

KNOX COMMUNITY SCHOOLS

CLASSIFIED EMPLOYEE HANDBOOK

FOR

2020-2021 SCHOOL YEAR

BOARD ADOPTED

September 1, 2020

Table of Contents

I.	Introduction	1
	A. Welcome	1
	B. School Corporation Rights.....	1
	C. Affirmative Action Statement	1
II.	Family and Medical Leave Act	1
	A. FMLA Leave Eligibility.....	1
	B. Reasons for FMLA Leave	2
	C. Serious Health Condition	2
	D. Leave Year.....	2
	E. Compensation for FMLA Leave	2
	F. Intermittent or Reduced Hours Leave.....	2
	G. Job and Benefits Security	3
	H. Continuation of Group Health Plan Coverage	3
	I. Employee Notice Requirements	3
	J. Health-Care-Provider Certification.....	3
	K. Non-discrimination/Non-retaliation Policy Statement	4
	L. Families First Coronavirus Response Act (FFCRA).....	4
III.	Employee Benefits	4
	A. Unpaid Leave of Absence.....	4
	B. Fair Labor Standards Act.....	5
	C. Public Employees Retirement Fund	5
	D. Retirement/Severance Benefits	5
	E. Jury Duty.....	6
	F. Payroll Direct Deposit	6
	G. Paid Benefit Days	6
	H. Worker's Compensation.....	8
	I. Work Week	8
	J. Lunch Time	8
	K. Starting Salary.....	8
	L. Annual Employee Benefits and Compensation Table for Full Time Employees ...	8
	M. Additional Benefits and Compensation for Transportation Employees	8
	N. Additional Benefits and Compensation for Custodial Employees	9
IV.	Employee Conduct	9
	A. Employee Work Rules	9
	B. Reporting of Absences.....	10
	C. Employee Discipline.....	10
	D. Drug Free Workplace.....	10
	E. Internet Usage	11
	F. Employee Evaluations	11
V.	Complaint Procedures	11
	A. Discrimination/Harassment Complaint Procedure.....	11
VI.	Miscellaneous	12
	A. Posting of Vacancies	12
	B. Promotion, Transfer, Demotion or R.I.F.....	12
	C. Hazardous Weather Days and eLearning Days	12
	D. Pandemic Related Closures.....	13
	E. Discrimination Procedure	14

VII.	Appendix	15
	A. Employee Benefits and Compensation Table for Full Time Employees.....	15
	B. Families First Coronavirus Response Act: Employer Paid Leave Requirements...	16

To Our Employees:

Thank you for choosing to work in the Knox Community School Corporation.

You will find that you are a member of a group of and responsible individuals who are dedicated to the mission of Knox Community Schools: ***Whatever it takes, Knox students are worth it!***

The purpose of this Handbook is to provide you with information regarding your employment. As employment procedures change, the administration will use this handbook to communicate these modifications and changes.

We are pleased that you are with us and feel that you will enjoy contributing toward and participating in the future success of the school corporation.

I. INTRODUCTION

A. Welcome to Knox Community Schools

By adopting this Employee Handbook, the Board of School Trustees of Knox Community Schools (KCSC) has consolidated various employment procedures for uniformity in administration among the classified employees. Classified employees include the following job classifications: administrative support staff, custodians, paraprofessionals, food service, maintenance, professionals, clerical staff, mechanics and transportation employees.

This handbook describes some of the uniform personnel procedures that govern the employment relationship between KCSC and the classified employees. There may also be procedures that apply to specific job classifications that are not included in this handbook. All procedures are subject to change at any time at the sole discretion of KCSC. This handbook supersedes any prior handbooks or written procedures of KCSC that are inconsistent with its provisions. You will receive updated information concerning changes in procedures from time to time. Questions concerning procedures should be directed to your supervisor or the Superintendent.

This handbook does not create a contract of employment between KCSC and its employees. Although we hope that your employment relationship with KCSC will be long-term, either you or KCSC may terminate this relationship at any time, for any reason, with or without cause or notice. Our relationship remains at-will. No supervisor or other representative of KCSC other than the Board itself has authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions of this handbook.

