

**ADMINISTRATOR
HANDBOOK**

2019 - 2020

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Superintendent**



Perry Township Schools
6548 Orinoco Avenue
Indianapolis, IN 46227

This booklet is not to be construed as a contract of employment

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ADMINISTRATOR EMPLOYMENT

Perry Township Schools (the “District”) recognizes that it is vital to the successful operation of the District that positions created by the District be filled with highly qualified and competent administrators. The District shall approve the employment, assign the compensation and establish the term of employment for each administrator employed by the District. This handbook applies to all Districts administrators.

The contract entered into between the District and an administrator shall be as required by law and consistent throughout the District. In the contract of an administrator, the District may provide compensation for services performed for a time, either before or after the school term, as considered necessary by the District.

The Superintendent or designee is authorized to prepare administrative guidelines for the recruitment and selection of all administrators.

NON-DISCRIMINATION, ANTI-HARASSMENT AND ANTI-BULLYING

The District does not discriminate on the basis of a protected class including but not limited to sex, race, color, religion, national origin, ancestry, age, sexual orientation, gender identity, disability or genetic information in the programs or activities which it operates or the employment therein. The District strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment or bullying. The HR Department is responsible for monitoring and ensuring compliance with all non-discrimination, anti-harassment and anti-bullying process involving staff members.

If an administrator believes they have been discriminated against, they should notify their supervisor or the HR Department. Administrators should give thought to the following:

- The exact nature of the complaint, how they may have been discriminated against, and any persons they believe may be responsible
- The date, time and place of the event
- The witnesses or persons who have knowledge about the complaint
- Any available documentation or evidence that is relevant to the complaint
- The action that could be taken to resolve the complaint

ADMINISTRATOR ETHICS

The proper performance of District business and administration of an effective educational program requires the services of individuals of integrity, high ideals, and human understanding. To maintain and promote these essentials, the District expects all administrators to maintain high standards in their working relationships, provide professional leadership in the District and community, and in the performance of their duties, to:

- recognize basic dignities of all individuals with whom they interact in the performance of duties;
- represent accurately their qualifications;
- exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- seek and apply the knowledge and skills appropriate to assigned responsibilities;
- keep in confidence legally-confidential information;

- ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- avoid accepting anything of value offered by another for the purpose of influencing judgment;
- refrain from using their position or public property, or permitting another person to use an administrator's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen)

In addition, the District believes that each administrator should maintain standards of exemplary professional conduct and conform their behavior to the code of ethics set forth below as adopted from the American Association of School Administrators' Statement of Ethics for School Administrators by:

- making the well-being of students the fundamental value of all decision making and actions;
- fulfilling professional responsibilities with honesty and integrity;
- supporting the principle of due process and protecting the civil and human rights of all individuals;
- obeying local, State and national laws and not knowingly joining or supporting organizations that advocate, directly or indirectly, the overthrow of the government; implementing the District's policies and administrative rules and regulations;
- pursuing appropriate measure to correct those laws, policies, and regulations that are not consistent with sound educational goals;
- avoiding the use of their position for personal gain through political, social, religious, economic, or other influences;
- accepting academic degrees or professional certification only from duly accredited institutions;
- maintaining the standards and seeking to improve the effectiveness of the profession through research and continuing professional development;
- honoring all contracts until fulfillment, release or dissolution mutually agreed upon by all parties to the contract.

OUTSIDE ACTIVITIES OF ADMINISTRATORS

Administrators should avoid situations in which their personal interests, activities, and associations conflict with the interest of the District. If such situations threaten an administrator's effectiveness within the District, the Superintendent or designee and/or District shall evaluate the impact of such interest, activity, or association upon the administrator's responsibilities.

Administrators may not dedicate work time to an outside interest, activity, or association. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of Administrators shall remain the property of the District. The District shall retain all rights and privileges pertaining to the ownership thereof.

Administrators may not use District property or District time to solicit or accept customers for private enterprises.

Administrators may not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of their official position or authority or benefit financially from confidential information that the administrator has obtained or may obtain by reason of their position or authority.

Administrators may not campaign on District property during working hours on behalf of any political issue, or candidate for local, state, or national office. The constitutional right to express political and other opinions as citizens is reserved to all administrators. When making comments or commentary on social media, administrators should emphasize that their views do not represent views of the Administration and that they are not speaking as a Perry Township District administrator.

Administrators should refrain from expressions that disrupt the efficient operation of the District and /or interfere with the maintenance of discipline by District officials.

CONFLICT OF INTEREST AND NEPOTISM

Conflict of Interest

A conflict of interest occurs when an administrator knowingly or intentionally benefits financially from a contract with the District or a purchase made by the District. Administrators shall not engage in, or have a financial interest in (directly or indirectly), any activity that conflicts or raises a reasonable question of conflict with his or her responsibilities to the District.

Any administrator who has reason to believe that he or she may have a conflict of interest is required to disclose the potential conflict annually on an electronic form available in HR.

Nepotism

Relatives of persons currently employed may be hired only if they will not be working directly for or supervising a relative. Relative is defined to include spouses, parents, grandparents, grandchildren, children, siblings, sisters, (in laws and step included). This policy may also apply to individuals who are not legally related but who reside with or have an intimate or close personal relationship with another employee. An administrator is expected to disclose the relationship to HR to ensure the District adheres to the policy. If an administrator is currently impacted by this new policy as of the 2019-2020 school year, HR will work with the employees and supervisor to determine who will be best reassigned per the policy. An administrator who fails to disclose the conflict of interest may be subject to disciplinary action.

WHISTLEBLOWER PROTECTION

The District requires its administrators to be careful stewards of public funds and resources entrusted to them, and to comply with Indiana and federal law, District policies, and administrative guidelines in the performance of their duties for the District. The District therefore requires administrators to report possible violations of these expectations to their immediate supervisor. If the administrator's immediate supervisor is not responsive or is the administrator whose behavior is in question, the administrator shall submit a written report to the Superintendent. If the reported conduct relates to the Superintendent, the written report shall be filed directly with the District President who shall receive the report and distribute it to each member upon receipt. As leaders in the District, administrators are knowledgeable of many potential areas of violation and are therefore held to a high standard for prompt and full reporting of any potential violations.

After such a report is made, the immediate supervisor will ask that administrator's report be put in writing. Any administrator making such a report shall be protected from discipline, retaliation, or reprisal as long as the administrator made a reasonable and good faith effort to determine the accuracy of any information reported. Administrators are subject to disciplinary actions, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, administrators are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the District has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor or other appropriate official.

SAFETY

Maintenance of a safe work environment is the shared responsibility of the District and all employees from all levels. The District will take all reasonable steps to assure a safe environment and compliance with federal, state and local safety regulations.

The District does not allow possession of a firearm inside its buildings (except by law enforcement personnel acting in their official capacity).

The District has installed video cameras in designated areas of the facilities, some vehicles and grounds in order to enhance the security in and around all District owned property.

If an administrator is required to drive a personal vehicle in the performance of job duties, the administrator must carry and maintain automobile liability and property damage coverage. An administrator's coverage is primary in the event of an accident. The District's policy will cover as long as the administrator is driving for District business, but only after personal limits of liability are exhausted. The District does not provide any form of Comprehensive or Collision coverage for an administrator's vehicle if in an accident.

EMERGENCY CONDITIONS

Emergency conditions such as severe weather, flood, or fire can disrupt operations and interfere with work schedules. Extreme circumstances may require unusual procedures to be followed to ensure student and staff safety. An administrator is expected to use their best judgement if adverse weather creates extreme travel hazards commuting to and from the workplace. Administrators should not endanger themselves nor ignore the statement of local law enforcement officials about traveling during adverse weather. Administrators should make every effort to come to work and must notify their supervisor if the administrator cannot get to the worksite. The following is a list of essential personnel in case of an emergency condition:

- Superintendent
- Associate Superintendent
- Chief Technology Officer
- Director of Transportation
- Director of Facilities

Essential administrators are authorized to determine essential departmental personnel who may need to be called in for an emergency. If an administrator is required to work during an emergency condition, the administrator will receive an additional personal day that must be taken in the current school year.

All administrators should report to work at their scheduled time when there is a two-hour delay using care to arrive to work as safely as possible given road conditions and weather warning

IDENTIFICATION BADGES

Wearing an ID badge is mandatory at all times while working for the District. The District will furnish an initial ID badge at its expense. If an administrator loses an ID badge, they must report the loss immediately to the Perry Police Department due to the safety risk of potential unauthorized building access. A lost or damaged badge will necessitate an administrator paying for a new badge at the administrator's expense.

TOBACCO USE

Tobacco cannot be consumed or used by an administrator while on district property. Tobacco includes any form of tobacco products that are smoked (i.e. cigarettes, cigars, pipes, electronic cigarettes or vaping), applied to the gums (i.e. dipping, chewing tobacco, or snuff) and/or inhaled.

MANDATORY TRAINING EXPECTATIONS

An administrator whose job competencies require them to attend mandatory training classes must attend or complete the training classes no later than the expiration date of the class. If there are extenuating circumstances (approved FMLA or death in the family) that preclude an administrator from completing the training within the required time frame, the administrator must provide a written explanation to the supervisor which will be forwarded to HR.

PAYROLL DEDUCTIONS

The District deducts the following from administrator's paychecks: Federal Withholding Tax, State Adjusted Gross Income Tax, Social Security and Medicare, County Option Tax according to law, and PERF. If the eligible administrator chooses to apply to participate in any of the below programs¹, the District will deduct designated amounts from an administrator's paycheck:

1. Health Insurance
2. Dental Insurance
3. Vision Insurance
4. Flexible Spending Account (Medical and Dependent Care)
5. Group Term Life Insurance and Accidental Death and Dismemberment
6. Health Savings Account (with HDHP only)
7. Tax-Deferred Annuity Program
8. PERF/TRF Employee Contributions
9. Voluntary Insurance Deductions (AFLAC, Sun Life and Short-Term Disability)
10. Perry Township Education Foundation
11. United Way Contributions

HEALTH, DENTAL AND VISION INSURANCE ELIGIBILITY AND EFFECTIVE DATES

All new administrators shall become eligible to participate in the insurance plans currently offered on the first of the month following thirty (30) days of continuous employment. The administrator must complete enrollment through the online enrollment portal within thirty (30) days of the eligibility date. If the District receives the administrator's request for coverage after the enrollment period, and coverage is approved by the insurance company, insurance will become effective on the first of the following month. Administrators are paid in twenty-six (26) bi-weekly, consecutive payments (unless otherwise noted in the administrator's individual contract).

¹ This invitation to inquire allows eligible full-time administrators an opportunity to inquire further about the insurance currently offered and is limited to a brief description of the loss for which benefits may be payable. The policies have exclusions, limitations, reduction of benefits, and terms under which the policy may be continued in force or discontinued. When a range of benefits levels is present, the insured will only receive the coverage written in the contract selected and issued. The policies contain waiting, elimination, probationary, and similar time periods before coverage begins and when benefits may be payable for losses. Certain losses are not covered if the cause of the loss is traceable to a condition existing prior to the coverage effective date. For costs and complete details of coverage, contact the HR department or the insurance company for a sample contract.

