment.

## **PAID LEAVE BENEFITS**

### **LEAVE TIME**

All Paid Leave Time benefits are effective and will be given on the first day of the month following 60 calendar days of employment. Leave time will be issued based on standard hours worked per day. Leave may be taken in quarter hour increments. Paid leave time includes sick leave, personal leave, paid holidays, bereavement leave, and jury duty. All leave requests must be placed in the Absence Management System as soon as possible, prior to the absence.

If an employee is absent three (3) or more consecutive days, the School Corporation will forward Medical Leave information to the staff member and reserves the right to ask for a doctor's note to be submitted on the date the employee returns to work if illness has been indicated as a reason for the absence. The doctor's note must be submitted to Human Resources prior to the employee returning to work. FMLA leave may apply.

Regular, full-time, nine (9) month employees who occasionally work during the summer intercession are considered seasonal employees. During this time, seasonal employees cannot use available sick, personal leave, or bereavement time, and are not entitled to holiday pay. If a seasonal employee does not report to work during the intercession, it will be uncompensated.

### **Sick Leave**

Nine (9) month employees will be granted sick leave at the rate of six (6) days per year, times standard hours. Twelve (12) month employees will be granted sick leave at the rate of eight (8) days, times standard hours.

- Employees new to the Corporation shall receive prorated days based on their first day of work.
- Unused sick leave may accumulate.
- Sick leave may be used for personal or family member illness or doctor appointments.
- There is no payout of sick time upon employee termination.

### **Personal Leave**

Nine (9) month employees will be granted personal leave at the rate of two (2) days per year, times standard hours. Twelve (12) month employees will be granted personal leave at the rate of three (3) days per year, times standard hours.

- Employees new to the Corporation shall receive prorated days based on their first day of work.
- Unused personal leave time may accumulate to a maximum equivalent of five (5) days. Any remaining balance will be added to sick leave.

- Employees must request personal leave in advance through the Absence Management System. Personal leave may not be taken the school day immediately prior to or following all breaks for the purpose of extending them.
- There is no payout of personal time upon employee termination.

### **Vacation Leave**

Vacation Leave is granted only to twelve (12) month employees.

- Unused vacation time may accumulate to a maximum equivalent of thirty (30) days. Any additional days will be lost.
- Vacation time must be entered into the Absence Management System, and must be approved by the supervisor. Vacations shall be coordinated by the supervisors of each department.
- Vacation will be paid upon voluntary discharge, however, vacation time for the current year will be prorated to use through the final date of employment or paid out on the staff member's final paycheck.
- Vacation time will not be paid if the employee is involuntarily terminated. If an employee is reduced in force during a corporation lay off, they will be paid out their vacation time.

### **LEAVE TIME CHART CAN BE FOUND IN ATTACHED APPENDIX**

### **Paid Holidays**

Twelve (12) month employees shall be paid for the following holidays:

New Year's Day  
 Martin Luther King Day  
 President's Day  
 Memorial Day  
 Independence Day  
 Labor Day  
 Thanksgiving Break (Wednesday through Friday)  
 Christmas Eve & Christmas Day  
 New Year's Eve

Use of lost time the day before or after a holiday will exclude the employee from holiday pay. \*

Employees who occasionally work during the summer months as seasonal help are not considered regular employees at that time and are not entitled to holiday pay. Classified nine (9) month employees are not eligible for holiday pay.

*\*Employees on approved FMLA are eligible for holiday pay.*

### **Bereavement Leave**

When there is a death in the immediate family, up to five (5) days of funeral leave may be granted for the purpose of attending the funeral and to plan for the funeral. Immediate family is defined to mean husband, wife, child, grandchild, parent or step-parent, grandparent, brother, sister, parent-in-law, brother-in-law,

sister-in-law and other relatives or legal dependents living in the household. These days must be used within thirty (30) calendar days after the day of death. A request may be made to the superintendent or designee to change the bereavement leave dates if extenuating circumstances prohibit the staff member from taking bereavement leave within thirty (30) days after the date of death.

One day for funeral leave of other relatives may be granted for the day of the funeral. For non-relatives, one (1) day of funeral leave, for the day of the funeral, may be granted for an employee serving as a pallbearer or other part of the service.

The employee must indicate the employee's relationship to the deceased as well as provide a copy of the obituary attached to the absence in the system. Failure to provide this information within one pay period after the leave is taken will result in lost time.

### **Jury Duty**

The Board encourages staff to fulfill their civic duty to serve on jury duty or when called as a trial witness (not on the employees' behalf.) Full salary will be paid for the days served on jury duty or as a trial witness. In order to comply with the State Board of Accounts ruling, an employee shall be paid their regular salary less the amount of per diem allowance earned for services while on such duty.

It is the employee's responsibility to secure from the court verification of the court duty and the amount of payment for such duty. The verification must be attached to the absence in which the day occurred. In the event the court should ask the juror to waive the per diem payment, it is the position of the school district that such waiver not be allowed.

