# Contents

Mission Statement ............................................................................................................................... 3

Introduction ........................................................................................................................................... 3

Employment Policies .......................................................................................................................... 3
  Equal Opportunity ............................................................................................................................... 3
  I-9 Immigration Reform Policy .......................................................................................................... 4
  Employment Matters ........................................................................................................................ 4
  Employee Responsibility .................................................................................................................... 5

Workplace Conduct ............................................................................................................................ 5
  Code of Conduct ................................................................................................................................ 5
  Workplace Harassment ...................................................................................................................... 6
  Unacceptable Behaviors ...................................................................................................................... 8
  Smoke Free Environment .................................................................................................................. 9
  Drug Free Environment ..................................................................................................................... 9
  Violence Free Environment .............................................................................................................. 10
  Acceptable Use of Technology .......................................................................................................... 10
  Staff Social Media Guidelines .......................................................................................................... 11
    Section 1. General .......................................................................................................................... 11
    Section 2. Definitions ....................................................................................................................... 11
    Section 3. Expectations .................................................................................................................... 11
  Fraternization ..................................................................................................................................... 13
    Section 1. General .......................................................................................................................... 13
    Section 2. Criteria for Identification ............................................................................................. 13
  Employee Complaints ....................................................................................................................... 13

General Practices .................................................................................................................................. 14
  Background Checks ............................................................................................................................ 14
  Employee Dress Code ....................................................................................................................... 14
  Employee ID Badges .......................................................................................................................... 15
  Personnel Data Changes ................................................................................................................... 16
  Evaluations ......................................................................................................................................... 16
  EACS Trainings .................................................................................................................................. 16
Resignation of Employment.................................................................................................................. 16
Compensation ......................................................................................................................................... 16
Overtime Pay ......................................................................................................................................... 16
Pay period/Pay checks ........................................................................................................................... 17
Direct Deposit ......................................................................................................................................... 17
Payroll Deductions ............................................................................................................................... 17
Pay Check Errors ................................................................................................................................. 17
Paid Holidays ......................................................................................................................................... 17
Vacations .................................................................................................................................................. 17
Attendance ............................................................................................................................................... 17
Personal Illness ....................................................................................................................................... 18
Family Illness .......................................................................................................................................... 18
Personal Business ................................................................................................................................. 18
Bereavement .......................................................................................................................................... 18
Jury Duty .................................................................................................................................................. 18
Family Medical Leave (FML) .................................................................................................................. 18
Unpaid Leave of Absence ...................................................................................................................... 19
Time Off Without Pay ........................................................................................................................... 19
Benefits ................................................................................................................................................... 19
Insurance ............................................................................................................................................... 19
Wellness Program ................................................................................................................................... 20
Employee Assistance Program .............................................................................................................. 20
Supplemental Life Insurance ................................................................................................................ 20
Section 125 Plan .................................................................................................................................... 20
Long Term Disability .............................................................................................................................. 21
INPRS (PERF/TERF) ............................................................................................................................. 21
403(b) ...................................................................................................................................................... 21
Worker’s Compensation ......................................................................................................................... 21
Acknowledgment of Receipt of Employee Handbook ........................................................................ 22
Mission Statement
Our mission is to inspire in all students a passion for learning while developing knowledge, skills and character necessary to become responsible contributors to the local and global society.

Introduction
As an employee of East Allen County Schools, you become a part of a very important educational process for our students. To be successful, each employee must have an understanding of his or her assignments and responsibilities, follow instructions, develop and practice good work habits, be courteous at all times, strive for neatness and accuracy in all work, accept assignments as a challenge and be conscientious and industrious so that you can be a part of the effort in educating our children. Subsequently, our expectation is that our employees conduct themselves in a professional manner at all times and that their actions support the EACS mission.

