Brown County Schools
Support Staff Handbook

Brown County Schools
Board of School Trustees Approved: June 15, 2026
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BROWN COUNTY SCHOOLS
Support Staff Personnel

INTRODUCTION

This Support Staff Personnel Handbook establishes policies and procedures of the Board of School Trustees applicable to support staff personnel employed by the Brown County Schools. This Handbook may not contain all of the policies and procedures that are applicable to support staff personnel. The policies described in this Handbook may be changed, added or deleted by the Board of School Trustees for the Brown County Schools at any time, for any reason, with or without notice, subject to any applicable law. Brown County Schools will make every effort to notify support staff personnel when an official change in policy or procedure has been or will be made but support staff personnel are responsible for their own up-to-date knowledge about the Schools' policies and procedures.

The information contained in this Handbook as it pertains to support staff benefits is only intended to provide a brief summary of our benefit plans. Where there is a difference between this Handbook summary and any benefit plan document, the plan document will govern.

The policies described in this Handbook will be applied at the discretion of Brown County Schools in compliance with all applicable law. Failure of the School Corporation to enforce any provision of a policy does not constitute a waiver of that policy.

This Handbook is **NOT** a contract of employment nor is it intended to create contractual obligations for the Brown County Schools of any kind. Support staff personnel are employed at-will and may be terminated at any time for any reason (subject to applicable law) with or without notice.

This Handbook supersedes all prior versions of any support staff handbook and any other written or unwritten policies and procedures that conflict with the policies herein.

PERSONNEL POLICY

It is the policy of Brown County Schools to hire the most qualified persons to support the mission of the corporation to educate and protect the children of Brown County. Support staff work on an at will basis for Brown County Schools. At will employment does not include contractual protection and is contingent upon satisfactory performance.

To keep its personnel policies and the corresponding administrative guidelines in the highest state of effectiveness the Superintendent is directed to establish appropriate procedures.

EMPLOYMENT RECOMMENDATIONS

It shall be the responsibility of the Superintendent to recommend to the Board of School Trustees the highest quality applicants for the positions established.

NON-DISCRIMINATION

It is the policy of Brown County Schools not to discriminate on the basis of race, color, religion, sex, sexual orientation, national origin or age in its educational programs or employment policies as required by the Indiana Civil Rights, Titles VI and VII (Civil Rights Act 1964) the Equal Pay Act of 1973 and Title IX (1972 Education Amendments).

Inquiries regarding compliance with Title IX may be directed to the Title IX Coordinator. All other inquiries regarding the School Corporation non-discrimination policy should be directed to the Superintendent.

Further, no qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to, discrimination under any programs or activity.

ATTENDANCE

Punctual and regular attendance is an essential responsibility of each employee in Brown County Schools. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of the school district.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the school district and minimize unscheduled absences.

Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more will be considered to have voluntarily terminated his or her employment relationship.

"Absence" is defined as the failure of an employee to report for work when the employee is scheduled to work. The two types of absences are defined below:

1. Excused absence occurs when all four of the following conditions are met: a) the employee provides sufficient notice to his or her supervisor, b) the reason is found credible or acceptable by his or her supervisor (see number 2 below), c) such absence request is approved by his or her supervisor, and d) the employee has sufficient sick /personal/vacation day(s) to cover such absence. Employees must take a sick/personal/vacation day for every absence unless otherwise allowed by district policy (e.g., Leave of Absence policy, Bereavement policy, Jury Duty). Brown County Schools uses a calendar year when determining an excessive amount of unexcused absences. (See number 2.)

2. Unexcused absence occurs when one of the four conditions in number 1 is not met. If it is necessary for an employee to be absent or late for work because of illness or an emergency, the employee must notify his or her supervisor no later than 30 minutes after the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call for the employee.

Two days of unexcused absence may subject an employee to immediate termination. Progressive discipline will be administered according to Table 1.0 in the section "Progressive Discipline for Unexcused Absences" below.

Employees who have three consecutive days of excused absences because of illness or injury must give Brown County Schools a proof of physician's care. If an illness or injury prevents an employee from performing his or her regularly scheduled duties, a physician's statement must be provided verifying a) the nature of the illness or injury, b) if and when the employee will be able to return to work, if applicable, and c) whether the employee is capable of performing his or her regularly scheduled duties, and if not, what duties the employee is capable of performing. The employee is responsible for providing Brown County Schools with the above-described physician's proof of physician's care. Without an acceptable excuse, the employee may be subject to immediate termination.

