

Support Staff Employee Handbook



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South Harrison Community School Corporation

Support Staff Employee Handbook

I. Introduction

Welcome to South Harrison Community School Corporation. You have become part of a corporation whose mission is to create an environment which develops, nurtures and reinforces the success of all people served. South Harrison provides educational services to approximately 3,150 students. These students are our customers. Our goal, so that we have satisfied customers, is to provide our services in an outstanding manner. Your role as a support employee is vital to this effort. This manual is intended to outline and explain South Harrison Community School Corporation's employment practices and policies. This employee handbook also summarizes current School Corporation benefits. Details specific to each position is included in a separate, but related, document. Please refer to the actual plan documents for information and answers to specific benefit questions.

This employee handbook should be regarded as a set of guidelines only. It is not a contract. Neither the policies in this manual, nor any other written or verbal communication by a school corporation official, administrator or supervisor are intended to create a contract of employment or a warranty of benefits. The policies in this manual may be amended, modified, deleted or otherwise changed by the Board of School Trustees without prior notice. This manual supersedes and replaces all prior employee manuals, handbooks, policies or procedures. If you have any questions about any of the policies or procedures in this manual, please consult the Superintendent and/or Director of Business Operations.



II. At-Will Employment

South Harrison Community School Corporation has an “at-will” employment policy, which means that the term of employment is for no definite period and may be terminated by the employee or by the school corporation at any time and for any reason, with or without cause or advance notice.



III. Equal Employment Opportunity

It is South Harrison Community School Corporation's policy to provide equal employment opportunity for all applicants and employees. The school corporation does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability or ethnicity. South Harrison Community School Corporation strives to make reasonable accommodations for disabled employees.

This non-discrimination policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and social and recreational programs. It is the responsibility of every supervisory personnel and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with the Superintendent and/or Director of Business Operations.



IV. Policy Against Harassment

South Harrison Community School Corporation is committed to providing a workplace free of harassment, regardless of its nature. The school corporation strongly disapproves of and will not tolerate harassment of employees by administrators, supervisors or co-workers. Similarly, the school corporation will not tolerate harassment by its employees of non-employees with whom the school corporation employees have interaction, provide a service or maintains a professional relationship.

Harassment includes verbal, physical and/or visual conduct that creates an intimidating, offensive or hostile working environment that may/may not interfere with work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, the following: slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings or cartoons based upon an employee's race, color, religion, sex, national origin, age, disability or ethnicity.

Sexually harassing conduct includes all of these prohibited actions as well as other unwelcome conduct such as requests for sexual favors, conversation containing sexual comments and/or unwelcome sexual advances.

Any incident of harassment, including work-related harassment by any school corporation personnel or any other person should be reported promptly to the employee's supervisor, an administrator, or to the Superintendent and/or Director of Business Operations. Administrators and supervisors who receive complaints or who observe harassing conduct should inform the Superintendent and/or Director of Business Operations immediately. The school corporation emphasizes that an employee is not required to complain first to his or her supervisor if that supervisor is the individual who is harassing the employee.

Every reported complaint of harassment will be investigated thoroughly, promptly and in a confidential manner. In addition, the school corporation will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint to the Superintendent and/or Director of Business Operations or any other administrator.

In the case of South Harrison Community School Corporation employees, if harassment is established, the school corporation will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination, depending upon the circumstances. With regard to acts of harassment by community patrons, parents, or students; corrective action will be taken after consultation with the appropriate administrative personnel.



V. Internal Complaint Review Procedure

A. Purpose and Scope

The purpose of the "Internal Complaint Review Policy" is to afford all employees of South Harrison Community School Corporation the opportunity to seek internal resolution of their work-related complaints. This policy is intended to supplement the "Open Door Policy" set forth in this Handbook, which states the philosophy of South Harrison Community School Corporation that all employees have free access to their immediate supervisors or to other school corporation administrators of their choice to informally express their work-related concerns.

B. Procedure

1. Filing of Complaint

Employees should file written complaints with the Director of Business Operations as soon as possible after the events that give rise to the employees' work-related concerns. The written complaint should set forth in detail the bases for the employee's complaint.

2. Investigation

The written complaints will be logged and the employee will receive an acknowledgment that the complaint is under review.

The Director of Business Operations investigates the complaint, meeting separately with the employee and with others who are either named in the complaint or who may have knowledge of the facts set forth in the complaint. The school corporation will attempt to treat all internal complaints and their investigation as confidential, recognizing, however, that in the course of investigating and resolving internal complaints some dissemination of information to others may be appropriate.

Upon completion of the investigation, the findings and conclusions are discussed with the employee. If the complaint is resolved satisfactorily, the terms of the resolution should be recorded and signed by both the employee and a school administrator.

C. Appeal

If the complaint is not resolved satisfactorily, the employee may submit a written request for review of the complaint to the Superintendent. Upon completion of the appeal review, the employee should receive an explanation of the conclusion reached and the reasons for that conclusion. Decisions resulting from appeal reviews by the Superintendent will be final.

D. Non-Retaliation

If an employee has filed a complaint in good faith, the employee should not be disciplined or otherwise penalized because of the complaint, regardless of whether or not the complaint is substantiated. If it appears that the complaint was not filed in good faith, approval of the Superintendent and/or Director of Business Operations should be obtained before taking any action.



VI. General Compensation Guidelines

A. Hours of Work

The length of the workday will vary according to assignments and terms of employment. For specific details of your workday, refer to the appropriate salary schedule. In general, personnel are classified by number of hours worked weekly and length of annual employment. This separates personnel into the following categories:

- Part time - less than 20 hours per week, regardless of the length of annual employment
- Part time - 20 hours per week but less than 30 hours per week, working at least 181 days per year
- Full time - 30 or more hours per week, 181 days per year
- Full time - 30 or more hours per week, 185 days per year
- Full time - 30 or more hours per week, 205 days per year
- Full time - 30 or more hours per week, 210 days per year
- Full time - 30 or more hours per week, 261 days per year

There are also employees who are individually categorized strictly upon stipulations provided by federal and/or state grants awarded to the school corporation. Their employment is granted only upon the renewal of the specific grant. Upon hire, each employee will receive a detailed schedule of benefits, specifically tailored to the appropriate categorization.

B. Fair Labor Standards Act (FLSA) Provisions

1. Overtime Definition and Pay Rates

South Harrison Community School Corporation will pay overtime consistent with applicable federal and state law and regulations. These regulations require that overtime be paid at a rate of one and one-half times the employee's regular rate of pay for each hour worked in a workweek in excess of forty (40) hours.

2. Workweek

Workweek is defined as the seven (7) day period of time beginning on a Sunday at 12:00 a.m. and continuing to the following Sunday at 12:00 a.m.

3. Pre-Authorization

Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt (hourly) employees who work overtime without prior approval from a supervisor may be subject to disciplinary action up to and including discharge. When possible, supervisors may utilize flexible scheduling within the 7 day workweek to minimize overtime worked.



4. **Work Schedules**

South Harrison Community School Corporation reserves the right to establish shifts of work. Employees are assigned to a scheduled workweek and shift when hired by the Board of School Trustees. These assignments may change during the course of employment. When there are changes in an employee's workweek or shift assignment, the employee will receive as much notice as possible. Custodial and maintenance personnel are expected to meet emergencies as the need may demand.