This handbook has been prepared to introduce you to EACS and acquaint you with the personnel guidelines. This handbook is a summary of our policies, which are presented here only as a matter of information. The contents of this handbook shall not constitute nor be construed as a promise of your employment or as a contract between East Allen County Schools and its employees. A copy of this handbook can be found on our EACS website and a hardcopy can be found in each school building’s main office. You are responsible for reading, understanding and complying with the provisions of this handbook.

Not all benefits outlined in this handbook are applicable to every employee group. In cases where you read “Please refer to your contract/agreement or administrative guideline for eligible employees”, you will need to read the Administrative Guideline applicable to your employee group for more information. All Administrative Guidelines can be found on our EACS website.

Employment Policies

Equal Opportunity
East Allen County Schools has a policy of providing equal opportunity. We are committed to a diverse workforce and value employees’ talents. We support an environment that is inclusive and respectful. East Allen County Schools provides an equal employment opportunity in its employment practices without regard to age, race, color, and national origin, limited English proficiency due to national origin, gender, or disability.
East Allen County Schools is committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law; and
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

The Human Resource Director serves as our Equal Opportunity Coordinator and has the overall responsibility to assure compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity.

**I-9 Immigration Reform Policy**

East Allen County Schools complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work, EACS must terminate his/her employment.

By authority of the Immigration Reform and Control Act of 1988, East Allen County Schools hires only United States citizens and lawfully authorized alien workers. All newly hired employees are required to possess specific documentation of employment authorization to verify eligibility to work in the United States. In addition, East Allen County Schools uses E-Verify as part of the I-9 process to verify the work eligibility of all new hires. If you have questions regarding the e-Verify process, please contact the EACS human resources office.

**Employment Matters**

1. Non-contracted employees have a working relationship defined as employment-at-will. Simply stated, employment at will means that in the absence of a specific written agreement, you are free to resign at any time, and East Allen County Schools reserves the right to terminate your employment for any reason (which does not violate any applicable law) with or without prior notice.
2. If you wish to resign you are requested to notify your supervisor of your anticipated departure date at least two weeks in advance. This notice should be in the form of a written statement.

3. Below are a few examples of the most common circumstances in which a separation of employment occurs:
   - Resignation/Retirement – voluntary employment termination initiated by an employee.
   - Termination – involuntary employment termination initiated by EACS
   - Reduction in Force (RIF) – involuntary separation initiated by EACS

4. Upon separation of employment, employees are required to return office keys, building keys, ID badges, EACS issued technology (iPads, laptops) and any EACS issued equipment. Additionally, a health insurance extension of benefits (under COBRA regulations) is available and is offered by mail to eligible employees.

5. Employees that leave East Allen County Schools in good standing may be considered for re-employment.

**Employee Responsibility**

It is the responsibility of each employee to become familiar with and follow the administrative guidelines set forth by EACS.

**Workplace Conduct**

East Allen County Schools expects all employees to uphold an atmosphere free of discrimination and respect the rights of their co-workers, volunteers, and contractors. This section of the handbook establishes standards and values by which all EACS employees will conduct themselves in order to ensure the highest possible integrity and trust to students and communities which our district serves. All EACS employees must treat others with respect, courtesy and dignity and conduct themselves in a professional and cooperative manner at all times while representing EACS.

**Code of Conduct**

As an employee of EACS, I will strive to:

1. Focus on our students
   a. Understand that I serve as a role model to my students and will conduct myself as such
b. I will respect student privacy and maintain confidentiality with student information

c. Make every effort to address their needs and wants while promoting a positive attitude

d. Display compassion for students and recognize individuality.