## **UNPAID LEAVE**

### **Family and Medical Leave Act (FMLA)**

In accord with Federal law, the provisions of the Federal Family and Medical Leave Act (FMLA), 29 U.S.C 2601 et seq., shall be incorporated by reference into this handbook. The operative language implementing the FMLA shall be included in Board policy that shall conform to the FMLA and shall not reduce an employee's entitlement to leave, fringe benefits, or reinstatement provided by this handbook or by the FMLA. If any provision of any provision of this handbook conflicts with FMLA, the latter shall control.

The Federal Family & Medical Leave Act (FMLA) requires public school employers to provide eligible employees with unpaid leave. There are two types of leave available, including the basic 12-week leave entitlement (Basic FMLA Leave), as well as the military family leave entitlements (Military Family Leave) described in this policy.

### **ELIGIBILITY FOR FMLA LEAVE**

Employees are eligible for FMLA leave if both of the following apply:

- Have worked for the FTCSC for at least 12 months in the last 7 years (work more than 7 years prior may count towards the 12 months if the break in service is the result of certain military service);
- Have worked at least 1250 hours for the FTCSC during the 12 calendar months immediately preceding the request for leave;

Employees with any questions about their eligibility for FMLA leave should contact Human Resources for more information.

## **BASIC FMLA LEAVE**

Employees who meet the eligibility requirements described above are eligible to take up to 12 weeks of unpaid leave during any 12-month period for one of the following reasons:

- To care for the employee's son or daughter during the first 12 months following birth;
- To care for a child during the first 12 months following placement with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent ("covered relation") with a serious health condition;
- For incapacity due to the employee's pregnancy, prenatal medical or childbirth; or
- Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his or her position.

"12-month period" means a rolling 12-month period. Thus, in determining the amount of FMLA leave available to a particular employee, the Corporation will subtract the leave taken by the employee during the immediately preceding 12 months for the 12 weeks of FMLA qualified leave granted to the employee.

**Married couples:** In cases where a married couple is employed by the Franklin Township Community School Corporation, the two spouses together may take a combined total of 12 weeks' leave during any 12-month period for reasons in bullet points 1 and 2, or to care for the employee's parent with a serious health condition.

### **Maternity Leave Provision - FMLA**

The employee must submit a letter requesting maternity leave and complete FMLA paperwork at least thirty (30) days prior to the date on which she wishes to begin her leave. In case of a medical emergency resulting from the pregnancy, the thirty (30) day prior notification requirement may be waived.

The mother will be required to use paid leave concurrently, if available, for the duration of the maternity leave time permitted by FMLA.

Before the employee will be allowed to return to work, written certification from the healthcare provider must be provided to the Human Resources Department, stating the employee has recovered sufficiently from the temporary disability/sickness to resume his regularly assigned duties, with or without reasonable accommodation.

If the employee wishes to continue in the group insurance plan(s) in which she is enrolled during any portion of her unpaid leave, she must contact the Human Resources Office to make special arrangements for payment of the premiums. These special arrangements must be made in advance of the start of a maternity leave and will allow the employee to continue her group insurance plan(s) at her own expense. Failure to make such advance arrangements may result in the employee being dropped from her current group insurance plans.

### **Paternity Leave- FMLA**

The father of a child shall be granted leave following the Federal Family and Medical Leave Act (FMLA). The father will be required to use paid leave concurrently, if available, for the duration of the paternity leave time

permitted by FMLA. The employee must submit a letter requesting paternity leave and complete FMLA paperwork at least thirty (30) days prior to the date on which the employee wishes to begin leave. In case of a medical emergency resulting from the pregnancy, the thirty (30) days prior notification requirement may be waived.

## **MILITARY FAMILY LEAVE**

There are two types of Military Family Leave available.

- **Qualifying exigency leave:** Employees meeting the eligibility requirements described above may be entitled to use up to 12 weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, daughter, or parent is on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include:
  - Short notice deployment (up to 7 days of leave)
  - Attending certain military events
  - Arranging for alternative childcare
  - Care of the military member's parent who is incapable of self-care in certain circumstances
  - Addressing certain financial and legal arrangements
  
  - Periods of rest and recuperation for the service member (up to 15 days of leave)
  - Attending certain counseling sessions
  - Attending post-deployment activities (available for up to 90 days after the termination of the covered service member's active-duty status)
  - Other activities arising out of the service member's active duty or call to active duty and
  - agreed upon by the FTCSC and the employee
  
- **Leave to care for a covered service member:** There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.
  - A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is on outpatient status; or is on the temporary disability retired list.
  - When both husband-and-wife work for Franklin Township Community School Corporation, the aggregate amount of leave that can be taken by the husband and wife to care for a covered service member is 26 weeks in a single 12-month period.
  - The School District complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) as amended and Indiana Law. For more information on requests for leave of absence for military service under USERRA, please contact the Benefits Specialist in the Human Resources Department.



### Substitution of paid time off for unpaid leave

Franklin Township Community School Corporation requires employees utilizing FMLA leave to exhaust all accumulated personal time, sick time, vacation time, or other paid leave concurrently with unpaid FMLA leave. The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 (or 26) weeks leave period. Furthermore, in no case can the substitution of paid leave time for unpaid leave time result in the receipt of more than 100 percent of an employee's salary. An employee's FMLA leave runs concurrently with other types of leave, i.e., accrued personal leave, sick leave, emergency leave or vacation if applicable.