5. **Joint/Dual Employment**

Joint/dual employment exists when:

- a) An employee is employed in two (2) wage positions or a salaried and an hourly wage position, and
- b) At least one of the positions is non-exempt:
 - If one of the positions is exempt, the hours may not have to be added together to calculate the number of overtime hours worked. To determine this, the duties of the two (2) positions must be combined as if one (1) position. If the percentage of time spent performing non-exempt duties exceeds fifty percent (50%), the employee is considered non-exempt and hours worked shall be added together for the two (2) positions.
 - If both positions are non-exempt, the hours worked are cumulative, and overtime shall be paid after forty (40) hours are worked in a workweek in one (1) combination of positions.
 - If the two (2) positions are paid at different rates, a weighted average shall be used as the regular rate for determining overtime compensation due.

Joint employment does not exist when the employee independently seeks employment with another school corporation or another state agency

6. **Volunteers**

The FLSA requires that non-exempt employees must be compensated for all hours they are required or permitted to work. Thus, even though employees volunteer to work beyond their normally scheduled hours, South Harrison Community School Corporation may compensate employees for those hours worked. An individual is considered to be a volunteer if the following conditions are met:

- Services are performed for which no compensation is received beyond expenses of a nominal fee; and
- Services rendered are not the same type services that the individual is employed to perform for the school employer.

Example: A custodial employee wishing to volunteer as a lay coach for a sports team is not considered an employee while volunteering.



C. Place and Time for Payment of Wages

A payroll calendar shall be prepared at the beginning of each school year identifying pay periods and pay dates for non-exempt employees. It shall be the responsibility of all non-exempt employees to record and submit an accurate account of their time worked on approved forms or via electronic timecards. An employee's misrepresentation or failure to submit an accurate account of their time worked may subject the employee to discipline up to and including discharge.

Checks are distributed to the employee's immediate supervisor on the date assigned for payment. If the employee is absent when the paycheck is distributed, the employee may claim the paycheck from the employee's immediate supervisor when the employee returns.

D. Inclement Weather Conditions

1. 261 Days- Per-Year Employees

In the event of inclement weather, the School Corporation expects all 261 days-per-year employees to report to work, if and when the weather conditions no longer pose a threat to the employee's safety in traveling to the assigned workstation. If the employee is unable to report to work, they must immediately notify their building principal or supervisor. If unable to report to work, the employee may use an available vacation, sick, emergency or personal day. Otherwise, an employee will not be compensated for hours not worked due to inclement weather.

2. All Other Employees

In the event of inclement weather that causes the School Corporation to cancel classes for the entire day, employees will be required to work on the day that is declared by the School Corporation to be the make up day. If the Department of Education waives the missed day, the employee will receive no compensation for the missed day.

If the employee chooses either of the first two options, their compensation will not be reduced for the day waived by the Department of Education.



VII. Employee Benefits

South Harrison Community School Corporation provides benefits for its eligible employees. However, the school corporation reserves the right to modify any of its benefits at any time. The following sections provide general descriptions of the benefits. However, you must refer to the Schedule of Benefits provided to you describing your specific benefits for your employment classification. Deduction schedules for all benefits are included within the payroll calendar referenced in Section VI, C.

A. Insurance Benefits

1. Medical, Dental and Vision Insurances

All eligible employees and their dependents may participate in South Harrison Community School Corporation's health, dental and vision insurance plans starting the first day of the month following the date of employment. For example, if first day of employment is August 26, the effective date for the insurance plans would be September 1. The school corporation will contribute an amount per year toward the annual premium. Please refer to the Schedule of Benefits for your employment classification for contribution amounts. Consult plan documents for specific benefit information.

2. Life Insurance

All eligible employees may participate in South Harrison Community School Corporation's term life insurance plan effective on the date of employment. The plan offers \$50,000 term life insurance. Employees may also elect to purchase additional life insurance coverage. The major premium costs are paid by the school corporation. Please refer to the Schedule of Benefits for your employment classification for contribution amounts. Consult plan documents for specific benefit information.

3. Accidental Death and Dismemberment

All eligible employees may participate in South Harrison Community School Corporation's accidental death and dismemberment insurance plan effective on the date of employment. The plan offers \$50,000 accidental death and dismemberment insurance. The major premium costs are paid by the school corporation. Please refer to the Schedule of Benefits for your employment classification for contribution amounts. Consult plan documents for specific benefit information.

4. Long Term Disability

All eligible employees may participate in South Harrison Community School Corporation's long term disability insurance plan effective on the date of employment. The major premium costs are paid by the school corporation. Please refer to the Schedule of Benefits for your employment classification for contribution amounts. Consult plan documents for specific benefit information.

5. Workers' Compensation Insurance

South Harrison Community School Corporation provides workers' compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to payment of earnings that result from work-related injuries.



Compensation payments begin seven calendar days from the first day of an employee's incident. If the employee is unable to work for twenty-one calendar days, workers' compensation will reimburse the employee for the workdays missed during the first seven-day period. The cost of the coverage is paid completely by the school corporation.

6. Post-Employment or Conversion Insurance Options

Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), eligible employees and their dependents may be entitled to continue insurance coverage after employment with South Harrison Community School Corporation ends.

7. Insurance Coverage Information

More detailed information about eligibility requirements and insurance coverage is available from the Payroll/Benefits Office.

B. Retirement Program

All employees working 600 hours or more per year must participate in the Indiana Public Employees' Retirement Fund. Plan details and eligibility requirements are available from the Payroll/Benefits Office.

C. Holidays

South Harrison Community School Corporation observes the following standard holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Employees working a minimum of 261 days per year may receive compensation for the observed holidays.

1. Pay in Lieu of Time Off

South Harrison Community School Corporation, at its discretion, may require an employee to work on scheduled holidays and provide pay in lieu of time off.

2. Weekends and Vacations

Holidays falling on a Saturday or Sunday are normally observed on the preceding Friday or the following Monday, respectively. Holidays that occur during an employee's vacation are not to be counted as vacation days taken.

D. Vacation Policy

South Harrison Community School Corporation provides vacation benefits to employees working 261 days to enable them to take paid time off for rest and recreation. The school corporation believes this time is valuable for employees in order to enhance their productivity and to make their work experience with South Harrison Community School Corporation personally satisfying. For vacation purposes "work year" is defined as August 1st to July 31st. Vacation benefits become available each work year following the first day actually worked.



1. Vacation Time – Full Time Employees

Eligible full time employees who have completed six (6) months of continuous service, measured from the date of hire, are eligible for vacation benefits on a pro rata basis. “Continuous service” is defined as service that is uninterrupted by termination of employment and subsequent rehire by South Harrison Community School Corporation or a break in service that has been bridged. A maximum of 10 vacation days per work year may be taken. A “day” is defined as the employee’s normally scheduled workday.

2. Vacation Time - Part-time and Temporary Employees

Eligible part time employees who have completed six (6) months of continuous service, measured from the date of hire, are eligible for vacation benefits on a pro rata basis. “Continuous service” is defined as service that is uninterrupted by termination of employment and subsequent rehire by South Harrison Community School Corporation or a break in service that has been bridged. A maximum of 5 vacation days per work year may be taken. A “day” is defined as the employee’s normally scheduled workday.

Temporary employees and employees who work less than 20 hours per week do not receive vacation benefits.

3. Vacation Scheduling

Scheduling of vacations is to be done in a manner consistent with the school corporation’s operational requirements. In general, this requires that vacation days be taken when school is not in session. Vacation requests should be submitted by employees to their immediate supervisor for approval at least two weeks prior to the commencement of a vacation period. In the event that two or more employees have requested vacations covering the same period and may not be absent simultaneously, preference shall be give to the employee with the greater length of service.