2. Conduct myself professionally
   a. Take responsibility for my work and follow through with all tasks assigned to me
   b. Show respect by active listening and being considerate
   c. Support and recognize positive qualities of EACS as a district, fellow employees and administration
   d. Hold in confidence all private information and interactions
   e. Understand that I still represent EACS when in public

3. Recognize and reward contributions of others
   a. Treat everyone with respect, this includes students, fellow employees, parents, administration and visitors
   b. Respect diversity
   c. Value the contributions of all EACS team members
   d. Recognize and encourage positive behaviors

4. Perform with excellence
   a. Perform my job with excellence
   b. Seek out learning opportunities to enhance my skills and ability to serve my students
   c. Share my knowledge with fellow employees
   d. Embrace change and strive for improvement
   e. Ask for help if a concern is beyond my knowledge or ability
   f. Use resources (time, personnel, equipment) wisely
   g. Be a positive member of my team

**Workplace Harassment**

East Allen County Schools promotes a work environment that is free from harassment. Therefore EACS will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at school-related functions, or outside of work if it affects the workplace. These guidelines apply to all East Allen County Schools’ employees, clients, customers, guests, vendors, and persons doing business with EACS.
Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment has been defined according to EACS guidelines as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual’s employment; or
- Such conduct has the purpose or effect of interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct prohibited by these guidelines include, but not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual’s age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee’s submission to or rejection of sexual overtures; and
- Displaying cartoons or telling jokes which relate to an individual’s age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. If you feel comfortable in doing so, tell the harasser that his or her actions are not welcome and he/she must stop.
2. Report the incident immediately to your supervisor and/or the Human Resource Director.
3. Report any additional incidents of retaliation that may occur to your supervisor and/or the Human Resource Director.

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given EACS’ obligation to investigate and act upon reports of such harassment. Appropriate actions will be taken by EACS to stop and remedy any and all such conduct, including interim measures during a period of investigation.
Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. An employee who violates these guidelines or retaliates against an employee in any way will be subject to disciplinary action up to and including immediate termination.

**Unacceptable Behaviors**

EACS guidelines exist because they are essential for the safety, welfare, morale, and general well-being of our students and staff, for the protection of property, and for the effective operations.

The following behaviors are considered unacceptable behaviors:

- Falsifying employment application;
- Refusal to do the job assigned; willful disobedience of job instructions and or orders; willful restriction of efficiency and output; proven incompetence;
- Fighting, immoral behavior, or indecency;
- Intoxication or drinking on duty or at school sponsored events.
- Use, sale, or possession of controlled substances on the job without a prescription is prohibited;
- Gambling on EACS premises;
- Engaging in acts that endanger oneself, other employees or violation of safety regulations;
- Deliberate or intentional release of confidential information;
- Willful and deliberate destruction, damage, or defacement of EACS property or equipment;
- Use of excessively obscene or abusive language in the presence of students at school functions;
- Theft;
- Intentional falsification of payroll sheets, or other EACS records, writing time in or out on another employee’s payroll sheet;
- Excessive absenteeism or tardiness; unauthorized absence; failure to notify supervisor of absence, quitting early;
- A threat of any act that would endanger life or property;
- Threatening, intimidating, or coercing fellow employees or students;
- Unprofessional conduct with students, parents, visitors, co-workers, or supervisors;
- Negligence; sleeping on the job; misuse of EACS time;
- Failure to report job-related injuries;
- Unauthorized soliciting, in any form to EACS employees, students or visitors;
• Other acts, incidents, or conduct which may adversely affect the efficient operation of EACS or in any way jeopardize the safety and welfare of employees, students, or visitors.

EACS strives to fulfill its stated mission and at the same time help employees achieve and maintain the highest standards of productive employment.

Smoke Free Environment
East Allen County Schools is dedicated to providing a healthy, comfortable, and productive learning environment for students, staff, and visitors by creating a "tobacco-free" school environment. East Allen County Schools is committed to reducing involuntary exposure to tobacco smoke among students, staff, and visitors. East Allen County Schools believes that it is the right of the non-smoker to breathe clean air. East Allen County Schools believes that the use of tobacco products in a school building denies students, staff and visitors access to clean air, introduces a substantial health hazard to those persons, and interferes with learning and teaching. East Allen County Schools further joins with such organizations as the American Cancer Society, American Lung Association, and American Heart Association in promoting a tobacco-free America.