B. School Corporation Rights

KCSC shall decide the policy, methods, safety rules, direction of employees, assignment of work, and equipment to be used in the school system, and determine the hours of work, the right to hire, discharge, discipline, promote and transfer employees, or to release employees for lack of work and other reasons. The exercise of the above rights shall not be used for the purpose of unlawful discrimination against any of the school employees.

C. Affirmative Action Statement

KCSC shall not discriminate against any employee because of the employee's race, sex, religion, national origin, age, veteran status or against a qualified employee with a disability.

II. FAMILY AND MEDICAL LEAVE ACT

KCSC complies with all applicable federal and state labor and employment laws, including the Family and Medical Leave Act of 1993 (FMLA). Under the FMLA, eligible employees are entitled to certain rights, and have certain obligations, with respect to unpaid leave for certain family and medical reasons.

A. FMLA Leave Eligibility

An eligible employee under the FMLA is an employee who has been employed

by KCSC for at least 12 months and who has worked at least 1,250 hours in the past 12 months.

B. Reasons for FMLA Leave

An eligible employee may take FMLA leave of up to 12 weeks per leave year, for any of three different reasons:

1. To care for a newborn child, or a child newly placed in the employee's custody through adoption or foster care; for a period of up to one year after such birth or placement;
2. To care for the employee's spouse, child, or parent who has a serious health condition; or
3. Because of the employee's own serious health condition, if that condition renders the employee unable to perform his or her job functions.

Any leave taken by an eligible employee for one or more of these reasons will be counted against that employee's annual FMLA leave entitlement.

C. Serious Health Condition

For the purpose of determining whether an eligible employee or his or her spouse, child, or parent has a serious health condition, such a condition includes any injury, illness, impairment, or physical or mental condition that requires either in-patient care in a medical facility (i.e. overnight hospitalization), or continuing treatment by a health-care provider. These terms are construed by KCSC in accordance with applicable federal laws and regulations.

D. Leave Year

For the purpose of this policy, the leave year within which an eligible employee may take his or her 12 weeks of FMLA-protected leave means the 12-month period beginning on the date the employee first takes leave for any of the reasons set forth previously.

E. Compensation for FMLA Leave

Generally, FMLA leave is not paid. However, an eligible employee shall take any accrued paid vacation leave, personal medical leave, or paid sick days in lieu of taking unpaid leave under FMLA. Such paid leave will be counted towards the employee's 12 weeks of FMLA leave granted per leave year.

F. Intermittent or Reduced Hours Leave

In the case of leave taken to care for a seriously ill spouse, child or parent; or due to the employee's own serious health condition, an employee may take leave intermittently (i.e., periodically) or on a reduced hours schedule (i.e., reduced number of working hours per day or per week) only when such leave is medically necessary, as certified by the employee's or family member's health-care provider. Otherwise, such leave is not permitted except at the sole discretion of KCSC. An employee who takes leave intermittently or on a reduced leave schedule may be temporarily transferred to another position for which the employee is qualified to better accommodate that leave.

G. Job and Benefits Security

An eligible employee who takes leave under the FMLA and who returns to work before his or her annual FMLA entitlement has expired will be restored to the position he or she held when the leave commenced, or to an otherwise equivalent position with respect to pay, benefits, and other terms and conditions of employment, unless the employee would no longer have been employed in such a position had the employee not taken such leave. Additionally, any employment benefits that had accrued to an eligible employee prior to the commencement of leave will be restored upon return from FMLA leave.

H. Continuation of Group Health Plan Coverage

Group health plan coverage will be maintained by KCSC during an eligible employee's period of FMLA leave to the extent and under the same circumstances as it ordinarily is furnished to that employee. Premium payments should be made to the payroll department on the first of each month. The payroll department will notify eligible employees concerning the amount of each premium payment. Failure to pay such premiums during leave may result in the loss of health coverage. An eligible employee who fails to return to work after the expiration of the FMLA leave period for reasons that are not beyond his or her control will be expected to reimburse KCSC for health-care premiums paid by KCSC during the leave period.

