



Gary Community School Corporation
STRONG ★ RESILIENT ★ BUILT FOR EDUCATION

Personnel Handbook

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Gary Community School Corporation

Strong. Resilient. Built for Education.

Dear Employee,

Welcome to Gary Community School Corporation! We are pleased to have you as a member of our school family to help us achieve our mission.

At Gary Community School, we believe that our employees are our strongest asset. You are the single most important ingredient in our continuing success, and we want to do everything in our power to help you be successful.

Our goal is to provide a quality education through the academic programs we have to offer. Each of us have a role to play, so we all are important.

We hope you will find this handbook helpful. As the need arises, it will be updated and/or modified so that it is both current as well as consistent with the applicable laws and policies of Gary Community Schools. We are always interested in suggestions regarding improvement, so please let us know your opinion.

Best wishes for a successful experience at Gary Community School Corporation.

Sincerely,

Dr. Paige McNulty
Manager

INTRODUCTION

This personnel handbook (“Handbook”) is intended to cover all Gary Community School Corporation (“GCSC”) employees. To the extent that this Handbook conflicts with any relevant labor contract in place, the contract controls. This Handbook is not intended to cover all working conditions within GCSC.

The rules and guidelines in this Handbook are in addition to the administration’s broad, discretionary authority to maintain safety, order, efficiency, and effectiveness. The rules and guidelines do not limit authority. GCSC policies and administrative guidelines, applicable state, and federal law and/or applicable collective bargaining agreements supersede the rules and guidelines include herein should a conflict exist.

MISSION STATEMENT

Doing what is best for students today, tomorrow, and every day.

VISION STATEMENT

The vision of the GCSC is to remain the premiere educational system providing an enriched academic and multi-cultural learning environment that prepares our students to pursue the accomplishment of life goals. GCSC fosters a high-quality education in a safe and orderly learning environment that ensures the acquisition of knowledge, skills, and values necessary to be productive and responsible citizens in a global, technological society.

EMPLOYMENT RELATIONSHIP

Nothing in this Handbook is intended to be understood or to create an employment contract between GCSC and the employee. This Handbook is not a contract or promise of employment for any period of time.

The guidelines for this Personnel Handbook are effective for July 1, 2021. The GCSC intends to continue offering the benefits contained herein, although GCSC reserves the right to change or revoke benefits, temporarily or permanently, if such action is in the best interest of GCSC. The information provided herein is intended to serve as a guide for GCSC employees and is subject to change.

Hourly employees will have a 90-day probationary period. Evaluations will occur at 30 days, 60 days and 90 days before the probationary status is lifted. Staff who do not satisfactorily complete the probation period will be terminated.

SECTION I – GENERAL POLICIES AND GUIDELINES

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Gary Community School GCSC not to discriminate based on any protected class (including, but not limited to, race, color, religion, gender, national origin, age, disability), as required by state and federal law.

This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Merit will determine who is hired and how an employee progresses through the corporation. This idea is critical to shaping the kind of school corporation we want to be.

HARASSMENT/BULLYING

Thoughtless, unprofessional, or insensitive words and actions that are hurtful, offensive or of a harassing nature to any employee or student have absolutely no place in the workplace. Bullying of other employees, patrons, or students with the intent to harass, ridicule, humiliate, intimidate, or harm others through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited. Inappropriate behavior should be reported immediately to your department director, building principal, or the Compliance Director (defined below). Any concerns will be handled with the utmost discretion. It is only through the daily efforts of everyone that GCSC can provide a supportive and fair environment for all employees.

As an employee of GCSC, you must be mindful that students are also entitled to a supportive and fair environment. Accordingly, behavior among students that is inconsistent with the ideals described in the preceding paragraph, should be discouraged, and controlled by you. Should you be unable to rectify the problem, you should immediately report the situation to your department director, building principal, or the Compliance Director.

SEXUAL HARASSMENT

GCSC strictly prohibits any employee, male or female, from harassing any co-worker, student, or patron. Sexual harassment is contrary to the basic standards of conduct between individuals and is prohibited by federal and state law. It shall therefore constitute a violation of GCSC's policy for any employee to engage in any of the acts of behaviors defined below and such misconduct will subject an employee to discipline up to and including discharge.

This policy applies to all employees of GCSC; anyone associated with GCSC, as well as any person or entity doing business with GCSC.

Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct:

1. Is made explicitly or implicitly a term or condition of employment or
2. Is used as a basis for employment decisions, or

3. Has the purpose or effect of unreasonably interfering with work performance or creating an otherwise intimidating, hostile, or offensive working environment.

Complaints of harassment of any type should be directed to your department director, building principal or in his/her absence, the Compliance Director. Any such complaint will be treated in strict confidence and will be investigated promptly. All reporting employees who advance a good faith complaint will be protected from retaliation.

COMPLIANCE OFFICERS

The following individuals serve as the Compliance Officers for complaints of harassment or discrimination.

Human Resources, Executive Director

Chief Academic Officer

NON-DISCRIMINATION

GCSC does not discriminate based on any protected class (including, but not limited to, race, color, religion, gender, national origin, age, disability), as required by state and federal law. This non-discrimination policy applies to the students' access to courses and programs, athletics, physical education, guidance and counseling, vocational program, financial assistance, and extra-curricular activities. The policy also applies to staff hiring, assignment, remuneration, and other matters related to staff personnel. If you have a complaint, or concern, please contact the Human Resources Department or either of the Compliance Officers. All reporting employees who advance a good faith complaint will be protected from retaliation.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

The **Student Data Privacy Authorization for social media/Internet App Usage Form (FM7540F5)** should be submitted to a Building Administrator and then the Director of Technology for approval, prior to utilizing any social media platform or third-party internet app for a school-related purpose (i.e., class Facebook pages, Class Dojo, etc.)

PUBLIC RECORDS

GCSC complies with all Federal and State laws pertaining to electronic mail. Accordingly, emails written by or sent to GCSC staff and Board members may be public records if their content concerns GCSC business or education records if their content includes personally identifiable information about a student. Emails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 219 - Public Records. Emails that are student records must be maintained pursuant to Policy 342 - Student Records.

SMOKE-FREE ENVIRONMENT

GCSC, including all its buildings, grounds, and vehicles, are smoke-free. Employees are not permitted to smoke or use tobacco while on school property. The use of tobacco includes cigar, cigarette, pipe, snuff, or any other matter of substance that contains tobacco, as well as electronic, "vapor" or other substitute forms of cigarettes.

