

Beech Grove City Schools

**CLASSIFIED
PERSONNEL
EMPLOYMENT
HANDBOOK**

2023-24

BGCS Board Approved August 8, 2023



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Welcome to Beech Grove City Schools

Welcome to a new school year at Beech Grove City Schools! We are proud of the reputation and success of our students, staff and community. We believe this success was achieved because of the dedication and hard work of all of our employees. We are grateful for your team effort and shall count on you to support our continuing school improvement efforts.

Your Classified Personnel Employment Handbook is designed to inform you of our general employment expectations, fringe benefit programs, and employment policies. It is your responsibility to become knowledgeable of this information. Each new employee will have a pre-employment orientation with their immediate supervisor, the payroll department or the Director of Personnel & Grants.

If after your conference, you have questions regarding the information in your handbook, or believe you have not received the benefits outlined within, please contact your immediate supervisor, the payroll department or the Director of Personnel & Grants.

We hope your employment is rewarding, and wish you the best of luck in your career with Beech Grove City Schools!

This handbook should not be construed to create or be a part of a contract between the Beech Grove City Schools and any classified employee. The provisions contained herein may be amended or deleted at any time by the Corporation. All classified personnel of Beech Grove City Schools are at-will employees.

NON DISCRIMINATION POLICY

Beech Grove City Schools does not discriminate on the basis of race, color, religion, gender, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Inquiries regarding compliance may be directed to Brian Garman, Director of Personnel & Human Resources, or Julia Smith, Business Manager, 5334 Hornet Avenue, Beech Grove, IN 46107-2306, phone (317) 788-4481, or fax (317) 782-4065.

GENERAL EMPLOYMENT EXPECTATIONS

Many factors are considered when the Corporation selects a new employee. One of the primary considerations is the ability to get along with co-workers and supervisors, and the ability to project a positive image to our students, parents, and the community.

The following employment rules and procedures represent our general employment expectations. More specific rules and procedures will be discussed with you by your supervisor and will vary depending on your work assignment and location.

GENERAL EMPLOYMENT RULES

1. Report to work every scheduled workday unless you have a personal illness, an approved personal business leave day, or a death in your family.
2. Do your job to the best of your ability.
3. Work as a "Team Player" with all school personnel.
4. Follow Corporation employment policies and procedures printed in this handbook.

A. Rules of Conduct

Rules are needed in any organization so that the operation runs smoothly. The following rules exist because they are essential for the safety, welfare, morale, and general well being of our students and co-workers. A violation of one or more of these rules may result in a reprimand, suspension, or dismissal. The following behaviors may subject an employee to immediate dismissal or other disciplinary action without previous warning:

- falsifying employment application;
- refusal to do the job assigned, willful disobedience of job instructions and/or orders, deliberate inefficiency/slow work production;
- severe and/or persistent incompetence;
- fighting, immoral behavior, or indecency;
- intoxication or drinking on duty;
- use, sale, or possession of controlled substances on the job or use of tobacco products, including e-cigarettes, is prohibited;
- gambling on Beech Grove City Schools' premises;
- engaging in horseplay or other acts endangering self, other employees, students or in violation of safety regulations;
- deliberate or intentional release of confidential information;
- deliberate destruction, damage, or defacement of Beech Grove City Schools' property or equipment;
- use of obscene or abusive language, repeated use of profanity;
- theft; attempted theft;

- falsification of payroll sheets, or other Beech Grove City Schools' records, including, but not limited to, writing time in or out on another employee's payroll sheet, lying to a supervisor;
- soliciting or accepting gifts other than those of small intrinsic value;
- absent without notice or approval of supervisor;
- excessive absenteeism or tardiness, unauthorized absence, failure to notify supervisor of absence, quitting early without permission;
- a threat of any act that would endanger others, life or property;
- threatening, intimidating, or coercing others (including, but not limited to students, parents, visitors, co-workers, or supervisors);
- discourteous, unethical, or insubordinate conduct with others (including, but not limited to, students, parents, visitors, co-workers, or supervisors);
- substandard work performance, negligence, loafing or sleeping on the job, misuse of work time;
- failure to report job-related injuries;
- posting non-approved material on bulletin boards or removing posted material without authorization;
- unauthorized solicitation, in any form, of other employees, students or visitors;
- any physical relationship between an employee and a student or inappropriate relationship with another staff member;
- failure to report an arrest to immediate supervisor within twenty-four (24) hours;
- any act or form of behavior not herein specifically listed which violates the intent of rules as stated in the above section and other acts, incidents, or conduct, which may adversely affect the efficient operation of Beech Grove City Schools or in any way jeopardize the safety, welfare, morale, or general well being of employees, students, or visitors. The rules stated above are meant as a guide. Other conduct deemed out of compliance with the mission of Beech Grove City Schools, though not listed, may be grounds for disciplinary action or dismissal.