I. Employee Notice Requirements

An eligible employee must give KCSC at least 30-days' notice of his or her intent to take leave under the FMLA. If the employee is unable to give such notice because the need for the leave is not foreseeable, then the employee must give as much notice as practicable. Typically, this will mean giving notice to KCSC within one or two working days of learning that FMLA leave must be taken. Any employee who fails to give the requisite notice may be delayed in receiving authorization for leave.

J. Health-Care-Provider Certification

In cases of leave to be taken to care for a seriously ill family member or due to the employee's own serious health condition, an eligible employee must provide KCSC with a completed and signed health-care-provider certification indicating that the employee requires FMLA leave. This certification must be returned to KCSC within 15 days after the employee gives notice of his or her intent to take FMLA leave, and must contain the following information:

1. The date on which the serious health condition commenced;
2. The probable duration of the condition;
3. The treatment regimen prescribed;
4. Any appropriate medical facts within the health-care-provider's knowledge regarding the condition;
5. If applicable, a statement that the employee is needed to care for his or her spouse, child, or parent and an estimated duration of such need; and
6. If applicable, a statement regarding the medical necessity of intermittent

or reduced-hours schedule may be required for approval of the leave.

Failure to return this certification in a timely manner may result in delays in securing authorization for FMLA leave, and failure to return the certification will preclude the employee from taking FMLA leave.

KCSC also may require, at its own expense, a second and third health-care-provider opinion if there is a question as to the validity of the certification provided by the employee.

An eligible employee also may be asked to furnish KCSC with subsequent health-care-provider certifications on a reasonable basis during the employee's leave period. An eligible employee's failure to furnish subsequent certifications may result in termination of the employee's right to leave.

An eligible employee on FMLA leave must submit to KCSC a medical release (i.e., fitness-for-duty certification) indicating that the employee is able to return to work and perform all essential job functions. Failure to submit such a release will preclude the employee from being restored to his or her employment with KCSC.

K. Non-discrimination/Non-retaliation Policy Statement

KCSC will not: (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.

L. Families First Coronavirus Response Act (FFCRA)

The FFCRA requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from the effective date through December 31, 2020 unless extended by the Federal Government.

Please see Appendix B for additional details.

III. EMPLOYEE BENEFITS

A. Unpaid Leave of Absence

Employees, who have utilized all accumulated personal illness leave, including FMLA, may be granted a leave of absence without pay for compelling and appropriate reasons for periods up to 90 calendar days. All requests for an unpaid leave of absence or renewal of such leave must be submitted in writing. Medical or other documentation will be required to support requests. Should it be necessary for renewal, the employee may request this, up to a total of one year. The Superintendent will approve or disapprove requests for such leave or renewals. It is the expectation that the employee will not request a leave from KCSC and continue employment with another agency or business.

B. Fair Labor Standards Act (FLSA)

In accordance with the criteria set forth in the FLSA, KCSC pays one and one half times a non-exempt employees' hourly rate for all hours worked over 40 hours in any work week. No employee will be allowed to work outside his or her scheduled hours unless authorized by the employee's supervisor. Failure to secure proper authorization could lead to disciplinary action including termination.

1. Paid Compensation of Non-Exempt Employees for Overtime

Employees will receive time-and-one-half their regular rate of pay for all hours worked in excess of forty hours in a work week. The work week begins with Sunday and ends with Saturday of the same week.

Paid hours not actually worked (e.g., vacation, holidays, etc.) will not be counted as time worked for overtime purposes.

C. Public Employees Retirement Fund (PERF)

An employee must work at least 600 hours per year to be eligible for PERF. Employees who work 1,000 hours or more per year must enroll in PERF. Please note, all full-time employees are eligible for PERF.

D. Retirement/Severance Benefits

All Knox Community School Corporation classified employees are covered under the Indiana Public Employee's Retirement Fund known as PERF. The school corporation pays the employee's contribution of 3.0% to this retirement fund.