All employees are asked to help *monitor* the "no smoking" policy. If someone is observed smoking on campus, employees should politely request that the smoker extinguish the cigarette, pipe, cigar or vape. It is the responsibility of all employees to maintain a healthy and safe smoke-free environment.

ALCOHOL/DRUG-FREE WORKPLACE

GCSC is committed to providing a safe and healthy workplace that enables employees to perform at their most productive levels. Drug and alcohol abuse in the workplace is a threat to safety and health of our employees and jeopardizes the efficiency of our operations and the quality of our products.

Employees and volunteers serving GCSC are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance or alcoholic beverage while:

- 1) at any school premises or site;
- 2) in any vehicle used for school business or functions;
- 3) off school property at any school-sponsored or approved event; or
- 4) otherwise engaged in school business.

Violation of this policy will result in discipline, up to and including termination

WEAPONS ON SCHOOL PROPERTY

No weapons of any kind shall be permitted on GCSC property.

EMERGENCY CLOSINGS

GCSC appreciates the effort of employees who report to work despite the problems created by snow or other weather emergencies. Remember, the decision about weather is based on the local conditions in Gary. Our decision is based upon the safe transportation of children.

Therefore, anyone reporting late due to weather conditions will not have their pay reduced if the delay is reasonable, given the location of home and mode of transportation of the employee:

1. On days that schools are closed or delayed; twelve-month employees are expected to their assigned workstations as soon as safety will allow. All other employees (9-10-11 month employees) do not report to work unless school is in session. The missed days will be added at the end of the year. This process is comparable to the “make-up” days for snow that is used for students and teachers.
2. Due to special circumstances, the Director of Buildings and Grounds may make special assignments for maintenance personnel.

SECTION II –EMPLOYMENT PRACTICES

RECRUITMENT OF EMPLOYEES

GCSC is committed to securing the services of the best personnel available. Only professionally trained individuals who meet the state statutory requirements and who satisfy the corporation's established standards will be considered for certified positions. All classified staff shall be recruited and selected based on specific position requirements.

The search for qualified applicants may extend to a wide variety of educational institutions and geographical areas. It will take into consideration the diversified characteristics of the corporation, and it will recognize the contributions which can be made by people of different races, religious, and ethnic backgrounds.

Positions will be posted on the GCSC website and may be posted on other employment service websites. Recruitment procedures will not overlook the talents and potential of individuals already employed by the corporation. Any current employee of the corporation who has been employed for at least one (1) year of service in his/her position with no documented disciplinary actions within the past twelve (12) months, may apply for any position for which he/she has certification and meets other stated requirements.

INTERVIEWING CANDIDATES

The Human Resources Department will provide the hiring managers/departments with copies of resumes and or completed applications from candidates. The hiring manager/department will conduct an interview along with an interview team to determine if the candidates possess the knowledge, skills, and abilities necessary for the position. The hiring manager will submit a recommendation form to the HR Department for processing.

EMPLOYMENT CLASSIFICATIONS

Employment classifications are used throughout this Handbook for the purposes of salary administration and eligibility for various GCSC benefits. For purposes of salary administration and eligibility for overtime payment and employee benefits, classifies its employees and other workers are classified as follows:

1. Full-Time Employees. Full time employees are hired to work a standard workweek of thirty-five (35) hours per week on a regular basis. Such employees can be exempt or nonexempt.
2. Part-Time Employees. Part time employees are hired to work no more than twenty (20) hours per week on average; not to exceed thirty (30) hours a week. Such employees can be exempt or nonexempt.
3. Temporary Employees. A temporary employee is an employee hired to work on either a full-time or part time basis for a specified amount of time. Temporary employees understand that their employment will be terminated no later than the completion of a specific assignment. A temporary employee may be offered or may accept an extension of their temporary assignment and still maintain temporary status. A temporary employee should not be given an assignment for more than 30 weeks in a twelve (12) month period. Examples of temporary employees are coaching, tutoring and summer assignments.

4. Exempt Employees. Leadership, professional employees, and certain employees in administrative positions are typically exempt. These employees do not receive overtime payment in accordance with the Fair Labor Standards Act (FLSA), for work performed beyond forty hours in a work week.
5. Non-Exempt Employees. Employees who are paid on an hourly basis and are required to be paid overtime at a rate of time and a half (1.5) times their regular hourly rate of pay for all hours worked beyond forty (40) in a week. Holiday, vacation, sick, and personal days are not considered in hours worked for overtime.
6. Certified Employees. Certified employees possess a professional license and are licensed through the Indiana Department of Education (IDOE).
7. Classified Employees. Classified employees are employees who are not employed in positions that require a license issued from the Indiana Department of Education. Such employees may possess other professional licensure but are still recognized as classified employees. These employees will receive a letter of appointment at the time of hire but are at will employees.

PROMOTION/TRANSFER

There are times when an opening occurs that someone within the department might have the credentials/qualifications to fill the opening. The Superintendent/Emergency Manager can assess the feasibility of promoting someone internally into the opening prior to posting the opening.

PROFESSIONAL LICENSES

All employees who are required to be licensed by the State will present evidence of their certification at the time of employment. It is the employees' responsibility to maintain a valid professional license to continue employment

PERSONNEL RECORDS

GCSC expects the Human Resources Office to maintain accurate personnel records for all employees and former employees. At the time of employment, the personnel records shall be thoroughly reviewed with the employee. It shall be the employee's responsibility to promptly notify the administrator responsible for personnel of all changes in the permanent record after the time of initial employment. Employees are permitted to review their personnel records upon request at a reasonable time and place; however, personnel records are property of GCSC.

GCSC will not be responsible for any employee's loss of benefits which may result as a failure to comply with this policy.

CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER

Any change of name, address, or telephone number shall be reported to the Human Resources office in writing within 10 days.

WORKING SCHEDULES

The staffing requirement of each department is based upon the service provided. Supervisors determine the work assignments, schedule of hours to work, mealtimes and days off based on the needs of the department.

CLOCKIN IN & OUT

Non-exempt (hourly staff) are required to punch in and out daily. They must punch in using the biometric timeclocks placed in all the buildings. If an employee is having an issue with the timeclock, they should alert their building secretary or supervisor about their missed or inaccurate punches.