Forms for requesting FMLA can be received electronically by contacting Human Resources.

### Temporary Leave of Absence- (Staff Not FMLA Eligible)

An employee in need of a temporary unpaid leave due to disability or sickness may be eligible for a Temporary Leave of Absence not to exceed 30 days and must be requested at least 30 days prior to the date of leave. In case of medical emergency, the 30 days prior notification requirement may be waived. Temporary Leave of Absence must be approved by the supervisor/designee and Human Resources.

The decision to grant a Temporary Leave of Absence will be based on factors such as the length of requested leave, level of job performance, and overall operational needs of FTCSC.

To be eligible for a Temporary Leave of Absence, an employee must:

- Submit documentation requesting a Temporary Leave of Absence including the detailed time frame for the leave.
- Submit a signed statement from the physician stating the employee is totally disabled and not capable of performing his/her regularly assigned duties.
- Use sick, personal, and vacation time concurrently with Temporary Leave of Absence.

The Superintendent may require the employee to be examined by a physician selected by the Corporation. In such case, the cost of the examination will be paid by the Corporation.

The Temporary Leave of Absence shall be without compensation or benefits paid by the Corporation. If an employee wishes to continue in his current group insurance plan(s) during the leave, the employee may do so at his/her own expense through Cobra.

If the temporary disability/sickness is the result of an "ON THE JOB INJURY", the Corporation will continue to contribute toward the fringe benefits of the disabled employee. The employee would still be responsible for their regular monthly contributions.

Before the employee will be allowed to return to work, written certification from the healthcare provider must be provided to the Human Resources Department, stating the employee has recovered sufficiently from the temporary disability/sickness to resume his regularly assigned duties, with or without reasonable accommodation.

Contact the Corporation Human Resources Office for more information.

## **EMPLOYEE ASSISTANCE PROGRAM**

Employee Assistance Program (EAP) offers short-term confidential counseling to employees and anyone who lives in their household at no cost.

## **WORKER COMPENSATION INSURANCE**

Employees regardless of work schedule are covered by worker's compensation insurance at no cost to the employee.

An employee injured while on duty that results from an accident arising out of their job assignment the employee may be eligible for benefits from worker's compensation insurance. Modified work assignments within the worker's physical abilities, knowledge and skills will be made available to minimize or eliminate time lost from work. Any employee returning to a transitional position must not exceed the duties of the position or go beyond the doctor's restrictions. If any medical restrictions change, the employee must immediately notify his or her supervisor and provide the supervisor a copy of the new medical release. Supervisors will monitor work performance to ensure the employee does not exceed the requirements set by the attending physician.

In order to receive benefits from this insurance, an employee must submit a completed first report Injury Report Form. Forms are available from principals, immediate supervisors or the Human Resources Department. The completed Injury Report Form must be submitted to the Human Resources Department within twenty-four (24) hours of the time of injury.

Scheduled follow-up visits with the health care provider must be kept and documented. Documentation should be sent to the Human Resources Office. Failure to comply with the appropriate follow up visits and reporting could result in the claim being closed and the employee assuming all costs for the medical services. Time should be entered in the Absence Management System appropriately. Family Medical Leave will begin on the first day of absence of a work-related injury and will run concurrently with Worker's Compensation leave.

## **HEALTH AND WELFARE BENEFITS (For Benefit Eligible Staff Only)**

The following is intended to provide general information on benefits that may be available to employees. In the event of a conflict between the provisions of this handbook and the applicable benefit plan or policy, the latter shall control. Benefits will be given on the first day of the month following 60 calendar days.

### **Insurance Benefits Eligibility**

Employees in a benefit eligible position may be eligible to participate in the health, dental, life, long-term disability insurance, and fringe benefit programs. Specific information can be found on the Human Resources page on the district website. An open enrollment election period will be held annually. Information regarding annual enrollment will be provided by Human Resources. The premium amount contributed by the Board shall be determined annually.

### **Group Health Insurance**

Group health insurance may be available to eligible staff. The Corporation will contribute a stipulated amount of the premium per month for each employee depending on the number of hours per day the employee has been assigned to work. The employee will pay the balance of the premium through payroll deduction in either

eighteen (18) deductions for employees working less than twelve months, or twenty-four (24) deductions for employees working twelve months.

Employees who choose the High Deductible Health Plan (HDHP) will be required to open a Health Savings Account (HSA) through the bank or credit union as designated by the Corporation. If approved, any Corporation paid contributions will be deposited per the schedule in Appendix B.

### **Dental Insurance**

Dental insurance may be available to eligible staff. The Corporation will contribute a stipulated amount of the premium per month for each employee depending on the number of hours per day the employee has been assigned to work. The employee will pay the balance of the premium through payroll deduction in either eighteen (18) deductions for employees working less than twelve months, or twenty-four (24) deductions for employees working twelve months.

### **Vision Insurance**

Vision insurance may be available to eligible staff. The employee must pay the full monthly premium for this coverage. The employee will pay the premium through payroll deduction in either eighteen (18) deductions for employees working less than twelve months, or twenty-four (24) deductions for employees working twelve months.

### **Life Insurance**

Life insurance may be available to eligible staff. A twenty-five-thousand-dollar (\$25,000) term life insurance policy is provided for one dollar (\$1.00) per year.