The contributions for benefits will be immediately discontinued when an administrator dies or is released from a contract for any reason. If an administrator resigns, coverage will continue until the end of the month in which the administrator is paid the remaining contract salary and vacation leave payout, if applicable. It will be the responsibility of the resigning administrator to arrange with the insurance carrier(s) if continuous coverage is desired past the contractual period with the District.

Every fall, eligible administrators will be offered an open enrollment opportunity. During the annual open enrollment period, administrators may elect to add/drop/change coverage, add or delete eligible dependents or change the current health, dental, vision and voluntary benefit options. Changes made during the open enrollment period will be effective on January 1. Changes outside of open enrollment are prohibited unless a Qualifying Life Event (change in family status) occurs.

A Qualifying Life Event or change in family or personal status shall be defined as a change in marital status, a change in employment status of either the administrator or the spouse of the administrator, loss of coverage or a change in family size. Administrators shall have thirty-one (31) days from the date of the Qualifying Life Event to request coverage under the Plan. If coverage is not requested during the thirty-one (31) day period, the administrator must wait until the next annual open enrollment period or next Qualifying Life Event, whichever occurs first.

Administrator deductions for health insurance and rates are determined by deduction schedules, workdays and hours.

The District has a spousal carve out provision for the health insurance plan in accordance with the Hoosier School Benefit Trust guidelines.

ADDITIONAL BENEFITS OFFERED:

CELL PHONE REIMBURSEMENT

Administrators who are required to be on call 24/7 due to their district responsibilities shall be reimbursed \$100 a month for cell phone reimbursement.

DEATH BENEFIT

If an administrator dies while contracted for services in the District, the District will pay a benefit to the primary beneficiary who has been designated by the administrator on the basic life insurance policy provided by the District. Should the administrator fail to designate a beneficiary, the District will designate the primary beneficiary who has been designated by the administrator and confirmed by the Indiana State Administrators' Retirement Fund (INPRS). The benefit is an amount equal to the number of accumulated sick leave days, not to exceed a total of one hundred twenty-three (123) days, multiplied by the average daily rate of the administrator's basic salary. Additionally, the benefit includes one hundred forty dollars (\$140.00) per year of service in the District. If an administrator dies after the completion of a school year and prior to the beginning of a new school year, the death benefits shall be determined by using the new contract salary. The amount to be paid will be determined by multiplying the number of accumulated sick leave days by the daily rate of the contract without any overages or extended contracts included. Only those days accumulated while working in the district and those days transferred as allowed by law shall be used to determine the amount the beneficiary will be paid.

Once an administrator qualifies for unreduced retirement from INPRS, if the administrator dies, the spouse may continue the health insurance benefit.

DENTAL INSURANCE

Dental insurance is available to administrators and their eligible dependents. There are two dental plans available; basic and enhanced. See the Benefits Summary for insurance information.

DIRECT DEPOSIT

All administrators shall participate in the Direct Deposit Program. The administrator must submit the electronic direct deposit form to the payroll office prior to the first day of employment. The designated financial institution shall remain in effect for each pay period unless changed in writing by the administrator. The employer shall deposit all wages minus required and voluntary withholdings to the administrator's designated account(s) provided the District's originating bank recognizes it as a qualified financial institution.

HEALTH INSURANCE

Health insurance is available to administrators and their eligible dependents. There are two types of plan available; Traditional PPO and HDHP (high deductible health plan). See the Benefits Summary for insurance information.

Once an administrator qualifies for unreduced retirement from INPRS, if the administrator dies, their spouse may continue the health insurance benefit outlined in Article V, Section 2, of this agreement.

HEALTH SAVINGS ACCOUNT (HSA)

A Health Savings Account is available to administrators who participate in a high deductible health plan (HDHP). See the Benefits Summary for HSA information.

LONG TERM DISABILITY (LTD)

The district pays the premium for Long Term Disability insurance. An administrator is automatically enrolled on the first of the month following thirty (30) days of employment. The benefit terminates at the end of the month of employment. The waiting period for LTD is ninety (90) days.

MANDATORY PAYROLL FORMS

In order for an administrator to receive pay, they must complete a W-4 form for federal and a WH-4 for state income taxes. Administrators shall submit the electronic forms prior to the first day of employment and update when any information on these forms' changes.

PUBLIC EMPLOYEES RETIREMENT FUND (PERF)

Non-certified administrators are required to join the Public Employees' Retirement Fund. The District contributes the administrator's required contribution of three percent (3%) of their gross earnings to this retirement program and the employer contributes a statutory amount. Vesting in District contributions occurs after ten (10) years of INPRS service. Administrator is always 100% vested in their own contributions. Visit the INPRS website at www.inprs.in.gov for details.

TEACHERS RETIREMENT FUND (TRF)

Certified administrators are required to join the Teachers' Retirement Fund. The District contributes the administrator's required contribution of three percent (3%) of their gross earnings to this retirement program and the employer contributes a statutory amount. Vesting in District contributions occurs after ten (10) years of INPRS service. An Administrator is always 100% vested in their own contributions. Visit the INPRS website at www.inprs.in.gov for details.

TERM LIFE INSURANCE

Administrators will be enrolled at the 1st of the month following thirty (30) days of continuous employment. The employer will pay the premium less one dollar (\$1.00) per year which the administrator is required to pay through payroll deduction. The amount of the term life insurance coverage is \$150,000 and offers an Accidental Death and Dismemberment benefit.

VOLUNTARY BENEFIT PROGRAMS:

AFLAC SUPPLEMENTAL INSURANCE POLICIES

Various supplemental insurance policies are available to administrators and their dependents. The administrator pays 100% of the premium. Administrators may apply during the annual open enrollment period. Contact the District Benefits Manager for details on how to apply.

FLEXIBLE SPENDING ACCOUNT (FSA)

The employer has established a Flexible Spending Account Program. This program is intended to qualify as a “Cafeteria Plan” within the meaning of Section 125 of the Internal Revenue Code and any other applicable provision of law. See the Benefits Summary for insurance information.

PERRY TOWNSHIP EDUCATION FOUNDATION (PTEF)

Payroll deduction will be available for administrators desiring to contribute to the Perry Township Education Foundation. The PTEF is a grant making organization that raises funds to support innovative and creative programs to enhance learning throughout the District.

SHORT TERM DISABILITY (STD)

The District offers payroll deductions for a short-term disability program. The administrator pays 100% of the premium. See the Benefits Summary for insurance information.

TAX DEFERRED ANNUITIES

Eligible administrators may participate in one of the employer’s 403(b) and/or 457(b) retirement plans but must use one of the district’s approved vendors. Participation in the plan and plan deduction changes may be done at any time of the year.

VISION INSURANCE

Vision insurance is available to administrators and their eligible dependents. The administrator pays 100% of the premium. See the Benefits Summary for insurance information.

VOLUNTARY LIFE INSURANCE

An administrator shall have the option to apply for coverage under a supplemental term life insurance contract. The administrator will pay 100% of the premium for any approved amounts. The minimum coverage amount is \$10,000, administrators can apply for additional increments of \$10,000, and the maximum is the lesser of five times the administrator’s annual salary or \$500,000. Supplemental coverage in excess of \$200,000 is subject to evidence of insurability, as approved by the carrier. A dependent may be covered for no more than 50% of the administrator’s benefit amount and amounts in excess of \$30,000 are subject to evidence of insurability.

This policy is convertible and portable after employment ends (retirement or separation) by applying and paying premium timely to the insurance company. Exclusions apply.

UNITED WAY

Payroll deduction will be available for administrators desiring to contribute to United Way.

LEAVES

An administrator granted a leave of absence beyond that to which the Administrator is entitled under the Family-Medical Leave Act or Leave of Absence for Advanced Study, as applicable can choose to maintain, at the administrator's sole expense (paying the full premium), all insurance benefits in which they are enrolled at the time of the request for additional leave.

BEREAVEMENT LEAVE

Bereavement leave will be granted without loss of compensation and will not be charged against sick leave. These days do not accumulate from year to year. Bereavement leave may be taken following death of a specified relative listed below and/or to attend the funeral of a specified relative listed below. All bereavement leave must be taken within ten (10) calendar days of the date of death and do not have to be consecutive days (unless HR is notified in advance and prior permission is obtained within ten (10) days of the death in the family – i.e. a memorial service scheduled at a predetermined date in the future) and cannot exceed the total listed below for the death of a particular specified relative.

When there is a death in the immediate family, up to five (5) days of bereavement leave may be granted. Immediate family in this section includes: spouse, child, grandchild, parent, grandparent, sibling, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and a relative or legal dependent living with the employee.

Bereavement leave for the death of a relative by marriage or through co-parenthood beyond those listed above, including employee's children's grandparents, shall be granted not to exceed two (2) days. Bereavement leave for death of an aunt, uncle, niece, nephew, or cousin related either within the family or by marriage shall be granted for one (1) day.

Under extenuating circumstances, arrangements for additional bereavement leave, especially in cases in which extensive travel is required, may be approved upon written request to the HR Director with final approval by the Superintendent. The administrator should make the request for any additional bereavement leave time before the actual leave time is taken. The additional time will be charged against the employee's available sick leave.

EDUCATIONAL LEAVE FOR ADVANCED STUDY

An administrator may be granted a leave for advanced study. This leave will be governed by the following policies if possible within the framework of the adopted yearly budget:

1. No more than two (2) such leaves will be available in any one school year for the entire administrator staff.
2. The applicant must have at least three (3) years of continuous employment with the District.
3. Maximum length of leave will be one (1) year. Pay and benefit contributions from the District will cease during the leave but the administrator will have the opportunity to stay on benefits provided the employee pays 100% of the premium during the leave.
4. The administrator must present a written, detailed proposal for study or research for approval by the Superintendent or designee. This proposal must be submitted and approved by the Superintendent or designee by January 1 of the school year proceeding the year of leave. The Superintendent or designee will then make their recommendation to the School Board, who will act upon that recommendation by February 1 of that year. The leave will be available only for full-time study or research programs which

offer potential benefit to both the individual and to the educational program of the District.

5. Proposed study must be beyond an earned master's degree.
6. There will be a commitment for the staff member to return to the District for two (2) years.
7. On completion of the leave, the administrator will be assigned to a position of comparable nature, seniority, status, and salary as determined by the administration.
8. An administrator returning from leave will have paid time reinstated however the time will be prorated for the time returning, if after the start of the new school year.

FAMILY ILLNESS LEAVE

Administrators are eligible for family illness leave. This leave will be subtracted from the administrator's accumulated sick leave. Administrators may take up to ten (10) family illness days per school year (if available in sick leave balance) for an illness of an immediate family member. Immediate family in this section includes any relative or dependent living within the household of the administrator. Also included are spouse, child, father, mother, sibling, daughter-in-law, son-in-law, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchild living within or outside the household of the administrator. This leave may be granted by Supervisors as unpaid if the administrator has no accumulated sick leave time.

An administrator may petition the HR Director with final approval from the Superintendent for family illness leave in excess of ten (10) days where the illness constitutes a serious health condition under the Family Medical Leave Act. Family leave granted by the Superintendent shall be deducted from the administrator's available accumulated sick leave time.

PERSONAL LEAVE

Administrators shall use personal leave to conduct business that cannot otherwise be accomplished during non-working hours. Unused personal leave time will transfer to accumulated sick time after the first pay period following the first pay date in July. Administrators are granted five (5) Personal Leave Days per year. Personal leave is not paid out when an administrator retires or leaves employment.