Discipline Procedure: In the event it is necessary to take disciplinary action, your direct supervisor, the building principal, or the Superintendent/Director of Personnel & Human Resources may follow these steps to encourage improvement for an employee who has shown poor work habits or prohibited conduct:

- | | |
|--------|--|
| Step 1 | Discussion with your supervisor (verbal warning),
Or written warning; |
| Step 2 | Final warning/Suspension; |
| Step 3 | Discharge (termination). |

The main purpose of having a disciplinary procedure is to give a valued employee an opportunity to correct and improve their work situation. In some instances, suspension or termination without prior warning may be imposed due to the seriousness of any individual offense, due to insubordination or in situations where the best interest of children necessitates an administrative decision to remove an employee from the school atmosphere. Thus, BGCS reserves the right to suspend or terminate any employee without prior notice, and without utilizing the step procedure outlined above.

GENERAL EMPLOYMENT PROCEDURES

Attendance: Employees who will be absent or late are expected to notify their supervisor as soon as possible and always before the start time of their workday. Supervisors will give classified employees instructions, names and numbers of cell phone contact and/or voicemail procedures that should be followed. Employees are expected to explain why they will be absent or late and when they expect to return to work. It is the employee's responsibility to ensure proper notification is given. Poor attendance on the job may result in termination of employment.

Pay Days: Employees are paid within 10 business days following a ten-fourteen (10-14) day work period. A work period begins at the conclusion of the previous work period and ends ten to fourteen (10-14) days later (See BGCS Website for pay date information). Employees will only be paid when their name appears on the “CLASSIFIED STAFF-TIME REPORT” filed and signed by the building principal or supervisor. It is your responsibility to review the portion of the Time Report that records the hours you have worked each pay period. You are required to sign each bi-weekly Time Report, any falsification, errors, or intentional omission of leave days may result in termination.

Classified Staff-Time Reports: Verifying hours worked on the “CLASSIFIED STAFF-TIME REPORT” form is an important employment procedure. The NUMBERS reported on the time report must reflect actual hours worked. Other SYMBOLS that may be used on the time report form are as follows:

S-Personal Illness	F-Bereavement (Must indicate relationship)
P-Personal Business	J-Jury/Witness Leave (Attach court verification)
W-Without Pay	H-Holiday Pay (Only if you receive holiday pay for that day)
	V-Vacation Pay (Only if you are eligible to receive vacation pay)

Intentional falsification of the “CLASSIFIED STAFF-TIME REPORT” is a violation of the terms of your employment and may result in the immediate termination of your employment.

Classified Staff – Time Cards/Skyward verification: Employees who are required to record all hours worked on a Time Card must “clock-in” at the beginning of each shift and must “clock-out” at the end of each shift. The Time Card is supplemental to the “CLASSIFIED STAFF TIME REPORT”. The time recorded on the “CLASSIFIED STAFF TIME REPORT” must be consistent with the time recorded on the Time Card. All employees are required to sign in to Skyward with their username and password to request leave days, absences, or notification of any time off work that will be recorded on the “CLASSIFIED STAFF TIME REPORT”. Employee use of Skyward is mandatory and not recording time off may result in termination. Knowingly signing another employee’s time card, having another employee sign your time card, or falsification in any manner of the “CLASSIFIED STAFF TIME REPORT” and/or Time Cards is a serious matter and a violation of rules that may result in disciplinary action up to and including termination of employment.

Unpaid Personal Leave of Absence: Absenteeism can be one of the most serious problems any organization can face. It is harmful to both the employer and employee. BGCS considers repeated or habitual absences to be unacceptable and may result in disciplinary action. However, we realize that there will be some exceptions, such as extended illness, that require special consideration. In absences over three (3) consecutive days, employees are required to report the status of their absence to their immediate supervisor and/or building principal.

