



# **Frontier School Corporation**

## **Classified Staff Handbook**

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# Glossary

1. **At-Will Employees:** All classified employees are at-will employees, meaning either party (corporation or the employee) may terminate employment at any time for any reason or no reason. Tenure is in no way implied. Employees who work hard and are dedicated to their jobs are employees with whom we wish to maintain a long-term working relationship.
2. **Classified Employees:** A classified employee is defined as any employee who does not require a license issued by the Indiana Division of Professional Standards and/or the Indiana Department of Education to perform his or her duties and is hired to work in the capacity of a classified position.
3. **Part-time Employees:** A part-time employee is defined as working less than thirty (30) hours per week.
4. **9 and 10 month Employees:** Nine (9) or ten (10) month employee status is defined as working either full time or part time during the school year only when students are in attendance (Paraprofessionals, Food Service, Bus Drivers, Building Office Staff).
5. **12 Month Employees:** Twelve (12) month employee status is defined as working part time or full time for two-hundred sixty (260) days per year (Maintenance, Custodial, and Corp. Office Staff).
6. **Classified Administrators:** Any employee fulfilling the roles of Business Manager, Technology Director, Maintenance Director, Food Service Director, School Nurse, or School Resource Officer.
7. **PTO:** Paid time off in lieu of personal and sick leave
8. **Excused Absences:** Absences that federal law, state law, and Frontier regards as legitimate reasons for being out of work or for which written notice of excuse is provided by a third party.
9. **Unexcused Absences:** Absences that are not covered under the definition of excused absences.
10. **Non-Exempt Employees:** Any employee who is compensated on an hourly basis.
11. **Exempt Employees:** Any employee who is compensated on a salary basis.

# **I. INTRODUCTION**

Welcome to Frontier School Corporation (“Frontier”) - we’re glad to have you on our team! At Frontier, we believe that our employees are our most valuable asset. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a happy and productive workforce. We strive for efficiency and effectiveness across all departments. We hope that during the duration of your employment you will become a successful and accomplished member of the Frontier team.

This employee handbook describes, in summary form, the personnel policies and procedures that govern the employment relationship between Frontier School Corporation and its classified staff (those employees who are not subject to the collective bargaining agreement). The policies stated in this handbook are subject to change at any time at the sole discretion of Frontier. You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. You are responsible for knowing this handbook and how it pertains to your position. Employees should be familiar with, and abide by, Indiana State laws and federal laws governing public education, board policies, and the administrative rules designed to implement them. Staff must be cognizant of the educational program & their responsibility to the students. If you have any questions about any of the provisions in the handbook or other policies and procedures, please ask your supervisor or the superintendent.

This handbook does not create a contract of employment between Frontier and its classified employees. It does not confer any employment rights, nor does it give any employee or former employee any rights to continued benefits. Although we hope that your employment relationship with the school corporation will be long-term, either you or the school corporation may terminate this relationship at any time, for any reason or no reason, with or without cause or notice. Our relationship remains at-will notwithstanding any provision in this handbook to the contrary. No individual employee at Frontier has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook – all employment contracts or agreements must be approved by the School Board at a public meeting.

This handbook is intended to supplement the policies and procedures established by the School Board and the Superintendent. In the event this handbook differs in any way from the plan or policies it describes or that of the Policy Manual for the Frontier School Corporation, the actual terms of the plans or policies of the Frontier School Corporation will govern.

**FREDERICK UNSICKER, SUPERINTENDENT**  
**CORTNEY PARRISH, BUSINESS MANAGER**  
**CORTNEY HENRY, HR & PAYROLL**

## **II. PROBATIONARY PERIOD**

Classified staff shall be considered probationary for the first thirty (30) calendar days. At the end of the probationary period, the employee will be eligible to receive benefits and PTO, if applicable.

All probationary employees are subject to evaluation at any time during the probationary period. Evaluations and other work-related observations by the immediate supervisor shall be the basis for continued employment on a non-probationary status, continuation of probationary period, and/or immediate termination.