SICK LEAVE

Each administrator shall be entitled to be absent from work because of illness. Ten (10) Sick leave days are granted annually at the beginning of each school year and are prorated if an administrator begins employment after the beginning of the school year. Unused personal business leave will be transferred each year to the sick leave accumulation. Sick leave may accumulate to an unlimited maximum but is not paid out when an administrator retires or leaves employment.

Sick Leave Transfer from Other School Districts:

Administrators who are transferring into the District for the first time who have accumulated sick leave will transfer all of the accumulated sick leave to this District immediately upon written verification from the prior district.

Sick Leave Reinstatement:

An administrator who has previously worked for the District and is rehired shall have sick leave previously accumulated for the District fully reinstated on their first day of service provided that the administrator was not under a teaching or

administrator contract during the intervening years.

SICK BANK

1. Administrator Sick Bank (ASB)

- a. A committee shall be formed to administer the Sick Bank and the recommendation will go to the Superintendent for final approval.
- b. The ASB shall be composed of:
 - i. Director of HR
 - ii. Representative of the Business Office
 - iii. Associate Superintendent
- c. The ASB shall be responsible for developing the forms needed to operate the Sick Bank

2. Enrollment

All administrators on the Administrative Salary Schedule shall be enrolled in the sick bank.

3. Guidelines

The Bank shall be administered by the ASB in accordance with the following provisions:

- a. The bank may be used only by the individual contributor for their own personal illness.
- b. Days from the Bank may be used only for those workdays that the individual contributor is employed under a Regular Administrator's Contract.
- c. All Administrators will initially donate one (1) day of their accumulated sick leave to the Bank. Additional days will be requested by the ASB as needed. If the balance is lower than 70 days on May 1, an additional day shall be taken the following July 1.
- d. All requests to receive grants from the Bank must be submitted in writing to the ASB on the prescribed form.
- e. No Administrator shall be permitted to withdraw days from the Bank until all of the administrator's own accumulated sick leave is depleted.
- f. Leave from the Bank can only be used for extended illness or disability. (The ASB will generally consider an extended illness one that involves ten (10) or more working days.)
- g. No use may extend more than thirty (30) working days without an additional review by the ASB.
- h. Leave from the Bank may not be granted for the period of disability when monies are paid to the administrator under Worker's Compensation Law, long-term disability, or short-term disability.
- i. Days granted will be reimbursed at a rate equal to the daily rate of pay on the adopted salary schedule for the individual granted days.
- j. The decisions of the ASB committee are final and there is no appeal process.

4. Members Agreement:

- a. A member may be required to furnish a medical report from a health care provider at any time before or during the time of the use of the Bank. The medical review will be at the member's expense. The ASB will review each case as required. The ASB reserves the right, if necessary, to limit the number of days granted.
- b. A person who has used days from the Bank will be required to repay these days at a rate of two (2) days per year until all days have been paid back. Repayment will begin with the school year immediately following withdrawal of days from the Bank. If an administrator:

- i. leaves the employment of the school district before the total number of days is paid back, then the remaining days owed will be deducted from the administrator's total accumulated sick leave at that time.
- ii. dies before all days are paid back, there will be no repayment of days.

HOLIDAYS

Administrators (260 days per contract year) are paid based on the following holiday schedule:

2019-2020 Holiday Schedule

Independence Day - July 4, 2019

Labor Day - September 2, 2019

Friday of Fall Break - October 18, 2019

Thanksgiving Break - November 27, 28, 29, 2019

Winter Break - December 23, 2019 - January 1, 2020

Friday of Spring Break - April 3, 2020

Memorial Day - May 25, 2020

Bonus Days

Martin Luther King Day – January 20, 2020

President's Day – February 17, 2020

If the District issues a snow day on Martin Luther King Day and/or President's Day, all 260-day administrators should make a conscientious effort to report on a designated snow day. If an administrator is unable to work on a snow day, the administrator must take the time off as a personal day or vacation day but will not be granted a sick day.

If a 260-day administrator has to work on a snow day, the Bonus Day will be worked as regularly scheduled day. No additional day off will be granted for working the Bonus Days. If the Bonus Days are not used as a snow day, administrators will use the time as paid leave days.

If more than two snow days are used during the school year, the District will extend the school year calendar at the end of the school year by the number of snow days in excess of two.

MILITARY LEAVE

In the absence of a military draft, military leave will be available to an administrator who is required to fulfill an annual tour of military reserve training duty (short-term military leave defined as leaves not exceeding fifteen (15) consecutive or nonconsecutive working days in any calendar year). For an administrator on short-term military leave, the district will make up the difference between the administrator's regular rate of pay and military pay if the military pay is less than the regular pay for the time period involved. The administrator must present proof of military pay in order for the district to reconcile the difference. An administrator on short-term military leave is required to return to work on the first regularly scheduled shift after the end of training, allowing for reasonable travel time.

In addition, an administrator who enlists for a tour of military duty or is required to serve as defined as long-term military leave, greater than fifteen (15) days leave will be entitled to only such reinstatement rights as required by law. Procedures regarding leave without pay and separation from service with the understanding of reemployment rights will be required, unless mandated differently by federal law.

For additional information regarding military leave, visit the website:

https://www.dol.gov/vets/programs/userra/userra_fs.htm

PREGNANCY LEAVE

The District will grant leave to a pregnant administrator as outlined in this section.

1. An administrator who is pregnant may continue in active employment as late into the pregnancy as the administrator desires, if they are able to fulfill the requirements of their position.
2. An administrator who is pregnant may use available sick leave time for any medically-related absences during the pregnancy.
3. A non-substitute administrator who is pregnant is entitled to a leave of absence any time between the commencement of their pregnancy and the birth of the child provided documentation for time off is supported by FMLA or ADA rules guidelines. Such leave, except in the case of medical necessity, will be unpaid leave. Such request should be made at least thirty (30) days before the date on which the administrator desires to start their leave and should include the length of the leave. In case of a medical emergency caused by the pregnancy, the administrator shall be granted a leave, immediately upon their request and certification of the emergency from an attending physician.
4. An administrator granted such a leave will be returned to the same assignment or one which is comparable and equal in pay and benefits as determined by the administration.
5. An administrator on pregnancy leave, upon the birth of the child, is entitled to maternity leave and maternity benefits as outlined in the Maternity Leave section.
6. The leave will be consistent with and shall not interfere with any rights the administrator may have under the Family Medical Leave Act (FMLA).

MATERNITY LEAVE AND MATERNITY BENEFIT:

Maternity leave (utilizing sick leave or unpaid time off) and **maternity benefit** (paid time off) for those with a regular work schedule (non-substitute) will be defined as follows:

1. Upon the birth of a child, the mother who is an administrator shall be granted ten (10) consecutive paid days of **maternity benefit**. These days will not be charged against the administrator's available sick leave and shall commence on the first workday following the birth of the child.
2. **Maternity leave** utilizes the administrator's available sick leave time, after the ten (10) paid days described in section one (1). **Maternity leave** using paid time will not extend beyond eight (8) consecutive weeks following the day after the birth of the child. During maternity leave, an administrator must use paid time (except saving up to five (5) paid leave days) before going into an unpaid leave time.
3. If the administrator is medically disabled, as verified by a physician's statement, beyond the eight (8) weeks, the administrator may use more of their available sick leave time to cover the time period of the disability.
4. Uncompensated leave may continue for up to one (1) year following the birth of the child. The administrator granted such a leave shall have the option to apply and pay 100% of the premium to maintain current insurance in which the administrator was enrolled at the time of the request. An administrator on uncompensated leave is

required to return within one (1) year following the birth of the child.* The return date may be adjusted beyond the child's first birthday to the first day of the next grading period.

A request for uncompensated (extended) maternity leave over and above medical leave approval (but not to exceed (1) year following the birth of the child) must be approved by the administrator's supervisor and HR. The administrator must complete an extended maternity leave request form and provide to their supervisor prior to the end of approved medical leave.

*This leave will be consistent with and shall not interfere with any rights an administrator may have under the FMLA.

PATERNITY LEAVE AND PATERNITY BENEFIT

Paternity leave (utilizing sick leave or unpaid time off) and **paternity benefit** (paid time off) for those with a regular work schedule (non-substitute) will be defined as follows:

1. Upon the birth of a child, the parent who is an administrator shall be granted ten (10) consecutive paid days of **paternity benefit**. This leave will not be charged against the administrator's available sick leave and shall commence on the first workday following the birth of the child.
2. Uncompensated **paternity leave** may continue for up to one (1) year following the birth of the child. The administrator granted such leave shall have the option to apply and pay 100% of the premium to maintain current insurance in which he was enrolled at the time of the request. An administrator on uncompensated leave is required to return within one (1) year following the birth of the child.*

*This leave will be consistent with and shall not interfere with any rights an administrator may have under the FMLA.

ADOPTION LEAVE AND ADOPTION BENEFIT

Adoption leave (utilizing sick leave or unpaid time off) and **adoption benefit** (paid time off) for those with a regular work schedule will be defined as follows:

1. Upon the placement of a child, the parent(s) who is an administrator shall be granted ten (10) consecutive paid days of **adoption benefit**. This leave will not be charged against the administrator's available sick leave and shall commence on the first work day following the placement of the child.
2. **Adoption leave** utilizes the administrator's available sick leave time. **Adoption leave** may not extend beyond eight (8) consecutive weeks following the placement of the child. During adoption leave, the administrator must use paid time before going into an unpaid leave time.

If both parents of the adopted child are administrators of the District, both parents may qualify for the adoption benefit. However, only one parent may use the paid adoption leave.

3. Uncompensated leave may continue for up to one (1) year following the placement of the child. The administrator granted such a leave shall have the option to apply and pay 100% of the premium to maintain current insurance in which the administrator was enrolled at the time of the request. An administrator on uncompensated leave is required to return within one (1) year following the placement of the child.* The return date may be adjusted beyond one (1) year to the first day of the next grading period.

*This leave shall be consistent with and shall not interfere with any rights the administrator may have under the FMLA.

VACATION LEAVE

A full-time (260 contract days) administrator is granted twenty (20) paid vacation days per year, at the start of the school year. An administrator who begins after the school year will have vacation time pro-rated based on the months remaining in the school year. Administrators may transfer unused vacation days up to a maximum balance of forty (40) days per year. Days above forty will be transferred into the sick leave balance.

An administrator will be paid all vacation time upon retirement or resignation.

WORKER'S COMPENSATION

The District provides worker's compensation insurance in accordance with Indiana's Worker's Compensation Act. Worker's compensation insurance generally provides limited benefits to eligible workers for work-related injury or illness that requires medical treatment. If an administrator sustains work-related injuries or illnesses, no matter how minor, they must inform their supervisor immediately. Prompt reporting to the administrator's supervisor is required for eligibility. The supervisor must complete, sign, and file the Supervisor's Accident Investigation form at the time of injury, or the administrator may not be eligible for compensation. All claims must be reported through the District's Human Resource office.