4. Vacation Use

All vacation days should be taken no later than December 31st immediately following the work year in which they are received, unless prior approval is obtained from the supervisor. Carryovers of days not approved by the supervisor are lost. Days carried over must be taken within the first 6 months of the following calendar year.

5. Pay in Lieu of Vacation

No employee will receive pay in lieu of vacation unless the employee has deferred his or her vacation at the school corporation’s request.

6. Vacation Accumulation During Leaves of Absence

No vacation days accumulate during an unpaid leave of absence or while on disability salary continuation. Vacation benefits recommence when the employee returns to work.

7. Vacation Pay on Termination

The school corporation reserves the right to review each termination/resignation of employment to determine whether unused vacation days will be paid to the employee. Acts



of misconduct and/or improper notification of resignation (2 weeks) automatically forfeit all rights of compensation for unused vacation days. If payment is made for unused vacation days, compensation will be calculated using the employee's base rate of pay at the time of his/her termination of employment.

8. Vacation Advances

An employee is not permitted to borrow from future vacation benefits. In no case may vacation time be borrowed or taken before an employee becomes eligible to begin receiving vacation as described above.

9. Holidays Occurring During Vacation

If an observed school corporation holiday occurs during an employee's scheduled vacation, no deduction from accrued vacation will be made for the holiday period. An employee may add to his or her vacation period by adding to or using the holiday period in place of vacation days.

10. Vacation for Family Care and Medical Leave Purpose

Employees who request family care or medical leave pursuant to South Harrison Community School Corporation's family care and/or medical leave policy may apply any available vacation days to their family or medical leave.



VIII. Leaves of Absences

In order to help prevent loss of earnings caused by accident or illness, or by other emergencies, South Harrison Community School Corporation has established various leave policies. Employees having any questions regarding these leaves may contact their building administrator and/or the Payroll/Benefits Office.

A. Sick Leave

In order to help prevent loss of earnings caused by accident or illness, or by other emergencies, South Harrison Community School Corporation has established paid sick leave.

1. Eligibility

Eligible full time employees working less than 261 days per year receive a maximum of seven (7) workdays sick leave per work year. Eligible full time employees working 261 days per year receive a maximum of eight (8) workdays sick leave per work year. The work year is considered from August 1st to July 31st. Sick leave benefits become available each work year following the first day actually worked. Eligible part time employees receive sick leave on a pro rata basis. Temporary employees are ineligible to receive sick leave benefits.

2. Use

- Sick leave may be taken for personal illness, emergency, disability or for a family care leave purpose as described in South Harrison Community School Corporation's Family Care and Medical Leave policy. An emergency is defined as an unforeseen combination of circumstances that adversely affects the employee's ability to work.
- Hours absent for medical and dental appointments will be treated as sick leave.
- Sick leave may be accumulated up to a total of eighty (80) days.
- South Harrison Community School Corporation retains the right to request verification from a licensed health care provider for all absences due to illness or disability. Sick pay may be withheld if a satisfactory verification is not received.
- Sick leave will not be received during any leave of absence.
- Sick leave must be taken in ½ or full day increments.

3. Pay in Lieu of Sick Leave

No employee will receive pay in lieu of sick leave under any circumstances. Employees will not receive pay for unused sick leave upon termination of employment, except as described in the following condition. Upon an employee's qualifying retirement (Rule of Eighty-Five), the employee will receive \$20.00 compensation per sick day.

4. Effect on Benefits

During an employee's paid sick leave, the school corporation shall continue to pay for the employee's participation in the group insurance plans, to the same extent and under the same conditions as would apply had the employee not have taken leave.



Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), eligible employees and their dependents may be entitled to continue insurance coverage during an unpaid sick leave.

B. Emergency Leave

Each full time employee shall be granted one day of emergency leave per work year. The work year is considered from August 1st to July 31st. Emergency leave benefits become available each work year following the first day actually worked. An emergency is defined as an unforeseen combination of circumstances that adversely affects the employee's ability to work.

Each part time employee shall be granted one half day of emergency leave.

A "day" is defined as the employee's normally scheduled workday.

Unused emergency days may not be accumulated.

Emergency leave must be taken in ½ or full day increments.

C. Personal Leave

Each full time employee shall be granted two days of personal leave for family business per work year. The work year is considered from August 1st to July 31st. Personal leave benefits become available each work year following the first day actually worked. Each part time employee shall be granted one day of personal leave for family business.

A "day" is defined as the employee's normally scheduled workday.

Personal leave must be taken in ½ or full day increments.

Unused personal days may be converted as an accumulated sick day at the end of the defined work year.

D. Bereavement Leave

Each employee will receive bereavement leave for a death in the immediate family for a period of not more than 5 days beyond the death. The State Board of Accounts defined 5 days beyond the death as 5 calendar days, with the first day being the day of death. Immediate family includes spouse, child, father, mother, father-in-law, mother-in-law, brother, sister or anyone living in the home at the time of death. These days will not be deducted from the employee's accumulated sick leave.

Each employee is entitled to one day of bereavement leave for the death of grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law. This leave will be given the day of the funeral and will not be charged against accumulative sick leave. One additional day may be granted if the funeral is beyond a 250-mile radius.

E. Family Care and/or Medical Leave

The school corporation also provides:



- Family care and/or medical leave for up to 12 weeks per year in accordance with the federal Family and Medical Leave Act of 1993
- Disability leave as required to reasonably accommodate employees with a qualified disability under the Americans with Disabilities Act (ADA) or with a workplace injury
- Leave for other legally required absences as set forth below.

1. **Eligibility**

To be eligible for family care and medical leave, an employee must have worked for South Harrison Community School Corporation for at least twelve months prior to the date on which the leave is to commence. The employee also must have worked at least 1,250 hours in the twelve (12) months preceding the leave.

2. **Permissible Uses of Family Care and/or Medical Leave**

Family care and/or medical leave may be requested for (1) the birth or adoption of an employee's child; (2) the placement of a foster child with the employee; or (3) the serious health condition of an employee's child, spouse, or parent. Medical leave may be requested for an employee's own serious health condition. A serious health condition is one that requires either in-patient care in a medical facility or continuing treatment or supervision by a health care provider.

3. **Substitution of Paid Leave for Family Care and/or Medical Leave**

Employees may substitute accrued vacation time and other paid personal leave for all family care and/or medical leaves. Employees may elect to substitute sick leave for other types of family care leave.

4. **Amount of Leave**

Provided all the conditions of this policy are met, an employee may take a maximum of 12 weeks of Family care and/or medical leave in a rolling 12-month period measured backwards from the date the employee's leave commences. Parents both employed by South Harrison Community School Corporation may take a maximum combined total of 12 weeks of family care and/or medical leave in a 12-month period for the birth, adoption or foster care of their child unless otherwise approved by the Board of School Trustees.

The substitution of paid leave for family care and/or medical leave does not extend the total duration of family care and/or medical leave to which an employee is entitled to beyond 12 weeks in a 12-month period. For example, if an employee has accrued two weeks of unused paid vacation time at the time of the request for family care and/or medical leave, that paid vacation time will be substituted for the first two weeks of family care and/or medical leave, leaving up to ten additional weeks of unpaid leave.

Family care leave taken for the birth, adoption or foster care placement of a child generally must be taken in blocks of at least two weeks' duration; however, South Harrison Community School Corporation will provide employees with family care leave for birth, adoption or foster care placement for less than two weeks' duration on any two (2) occasions. Family care leaves for the birth, adoption or foster care placement of a child must be concluded within one year of the birth, adoption or placement of the child.