BGCS does not routinely grant unpaid personal leaves of absence. All available leave days must be used prior to a day without pay is considered. The personnel office will deduct available leave days in this order: personal business, vacation then personal illness days. BGCS may grant an unpaid personal leave of absence on an individual basis. The decision to grant an unpaid leave will be based on the length of requested leave, the length of service, the level of job performance, and the overall operational needs of BGCS. Some leaves may be unavoidable and covered by *The Family Medical Leave Act of 1993*. Please see pages 8-9 of your handbook for a description of this provision.

Without an approved leave, recurring workdays “Without Pay” may result in termination of employment.

RATE OF PAY

All classified employees are paid an hourly rate of pay depending on the position. Bus driver daily rates and a benefit schedule can be found in the bus driver handbook. The Superintendent reviews pay rates annually. Rate of pay adjustments are typically made in July/August. New employees who are hired during the first semester of the school year are eligible for an increase the following year. Currently, the School Board of Trustees has approved the minimum hourly wage for all employees at \$13.00/hour.

WORKDAYS

Workdays are not the same for every classified personnel position. Please refer to the Classified Personnel Work Schedule and Fringe Benefits Matrix in the appendix of this handbook to determine the days your classification is expected to work.

Days and Hours Worked and Overtime: Employees are assigned a regular job with regular hours and workdays. Occasionally illness, absence, vacation or other circumstances make it necessary to transfer an employee to another position. Employees may be transferred to another location at any time at the discretion of their supervisor and/or the Superintendent/Director of Personnel & Human Resources.

In some cases employees are asked to work “Special Events” which would pay them overtime if they have already worked the 40-hour week. In the event that BGCS can’t find workers to cover the events, the Supervisor will have employees work a “flex week” to make sure the event is covered. Example: Bill will not work on Monday, but he will work Tuesday through Saturday (40 hours) to cover the Saturday “Special Event”. Overtime is calculated for each work week (Saturday through Friday) within a single pay period.

Employees shall not be paid for their thirty-minute (30) lunch/dinner break.

Breaks are not considered a part of the normal work day and will not be paid. A break is considered any extended time away from the specific task or job location, leaving the building for any reason or sitting in a break room. Leaving the school campus for a break without supervisor authorization may result in termination.

Leaving Campus: Employees are required to remain on campus for their entire shift except during lunch break or when specifically authorized to leave campus by the Principal/Designee. Employees found to be off campus without authorization could receive disciplinary action including a loss of pay equal to time spent off campus, suspension, and/or termination of their employment with Beech Grove City Schools.

Overtime is calculated on hours worked each week of a pay period (Sunday through Saturday) in excess of forty hours (40). Personal illness leave, personal business leave, vacation, bereavement, jury/witness leave, and holidays do not count as hours worked. Overtime pay shall be calculated at 1.5 times your regular hourly rate of pay. All classified employees must receive authorization from the Superintendent or designee prior to working overtime hours.

Cancelled Workdays: Employees on Work Schedule A will only be paid for days worked. An employee absent or missing time due to inclement weather (when school is closed or delayed) may use available leave time of their choice. In some instances the school board may vote to approve inclement weather paid days or work from home authorization. Principals and supervisors will determine what positions qualify for paid work from a remote location.

Work from Remote Location: Different positions have unique job duties that could be performed remotely. Written acknowledgement of a proposed schedule, work to be performed, and evaluation metrics must be completed for any employee who routinely works remotely. This communication must be forwarded for approval/acknowledgement by the Superintendent or designee.

Return to Work Policy: If an employee is absent from work for 3 consecutive days due to medical reasons, injury, or health concerns, the employee is required to contact the personnel office to inform administration of when and in what capacity the employee is able to return to work with no restrictions. At the time of that meeting, the employee is required to provide medical clearance from a licensed physician that shows, in writing, that the employee is allowed to work with no restrictions or whether they are able to return to work on a limited basis. Administration may need to consider whether it is possible for the employee to return to work on a limited basis. If the employee is able to return with restrictions, see “Early Return-To-Work Statement” located under **Workers Compensation** on page 9 of the BGCS Classified Handbook. No employee is allowed to return to work without proper notification of why there was an absence from work, or to what degree the employee is able to perform the expected duties of their job.