Benefits are generally available after a short waiting period. Worker's compensation benefits will not be available for the first seven (7) calendar days unless the disability continues for longer than twenty-one (21) calendar days. Thus, the Administrators may use sick, personal, and/or vacation leave for the first seven (7) calendar days off due to an injury on the job. Vacation or personal leave will not be used unless instructed by the administrator. If the administrator does not have adequate leave to cover the seven (7) calendar days, the administrator will have to go without pay.

Administrators who incur an injury at work must report to the prescribed provider for care and diagnosis of the injury. Failure to do so may cause the claim to be unpaid.

In the event an administrator is required to be absent due to an injury sustained as a result of an assault or battery which is determined to be compensable under workmen's compensation laws while the administrator is properly discharging their duties, the administrator shall receive the difference between the daily rate paid through workmen's compensation and the administrator's daily rate for a period up to the number of days in the administrator's scheduled work days for the school year and shall not be charged against the administrator's sick leave. The District may require an independent medical or psychological examination, at the District's expense, if there is a question as to the condition of the administrator at any time. The HR Department shall aid the administrator in filing all necessary forms for workmen's compensation. An administrator must comply with the workmen's compensation reporting provision in order to receive the benefits enumerated under it.

The administrator shall, as promptly as the nature of the assault or battery allows, report to their supervisor all cases of assault or battery whether injured or not, connected with their employment. The supervisor shall, in turn, promptly inform the HR department in writing with a copy of the report being given to the affected supervisor or building administrator.

The following are the two locations that must be used (no personal physicians allowed under Workers' Compensation):

Franciscan Working Well
747 E. County Line Road
Greenwood, IN 46143
Phone: 317-528-8009
For injuries between 7 AM- 7 PM

Franciscan ExpressCare
1001 N. Madison Avenue
Greenwood, IN 46142
Phone: 317-528-7500
For injuries between 7 PM -11 PM

For more information on Indiana Worker's Compensation, please visit the following link:

<https://www.in.gov/wcb/2382.htm>

RETURN TO WORK PROGRAM:

The District has a Return to Work program to cover any administrator who is unable to perform their normal work duties due to an injury incurred on the job. The important concepts of this program are outlined below:

The goal of our District is to provide meaningful work activity for administrators who temporarily become unable to perform all, or portions, of their regular work assignments due to work-related injury or illness. By providing temporary, alternate duty or modified duty work activity, injured administrators remain an active and vital part of the District. Return to Work duties may be in the form of either changed duties within the scope of an administrator's current position, or other available alternate duties for which they may be qualified, or through a reduced work-hours schedule.

If work is available which meets the limitations/restrictions set forth by the attending physician, the administrator may be assigned transitional or modified duty work for a period of time, not to exceed 180 days. Alternate and/or modified work or light duty is a temporary program and an administrator's eligibility in a temporary assignment will be based on medical documentation and continued recovery.

If an administrator is unable to return to their position due to restrictions, the District will determine if a position is available that meets the restrictions at the new position pay rate. However, if an administrator can't return to any work after 180 days, the administrator will be separated from service.

Worker's Compensation may run concurrently with FMLA.

Administrator Procedures:

All work-related injuries should always be reported immediately to the administrator's supervisor and, no later than the end of the shift which the injury occurs. An administrator who fails to report an injury timely (no more than five (5) days after the date of injury), will be subject to the disciplinary process as the District must meet the Indiana "First Report of Injury" requirements.

An Indiana Worker's Compensation First Report of Employee Injury/Illness form will be completed and submitted by the District.

When medical treatment is sought, the administrator must advise the supervisor to ensure the provider is aware of the administrator seeking medical care for a potential work comp injury. The supervisor will provide the locations of the District's approved medical providers. The attending physician will complete a Return to Work Evaluation form, which must be returned to the supervisor. Specialists and personal physician visits will also require a Return to Work Evaluation form.

Under the “Return to Work” program, temporary modified duty work may be available for up to 180 days (with frequent review) while temporarily unable to work in an administrator’s regular job capacity.

If the administrator is unable to return to their regular job but is capable of performing alternate duty work, the District will maintain the administrator in the light duty assignment until the administrator reaches Maximum Medical Improvement (MMI) or will pay Temporary Total Disability (TTD) until such time frame, if light duty is not available for a maximum 180 calendar days. If an administrator reaches the MMI, worker’s compensation ends and there is no obligation to continue light duty if the administrator has permanent restrictions. If there is a position open and available that satisfies the permanent restrictions that the injured worker is qualified for, the injured worker will be considered for the new position at the pay rate for the new position. An administrator’s failure to accept the new position may result in the administrator not being eligible for full benefits under the worker’s comp program and may result in disqualification for certain administrator benefits or separation from employment.

If the administrator is unable to return to work at the end of 180 days, the administrator will be eligible for Long Term Disability (LTD). When an administrator transitions to LTD, the employment relationship is separated and any available sick leave is paid out. If the administrator is able to return to work at a later date, the administrator must apply for open positions as an external candidate.

If an administrator is never able to return to their previous position, the administrator may ask for reassignment to a different position as a “reasonable accommodation of last resort” under the ADA. The District will attempt to accommodate the administrator with an existing, vacant position but will not be under any obligation to create a new position for the administrator.

Additional information may be obtained by contacting the HR Department or Administrator Safety Manager. Workers’ Compensation may run concurrently with Family Medical Leave.

FAMILY AND MEDICAL LEAVE

The District will allow eligible administrators to take leave for the following qualifying events in accordance with the Family and Medical Leave Act (“FMLA”) of 1993, as amended. 29 CFR §825.100(a):

1. Up to 12 workweeks of leave in a 12-month period for the following qualifying events:
 - a. Birth of a child;
 - b. Placement of a child for adoption or foster care;
 - c. For the care of a spouse, child or parent who has a serious health condition;
 - d. The serious health condition of the administrator which prevents the administrator from performing the essential job functions of their job;
 - e. Because of a qualifying exigency arising out of the fact that the administrator’s spouse, child, or parent is on covered active duty or called to covered active duty 29 CFR §825.200; or
2. Up to 26 workweeks in a single 12-month period for the care of a covered service member with a serious injury or illness. 29 CFR § 825.127

The District is prohibited from interfering with exercise of rights under the FMLA and retaliating against individuals for the use of FMLA leave.

When an administrator exhausts the limit of FMLA leave days, they will be responsible for the full cost of insurance premiums at the end of the month of the leave.

Limits on Leave

1. **Generally**

Under no circumstances can the amount of leave taken during a 12-month period exceed 12 workweeks, unless the leave is to care for a covered service member (see Section XI).

2. **Parenting Leave for a Newborn, Adopted, or Foster Child**

A husband and wife who are eligible for FMLA and are both employed by the District are limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken to care for administrators' newborn, adopted, or foster child. Parenting leave for a newborn, adopted, or foster child cannot be taken intermittently or on a reduced schedule without the approval of the District. 29 CFR §825.202(c)

Eligible administrators may take FMLA leave before the actual placement or adoption of a child if an absence from work is required for the placement or foster care to proceed. Permissible absences include, but are not limited to, the administrator attending a required counseling session, appearing in court, consulting with their attorney or the doctor(s) representing the birth parent submitting to physical examinations, or traveling to another country to complete an adoption.

Definitions Applicable to All FMLA Leave

1. **"1250 hours of work"** means actual work hours and does not include holidays, time spent in paid or unpaid leave, vacation leave, sick leave, or personal leave, compensatory time off, time spent receiving benefits under the Long-Term Disability Plan or time during the elimination period prior to receiving benefits under the Disability Plan. In determining whether a veteran meets this requirement, the hours that were actually worked for the District should be combined with the hours that would have been worked during the twelve months prior to the start of FMLA leave but for the military service. The District has the burden to demonstrate through documentation or other means, that a full-time administrator for whom the District generally does not keep accurate records of hours has not worked the requisite 1250 hours to be eligible for FMLA leave. 29 CFR §825.110(c)(1) & (2)
2. **"12-month period"** means a "rolling" 12-month period. Thus, in determining the amount of FMLA leave available to a particular administrator the District will subtract the leave taken by the administrator during the immediately preceding 12 months from the 12 weeks of FMLA qualified leave granted to the Eligible Administrator.
3. **"Child"** (i.e., son or daughter) means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and "incapable of self-care" because of a mental or physical disability, at the time the FMLA leave is to commence. 29 CFR 825.122(d)
4. **"Eligible Administrator"** means an administrator who has:
 - a. Been employed by the District for at least twelve (12) months;
 - b. The 12 months may be consecutive or non-consecutive employment with the District as long as there is a combined total of twelve (12) months. 29 CFR §825.110(b)
 - c. Worked at least 1250 hours in the twelve-month period immediately preceding the need for family-medical leave; and
 - d. Not exhausted their allotment of the family-medical leave in the applicable time period. 29 CFR §825.110.
5. **"Incapacity"** means inability to work, attend District events or perform other regular daily activities due to the

serious health condition, treatment thereof, or recovery therefrom. 29 CFR §825.113(b)

6. **“Instructional Administrators”** are those District administrators whose principal function is to teach and instruct students in class, a small group, or an individual setting. The term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for hearing impaired. It does not include teacher assistants or aides, counselors, psychologist, or curriculum specialists. 29 CFR §825.600(c)
7. **“Intermittent Leave”** means FMLA leave taken in separate blocks of time due to a single qualifying reason. 29 CFR §825.202
8. **“Health Care Provider”** means one of the following persons who may complete a Certification for Health Care Provider form and certify a serious health condition:
 - a. doctors of medicine or osteopathy authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices;
 - b. podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the State and performing within the scope of their practice under State law;
 - c. nurse practitioners, nurse-midwives, clinical social workers, and physician’s assistants authorized to practice under State law and performing within the scope of their practice as defined under State law;
 - d. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts;
 - e. any health care provider recognized by the District or the District's group health plan's benefit manager; and a health care provider listed above who practices in a country other than the United States and who is authorized to practice under the laws of that country.29 CFR §825.125
9. **“Parent”** means a biological, adoptive, or foster parent or an individual who had day-to-day responsibility for care and support of the administrator when the administrator was a child as defined above. In-laws do not qualify. 29 CFR §825.122
10. **“Reduced Schedule”** means a leave schedule that reduces an administrator’s usual number of working hours per workweek or hours per workday for a period of time. 29 CFR §825.202
11. **“Serious health condition”** means an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - a. Hospital Care 29 CFR §825.114
Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
 - b. Incapacity Plus Continuing Treatment 29 CFR §825.115(a)
A period of incapacity of more than three (3) consecutive calendar days that also involves in-person treatment by a health care provider on at least one occasion within seven (7) days of the beginning of the incapacity which results in a regimen of continuing treatment under the supervision of the health care provider involving either (a) additional visit(s) required by the health care provider within thirty (30) days of the beginning of the incapacity; or (b) the prescription of medications, therapy requiring special equipment, or other treatment that can only be initiated on orders of a health care provider.
 - c. Pregnancy 29 CFR §825.115(b)
Any period of incapacity due to pregnancy or for prenatal care.
 - d. Chronic Conditions Requiring Treatments 29 CFR §825.115(c)
A chronic condition which:

- i. Requires at least two (2) visits annually for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
 - ii. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - iii. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy).
- e. Permanent/Long-term Conditions Requiring Supervision 29 CFR §825.115(d)
A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The administrator or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include: Alzheimer’s, a severe stroke, or the terminal stages of a disease.
- f. Multiple Treatments (Non-Chronic Conditions) 29 CFR §825.115(e)
Any absences to receive multiple treatments for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three consecutive days if not treated, such as cancer (chemotherapy, radiation, etc.) severe arthritis (physical therapy), and kidney disease (dialysis).