MEAL PERIOD

GCSC employees receive an unpaid lunch period. Employees must take a one (1) hour lunch period when they are scheduled to work a daily standard schedule of six-eight (6-8) hours. Employees must take a thirty (30) minute lunch period when they are scheduled to work a daily standard schedule of five (5) hours or less. This time, if not taken, cannot be considered as "paid work time" or "make-up" time for absenteeism or tardiness. Teachers receive a forty-five (45) minute duty free lunch hour.

PAYDAYS

All employees are paid every two weeks. Direct deposit is mandatory.

PAYCHECK DEDUCTIONS

Deductions are made automatically for federal and state withholding tax, retirement system contributions, and any employee/family insurance plan premiums not paid by GCSC.

The number of dependents claimed for withholding tax deductions can be changed by completing forms available from the payroll department. Selected benefits may be paid for via payroll deductions.

GCSC will deduct any additional amounts required by federal or state law, including, but not limited to, enforceable garnishment and/or child support orders.

OVERTIME

GCSC discourages overtime work, defined as work more than 40 hours a work week. In calculating hours worked, paid leave time is not included.

An employee will not work overtime without the expressed prior approval in writing by the Chief Financial Officer or Emergency Manager. Overtime work is paid at a rate of 1.5 hours for every hour worked in excess of 40 hours.

Principals or supervisors may need to adjust daily schedules to prevent employees from working more than 40 hours in a work week. Accurate and complete time records of actual

hours worked during the work week will be submitted electronically by each employee to their supervisor. The supervisor will review work records of employees on a regular basis to assess overtime use. Employees will work the regularly scheduled time unless additional time is granted by their supervisor or the Human Resources Department prior to the additional time requested.

IDENTIFICATION BADGES

All school employees shall wear identification badges when on school property. Employees will always display the badges when performing duties for the district. Students will always display badges while in school.

All visitors are required to display a "Visitor" badge while on school property. At the end of the visit, the badge must be surrendered to the location of origin.

Identification badges are the property of the Gary Community School GCSC and are issued to persons only during their employment or while they are attending school as a student.

Upon termination of employment, the badge must be returned to Human Resources/Security. Upon withdrawal, transfer or graduation, students must turn badges over to the building principal.

GCSC will provide replacement badges at a cost of \$6.00 per badge.

EVALUATION OF EMPLOYEE PERFORMANCE

GCSC believes that all employees, including the superintendent, should be evaluated annually by their immediate supervisor. The evaluation should be directly related to the written position description for each employee or job classification. Supervisors should meet with employees to discuss the evaluation results. All evaluations must be turned in to the human resources department

GCSC expects the superintendent to direct the development of a procedure for personnel evaluation for the purpose of implementing this policy. Procedures developed for implementation of this policy are not to violate or in any way conflict with provisions for same in collective bargaining agreements.

Absent an agreement or contract that specifies the time or duration of service, the employment of GCSC employees is "at will". The at will employee can quit or be discharged at any time for any reason if the reason is not a prohibited discharge. Employees in classified positions are considered employees at will.

VOLUNTEERS

GCSC welcomes volunteers in school buildings and classrooms. They are an invaluable resource to teachers and students. However, the District has public health and safety concerns and must maintain a healthy environment for students and staff.

Prior to beginning work with GCSC volunteers, at their own cost, must have a criminal history check, CPS check and drug test completed.

Any entity which has a contract to provide services to GCSC and whose employees have direct, ongoing contact with children when performing those services for the school, must have a criminal history and CPS check, at their own cost, prior to the start of work.

Any information obtained from any type of criminal history check is confidential and shall not be released or disseminated.

All school employees and individuals or entities that have contracts for services with GCSC are required by state law to report convictions of certain crimes enumerated in state law to GCSC. The superintendent or designee is responsible for implementing the regulations to notify the employees, including volunteers, and the entities for contracted services of this duty. In addition to crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

EMPLOYMENT OF RELATIVES

GCSC does not prohibit the hiring of relatives of employees provided such persons meet regular employment standards. GCSC employees cannot have a supervisory role over another employee if they are related as father, mother, brother sister, uncle, aunt, husband, wife, son, daughter, niece, nephew, grandparents, or persons related by marriage.

SECTION III-EMPLOYEE RESPONSIBILITIES

PROFESSIONAL APPEARANCE

GCSC strives to present a friendly yet professional environment for our employees. Staff members are role models. Attire and grooming are closely observed by students, parents, and visitors; therefore, it is important to dress in a professional manner. Staff members should not be wearing crop tops, short shorts, shirts with offensive messages, pajamas, fluffy house shoes, leggings, revealing attire, torn or holey jeans to the workplace. Should an employee dress in a manner that is offensive or inappropriate, the employee may be sent home (without pay) to change clothes.

ABSENTEEISM

From time to time, situations arise due to illness or personal/family emergency that causes an employee to miss work. As an employer, GCSC asks that employees notify their supervisor of an absence in a timely manner, and as soon as possible. An employee who is absent due to illness for (3) consecutive days may be required to provide written verification from a healthcare provider.

Excessive absences from work can affect our ability to meet the needs of our operation as well as creating additional work for your fellow employees and may result in discipline, up to and including termination.

Reporting absences in the time keeping system is the employee's responsibility. The Human Resource Department has prescribed procedures.

TARDINESS

To preserve and maintain effective operations, employees of GCSC should be present and ready to work at their workstation by their assigned starting time. Excessive tardiness can be cause for appropriate disciplinary action up to and including termination.

VOLUNTARY RESIGNATION

If an employee is absent without notification to a supervisor or human resources for three (3) consecutive workdays, the employee will be considered to have abandoned his/her position and will be considered a voluntary resignation.

CONFIDENTIALITY

We work in an environment where the confidentiality of information regarding our students and employees must be preserved. Medical information, student progress reports, etc. is shared with employees on a "right to know" basis. Any information regarding students or fellow employees should always be considered strictly confidential. Please refrain from discussing confidential matters with other employees or in places where such information can be overheard by unintended parties. The reproduction of written materials or accessing of unauthorized computer or electronic records is also forbidden.

Employee home phone numbers and addresses should always be kept confidential and should not be shared with any person outside GCSC.

CONFLICT OF INTEREST

An employee should exercise the utmost good faith in all transactions relating to his/her duties. The employee is held to a strict rule of honest and fair dealings with GCSC and its suppliers. An employee shall not use his/her position, or knowledge gained there from, so that a conflict arises between GCSC's interest and that of the employee.