For an emergency absence occurring a) at the beginning of an employee's shift, the employee must notify his or her supervisor within 30 minutes after the beginning of the shift, and b) during an employee's shift, the employee must notify his or her supervisor prior to leaving the premises.

An employee's supervisor must approve any exceptions to this provision or any conflicts in scheduling.

Tardiness

Employees are expected to report to work on time. If employees cannot report to work as scheduled, they should notify their supervisor no later than 30 minutes after their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Table 1.0

Progressive Discipline for Unexcused Absences

First instance	Verbal warning
Second and all future instances totaling fewer than 2 days	Written warning
At 2 days of accumulated unexcused absences	Subject to termination

LEAVES AND HOLIDAYS

Unpaid Leave Days

An employee requesting leave days beyond those days granted by the policies of the School Corporation or by applicable law must make his/her request to the Building Administrator or Supervisor and Superintendent. Such request will be granted if the Superintendent, in his/her sole discretion, determines that extenuating circumstances exist that justify the need for the additional leave days. Each request and the extenuating circumstances associated with the request will be evaluated on case-by-case basis. All leave days available to an employee through the School Corporation's policies and law must first be exhausted before the Superintendent will consider a request to grant additional unpaid leave days. Any granted unpaid extended leave of absence must be approved by the School Board of Trustees.

Sick Leave

Sick leave days will be granted after 30 days of continued employment. Support staff shall use sick leave for either their own personal illness or to care for eligible family members who are ill. An eligible "family member" for purposes of this provision is defined as the employee's father, mother, brother, sister, spouse, child, father-in-law, mother-in-law, grandchild or a person living in the home of the employee. 180-240 day employees working 30 hours or more per week are provided eight (8) sick leave days each school year. Unused sick days accumulate each year to a maximum of 90 sick days. Temporary/Part time employees are not eligible for Sick Leave benefits, including holiday pay, except workers compensation, if eligible under state law.

260 day employees are provided twelve (12) sick leave days each school year. Unused sick leave days accumulate each year to a maximum of 90 sick days.

Requested leaves may only be taken on a half or full day basis.

Accumulated sick leave days are not paid out upon separation of employment.

The School Corporation reserves the right to request medical certification to support the employee's request to use sick leave days.

Personal Leave

Personal leave days will be granted after 30 days of continued employment. Support staff working 180-240 days and 30 hours or more per week are provided two (2) personal leave days per school year. Support staff working 260 days are provided three (3) personal leave days per school year. Temporary/Part time employees are not eligible for Personal Leave benefits, including holiday pay, except workers compensation, if eligible under state law.

Requested leaves may only be taken on a half or full day basis.

All personal leave days not used by June 30th will be added to the balance of accumulated sick leave.

Bereavement Leave

All support staff shall be granted up to five (5) days leave for the death of a family member of the employee's immediate family. The immediate family shall be defined as the employee's father, mother, brothers, sisters, spouse, children, father-in-law, mother-in-law, grandchild, person living in the home, or other family member approved by the Superintendent.

Support Staff shall be granted up to three (3) consecutive days leave for death of any other relative not defined as immediate family.

Jury Duty
Employees serving on jury duty or subpoenaed to appear as a witness in court must submit their compensation, excluding travel reimbursement, to the school district in order to receive their normal pay.

Election Board
Employees shall not be paid by the school district to serve on any Election Board.

Leave for Major Disability
260 day employees working 30 hours or more per week are provided long term disability insurance at a cost of $1.00 per year. For information relating to the requirements to be eligible for long term disability insurance, please see the long term disability plan document that may be obtained through the Superintendent's Office.

Family and Medical Leaves of Absence ("FMLA")
Leaves of absence under the Family and Medical Leave Act for support staff personnel will be covered by Board Policy 4430.01 – Family & Medical Leaves of Absence ("FMLA"). This Board Policy is available on the web site of Brown County Schools, and through the Superintendent's Office. Employees who have worked 1,250 hours in the twelve (12) months prior to the leave request will be eligible.

Military Leave
Leaves of absence for Military Service for support staff are covered by Board Policy 4037 – Military Service. This Board Policy is available on the web site of Brown County Schools, and through the Superintendent's Office.

Sick Leave Bank
Sick Leave Bank is offered to all full-time support staff who are members of the sick leave bank. (hereinafter referred to as a "Participating Member~~s~~"). The rules set out below will apply to usage of days in the sick leave bank for Participating Members.