All persons, including students, staff and visitors shall not be permitted to use tobacco products of any kind or any form while inside school corporation-owned buildings or while in school corporation-owned, contracted, or other authorized vehicles. Further, the use of tobacco products of any kind or any form on school corporation-owned property outside school corporation-owned buildings is prohibited.

Any violation of this guideline by staff members will be referred to his/her immediate supervisor. The immediate supervisor will review and honor disciplinary procedures as outlined in collective bargaining agreements and/or administrative policies.

Drug Free Environment
East Allen County Schools is committed to providing a drug-free workplace. East Allen County Schools expects the cooperation of all employees and a similar commitment from them. Pursuant to the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited. Any employee who violates the above rule may be subject to discipline, up to and including termination.

As a condition of employment, all employees must abide by this rule policy. In addition, any employee who is convicted of a drug statute violation arising out of conduct occurring in the
workplace must notify his/her supervisor within the East Allen County Schools of such conviction at least five (5) days after the conviction.

Workplace includes a school building or other school premises, any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. The workplace also includes off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the East Allen County Schools.

**Violence Free Environment**
East Allen County Schools’ promotes a workplace that is safe and free from all threatening and intimidating conduct. Therefore, EACS will not tolerate violence or threats of violence of any form in the workplace, at work-related functions, or outside of work if it affects the workplace. This applies to all EACS employees, customers, guests, vendors, and persons doing business with EACS.

Examples include but are not limited to:
- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, or e-mail).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Possession of firearms or any other lethal weapon on school property.
- Any other conduct or acts which EACS believes represents an imminent or potential danger to work place safety/security.

Anyone with questions or complaints about workplace behaviors which fall under these guidelines may discuss them with a supervisor or the Human Resource Director. EACS will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of these guidelines will result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, EACS will take action appropriate for the circumstances. Where appropriate and/or necessary, EACS will also take whatever legal actions are available and necessary to stop the conduct and protect EACS students, employees, and property.

**Acceptable Use of Technology**
EACS is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Corporation operations. All employees are required to read and comply with Administrative Guideline 6108 when using EACS technology devices.
Staff Social Media Guidelines

Section 1. General.

The District supports the use of online social media to facilitate District programs, departments and school sites in building a more successful parent, community, student and employee network. This document contains District’s guidelines regarding the use of online social media.

Section 2. Definitions.

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Google+, Tumblr, and Flickr.

Section 3. Expectations.

EACS respects the right of employees to use social media and networking sites, message boards and forums, as well as personal websites and blogs, but it is important that employees’ personal use of these sites does not damage the reputation of EACS, its employees, its students or their families. Because readers of social media networks may view the employee as a representative of the schools and the District, EACS requires employees to observe the following rules when referring to the District, its schools, students, programs, activities, employees, volunteers and communities on any social media networks:

A. An employee’s work related use of any social media network and an employee’s work related postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable District policies. Employees must be respectful and professional in all communications (by word, image or other means). Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity, sexual harassment, or bullying.

B. Employees should not use their EACS e-mail address for communications on public social media networks that have not been approved by the District.

C. Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or the Superintendent’s designee.
D. When authorized as a spokesperson for the District, employees must disclose their employment relationship with the District.

E. Employees may not disclose information on any social media network that is confidential or proprietary to the District, its students, or employees or that is protected by data privacy laws.

F. Employees may not use or post the District logo on any social media network without permission from the Superintendent, or designee.

G. Employees may not post images on any social media network of co-workers without the co-workers’ consent.

H. Employees may not post images of students on any social media network without written parental consent, except for images of students taken in the public arena, such as at sporting events or fine arts public performances.

I. Employees may not post any nonpublic images of the District premises and property, including floor plans.

J. The District recognizes that student groups or members of the public may create social media representing students or groups within the District. When employees, including coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the District.