### **Long Term Disability Insurance**

Long-term disability insurance policy for benefit eligible staff, would provide a maximum monthly income of two-thirds of normal base pay after ninety (90) days of continuous disability is provided for one dollar (\$1.00) per year.

## **VOLUNTARY POLICIES (For Benefit Eligible Staff Only)**

### **Accident/Critical Illness/Hospital Indemnity/Short-Term Disability/Voluntary Life Insurance**

Benefit eligible staff are eligible to participate. The employee must pay the full monthly premium for this coverage. The employee will pay the premiums through payroll deduction in either eighteen (18) deductions for employees working less than twelve months, or twenty-four (24) deductions for employees working twelve months. Contact the Human Resource Department for more information.

### **Privacy Armor**

Identity protection may be available to eligible staff. The employee must pay the full monthly premium for this coverage. The employee will pay the premium through payroll deduction in either eighteen (18) deductions for employees working less than twelve months, or twenty-four (24) deductions for employees working twelve months. Contact the Human Resources Department for more information.

### **Section 125 Flexible Benefit Plan**

For more information about this plan please contact the Human Resources Department.

## **RETIREMENT BENEFITS**

### Continuation of Group Health Insurance after Retirement

To be eligible for this benefit the retiring employee must meet the following guidelines:

- The retiree must meet the Indiana Public Retirement System requirements for retirement
- The retiree is eligible to continue the group health insurance for up to 18 months through Cobra
- Continuation of Group Health Insurance after retirement ends at the age of 65 when the individual becomes Medicare eligible

Contact the Corporation Human Resources Office for more information.

### Employer Sponsored 401(a)

All employees working more than four (4) hours per day are eligible to participate in an employer sponsored 401(a). The summary plan documents are available through the Human Resources Department. Until employees become vested, all monies contributed will not be available to the employee. Employees are considered vested after completing ten (10) years of employment. Contributions are made annually.

### Voluntary Tax Deferred 403(b)

Eligible employees may elect to participate in a voluntary pre-tax deduction. If you are interested in making voluntary contributions to a 403(b), information is available on the district website.

### Indiana Public Retirement System

Please refer to the INPRS Member Handbook for an explanation of benefits. Membership in INPRS begins on the first day of employment.

Employees who work at least four (4) hours per day in the following positions shall be covered by INPRS (formerly PERF):

- Bus Drivers
- Secretarial and Clerical Staff
- Custodians
- Child Nutrition Staff
- Maintenance and Grounds Staff
- Police Officers

## **SUBSTITUTES**

Departments may elect to fill positions with a substitute employee in the event a regular employee is ill or is not able to work. Substitutes are considered "as needed" employees and are subject to the rules and regulations in this handbook and Board policy. Substitutes are not eligible for benefit programs including retirement and paid leave time. Time accrued as a substitute does not count as years of service to the school district. When a substitute accepts a position, they are acknowledging these conditions and limitations. Substitute hourly wage is set by the departments and can vary from year to year.

## **HARASSMENT GUIDELINES INCLUDING SEXUAL HARASSMENT**

Franklin Township Community School Corporation (FTCSC) is committed to maintaining a work environment free from unlawful discrimination, including sexual harassment. The official district policy can be found at the following link: <https://ftcsc.org/knowledge-base/a100-r-title-ix-notice-of-nondiscrimination-and-sexual-harassment-procedure/>

In furtherance of that commitment, FTCSC forbids any prohibited discriminatory conduct toward any of its employees. The use of the term "employee" also includes non-paid/volunteers who work subject to the control of school authorities.

Neither sexual harassment nor any other harassment based on race, religion, color, national origin, creed, or ancestry, age, gender, genetic information, marital status, disability, or sexual orientation, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it received financial assistance from the U.S. Department of Education.

An individual who initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be considered sexual harassment.

Any employee found to have engaged in sexual harassment shall be subject to discipline, including, but not limited to, warning, suspension, expulsion, or discharge from employment subject to applicable legal due process rights.

FTCSC also forbids retaliation against any person who has opposed any prohibited discriminatory practice or who has participated in good faith in any manner in an investigation or other proceeding about a prohibited discriminatory practice.

### **PROHIBITED CONDUCT**

#### Sexual Harassment

Sexual harassment includes:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to that conduct is made a term or condition of employment,
- Submission to, or rejection of, that conduct is used as a basis for employment decisions affecting the employee, or
- That conduct has the effect of unreasonably interfering with an individual's work performance or of creating a hostile or offensive work environment.

Other unwelcome conduct directed at an employee or an applicant for employment because of his or her gender may also be deemed to be sexual harassment. Examples of conduct that may be sexual harassment include:

- Verbal conduct of a sexual nature such as talking about sex or sexual feelings, telling sexual jokes or stories, asking personal questions about dating or sexual life, making sexual comments or innuendoes, whistling or making other suggestive sounds, repeatedly asking for dates or other personal attentions;
- Nonverbal conduct of a sexual nature such as displaying materials with sexually suggestive words or pictures, making sexual gestures, giving gifts or other items of a sexual or personal nature, staring at a person's body or clothing, looking a person up and down, blocking a person's path, hindering a person's movement, invading a person's space by standing closer than appropriate under the circumstances.
- Physical conduct of a sexual nature such as touching, kissing, hugging, massaging, brushing up against another person, having sex or attempting to have sexual relations with another person.