In addition, FULL TIME-YEAR ROUND and FULL TIME-SCHOOL YEAR classified staff, members age 55 or older upon retirement will be compensated an amount of \$70.00 (seventy) per day for up to seventy (70) days for unused sick days. Classified staff members falling under this category must submit in writing to the Superintendent of Schools their intention to retire one (1) year prior to the date in which they intend to retire. Failure to submit the written notification within the required time line may cause compensation to occur in the following budget year.

In addition, FULL TIME-YEAR ROUND and FULL TIME-SCHOOL YEAR cafeteria employees age 55 or older upon retirement will be compensated an amount of \$70.00 (seventy) per day for up to seventy (70) days for unused sick leave. Cafeteria employees falling under this category must submit in writing to the Superintendent of Schools their intention to retire one (1) year prior to the date in which they intend to retire.

Upon retirement and up to age 65 or Medicare eligible, employees who have participated in the corporation's health insurance plan for the prior 12 months may continue insurance coverage at their own expense. **(THE RETIREE MUST COMPLETE 20 YEARS OF CREDITABLE EMPLOYMENT WITH A PUBLIC EMPLOYER AND 10 OF THOSE YEARS MUST HAVE BEEN COMPLETED IMMEDIATELY PRECEDING THEIR RETIREMENT DATE TO BE ELIGIBLE FOR THIS BENEFIT.)**

E. Jury Duty

An employee shall receive full pay while on jury duty during regular working hours. The check received for jury duty shall be endorsed and turned over to the Business Manager within five (5) days of receipt. However, the employee is eligible to keep the court's reimbursement for mileage.

F. Payroll Direct Deposit

KCSC will provide direct deposit services through the National Automated Clearing House Association (NACHA). Employees may select financial institutions for their direct deposit by completing the Direct Deposit Authorization form provided by the Payroll Department. The direct deposit will be processed provided that the identified financial institution is capable of receiving such deposits. Employees are required to participate in the corporation's direct deposit plan.

G. Paid Benefit Days

For the benefit of employees, the corporation provides paid time off under the circumstances provided in the following paragraphs.

1. Eligibility

Employees who work between 20-29.99 hours per week will be eligible for sick, personal business and bereavement leave.

Employees working 30 hours or more per week will have the benefit days as listed below. All benefit days, excluding vacation days, will be made available to the employee in their first year of employment. Vacation days will be made available to qualifying employees each July 1 regardless of month of hire.

2. Sick/Family Illness Leave

Employees will be entitled to a certain number of days for personal illness as specified in Appendix A. These days are allotted annually on July 1. Unused days at the end of the year will accumulate up to the maximum number specified.

An employee's supervisor may require that personal illness leave be substantiated by a doctor's statement.

3. Personal Business Leave

Employees will be entitled to a certain number of days for personal business as specified in Appendix A. These days are allotted annually on July 1. Personal leave days may accumulate to a maximum of five (5) per year. All other personal business days will be credited to accumulated personal illness days.

Individuals hired between the months of July-December will receive three (3) personal days. Individuals hired between the months of January-June shall receive 1.5 (one and one-half) personal.

Personal business leave should be requested through the employee's supervisor three days prior to the day of the leave requested. Any necessary deviation from this time frame may be appealed to the Superintendent or his/her designee.

4. Bereavement Leave

In the case of a death of an immediate family member, the employee shall be entitled to be absent from work without loss of compensation for up to 5 (five) working days. Immediate family member shall include the following: Husband, wife, child, step-child, brother, sister, son-in-law, daughter-in-law, grandchild, parent, step-parent, mother-in-law, and father-in-law.

An employee shall be entitled to be absent from work without loss of compensation for 1 (one) working days for a niece, nephew, aunt, uncle, brother-in-law, sister-in-law, grandparent, grandparent-in-law, cousin and any other persons living in the immediate family household.

Any unusual circumstances not covered under this section may be appealed to the Superintendent or his/her designee.

5. Vacations

Only full-time, twelve-month employees are eligible for paid vacation days. Service in less than a twelve-month position will be pro-rated to equivalent service when transferring to a twelve-month position. The vacation period is the fiscal year, July 1 through June 30.

Full-time, twelve month employees will receive 12 days.