## **III. EXPECTATIONS AND CONDUCT**

Frontier holds the highest expectations of exemplary behavior at all times. Every position within the corporation affects the academic, mental, physical, and emotional growth of our students. We believe our employees will not engage in acts contrary to the best interests of themselves, students, other employees, the school corporation, or the community. Your conduct should serve as a positive model to everyone around you. Questionable and inappropriate behaviors will not be tolerated and will result in progressive disciplinary action, up to and including termination.

There are a number of expectations for staff members as individuals. These expectations are in addition to any requirement specified in the job description for the position(s) held by a staff member. These expectations are not to be construed as limitations on a staff member's individual rights, but primarily are stated as a guide and interpretation of certain aspects of ethical behavior.

### **A. Appearance**

Frontier School Corporation takes pride in its public relations. You represent the Frontier School Corporation to the students, parents, and the general public. It is expected that employees will appear clean and neat, dress appropriately, and present themselves as professionals for the job assignment they hold. Short shorts, tank tops, halter tops, strapless shirts, torn/ripped jeans, and uncovered leggings are not permitted. Staff dress on assigned spirit days may allow jeans, tennis shoes, and/or school spirit attire. When in doubt, choose appropriate professional attire.

### **B. Behavior Toward Others**

All Frontier School Corporation employees are expected to treat others with respect and kindness at all times. Frontier will not tolerate:

- Intimidating, coercing, provoking, harassing, interfering, or fighting with employees, supervisors, principals, administrators, students, visitors, vendors, or suppliers at any given time.

- Making false or malicious statements about employees, supervisors, principals, administrators, students, visitors, vendors, or suppliers at any given time.
- The use of profane or abusive language.
- Any behavior that the School Corporation determines to be discriminatory under federal or state laws.

### **C. Electronic Devices**

Employees are not to use electronic devices to call, text, play games, or engage on social media during work time, with the exception of lunch or authorized breaks. Other exceptions to this may be discussed with the immediate supervisor for emergencies. Your attention should be on your assigned tasks and the students.

**All staff members are required to carry and respond to their assigned corporation radio at all times.**

### **D. Employment Qualifications**

Where applicable, employees must possess, or be eligible and willing to obtain, valid licensure or certifications required and/or requested for employment in certain positions.

Treasurers must be eligible to be bonded or covered by a comprehensive bonding instrument in an amount to be determined and paid for annually by Frontier.

### **E. Honesty**

Each employee must be trustworthy and of good moral character. We will not tolerate:

- Falsification or failure to completely disclose all information requested or recorded on any employment, personnel, or other record of the corporation or its suppliers, vendors, or insurance carriers.
- Alteration, misuse, or removal of employee information, blueprints, corporation records, checks, or other confidential information of any nature from corporation premises without proper authorization.
- Falsification of employee time records by recording hours worked that have not actually been worked.
- Falsification or completion of any employee time records other than your own.

### **F. Other Rules**

- Per school board expectations, employees will not engage in rhetoric on social media regarding matters involving Frontier students, staff, and families.
- Illegal gambling on corporation premises is strictly prohibited.
- The possession of guns or other lethal weapons on corporation premises is strictly prohibited, except to the extent permitted by applicable law.

- Do not post or remove notices, signs, or any written/printed material on or from corporation bulletin boards at any time without prior permission from a principal or supervisor.
- Do not abuse, misuse, damage, destroy, sabotage, or steal corporation property, equipment, tools, or property of employees, students, vendors, suppliers, or visitors. **Personal use of corporation property is not permitted.**
- Do not litter or contribute to unsanitary conditions on corporation premises.
- Keep your work area safe, clean, and organized at all times.
- Per Indiana law, if an employee has reason to believe that a student is the victim of child abuse or neglect, that employee shall immediately make an oral report to local law enforcement or the Department of Child Services (DCS). After the report is made, the employee shall immediately notify their supervisor.