Remember unwelcome sexual conduct may not always be apparent. "Putting up with" or submission to sexual conduct does not necessarily mean the conduct is welcomed. Although the intent of the person engaging in the conduct may be harmless or even friendly, because the conduct is unwelcomed by the recipient of the conduct, not the intent of the person engaging in the conduct who is relevant to whether the conduct is harassment.

For these reasons, FTCSC urges all its employees to refrain from engaging in any conduct of sexual nature in the work setting or with other employees.

#### Harassment Based on Other Protected Categories

Discriminatory conduct based on an employee's or applicant's race, religion, color, national origin, gender, age, or disability is also prohibited. As with sexual harassment, harassment based on any of these categories may include verbal, nonverbal, or physical conduct.

Because the conduct is unwelcomed to the recipient of the conduct, not the intent of the person engaging in the conduct that is relevant to whether or not the conduct is harassment. Again, it may not always be clear that the conduct is unwelcome -- acquiescence does not necessarily mean it is welcome.

#### Retaliation

Retaliation against any employee, or any applicant for employment, who has opposed any prohibited discriminatory practice or who has participated in good faith in any manner in an investigation or other proceeding about a prohibited discriminatory practice is also prohibited.

Employment decisions about an employee, or any applicant for employment, who has filed a charge of discrimination should not be based on the fact that the person has filed a charge. Employment decisions should be based only on legitimate business considerations such as performance. Discriminatory verbal or physical conduct should not be directed at any employee, or any applicant for employment, because of any protected activity.

### **STANDARD OF BEHAVIOR AT FTCSC**

FTCSC expects its employees and all those who deal with its employees to treat others with courtesy and respect appropriate in an educational setting.

If you are not sure if your conduct might be harassment prohibited by FTCSC you should ask yourself the following questions:

- Would I engage in that conduct if my spouse, child, or parent were present?
- Would I engage in that conduct if my peers were present?
- Would I engage in that conduct if an audio or video recording were being made of me?
- What would my reaction be if someone else acted this way toward my spouse, daughter, son, mother, father, sister or brother?
- Would I want my conduct to be described in detail in a memorandum or in the local press?
- If your answer is "no" to any of these questions, then the conduct is questionable and may be harassment.

In particular, with respect to sexual harassment, a friendly, humorous, or benign intent in engaging in sexual conduct will not keep the conduct from being categorized as sexual harassment. If the conduct is sexual in nature and is unwanted and unwelcome by others, it may be deemed to be sexual harassment.

While not all unwanted sexual conduct rises to the level of illegal sexual harassment, the FTCSC guideline seeks to prevent all unwanted conduct of a sexual nature. Similarly, while one racial epithet may not constitute illegal racial harassment, the FTCSC guideline against harassment based on other protected categories seeks to prevent all discriminatory conduct based on race, religion, color, national origin, gender, age, and disability.

### Reporting Requirements

If you believe that you have been subjected to harassment, unlawful discrimination, or any other similar unlawful conduct, you must report that violation immediately to your immediate supervisor, school principal, or the Director of Human Resources at 317-803-5007. Managers and supervisors who receive reports of violations are required to inform the Director of Human Resources immediately.

Any employee who becomes aware of any conduct that he or she believes may be harassment or retaliation has a similar obligation to report that conduct regardless of whether he or she is personally involved in the conduct and regardless of whether the conduct involves other employees or clients, customers, vendors, or others in the work environment.

### Investigation Procedures and Penalties for Harassment

Whenever FTCSC receives a report of conduct that may constitute harassment or retaliation, it will promptly investigate to gather available facts and to determine whether or not prohibited conduct has occurred. FTCSC will take prompt and appropriate action to stop any harassment that it finds has occurred and will take reasonable steps to prevent any further harassment. The Superintendent's Harassment Grievance Procedure outlines the necessary steps to follow.

Any employee found to be in violation will be subject to appropriate disciplinary action or other corrective action up to and including discharge.

### Conclusion

Harassment and retaliation have no place in the FTCSC work environment. Harassment, false accusations of harassment, and retaliation can have serious effects on careers and personal lives of innocent people. For these reasons FTCSC urges all employees to act responsibly to establish a working environment that is free of harassment, retaliation, and any other form of discrimination.

## **HARASSMENT AND CIVIL RIGHTS GRIEVANCE PROCEDURES**

If a school employee believes he/she is a victim of harassment and for complaints that apply to acts or omissions relating to protected rights based upon age, race, color, religion, sex, disability, and national origin, including limited English proficiency, the employee must come forward by submitting a complaint to their immediate supervisor or to the Human Resources Department.