After ten (10) consecutive years of service, full-time, twelve-month employees receive eighteen (18) vacation days.

Employees must expend all vacation days annually. The Superintendent may under special circumstances allow an employee to carry over vacation days.

The date for vacation entitlement is July 1 of each year.

When an employee resigns or is discharged for any reason, that employee shall be paid for a pro-rated number of vacation days during their last year.

Vacations shall be scheduled by agreement with the employee's supervisor. It is expected that there will be at least three working days' notice for all vacation requests.

6. Holidays

All employees assigned to work a 260-day, 12-month assignment will receive the following paid holidays:

- Fourth of July
- Labor Day
- Thanksgiving Day

- Day following Thanksgiving Day
- Christmas Day
- The work day prior to Christmas
- 1st Work Day After Christmas
- New Year's Day
- The work day prior to New Year's Day
- Good Friday
- Memorial Day

All employees assigned to work less than a 260-day, 12-month assignment will receive the paid holidays listed below. Bus and mini-bus drivers will receive base rate for these holidays, and all other full-time employees shall receive their daily base rate:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Good Friday
- Memorial Day

H. Worker's Compensation

When an employee believes he/she has an injury resulting from the work place, he/she is required to report the injury in a timely fashion to the supervisor/administrator. By legal statute, a timely report is considered to be within 30 days of the injury occurrence.

I. Work Week

A work week begins with the Sunday, and ends with the Saturday of the same week.

J. Lunch Time

Each employee shall receive a 30-minute lunch period.

K. Starting Salary

The Superintendent has been given authority by the Board of School Trustees to start a new employee at a salary in keeping with his/her experience and or qualifications.

L. Annual Employee Benefits and Compensation Table for Full-Time Employees

See Appendix A

M. Additional Benefits and Compensation for Transportation Employees

A \$150.00 stipend paid to employees per traditional bus and \$75.00 per mini-bus at the start of the school year for cleaning of their buses throughout the school year.

If a new driver needs training and certification, a trainer shall be appointed by the transportation director and a \$600.00 stipend paid to the assigned trainer after the recruit goes through training and passes the CDL test.

New drivers shall be reimbursed for the cost of the CDL test and licensing.
(Stipend paid to driver after subbing six times in a 3-month period).

All drivers shall be reimbursed for required driver physicals and required CDL license.

Drivers shall be paid \$15.00 for attending required meetings.

N. Additional Benefits and Compensation for Custodial Employees

A \$75.00 annual clothing allowance will be paid to custodians. Custodial shirts will be provided by the Corporation.

IV. EMPLOYEE CONDUCT

A. Employee Work Rules

Rules and regulations of KCSC are based upon the principle of treating all employees fairly under all conditions. There is no wish to restrict an employee's personal rights or to impose upon employee privileges; rather, to protect the employee's right to a safe, pleasant, and orderly work environment and to promote collegiality. Observation of basic work rules will benefit the employee, their colleagues, and the Corporation.

The rules of conduct are extremely important in leading to a safe and efficient workplace. Infraction of these rules will be sufficient grounds for disciplinary action ranging from appropriate penalties to immediate discharge.

The rules include but are not limited to:

1. Insubordination – the refusal or intentional failure to perform assigned work or to follow the directions of a supervisor.
2. Quitting early or leaving a work area before the established quitting time, at lunch, or the end of a shift without permission.
3. Leaving the department, work area, or building during working hours without permission.
4. Excessive or habitual tardiness or absence from work. Employees who have used all accumulated benefit days and continue to be absent from work for unauthorized reasons may be subject to disciplinary action including termination of employment.
5. Disregard for rules, instruction, or common practices relating to safety, fire, or health.
6. Falsification or use of misleading information on employment credentials, applications, material requisitions, or any other Corporation records.
7. Stealing or misappropriation of any property from or on KCSC premises.

8. Intimidation, coercion, or interference with the rights of another employee. Fighting, threatening bodily injury or use of profane, abusive, or threatening language while on KCSC time or property.
9. Tampering and/or altering an employee's time card.
10. Unauthorized possession of weapons on KCSC premises.
11. Violation of Board Policy.

