



# SOUTH VERMILLION COMMUNITY SCHOOL CORPORATION

## **CLASSIFIED EMPLOYEE HANDBOOK**

### **Non-Discrimination**

It is the policy of South Vermillion Community School Corporation not to discriminate. The U.S. Equal Employment Opportunity Commission (EEOC) is a federal agency charged with enforcing laws prohibiting job discrimination. Laws covered by the EEOC include:

- Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits employment discrimination based on race, color, religion, sex, or national origin.
- The Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination.
- The Age Discrimination in Employment Act of 1967 (ADEA), which protects individuals who are 40 years of age or older.
- Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments.

Questions may be referred to the Superintendent who has been designated by the Corporation as the Compliance Officer for Civil Rights, Department of HEW, Washington, DC. The Superintendent's Office is located at 800 West Wildcat Drive, Clinton, 47842. The telephone number is 765-832-2426.

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Revised and Board Approved July 18, 2011  
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# INTRODUCTION

The purpose of this handbook is to provide classified/non-certified employees a basic outline of policies, services and benefits. *All School Board policies take precedence over current handbook policies. Therefore, should there be a conflict, school board policies will control.*

South Vermillion Community School Corporation is an at-will employer and employment is strictly at-will terminable by South Vermillion Community School Corporation at any time, and at its sole discretion, with no advance notice. Only the Board of School Trustees has authority to modify this handbook. In addition, this handbook shall not be construed as a contract in any sense of the term. The School Board reserves the right to amend or alter the handbook as deemed appropriate by the Board.

## DEFINITIONS OF EMPLOYEES:

Full-Time Employee – one who works a minimum of 30 hours per week on an assigned schedule

Part-Time Employee – one who works less than 30 hours a week on an assigned schedule

Substitute Employee – one who is hired on an as-needed basis WITHOUT benefits.

## I. GENERAL INFORMATION

- A. Employees shall be employed by the Board of School Trustees upon recommendation of the Superintendent or his designee. No one other than the School Board has the authority to enter into any agreement for employment for a specified period, or to make any agreement contrary to the foregoing. All employees will be subject to a Expanded Criminal Record Background Check that is the responsibility of the employee.
- B. Employees shall be paid based upon their classification. They shall be compensated only for the days and hours worked. The Board determines rates of pay and vacation pay for each job classification.
- C. SCHOOL DELAYS - In the event that it is necessary for South Vermillion to have a delay (2 hr., etc.), employees will be required to report to work as regularly scheduled. If unable to report as scheduled (safety, etc.), the employee will only be compensated for hours worked. Unlike school closings (those days are made up at the end of the school year), not reporting to work on delays is considered "ghost employment" - receiving compensation without providing a service. The ONLY exception would be local officials advising against anyone traveling, etc.
- D. New employees, or those rehired after a break in service, shall be regarded as probationary for the first six (6) months or one-hundred twenty (120) working days - unless otherwise transferred, disciplined, suspended or discharged.

- E. If the employee's performance is unsatisfactory, the employee may be terminated. If continued employment is no longer in the best interest of the corporation, the employee may be subject to dismissal.
- F. The administration has the right to place any employee within a classification in any working position within the School Corporation so long as the job has the same pay, working hours and days.
- G. The following classifications are established for the Corporation:

## **CLASSIFICATIONS**

### **Administration**

Business Manager (12 months)  
Corporation Secretary/Payroll/Personnel (12 months)  
Food Service Director (10 months)  
HVAC Director (12 months)  
Maintenance Director (12 months)  
Transportation Director (12 months)

### **Clerical**

School Treasurer  
School Secretary

### **Technology**

Technology Assistant

### **Cafeteria**

Cafeteria Manager  
Head Cook  
Food Service Personnel

### **Maintenance**

Maintenance/HVAC Assistant (12 months)