## **G. Performance Expectations**

The following set of rules and regulations is intended to serve as a general guideline on our expectations of our staff members. **The list is not intended to include all offenses for which an employee may be disciplined or terminated.**

- Employees are deemed to know and understand the expectations, policies, and procedures of the school corporation, whether or not contained in this handbook.
- Meet reasonable standards of efficiency, productivity, and performance - always put forth your best effort in your work.
- Strictly adhere to the designated break schedule for your department.
- Be at your assigned workstation ready to work at the start of your shift and at the end of your break(s) and lunch period.
- Work to the completion of your shift through the beginning of your break(s) or lunch period.
- Do not leave your work location during normal working hours without advance permission from your supervisor.
- Learn and use technology as assigned by the supervisor including but not limited to online digital and electronic communication including email, job-specific computer applications, and online training programs.
- Do not contribute to excess waste.

***Consistent performance or attendance issues will result in progressive disciplinary action, up to and including termination.***



## IV. PROGRESSIVE DISCIPLINE

Whenever applicable, Frontier will use the concept of progressive discipline for its classified staff members according to law and school corporation policy. Progressive discipline is defined as, but not limited to, the following:

- **Step 1: Verbal Warning**– The discussion a supervisor holds with an employee in which unsatisfactory conduct or performance is discussed, and the requirements for corrective action are set forth. A written notation will be made and placed in the employee's personnel file.
- **Step 2: Written Warning** – The written record of a reprimand by the supervisor, signed and acknowledged by both the supervisor and employee. It will be placed in the employee's personnel file.
- **Step 3: Disciplinary Probation or Suspension** – The written notice of probation providing an explanation of the reason for the action, the length of the probationary period, and a plan of corrective action to be successfully completed during the period. More serious offenses may warrant suspension, defined as the ordered absence, without pay, from duty for a definite or indefinite period of time.
- **Step 4: Reassignment** – The lateral movement, demotion in rank and/or decrease of pay of an employee by the superintendent or designee. This step may not always be appropriate or available and may be contingent on availability of positions for which the employee is qualified.
- **Step 5: Termination** – The dismissal from service for misconduct or unsatisfactory performance by the superintendent or designee upon school board approval.

It is not the intent of this policy to require that every disciplinary action move through each of the five (5) steps. Frontier reserves the right to deviate from this progression if it deems, in its sole discretion, that such deviation is warranted. Circumstances will dictate at which step (1-5) the immediate supervisor begins. The School Corporation will make reasonable efforts to investigate any offense which could result in discipline. Serious offenses may warrant immediate suspension or termination. If you have successfully completed a probationary period, but revert to the issue that warranted the probation, you may be subject to termination without repeating the previously mentioned progressive disciplinary measures.

## V. CRIMINAL BACKGROUND CHECKS

Every five (5) years, classified staff members will be subject to:

- An expanded criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification.
- A check completed through the Child Protective Services Portal.
- A search of the National Sex Offender Registry maintained by the United States Department of Justice.

## **VI. CRIMINAL RECORDS DISCLOSURE**

Every classified employee is required to report to the immediate supervisor, superintendent, and HR within two (2) calendar days of the following:

- Arrest of the employee
- Filing of criminal charges against the employee
- Conviction of criminal charges against the employee

The superintendent shall review and take appropriate and necessary action based upon each reported arrest, charge, or conviction. The circumstances of each situation, as well as the risk to and impact upon members of the school community, in regards to continuation of employment will be considered. Failure to report under this policy will result in disciplinary action up to and including termination.

## **VII. EVALUATION PROCESS**

All classified staff will be evaluated using the appropriate form at least annually. If additional evaluations throughout the year become necessary, the employee will be informed by his/her immediate supervisor. A written evaluation will be given to the classified employee by his/her immediate supervisor. The staff member receiving the evaluation should sign acknowledging receipt of the evaluation and be given a copy. The original evaluation will be maintained in the employee's personnel file.