GCSC respects the right of employees to engage in outside activities which are private in nature if these activities do not conflict with the interest of GCSC or reflect adversely upon it or deprive the corporation of the full measure of the employee's working time, attention to assigned duties, and loyalty.

Further, no vendor can sell products within GCSC without the express written permission.

USE OF CORPORATION PROPERTY

Employees are expected to exercise care in their use of GCSC property and to use such property for authorized purposes. Negligence or carelessness in the use of GCSC property may result in appropriate disciplinary action. Under no circumstances can corporation equipment be used for personal business.

Telephones, computers, digital devices, and fax machines serve as important tools and need to be used for official business. Personal calls should be kept to a minimum. Employees that use GCSC equipment have no right to privacy regarding any communications, and such communications are the property of GCSC.

Employees that use GCSC equipment have no right to privacy regarding any communications, and such communications are the property of GCSC.

COPYRIGHT MEDIA

GCSC does not condone the illegal use or reproduction of copyrighted materials in any form. It is the intent of the GCSC to adhere to the provisions of the United States Copyright Act and to Congressional guidelines.

GCSC directs its staff to use copyrighted works only to the extent that the law permits. GCSC recognizes that Federal law applies to public school corporations and the staff must, therefore, avoid acts of copyright infringement under penalty of law.

STUDENT SUPERVISION AND WELFARE

Support staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional, and ethical duty of care for students. These include, but are not limited to:

- Immediately report to a building administrator any accident, safety hazard, or other potentially harmful condition or situation.
- Immediately report any threats of violence by students.
- Alert the building administrator to acts by student that may be perceived as bullying.
- Never send a student on personal errands.
- Do not transport student in private vehicles.
- Do not associate or fraternize with students at any time in a manner that may give the appearance of impropriety.
- If a student approaches a staff member to seek advice or to ask questions regarding a personal problem the staff member may attempt to assist by facilitating contact with a certified or licensed individual in the corporation.
- Do not leave students unattended.
- Accompany students wherever they are assigned and remain with them until supervision is assumed by another responsible person.
- Organize materials and equipment to minimize danger of injury to students or self.
- Staff shall not access social media for personal use on the GCSC's network.
- Staff shall not communicate with students via social media.
- Staff shall not post pictures of corporation employees or tag corporation employees.

ACCIDENT/INJURY

Any employee who is accidentally injured on the school premises during any authorized school activity shall **immediately** report the injury to the immediate supervisor.

The supervisor is expected to complete a first report of injury and forward the report to the Human Resources Department within twenty-four (24) hours of learning of the claimed injury.

ONLINE CONDUCT

The Emergency Manager and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

1. improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting, or telephone.
 - a. Teachers may not list current students as "friends" on networking sites.
 - b. All e-contacts with students should be through the district's computer and telephone system, except emergency situations.
 - c. All contacts and messages by coaches with team members shall be sent to all team members, except for messages concerning medical or academic privacy matters, in which case the messages will be copied to the athletic director and the school principal.
 - d. Inappropriate contact via e-mail or phone is prohibited.
2. inappropriateness of posting items with sexual or violent content
3. inappropriateness of posting items exhibiting or advocating use of drugs and alcohol

4. examples of inappropriate behavior from other districts, as behavior to avoid
5. monitoring and penalties for improper use of district computers and technology
6. the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The Emergency Manager or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites are discovered, the School Principals and Emergency Manager will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination

COMMUNICATION

EMAIL ACCESS

All employees are asked to review and sign the GCSC Acceptable Use Policy. Each employee is provided with a corporation email address. This address is accessible to the employee from any computer using the web mail system.

All employees are expected to check their GCSC email accounts at least once a day. Department and GCSC memorandums will often be delivered by email only.

Emails written by or sent to GCSC staff and Board members by means of their private email account may be public records if the content of the emails concerns GCSC business or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a GCSC request to produce copies of email in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold, even if such records reside on a computer owned by an individual staff member or are accessed through an email account not controlled by the GCSC.

INTERSCHOOL MAIL

Interschool mail is picked up and delivered daily.

TECHNOLOGY

Staff are responsible for any technology assigned to them. Generally, school corporation technology should not leave the building without express the written consent of principal.

STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Social Media Use

An employee's personal or private use of social media may have unintended consequences. While Gary Community School GCSC respects it employees' First Amendments rights, those rights do not include permission to post inflammatory comments related to matters of private concern that could compromise the GCSC's mission. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

Further, online postings outside of school hours from private computers could also compromise the GCSC's mission.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parent consent. Education records include a wide variety of information and posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Nothing in this policy is intended to interfere with any school employee's rights under applicable law with respect to union organizing or collective bargaining.

STAFF AREAS OF RESPONSIBILITY

BULLYING PREVENTION

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property.
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time both during and after school hours.

Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping, or pushing, taking, or breaking someone's things, and making mean or mean hand gestures.

Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken using electronic devices (computer, cell phones).

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercing, name-calling, taunting, threatening, and hazing.

Any student who believes he/she had been or is currently the victim of bullying should immediately report the situation to the building principal or the assistant principal. The appropriate administrator or District Administrator. Complaints against the building principal should be filed with Human Resources.

Every student is encouraged, and every staff member is required, to report any situation that he/she believes to be bullying behavior directed toward a student. Reports may be made to those identified above.

SECLUSION/ PHYSICAL RESTRAINT

Use of Seclusion and/or Physical Restraint:

Seclusion and/or physical restraint shall only be used as a last resort in situations where our student's behavior poses imminent risk of injury to the students, other students, school employees or visitors to the school and other less restrictive interventions are ineffective. It will be used as a last resort safety procedure, employed only after another less restrictive procedure has been implemented without success.

Seclusion and/or physical restraint shall be implemented in a manner that is consistent with our students' Behavioral Intervention Plan (BIP) and/or Individualized Education Plan (IEP) if applicable.

Every effort will be made to prevent the need for the use of physical restraint or seclusion with our students. To this end, prevention, positive behavior intervention support, and conflict de-escalation shall be used regularly to eliminate or minimize the need for the use of physical restraint or seclusion. Additionally, these proactive strategies shall also be used prior to the use of physical restraint or seclusion.

Seclusion and/or physical restraint shall only be used for short periods of time and shall be discontinued as soon as the imminent risk of injury to self or others has dissipated.