Family care and/or medical leave for the employee's own serious health condition, or for the serious health condition of the employee's spouse, parent or child, may be taken intermittently or on a reduced schedule where medically necessary. If leave is taken intermittently or on a reduced schedule, the school corporation retains the discretion to transfer the employee temporarily to an alternative position with equivalent pay and benefits which better accommodates the employee's leave schedule.

5. Effect on Benefits

During an employee's paid family care and/or medical leave, the school corporation shall continue to pay for the employee's participation in the group insurance plans, to the same extent and under the same conditions as would apply had the employee not have taken leave.

Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), eligible employees and their dependents may be entitled to continue insurance coverage during an unpaid family care and/or medical leave.

6. Procedure for Requesting Family Care and Medical Leave

a) Notice Requirements

Employees should notify South Harrison Community School Corporation of their request for family care and/or medical leaves as soon as they are aware of the need for such leaves. For foreseeable events, if possible, the employee must provide 30 calendar days' advance notice to the school corporation of the need for family care and/or medical leave. For events that are unforeseeable 30 days in advance, but are not emergencies, the employee must notify the school corporation as soon as he or she learns of the need for the leave, ordinarily no later than 1 to 2 working days after the employee learns of the need for the leave. If the leave is requested in connection with a planned, non-emergency medical treatment, the employee may be requested to reschedule the treatment so as to minimize disruption of South Harrison Community School Corporation's operation.

If an employee fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, the school corporation reserves the right to delay the taking of the leave until at least 30 days after the date the employee provides notice of the need for family care or medical leave.

All requests for family care and/or medical leave should include the anticipated date(s) and duration of the leave. Requests for extensions of a family care and/or medical leave must be received at least five (5) working days before the date on which the employee was originally scheduled to return to work and must include the revised anticipated date(s) and duration of the family care and/or medical leave.

b) Medical Certification

Any request for medical leave for an employee's own serious health condition or for family care leave to care for a child, spouse or parent with a serious health condition must be supported by medical certification from a health care provider. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within 15 calendar days after the school corporation's request



for certification, unless it is not practicable under the circumstances to do so. Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required medical certification within 15 days of being requested to do so may result in a denial of the employee's continued leave. Any request for an extension of the leave also must be supported by an updated medical certification.

The medical certification for a child, spouse or parent with a serious health condition shall include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) the health care provider's estimate of the amount of time needed for family care; (d) the health care provider's assurance that the health care condition warrants the participation of the employee to provide family care; and (e) in the case of intermittent or reduced schedule leave where medically necessary, the probable duration of such a schedule.

The medical certification for leave for the employee's own serious health condition shall include (a) the date on which the serious health condition commenced; (b) the probable duration of the condition; (c) a statement that, due to the serious health condition, the employee is unable to perform the functions of his or her position; and (d) in the case of intermittent leave or reduced schedule leave where medically necessary, the probable duration of such a schedule. In addition, the certification may, at the employee's option, identify the nature of the serious health condition involved. If South Harrison Community School Corporation has reason to doubt the validity of the certification provided by the employee, the school corporation may require the employee to obtain a second opinion from a doctor of the school corporation's choosing at South Harrison Community School Corporation's expense. If the employee's health care provider and the doctor providing the second opinion do not agree, the school corporation may require a third opinion, also at South Harrison Community School Corporation's expense, performed by a mutually agreeable doctor who will make a final determination. Before permitting the employee to return to work, the school corporation also may require the employee to provide medical certification that he or she is able to return to work.

7. Effect on Reinstatement

Employees returning from family care and/or medical leave are entitled to reinstatement to the same or comparable position consistent with applicable law. South Harrison Community School Corporation retains the right to deny reinstatement to employees whose reinstatement would cause substantial and grievous economic injury to South Harrison Community School Corporation's operations.

F. Other Disability Leaves

In addition to family care and/or medical leaves described above, employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or an ADA-qualified disability. Any disability leave under this section may run concurrently with any medical leave to which the employee is entitled under this policy.

Employees taking disability leave must comply with the family care and/or medical leave provisions regarding substitution of paid leaves, notice and medical certification. For the purpose of applying these provisions, a disability leave will be considered to be medical leave. Disability leaves under this section will be unpaid. For a precise description of long-term disability benefits, employees



should obtain a copy of the policy from South Harrison Community School Corporation's long-term disability insurance carrier or from the Payroll/Benefits Office.

The duration of a leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of his or her position, with or without reasonable accommodation. For a full explanation of leave duration and reinstatement rights, employees should contact the Payroll/Benefits Office.

1. Effect on Benefits

During an employee's paid leave, the school corporation shall continue to pay for the employee's participation in the group insurance plans, to the same extent and under the same conditions as would apply had the employee not have taken leave.

Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), eligible employees and their dependents may be entitled to continue insurance coverage during an unpaid leave.

G. Legally Required Leaves of Absence

Employees will be granted a leave of absence as required by law for the purpose of fulfilling any required legal or military obligation (e.g., jury duty, appearance as a witness in a legal proceeding, military reserve duty, appearance at school by a parent when requested pursuant to the Education Code or performance of emergency duty by a volunteer firefighter).

Employees are required to provide reasonable advance notice of any need for such leave and are expected to return to work each day or portion of the day that they are not selected for jury duty or called as a witness. Compensation will be offset by amounts received as jury or witness fees or as military reserve pay. No compensation will be paid for workweeks in which no school corporation work is performed.

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work.



IX. Workplace Rules And Procedures

A. Rules of Conduct and Discipline

1. Policy

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet the School Corporation standards, South Harrison Community School Corporation will endeavor, when it deems appropriate to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, he or she will be subject to discipline including termination.

The rules set forth below are intended to provide employees with fair notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of South Harrison Community School Corporation, other employees, or students, may also result in disciplinary action. Nothing in these rules is intended to modify the at-will nature of your employment with the South Harrison Community School Corporation.

2. Job Performance

Employees may be disciplined for poor job performance, including but not limited to the following:

- Unsatisfactory work quality or quantity;
- Poor attitude (for example, rudeness or lack of cooperation);
- Excessive absenteeism, tardiness, or abuse of break and lunch privileges;
- Failure to follow instructions or School Corporation procedures; or
- Failure to follow established safety regulations.

3. Misconduct

Employees may be disciplined for misconduct, including but not limited to the following:

- Insubordination;
- Dishonesty;
- Theft;
- Discourtesy;
- Abuse of the School Corporation's leave policies



- Misusing or destroying School Corporation property or the property of another on School Corporation premises;
- Violating conflict of interest rules;
- Disclosing or using confidential or proprietary information without authorization;
- Falsifying or altering School Corporation records, including the application for employment;
- Interfering with the work performance of others;
- Altercations;
- Harassing, including sexually harassing, employees or customers;
- Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on School Corporation property or while conducting School Corporation business;
- Gambling on School Corporation premises or while conducting Company business;
- Sleeping on the job or leaving the job without authorization;
- Possessing a firearm or other dangerous weapon on School Corporation property or while conducting School Corporation business; or
- Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of South Harrison Community School Corporation, its employees, customers, or property; or
- Failing to report to the School Corporation, within five days, any conviction under any criminal drug statute for a violation occurring in the workplace.

4. Attendance

In addition to the general rules stated above, employees may be disciplined for failing to observe the following specific requirements relating to attendance:

- Reporting to work on time, observing the time limits for rest and lunch periods, and obtaining approval to leave work early; and
- Notifying the supervisor in advance of anticipated tardiness or absence.