### The Process:

The process for investigating a complaint of harassment, discrimination, retaliation, or other similar unlawful conduct is outlined in Board Policy A100 (Non-Discrimination & Anti-Harassment), which is available online at [www.ftcsc.org/knowledge-base/](http://www.ftcsc.org/knowledge-base/)

- The complaint form can be found on the district website [www.ftcsc.org/hr-forms/](http://www.ftcsc.org/hr-forms/)

## **INTERNET, TELECOMMUNICATIONS, AND E-MAIL USE**

The Board believes that use of the Internet must be in support of educational programs and must be consistent with the objectives of the Franklin Township Community School Corporation. Users are responsible for their behavior and communication over the network. Access is given as a privilege, not a right, for the purpose of supporting and enriching educational programs.

Users are prohibited from using the school network for the following actions:

- Sending or displaying offensive messages or pictures
- Harassing, insulting, or attacking others
- Using obscene language or other inappropriate forms of communication
- Use which damages computers or related equipment
- Using the network for activities that violate copyright laws
- Using accounts or passwords of other persons
- Trespassing in another person's work or files on the network or other media
- Falsifying the user's identity
- Intentional waste of resources
- Using the network for non-educational purposes
- Disrupting use of the network by other persons
- Accessing/downloading any files for which a fee is charged
- Violating any local, state, or federal statute

Security on any computer system is a high priority. An individual's account shall not be used without written permission from that individual. Attempts to log onto the system as any other user will result in cancellation of user privileges. Any person identified as being a security risk or as having a history of unacceptable use of other computer systems may be denied access to the Internet in the Franklin Township Schools.

Failure to abide by these rules shall result in exclusion from Internet usage. The building principal or principal's designee shall determine if exclusion is temporary or permanent.



## **EMAIL AND INTERNET ACCESS**

All staff members are to be allocated email addresses and district login information at the time of hire.

Email will be utilized by the district as a primary communication delivery system and employees are responsible for information sent via this communication method. Email may be utilized to communicate payroll information, benefits information, etc.

Email or internet will also be utilized to facilitate District level training through Professional Growth.

- For example, Universal Precautions or Handbook distribution.
- These trainings will be assigned by the Human Resources Department and are to be completed through individual accounts only.
- Department Supervisors are responsible for coordinating these types of training and assuring all staff completes via their assigned account.

Email may also be utilized by Department Supervisors to communicate with staff members.

Staff are expected to check email one time per week and are responsible for the information sent.

Department Supervisors will work with building department leadership to establish resources that allow all staff to check email.

- This is to be during a staff members' scheduled time and is compensated as such
- It is not to occur on scheduled breaks
- It is not to be an extension of the current schedule
- If staff members do not need the full allotted time or the assigned task, they are to return to their supervisor for further instruction.
- Staff are to only use those resources approved by their direct Supervisor
- Staff are not to access any other computers other than those assigned
- Each staff member is to receive a written Plan of Action on accessing resources and processes
- Each building level Supervisor is responsible for ensuring all staff members are provided the opportunity each week for these activities.
- If additional resources are necessary, a written resource is to be provided to the COO

Department Supervisors may also assign additional training. Time invested in mandatory training is to be compensated. Staff are not to work any additional overtime without prior planned approval. Staff may also check email on their personal time. This will not be compensated as it is not an expectation. Training for login, email, and Professional Growth will be organized by Department Supervisors and provided by the District IT department. This training will be optional, thus not compensated. Department Supervisors are to work with Department Leaders to provide assigned training on computer usage and any assigned Professional Growth training for new hires.

Human Resources is the contact for accounts, as this is part of the new hire process: email, login, and Professional Growth. Do not contact IT directly unless there is an issue with the actual programs, then contact helpdesk through the helpdesk system.

Please note: Security on any computer is a high priority, any violation will not be tolerated and may be subject to disciplinary action up to and including termination. This may include but is not limited to:

- Accessing unauthorized computers
- Utilizing anyone else's login information
- Violation of any guideline provided in District policy
- Any other inappropriate usage, as determined by FTCSC Administration
- Employees are government employees and cannot use their work email to create or forward an email endorsing a particular candidate for election.

Departmental Supervisors will need to create a communication system for subs for applicable information.

## **SOCIAL MEDIA**

Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, Snapchat, Instagram, FaceTime, Skype, TikTok, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the superintendent or designee. Staff shall only text students in a group chat with a team or class. Staff may text an individual student if the parent/guardian is also included on the text message. Staff shall only text a student using an application approved and monitored by the school.

Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, Snapchat, Instagram, FaceTime, Skype, TikTok, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production.

Staff members are personally responsible for all comments/information they publish online. Be mindful that what is published will be public for a long time—protect your privacy.

Before posting personal photographs, thought should be given as to whether the images reflect on your professionalism.

If FTCSC believes that an employee's activity on a social networking site, blog, cell phone, or personal website may violate FTCSC policies, a request may be made to cease the activity.

Depending on the severity of the incident, the employee may be subject to disciplinary action up to and including termination.

### Personal Social Media Site Guidelines

An employee's personal social media site should not be used as a means of communicating with current or former FTCSC students under the age of 18 unless the student is a family member.

Personal social media sites are not to be used as a means to engage students in the curriculum.

If, on a personal social media site, you identify yourself as an employee of FTCSC when making comments, include a disclaimer within your profile that the views are your own and do not reflect FTCSC's positions, strategies, opinions, or policies (i.e., in Facebook a disclaimer can be added on the Notes page on your profile).