### **Custodial**

High School Custodial Supervisor (12 months)  
Custodian

### **Nursing**

School Nurse (RN/LPN)  
Health Aide

### **Instructional Assistant**

Behavior Interventionist  
Instructional Assistant  
Library Aide

### **Transportation**

Transportation Mechanic/Maintenance Assistant (12 months)  
Corporation Bus Driver  
Bus Monitor

## II. LEAVES AND DUTY FREE TIME

- A. Employees are entitled to a duty-free lunch period.
- B. \* BUS DRIVERS ONLY \* Full-time, permanent, bus drivers are entitled to three (3) days per year bereavement leave within thirty (30) working days of the death of an immediate family member (immediate family is further defined in Section I). Days do NOT accumulate. Special circumstances must be submitted, in writing, to immediate supervisor for approval.
- C. LEAVE DAYS - Days are granted as follows and may be taken in full or 1/2 day segments:

12-month Employees - 14 Days  
11-month Employees - 13 Days  
10-month Employees - 12 Days  
9-month Employees - 11 Days

Days accumulate to a total of sixty (60). Any unused leave days over sixty (60) will be paid at the rate of thirty dollars (\$30) per day at the end of each school year. No more than five (5) days may be used consecutively per school year. Should the employee request more than three (3) consecutive days, the administration may request rationale and/or reason for those days and shall NOT be used for the sole and exclusive purpose of extending Fall Break, Thanksgiving Break, Christmas Break or Spring Break.

- D. MEDICAL LEAVE - South Vermillion Community School Corporation is in compliance with the Family and Medical Leave Act of 1993 (FMLA). Eligible employees must be employed for at least twelve (12) months. A total of up to twelve (12) weeks unpaid leave of absence is available to eligible employees under the following circumstances - but not limited to:

- The birth of a child, but only within the first twelve months of the birth.
- The placement of a child for adoption or other legal placement, within the first twelve months of the adoption or placement.
- The need to care for a dependent, spouse or parent who has a serious medical condition.
- The serious health condition of the requesting employee, which renders the employee unable to perform the functions of his/her position.

During the unpaid leave, employees retain the same medical coverage and must contribute the same amount toward medical benefits as he/she paid before the leave began. Upon return to work at the end of the leave, the employee will be restored to his/her former position with the same rights, benefits, pay and other terms and conditions which existed prior to the leave, or to an equivalent position with equivalent rights, benefits, pay and other terms and conditions of employment.

In the event an employee decides not to return to work from unpaid leave, he/she will remain on leave for the balance of the leave period and then be terminated. Employees will be required to use all accrued days prior to being granted unpaid leave as outlined above for the birth or placement of a child, to care for a seriously ill family member or serious health condition of the requesting employee.

Employees requesting leave for their own, or an eligible family member's serious health condition, will be required to provide medical certification. Medical certification must be provided thirty (30) days in advance of the request for leave when possible. The leave request and medical certification form must be submitted to the Superintendent's office.

- E. DAYS OFF WITHOUT PAY - Days off without pay shall not be approved unless a written request is submitted to the immediate supervisor, and the Superintendent, for review and Board approval. Special circumstances are to be submitted, in writing, to the Superintendent for consideration.
- F. LEAVE OF ABSENCE - Employees may request an unpaid leave of absence. The request must be made to the Building Principal and/or the Superintendent who will make a recommendation to the Board for approval or disapproval.
- G. BEREAVEMENT - Employees\*\* will be permitted up to five (5) days within thirty (30) working days of death of immediate family. The immediate family shall include father, mother, husband, wife, son, son-in-law, daughter, daughter-in-law, brother, sister, father-in-law, mother-in-law, grandparents, and grandchildren. In the event that an employee shall have more than one death in the immediate family in one year, each death will be cause for an additional five (5) days. These days shall not accumulate. Special circumstances should be presented, in writing, to the Superintendent for determination. \*\* *Bus Drivers - refer to section II, B*
- H. JURY DUTY - Employees shall serve, when requested, on jury duty. Employees will be paid their regular wages while serving. Upon completion of jury duty, employees must submit the daily stipend received by the court to the Superintendent's office so that employees are not "double paid". In addition, employees receiving a judicial order and subpoenaed to appear before a court in a job related proceeding would be paid at his/her full wage compensation while in court.
- I. VACATION - Employees who work for twelve (12) months are entitled to two (2) weeks annual vacation after completing one (1) year of service. Part of a year does not count toward any portion of a vacation. Twelve-month employees who have been employed for ten (10) or more continuous years in the corporation shall receive an extra day of vacation for each year served beyond ten (10). This shall not exceed fifteen (15) days total. Vacation days will be added to the eligible employee's record the month following their anniversary hire date. Vacation days will not accumulate, rollover or otherwise be retained. Any unused vacation days will be paid at the rate of \$50 per day when the new earned days are recorded.