5. Discipline Procedure

Except as set forth below, discharge for poor performance ordinarily will be preceded by an oral warning and/or a written warning.

South Harrison Community School Corporation reserves the right to proceed directly to a written warning or to termination for misconduct or performance deficiency, without resort to



prior disciplinary steps, when the School Corporation deems such action appropriate. Nothing in these rules is intended to modify the at-will nature of your employment with the South Harrison Community School Corporation.

B. Personnel Records

The information in the employee's personnel file is permanent and confidential, and must be kept up-to-date. The employee should inform the Superintendent and/or Director of Business Operations immediately whenever there are changes in personal data such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency. The employee is also responsible for maintaining a current group life insurance beneficiary designation.

The employee has the right to inspect his or her personnel file at reasonable times at a reasonable place, and on reasonable notice. In addition, employees have the right to request copies of all employment-related documents that they have signed. An employee may inspect only his or her own personnel file and only in the presence of the Superintendent and/or Director of Business Operations or his/her designee.

Personnel files are the property of South Harrison Community School Corporation and may not be removed from the School Corporation's premises without written authorization from the Superintendent of Schools.

C. Conflicts of Interest

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. They are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of South Harrison Community School Corporation. A conflict of interest exists when the employee's loyalties or actions are divided between South Harrison Community School Corporation's interests and those of another, such as a different employer. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their immediate supervisor or the Superintendent and/or Director of Business Operations for clarification. Any exceptions to this guideline must be approved in writing by the Board of School Trustees.

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts, from which employees should refrain, include the following:

- Accepting personal gifts or entertainment from competitors, customers, suppliers, or potential suppliers;
- Working for a different employer;
- Engaging in self-employment which interferes with duties in South Harrison Community School Corporation;
- Using proprietary or confidential School Corporation information for personal gain or to the School Corporation's detriment;
- Having a direct or indirect financial interest in or relationship with a supplier, except that ownership of less than one percent (1%) of the publicly traded stock of a corporation will not be considered a conflict;



- Developing a personal relationship with a subordinate employee of South Harrison Community School Corporation that might interfere with the exercise of impartial judgment in decisions affecting the School Corporation or any employees of South Harrison Community School Corporation.
- Using School Corporation assets or labor for personal use;
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to South Harrison Community School Corporation; or
- Committing South Harrison Community School Corporation to give its financial or other support to any outside activity or organization; or
- If an employee or someone with whom an employee has a close relationship (a family member or close companion) has a financial or employment relationship with a competitor, customer, supplier, or potential supplier, the employee must disclose this fact in writing to the Superintendent and/or Director of Business Operations. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a supplier, or patron, a conflict of interest might exist, which requires full disclosure to South Harrison Community School Corporation Board of School Trustees.

Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, will result in discipline, up to and including termination of employment.

D. Solicitation, Distribution and Bulletin Boards

Employees may not engage in solicitation on School Corporation premises.

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on School Corporation property at any time. Similarly, solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on South Harrison Community School Corporation's property at any time.

South Harrison Community School Corporation has bulletin boards located throughout the facility for the purpose of communication with employees. Postings on these boards are limited to School Corporation-related material including statutory and legal notices, safety and disciplinary rules, policies, memos of general interest relating to the School Corporation, operating rules, and other items. No postings will be permitted for any other purpose, without express permission of the Board of School Trustees.

E. Security and Confidential Information

The security of employees, employee property and School Corporation property is of vital importance to South Harrison Community School Corporation. All employees share responsibility to ensure that proper security is maintained.

1. Proprietary and Confidential Information

School Corporation property includes not only tangible property, like desks and computers, but also intangible property such as information. Of particular importance are proprietary information and confidential information. Proprietary information includes all information obtained by South Harrison Community School Corporation employees during the course of



their work. This Handbook, for example, contains proprietary information. Confidential information is any School Corporation information that is not "public information" or known generally to the public. Student academic records, personnel files, computer records, financial data, research and grant programs, are examples of confidential information.

Given the nature of South Harrison Community School Corporation's operations, protecting confidential information is of vital concern to the School Corporation. This information enhances South Harrison Community School Corporation's opportunities for providing high quality educational services to students and the community.

Employees must not use or disclose any confidential information that they obtain during employment with South Harrison Community School Corporation, except as required by their jobs. This obligation remains even after an employee's employment relationship with South Harrison Community School Corporation ends. If an employee is in a position that gives him or her access to particularly sensitive information, the employee may be required to sign a written nondisclosure agreement. In addition, all employees must observe good security practices. They are expected to keep confidential information secure from outside visitors and all other persons who do not have a legitimate reason to see or use such information.

The School Corporation rules regarding document control, restricted access to areas of the facility, and other such procedures must be strictly observed by each employee. Failure to adhere to School Corporation policies regarding confidential information will be considered grounds for discipline, including dismissal.

In addition to observing this policy, you may be asked to sign a written nondisclosure agreement.

2. Obligations on Termination

On termination of employment, whether voluntary or involuntary, all School Corporation documents and other tangible Corporation property in the employee's possessions or control must be immediately returned to South Harrison Community School Corporation.

F. Technology Use and Privacy

South Harrison Community School Corporation provides various technology resources to authorized employees to assist them in performing their job duties for the School Corporation. Each employee has a responsibility to use South Harrison Community School Corporation's technology resources in a manner that increases productivity, enhances the School Corporation's mission, public image and is respectful of other employees. Failure to follow School Corporation's policies regarding its technology resources may lead to disciplinary measures, up to and including termination of employment. Moreover, South Harrison Community School Corporation reserves the right to advise appropriate legal authorities of any violation of law by an employee.

1. Technology Resources Definition

Technology resources consist of all electronic devices, software and means of electronic communication including, but not limited to, the following: personal computers and workstations; lap-top computers; servers; computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines, cameras and copiers; computer software applications and associated files and data, including software



that grants access to external services, such as the internet; electronic mail; telephones; cellular phones; pagers; and voicemail systems.

2. Authorization

Access to South Harrison Community School Corporation's technology resources is within the sole discretion of the Board of School Trustees. Generally, employees are given access to the School Corporation's various technologies based on their job functions. Only employees whose job performance will benefit from the use of School Corporation's technology resources will be given access to the necessary technology. Additionally, employees must successfully complete South Harrison Community School Corporation-approved training before being given access to the School Corporation's technology resources.

3. Use

South Harrison Community School Corporation's technology resources are to be used by employees only for the purpose of conducting School Corporation business. Employees may, however, use South Harrison Community School Corporation's technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with School Corporation's operations, and does not violate any School Corporation policy:

- To send and receive necessary and occasional personal communications;
- To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner;
- To use the telephone system for brief and necessary personal calls; and
- To access the internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

South Harrison Community School Corporation assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on South Harrison Community School Corporation's technology resources. South Harrison Community School Corporation accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any School Corporation property. South Harrison Community School Corporation strongly discourages employees from storing any personal data on any of the School Corporation's technology resources.

4. Improper Use

a) Prohibition Against Harassing, Discriminatory and Defamatory Use

South Harrison Community School Corporation is aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth more fully in South Harrison Community School Corporation's "Policy Against Harassment," the School Corporation does not tolerate



discrimination or harassment. Under no circumstances may employees use the School Corporation's technology resources to transmit, receive, or store any information that is discriminatory, harassing or defamatory in any way (e.g., sexually-explicit or racial messages, jokes, cartoons).

b) Prohibition Against Violating Copyright Laws

Employees must not use South Harrison Community School Corporation's technology resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

c) Other Prohibited Uses

Employees may not use any of the School Corporation's technology resources for any illegal purpose, violation of any School Corporation policy, in a manner contrary to the best interests of South Harrison Community School Corporation, in any way that discloses confidential information of South Harrison Community School Corporation for personal or pecuniary gain.