#### Curricular/Extra-Curricular or School Sponsored Social Media Site Guidelines

The use of social media as a curricular/extra-curricular or school sponsored site must be approved by the employee's supervisor and shall follow the age requirements of the social media site (i.e., Facebook requires students to be at least 13 years old).

Staff members who wish to use a curriculum, co-curricular/extra-curricular or school sponsored event site should not use the same site as a personal site.

When using social media as a curricular/extra-curricular or school event site, what is inappropriate in the school environment is deemed inappropriate online and will follow the policies and guidelines of FTCSC. This includes the use of digital pictures or avatars.

Respect copyright and fair use guidelines. Do not plagiarize. When using a hyperlink, be sure that the content is appropriate and adheres to school rules, policies, and Acceptable Use Policy (AUP).

Remember your association and responsibility within the FTCSC social media environment. How you represent yourself online should be comparable to how you represent yourself in person. Comments made online should always meet the highest standards of professional discretion. Staff should act on the assumption that all postings are in the public domain.

#### No Prohibition Against Protected Concerted Activity

This policy is not intended to prevent employees from engaging in discussions regarding their wages, hours, or working conditions with any other employee or engaging in protected concerted activity. Employees will not be disciplined or retaliated against for such discussions or for otherwise engaging in protected concerted activity.

## **EMPLOYEE DRUG AND ALCOHOL**

It is the obligation of Franklin Township Community School Corporation to protect the safety, health and wellbeing of its students and employees. Drugs and alcohol represent the largest social problem in the country, and in recent years, it has become increasingly obvious that they have entered the workplace, costing billions of dollars annually in accidents, productivity, absenteeism, and health and medical costs.

As part of FTCSC obligation to ensure a safe work environment for all employees, the following guidelines on substance abuse have been established. Given the risks that arise if employees are attempting to perform their duties while using or having used illegal or non-prescribed drugs or alcohol, the following is applicable to all. This restricts certain items and substances from being brought on or being present on FTCSC school corporation location, prohibits employees and others working on FTCSC school corporation location from reporting for work or working with illegal or controlled substances, alcohol, and other substances in their systems.

"School Corporation Location" is defined as any FTCSC building on any FTCSC property; on any FTCSC owned vehicle or in any other FTCSC approved vehicle used to transport students to and from schools or school activities; off FTCSC property at any school-sponsored or school-approved activity, event, or function such as

a field trip, athletic event or performing arts activity, where students are under the jurisdiction of the School Corporation or otherwise engaged in School Corporation business.

Off-the-job illegal drug use that adversely affects an employee's job performance; leads to absenteeism, tardiness, or poor work jeopardizes the safety of other employees or the public; or risks damage to FTCSC equipment is proper cause for discharge.

An employee who is arrested for off-the job drug activity may be in violation of this. In deciding what action to take, FTCSC will consider the nature of the charges, the employee's present job assignment, the employee's record with FTCSC and other factors relative to the impact of the employee's arrest upon FTCSC. An employee convicted of a criminal drug offense in the workplace must notify FTCSC within five days of conviction.

#### Prohibited Activities

The use, purchase, transfer, possession, sale, distribution, offer to buy or sell, trafficking in, presence in the body of or transportation of the following on FTCSC property, or while performing FTCSC business is a dischargeable offense:

- Alcoholic beverages
- Illegal or controlled substances, including non-prescribed drugs (meaning non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed controlled substances)
- Equipment related to illegal or controlled substance use

No employee shall report for or remain on duty while having a blood alcohol concentration of 0.04 or greater.

#### Prescription Medication

Legally administered drugs in an employee's system will not constitute a basis for discharge; however, the legally administered drug must not exceed the prescribed amount, and if so, will constitute a violation. When a legal drug may affect the safety of the employee, the employee's job performance, or the safe or efficient operation of FTCSC facility, the employee must present a doctor's statement that the drug(s) can be used safely in the performance of the employee's job. However, FTCSC reserves the right to make a final determination of an employee's fitness for duty based upon the advice of an FTCSC physician.

#### Refusal to Submit

The refusal of an employee to provide a testing sample for the illegal use of drugs or for alcohol impairment will result in the employee being immediately suspended from work without pay, and will be subject to further disciplinary action up to and including discharge.

A refusal to test or cooperate with either the drug or alcohol testing process will be treated the same as a positive result. The following is considered Refusal to Submit: 1) Employee fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath; 2) Employee fails to provide adequate urine for a controlled substance test without a valid medical explanation after he/she has received notice of the requirement for urine; 3) Employee furnishes a sample that is adulterated, diluted, switched, or false; or 4) engages in conduct that clearly obstructs the testing process.

Note: The drug and alcohol collection/testing facility has the right to declare a Refusal to Submit if there is any indication of resistance to the collection/testing procedure. Resistance includes both verbal and non-verbal indications.

## Consequences of Prohibited Conduct

Upon receipt of a "positive" drug or alcohol test of an employee, FTCSC may immediately discharge the employee.

Employees who are discharged for refusing to test or testing positive, or other terms of the drug and alcohol policy may be disqualified from receiving unemployment compensation benefits.