### III. COMPENSATION

- A. WAGES - The South Vermillion Board of School Trustees establishes wages annually. See page 20 for current Board approved salaries.
- B. WORKER'S COMPENSATION – an employee receiving worker's compensation benefits will not accrue, or be eligible for, leave days and will not be paid for holidays that fall during the time they are away from work.
- C. COMPENSATORY TIME - "comp" time is NOT allowed. No one is to accumulate any time off by working over for any reason. Work schedules may be adjusted for special events (centralized registration, etc).
- D. OVERTIME - Overtime for any reason is discouraged. If possible, work schedules may need to be adjusted to avoid overtime payments. All overtime must be approved by the employee's immediate supervisor and/or Principal.

### IV. INSURANCE AND RETIREMENT

- A. PERF - Participation in the Public Employees Retirement Fund is mandatory for all full-time employees who work at least 600 hours. It is important that your record be properly established at the time of your employment or re-employment. Employees age sixty (60) or over must be a part of PERF. The Corporation will contribute the employee's share of three percent (3%). Any employee who terminates his/her employment, or is terminated and is not eligible for a monthly benefit, may withdraw his/her contributions plus interest. Contact the Superintendent's Office for the withdrawal form.
- B. HEALTH INSURANCE - Any full-time eligible employee may participate in school corporation-sponsored health insurance. The corporation's share of the available health plans is determined annually by the school board.
- C. WORKER'S COMPENSATION - School Corporation carries worker's compensation insurance. A seven (7) day waiting period is required prior to collecting benefits. If an employee is injured on the job, it is imperative that the employee's immediate supervisor complete an accident form *immediately* and send it to the Superintendent's Office. The lack of completion of an accident form may result in the denial of a worker's compensation claim. Notice of Injury forms are available in each school and the Superintendent's Office.
- D. LIFE INSURANCE - Group life insurance is provided for \$1 per year for all permanent employees working a minimum of 20 hours per week. This amount will be withheld the 1<sup>st</sup> pay in October of each year. The life benefit is \$50,000.

- E. LONG-TERM DISABILITY - Long-Term Disability insurance is provided at no cost for eligible employees working a minimum of 17.5 hours per week. The monthly benefit is 66 2/3% of the employee's monthly salary up to a maximum of \$4,444.44. The elimination period is ninety (90) days. Claims must be filed within thirty (30) days after the employee receives personal treatment from a doctor, NOT at the end of the elimination period.
  
- F. UNEMPLOYMENT COMPENSATION – the current law concerning unemployment does not allow school employees to draw unemployment compensation benefits during the summer or during school vacations. All employees will be required to complete the “Intent to Employ” form annually.
  
- G. RETIREMENT – upon notification of retirement, and a minimum of fifteen (15) years continuous service, a full-time employee will receive \$400 for each year of service. A part-time employee will receive \$200 for each year of service. In addition, any unused leave days will be compensated at the rate of \$50 per day for full-time employees and \$25 per day for part-time employees. Definitions for full-time and part-time employees are listed on page 3 of this handbook.

Notification of retirement should be made by June 30<sup>th</sup> of the year prior to retiring. In the event an employee is unable to give timely notice due to unforeseen reasons (health, accident, etc.), the requirement shall be waived. For any other reason timely notice is not given, the Board has the right to delay payment for one (1) year. PERF will only apply \$2,000 of the total severance pay when determining retirement benefits.