FRINGE BENEFITS

Fringe benefits are not the same for every classified personnel position. Please refer to the Classified Personnel Work and Benefits Schedule in this handbook to determine the fringe benefits your classification is eligible to receive.

A summary of your benefits is provided in this handbook. More specific information on insurance benefits is available from the Administration Office.

Paid Holidays: Employees on work schedules A, B, & D shall receive paid holidays according to the schedule below. Only employees on work schedule A are eligible for the Wednesday before Thanksgiving, New Year’s Eve, Juneteenth and Independence Day holiday pay.

SCHEDULE OF PAID HOLIDAYS

Labor Day	New Year’s Day	Independence Day
Wednesday Before Thanksgiving	New Year’s Eve	
Thanksgiving Day	Martin Luther King Day	
Thanksgiving Friday	Presidents’ Day	
Christmas Eve Day	Memorial Day	
Christmas Day	Juneteenth	

Employees must work their scheduled workday before and after a paid holiday or be on **PAID LEAVE** to receive holiday pay.

Employees who work a portion of their scheduled workday the day before or after a holiday will be paid for the same number of hours for the holiday as they were paid on the day they did not work a full shift.

Leave Days: If you are on uncompensated leave as of July 1 in any given year, you will receive your annual allotment of leave days when you have returned to active work status for a minimum of 15 continuous workdays. New employees are eligible for paid leave after their first 30 days of work. If extenuating circumstances arise within the first 30 days of work, unpaid leave may be approved by the Director of Personnel.

Sick Leave: When the employee becomes eligible, sick leave days shall be granted on a prorated basis for that year. All full time employees shall be granted five (5) personal illness leave days annually on July 1st following their first full year of employment. Full time employees who have 5+ years BGCS continuous work experience will be granted an extra 2 days on each July 1st following their 5th year work anniversary.

Employees who have 10+ years BGCS continuous work experience will be granted an extra 5 days on each July 1st following their 10th year work anniversary.

Sick leave days may be taken in full or half (1/2) day increments only.

Unused sick leave days may accumulate but are not paid out on separation of employment. Accumulated sick leave days will be used to calculate a retirement severance benefit.

Family Illness Leave: All full time employees who have 5+ years BGCS continuous work experience will be granted 2 family illness leave days on each July 1st following their 5th year work anniversary.

Employees who have 10+ years BGCS continuous work experience will be granted 5 family illness leave days on each July 1st following their 10th year work anniversary.

Personal Leave: All full time employees shall be granted one (1) personal leave day annually on July 1st. During the first school year of employment (July 1 – June 30), after the employee has worked 30 days, personal leave shall be granted on a prorated basis for that year. Employees must request a personal leave day from their supervisor at least (24) hours in advance except in a case of emergency.

Personal leave days may be taken in full or half (1/2) day increments only.

Unused personal leave days shall accumulate up to (3) and excess personal leave days shall accumulate (transferred over annually on July 1) as sick leave days.

Bereavement Leave:

Introduction: For the purpose of this article, the “immediate family” shall be defined to include spouse, child, parent, brother, sister, mother-in-law, father-in-law, niece, nephew, aunt, uncle, stepmother, stepfather, stepdaughter, stepson, sister-in-law, brother-in-law, stepsister, stepbrother, daughter-in-law, son-in-law, grandmother, grandfather, spouse’s grandmother, spouse’s grandfather, granddaughter, grandson, or any person residing in the same home as the employee.

Full-time employees shall be entitled to be absent from work on account of the death of a family member without loss of compensation for up to the number of days specified below.

Five (5) days: parent, spouse, child, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, stepchild, foster-child, daughter-in-law, son-in-law, step-brother, step-sister

Three (3) days: brother-in-law, sister-in-law, aunt, uncle, niece, nephew

Bereavement leave shall be taken within one (1) year after the date of death. Bereavement leave with pay is not available during a new employees' first 30 work days.

Employees who must travel three hundred miles (300) or more one way due to the death of a family member are entitled to two additional bereavement days for travel.

Notice of bereavement leave/verification must be in writing and given to the employee’s immediate supervisor/building principal as soon as possible. The written notice must include the relationship to the deceased family member.