K. Employees have responsibility for maintaining appropriate employee-student relationships at all times and have responsibility for addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online. Employees are strongly discouraged from including current, minor students as “friends,” “followers,” or any other similar terminology used by various sites without written permission from the students’ parents. Employees are also required to follow all applicable privacy laws when referencing students or posting photos and video of students on private or EACS-affiliated social media accounts. Though it may seem appropriate to celebrate or publicly recognize student successes, posting identifying information or media is prohibited.
**Fraternization**

**Section 1. General.**

EACS expects all employees to maintain professional behavior in the workplace. To avoid potential conflicts and misunderstandings, and to minimize the risk of violating any laws, policies, or administrative guidelines, all personnel of East Allen County Schools need to be aware of potential ramifications from dating or otherwise engaging in romantic or sexual relationships with other employees.

**Section 2. Criteria for Identification.**

If you have, or develop, a familial or intimate personal relationship with another employee who has immediate or successively higher supervisory authority over you, or over whom you have immediate or successively higher supervisory authority, you must immediately bring your relationship to the attention of the Human Resource Director.

The Human Resource Director, and anyone having a familial or intimate relationship with the Human Resource Director, must immediately bring that relationship to the attention of the Superintendent. The Superintendent, and anyone having a familial or intimate relationship with the Superintendent, must immediately bring that relationship to the attention of the Board of School Trustees.

**Employee Complaints**

In the event an employee experiences any job-related discrimination or harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, veteran-status, or believe they have been treated in an unlawful, discriminatory manner or have been unlawfully harassed, he/she should promptly report the incident to a supervisor. If an employee believes it inappropriate to discuss the matter with their supervisor, it should be directly reported to the Human Resource Director. Once made aware of your complaint, EACS is committed to commence an immediate, thorough investigation of the allegations. Complaints will be kept confidential to the maximum extent as possible.

If, at the completion of an investigation, EACS determines that an employee is guilty of discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending employee.
EACS prohibits any form of retaliation against any employee for filing a bona fide complaint under these guidelines, or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination, EACS determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

The initial approach to settling any issue is open communication. An employee should first seek to resolve any complaint with his/her immediate supervisor through informal discussion. If such discussion does not resolve the matter informally, the employee may initiate a complaint by contacting the Human Resource Director at 446-0288 or ext. 1009.

**General Practices**

**Background Checks**

EACS conducts background checks on all potential employees. Potential employees are responsible for the cost of an expanded background which meets the federal and state requirements for a school employee. A completed background check is necessary prior to the first day of work.

**Employee Dress Code**

As professionals in our schools, we realize and value the public’s perception of our roles as mentors and role models for students. East Allen County Schools expects all employees to dress professionally and appropriately relative to their specific job duties and responsibilities. Therefore, the following dress code will apply to all teachers*, counselors, academic support personnel (“ASPs”), operational support personnel (“OSPs”), paraprofessionals, secretaries, transportation and administrators throughout the district. It is to be applied for all scheduled work days including days students are present, back-to-school night, and for parent-teacher conferences. Food Service, Custodial and Maintenance are to wear assigned department shirts except on designated days, when school spirit wear is appropriate. **Employees who do not, in the judgement of the principal/supervisor, follow this dress code shall receive a notice from their principal/supervisor. Repeated violations or refusal to comply with the directions of the principal/supervisor may result in disciplinary action up to and including termination.**

Modest and professional dress, in East Allen County Schools, is defined as follows:

- No rubber or athletic flip flops
- No visible cleavage
- No visible undergarments
- Clothes not worn too tight, too loose, or see through
• No bare midriffs
• Skirts should be appropriate length (no more than 3 inches above the knee)
• No strapless tops or tops with straps less than 3 inches wide unless worn under jacket, blouse, dress or sweater
• No exercise pants, sweatpants, yoga pants, shorts, or other athletic clothing should be worn unless teaching Physical Education
• Leggings (solid color, stripes, or plaid) are permissible only when accompanied by a top/skirt/dress that is no more than 3 inches above the knee
• Men’s shirts should have a collar, unless it is a crew neck, sweater, or school spirit wear