B. Reporting of Absences

Employees are expected to have all absences from work approved by their supervisor. Employees must also report their absence by calling the Corporation Sick Line at **574-772-1607** and state the reason for their absence. **Absences should be reported no later than 6:30 a.m. of the scheduled work day.** Absences from work should be approved by the supervisor in advance of the absence. In the event of an emergency or unplanned illness, employees should contact their supervisor before the time their work day is to begin on the day the absence occurs. Failure to report absences to supervisors will be treated as insubordination.

C. Employee Discipline

Reasonable rules concerning personal conduct of employees are necessary if the schools are to function safely and effectively. Employees will be kept informed of rules by their supervisor or department head.

Types of counseling include, but are not limited to:

1. Oral Counseling: This is normally the first indication of a violation. It consists of a verbal conference with the employee.
2. Written Counseling: This is a formal notice of a violation. It serves, as a notice that continued infractions will result in more serious discipline. All written counseling will be signed by the employee and filed in his/her personnel file.
3. Suspension: An employee may be suspended from work, with or without pay, subject to due process and/or Indiana law.

These procedures are not necessarily sequential. At any point, pending the seriousness of the infraction, any procedure may be superseded and termination recommended.

D. Drug Free Workplace

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting, which is not tainted by the use or evidence of use of any controlled substance.

1. Any KCSC employee, who uses, possesses or is under the influence of controlled substances or look-alike substances (except under a physician's direction) at school, on school property or at school-sponsored activities, shall immediately be suspended from his duties without pay and shall not be reinstated without the approval of the Superintendent.

2. Any KCSC employee, who sells, delivers, distributes, or gives a controlled substance or look-alike substance to any other person off school property shall be discharged immediately.
3. Any KCSC employee who sells, delivers, distributes or gives a controlled substance or look-alike substance to any other person at school, on school property or at school sponsored activities (except when it is distributed in connection with his/her duties and it is given to a student pursuant to the instructions of the student's physician or parents) may be suspended or discharged.
4. Any discharge because of the use, possession or distribution of "illegal drugs" or "other drugs" shall be in accordance with the laws of the State of Indiana.

E. Internet Usage

District-provided access to electronic information, services, networks, personal email and Internet use is covered by Board Policy 7540.

The deliberate use of school-provided Internet access listed below is not permitted by staff or students:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. To transmit obscene, abusive, sexually explicit, or threatening language;
3. To violate any local, state, or federal statute;
4. To vandalize, damage, or disable the property of another individual or organization;
5. To access another individual's materials, information, or files without permission; and,
6. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

F. Employee Evaluations

The purpose of the evaluation process is to promote and document employee professional growth and development. All employees will be evaluated in writing at least one time during their employment year. The evaluation will be reviewed with the employee. This document will be signed by the employee and turned in to the Superintendent's Office and placed in the employee's personnel file. Any employee who is retained with an ineffective or needs improvement will be subject to an action plan of improvement.

V. COMPLAINT PROCEDURES

A. Discrimination/Harassment Compliant Procedures

KCSC recognizes that an employee has the right to work in an environment untainted by sexual or other forms of harassment or discrimination. Sexual

harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other forms of prohibited conduct include discrimination based on gender, religion, race, color, ethnicity, age, disability, and/or limited English proficiency.

The Compliance officer is the Superintendent located in the Central Office at #2 Redskin Trail.

Any employee who has a basis for complaint shall utilize the following steps:

Step 1 A written statement of the discrimination, signed by the complainant shall be submitted to the employee's immediate supervisor. The employee's immediate supervisor shall investigate the matters and reply in writing to the complainant promptly upon conclusion of the investigation with copies of the complaint and response sent to the Superintendent.

Step 2 If the complainant wishes to appeal the decision of the employee's immediate supervisor, the employee may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the employee's immediate supervisor's response. The Central Administrative Office shall investigate the matters and reply in writing to the complainant promptly upon conclusion of the investigation with copies of the complaint and response sent to the Superintendent.