Jury Duty/Trial Witness Leave: Employees who are called upon to serve our community as a jury member or as a trial witness shall be paid for that service. Employees must verify with court documentation.

Paid Vacation Leave: Employees on work schedule A shall be granted paid vacation leave on July 1 according to the schedule below. During the first school year of employment (July 1 – June 30), vacation leave days shall be granted on a prorated basis. No vacation will be awarded unless the employee has worked a minimum of 120 days.

Paid vacation may be taken in full or half (1/2) day increments only. Employees must request vacation leave from their supervisor at least fourteen (14) days in advance. Paid vacation leave days not used during the current school year they are earned will be allowed to carry over into the first semester of the next school year.

Unused vacation days are not paid out at time of separation of employment.

Employees on work schedule A are eligible for five paid (5) Spring Break days and (5) paid Fall Break days.

SCHEDULE OF VACATION LEAVE

<u>SCHOOL YEARS OF EXPERIENCE</u>	<u>PAID DAYS</u>
1 st Year of Employment	Pro-rated (p. 15)
1 Year – 9 Years of Continuous Employment	10 days
10 + Years of Continuous Employment	15 days

Health Insurance: The HSBT (Hoosier School Benefit Trust) Health Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week. All employees may view the rate sheet under Human Resources on the BGCS website at: www.bgcs.k12.in.us. The Corporation shall contribute a set amount per year toward the cost of an insurance plan elected by these employees. The employee shall pay the difference.

In the event two spouses are both employees of the Corporation and are each eligible for membership, one spouse may elect to take the family plan and the corporation contribution to the single membership of the other spouse shall be applied to the family membership plan of the first spouse. If a parent and eligible child are both employees of the Corporation, and are each eligible for membership, the parent may elect to take the family membership plan and the corporation contribution to the single membership plan of the child shall be applied to the family membership plan of the parent.

Dental Insurance: The HSBT (Hoosier School Benefit Trust) Dental Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week. The Corporation shall contribute a set amount per year toward the cost of a single insurance plan elected by these employees. The employee shall pay the difference. These dental rates can be viewed by the employee online at www.BGCS.k12.in.us under the human resources tab.

Vision Insurance: The HSBT (Hoosier School Benefit Trust) Vision Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week. The employee pays 100% of the cost. These vision rates can be viewed by the employee online at www.BGCS.k12.in.us under the human resources tab.

Life Insurance: Employees on benefit schedule A shall receive a \$50,000 term life insurance policy. Employees on work schedule B, C, and D shall receive a \$20,000 term life insurance policy. Employees enroll in this benefit plan during the new employee hire process.

Tax Deferred Annuity(403b/457plan): Every employee is eligible and encouraged to participate in the voluntary deferred compensation program(s). A Tax Deferred Annuity is available through payroll deduction to voluntarily save additional money toward retirement. The plan(s) available through BGCS complies with all federal regulations for tax-deferred annuities and/or savings.

Retirement (PERF): Employees on benefit schedules A, B, C, and D are covered under the Public Employees' Retirement Fund (PERF). Eligibility for retirement benefits is determined by two (2) factors: 1) age and 2) creditable service. Under current law an employee may qualify for normal retirement with full benefits if the employee is at least age 65 and has ten (10) or more years of creditable service under PERF, is 60 and has fifteen (15) or more years of creditable service under PERF, or at age 55 if years of service plus age total 85.

Under current law, employees may qualify for early PERF retirement with reduced benefits if the employee is at least age 50 and has 15 or more years of creditable service.

Retirement Severance Pay: Employees are eligible to receive retirement severance pay when they meet one of the following standards:

STANDARD 1: Employees who have a least five (5) years of continuous service before retirement in Beech Grove City Schools and are eligible to receive full benefits from PERF.

STANDARD 2: Employees who have at least twenty (20) years of continuous service before retirement in Beech Grove City Schools.

Retirement severance pay shall be determined by multiplying the daily rate of pay times the number of accumulated personal illness leave days.

The daily rate of pay shall be based on an employee's regular pay at the time of retirement. Retirement severance pay shall have a maximum benefit of \$5,000.

Employees must notify the Corporation of his/her intention to retire not later than ninety (90) days prior to retirement.