While this list is not exhaustive, it is designed to provide the general idea of expectations. If you are wondering if something is appropriate to wear, please check with your building principal or immediate supervisor. Jeans (without holes and without fraying) will be allowed on all paydays (regardless of whether or not payday falls on a Friday) and on the last teaching day prior to school breaks. Jeans may only be worn with school spirit wear unless it is “Go College Week”. Additionally, jeans (without holes and without fraying) or shorts will be allowed as appropriate for field trips, field day, or on Administrator designated days. Non-payday Fridays may be used for building fundraising or for a charity selected by the building. Most important, if a special event (e.g. Blue Ribbon and 4 Star celebration) is scheduled that may include dignitaries and/or special guests on a “Casual Day” or “Jeans Day”, principals have the discretion to cancel the “Jeans day”.

*Vocational or Intense Intervention teachers may wear teacher “assignment appropriate” slacks with principal approval e.g. khaki pants etc.

Employee ID Badges
East Allen County Schools is committed to providing a safe and secure environment for our students and employees. Employee ID badges are an important part of employee work attire because they allow students, parents, coworkers, and the community to identify who employees are. It is the expectation of the District that employees clearly display their ID badge during the contracted school day.

Within the first two days of employment, new employees should contact Linda Wolford (ext 2005) to schedule an appointment to get an ID badge.

*Note -ID badges that are lost will be replaced at the employee’s expense of $5. Upon separation from employment, employees are required to return the Identification Badge.
**Personnel Data Changes**
It is the responsibility of each employee to promptly notify the human resources department of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data is changed, the employee must notify the human resources department.

**Evaluations**
Each employee will be evaluated by their building administrator or supervisor on an annual basis. An employee shall have the right to be informed and receive a copy of and respond in writing to any written evaluation. The evaluation shall be signed and dated by the employee to indicate that he/she has seen it; however, such signature does not indicate agreement with its contents. A copy of each evaluation and any employee’s written response to the evaluation shall be placed in the employee’s personnel file. Failure of the employee to respond in writing to any written evaluation does not mean that they agree with its contents.

**EACS Trainings**
EACS utilizes various methods to train employees. EACS values the safety of our employees and has proactively implemented a web-based training module (Safe Schools) that enables employees to complete required trainings online. Additionally, EACS requires all employees to complete Title IX Sexual Harassment, Bullying HEA, and Bloodborne Pathogen Prevention trainings on an annual basis.

**Resignation of Employment**
If you are terminating employment with East Allen County Schools, you must submit written notification, in writing, to the Human Resource Director as soon as possible. If you are working until the end of the current school year and carry East Allen County Schools’ health insurance/life insurance, benefits will continue through August 31 of your resignation year. If you resign prior to the end of the current school year, health insurance/life insurance benefits will terminate at the end of the month you resign.

**Compensation**
Please refer to your contract/agreement or administrative guideline for additional information regarding your yearly compensation.

**Overtime Pay**
Please refer to your contract/agreement or administrative guideline for additional information regarding overtime payment (if applicable).
Pay period/Pay checks
A copy of the payroll schedule is included in this handbook. East Allen County Schools is on a bi-weekly pay schedule.

Direct Deposit
Direct deposit is available through all banking institutions and is mandatory for all staff. Effective January 1, 2014, East Allen County Schools will no longer issue printed deposit advices. Employees can access (view and print) their pay records, employee benefits, tax exemptions, and current leave balance through “Employee Access”, a secure web based program. Contact the Administrative Services Coordinator at 446-0100, ext. 1010 to set your user name and password.