Upon the demise of any employee eligible for retirement pay, the pay that such employee would have been entitled to receive had s/he survived shall be paid directly, in a lump sum, to the employee's estate.

## V. WORK RULES AND DISCIPLINE

- A. Absence and Tardiness – employees who find it necessary to be absent must notify their immediate supervisor prior to the start of the work shift. The supervisor must be notified daily (the day before if possible) when an employee is late or will not be able to report at all. Failure to do so will result in disciplinary action. All personnel must be at their assigned station, ready and able to work, on time, on a daily basis. Failure to be on time will result in disciplinary action. All employees must have permission to leave the job during work hours. Permission must be obtained from the supervisor.
- B. The Board of School Trustees and Superintendent of South Vermillion Community Schools establish policies, rules and regulations governing employee conduct and activities. See page 14 “Employee Conduct and Activities” for further details.
- C. Volunteer Fire Fighters - employees who are volunteer fire fighters may respond to a fire if the fire occurs before the beginning of an employee’s assigned daily duty. Employees will be given an opportunity to make up their work for the time missed. Employees may respond to a fire during an assigned workday with permission from their supervisor, the Building Principal, and/or the Superintendent and be given the opportunity to make up work.
- D. Employees who are military reservists and are called for active duty may return to their previous or similar position upon release from military assignment. Time spent in military service shall be counted toward years of service in the school corporation. This service to our country shall provide the employee with the same rights and benefits as if s/he remained continuously employed with the school corporation.

# VACANCY

- A. If a vacancy exists, or a new position is created, a notice of each vacancy or position will be posted for a period of three (3) working days. Each employee shall have the opportunity to apply, in writing, to the Superintendent's Office within the time limits stipulated on the posting. All positions will be filled within the guidelines established with this handbook.

The screening of classified personnel is the responsibility of the Superintendent in consultation with the building principal and the immediate supervisor. S/he shall screen and interview applicants and recommend employment of an applicant to the Board. All interviewed applicants will be notified when the position is filled.

- B. Classified/non-certified positions will be filled using the following priorities. They are listed in order of the most important being first.
- I. **Vacancy within a Classification** – applicants within a classification shall have first priority. Selection shall be based upon:
    - a. Attendance
    - b. Quality of skills possessed to do that job
    - c. Classification
  - II. **Vacancy within the School Corporation** – if no individual within a classification applies, then applicants within the School Corporation shall be given consideration if his/her skills are equal to or greater than those who apply from outside. Selection shall be based upon:
    - a. Attendance
    - b. Quality of skills possessed to do that job
    - c. Suitability of applicant for the job
- C. Quality of skills and suitability of applicants shall be determined by the school administration based upon the applicant's training, skills and personal qualities related to the specific job description. Attendance, punctuality, relationship with peers, demeanor with students, demeanor with teachers and evaluations shall be considered in honoring any request for changes in assignments.
- D. When an individual within the School Corporation requests and is placed into a new/different position s/he shall be placed in that position as a conditional employee. S/he will have thirty (30) working days as a conditional period. Within the first ten (10) working days of the conditional period, the employee shall, upon written request, be allowed to return to his/her previous position. If such a request is not received by the end of the first ten (10) working days, the employee may not be allowed to return to his/her previous position. If within the last ten (10) days, or at the end of the conditional period, the immediate supervisor thinks the employee does not have the skills, or is not suitable for the position, the employee shall be placed in his/her original position.

- E. School Corporation seniority shall prevail if it is necessary to reduce the work force. Employees shall be allowed to move to another job classification if s/he had previous experience in that classification and meets the definition of classified employees as described on page 3. Such experience must be with South Vermillion School Corporation.
  
- F. The Superintendent may approve transfers upon the written request of the employee. The employee may be involuntarily transferred for any reason, if in the judgement of the Superintendent, such transfer shall serve the best interest of South Vermillion. If and when an employee changes from one job to another, the fringe benefits of the new position shall prevail.