5. Access To Technology Resources

All messages sent and received, including personal messages, and all data and information stored on South Harrison Community School Corporation's electronic-mail system, voicemail system, or computer systems are School Corporation property regardless of the content. As such, South Harrison Community School Corporation reserves the right to access all of its Technology Resources including its computers, voicemail, and electronic-mail systems, at any time, in its sole discretion.

a) Privacy

Although South Harrison Community School Corporation does not wish to examine personal information of its employees, on occasion, the School Corporation may need to access its Technology Resources including computer files, electronic-mail messages, and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on South Harrison Community School Corporation's Technology Resources, including personal information or messages. South Harrison Community School Corporation may, at its discretion, inspect all files or messages on its Technology Resources at any time for any reason. South Harrison Community School Corporation may also monitor its Technology Resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information or for any other business purpose.

b) Passwords

Certain of South Harrison Community School Corporation's Technology Resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of the School Corporation. Thus, even though employees may maintain passwords for accessing Technology Resources, employees must not expect that any information maintained on Technology Resources, including electronic mail and voicemail messages, are private. Employees are expected to



maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization.

c) Data Collection

The best way to guarantee the privacy of personal information is not to store or transmit it on School Corporation's Technology Resources. To ensure that employees understand the extent to which information is collected and stored, below are examples of information currently maintained by South Harrison Community School Corporation. South Harrison Community School Corporation may, however, in its sole discretion, and at any time, alter the amount and type of information that it retains.

- Telephone Use and Voicemail: Records are kept of all calls made from and to a given telephone extension. Although voicemail is password protected, an authorized administrator can reset the password and listen to voicemail messages.
- Electronic Mail: Electronic mail is backed-up and archived. Although electronic mail is password protected, an authorized administrator can reset the password and read electronic mail.
- Document Use: Each document stored on the School Corporation's server is backed up and archived. An authorized administrator can access the documents.
- Internet Use: Internet sites visited, the number of times visited, and the total time connected to each site is recorded and periodically monitored.

d) Deleted Information

Deleting or erasing information, documents, or messages maintained on South Harrison Community School Corporation's Technology Resources is, in most cases, ineffective. All employees should understand that any information kept on School Corporation's Technology Resources may be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee. Because South Harrison Community School Corporation periodically backs-up all files and messages, and because of the way in which computers re-use file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

e) The Internet and Online Services

South Harrison Community School Corporation provides authorized employees access to on-line services such as the Internet.

South Harrison Community School Corporation expects that employees will use these services in a responsible way and for business-related purposes only. Under no circumstances are employees permitted to use School Corporation's Technology Resources to access, download, or contribute to the following:

- gross, indecent, or sexually-oriented materials;
- sports sites;



- job-search sites;
- entertainment sites;
- gambling sites;
- games, humor;
- illegal drug-oriented sites;
- personal pages of individuals; and
- Additionally, employees must not sign “guest books” at Web sites or post messages to Internet news groups or discussion groups at Web sites or use Internet e-mail services other than e-mail services provided by the School Corporation. These actions will generate junk electronic mail and may expose the School Corporation to liability or unwanted attention because of comments that employees may make.

f) Confidentiality

Some of the information to which South Harrison Community School Corporation has access is confidential. Employees should avoid sending confidential information over the Internet, except when absolutely necessary. Employees also should verify electronic mail addresses before transmitting any messages.

g) Monitoring

South Harrison Community School Corporation monitors both the amount of time spent using on-line services and the sites visited by individual employees. The School Corporation reserves the right to limit such access by any means available to it, including revoking access altogether.

h) Software Use

License Restrictions: All software in use on South Harrison Community School Corporation’s Technology Resources is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load any software on South Harrison Community School Corporation’s computers, by any means of transmission, unless authorized in advance. Authorization for loading software onto South Harrison Community School Corporation’s computers should not be given until the software to be loaded has been thoroughly scanned for viruses.

Software for Home Use: South Harrison Community School Corporation endeavors to properly license its software. We only allow software for home use whenever a company allows dual usage for home and office. We do not purchase software for home use. Before transferring or copying any software from a Company Technology Resource to another computer, employees must request permission and receive written authorization from Director of Technology.

i) Confidential Information



South Harrison Community School Corporation is very sensitive to the issue of protection of student records and other confidential information of South Harrison Community School Corporation ("Confidential Information"). Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on School Corporation's Technology Resources.

Confidential Information should not be accessed through South Harrison Community School Corporation's Technology Resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via Technology Resources should be marked with the following legend: "This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use, or distribute this information. If you have received this message in error, please call 812-738-2168 or return it promptly by mail."

j) Security

South Harrison Community School Corporation has installed a variety of programs and devices to ensure the safety and security of the School Corporation's Technology Resources. Any employee found tampering or disabling any of South Harrison Community School Corporation's security devices will be subject to discipline up to and including termination.

k) Audits

South Harrison Community School Corporation may perform auditing activity or monitoring to determine compliance with these policies. Audits of software and data stored on the School Corporation's Technology Resources may be conducted without warning at any time.

G. Drug-Free Workplace

1. Purpose of Guideline

It is the intent of South Harrison Community School Corporation to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. The Board of School Trustees has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and the creation of a conducive learning environment for the students of South Harrison Community School Corporation. Employees who are under the influence of a drug or alcohol on the job compromise the School Corporation's interests, endanger their own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, delays in the completion of jobs, inference of the educational activities of our schools.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, and to protect the learning environment of our schools South Harrison Community School Corporation has established this Guideline concerning the use of alcohol and drugs. As a condition of continued employment with the School Corporation, each employee must abide by this Guideline.



2. Employee Cooperation

Early detection of substance-abuse problems benefits everyone. For example, it benefits the employee with the substance-abuse problem because it gives him or her the opportunity to correct the problem before it leads to serious harm to the employee or others; it benefits the employee's co-workers who otherwise might have to carry an extra burden by "covering" for the substance abuser or who otherwise might be exposed to serious injury; and it benefits South Harrison Community School Corporation because it gives the School Corporation an opportunity to prevent accidents and avoid the performance problems and other losses associated with substance abuse. Accordingly, all employees should understand that co-workers with substance-abuse problems should be encouraged to seek assistance.

3. Definitions

For purposes of this Guideline:

"Illegal drugs or other controlled substances" means any drug or substance that (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.

"Legal drug" means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.

"Abuse of any legal drug" means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

"Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

"Possession" means that an employee has the substance on his or her person or otherwise under his or her control.

4. Prohibited Conduct

The prohibitions of this section apply whenever the interests of South Harrison Community School Corporation may be adversely affected, including any time the employee is:

- On School Corporation premises;
- Conducting or performing School Corporation business (including all interaction with students of South Harrison Community School Corporation), regardless of location;
- Operating or responsible for the operation, custody, or care of School Corporation equipment or other property; or
- Responsible for the safety of others.



5. Alcohol

The following acts are prohibited and subject an employee to discharge:

- The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or
- Being under the influence of alcohol.

6. Illegal Drugs

The following acts are prohibited and subject an employee to discharge:

- The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or
- Being under the influence of any illegal drug or other controlled substance.