Payroll Deductions
Health and life insurance premiums are deducted over 18 pay periods. Section 125 medical reimbursements, child care, and Health Saving Accounts (HSA) for those on the High Deductible Health Plan are deducted out of the employee’s pay checks for 20 pay periods.

Pay Check Errors
If you believe there has been an error on your paycheck please contact the Payroll Coordinator at 260-446-0100, ext. 1014.

Paid Holidays
Please refer to the contract/agreement or administrative guideline covering your employee group for more information regarding paid holidays.

Vacations
Please refer to the contract/agreement or administrative guideline covering your employee group for more information regarding vacations.

Attendance
EACS expects that every employee will be regular and punctual in attendance. This means being in the school, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees.

When you are unable to work due to illness or an accident, please promptly notify your supervisor/administrator. Leaving a message with another staff member or on voicemail does not constitute an accepted notification of absence. If you do not report for work and EACS is not notified of your status, it will be assumed after three consecutive days of absence that you have resigned, and you will be removed from the payroll.
**Personal Illness**
Some employee groups are eligible for personal illness days. If a Personal Illness day (s) is used, the employee’s supervisor may require proof of illness or fitness to return to work by a licensed medical professional. Please refer to your contract/agreement or administrative guideline for more information regarding personal illness days.

**Family Illness**
Some employee groups are eligible for family illness days. Please refer to your contract/agreement or administrative guideline for more information regarding family illness days.

**Personal Business**
Some employee groups are eligible for personal business days. Please refer to your contract/agreement or administrative guideline for more information regarding personal business days.

**Bereavement**
Some employee groups are eligible for bereavement days. Please refer to your contract/agreement or administrative guideline for more information regarding bereavement days.

**Jury Duty**
Each employee who is subpoenaed to appear in court on behalf of the EACS Corporation during any work day shall receive full compensation for the time absent from work. Legal leave only applies to scenarios in which employees are representing the EACS Corporation on official business.

Each employee who is called to jury duty during any one day shall receive the difference in pay for time lost and the amount received as jury pay. When an employee is released from jury duty before the end of the employee’s work day, he/she must report to his/her work assignment for the remainder of the work day. Holiday pay shall not be affected. A certificate of attendance and proof of pay are necessary for the completion of payroll in order to be paid properly.

**Family Medical Leave (FML)**
East Allen County Schools adheres to the Family Medical Leave Act of 1993 (FMLA) which allows eligible employees to take up to 12 weeks of leave time for a personal illness or to care for an immediate family member. To be eligible for a FMLA leave of absence an employee must be employed with East Allen County Schools for one year or more and have completed 1,250 hours
in a year. Please contact the human resources department for additional information and procedures regarding FMLA.

**Unpaid Leave of Absence**
The Board, where unusual circumstances warrant, may grant an employee a leave of absence without pay upon written request and upon good cause for a period not to exceed one year.

**Time Off Without Pay**
Time off without pay requests are reviewed on a case by case basis and must be approved by your supervisor, the Human Resource Director and the Superintendent. Please refer to your contract/agreement or administrative guideline for more information on time off without pay.

**Benefits**

**Insurance**
The corporation will provide benefits to eligible employees. Please refer to your contract/agreement or administrative guideline for more information regarding bereavement days. Benefits may include:

1. Comprehensive Hospital/Medical Program
2. Vision Care Program
3. Prescription Program
4. Dental Insurance Program
5. Group Life Insurance Program
6. Supplemental Insurances

Health insurance rates are subject to change each calendar year. If you have a qualifying event such as a marriage, birth/adoption, death, divorce, or loss of other coverage, the employee will have 30 calendar days to make a corresponding change. Please contact the human resources department for additional information.