## **EMPLOYEE CONDUCT AND ACTIVITIES**

The Board of School Trustees and Superintendent of South Vermillion Community Schools establish policies, rules, and regulations governing employee's conduct and activities. In addition, each building principal, and immediate supervisor may establish rules and regulations consistent with those established by the Board and the Superintendent.

The following is a list of actions that may lead to disciplinary action. Infractions may result in suspension without pay or termination of employment. This list is not limited to all the activities which will lead to discipline, but is intended to be indicative of infractions that may result in disciplinary action.

- ❖ Possession of school property without authorization
- ❖ Theft
- ❖ Falsification of any school record or employment application
- ❖ Destruction of personal property of another school employee located on school property
- ❖ Destruction of school property
- ❖ Conduct or behavior resulting in personal injury or injury to others
- ❖ Fighting or causing physical harm to another employee
- ❖ Threatening or intimidating other school employees during working hours or on school property
- ❖ Possessing, using, selling, or buying any alcoholic beverages, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or other intoxicants during working hours or on school premises; or reporting for work under the influence of any of the above. Medicine prescribed by the employee's physician is exempt from this rule
- ❖ All tobacco use on school property, in school buildings or in corporation vehicles
- ❖ Possession or use of any firearm or other object that could reasonably be considered to be dangerous weapon during working hours

- ❖ The use of threatening or abusive language to supervisors, other employees, parents or students
  - ❖ Excessive waste of school materials or abuse of school equipment
  - ❖ Immoral conduct or indecency
  - ❖ Tardiness or absenteeism
  - ❖ Sleeping during working hours
  - ❖ Use of profanity
  - ❖ Failure to promptly report an accident or injury, in which the employee is involved, occurring on school property or during working hours
  - ❖ Leaving assigned work station for non-work related reasons without permission
  - ❖ The placing or receiving of non-emergency phone calls during work hours
  - ❖ Falsification of hours worked on time sheets or time cards
  - ❖ Insubordination; not following instructions from the Building Principal or immediate supervisor
  - ❖ Inappropriate use of corporation technology (internet, email, etc.)
    - The "Acceptable Use Policy" is posted on South Vermillion School Corporation's website for reference.
  - ❖ Harassment
    - Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.
  - ❖ Sexual Harassment
    - Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.
- NOTE:** Any employee who knowingly files a false complaint of sexual harassment, or who knowingly provides false information to or intentionally misleads those who are investigating a complaint of alleged sexual harassment, is subject to disciplinary action, up to and including discharge.
- ❖ Any other offense deemed by the Corporation to be detrimental to the best interest of the Corporation, staff or students

## MISCONDUCT PROCEDURES

**RULE INFRACTIONS** – The following procedure will be followed in the event an employee is found in violation of the handbook. If the violation is minor, steps 1 through 4 will be followed. If the violation is major, as documented by his/her immediate supervisor, the employer may waive steps 1, 2, and 3 (See Appendix A for proper form).

1. At the first instance of a violation, a conference is held with an explanation of the rule and purpose of it. A verbal reprimand will be given to the employee.
2. The second instance of a violation will result in another conference and a written reprimand placed in the employee's file.
3. At the third instance of a violation, the employee will be suspended without pay for one (1) day and a written record of the event is placed in the employee's file. The employee may return after one (1) day with the understanding that the fourth time, a violation occurs, s/he will be terminated.
4. At the fourth occurrence of a violation, the employee will be terminated.

## EVALUATION OF CLASSIFIED EMPLOYEES

### PURPOSE OF EVALUATION –

1. Help the employee understand his/her quality of work.
2. Allow the employee and the supervisor to set goal(s) and measure progress made toward the goal(s).
3. Encourage the employee to set goals for self-improvement.
4. Acknowledge employee positive work record.
5. Provide the Superintendent's Office with a record of the employee's work performance.