Non-eligible medical conditions include (but are not limited to): taking over-the-counter medications, bed-rest, drinking plenty of fluids, or any similar activities that can be initiated without a visit to a health care provider unless something more serious is involved. The common cold, flu, earaches, upset stomach, minor ulcers, headaches, routine dental problems, and periodontal diseases are conditions that do not qualify for family-medical leave. Cosmetic treatments and plastic surgery are not serious health conditions unless inpatient hospital care is required or complications develop. 29 CFR §825.113(c) & (d)

Treatment of substance abuse by a health care provider or by a provider of health care services on referral by a health care provider will be covered by family-medical leave. However, absence because of the administrator’s abuse of the substance, rather than for treatment, does not qualify for family-medical leave. Treatment for substance abuse does not preclude disciplinary action in instances where the administrator has violated the employer’s policy against substance abuse, even during a time period of treatment covered by family-medical leave. 29 CFR §825.119

Family-medical leave may not be used for short-term conditions for which treatment and recovery are brief, such as minor illnesses and outpatient surgical procedures with expected brief recuperating periods. It does not provide for the intermittent care of a child for such commonplace illnesses as colds and flu. Routine medical, dental or vision examinations do not qualify for FMLA. 29 CFR §825.113(c) & (d)

For intermittent leave or leave on a Reduced Schedule, there must be a medical necessity for leave (as distinguished from voluntary treatments and procedures) and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. The treatment regimen and other information described in the certification of a serious health condition must meet the requirement for certification of the medical necessity of intermittent leave or leave on a reduced schedule. Administrators needing intermittent leave or a reduced schedule must attempt to schedule their leave so as not to disrupt the District's operations. In addition, an employer may assign an administrator to an alternative position with equivalent pay and benefits that better accommodates the administrator's intermittent leave or reduced schedule due to planned medical treatment. 29 CFR §825.202

12. **“Spouse”** as defined by law, means a husband or wife.

13. An administrator is "**unable to perform the functions of their position**" where the Health Care Provider finds that the administrator is unable to work at all or is unable to perform any one of the essential functions of the administrator's position. Additionally, an administrator who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. 29 CFR §825.123(a)
14. To the extent not listed herein, the District adopts the definitions of words and phrases as defined in the FMLA and its corresponding regulations.

Requests for Family Medical Leave

If the need for leave is foreseeable, requests must be submitted at least thirty (30) days prior to taking the leave, or if this is not possible, on the same or next business day of learning of the need for leave. Documentation supporting the need for foreseeable leave must be submitted prior to the beginning of the leave, but in no circumstances later than fifteen (15) calendar days after notice of the need for leave. 29 CFR §825.302

1. If the need for leave is not foreseeable, requests must be submitted in accordance with general leave request policies - barring extenuating circumstances, which prevent notice by the administrator, or administrator's spokesperson, within that time frame. Documentation supporting the need for unforeseeable leave must be submitted no later than fifteen (15) calendar days after the beginning of the leave. 29 CFR §825.303
2. Initial requests may be oral; however, administrators must complete and submit to the Superintendent or designee a written request for FMLA leave
3. Administrators requesting leave for which FMLA may apply are required to provide sufficient information to the District for a determination to be made whether the absence qualifies for FMLA leave coverage. The District is responsible for designating leave as FMLA if appropriate based on the information available without regard to an administrator's request to have or not have the leave so designated. 29 CFR §825.301
4. The following certifications are required to support requests for leave and must be provided, (see further explanation in Section V below):
 - a. Eligible administrators who apply for FMLA leave to care for an immediate family member must submit DOL Form WH-380-F; "Certification of Health Care Provider for Family Member's Serious Health Condition."
 - b. Eligible administrators who apply for FMLA leave for the administrator's own serious health condition must submit DOL Form WH-380-E;"Certification of Health Care Provider for Administrator's Serious Health Condition."
 - c. Eligible administrators who apply for Military Caregiver Leave must submit DOL Form WH-385; "Certification for Serious Injury or Illness of Covered Service Member- for Military Family Leave". The form may be completed by a Department of Defense (DOD) health care provider, Veterans Affairs health care provider, a DOD TRICARE network authorized private health care provider, or a DOD non-network TRICARE authorized private health care provider. Additionally, with respect to Military Caregiver Leave, the District will accept the submission of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA), in lieu of the DOL Form, for the time period specified in the ITO or ITA, if there is an immediate need for administrator at the service member's bedside. The ITO or ITA submitted by the administrator need not list the administrator as the named recipient of the ITO/ITA, provided the administrator is the spouse, parent, son, daughter or next of kin of the covered service member. If the

covered service member's need for care extends beyond the expiration date specified in the ITO or ITA, the administrator is responsible for submitting the DOL Form for the remainder of the administrator's leave period.

5. The following documentation may be required to support requests for leave, and must be provided if requested: 29 CFR §825.302(c)
 - a. documentation of the qualifying exigency includes a copy of the orders for active duty and, if the leave is to meet with a third party, contact information and the purpose of the meeting; 29 CFR §825.309
 - b. documentation of the birth, adoption, or foster care relationship for which parenting leave is requested;
 - c. documentation of family relationship(s) may be required. 29 CFR §825.122(k)
6. Leave may be taken in increments of no less than half days. 29 CFR §825.205(a)
7. Leave requested for birth, adoption, or foster care placement must be taken within one (1) year of the birth or initial placement. 29 CFR §825.120(a)(2) and 29 CFR §825.121(a)(2)

Administrator Certifications and HIPAA Release

For administrator certifications, the Superintendent or designee shall attach a statement of the essential functions of the administrator's position for the health care provider to review. In order for the Certification Form to be considered sufficient, the health care provider must specify what function of the administrator's position the administrator is unable to perform so that the District can then determine whether the administrator is unable to perform one (1) or more essential functions of the administrator's position.

It is the administrator's responsibility either to furnish a complete and sufficient certification or to furnish the health care provider providing the certification with any necessary authorization from the administrator or the administrator's family member in order for the health care provider to release a complete and sufficient certification to the District to support the administrator's FMLA request. 29 CFR §825.307

In all instances in which certification is requested, it is the administrator's responsibility to provide the District with complete and sufficient certification, and failure to do so may result in denial of FMLA leave. 29 CFR §825.307

Eligible administrators who apply for FMLA to care for an immediate family member, for the administrator's own serious health condition, or Military Caregiver Leave may be asked to execute and provide to their health care provider a HIPAA-compliant release form if the District needs to clarify or authenticate the Certification. If the administrator does not provide the necessary authorization and does not otherwise clarify the certification, then the District may deny FMLA leave. 29 CFR §825.307

If the Superintendent or designee deems a medical certification to be incomplete or insufficient, the Superintendent shall notify the administrator, in writing, what information is lacking, and the administrator will have seven (7) calendar days to cure the deficiency. The Superintendent or designee (not the administrator's direct supervisor) may contact the certifying health care provider for clarification concerning or to authenticate the content of a medical certification provided proper privacy releases have been made. The District shall not ask the health care provider for additional information beyond that required by the certification form. 29 CFR §825.307

All of the certifications identified above must be submitted by the administrator within fifteen (15) calendar days after the District provides the administrator with the applicable DOL Form, unless it is not practicable under the particular circumstances to do so despite the administrator's diligent, good faith efforts.

Recertification

1. If the administrator's need for FMLA leave lasts beyond a single FMLA leave year, the District may require the administrator to provide a new medical certification in each new FMLA leave year. 29 CFR §825.305
2. Notwithstanding C below, the District may require administrators to provide recertification of the medical necessity for intermittent leave every six (6) months in conjunction with an absence even if the certification is for a lifetime condition. 29 CFR §825.308(b)
3. Upon expiration of the minimum duration of a condition certified as lasting more than 30 days, the District may request recertification no more than once every thirty (30) days in conjunction with an administrator's absence unless:
 - a. the administrator requests an extension of the leave;
 - b. circumstances described by the previous certification have changed significantly (e.g. the duration of the illness, the nature of the illness, complications); or
 - c. The District receives information that casts doubt upon the continuing validity of the certification.
4. Re-certifications are at the administrator's expense. No second or third opinion on recertification may be required other than the annual certification.
5. Re-certifications are not permitted for leave to care for a covered service member if the documentation is issued by Department of Defense, Veterans Administration, or TRICARE or because of a qualifying exigency arising out of the fact that the administrator's spouse, child, or parent is on active duty or call to active duty status for deployment to a foreign country.
29 CFR §825.308

Second Opinion

The District may require a second medical opinion of an original certification by a Health Care Provider who does not regularly contract with the District. Pending receipt of the second (or third) medical opinion, an administrator is provisionally entitled to FMLA benefits, including maintenance of group health benefits. If the certifications do not ultimately establish the administrator's entitlement to FMLA leave, the leave shall not be designated as FMLA leave and may be treated as paid or unpaid leave under the District's established leave policies. The District must reimburse an administrator or the administrator's spouse, parent, or child for any reasonable "out of pocket" travel expenses incurred to obtain the second opinion. If the opinion of the administrator's and the District's designated Health Care Providers differ, the District shall require the administrator to obtain certification from a third Health Care Provider, again at the District's expense. This third opinion shall be final and binding. The third Health Care Provider must be designated or approved by both administrator and District acting in good faith to attempt to reach an agreement. The District shall provide the administrator with a copy of the second and third medical opinions upon request. 29 CFR §825.307

Use of Paid Leave

1. Any use of compensatory time or paid sick leave for an FMLA-qualifying absence will run concurrently with the FMLA designation.
2. The District shall designate paid or unpaid leave as FMLA within five (5) business days absent extenuating circumstances, if all the following apply:
 - a. The employer has compelling information based on information provided by the administrator that leave was taken for an FMLA-qualifying event; and

- b. The administrator is properly notified of their FMLA rights.
3. Administrators shall be required to use any available sick leave simultaneously with FMLA after exhausting any available compensatory time as required above and prior to use of other accrued benefit leave (vacation or personal leave but may save a combined total of five (5) days so all paid time is not exhausted during an approved FMLA leave).
 4. Administrators may request to use vacation and/or personal leave simultaneously with FMLA leave for an FMLA-qualifying absence.
 5. FMLA leave may run concurrently with Worker's Compensation if the absence qualifies for both programs.
 6. The administrator shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.
 7. Whether FMLA leave is paid, unpaid, or a combination, the limits in Section II apply.