## **VIII. ATTENDANCE**

Employees are expected to report to work on time every day, including those days on which there is a two (2) hour delay for the start of school, unless employees are exempt from this requirement by their immediate supervisor. If school is dismissed early due to inclement weather, classified staff are expected to remain until their normal dismissal time unless released early by their immediate supervisor. Employees who are late or absent are expected to telephone their supervisor in advance of the normal starting time of the work day. Employees are requested to explain why they are going to be late or absent and when they expect to return to work. It is the employee's responsibility to ensure that their supervisor is notified properly with ample time to find someone to cover your duties. Regular attendance is required of all employees subject to leave provisions in the district policy, employee handbook, or other documents approved by the board.

***Excessive tardiness, unauthorized leave, or unexcused absences, not protected by applicable law, will not be tolerated and will result in progressive disciplinary action, up to and including termination.***

## **A. Alternative School Days**

Alternative school days include virtual learning days, parent/teacher conference days, certified professional development days, or any other day where certified staff is required to work, but classified staff may not be utilized. Employees who are not utilized on an alternative school day will have the option to use PTO, if available, or take an *excused* non-pay day.

## **B. Canceled School Days**

Frontier will abide by state-issued travel advisories. The superintendent or immediate supervisor will communicate any work cancellations. All twelve (12) month employees shall report to work when an unexpected event forces the school to cancel the day. When expected to work but unable to report, twelve (12) month employees have the option to use PTO days or vacation leave, as the opportunity would not exist to make up the day.

## **C. Professional Development Days**

You may be afforded the opportunity to attend professional development seminars, that pertain to your role, in an effort to expand your knowledge base and to professionalize your skills. All requests must be approved in advance.

## **D. Non-Pay Days**

A non-pay day occurs when an employee is absent and has no available PTO. An employee MUST have used ALL PTO and vacation leave before he/she is allowed to take a non-pay day (this does not apply to cancelled school days). ***Recurring unexcused non-pay days will not be tolerated and will result in progressive disciplinary action, up to and including termination.***

# **IX. FAIR LABOR STANDARDS ACT**

Frontier adheres to the Fair Labor Standards Act, which is the basic federal law regulating hourly wage rates and overtime pay. The Act establishes a minimum wage and regulates the conditions under which hours of work must be compensated at the rate of time and one half. Overtime work is only that work which exceeds forty (40) hours in a work week less any form of leave or vacation time.

For the purposes of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 a.m. Sunday through 11:59 p.m. the following Saturday.

## **X. COMPENSATION AND WORK ASSIGNMENTS**

Classified employees shall be compensated according to the pay matrix established by the board. Payment shall be made semi-monthly according to the annual pay schedule issued by HR.

Work assignments and work schedules, subject to board approval, are established by the immediate supervisor. Occasionally, illness, absence, vacation, or other circumstances make it necessary to transfer an employee to another position temporarily.

### **A. Extracurricular Sponsors, Coaches, Volunteers, or Chaperones**

A classified employee who serves as an extracurricular sponsor, coach, volunteer, or chaperone for school groups or teams will not receive wage compensation for his/her classified position during the times that the employee provides services for the District in such extracurricular capacities. Those positions will be paid for such services according to the extracurricular compensation schedule established through the Master Teacher Contract between the Frontier School Corporation and the Frontier Classroom Teachers Association.

## **XI. HOURS WORKED AND OVERTIME**

Employees are assigned a board approved position and work schedule and are expected to adhere to that schedule. *Non-exempt employees are NOT permitted to work any overtime except as authorized by the immediate supervisor AND the superintendent. Unauthorized overtime will result in progressive disciplinary action, up to and including termination.* Employees should report to the immediate supervisor if they expect their assigned duties will not be completed within their assigned shift. Overtime is determined based on a forty (40) hour work week even if the week extends between two pay periods. Any overtime pay will be provided in accordance with federal and state laws. If you have questions regarding overtime, contact the corporation office.