### PROCESS FOR EVALUATION –

1. All employees will be evaluated annually. The Building Principal and/or immediate Supervisor will conduct on-the-job visitations plus general observations. New employees will be evaluated within the first three (3) months of hire and then annually thereafter.
2. Each immediate supervisor or building principal shall determine the amount of time necessary for adequate evaluation and observation.
3. An employee may request a written evaluation during the school year.
4. After the first evaluation, an additional evaluation may be requested by the employee.
5. Annual employee evaluations shall be completed using the method of "Highly Effective", "Effective", "Improvement Necessary" or "Ineffective". Those employees that are considered ineffective shall be placed on a improvement plan - not to exceed six (6) months. If at the end of the specified time no improvement has been made, the employee may be recommended for dismissal.

(See Appendix B for Evaluation Form)

## APPENDIX A CONFERENCE REPORT

FROM: \_\_\_\_\_ TITLE : \_\_\_\_\_

DEPARTMENT/SCHOOL: \_\_\_\_\_

CLASSIFIED EMPLOYEE NAME: \_\_\_\_\_

DATE OF ALLEGED INFRACTION: \_\_\_\_\_

1. The facts surrounding the alleged infraction are:
  
  
  
  
  
  
  
  
  
  
2. The following determination of the employee's conduct is:
  
  
  
  
  
  
  
  
  
  
3. The employee was informed of the following standard(s):
  
  
  
  
  
  
  
  
  
  
4. The employee was informed of the following consequences if he/she fails to follow the above standards:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

I have read and received a copy of the above statement. I understand that I may submit a written response within five (5) calendar days of this conference.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## APPENDIX B EVALUATION REPORT

**Classified Employee Evaluation Form (2 Pages)**  
**“Together We Believe, Together We Achieve, Together We Succeed!”**

Employee: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor/Evaluator: \_\_\_\_\_

Please use the following scale when ranking each item.  
 (Documentation shall written in the comments section for each score of 2 and below.)

	<b>Ineffective (1 pt.)</b>	<b>Improvement Necessary (2 pts.)</b>	<b>Effective (3 pts.)</b>	<b>Highly Effective (4 pts.)</b>	<b>Score</b>
<b><i>Follows directions of supervisor.</i></b>	Frequent reminders of expectation are needed/directives are completed with negativity.	Minimum expectation & directions are followed. Occasional prompting is needed.	Consistently follows all expectations and directions without need for prompting.	Consistently follows all directives; positively assists supervisor to ensure others follow directives as well.	
<b><i>Attendance &amp; punctuality.</i></b>	Non-attendance or tardiness is problem; consistently causes issues.	Frequent absence or tardiness has caused problem for team.	Consistently present and punctual.	Models and positively influences the attendance and punctuality of others.	
<b><i>Ability to function as a team.</i></b>	Cannot function as a team – negative presence.	Limited contributions to the team.	Frequently contributes positively to the team.	Frequently contributes and assumes positive leadership roles.	
<b><i>Communication skills.</i></b>	Lacks written and verbal communication skills.	Often errors in grammar or written communication.	Able to communicate clearly and effectively.	Exceptional skills in written and verbal communication.	
<b><i>Interpersonal relations.</i></b>	Interpersonal relations are often inappropriate and evoke negative responses from others.	Interpersonal relations are periodically lacking and may evoke negative responses from others.	Interpersonal relations are effective, sincere and improve the overall climate of the corporation.	Models interpersonal relations that are exemplary; influences others to improve the overall climate of the corporation.	
<b><i>Demonstrates initiative.</i></b>	Reluctantly completes additional responsibilities only when asked.	Completes additional responsibilities on when asked.	Consistently seeks out additional responsibilities to assist the corporation.	Voluntarily assumes leadership roles and positively empowers others to take additional action.	
<b><i>Adheres to corporation policy.</i></b>	When convenient, corporation policy is not followed.	May unknowingly not follow corporation policy.	Consistently adheres to corporation policy; assist others in following policy as well.	Consistently adheres to corporation policy; assists others in following policy; when necessary respectfully advocates for change.	
<b><i>Demonstrates pride and ownership in completing responsibilities.</i></b>	Responsibilities are not completed consistently.	Responsibilities are completed but often times at an unacceptable level of quality.	Responsibilities are completed consistently at a high level of quality.	Responsibilities are completed consistently at a high level of quality; additional opportunities are routinely sought.	
<b><i>Presents a professional demeanor.</i></b>	Consistently immature/inappropriate.	Demeanor is periodically unprofessional.	Consistently presents highly professional demeanor.	Consistently models and influences high professional standards.	