7. Legal Drugs

The following acts are prohibited and subject an employee to discharge:

- The abuse of any legal drug;
- The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or
- Working while impaired by the use of a legal drug whenever such impairment might:
- Endanger the safety of the employee or some other person;
- Pose a risk of significant damage to School Corporation property or equipment; or
- Substantially interfere with the employee's job performance or the efficient operation of South Harrison Community School Corporation.

8. Disciplinary Action

a) Discharge for Violation of Guideline

- A first violation of this Guideline will result in immediate discharge, whenever the prohibited conduct:
- Caused injury to the employee or any other person, or, in the sole opinion of administration, endangered the safety of the employee or any other person;
- Resulted in significant damage to School Corporation property or equipment, or, in the sole opinion of administration, posed a risk of significant damage;
- Involved the sale or manufacture of illegal drugs or other controlled substances;



- Involved the possession, distribution, or dispensation of illegal drugs or other controlled substances or alcohol;
- Involved an employee who had not completed the introductory period or was a casual, seasonal, or temporary employee;
- Involved the failure of an employee to report a criminal conviction, as required by below.

b) Discretion Not to Discharge

In circumstances other than those described above, South Harrison Community School Corporation, in the discretion of administration, may choose not to discharge an employee for a first violation of this Guideline if the employee satisfactorily completes participation in an approved drug or alcohol abuse assistance or rehabilitation program.

c) Effect of Criminal Conviction

An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any School Corporation-related activity or event will be deemed to have violated this Guideline.

d) Written Warning

An employee who is not discharged for a first violation of this Guideline may receive a final written warning and immediate suspension without pay for a period of 5 calendar days.

e) Effect of Second Violation

A second violation of this Guideline at any time will result in immediate discharge.

f) Effect of Discharge on Eligibility for Rehire

Employees who are discharged for a violation of this Guideline will not be eligible for rehire by South Harrison Community School Corporation.

9. Drug-Free Awareness Program

a) Employee Awareness

South Harrison Community School Corporation has established a Drug-Free Awareness Program that is designed to inform employees about the dangers of drug abuse in the workplace and to help assure that employees are familiar with this Guideline and with the disciplinary actions that can result from a violation of this Guideline.

b) Administration Awareness

School Corporation administrators and supervisors should be attentive to the performance and conduct of those who work with them and should not permit an employee to work in an impaired condition or otherwise in violation of this Guideline.



When administration has reasonable suspicion to believe an employee or employees are working in violation of this Guideline, prompt action will be taken.

10. Criminal Convictions

Employees are required by this Guideline to notify South Harrison Community School Corporation of any conviction under a criminal drug statute for a violation occurring in the workplace or during any Company-related activity or event, not later than five days after any such conviction. When required by federal law, the School Corporation will notify any federal agency with which it has a contract of any employee who has been convicted under a criminal drug statute for a violation occurring in the workplace.

11. Use of Legal Drugs

South Harrison Community School Corporation recognizes that employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in their impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else, pose a risk of significant damage to School Corporation property, or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, he or she may not report to work. To accommodate the absence, the employee may use accrued sick leave, or vacation time.

The employee may also contact Payroll/Benefits Office to determine whether or not he or she qualifies for an unpaid leave of absence, such as family care or medical leave. Nothing in this Guideline is intended to sanction or encourage the use of accrued sick leave or vacation time to accommodate absences due to the abuse of legal drugs. Further, nothing in this Guideline is intended to diminish South Harrison Community School Corporation's commitment to employ and reasonably accommodate qualified disabled individuals. South Harrison Community School Corporation will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability and who, because of their appropriate use of such drugs, cannot perform the essential functions of their positions adequately or safely.

12. Unregulated or Authorized Conduct

a) Customary Use of Over-the-Counter Drugs

Nothing in this Guideline is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this Guideline.

13. Confidentiality

Disclosures made by employees to the Payroll/Benefits Office concerning their use of legal drugs will be treated confidentially and will not be revealed to supervisors unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working. Disclosures made by employees to Payroll/Benefits Office concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.



14. Drug Testing

a) Testing of Applicants for Designated Safety-Sensitive Positions

As part of South Harrison Community School Corporation's employment screening process, applicants to whom an offer of employment is made for certain positions must pass a test for controlled substances, under the procedures described below. The offer of employment is conditioned on a negative test result. Applicants will be informed of the School Corporation's drug testing policy in the employment application.

b) Testing of Employees in Designated Safety-Sensitive Positions

Annual Testing: Employees in safety-sensitive positions will be required to submit to annual drug testing, under the procedures described below. If an employee refuses to cooperate with the administration of the drug test, the refusal may be handled in the same manner as a positive test result.

Reasonable Suspicion Testing: If an administrator or supervisor has a reasonable suspicion that the employee is working in an impaired condition or otherwise in violation of this Guideline, the employee will be asked about any observed behavior and offered an opportunity to give a reasonable explanation. If the employee is unable to explain the behavior, he or she may be requested to take a drug test in accordance with the procedures outlined below.

If the employees refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive test result.

Acknowledgment and Consent: Any employee subject to testing under this policy will be asked to sign a form acknowledging the procedures governing testing, and consenting to (1) the collection of a urine sample for the purpose of determining the presence of alcohol or drugs, and (2) the release to South Harrison Community School Corporation of medical information regarding the test results. Refusal to sign the agreement and consent form, or to submit to the drug test, will result in the revocation of an applicant's job offer, or will subject an employee to discipline up to and including termination.

Confidentiality: All drug testing records will be treated as confidential.

H. Inspections and Searches on School Corporation Premises

1. Purpose of the Guideline

South Harrison Community School Corporation believes that maintaining a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of the community schools. The School Corporation also intends to protect against the unauthorized use or removal of School Corporation property. In addition, the School Corporation intends to assure its access at all times to School Corporation premises, property, equipment, records, documents, and files. Accordingly, South Harrison Community School Corporation has established this Guideline concerning inspections and searches, on School Corporation premises. This Guideline applies to all employees of South Harrison Community School Corporation.



2. Definitions

For purposes of this Guideline:

“Prohibited materials” means firearms or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances as defined in South Harrison Community School Corporation’s Drug-Free Workplace Guideline; drug-related paraphernalia; and alcoholic beverages that an employee is prohibited to have in his or her possession.

“School Corporation property” includes all documents, records, software, and files relating to South Harrison Community School Corporation’s operation; and all equipment, hardware, and other property of any kind, whether owned, leased, rented, or used by South Harrison Community School Corporation.

“School Corporation premises” includes all premises and locations owned or leased by South Harrison Community School Corporation or under the control of South Harrison Community School Corporation, including parking lots, lockers, and storage areas.

“Reasonable suspicion” includes a suspicion that is based on specific personal observations such as an employee’s manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

“Possession” means that an employee has the substance or company property on his or her person or otherwise under his or her control.

3. Inspections and Searches

a) Access to School Corporation Property

In order to ensure access at all times to School Corporation property, and because employees properly in possession of School Corporation property or information related to School Corporation operations may not always be available to produce the property or information when needed in the ordinary course of the School Corporation’s business, South Harrison Community School Corporation reserves the right to conduct a routine inspection or search at any time for Corporation property on School Corporation premises. South Harrison Community School Corporation reserves the right to access information and communications stored on School Corporation technology resources, at all times.

Routine searches or inspections for Corporation property may include an employee’s office, desk, file cabinet, closet, computer files, voice mail, or similar places where employees may store School Corporation property or School Corporation-related information.

Because even a routine search for School Corporation property might result in the discovery of an employee’s personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to South Harrison Community School Corporation.

b) Inspections and Searches for Prohibited Materials



Inspections or searches for prohibited materials in or on School Corporation premises also will be conducted whenever South Harrison Community School Corporation has reasonable suspicion that a particular employee or employees may be in possession of such materials in violation of this Guideline.