Intermittent Use of FMLA

1. Administrators are entitled to take intermittent leave for the administrator's serious health condition or due to the serious health condition of a parent, spouse, or child, or to care for a covered service member or because of a qualifying exigency. 29 CFR §825.202
2. To be entitled to intermittent leave, the administrator must submit certification to establish the medical necessity of the leave (e.g. periodic testing and treatments) and work with the District to determine a schedule of treatments that causes the least disruption to operations subject to the approval of the health care provider. The District may consider a temporary transfer to an alternative, comparable position which better accommodates the intermittent leave or reduced schedule for planned medical treatment.
3. The District may grant administrators intermittent leave or a reduced work schedule for the birth or placement of a child if operational needs allow such intermittent leave or a reduced work schedule. Such leaves/schedule must be discussed and agreed upon by the administrator and the District prior to the commencement of such leave/schedule.
4. When planning medical treatment, the administrator must consult with the District and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the Health Care Provider. 29 CFR §825.302(e)

Provisions Specific to Instructional Administrators

1. **Leave for More than 20% of Working Days During Leave Period**
 If an Instructional Administrator needs intermittent leave or leave on a reduced schedule to care for a family member with a serious health condition, to care for a covered service member, or for the administrator's own serious health condition, which is foreseeable based on planned medical treatment, and the administrator would be on leave for more than twenty percent (20%) of the total number of working days over the period the leave would extend, the District may require the Instructional Administrator to choose either to:
 - a. Take leave for a period or period of a particular duration, not greater than the duration of the planned treatment; or

- b. Transfer temporarily to an available position for which the administrator is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than the Instructional Administrator's regular position. 29 CFR §825.601

2. **Limitations on Leave Near the End of a Semester**

Any leave or return from leave by instructional administrators during the last five (5) weeks of a semester shall be reviewed individually by the Superintendent to minimize disruption to the students' program.

Military Family Leave Entitlement

1. **Military Caregiver Leave**

Eligible administrators may take up to twenty-six (26) weeks of unpaid FMLA leave, in a "single 12-month period," to care for a covered service member with a serious injury or illness. The "single 12-month period" begins on the first day the eligible administrator takes Military Caregiver Leave and ends twelve (12) months after that date. If the administrator does not use their entire twenty-six (26) workweeks leave entitlement during the "single 12-month period" of leave, the remaining work weeks of leave are forfeited. 29 CFR § 825.127

For purposes of Military Caregiver Leave, the covered service member may be a member of either the Regular Armed Forces or the National Guard/Reserves. Former members, including retired members, of the Regular Armed Forces or the National Guard/Reserves, and those service members on the permanent disability retired list, are not covered service members. 29 CFR § 825.127(b)

The term "next of kin" means the service member's nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of Military Caregiver Leave under the FMLA, in which case the designated individual shall be deemed to be the covered service member's next of kin. All family members sharing the closest level of familial relationship to the covered service member are considered the covered service member's next of kin, unless the covered service member has specifically designated an individual as their next of kin for Military Caregiver Leave purposes. While an eligible administrator may care for more than one (1) seriously injured or ill covered service member at the same time, the administrator may not take more than twenty-six (26) workweeks of leave during each "single 12-month period." 29 CFR § 825.127(d)

Military Caregiver Leave is a "per-service member, per-injury" entitlement. Therefore, an eligible administrator may take twenty-six (26) workweeks of leave to care for one (1) covered service member in a "single 12-month period," and then take another twenty-six (26) work weeks of leave in a different "single 12-month period" to care for another covered service member or to care for the same service member with a subsequent serious injury or illness (e.g., if the service member is returned to active duty and suffers another injury). Additionally, an eligible administrator could take FMLA leave, after the end of the "single 12-month period" for Military Caregiver Leave, to care for a covered service member if the member is a qualifying family member under non-military FMLA and s/he has a serious health condition. 29 CFR § 825.127(e)

2. **Qualifying Exigency Leave**

Eligible administrators may take up to twelve (12) weeks of unpaid FMLA leave for any of the following qualifying exigencies that are related to the fact that the administrator's spouse, son, daughter or parent is on

active duty, or has been notified of an impending call or order to active duty to support a contingency operation:

- a. Issues arising from a covered military member's short-notice deployment (i.e., deployment on seven (7) or less calendar days of notice) for a period of seven (7) days from the date of notification.
- b. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.
- c. Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new District or day care facility, and attending certain meetings at a District or a daycare facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member (this does not include providing child care on a routine, regular or everyday basis).
- d. Making or updating financial and legal arrangements to address a covered military member's absence (e.g., preparing and executing financial and healthcare power of attorney, transferring bank account signature authority, enrolling in the Defense Enrollment Eligibility Reporting System, obtaining military identification cards, or preparing or updating a will or living trust).
- e. Attending counseling provided by someone other than a healthcare provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member.
- f. Taking up to five (5) days of leave to spend time with a covered military member who is on short-term, temporary, rest and recuperation leave during the deployment.
- g. Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member.
- h. Parental care, of a parent of the military member who is incapable of self-care, and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative care for a parent, to provide care on a non-routine, urgent, immediate need basis to a parent, admitting or transferring a parent in a new care facility, and attending certain meetings with staff at a care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member (this does not include providing parental care on a routine, regular or everyday basis).
- i. Any other event that the administrator and the District agree is a qualifying exigency.

Eligible administrators who apply for FMLA leave for Qualifying Exigency Leave must submit DOL Form WH-384; "Certification of Qualifying Exigency for Military Family Leave". Specifically, the first time the administrator requests Qualifying Exigency Leave, the administrator must provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service. Additionally, each time that the administrator requests leave for one of the above-listed qualifying exigencies, the administrator must certify the exigency necessitating leave. Such certification supporting leave for a qualifying exigency includes:

1. appropriate facts supporting the need for leave, including any available written documentation supporting the request;
2. the date on which the qualifying exigency commenced or will commence and the end date;

3. where leave will be needed on an Intermittent basis, the frequency and duration of the qualifying exigency; and
4. appropriate contact information if the exigency involves meeting with a third party.

Administrators are advised that if the qualifying exigency involves a meeting with a third party, the Superintendent or designee may verify the schedule and purpose of the meeting with the third party. Also, the Superintendent or designee may contact the appropriate unit of the Department of Defense to confirm that the covered military member is on active duty or call to active duty status.

Light Duty

Time spent performing "light duty" work does not count against an administrator's FMLA leave entitlement.

District Notices to Administrators

1. Duty to Inquire

The District must inquire further to determine whether an absence may be covered by FMLA, in circumstances where information provided by the administrator, or the administrator's spokesperson if the administrator is unable to provide the information personally, indicates that FMLA may be appropriate but additional information is required for a definitive determination. 29 CFR §825.301.

2. Notices

If the information included in The Administrator's Rights and Responsibilities Notice changes, the Superintendent or designee will inform the administrator of such changes within five (5) business days of receipt of the administrator's first notice of the need for FMLA leave subsequent to any change. The Director of HR is charged with responsively answering questions from administrators concerning their rights and responsibilities. 29 CFR §825.300.

The District is responsible for designating leave as FMLA-qualifying and for giving notice of the designation to the administrator. When the District has enough information to determine whether the leave is being taken for an FMLA-qualifying reason, the District must notify the administrator that the leave will be designated and will be counted as FMLA leave within five (5) business days absent extenuating circumstances. 29 CFR §825.300(d).

The District must provide the required forms and identify the fifteen (15) calendar day time limit for submission of completed forms and the consequences for failure to submit the documentation within the fifteen (15) calendar day time limit. 29 CFR §825.300. The District should provisionally designate an administrator's leave as FMLA-qualifying in the interim prior to the administrator's return of required certification. It is the administrator's responsibility to provide the District with complete and sufficient certification. Failure to provide the required Certification may result in a delay, denial of FMLA-qualifying leave, or unauthorized leave subject to disciplinary action.

If it is not possible to provide the number of hours, days or weeks that will be counted as FMLA leave (e.g., where the leave will be unscheduled), the Superintendent or designee will provide this information upon request by the administrator, but no more often than every thirty (30) days and only if leave was taken during the period. The notice of the amount of leave counted against the administrator's FMLA entitlement may be oral or in writing. If such notice is oral, it shall be confirmed in writing, no later than the following payday that is at least one (1) week after the oral notice. Such notice may be in any form, including a notation on the administrator's pay stub. 29 CFR §825.300.

FMLA Leave and Mandatory Overtime

Administrators with proper medical certification may use FMLA leave in lieu of working required overtime hours. Thus, hours that an administrator would have been required to work but for the taking of FMLA leave will be counted against the administrator's FMLA entitlement.

Calculating the Amount of FMLA Leave Used by an Administrator

The actual workweek is the basis of leave entitlement. For example, if an administrator who would otherwise work 40 hours a week takes off eight (8) hours, the administrator would use one-fifth (1/5) of a week of FMLA leave.

For purposes of determining the amount of FMLA leave used by an administrator, the fact that a holiday may occur within the workweek taken as FMLA has no effect; the week is counted as a week of FMLA leave. If, however, the administrator is using FMLA leave in increments of less than one (1) week, the holiday will not count against the administrator's FMLA leave entitlement unless the administrator was otherwise scheduled and expected to work during the holiday. Similarly, when an administrator is not scheduled to work during winter, spring, or summer vacation (i.e., during a period when some or all administrators are not expected to work for one (1) or more weeks), the days the administrator is not scheduled to work shall not count against the administrator's FMLA leave entitlement. 29 CFR 825.601

Maintenance of Administrator Benefits

The same group health plan benefits provided to an administrator prior to taking FMLA leave shall be maintained during the FMLA leave (e.g., if family member coverage is provided to an administrator, family member coverage shall be maintained during the FMLA leave). Similarly, benefit coverage during FMLA leave for medical care, surgical care, hospital care, dental care, eye care, mental health counseling, substance abuse treatment, etc., shall be maintained during leave if provided in the District's group health plan, including a supplement to a group plan.

If an administrator chooses not to retain group health plan coverage during FMLA leave, the administrator will be reinstated, upon return from leave, on the same terms as prior to taking the leave, without any qualifying period, physical examination, exclusion of pre-existing conditions, etc.

The District is required to continue paying the employer's portion of health insurance premiums during approved FMLA. Administrators are required to continue paying the administrator's portion of health insurance premiums during FMLA. Administrators shall be given a thirty-day (30) grace period from the due date of their health insurance premium. Administrators who fail to pay their portion of the health insurance premium within this grace period may, with fifteen (15) days' notice, be removed from their respective health insurance plan.

The District may seek reimbursement for any health insurance premiums paid on behalf of the administrator if the administrator fails to return to work after FMLA, unless the reason for the administrator failing to return to work is due to the continuation or recurrence of the serious health condition or is otherwise beyond the administrator's control as defined in the FMLA.

Reinstatement

The administrator is responsible for notifying the District of their intent to return or not to return to work. Administrators are entitled to reinstatement to the same or similar position upon return from FMLA.

If an administrator who has exhausted their entitlement to FMLA remains on leave under provisions of workers' compensation, disability plan, or as a reasonable accommodation under the Americans with Disabilities Act (ADA), the

District is responsible for applying the reinstatement requirements under the applicable law or program rather than the reinstatement provisions under FMLA.

An administrator who fraudulently obtains FMLA leave is not protected by the FMLA and is not protected by its job restoration or maintenance of health benefits provisions.

UNPAID LEAVE

Administrators who do not qualify for FMLA leave, who have exhausted FMLA leave but may still require additional unpaid leave, or who have other extenuating circumstances that may require the use of unpaid leave may request unpaid leave. The District recognizes the importance of providing unpaid leave to employees in circumstances such as these that are beyond employees' reasonable control and therefore offers this policy. Reasonable accommodations necessary for the employee to perform the essential functions of their position (ADA accommodations) will be considered when determining whether unpaid leave requests are granted. The District realizes that there will be some exceptions, such as extended illness, that require special consideration.