There will be no “banked” time or “comp” time given. All employees are paid for the hours they work.

## **XII. PAYROLL**

### **A. Breaks**

Employees working more than six (6) hours per day (with the exception of the cafeteria employees) are required to take a thirty (30) minute unpaid lunch break. Cafeteria employees are allowed a (15) minute paid break each shift. Employees working an eight (8) hour day are allotted a fifteen (15) minute paid break in the first half of the shift and a fifteen (15) minute paid break in the second half of the shift.

***The practice of clocking time not actually worked is strictly forbidden. Time theft will not be tolerated and will result in progressive disciplinary action, up to and including termination.***

## **B. K-Time**

ALL classified staff members are required to utilize the automated time and attendance system (K-Time). Employees are required to clock in and out under the appropriate job type for each shift. Employees are expected to clock in and out at their designated work site. Time sessions for the previous day are to be reviewed and disputed if an error is found. The employee must notify the immediate supervisor of any errors and provide accurate time session information. The employee is required to review and approve all time sessions for the pay period after clocking out on the last day of the pay period. The immediate supervisor shall be responsible for verifying the accuracy of time sessions for hourly employees. Time sessions for the payroll period shall reflect accurate work hours, leaves, or other credits based upon adopted policy.

The Indiana State Board of Accounts audits time cards and records. The purpose of the timekeeping system is to maintain accurate payroll records for audit. Ultimately, it is the employee's responsibility to ensure that their time sessions are recorded accurately. Missing hours, breaks not taken, and/or days not recorded correctly should be reported to the direct supervisor for correction. Failure to do so may result in loss of compensation.

***The practice of clocking in another employee is strictly forbidden. Falsifying time records will not be tolerated and will result in progressive disciplinary action, up to and including termination.***

## **XIII. LEAVES AND ABSENCES**

Frontier's leave year runs from August 1st to July 31st. Leave time will be prorated from the employee's start date to the end of the initial leave year (July 31<sup>st</sup>). Leave days will be charged in half day or full day increments. An absence of one-half ( $\frac{1}{2}$ ) day or less will be charged as a half day. An absence of one-half ( $\frac{1}{2}$ ) day or more will be charged as a full day. The amount of pay for an applicable leave day shall correspond with the length of the employee's board approved schedule (ex. a six (6) hour employee will receive six (6) hours of leave pay).

All leave requests (with the exception of unforeseen sick leave) require prior approval from the immediate supervisor. It is expected that one week's notice be allowed to ensure appropriate approval is granted. **All requests must be completed in a timely fashion to ensure proper compensation.** Staff may be asked to provide a doctor's note as verification of illness or incapacity to work. Not all benefits apply to all individuals.

## A. Paid Holidays (12 Month Employees)

Paid holidays are not available to nine (9) month employees. Ten (10) month employees are entitled to Labor Day and Memorial Day as paid holidays. Twelve (12) month employees are entitled to the following paid holidays:

- Independence Day
- Labor Day
- Thanksgiving Holiday (2 days)
- Christmas Holiday (2 days)
- New Year's (2 Days)
- Memorial Day
- 1 day for Good Friday **OR** Spring Break

If a holiday falls on a Saturday or Sunday, the superintendent will decide if Friday or Monday will be used to observe the holiday.

## B. Paid Vacation (12 Month Employees)

Vacation time is considered a fringe benefit by the Indiana Department of Labor and is up to the discretion of the employer. Paid vacations are not available to nine (9) month and ten (10) month employees. The immediate supervisor must approve all requests for paid vacation in advance. Vacations are to be arranged to be compatible with other employees to avoid undue hardship on the department. Paid vacation days must be taken before non-pay days are granted. Unused vacation time expires on July 31<sup>st</sup> of each year and cannot be carried over without administrative approval.