Seclusion and/or physical restraint shall be utilized, as necessary, with all students, not only students with disabilities.

Seclusion and/or physical restraint shall never be used as a punishment or discipline, as means of coercion or retaliation, or as a convenience.

Seclusion and/or physical restraint shall never be used in a manner that restricts a student's breathing or harms the student.

Every instance of seclusion and/or physical restraint shall be carefully, continuously, and visually monitored to ensure the appropriateness of its use as well as the safety of our student, other students, and staff.

Physical restraint shall only be employed by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exception:

Other school personnel may employ restraint procedures only in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.

GCSC shall not use mechanical restraints to restrict a student's freedom of movement, and shall not use a drug, medication or other chemical to control behavior or restrict freedom of movement (except as authorized by a licensed physician or other qualified health professional). GCSC shall never give a student any drug or medication that is not a standard treatment and dosage for the student's medical or psychiatric condition, as prescribed by a licensed physician or qualified health professional.

SECTION IV – BENEFITS, TIME OFF, and LEAVES

Gary Community Schools offers a comprehensive benefits package to full time employees. Benefits are available to employees and their eligible dependents at the employees' option. The following is a brief review of our benefit options.

MEDICAL & VISION INSURANCE/PRESCRIPTION COVERAGE

Comprehensive medical, and vision benefits are offered through the NWI Trust. A complete summary of benefits covering medical and vision payments can be reviewed before enrollment. If employees choose to enroll, a bi-weekly co-payment is required. The co-payment is deducted from employee paychecks for 20 pays from September through June.

DENTAL INSURANCE

Comprehensive dental benefits are provided to employees and eligible dependents. A complete summary of benefits covering dental payments can be reviewed before enrollment. If employees choose to enroll, a bi-weekly co-payment is required. The co-payment is deducted from employee paychecks for 20 pays from September through June.

LIFE INSURANCE

Term life insurance is provided to all employees. Voluntary Life insurance is available for employees to purchase.

ACCIDENTAL DEATH & DISMEMBERMENT & LIFE INSURANCE

Accidental death and dismemberment and life insurance is provided for all administrators.

VOLUNTARY PRODUCTS

Many voluntary products are available for employees. We offer hospital indemnity, accident, critical illness, short- and long-term disability insurance, all at the employee's expense.

RESIGNATION

Any employee desiring to resign shall file a written letter of resignation with the Human Resources at least ten (10) working days prior to the effective date of resignation. The employee immediately gives up any seniority rights acquired and all accumulated employee benefits. They will not receive severance or compensation for unused sick, vacation, personal or bereavement days after separation of employment from GCSC. Teachers and paraprofessionals should refer to their collective bargaining contracts.

RETIREMENT

Any employee desiring to retire, shall file a written letter of retirement with the Human Resources at least thirty (30) days prior to their effective date of retirement. We will schedule a time to meet with the retiree to go over retirement closeouts.

PENSION

Gary Community Schools contributes to the pension of its employees to the Indiana Public Retirement Systems. These contributions are made on behalf of the certified and classified staff on a bi-weekly basis based on the employee's job class and their earnings.

PUBLIC EMPLOYEES' RETIREMENT FUND (PERF)

GCSC makes biweekly contributions to PERF for the employee and employer portions.

TEACHER RETIREMENT FUND (TRF)

GCSC makes biweekly contributions to TRF for the employee and employer portions.

ANNUITIES (403B and 457)

Employees can save for retirement by participating in our 403b or 457 retirement plans. These retirement plans are administered by OMNI our 3rd party administrator. A complete summary of annuities service providers can be reviewed and obtained from the Human Resources office. If employees choose to enroll, a bi-weekly deduction is required.

TIME OFF REQUESTS

All employees are required to enter their requests for time off in the Novatime timeclock system. Supervisors will receive an email of all requests made by employees for approval. These requests must be made a minimum of 1 hour before the start of your shift. In cases of emergency, the employee should contact their supervisors via telephone.

UNPAID LEAVES

Employees may request in writing to the Benefits Specialist in the Human Resources office with copies to their principal or supervisor, a leave of absence. A leave of absence may be as short as thirty (30) days but not longer than one (1) calendar year. Employees may continue their insurance coverage while on leave by forwarding their premiums to the benefits specialist in the human resources office. If premiums are not sent to human resources, your insurance coverage may be canceled.

FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the Human Resources Department.

To be eligible for FMLA leave, an employee must have been employed by GCSC for at least 12 months (need not be continuous); and have worked at least 1,250 hours during the previous 12-month period, measured backward from the start of the requested leave ("rolling"), (unless absent on military caregiver leave).

Any period(s) of absence from work due to or necessitated by Uniformed Services Employment and Reemployment Rights Act (USERRA) covered service will be counted in determining whether the employee has been employed for at least 12 months by GCSC.

Under this policy, GCSC provides eligible employees with:

1. Up to 12 workweeks of unpaid, job-protected leave in a 12-month period, measured backward from the from the start of the requested leave (“rolling”), for certain family and medical reasons, or
2. Up to 26 workweeks of unpaid, job-protected leave for eligible employees to care for a covered military service member with a serious illness or injury, as specified in the GCSC’s Military FMLA Policy (below).

Eligible employees may take leave for any of the following reasons:

1. because of the birth of an employee’s child;
2. because of the placement of a child with the employee for adoption or foster care;
3. to care for the employee’s own serious health condition including health conditions relating to pregnancy, childbirth, and related medical conditions.
4. to care for the serious health condition of the employee’s child, spouse, or parent; and/or
5. because of certain family and medical events as specified in the Military FMLA Policy.

FMLA leave is unpaid, but employees may use paid leave time while off work under the FMLA. Paid leave time will be allocated in one-hour increments for employees with approved intermittent FMLA leave.

When medically necessary, an employee may take “intermittent leave” (two separate leave periods), or “reduced leave” (reduction in the number of hours the employee works per day or per week). In such cases, the total number of hours or days of leave taken by the employee is limited to the equivalent of 12 weeks. An employee must make a reasonable effort to schedule the leave in a manner that will not duly disrupt GCSC.’s operations.

GCSC may transfer the employee temporarily to an alternative job (if available) with equivalent pay and benefits that accommodates recurring periods of intermittent leave better than the employee’s regular job.