The District will not routinely grant unpaid personal leaves of absence. All available paid leave must be used before an administrator may request additional unpaid leave (except an administrator may save up to 5 paid leave days to use upon return from leave). The District reserves the right to grant an unpaid personal leave of absence on an individual basis and in its sole discretion. The decision to grant an unpaid leave will be based on the length of requested leave, the administrator's length of service, the administrator's past job performance, the overall operational needs of the District, and whether the leave request is based on unforeseen circumstances such as an administrator's extended illness.

The administrator will complete an Unpaid Leave Request Form when requesting leave that falls into this category. If the administrator's leave is not approved, the administrator will be expected to voluntarily terminate employment due to the fact that the administrator is unwilling or unable to fulfill the attendance requirements of the position, even with a reasonable accommodation. Documented leave that complies with ADA expectations will grant an administrator a leave not to exceed eight (8) weeks of time off. An administrator who is unable to return to work at the end of the eight (8) week ADA accommodation will have their employment severed and will be responsible for 100% of the insurance premiums at the end of the month of the approved leave.

An administrator may also apply for an unpaid leave for the purpose of serving in public office or for professionally-related activities. The administrator shall state the purpose for the request and the length of time for which the leave is requested. Such unpaid leave, which may be granted at the discretion of the District, will be granted for the period of time necessary to fulfill the responsibilities, however, in most cases such leave will not exceed the period of one (1) year. An administrator granted such leave shall have the right to maintain at their expense, all insurance benefits for which the administrator was enrolled at the time of the request. At the end of the leave, the administrator will return to a comparable assignment as determined by the Superintendent.

COURT DUTY

Full time administrators will receive the difference between their daily salary and witness or jury pay when they are subpoenaed as a witness in court or to serve as a juror. However, administrators will not receive such payment if absent due to personal litigation. It is the administrator's responsibility to secure from the court, and provide to their immediate supervisor, verification of the court duty and the amount of payment for such duty or a waiver.

POLITICAL CANDIDATE LEAVE

An administrator who is a political candidate seeking public office shall be granted one (1) day of leave without loss of compensation for either the day of the primary election or the day of the general election.

RESIGNATION/TERMINATION

Administrators are expected to provide a minimum thirty (30) day notice of intent to resign. If an administrator has a certified contract, the District will provide due process, in compliance with applicable law, prior to terminating or discontinuing an administrator's contract. For an administration who is not certified, the contract terms will dictate the termination terms.

EARLY RETIREMENT AND INSURANCE BENEFITS

An administrator who has completed ten (10) or more years of service to the District may retire at or after age fifty-five (55) and remain on the health, dental, vision and basic term life insurance programs until age 65. This benefit is available for the retiree and spouse if insured at the time of retirement (i.e. the retiree carries into retirement the same health insurance plan the administrator was on at the time of retirement, i.e. single, employee/spouse, employee/child(ren), or family). Retirees have no rights to reinstate insurance plans after enrollment in the insurance plan has been terminated. Once an administrator qualifies for unreduced retirement from INPRS, if the administrator dies, the spouse may continue the health, dental and vision insurance in accordance with applicable law.

The retiree will contribute one-half (1/2) of the premiums due by July 1st each year and the remaining one-half (1/2) of the premiums by January 1st of the following year.

On the first (1st) day of the month following the retiree's eligibility for Medicare or on the first (1st) day of the month following the retiree's death, or on the first (1st) day of the month following the retiree's spouse's eligibility for Medicare, the health benefit will cease for that particular person, but will remain in effect for the other party until the first (1st) day of the month following that particular person's eligibility for Medicare. The employee must notify the HR Department in writing of their intent to retire and exercise this right by March 1st of the calendar year of the retirement.

STAFF DRESS AND GROOMING

Staff dress and grooming directly reflects the professional standards established in the District. Due to the visibility of our staff to students, other staff members, and the public, the District expects all administrators to be appropriately dressed and well groomed.

Staff members assigned to District duty are expected to:

1. Be physically clean, neat, and well groomed;
2. Dress in a manner that reflects their position and setting in the district. For example, the dress of an instructional assistant may be different than maintenance personnel.
3. Cover tattoos that are offensive, large or excessive in nature.
4. Not wear any visible body piercings with the exception of pierced ears. Clear or flesh spacers are allowed to fill piercings.
5. Be groomed in such a way that their dress or hair does not disrupt the educational process or cause a health/safety hazard;

The District will provide a reasonable accommodation from the foregoing dress requirements because of an administrator's religious practices, disability, medical condition, or for other legitimate reasons, unless such reasonable

accommodation imposes an undue hardship. Administrators are encouraged to contact HR if they think they are in need of a reasonable accommodation.

ATTENDANCE AT CONFERENCES AND MEMBERSHIPS

The District encourages administrators to actively participate in local, state, and national organizations by providing arrangements for an administrator to attend the meetings of such professional organizations if the administrator has membership in the organization, which sponsors the meeting.

1. Conference expenses will be carried in the budget: However, requests for travel and attendance at meetings will be approved only if they are possible within the framework of the adopted annual budget. It will be the final prerogative of the Superintendent or his designee to determine who will be eligible to attend state and national meetings. The District will reimburse an administrator for professional travel if the administrator has received prior approval. An administrator may be reimbursed for the mileage or lowest available airfare, whichever is less, for conferences approved by the Superintendent or designee. The Administrator will be reimbursed at a per diem rate for meals.
2. Requests for permission to attend professional meetings must be made on form "Application for Approval of Professional Travel" and must be filed with the Superintendent or designee at least one (1) week prior to the meeting. Any exceptions must be approved by the Superintendent or their designee.

EMPLOYEE REFERENCE POLICY

Administrators and other supervisors may provide a reference for current or former employees if the supervisor has direct knowledge of the employee's work performance. HR will provide reference information that is verifiable from the personnel file. In the event an employee has separated from employment and the District receives a request for information from a prospective future employer, the HR Department will provide the employee's start and end dates, ending title and ending salary. If the former employee submits a signed written release, additional information may be provided if verifiable from the personnel file. The Director of HR may also provide additional information as may be required by law.

UNEMPLOYMENT COMPENSATION

Administrators are eligible for benefits under this statutory program, but only within specific restrictions. Information about this program can be reviewed at <http://www.in.gov/dwd/2334.htm>.

RULES OF CONDUCT

The following rules of conduct create a positive work environment. Administrators who violate these rules and regulations are not performing in the best interest of the District and their co-workers. By way of example, rather than limitation, the following conduct provides sufficient cause for disciplinary action up to and including discharge:

1. Abusive, unprofessional, or inconsiderate treatment of fellow administrators, students, visitors, and/or the public.
2. Insubordination or neglect of duty.
3. Deliberately giving false information on employment application, time records, or other records or altering, removing or destroying records, reports, or documents without authorization.
4. Any unauthorized removal of property from the District, i.e. theft.
5. Being under the influence of, or in possession of alcohol, illegal drugs, or controlled substances at work and not properly prescribed for the administrator by a physician.

6. Fighting or inappropriate conduct on the District's property, including the use of profanity, verbal abuse, or violent acts or threats.
7. Sleeping during working hours.
8. Illegal gambling on property or while on duty.
9. Failure of the administrator to report arrest, the filing of criminal charges, and/or the conviction of criminal offenses to their supervisor or the Superintendent within 48 hours of the occurrence.
10. Failure to respect confidentiality of information and records.
11. Deliberate careless handling of materials resulting in damage to the District's property.
12. Possession of a firearm in a District building or on District property while on duty as a District administrator unless the firearm is locked in the trunk of the administrator's vehicle, kept in the glove compartment of the administrator's locked vehicle or stored out of plain sight in the administrator's locked vehicle.
13. Acts of harassment or intimidation toward another administrator.
14. Excessive absenteeism or tardiness, or unauthorized departure from work (abandonment of job duties).
15. Serious misconduct or criticism of authority, i.e., misconduct of a nature that would bring discredit and/or harm upon the District.
16. Failure to meet and maintain established standards of performance as provided in job descriptions and performance appraisal criteria.
17. Use of tobacco on district property.
18. Failure to report accidents, damaged equipment, or other hazardous conditions.
19. Absence from assigned duty station without permission of the administrator's supervisor.
20. Violation of fire or safety regulations.
21. Violations of rules or regulations published by any of the divisions, departments, or offices of the District or any resolutions, policies, rules or regulations adopted by the District.
22. Unsatisfactory performance or conduct.

Steps of progressive discipline procedures may be waived for severe infractions.

REQUIRED REPORTS

During the course of employment with the District, an administrator shall be required to immediately report to DCS or law enforcement any suspected child abuse and/or neglect; shall be required to report to law enforcement any suspected violations of law in the District environment (including, but not limited to harassment, battery, intimidation, or threats to staff, minor alcohol consumption, general controlled substance violations, and criminal organization activity); and shall be required to report their arrest or the filing of criminal charges against the administrator; and conviction of criminal charges to their supervisor, HR or Superintendent or designee within 48 hours of the occurrence.

The Supervisor or designee shall obtain a review of each reported arrest and/or conviction and shall recommend appropriate action to the District considering the risk to members of the community presented by the continued employment of the administrator. Failure to self-report within forty-eight (48) hours may lead to a recommendation of termination for insubordination.

At any time, during the course of employment, if an administrator is arrested or charged with a crime with DCS, the administrator is required to report the arrest or charge within 48 hours to the supervisor. The supervisor will consult with HR as most DCS charges require an administrator to go on an immediate "leave" status because of the proximity to children on the District's premises. Each case will be reviewed on a case-by-case basis but may subject the administrator to immediate dismissal, depending on the allegation.

House Bill 1079 requires the following:

1. The District must contact references and, if applicable, the most recent employer provided by a prospective administrator, before the District may hire the prospective administrator.
2. The District must conduct an expanded child protection index check concerning each applicant for employment before or not later than 60 days after the applicant's employment. Administrators must comply by the deadline or the District will separate employment until the DCS check returns as favorable.
3. The District must conduct an expanded criminal history checks on each administrator every five years. This will be conducted in the fall through the HR Department. Administrators will be notified if they must complete said expanded criminal history check. Administrators must comply by the deadline or the District has the right to discipline up to and including termination for non-compliance. An administrator on an approved leave will have up to thirty (30) days after returning from leave to complete the mandatory background check that was requested during the administrator's approved time off.

RESPONSIBLE USE OF SOCIAL MEDIA

The District encourages responsible self-expression and administrators are expected to develop practices regarding social media that are consistent with this policy.

Social Media Defined

Social media includes but is not limited to all means of communicating or posting information or content of any sort on the Internet, including the administrator's own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin District or a chat room, whether or not associated or affiliated with the employer.

General Provisions

Administrators are responsible for monitoring their content postings. They should be aware of privacy settings and should be deliberate about how they would like their content to be consumed. Administrators should also assume that anything posted or shared online could become public information. Administrators could be held personally liable for content that is defamatory, obscene, proprietary, or libelous.