Eligible employees will earn prorated vacation days, upon completion of one (1) year of service, according to the schedule referenced below. On August 1<sup>st</sup> following the one (1) year anniversary of employment, eligible employees will receive the full allotment of vacation days.

Month of Hire	Prorated Days	Month of Hire	Prorated Days
<i>August</i>	<i>10</i>	February	4
September	9	March	3
October	8	April	2
November	7	May	1.5
December	6	June	1
January	5	July	0.5

In the leave year following the tenth (10<sup>th</sup>) anniversary of employment, employees are entitled to fifteen (15) days (3 weeks) of vacation. In the leave year following the twentieth (20<sup>th</sup>) anniversary of employment, employees are entitled to twenty (20) days (4 weeks) of vacation.

### C. PTO

Frontier recognizes that employees have diverse needs for time off from work; therefore, Frontier has established a paid time off (PTO) policy to meet those needs. The benefits of PTO are that it promotes a flexible approach to time off for personal days and sick days. ALL PTO must be exhausted prior to non-pay days being taken. Employees are accountable and responsible for managing their own PTO days to allow for adequate reserves if there is a need to cover illness or disability, appointments, emergencies, or other needs that require time off work.

Yellow bus drivers are granted four (4) PTO days per year and are allowed to accumulate a maximum of twenty (20) days.

Eligible employees will earn prorated PTO based upon their hire date and customary thirty (30) days probationary period.

#### **Nine (9) and Ten (10) Month Employees**

<b>Month of Hire</b>	<b>F/T PTO Days</b>	<b>P/T PTO Days</b>	<b>Month of Hire</b>	<b>F/T PTO Days</b>	<b>P/T PTO Days</b>
<i><b>August</b></i>	<i><b>10</b></i>	<i><b>7</b></i>	February	4	3
September	9	6.5	March	3	2
October	8	5.5	April	2	1.5
November	7	5	May	1	1
December	6	4	June	.5	0
January	5	3.5	July	0	0

PTO leave used on the last day immediately prior to or the first day following Fall, Winter, Spring, or Summer breaks, for the purpose of extending the break by leaving early or returning late, will be charged as two (2) PTO days for every work day missed.

Full-time nine (9) and ten (10) month employees can accumulate up to a maximum of 150 PTO days. Part-time nine (9) and ten (10) month employees can accumulate up to a maximum of 120 PTO days.

## Twelve (12) Month Employees

Month of Hire	F/T PTO Days	P/T PTO Days	Month of Hire	F/T PTO Days	P/T PTO Days
<i>August</i>	<i>12</i>	<i>8.5</i>	February	6	4
September	11	7.5	March	5	3.5
October	10	7	April	4	2.5
November	9	6.5	May	3	2
December	8	5.5	June	2	1.5
January	7	5	July	1	.5

Full-time twelve (12) month employees can accumulate up to a maximum of 200 PTO days. Part-time twelve (12) month employees can accumulate up to a maximum of 150 PTO days.

### D. Bereavement Leave

All classified employees are entitled to seven (7) consecutive calendar days of bereavement commencing with the date of death for a member of the employee's immediate family. Immediate family is defined as mother, stepmother, mother-in-law, father, stepfather, father-in-law, brother, brother-in-law, sister, sister-in-law, husband, wife, child, daughter-in-law, son-in-law, grandchild, grandparent, or any relative who at the time of the death was living as a member of the household of the employee. Special circumstances require approval from the superintendent and will be considered on a case-by-case basis. Notice of bereavement leave must be in writing and given to the employee's immediate supervisor and HR as soon as possible.

### E. Jury Duty Leave

Employees who receive a summons to attend jury duty, will be excused with prior notice given to the immediate supervisor. The employee will be given his/her regular salary less the total per diem allowance earned for services during such duty. It is the employee's responsibility to supply the Corporation Office with the necessary credentials to verify the court documentation and the payment amount.

### F. Maternity Leave

Classified employees are not entitled to any formal maternity leave, however in Indiana, the Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 weeks of unpaid, job-protected leave for the birth and care of a newborn child.