Disability leave for the birth of a child and/or for an employee’s serious health condition, including workers’ compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

FMLA leave does not constitute a break in service for purposes of longevity, seniority, or any employee benefit plan; however, any leave time (e.g., vacation, sick, personal) does not accrue while on FMLA leave.

During FMLA leave, GCSC will maintain health benefits under the same conditions as if the employee had continued working. When paid leave time is substituted for unpaid FMLA leave, GCSC will deduct the employee portion of the benefit premiums as regular payroll

deductions. If FMLA leave is unpaid, the employee must decide with the Human Resources Department to timely pay the employee portion of the health benefit premiums or any other premium deductions the employee is responsible for. If premiums are not paid, coverage may lapse.

Failure to return from FMLA leave may result in the employee being required to reimburse GCSC for the portion of the employee's benefit premiums paid by the GCSC during the FMLA leave.

Employees who are unable to return to work and have exhausted their 12 weeks of FMLA leave in the designated "12-month period" no longer have FMLA protections of leave or job restoration.

Leave time taken for any of the reasons outlined under the FMLA policy will be counted as FMLA leave and monitored and deducted from eligible leave.

Request/Notice of Leave

If the need for FMLA leave is foreseeable, the employee must give GCSC at least 30 days' prior written notice. Where the need for FMLA leave is not foreseeable, the employee is expected to notify GCSC as soon as is practical.

All employees requesting a leave extension should do so in writing, if possible, two weeks prior to the end of their scheduled leave. Failure to comply with these notice requirements will be grounds for, and may result in, deferral or denial of the requested leave extension until the employee complies with these requirements.

An Application for Family and Medical Leave is available from Human Resources.

Employee/Employer Rights and Responsibilities Notice

GCSC will provide employees who request FMLA leave with a notice of their eligibility for the leave, a reason why they are not eligible or advise as to additional information needed within five business days of receipt of a request for leave.

Medical Certification/Physicians Statement Is Required

Employees who request FMLA leave because of their own or a family member's serious health condition must submit a Medical Certification Form (or its equivalent) completed by the health care provider to support the leave request. This form is available from the Human Resources Department. The Medical Certification Form should be returned to Human Resources within 15 calendar days after it is requested, or as soon as possible under the circumstances.

If the medical information is inadequate, GCSC will notify the employee and request that additional information / complete information be provided within seven days. If the employee fails to timely do so, the GCSC may contact the employee's health provider directly to authenticate or clarify information on the certification without the employee's consent. In

any event, the GCSC may directly contact the employee's health provider, after receiving the employee's permission.

Failure to submit a complete and sufficient Medical Certification will be grounds for, and may result in, deferral or denial of the requested FMLA leave. The GCSC may request a second or third opinion regarding the employee's condition and treatment (at GCSC's expense).

All employees requesting an extension of any FMLA leave must provide a new Medical Certification (or its equivalent) of the need for continued leave.

Designation (Approval/Disapproval) Notice

Within five business days (absent extenuating circumstances) of having enough information to determine whether the requested leave is FMLA-eligible or ineligible the GCSC will provide a Designation Notice, informing the employee whether the leave is approved or disapproved and the amount of FMLA leave that will be designated, if known. This designation may be retroactive.

Medical Recertification

An employee may be asked to recertify a serious health condition per the information contained in the Certification of Health Care Provider or every 30 days (if the employee is absent during that period) for chronic/long-term illness or pregnancy. A recertification may be requested in fewer than 30 days if:

- (1) the employee asks for extension of leave;
- (2) circumstances have changed; or
- (3) GCSC has doubts about the employee's FMLA status (e.g., Mon/Fri. absences).

Return to Work

Employees absent on FMLA leave will be required to provide medical certification of their fitness to return to work. Employees failing to provide the fitness-for-duty certification based on these essential job functions cannot resume work until such certification is provided. GCSC reserves the right to require a Fitness-for- Duty Medical Certification at its discretion from their appointed medical provider.

Employees returning to work from FMLA leave will be returned to the same or an equivalent position held prior to the leave unless the position has ceased to exist because of business necessity. If the employee does not return to his or her original position or an equivalent one as soon as he or she is able, GCSC will consider the employee to have voluntarily resigned.

Military Family and Medical Leave Act

FMLA also provides additional leave entitlements as to the following areas:

1. Military Caregiver Leave. Employees who are qualifying family members of covered service members can take up to 26 weeks of FMLA leave in a 12-month period to

care for a covered military member who has a serious illness or injury incurred in the line of active duty.

2. Qualifying Exigency Leave. Family members can take up to 12 weeks of FMLA leave available to employees with a covered military member in the National Guard, Reserves, or Regular Armed Forces to use for a “qualifying emergency” arising because a covered military member who is on active duty or called to active duty status in support of a contingency operation, so long as the service member is deployed, or scheduled to be deployed, in a foreign country.

A “covered military member” is defined as the employee’s spouse, son, daughter, parent or next of kin who is an active member of the military or is a veteran, discharged within the five-year period before the family member first takes leave. A “qualifying exigency leave” can be taken for any qualifying exigency arising out of the fact that a covered military member is on active duty or call to active duty status, e.g., making appropriate financial and legal arrangements, arranging for childcare, attending military functions. Should you need additional information relative to whether a “qualified exigency” exists, please contact the Human Resources Department.

To be eligible for military FMLA leave, an employee must have been employed by GCSC for at least 12 months (need not be continuous); and have worked at least 1,250 hours during the previous 12-month period, measured backward from the start of the requested leave (“rolling”), (unless absent on military caregiver leave).

An employee is expected to provide notice of the need for military FMLA leave as soon as practicable. Unless specifically stated otherwise, procedures, notices and rights and responsibilities stated above as part of GCSC policy for traditional FMLA apply to military FMLA.

BEREAVEMENT LEAVE

GCSC understands the grief and emotional strain caused by the loss of a loved one. All full-time employees are entitled to miss a maximum of five consecutive workdays with full pay and at no loss to any other type of leave should a death of an immediate family member occur. Generally, the bereavement leave will begin on the day following the death unless otherwise authorized by the Human Resources Department. Immediate family shall be defined as parent or guardian, brother, sister, child, spouse, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, or dependents who reside in the household of the employee. Compensation will not be provided for unused bereavement leave days. An obituary may be requested a proof.

VACATION

Full time, 12-month employees are provided with vacation time. Vacation may be taken in one half or full-day increments. Employees are permitted to take their vacation with the approval of their supervisor.