Employees who are eligible to receive retirement severance pay and who have participated in one of the health and dental insurance plans offered by the Corporation at least five (5) continuous years before retirement may continue health and dental insurance coverage and pay the full premium cost until eligible for full Medicare benefits.

Workman's Compensation: When an accident/injury arises out of and in the course of duty, an employee may be eligible for Workman's Compensation benefits. The accident/injury must occur after a healthy employee has arrived at the employee's workstation and is in their normal course of work. The employee will not be eligible if the injury occurs on the way to work or if the injury had been sustained during an activity before the scheduled work day. **An accident/injury must be reported to your supervisor immediately or the claim may be denied.** The supervisor will fill out the appropriate accident/injury report and forward it to the personnel director immediately. An employee cannot return to work without a doctor's release indicating no restrictions or limited work restrictions (see Early Return-To-Work Statement below) of duty after an employee seeks medical attention for an accident/injury that occurs during the course of normal work duties.

An employee must follow the instructions or recommendation of their supervisor when advised to seek medical attention. A refusal to follow a reasonable request by an immediate supervisor can be grounds for termination.

Any employee found falsifying or making misleading statements in connection to a workman's compensation claim will be subject to a possible insurance fraud investigation, which could include immediate termination and/or arrest.

The State Board of Accounts has ruled, based on the Official Opinion of the Attorney General No. 134 of 1945, that an employee would be entitled to receive only the difference between the amount received under the Workmen's Compensation Act and the full benefit otherwise provided by local board regulations.

If the employee uses an accrued sick day and receives full pay from the School Corporation, then the Workman's Compensation benefit must be turned over to the School Corporation.

Double payment or overlapping payment of compensation on account of the same injury is not authorized. If the employee receives no sick leave pay from the Corporation, the employee retains the Workman's Compensation check.

Family and Medical Leave Policy: The Beech Grove City Schools has adopted the following Family and Medical Leave Policy in compliance with federal and state law. All employees who have been with the Beech Grove City Schools for at least twelve (12) months and who have worked at least 1,250 hours in such 12-month period are eligible for up to twelve (12) weeks of Leave in each Leave Year for certain qualifying circumstances with continuation of health insurance and other benefits and restoration to the same or an equivalent position upon return from Leave.

Medical insurance coverage, under the school's group health plan for employees on Leave will be continued, provided that the employee pays the employee portion of the insurance premium. If an employee fails to pay the required premium within thirty days (30) after it is due, insurance coverage may be canceled, but it will be reinstated upon the employee's return from Leave. In certain circumstances, the School District reserves the right to advance an employee's portion of the insurance premium to prevent cancellation of the employee's insurance, provided that the employee shall repay such advanced premiums upon return from Leave.

FMLA Notice of Expectations

1. The first twelve (12) weeks of an FMLA leave will be counted towards an employee's annual FMLA entitlement.
2. The twelve (12) month period to determine annual entitlement will be a rolling twelve (12) month period measured backwards from the date leave is used.
3. An employee may use accumulated leave time to be paid during approved FMLA leave.
4. During the first twelve (12) weeks of a leave (paid or unpaid), health, dental, life, and long term disability insurance, in which the employee may be enrolled, will continue as if they are working. The employee will be responsible for payment of premiums in the same manner. If an employee continues to be on an approved unpaid leave at the conclusion of the first twelve (12) week period, the employee granted such a leave shall have the right to maintain during the remainder of the leave insurance benefits at the employee's sole expense. Please contact Personnel for more details.
5. Failure to return to work after an unpaid portion of an FMLA leave will result in an employee being charged for any health, dental or life insurance premiums paid by the employer during the unpaid portion of the leave.
6. Upon an employee's return to work from their own serious health condition, a fitness for duty certificate must be presented.

7. An employee granted a leave under the FMLA provisions will be returned to the same assignment or one that is comparable and equal in benefits as determined by the administration.
8. An employee would be required to notify their building principal or supervisor of the employee's intention to return to work. This should be done at least two weeks prior to returning.
9. Complete the medical certification form to certify a serious health condition for an employee or qualifying family member. All required FMLA paperwork must be completed and proper medical certification provided before FMLA leave will be granted. Failure to do so will be cause to deny FMLA leave. (medical certification is not required for maternity leave).