## **G. FMLA - The Family and Medical Leave Act**

Per the United States Department of Labor, The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage. Employees must meet certain criteria to be eligible. The Family and Medical Leave Act (FMLA) allows twelve (12) weeks of unpaid leave in a twelve (12) month period (for eligible staff members) measured forward from the FMLA leave start date requested for:

- the birth of a child and to care for the newborn child within one (1) year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one (1) year of placement;
- the staff member is needed to care for the employee's spouse, child, or parent who has a serious health condition;
- the staff member's own serious health condition prevents him/her from performing the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or** to care for a covered family member, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on "covered active duty" provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating.

When leave is to care for an injured or ill service member an eligible employee may take up twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service member who is undergoing medical treatment, recuperation, or therapy is otherwise in outpatient status, or is otherwise on the temporary disabled retired list, for a serious injury or illness. This is a one-time benefit per service member, when combined with other FMLA qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period. PTO must be used concurrently with FMLA leave. Employees are expected to inform their immediate supervisor or the HR Director of the need for FMLA leave as soon as possible after learning of an anticipated future need or immediate need for leave. Employees should contact the Corporation Office for more information.

For more information regarding FMLA:

<https://www.dol.gov/agencies/whd/fmla/employee-guide>

## **XIV. BENEFITS**

### **A. Health Insurance**

Only full-time employees are eligible for health insurance benefits. If a twelve (12) month employee chooses to forgo health insurance coverage, he or she will be eligible to receive a contribution of \$1,500 per year into the employee's 403(b) account. If a nine (9) or ten (10) month employee chooses to forgo health insurance coverage, he or she will be eligible to receive a contribution of \$1,125 per year into the employee's 403(b) account. Classified Administrators will receive their contribution into their 401(a) account.

**It is the employee's responsibility to set up a 403(b) and notify the Corporation Office.**

### **B. Dental Insurance**

Full-time employees will be offered a dental insurance plan. There will be no employer contribution for the dental insurance premium, and the employee will pay 100% of the cost.

### **C. Vision Insurance**

Full-time employees will be offered a vision insurance plan. There will be no employer contribution for the vision insurance premium, and the employee will pay 100% of the cost.

Classified Administrators will be provided with a single vision plan paid for by Frontier.

### **D. Life Insurance**

Classified employees working more than twenty (20) hours per week are eligible for a \$20,000 life and accidental death and dismemberment benefit. The life insurance and AD&D benefit costs the employee one (\$1.00) dollar per year.

Classified Administrators will be provided with a \$50,000 dollar life and accidental death and dismemberment benefit. The life insurance & AD&D benefit costs the employee one (\$1.00) dollar per year.

### **E. Long-Term Disability Insurance**

Full-time twelve (12) month employees are eligible for long-term disability insurance. The LTD insurance benefit costs the employee one (\$1.00) dollar per year.

## **F. Worker's Compensation Insurance**

The provisions of the worker's compensation insurance plan annually purchased by Frontier covers all employees. Those employees who suffer a job-related injury and/or illness must report that injury and/or illness in the following manner within the indicated time period.

- **Immediately notify the supervisor of injury or illness.** If required, report for immediate care to the health provider determined by the school corporation. If the employee is injured on the job and seeks treatment and/or long-term care at a facility other than the one designated by the school corporation, the employees may be responsible for the payment of medical claims and treatment. Employees are responsible for communicating to the physician treating your injury that the claim is a worker's compensation claim.
- After notifying the immediate supervisor and obtaining treatment for the injury, the employee must notify the Corporation Office and fill out the First Report of Employee Injury, Illness Form 34401-located in the building offices. The notification must be completed within two (2) working days from the time of injury or illness (unless injury is too severe at the time). Failure to comply with this timeline may cause the claim to be denied by the insurance carrier.
- An employee who must be absent from work due to a work-related injury or illness may collect compensation from the worker's compensation insurance plan. Medical expenses and lost wages are not paid directly from the employer.