Administrators shall not disclose any confidential information (information that is declared or permitted to be treated as confidential by State or Federal law or employer policy, including the Family Educational Rights and Privacy Act (FERPA)) obtained in the course of their employment about individuals or organizations, including students and/or their families or another member of the school community. For example, administrators may never post a student's behavior or attendance on an administrator's personal social media platform or websites.

Official versus Personal Content

Unless specifically instructed, administrators are not authorized to and therefore are restricted from speaking on behalf of their employer. Administrators should deliberately describe that their views expressed in a blog or on social networking sites are their own and not those of their employer. The use of an employer email address, job title, seal, logo, or letterhead are considered to represent the employer in an official capacity. Other communications leading an average consumer to conclude that posted content was made in an official capacity could also be considered to represent the employer in an official capacity. Absent evidence of prior steps taken to distinguish content as being personal expression, statements made in blogs or on social media networking sites may be perceived as being in the scope of the administrator's official job duties. If contacted by the media or press about their employer, administrators should contact the Marketing and Communications Director or designee.

Administrators are subject to discipline up to and including employment termination for content that exceed legal protections even if they disclaim their expression as personal. For example, when making statements in blogs or on social media networking sites, administrators shall not make statements that are threatening, harassing, obscene, defamatory, or hostile. Administrators also shall not knowingly or recklessly disregard the truth, make false statements of fact about the employer or its District members, students, or administrators.

Communications with Students

Administrators should not use social media for discussion with a student(s) that leads to inappropriate relations or violates employer policy.

Extra-curricular leaders may use group social media platforms to communicate with students about travel plans, changes in schedules, and similar topics that do not lead to inappropriate relations of any student(s) or violate any employer policy.

Administrators who wish to create websites for student support, such as listing athletic events or classroom support materials, shall have those sites approved by administration and linked to employer websites. These pages are subject to all employer policies and procedures. Administrators shall allow the Superintendent and/or designee to have access to any District related social media site as a "friend," "follower," or similar access request.

Reporting Violations

Any violations of this policy should be shared with supervisors, managers, or the HR department. Violation of this policy will result in disciplinary action up to and including immediate termination.

USE OF COMMUNICATION SYSTEMS

Administrators are provided access to the internet to assist them in performing their job. Email, instant messaging, text messaging and voicemail can provide excellent means of communicating with other administrators and external resources. Use of the internet, voice mail and telephones must be tempered with common sense and good judgement.

Content that is created, stored or received on the computer and/or telephone systems of the district or created using district property may and likely will be reviewed by administrative staff and by other authorized representatives. Administrators should have no expectation of privacy in anything they create, store or receive on the district systems. The systems belong to the district and should be used for district purposes.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate may not be sent by email or other forms of electronic communication (bulletin District systems, blogs, newsgroups, chat groups), downloaded from the internet, or displayed or stored in the district's computers. Administrators encountering or receiving this kind of material should immediately report this to their supervisor.

DRUG FREE WORKPLACE

The District believes that quality education is not possible in an environment affected by drugs. It will seek therefore to establish and maintain an educational setting not tainted by the use or evidence of use of any controlled substance except for appropriately prescribed medication reported to an administrator's supervisor.

The District shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any other drug paraphernalia, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event.

Further, any staff member found in possession of, use, distribution/distributing of any illegal substance at any time will be subject to disciplinary action which may lead to termination.

An administrator who is required to take medication, as prescribed by a physician that may impair job performance, should report this fact to their supervisor. The treating physician may be asked to verify whether the medication may impair performance, and to identify precautions which may be required to insure the administrator does not endanger themselves, co-workers or students. If an administrator cannot function safely or effectively while using prescribed medication, the administrator may be placed on a medical leave of absence, alternate duty, suspended, or terminated depending upon the time needed off from work.

REASONABLE SUSPICION TESTING

Administrators are subject to testing based on (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. HR should be consulted before sending an administrator for testing and the administrator is required to use the clinic mandated by the District. The supervisor in cooperation with HR will document the specific observations and behaviors that create a reasonable suspicion. Under no circumstances will the administrator be allowed to drive themselves to the testing facility. A HR or a supervisor level administrator must escort the administrator. Arrangements will also be made for the administrator to be transported home. The actual cost for drug and alcohol impairment testing required by the District of its administrators will be paid by the district. The District will provide or will pay reasonable transportation costs to its administrators for travel to and from the testing facility. An administrator who fails testing may be subject to disciplinary action up to and including discharge from employment.

SALARY AND COMPENSATION

Salary and Evaluation

- A. Administrators will receive an annual performance evaluation based on a standardized rubric. The results of an evaluation may lead to an Assistance Plan and/or Remediation Plan.
- B. An administrator must be evaluated as Highly Effective or Effective in order to receive an increase in salary. Any administrator evaluated as Needs Improvement or Ineffective will not receive an increase in salary.
- C. Annual salary increases for Administrators will be consistent among Administrators rated Highly Effective or Effective and will be recommended by the Superintendent for approval by the Board.

Deferred Compensation Accounts

The term "deferred compensation accounts" refers to 401(a) accounts, 403(b) accounts, 457 accounts, and HRA/VEBA accounts as defined by the Internal Revenue Service.

A. 401(a) Plan

- 1. The District will contribute six and six-tenths percent (6.6%) of the base salary to the 401(a) Deferred Compensation plan for Administrators with at least twenty-three (23), but less than thirty-seven (37), years of experience for the 2011-2012 school year.

2. The District will contribute five and six-tenths percent (5.6%) of the base salary to the 401(a) Deferred Compensation Plan for administrators with less than twenty-three (23) years of experience for the 2011-2012 school year.
3. Contributions by the District to the 401(a) Deferred Compensation Plan shall be 100% Vested after five (5) total years of service with the District. A year is defined as 120 days per calendar year.

B. 403(b) and 457 (b) Plans

Administrators of the District may participate in the township 403(b) and 457(b) plan offerings. All contributions to these plans are made by the administrators with the administrator's own contributions. Administrators, may enroll in this plan at any time.

C. HRA/VEBA Plan

1. Establishment and Maintenance of HRA/VEBA Account:
 - a. Effective with the starting date of the 2004-2005 school year, the District will establish an HRA (Health Retirement Account) for each administrator who did not qualify for unreduced INPRS retirement benefits prior to the start of the 2004-2005 school year.
 - b. The District will establish a Deferred Compensation Plan Oversight Committee.
2. The District will contribute annually to the administrator's HRA account an amount equivalent to one percent (1%) of the base salary for any administrator with fewer than sixteen (16) years of experience prior to the start of the 2004-2005 school year and all new hires starting 2004-2005 or thereafter.
3. HRA Account Access: The administrator will have access to the assets of their account upon retirement from the District provided that said administrator has reached the age of fifty-five (55) years and has completed a minimum of fifteen (15) years of service, at least ten (10) years of which must have been completed in the District (55/15/10). The experience requirement will be waived if an administrator qualifies for unreduced retirement from the ISTRF/PERF and is eligible to receive such retirement benefits.
4. In accordance with Internal Revenue Code 501(c)(9) and any other applicable federal and state laws, the retired administrator may use the HRA account to purchase health insurance, health services, health products, and/or any other legally allowed items and services.
5. The retired administrator may use their HRA account assets to purchase insurance through the District's plan provider(s) at the then current group plan rate(s), provided the retired administrator pays one hundred percent (100%) of the premium for each plan chosen.
6. Upon the death of the retired administrator, any assets remaining in the HRA account shall be distributed according to the Plan Document.

Administrator's Retirement Fund Contribution Eligibility

The District shall contribute the administrators' share of the Indiana Public Employee Retirement System (INPRS) contributions (State Teachers' Retirement Fund (TRF) or Public Employees Retirement Fund (PERF), as applicable to each administrator) in addition to the administrator's salary.

Retirement for INPRS Employer and HRA Contributions

A. Eligibility:

1. The administrator must be under contract or on an approved leave with the District at the time of retirement.
2. The administrator must be at least fifty-five (55) years of age.
3. The administrator must have at least years of fifteen (15) years of teaching/administrative experience, with at least ten (10) of those years in the District. The experience requirement will be waived if an administrator qualifies for unreduced retirement from the INPRS and is receiving such retirement benefits. This also applies to the severance or the buyout for accumulated sick days. In the case of disability retirement approved by the INPRS, the District may waive the age fifty-five (55) requirement.

B. Notification:

1. An administrator applying for Regular Retirement must notify the Superintendent or designee in writing of their intention to retire by March 1st of the calendar year of retirement.
2. The District may waive this stipulation for reasons of health or other emergencies.
 - a. Retirement shall generally be submitted for the end of a school term/employment contract year, unless mutually agreed by both the District and the administrator.
 - b. If an administrator fails to make the notification required, then the administrator may forfeit the opportunity for this benefit during the first year of retirement.

C. Retirement Benefits:

Administrators who retire may continue to participate in the health, dental, vision, long-term care, and life insurance programs offered by the District, provided the administrator pays one hundred percent (100%) of the premium as prescribed by the District. Eligibility for these insurance benefits continues until Medicare eligibility for health, dental, and vision and until age 65, and age 70 for term life insurance. Spousal carve-out will be in accordance with HSBT guidelines. A retiree may change plans in accordance with HSBT guidelines.

1. Spousal carve-out will be in accordance with HSBT guidelines.
2. The retiree will contribute one-half (1/2) of the premiums due by July 1st of each year and the remaining one-half (1/2) of the premiums due by January 1st of the following year.

3. On the first (1st) day of the month following the retiree's eligibility for Medicare or on the first (1st) day of the month following the retiree's death, or on the first (1st) day of the month following the retiree's spouse's eligibility for Medicare, the health benefit will cease for that particular person, but will remain in effect for the other party until the first (1st) day of the month following that particular person's eligibility for Medicare. This provision is subject to the seven (7) year maximum benefit.
4. The term life insurance benefit will remain in effect until the end of the month of the retiree's sixty-fifth (65th) birthday. The accidental death and dismemberment benefit of the term life insurance policy does not continue with retirement. The supplemental term life insurance may continue at the retiree's expense until the retiree's seventieth (70th) birthday.
5. Until the retiree reaches the age of Medicare eligibility, retirees may remain on the same dental and vision programs they were on at the time of retirement. Retirees will pay the total premium for these programs.
6. Retirees may remain on the long-term care program they were on at the time of retirement. Retirees will pay the total premium for this program. This benefit is no longer offered to newly hired administrators after June 30, 2019.

D. Sick Time Remuneration:

Payments for sick time benefits will be made only if the administrator is living at the time of the final contract payment. Sick time benefits will be paid only one (1) time to a given individual.

1. Administrators who were hired in or prior to the 1987-1988 school year (sixteen (16) or more years of experience before the beginning of the 2004-2005 school year), qualify for the following benefits:
 - a. the 401(a) Buy-out Program, and
 - b. a \$2,000 lump sum severance benefit for INPRS calculations at retirement if the retiree has at least sixty (60) accumulated sick leave days.
2. Administrators who had fewer than sixteen (16) years of experience before the beginning of the 2004-2005 school year:
 - a. qualify for the 401(a) Buy-out Program account but do not receive any sick time remuneration at retirement.
3. Administrators who began service with the District after the 2004-2005 school year and beyond do not receive any sick time benefit at retirement.