Individual participation shall be voluntary. The School district shall, within thirty (30) days after the date of employment, and upon receipt of a properly completed and signed Sick Leave Bank Contribution Form deduct one (1) sick day from the authorizing employee's earned leave allotment.

1. All sick bank requests must be accompanied by an FMLA application to run concurrently.

2. Any Participating Member who has exhausted his/her accumulated leave and has been employed at full time status continuously at least one (1) year, and has been a member of the sick bank continuously at least one (1) year prior to request of days, will be eligible to apply to the sick leave bank.

3. The initial number of days available to any one Participating Member shall be thirty (30) with a maximum of sixty (60) days available per 12 months starting at time of request.

4. Requests for a Participating Member to withdraw sick leave bank days require:

   (a) A doctor's statement indicating the nature of the illness/disability.

(b) Verification from the central office that the employee's sick days have been exhausted.

(c) Verification that the employee has not applied for or received any public funds or benefits derived from public funds as partial or full compensation for the illness or disability causing the absence.

5. The Sick Leave Bank Review Committee is comprised of two (2) support staff members and one (1) administrator appointed by the Superintendent. The committee shall review each request on an individual basis. The Committee has the full responsibility in granting, denying or suspending grants of days from the Sick Leave Bank, provided, the above rules were followed.

6. Days granted for Sick Leave Bank use can only be used for personal use. A Participating Member may not apply to the Sick Bank for use when a family member is sick.

7. Days shall not be transferable to another school corporation or used outside sick bank provisions.

8. Donations to the sick bank, other than those described for initial membership, shall be required only when the sick bank balance gets down to 25 days during the school year. In such event, each member of record for the current school year ~~or the prior school year~~, as appropriate, shall donate an additional day in order to remain as a member in good standing.

9. Employees who failed to join the sick leave bank at the time of employment shall become members only by donating one (1) day for each year that they were eligible. They are also obligated to any additional days of donation required of bank members during that same period. *This buy-in option has a max of 15 days.

10. Once a member of the sick bank has drawn days from the sick leave bank and has returned to active employment with the corporation, the member shall repay one (1) day for every five (5) days borrowed from the sick bank. These days shall be repaid at the rate of one (1) day per school year, deducted at the beginning of each school year. Members can not draw from the bank until prior days are paid.

Holiday Pay

The legal holidays for 180-240 day employees who work 30 hours or more per week are:

1. New Year's Day
2. Martin Luther King Jr Day (if no school)
3. Memorial Day *
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving
7. Christmas Day

* Determined by School Calendar

Dr. Marthin Luther King Jr. Day is a paid holiday only if school is closed. If we use it as a make-up day, it won't be a paid holiday. If school is canceled again due to weather, the day will be unpaid unless stated otherwise. This day cannot be exchanged for another paid day off.

The legal holidays for 260 day employees are:

1. New Year's Day
2. Martin Luther King Jr. Day (if no school)
3. Memorial Day
4. The 5-day week including the 4th of July
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving
8. Christmas Eve
9. Christmas Day

If a holiday falls on a Saturday it will be observed the Friday before the holiday. If a holiday falls on a Sunday it will be observed the Monday following the holiday.

If Christmas Eve and Christmas Day fall on a Sunday-Monday, the holiday will take place on Monday-Tuesday.

An employee will not be paid Holiday Pay if the employee is not regularly scheduled to work on the day the holiday falls. (Example: If a holiday falls on a Friday and the employee does not work on Fridays, the employee will not be paid Holiday Pay for that day.)

Maternity Leave – An employee who is pregnant may continue in active employment as late into pregnancy as she wishes, if she can fulfill the requirements of her position. Temporary disability caused by pregnancy shall be governed by the following:

1. All or part of a leave taken by an employee because of a temporary disability caused by pregnancy may be charged, at her discretion, to her available sick days. However, the employee is not entitled to take accumulated leave days when the employee's physician certifies that the employee is capable of performing the employee's regular duties. The employee is entitled to complete the remaining leave without pay.
2. During leave the employee may maintain coverage in any group insurance program by paying the total premium including the School Corporation's share attributable to the leave period.

Absences for Job Related Injury

If a support staff member is injured during the course and scope of his/her employment as a result of an act of violence or battery and requires time off work as a result, the school corporation will pay the difference between any compensation paid by the insurance company for time off work and the staff member's regular scheduled hours/days with no deduction from their accumulated leave. To qualify for this, a police report should be filed and the Superintendent shall certify that such injury was the result of a school-related incident of violence or battery.