Employees will be granted access to a written copy of their test results upon request. To obtain a copy of the test results, an employee must submit to the FTCSC Human Resources Department a written request. A copy will be provided within five business days.

## **TESTING PROCEDURES**

### Scheduling of Tests

Any reasonable suspicion for the illegal use of drugs or alcohol impairment testing required by FTCSC of its employees normally will occur during, or immediately before or after, the employees' regular work period. All testing is considered work time and the employee will be compensated as such. Such compensation will be made in the pay period in which the testing was done.

The actual costs for drug and alcohol impairment testing required by FTCSC of its employees will be paid by FTCSC. FTCSC will provide or will pay reasonable transportation costs to its employees for travel to and from the testing facility.

## **TESTING PROGRAMS**

### Pre-Employment Testing (Bus Drivers Only)

Those persons that FTCSC intends to hire as bus drivers must be tested for drug use prior to employment. All offers of employment are conditional upon a drug-free result, compliant with US Department of Transportation regulations.

### Random Testing (Bus Drivers Only)

Random testing ensures that every bus driver employee of FTCSC has an equal chance of being tested. Unannounced tests are not publicized. Employees covered under the provisions of the US Department of Transportation (DOT) regulations will be tested according to the US DOT regulations.

### Reasonable Suspicion Testing

Reasonable suspicion means that FTCSC reasonably suspects that an employee may be affected by the use of alcohol and/or illegal drugs and that the use may adversely affect job performance or the work environment. The actions or observations of the employee must occur while the employee is on-duty or just preceding the work period. A supervisor and/or FTCSC official must observe the conduct, appearance, and/or actions of the employee.

In the case of suspected drug use, the employee must be taken immediately by FTCSC police officer or supervisor to a collection site and a urine sample must be obtained. The employee's action that causes FTCSC supervisor or official to require the test must be documented and signed by the witness within 24 hours after the behavior is noticed. In the case of suspected alcohol use, the test must be done as soon as possible. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the breath alcohol test on the employee.

### Right to Demand Re-testing and Challenge the Results

Any test subject who tests positive on a confirmatory test on any drug test required by FTCSC may:

- Request in writing a confirmation re-test of the original sample, at his/her own expense, provided that FTCSC must receive the request within five working days after the test subject has been informed of the confirmed positive test result; and
- Submit additional information to FTCSC in a confidential setting, to try to explain the confirmed positive test results. FTCSC must receive the explanation within five working days after the test subject has been informed of the confirmed positive test result.

Confirmatory re-tests requested and paid for by the test subject may be conducted only by laboratories that are properly approved to conduct drug testing by the Substance Abuse and Mental Health Services Administration (SAMHSA) or the College of American Pathologists.

### Confidentiality of Results

FTCSC will not disclose test results except as authorized, permitted, or required by law.

### Searches

FTCSC may, without prior notice and where reasonable cause exists, search the person (a non-touching search), any FTCSC school corporation location, or any employee's personal property (including but not limited to vehicles, handbags, briefcases, jackets, etc.) that has been brought onto the school corporation location of FTCSC. FTCSC property covered includes property of any nature owned, controlled or used by FTCSC including but not limited to parking lots, offices, desks, file cabinets, lockers and vehicles. Any employee who refuses to cooperate with such a search will be suspended immediately, without pay, and will not be allowed to return to the workplace where the search was to take place. The employee may also be subject to discipline, up to and including discharge.

## **SMOKE/TOBACCO FREE ENVIRONMENT**

The Board is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. Moreover, the Board recognizes and supports the positive impact and the importance of adult role modeling for students during their school years in a smoke/tobacco free environment.

The Board prohibits the use of all tobacco products within all Corporation owned or leased buildings, in all Corporation owned or leased vehicles, and on all Corporation owned or leased grounds. This is in force twenty-four (24) hours a day for all events.

## **CHILD ABUSE LAW AND REPORTING**

### **REPORT CHILD ABUSE OR SUSPECTED CHILD ABUSE IMMEDIATELY!**

A FTCSC employee who has reason to believe that a child is a victim of child abuse or neglect shall make an immediate report as required by Indiana law (IC 31-33-5-1).

FTCSC employees shall **immediately make the report to the Department of Children Services (DCS) or the local law enforcement agency. After making the report, the individual employee shall notify the person in charge of the school** or their designee that the report to DCS/law enforcement was made (IC

31-33-5-2). **“Immediately” means immediately. Failing to report suspected abuse is a crime (IC 31-33-22)**

### **HOW TO REPORT**

- Call police and/or call the Indiana Child Abuse & Neglect Hotline
  - 1-800-800-5556
- An intake specialist will:
  - Listen and ask questions using intake guidance tool
  - Captures report information
  - Sends a report to the local county office to determine next steps.

### **ANIMALS ON SCHOOL CORPORATION PROPERTY**

In accordance with applicable Federal and State law and FTCSC policy, an applicant or employee may request authorization to use a service animal while on duty as a reasonable accommodation to a disability. All animals, including service animals, admitted or housed on FTCSC property or brought on FTCSC property on a regular basis, must meet every health and inoculation requirement set forth in State law and local regulation or ordinance. Employees are encouraged to engage in a continuing dialogue with their supervisor. The detailed policy can be found in the following link [Policy G275](#).