<b>Job knowledge.</b>	Insufficient level of knowledge to complete minimal responsibilities/no help has been sought to learn.	Help has been sought but additional growth is needed to complete minimum responsibilities.	Level of knowledge allows for completion of responsibilities at a high level.	Expert level of knowledge – consistently a resource to others.	
				<b>Total Points</b>	

Written comments by supervisor/evaluator:

\_\_\_\_\_ **Highly Effective:** I recommend continued employment (**35+** points).

\_\_\_\_\_ **Effective:** I recommend continued employment (**28-34** points).

\_\_\_\_\_ **Improvement Necessary:** I recommend probationary employment. A determination of continued employment shall be made upon the completion of an improvement plan\* followed by a second evaluation (**21-27** points).

\_\_\_\_\_ **Insufficient Progress on Improvement Plan:** I do not recommend continued employment.

\_\_\_\_\_ **Ineffective:** I do not recommend continued employment (- **20** points).

\_\_\_\_\_  
Signature of Supervisor/Evaluator

\_\_\_\_\_  
Date

*I have seen and reviewed this performance evaluation with my immediate supervisor/evaluator.*

*I understand my signature does not constitute agreement or disagreement with the evaluation.*

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

# CLASSIFIED EMPLOYEE COMPENSATION

## South Vermillion School Corporation Classified Employee Compensation

		2017-18	Increase	** 2018-19	
<b>ADMINISTRATION</b>					
Business Manager		51,500	925	52,425	Per Year
	10+ Years	56,500	1,015	57,515	
Transportation Director		46,000	9,000	55,000	Per Year
	10+ Years	49,000	6,000	55,000	
HVAC Director		49,500	890	50,390	Per Year
	10+ Years	53,500	960	54,460	
Maintenance Director		47,500	855	48,355	Per Year
	10+ Years	51,500	925	52,425	
Food Service Supervisor		12,000	210	12,210	Per Year
<b>CLERICAL</b>					
Corp. Secretary/Payroll/Personnel		42,500	765	43,265	Per Year
	10+ Years	44,500	800	45,300	
School Treasurer		18.95	0.30	19.25	Per Hour
	7/204 10+ Years	20.45	0.35	20.80	
School Secretary		16.40	0.30	16.70	Per Hour
	7/195 10+ Years	17.90	0.30	18.20	
Substitute Office Personnel		9.50	-	9.50	Per Hour
<b>TECHNOLOGY</b>					
Tech. Assistant (7 hrs day/220 days)		41,500	745	42,245	Per Year
	10+ Years	43,000	775	43,775	
<b>FOOD SERVICE</b>					
Manager		14.30	0.25	14.55	Per Hour
	7/183 10+ Years	15.80	0.25	16.05	
Cafeteria Worker		11.25	0.20	11.45	Per Hour
	4/183 10+ Years	12.25	0.20	12.45	
Substitute		9.00	1.00	10.00	Per Hour
<b>MAINTENANCE</b>					
Maintenance/HVAC Assistant		19.95	0.35	20.30	Per Hour
	8/260 10+ Years	21.45	0.40	21.85	
Substitute		9.50	-	9.50	Per Hour
<b>CUSTODIAL</b>					
HS Head Custodian		18.55	0.30	18.85	Per Hour
	8/260 10+ Years	20.10	0.35	20.45	
Custodian Probation (1-6 mo.)		13.00	-	13.00	Per Hour
Journeyman (6+ mo.)		15.35	0.25	15.60	
	10+ Years	16.85	0.30	17.15	
Substitute		9.50	-	9.50	Per Hour
Student (Lifeguards/Summer Workers)		9.50	-	9.50	
<b>NURSING 5.5 hrs/day (HS 6hrs/day - Central 6.5 hrs/day)</b>					
Corporation RN		28.10	0.50	28.60	Per Hour
	10+ Years	29.10	0.50	29.60	
Health Aide		11.75	0.20	11.95	Per Hour
	10+ Years	12.75	0.20	12.95	
RN (Substitute Only)		22.00	-	22.00	Per Hour
LPN (Substitute Only)		17.00	-	17.00	Per Hour
<b>INSTRUCTIONAL ASSISTANT</b>					
Behavior Interventionist		15.00	-	15.00	Per Hour
	6/183 10+ Years	16.00	-	16.00	
Reading Tutor/Inst. Asst./Library Aide		11.75	0.20	11.95	Per Hour
	6/183 10+ Years	12.75	0.20	12.95	
Substitute		9.00	-	9.00	Per Hour
<b>TRANSPORTATION</b>					
ASE Master Certified Mechanic		22.00	0.40	22.40	Per Hour
	8/260 10+ Years	23.00	0.40	23.40	
Corporation Bus Driver		18.40	0.30	18.70	Per Hour
	4/183 10+ Years	19.65	0.35	20.00	
Bus Monitor		12.30	0.20	12.50	Per Hour
	5/183 10+ Years	13.80	0.25	14.05	
Summer Worker/Trainer/Misc.		10.00	-	10.00	Per Hour
Extra Trip		10.00	-	10.00	Per Hour