FULL-TIME EXEMPT EMPLOYEES

Regular administrative (exempt) employees accrue twenty (20) vacation days a year from the date of employment and can have a maximum of twenty-two (22) working days in their bank at one time. Once the maximum is met, no more accruals will occur until time is used.

MONTH	ELGILBLE FOR 20 DAYS
JANUARY	1.67
FEBURARY	1.67
MARCH	1.67
APRIL	1.67
MAY	1.67
JUNE	1.67
JULY	1.67
AUGUST	1.67
SEPTEMBER	1.67
OCTOBER	1.67
NOVEMBER	1.67
DECEMBER	1.67

FULL-TIME NON-EXEMPT ((Hourly) EMPLOYEES

Regular (non-exempt) employees accrue twelve (12) vacation days a year from the date of employment and can have a maximum of fifteen (15) working days in their bank at one given time. Once the maximum is met, no more accruals will occur until time is used.

MONTH	ELGILBLE FOR 12 DAYS
JANUARY	1
FEBURARY	1
MARCH	1
APRIL	1
MAY	1
JUNE	1
JULY	1
AUGUST	1
SEPTEMBER	1
OCTOBER	1
NOVEMBER	1
DECEMBER	1

PERSONAL LEAVE

All full time 12 month and full time 9-10-11 month employees received personal leave days. Personal leave may be used for the transaction of personal business or for other matters that conflict with one's ability to be a work. Employees are asked to request a personal leave day at least one day in advance whenever possible. Compensation will not be provided for unused personal leave days upon separation of employment.

9-10-11-12 Month Exempt/Administrative Employees & Teachers

3 days per year

12 Month Non-Exempt (Hourly) Employees

2 days per year

Unused personal leave will be added to an employee's accumulated sick leave at the end of each fiscal year (June 30).

PERSONAL ILLNESS

GCSC provides for sick days for an employee to use when they are unable to work due to their own illness. Employees are asked to notify their supervisor as soon as possible. GCSC may allow new staff to bring over a maximum of 20 days from another District.

12 Month Exempt/Administrative Employees

12 days per year

9-10-11 Month Exempt/Administrative & Non-Exempt (Hourly) Employees

10 days per year

An employee who is absent due to illness for more than three (3) consecutive days or the supervisor believes there is a valid reason for the request may be required to provide written verification from a health care provider. If sick leave use has been frequent, or if there is a suspicion of misuse of sick leave, the administration may require the submission of a physician's statement certifying illness or other evidence substantiating the need for such leave. Compensation will not be provided for unused sick leave days upon separation of employment.

HOLIDAYS

GCSC observes (14) paid holidays each year.

- New Year's Eve
- New Year's Day
- Martin Luther King's Birthday Observance
- President's Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Day Before Thanksgiving
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

When a holiday falls on a Saturday, that holiday is generally observed on the preceding Friday. When a holiday occurs on a Sunday, the holiday is normally observed on the following Monday. Employees must work the day before and the day after a holiday to receive holiday pay.

SECTION V – EXPECTATIONS, DISCIPLINE & PROBLEM RESOLUTION

Workplace Expectations – All Gary Community School GCSC Employees

The items set forth below are intended to provide Gary Community School GCSC (GCSC) employees with fair notice of behavioral expectations. It is not possible to provide an exhaustive list of all types of impermissible conduct and performance, and these items are only examples of behaviors that are specifically unacceptable and, if found to exist, can result in disciplinary action up to and including discharge. Therefore, employees should be aware that conduct not specifically listed below, but which adversely affects or is otherwise detrimental to the interests of the GCSC, other employees, or others, may also result in disciplinary action up to and including discharge.

- **Attendance** – Engaging in a pattern of absenteeism, tardiness, leaving early, taking unauthorized or extended breaks, or being absent after all available paid and unpaid leaves or days off have been exhausted.
- **Confidential Matters** – Discussing or revealing confidential information with individuals outside of GCSC or with individuals within GCSC who are not authorized to have such information.
- **Criminal Activity** – Being convicted of or pleading guilty to a crime that reflects unfitness for the job or raises a threat to the safety or well-being of GCSC, its employees, students, guests, patrons, etc., or its property, or failing immediately to report to an immediate supervisor an arrest, conviction, or guilty plea for any criminal conduct.
- **Public And Coworker Relations** – Mistreating, abusing, or intimidating other employees, students, guests, patrons, visitors, etc.; improper interactions or communications with a supervisor; mistreating or inappropriate use of property belonging to an employee, student, guest, patrons, visitor, etc.; or otherwise engaging in conduct that does not support GCSC's goals and objectives.
- **Detrimental Behavior** – Making false, misleading, or malicious statements about other employees, students, guests, patrons, visitors, etc., GCSC, or its practices that affect GCSC's reputation and goodwill or that of its employees, students, guests, patrons, visitors, etc.; engaging in conduct that undermines, or is intended to undermine, other employees, students, guests, patrons, visitors, etc., or GCSC's reputation.
- **Dishonesty** – Falsifying, altering, or making an omission on an employment application, time record, or any other business record of GCSC; giving false information to supervisory personnel or concealing defective or erroneous work, damage, or other matters that may affect GCSC's reputation, other employees, students, guests, patrons, visitors, etc.
- **Drugs And Alcohol** – Violating GCSC's policies on drug and alcohol use. In addition, while at a function or event inside or outside GCSC boundaries as an employee or representative of GCSC, the employee is prohibited from consuming any alcoholic beverages such as beer, wine, wine cooler, mixed drink, or any other beverage containing alcohol.