Inspections or searches for prohibited materials may be conducted by an independent security service, local or state police agencies, or by South Harrison Community School Corporation with its own personnel. In all cases, a member of administration should be present.

Inspections or searches for prohibited materials may include an employee's office, desk, file cabinet, closet, or other locations where employees may place personal possessions, including, but not limited to, employee lockers and vehicles, when on school premises, and/or other items of personal property worn or carried while on school premises. Proper legal procedures will be followed to perform the inspections or searches.

Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. They will be informed, however, that the School Corporation will base any disciplinary decision on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employee was in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive the School Corporation of information that may clear them of suspicion. In addition, South Harrison Community School Corporation reserves the right to take appropriate action to prevent the unauthorized removal from School Corporation premises of Corporation property.

c) Disciplinary Action

Employees who are found to be in possession of prohibited materials in violation of this Guideline or have used School Corporation property in an unauthorized manner and/or are found to be in violation of other School Corporation policies and guidelines will be subject to discipline, up to and including discharge, regardless of the School Corporation's reason for conducting the search or inspection.

If an employee refuses to cooperate with a search or inspection, South Harrison Community School Corporation may take that refusal into consideration in determining appropriate disciplinary action. Discipline will be based on all available information. It is therefore to the employee's advantage to cooperate with the search or inspection whenever prohibited materials are present.

I. Termination

1. Voluntary Termination

South Harrison Community School Corporation will consider an employee to have voluntarily terminated his or her employment if an employee does any of the following:

- Elects to resign from the School Corporation;
- Fails to return from an approved leave of absence on the date specified by South Harrison Community School Corporation; or



- Fails to report for work without notice to South Harrison Community School Corporation for three consecutive days.

2. Involuntary Termination

An employee may be terminated involuntarily for reasons that include, but not limited to, poor performance, misconduct, or other violations of South Harrison Community School Corporation's rules of conduct, as set forth below. Notwithstanding this list of rules, South Harrison Community School Corporation reserves the right to discharge with or without cause and with or without prior notice.

3. Termination Due to Reorganizations, Economics, or Lack of Work

From time to time, South Harrison Community School Corporation may need to terminate an employee as a consequence of reorganizations, job elimination, budget shortfalls, or lack of grant funding. Should South Harrison Community School Corporation consider such terminations necessary, the School Corporation will attempt to provide all affected employees with advance notice when practical.



X. Workplace Safety

A. Policy

South Harrison Community School Corporation is committed to providing and maintaining a healthy and safe work environment for all employees. You are required to know and comply with the School Corporation's General Safety Rules and to follow safe and healthy work practices at all times. You also are required to report immediately to your supervisor any potential health or safety hazards, and all injuries or accidents. First aid supplies are located in the School Office.

B. Safety Rules

Safety is to be given primary importance in every aspect of planning and performing all School Corporation activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production. Please report all injuries (no matter how slight) to your supervisor immediately and complete a First Report of Injury. Also report to your supervisor anything that needs repair or is a safety hazard. Below are some general safety rules. Your supervisor may post other safety procedures in your department or work area:

- Avoid overloading electrical outlets with too many machines.
- Use extreme caution if you must walk on wet surfaces.
- Use flammable items, such as cleaning fluids, with caution.
- Walk – don't run.
- Report to your administrator if you or a co-worker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Sit firmly and squarely in chairs that roll or tilt.
- Avoid "horseplay" or practical jokes.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).

Remember that failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.



XI. Miscellaneous

A. Open Door Policy

South Harrison Community School Corporation has an Open Door Policy that encourages employee participation in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to talk them over with their supervisor or any other management representative with whom they feel comfortable. South Harrison Community School Corporation believes that employee concerns are best addressed through this type of informal and open communication.

Employees are encouraged to raise work-related concerns with their immediate supervisor, or with a supervisor or other management representative of their choice, as soon as possible after the events that cause the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved. Although the School Corporation cannot guarantee that in each instance the employee will be satisfied with the result, the School Corporation will attempt in each instance to explain the result to the employee if the employee is not satisfied. South Harrison Community School Corporation will also attempt to keep all such expressions of concern, the results of its investigation, and the terms of the resolution confidential. However, in the course of investigating and resolving the matter, some dissemination of information to others may be appropriate.

Employees who conclude that their work-related concerns should be brought to the attention of Superintendent and/or Director of Business Operations by written complaint and formal investigation may avail themselves of the "Internal Complaint Review" procedure set forth in this Manual.

B. Employment of Relatives

Relatives of present employees may be hired by South Harrison Community School Corporation only if (1) the individuals concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. "Relatives" are defined as spouses, children, sisters, brothers, mothers, or fathers, and persons related by marriage. Present employees who marry, or who become related by marriage, will be permitted to continue employment with the School Corporation only if they do not work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety, or morale. If employees who marry, or who become related by marriage, do work in a direct supervisory relationship with one another, the School Corporation will attempt to reassign one of the employees to another position, for which he or she is qualified, if such a position is available. If no such position is available, then one of the employees may be required to leave South Harrison Community School Corporation. The School Corporation and the involved spousal-employees will coordinate as to which employee may leave the Corporation.

C. Exit Interview

Employees who leave South Harrison Community School Corporation for any reason may be asked to participate in an exit interview. This interview is intended to permit terminating employees the opportunity to communicate their views regarding their work with the School Corporation, including job duties, job training, job supervision, and job benefits. At the time of the interview, employees are expected to return all School Corporation-furnished property, such as uniforms, tools, equipment, identification cards, keys, credit cards, documents, and handbooks. Arrangements for clearing any outstanding debts with South Harrison Community School Corporation and for receiving final pay also will be made at this time.



D. Violence in the Workplace

South Harrison Community School Corporation recognizes that workplace violence is a growing concern among employers and employees across the country. South Harrison Community School Corporation is committed to providing a safe, violence-free workplace and strictly prohibits employees, consultants, parents, visitors, or anyone else on School Corporation premises or engaging in a School Corporation-related activity from behaving in a violent or threatening manner. As part of this policy, South Harrison Community School Corporation seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

South Harrison Community School Corporation believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence. More information is available from the Superintendent and/or Director of Business Operations.

1. Workplace Violence Defined

Workplace violence includes:

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of School Corporation property, or a demonstrated pattern of refusal to follow School Corporation policies and procedures;
- Defacing School Corporation property or causing physical damage to the facilities; or
- With the exception of security personnel, bringing weapons or firearms of any kind on School Corporation premises, in School Corporation parking lots, or while conducting school business.

2. Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, parent, consultant, visitor, or anyone else, he or she should notify the Superintendent and/or Director of Business Operations immediately. Further, employees should notify the Superintendent and/or Director of Business Operations if any restraining order is in effect, or if a potentially violent non-work related situation exists that could result in violence in the workplace.

3. Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, South Harrison Community School Corporation will inform the reporting individual of the results of the investigation. To the extent possible, the School Corporation will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate



circumstances, for example, in order to protect individual safety. South Harrison Community School Corporation will not tolerate retaliation against any employee who reports workplace violence.

4. Corrective Action and Discipline

If South Harrison Community School Corporation determines that workplace violence has occurred, the School Corporation will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the school corporation will take appropriate corrective action in an attempt to ensure that such behavior is not repeated. Under certain circumstances, South Harrison Community School Corporation may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, South Harrison Community School Corporation may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.