VI. MISCELLANEOUS

A. Posting of Vacancies

Notice of all job vacancies (for jobs more than 4 hours per day) may be posted in schools. During this time employees may submit an application for such jobs. Postings will be available at the district's Central Office and on the KCSC website (www.knox.k12.in.us).

B. Promotion, Transfer, Demotion or Reduction in Force

KCSC encourages the policy of open promotion, transfer, demotion or reduction in force of individuals to staff positions on the basis of qualifications and suitability without regard to race, color, religion, sex, national origin, age, disability, or veteran status, and in keeping with federal and state employment laws and regulations. Seniority will not be a factor in making decisions regarding promotion, transfer, demotion or reduction in force of individuals to staff positions.

C. Hazardous Weather Days and eLearning Days

When the Superintendent or designee deems it necessary to close school for any reason, employees will be paid only for hours actually worked.

If school is closed for the entire day, 10/11 month hourly employees may not have to report to work and will not be paid. Conversely, 12-month employees will be expected to work on days that school is cancelled unless Superintendent declares it a no work day.

If schools experience a delay or early dismissal, 10/11 month hourly employees will be paid for the hours school is actually in session. Employees exempt from this practice include 12-month clerical staff, maintenance staff, and service staff.

If the school day is declared an eLearning day, 12-month clerical staff, maintenance staff, and service staff will report to work.

10/11 month hourly employees will be paid for hours worked on an eLearning day.

Bus drivers and cafeteria staff will not be compensated for eLearning days.

D. Pandemic Related Closures

If KCSC closes due to COVID-19 or a pandemic issue, employees may or may not be paid for hours not worked depending upon the circumstances of the closure. This decision will be made by the Board of Trustees upon the recommendation of the Superintendent. If an employee is required to work during the pandemic closure, the employee will be paid their hourly rate for all hours worked.

Discrimination Procedures

REMINDER

The Knox Community Schools provides employment and educational opportunities without regard to sex, race, national origin, religion, handicapping condition or limited English Proficiency.

The discrimination compliance officer is housed at Knox Community School Corporation Central Office #2 Redskin Trail, 574-772-1601.

Appendix A

Annual Employee Benefits and Compensation Table For Full-Time Employees

Employee Group	Family/Sick Days	Accumulate to	Personal Days	After 10 Years	Accumulate to	Holidays	Health	Vacation Days	After 10 years	Severance	Life	Starting Wage
Paraprofessionals	5	70	2	3	5	Schedule A	Schedule C	No	No	Yes	Yes	\$10.29
School Clerical - 12 month	6	70	3	3	5	Schedule B	Schedule C	12	18	Yes	Yes	\$10.49
School Clerical - 10 month	5	70	2	3	5	Schedule A	Schedule C	No	No	Yes	Yes	\$10.49
Custodians	6	70	3	3	5	Schedule B	Schedule C	12	18	Yes	Yes	\$10.97
Nurse	5	70	2	3	5	Schedule A	Schedule C	No	No	Yes	Yes	\$23.74
Computer Tech/Data	6	70	3	3	5	Schedule B	Schedule C	12	18	Yes	Yes	\$15.85
Central Office Clerical	6	70	3	3	5	Schedule B	Schedule C	12	18	Yes	Yes	\$11.78
Food Service	5	70	2	3	5	Schedule A	Schedule C	No	No	Yes	Yes	Schedule E
Bus Drivers/Bus Aides	5	70	2	3	5	Schedule A	No	No	No	Yes	Yes	Schedule F
Business Manager	6	70	3	3	5	Schedule B	Schedule D	12	18	Yes	Yes	\$57,000.00
Transportation Director	6	70	3	3	5	Schedule B	Schedule C	12	18	Yes	Yes	\$38,625.00
Technology Director	6	70	3	3	5	Schedule B	Schedule D	12	18	Yes	Yes	\$54,176.00
Food Service Director	6	70	3	3	5	Schedule B	Schedule C	12	18	Yes	Yes	\$29,818.00
Maintenance Director	6	70	3	3	5	Schedule B	Schedule C	12	18	Yes	Yes	\$47,501.00
Assistant Maintenance Dir	6	70	3	3	5	Schedule B	Schedule C	12	18	Yes	Yes	\$16.26
Facilities Director	6	70	3	3	5	Schedule B	Schedule C	12	18	Yes	Yes	\$18.76