Detailed benefit information is available on our East Allen County Schools website at [www.eacs.k12.in.us](http://www.eacs.k12.in.us)

Life Insurance Amounts per Employee Group/Classification:
* Teachers - $25,000
* Bus Drivers - $15,000
* Custodians - $20,000
*Food Service - $10,000
*Food Service Managers - $10,000
*Nurses - $10,000
*Paraprofessionals - $10,000
*Secretaries - $15,000
*Administrators – 2.5 x salary
*OSP’s - $25,000
*School Board – no life insurance

**Wellness Program**
East Allen County Schools will offer three initiatives for the health and wellness of our employees. Through Parkview, EACS has the following programs available: 1) IChoose Health and Wellness program; 2) Walk-in Clinic services to employees and dependents enrolled in EACS Group Health Insurance Program; 3) Employee Assistance Program available to all EACS employees and 4) a Wellness Coach, Mr. Eric Manor, to establish and manage a comprehensive on-site wellness program for East Allen County Schools’ employees enrolled in the Group Health Plan. For more information about our EACS Wellness program, contact Eric Manor at ext. 1003. For more information about Walk-in Clinic services, contact Jennifer Rose at ext. 1025.

**Employee Assistance Program**
Your EAP program consists of three (3) counseling sessions per EACS employee and member per household per year at no cost to you. EAP counselors are licensed professionals and this confidential service can help you and members of your household with a variety of difficult situations. Counseling sessions are per member, non-transferable, and do not accumulate. All of our EAP services are kept confidential. In fact, no information about you or your participation in the program is released without your written consent. You will meet with a trained professional who will assist you in determining your situation. Often the best approach includes short-term counseling sessions with an EAP professional. When you and members of your household call for an appointment, it will be scheduled as promptly as possible.

**Supplemental Life Insurance**
New employees who work at least 19 hours per week will be offered supplemental life insurance upon employment. This is a voluntary benefit and will be offered one time during the enrollment window.

**Section 125 Plan**
All new employees eligible for health insurance will be offered tax sheltered premiums. East Allen County Schools offers medical and child care reimbursement plans during November/December for a January 1 effective date. Unreimbursed medical can be used for
eligible medical expenses for you or your family that are not covered by another health plan. Health Savings Accounts (HSAs) are another benefit offered under the Section 125 plan to those employees enrolled in a High Deductible Health Plan (HDHP). Please contact the human resources department for additional information.

**Long Term Disability**
East Allen County Schools will provide eligible employees long term disability for those who elect to enroll. The long term disability provides a benefit of 60% of regular pay up to 52 weeks per year beginning after 90 calendar days of disability.

**INPRS (PERF/TERF)**
Eligible employees will be enrolled in mandatory PERF (Public Employees’ Retirement Fund) for classified employees who work 600 hours per year, and TERF (Teachers’ Employee Retirement Fund). Please refer to your contract/agreement or administrative guideline for additional information regarding PERF/TERF.

**403(b)**
403(b) is a voluntary tax sheltered annuity available for all eligible employees. Eligible employees may participate at any time if he/she contributes at least $200 on an annual basis to his/her 403(b) account. Please contact the human resources department for additional information.

**Worker’s Compensation**
East Allen County Schools provides Worker’s Compensation for all employees. Upon injury, employees must notify the building nurse, (in absence of the nurse please see administrator/supervisor) immediately after a workplace injury/illness occurs.

A First Report of Injury/Illness form must be completed within 48 hours of injury/illness. An Authorization for Treatment form will be given to the employee (or the supervisor must call the treating facility) to authorize treatment. All injured employees must report to *Parkview Occupational Health for treatment. Failure to do so may result in non-payment of claims. If an injury occurs “after hours” and the supervisor cannot be reached, the employee should not delay seeking treatment. In this event, employees should contact the building administrator the next business day to report the injury/illness.
Acknowledgment of Receipt of Employee Handbook

I have received a copy of East Allen County Schools Employee Handbook and contract/agreement. I understand I am responsible for the contents of the handbook and contract/agreement.

Signature of Employee____________________________________ Date___________________

Printed Name of Employee________________________________________________________

East Allen County Schools Representative_____________________________ Date___________