- **Equal Employment Opportunity/Anti-Harassment/Anti-Retaliation** – Failing to comply or support, or violating, GCSC’s Equal Employment Opportunity, Anti-Harassment, or Non-Discriminatory Service Policies.
- **Fighting** – Verbal or physical fighting, baiting, or other behavior that instigates fighting.
- **Mishandling GCSC Property** – Mishandling, misusing, stealing, or improperly accounting for GCSC money, funds, or property.
- **Disrespectful Behavior** – Addressing a supervisor in a disrespectful, abusive, non-compliant manner.
- **Failure To Cooperate** – Failing or refusing to cooperate in an investigation conducted by GCSC.
- **Poor Performance** – Failing to produce quality and timely work or meet performance expectations, including failing to comply with instructions or work orders as related to tasks of the position as listed in a job description.
- **Safety** – Failing to use equipment, materials, and supplies in accordance with GCSC's policies, practices, and procedures; violating safety or health rules or practices; or engaging in horseplay or other conduct that creates a safety or health hazard.
- **Unauthorized Use of School or School GCSC Time/Property** – Using GCSC time or property for non-work-related activities, such as internet shopping, personal banking, browsing websites, etc.
- **Failing to Remain Alert** – Failing to always remain alert while on duty.
- **Non-compliance With Laws/Regulations** – Failing to comply with local, state, and federal laws and/or regulations or failing to report non-compliance.
- **Inappropriate Language or Conduct** – Using profane, offensive, or abusive language, or antagonistic, caustic, or belligerent conduct, toward another employee, student, guest, patron, or visitor in the workplace generally.
- **Other Policies, Procedures, and Practices** – Failing to comply with other expectations for performance and behavior set forth in policy, memoranda, directive, or Handbooks.

An employee’s supervisor should complete a written report of any improper action.

DISCIPLINARY ACTION

Any administrator can summon an employee to a conference that may result in discipline. An employee may be disciplined for just cause. Deficiencies should be brought to the employees’ attention verbally and in writing with an opportunity to correct. Disciplinary actions will follow a progressive model.

PROBLEM RESOLUTION

When an employee believes that he or she has not been treated fairly, that a policy has not been administered properly, or when a problem has not been addressed, the employee may use the following steps to seek resolution or explanation of the problem:

Step 1 – Matters should generally be addressed first with one’s supervisor. If the matter remains unresolved, or if the employee feels uncomfortable in addressing the matter with his/her supervisor, the employee may take that concern to the next step in the resolution process.

Step 2 – If the employee is not satisfied with the disposition of the matter in Step 1, the employee should request, in writing, a meeting with either his/her department director or building principal. The employee should include in the written request, a brief description of the problem/situation. The building principal or department director will provide a response to the employee’s concerns.

Step 3 – If the matter is not resolved, the employee can request a conference with the Human Resources Department.

MANDATORY REPORTING

To protect students and staff, each professional employee or substitute teacher is required to report his/her arrest, the filing of criminal charges against the employee, and any convictions of the criminal charges which occur during employment with the Gary Community School GCSC. The employee must report the arrest, criminal charge, or conviction within two (2) business days of the occurrence. The Administrator will review the occurrence and make appropriate recommendations to GCSC concerning necessary actions required to ensure the safety of the school community.

REPORTING CHILD ABUSE

1. IMMEDIATELY report suspected abuse to Child Protective Services
2. BEST PRACTICE: While making the call, email your principal to come to your room OR make the call from the office!
3. All reports of child abuse and neglect in the State of Indiana will be taken by the Indiana Child Abuse Hotline (ICAN) by calling 1-800-800-5556. Document the call with date and time of call, with whom you spoke, their contact information, the narrative of the call and the case number that you will receive.

Gary Community School Corporation Email Policy

This policy applies to anyone who uses GCSC's email domain (garycsc.k12.in.us or garyschools.org), including, but not limited to, employees, students, volunteers and vendors.

1. **Business Use.** GCSC emails are only used for business purposes of GCSC and not for personal purposes of the user.
2. **Ownership.** All information and messages that are created, sent, retrieved or stored on GCSC email system is the sole property of GCSC.
3. **Email Review.** All emails are subject to the rights of GCSC to monitor, access, read, disclose and use such emails without prior notice to the originators and recipients of such email(s). Email(s) may be monitored and read by authorized personnel for any violations of law, breaches of policies, communications harmful to GCSC or for any other reason.
4. **Prohibited Content.** Emails may not contain statements or content that are slanderous, offensive, harrassing, unlawful, insulting, or discriminatory. Foul, inappropriate or offensive messages such as racial, sexual or religious slurs or jokes are prohibited. Sexually explicit messages or images, cartoons or jokes are prohibited.
5. **Security.** The email system is only used by authorized persons or employees. All authorized persons or employees must be issued an email address and password in order to use the system. Authorized persons or employees shall not disclose their codes or passwords to others and may not use someone else's code or password without express written authorization from GCSC.
6. **No Presumption of Privacy.** Email communications should not be presumed private and/or secure. Highly confidential or sensitive information should not be sent through email.
7. **Certain Prohibited Activities.** Employees may not, without the GCSC express written authorization transmit trade secrets or other confidential, private or proprietary information or materials through email.
8. **Message Retention and Creation.** Employees should be careful in creating an emails. Even when a message has been deleted, it may still exist in printed version, be recreated from a back-up system, or may have been forwarded to someone else. Please note that appropriate electronic messages may need to be saved. And, GCSC may be required to produce email in litigation.
9. **Viruses.** Any files downloaded from email received from non-corporation sources must be scanned with the corporation's virus detection software. Any viruses, tampering or system problems should be immediately reported to the Technology Department.
10. **Consequences of Violations.** Any violation of this policy may result in discipline, and/or termination of a relationship with a vendor or other third party.

90 Day Probationary Evaluation

30 Days

Strengths

Areas of Concern

Plan for Improvement:

Employee ___ will or ___ will not continue.

Employee _____

Supervisor _____

Date _____

Date _____

60 Days

Strengths

Areas of Concern

Plan for Improvement:

Employee ___ will or ___ will not continue.

Employee _____

Supervisor _____

Date _____

Date _____

90 Days

Strengths

Areas of Concern

Plan for Improvement:

Employee ___ will or ___ will not continue.

Employee _____

Supervisor _____

Date _____

Date _____



Support Staff Disciplinary Action Report

Employee Name _____ Department Location _____

Date _____

Unsatisfactory – Performance / Policy Violated:

Details regarding the incident (including date and location of incident):

Appropriate corrective action taken:

This violation will remain in your file for 1 year from the date of the incident.

Violation of policy or procedure can result in disciplinary action including suspension and termination.

 Employee Signature

 Supervisor Signature

 Director/Department Head

 Principal

ROUTING

1. The Supervisor should sign, and the employee should sign when the disciplinary action is reviewed. A copy should be sent to the Human Resources Office prior to receiving other signatures. 35
2. The Department Head, if applicable should sign each disciplinary report.
3. The Department Director should sign each disciplinary report. The report should be sent to the Human Resources Office for filing.
4. If the employee refused to sign the report, the supervisor should bring in a witness to sign that the employee refused.