Schedule A - Paid Holidays
Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
Good Friday
Memorial Day

Schedule B - Paid Holidays
July 4th
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Work day prior to Christmas Day
1st work day after Christmas
New Year's Day
Work day prior to New Year's Day
Good Friday
Memorial Day

Schedule C - Health Insurance
Plan 1 or Plan 2
Single Board Contribution 93.253%
Family Board Contribution 80%

Schedule D - Health Insurance
Plan 1 or Plan 2
Single Board Contribution 100%
Family Board Contribution 100%

Schedule E - Food Service
Cook/Playground Monitor/Cafeteria Aide - \$10.49
Head Cook 11.49

Schedule F		
Bus Drivers	0-29.9 Total Daily Miles	\$70.43
	30-59.9 Total Daily Miles	\$81.26
	60 and Over Total Daily Miles	\$92.10
Van/Mini Bus	\$33.78 per day plus .43 per mile	
Bus/Mini Aides	0-29.9 Total Daily Miles	\$42.93
	30-59.9 Total Daily Miles	\$48.05
	60 and Over Total Daily Miles	\$53.18
Substitutes	Full Day	\$60.00
	Half Day	\$30.00
After 5 Continuous Days of Driving		Regular Route Pay
Extracurricular Trips	Per Hour	\$10.00
* Daily Route = Round Trip from home to school and school to home.		

Wage and Hour Division

Families First Coronavirus Response Act: Employer Paid Leave Requirements

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.[1] The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that covered employers must provide to **all employees**:[2]

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

A covered employer must provide to **employees that it has employed for at least 30 days**:[3]

- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.^[4] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:[5]

For leave reasons (1), (2), or (3): employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave).[6]

Tax Credits: Covered employers qualify for dollar-for-dollar reimbursement through tax credits for all qualifying wages paid under the FFCRA. Qualifying wages are those paid to an employee who takes leave under the Act for a qualifying reason, up to the appropriate per diem and aggregate payment caps. Applicable tax credits also extend to amounts paid or incurred to maintain health insurance coverage. For more information, please see the Department of the Treasury's website.

Employer Notice: Each covered employer must post in a conspicuous place on its premises a notice of FFCRA requirements.[7]

Prohibitions: Employers may not discharge, discipline, or otherwise discriminate against any employee who takes paid sick leave under the FFCRA and files a complaint or institutes a proceeding under or related to the FFCRA.

Penalties and Enforcement: Employers in violation of the first two weeks' paid sick time or unlawful termination provisions of the FFCRA will be subject to the penalties and enforcement described in Sections 16 and 17 of the Fair Labor Standards Act, 29 U.S.C. 216; 217. Employers in violation of the provisions providing for up to an additional 10 weeks of paid leave to care for a child whose school or place of care is closed (or child care provider is unavailable) are subject to the enforcement provisions of the Family and Medical Leave Act. The Department will observe a temporary period of non-enforcement for the first 30 days after the Act takes effect, so long as the employer has acted reasonably and in good faith to comply with the Act. For purposes of this non-enforcement position, "good faith" exists when violations are remedied and the employee is made whole as soon as practicable by the employer, the violations were not willful, and the Department receives a written commitment from the employer to comply with the Act in the future.

[1] Wage and Hour Division does not administer this aspect of the law, but notes that every dollar of required paid leave (plus the cost of the employer's health insurance premiums during leave) will be **100%** covered by a dollar-for-dollar refundable tax credit available to the employer. For more information, please see the Department of the Treasury's website.

[2] Employers of Health Care Providers or Emergency Responders may elect to exclude such employees from eligibility for the leave provided under the Act.

[3] Employers of Health Care Providers or Emergency Responders may elect to exclude such employees from eligibility for the leave provided under the Act.

[4] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[5] Paid sick time provided under this Act does not carry over from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[6] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

[7] The Department will issue a model notice no later than March 25, 2020.

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