## **G. PERF - Public Employees' Retirement Fund**

All Frontier School Corporation employees (excluding yellow bus drivers), working more than six-hundred (600) hours per year, are eligible for PERF benefits. There is a mandatory contribution on the employee's part. Currently, the mandatory employee contribution is set at 3% percent of your gross wages. Frontier also has an obligation to pay a portion of this benefit. Currently, the mandatory employer contribution is set at 11.2% percent of your gross wages.

Classified Administrators will receive full corporation-paid PERF benefits.

## **H. Retirement Accounts**

- A 403(b) is a retirement plan that allows employees to set aside pre-tax money for retirement. You may contribute to this account each payroll. If you have questions about setting up a 403(b), contact the Corporation Office. **It is the employee's responsibility to set up their 403(b) account.**

- A 401(a) is an employer-sponsored retirement plan. Classified Administrators and the Director of Transportation may participate in the employer's 401(a) plan. The employee's 403(b) plan shall include provisions for pre-tax salary reduction contributions by the employee, which shall be matched, by the employer, dollar for dollar up to 1.5% of the employee's salary. The employer contributions for each employee shall be deposited into the 401(a) plan and be maintained by the employer. Such deposits will be made on a semi-monthly basis.

Any contributions made by the employer to the employee's 401(a) plan accounts shall be subject to a vesting schedule. Employees hired prior to October 1, 2020 shall be subject to a graded vesting schedule of twenty percent (20%) per year. After October 1, 2020, any employee with less than five (5) continuous completed years of service will not have a vested interest in any contributions made by the employer.

## **XV. SEPARATION OF EMPLOYMENT**

### **A. Termination**

Upon termination, the employer shall be obligated to pay the employee only for hours worked prior to the date of termination and any deferred compensation owed to the employee. **Employees will not be paid for unused PTO days upon termination of employment.**

### **B. Resignation**

The employee should provide a written resignation at least two (2) weeks prior to the separation of employment. Failure to give or fulfill the two (2) weeks notice may result in ineligibility for rehire. Benefits will be terminated on the last day of the month in which the resignation is effective.

### **C. Retirement**

An employee who is eligible to receive Indiana Public Employee Retirement Fund benefits, who has served at least ten (10) years with Frontier immediately prior to retirement or qualifying for long-term disability benefits, will receive forty (\$40) dollars each day of accumulated PTO not to exceed the established maximums. This compensation shall be placed in the retiring employee's 403(b) or 401(a) account following board approval.

## **XV. Civil Rights Nondiscrimination Grievance Procedure**

The grievance procedure applies to complaints of discrimination under TITLE VII (race, color, religion, national origin, sex), SECTION 504 of the REHABILITATION ACT of 1973 (), the Americans with Disabilities Act (ADA), and the Age Discrimination in Employment Act (ADEA). Interested parties include school corporation officers, employees, students, and patrons. The nondiscrimination procedure applies to acts or omissions relating to protected rights based upon age, race, color, sex, handicapping condition, religion and national origin including English proficiency. The Civil Rights regulations require the identification and notification of employees, students, and patrons of the corporation's Civil Rights Coordinator(s).

- The building principal serves as the compliance coordinator for building level allegations of violations affecting students, employees, or building patrons. Complaints involving the building principal or the employee's immediate supervisor may be directed to the Superintendent.
- The Superintendent serves as the compliance coordinator for violations at the corporate level as policy or practice. Complaints involving the Superintendent may be directed to the Board President.

Frontier School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, individuals with disabilities, religion, or national origin including limited English proficiency, or any other protected characteristic, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student action.

If you have experienced discrimination, written inquiries about procedures that are available and consideration of complaints alleging such discrimination should be directed to Superintendent Frederick Unsicker and Human Resources, P.O. Box 809, Chalmers, IN 47929.