Employees serving at least ten (10) continuous years in ANY capacity shall receive the additional 10+ year compensation

\*\*Only those employees with evaluations of "Effective" or "Highly Effective" will move to the new pay schedule\*\*

BOARD APPROVED: November 19, 2018

## CLASSIFIED EMPLOYEE PAID HOLIDAYS

**Administration** (Business Manager/Corp. Secretary) (*12-month employee*)  
Great American's (President's) Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Day  
after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day

**Technology Assistant**

Great American's (President's) Day, Labor Day

**Clerical**

Great American's (President's) Day, Labor Day

**Maintenance/Transportation/Custodial** (*12-month employee*)

Great American's (President's) Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Day  
after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day

**Nursing**

Great American's (President's) Day, Labor Day

**Instructional Assistant**

Great American's (President's) Day, Labor Day

**Cafeteria**

Great American's (President's) Day, Labor Day

**Bus Driver/Bus Monitor**

Great American's (President's) Day, Labor Day

**NOTE:** If a paid holiday falls on a Saturday or Sunday, the Friday before or the  
Monday following will be paid days off.

The following classifications are **not** to report to work on **SCHEDULED**  
"eLearning Days" - these are unpaid days off:

Nursing  
Instructional Assistant  
Cafeteria  
Bus Driver/Monitor

## Acknowledgement of Receipt and Reading of the Classified Employee Handbook

I have been directed to read and review the South Vermillion Community School Corporation Classified Employee Handbook as provided on the corporation's website. This handbook outlines my responsibilities as an employee and the responsibilities of the School Corporation.

I have read the information contained in the handbook. If I have any questions, I should contact my Building Principal or immediate supervisor.

I understand that the handbook is not an employment contract, but does provide the organizational employment procedures by which I am governed. I agree to comply with the guidelines and procedures of the South Vermillion Community School Corporation.

I understand that my employment with the School Corporation is on an "at will basis" and that I am not entitled to any form of job tenure. However, I understand that in the event my job performance is not satisfactory to the School Corporation, I will be given an opportunity to improve my performance prior to any job action.

Please return this signature page to the Superintendent's office annually.

\_\_\_\_\_  
Employee Name (PLEASE PRINT)

\_\_\_\_\_  
Assignment/Position

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date