FMLA Guide

<https://www.dol.gov/agencies/whd/fmla/employee-guide>

Transfers/New Hires: An applicant is not considered employed until they have cleared the state required Federal criminal history and child protection index (CPI) check, completed their pre-employment orientation and have reported to work for their first day as a full time employee. New hires may be subject to immediate termination if a criminal conviction or notification of criminal proceedings is found on any background check or it is determined that any information was withheld during the hiring process that may be considered material after employment has started.

Beech Grove City Schools reserves the right not to employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee. Beech Grove City Schools reserves the right to obtain criminal record information on any employee at any time.

If a current employee requests a transfer, they need to place their request in writing to their immediate supervisor. Administration reserves the right to decide placement at any time for every classified employee regardless of years of experience or current position.

Background Verification Renewal:

In compliance with Indiana State Law, all classified employees (including lay coaches) will be required to renew their background check within 30 days no more than 5 years after their previous background check verification.

APPENDIX PAY DATES

Employees may view current pay dates under human resources on the BGCS website.

NOTE: All new employees are to sign up for direct deposit. Employees can view their paycheck online through the Employee/Human Resources tab. Call the business office with questions.

CLASSIFIED PERSONNEL SALARY SCHEDULE WORK SCHEDULE AND FRINGE BENEFITS MATRIX

POSITION	WORK SCHEDULE	BENEFIT SCHEDULE
260 Day Employees	A	A
215 & 240 Day Employees	B	B
194 Day Employees	C	C
184 Day Employees	D	D
180 Day Employees	E	E

Note: The Superintendent of Schools determines hours worked per day and workdays per year. The Superintendent of Schools or their designee may alter the work schedules of employees based on individual position needs.

Work Schedule A (central office, maintenance, technology, high school office, middle school treasurer) positions are expected to work five (5) days per week, fifty-two (52) weeks per year, except for ten (10) paid holidays and paid vacation days. Employees receive five (5) days off with pay for Spring Break (SB) and five (5) days off with pay for Fall Break (FB).

Work Schedule B (elementary treasurers, middle school administrative assistant, high school athletic administrative assistant) Paid holidays are provided during the defined school year. Positions are expected to work 215 or 240 days per year.

Work Schedule C (homeschool advisors) Positions are expected to work 194 days. Employees are not paid for holidays.

Work Schedule D (teaching assistants, classified teachers) Positions are expected to work 184 days. Paid holidays are provided during the defined school year.

Work Schedule E (paraprofessionals) Positions are expected to work the same one hundred eighty (180) days that students attend school, and are not paid for holidays.

BENEFIT SCHEDULES

FRINGE BENEFIT	A	B/D	C	E
Paid Holidays	YES	YES	NO	NO
Personal Illness Leave	YES	YES	YES	YES
Personal Business Leave	YES	YES	YES	YES
Bereavement Leave	YES	YES	YES	YES
Jury Duty/Trial Witness Leave	YES	YES	YES	YES
Paid Vacation Leave	YES	NO	NO	NO
Health Insurance	YES	YES	YES	YES
Dental Insurance	YES	YES	YES	YES
Life Insurance	YES	YES	YES	NO
Retirement (P E R F)	YES	YES	YES	NO
Retirement Severance Pay	YES	YES	YES	NO

Internal Complaint Procedure

The Beech Grove City Schools aims to provide an efficient, helpful and courteous environment to all staff. If any member of our staff needs to make a complaint about their environment, please contact the Director of Personnel & Human Resources giving details of the nature of the complaint, dates and staff involved. The Director of Personnel & Human Resources will contact the appropriate Supervisor, who will investigate the matter and respond.

An acknowledgement of receipt of the complaint will be sent within two working days and, normally, a response will be made within ten working days of receipt of the complaint.

The Superintendent will be informed of any complaints made.

Employee Verification of Pre-Employment Orientation/Annual Update Form

- I have received a copy of the 2023-24 Classified Employee Handbook.
- I have carefully and thoroughly read all policies and procedures including grounds for dismissal and/or disciplinary action.
- I have had an opportunity to have my questions answered with regards to the classified handbook, insurance coverage, benefits and overtime pay.

Please go online at https://bgcs-in.safeschools.com/login_portal to provide an electronic signature!