Any case of assault upon an employee shall be promptly reported to the Superintendent or his or her designee. The support staff member shall cooperate with any criminal proceedings resulting from the assault.

Closures, Delays, Early Releases, E-Learning

Role / Job Group	RED Advisory (School Closed)	ORANGE / YELLOW Advisory (School Closed)	2-Hour Delay/Early Release	eLearning Day
Central Administration Office **Technology Department**	No in-person reporting unless authorized for essential work.	Report in person. Remote only with pre-approval and virtual-appropriate duties.	Report as directed by supervisor	Report in person. Remote only with pre-approval and virtual-appropriate duties.
Building Administrators: - Principal - Assistant Principal - Dean	No in-person reporting unless authorized for essential work.	If closed/canceled: do not report.	Report as directed by supervisor	If closed/canceled: do not report.
Transportation Department **Maintenance Department**	Report only if designated essential and authorized (e.g., emergency issue or directed snow/ice).	Report when scheduled or called for essential operations. Hourly: paid for time worked.	Report as directed by supervisor. Hourly: paid for time worked.	Report when scheduled or called for essential operations.
Custodial Staff	No in-person reporting unless authorized for essential work.	Report when scheduled. Options: -Paid for time worked - PTO - Unpaid Day	Report as directed by supervisor. Hourly: paid for time worked.	Report when scheduled. Options: -Paid for time worked - PTO - Unpaid Day
Office Support / Health Assistants - School Health Assistants - School admin assistants	No in-person reporting Make-Up Day – will be paid on the rescheduled day Waived Day - Unpaid Day	No in-person reporting Make-Up Day – will be paid on the rescheduled day Waived Day- Unpaid Day	Report as directed by supervisor. Hourly: paid for time worked.	No in-person reporting Options: - PTO - Unpaid Day
Certified Instructional Staff: - Teacher - Speech Language Pathologist - Counselor - Occupational Therapist	No in-person reporting	No in-person reporting	Hourly: paid for time worked.	Follow expectations communicated for the eLearning day.
Non-Certified Support Staff: Paraprofessionals (Early ED,SPED, Special Area) PK Teachers PK Teachers Bus Drivers	No in-person reporting. Make-Up Day – will be paid on the rescheduled day Waived Day - Unpaid Day	No in-person reporting. Make-Up Day – will be paid on the rescheduled day Waived Day - Unpaid Day	Hourly: paid for time worked.	No in-person reporting Options: - PTO - Unpaid Day

Vacations - (Available for 260 day employees only)
Vacation time is accrued per the chart below (Chart 2.0), and cannot be taken before it is earned. Unused vacation days may not accumulate from year to year. Unused vacation days as of June 30th will be paid out at 50% of the employee's daily rate. The vacation day payout is only available to 260 day employees who continue employment with the School Corporation. Upon separation of employment, all unused vacation leave days will be forfeited and no payment will be received by the departing employee for unused days.

Chart 2.0 Vacation Day Allocations per Years of Service:

1 week after six (6) months of employment
2 weeks on July 1st following the first six months of employment (not to exceed two weeks in the first year of employment)
3 weeks on July 1st following five (5) years of employment
4 weeks on July 1st following ten (10) years of employment
5 weeks on July 1st following twenty (20) years of employment

Full-time employees transferring from a 180- 240 day position to a 260 day position will receive vacation benefits according to years of service.

Requested leaves may only be taken on a half or full day basis.

BENEFITS

Medical, Dental, and Vision Insurance

All support staff who work 30 hours per week are eligible to participate in the Corporation benefit package. This includes Medical, Dental, Vision insurance. Benefit eligibility begins the first day of full-time employment.

Life Insurance

All support staff who work thirty (30) hours or more per week are provided a basic life insurance policy at the start of their employment and will be eligible for additional insurance that is optional, at the rate set by the corporation insurance company. Supplemental life insurance is also available for additional cost. Eligible employees must complete an insurance form for basic life and indicate their decision to participate in the optional portion of the plan. Benefit eligibility begins the first day of full-time employment.

Elective Coverage

Elective coverage is available for Short-Term Disability, Accident, Critical Illness, and Hospital Indemnity. This coverage is elected by the employee and is not covered by Brown County Schools. Coverage is effective the beginning of the next month following a 30 day wait period.

INPRS

All support staff who work thirty (30) hours per week are permitted by the State of Indiana to be members of the Public Employees Retirement Fund (PERF) administered by the Indiana Public Retirement System (INPRS). The corporation will pay all retirement for support staff. Eligible employees have the option of making additional contributions at their own discretion. Please contact the Payroll Department to elect additional contributions. Brown County Schools will withhold and send any additional contributions to PERF on behalf of the employee. For additional information, contact INPRS.

Indiana Public Retirement System
One North Capitol, Suite 001
Indianapolis, IN 46204
Toll-free: (888) 286-3544 (TDD for the hearing impaired: (317) 233-4160)

Overtime

Overtime will only be allowed upon approval of the building administrator or supervisor. Overtime is calculated on the number of hours worked exceeding 40 hours in a work week and will be paid at time and one half. "Hours worked" means the employee is actually working. For example, if an employee is paid for a paid leave day or paid holiday, then such time, even though paid, is not actually worked by the employee, and therefore such hours are not included as "hours worked" for that work week. A work week is Sunday through Saturday.

Compensatory (Comp)

Time To support the operational needs of the district while recognizing the contributions of support staff, the Board of Trustees establishes the following policy regarding compensatory (comp) time:

1. **Pre-Approval Requirement**
   All hours worked beyond an employee's regularly scheduled work hours must be pre-approved by the employee's Principal or Director. Unauthorized overtime will not be eligible for comp time accrual.

2. **Maximum Accrual**
   Support staff may carry a maximum of 10 hours of comp time at any given time. Any hours accrued beyond this limit will not be credited unless an exception is granted.

3. **Usage Deadline**
   Comp time must be used within two pay periods from the date it was earned. Failure to use comp time within this window may result in forfeiture of the time, unless an exception is approved.

4. **Exceptions**
   Any exception to this policy, including carrying over more than 10 hours or extending the usage period, must be **approved by the Superintendent** in advance.

Time Sheets

A time sheet must be completed by each hourly and daily rate employee. The time sheet should be completed and signed for the pay period indicated. The time sheet is to be turned in to the building Administrative Assistant or Administrator according to the payroll calendar schedule. Only properly completed time sheets will be processed by the payroll department.

Direct Deposit

All employees are required to receive pay by direct deposit. All changes in employee bank accounts must be provided in person to the Payroll Specialist at the Central Office. No banking changes will be taken by phone ~~call~~ or email.

Retirement/Severance Pay

The 401(a) Plan Administrator will be determined by the Board of School Trustees after receiving a recommendation from the Superintendent.

1. The Board of School Trustees will contribute $325 per school year to a 401(a) account for each full time employee employed less than 12 months a year ~~employee~~. For 260 day employees, the Board of School Trustees will contribute $425 a year. The plan will vest upon completion of the 5th year of service at Brown County Schools.

2. For every dollar contributed to a 403(b) plan by full time employees, the Board of School Trustees will contribute matching dollars, to a 401(a) defined contribution plan up to the following *annual maximum match amounts:
   For employees employed less than 12 months a year – Board maximum annual match is $250.00.
   For 260 day employees – Board maximum annual match is $350.00.
   *Annual accrual is September through August

The employee contribution to the match program shall vest immediately. The Board of School Trustees contribution to the match will vest upon completion of the 5th year of service at Brown County Schools.

3. The Board of School Trustees shall contribute to a 401(a) defined contribution plan $60 per day of unused leave up to a maximum of ten (10) days per year for those who have more than the maximum 90 days of accumulated sick leave.

Medicare Bridge Benefit Program

An employee who was employed by the School Corporation before November 1, 2017 may participate in a Medicare Bridge Benefit Program, (hereinafter called the "Program"), in this School Corporation. Any employee commencing employment with the Brown County Schools on or after November 1, 2017 shall not be eligible for this benefit. All employees meeting the eligibility requirements set forth below shall qualify for this program.

1. To be eligible an employee must meet all the following requirements and provisions:

    a. Have commenced employment with the Brown County Schools before November 1, 2017;

    b. Be at least 55 years of age during the school year for which the employee applies to begin participation in the Program; and

    b. Has not less than twenty (20) continuous years' experience in this School Corporation; and

    c. Have made a non-binding notice of retirement to the Superintendent, in writing, for participation in the program by July 1st of the year preceding retirement and have sent a binding letter of intent to retire to the Superintendent by April 1st of the year of retirement. In the event of an unforeseen retirement, the Board, at its discretion, may waive said July 1st notification date.

2. A Program stipend shall be paid to employees meeting the eligibility requirements above at the rate of Five Thousand Dollars ($5,000.00) per year for each subsequent year following the year of retirement starting with the first regular pay up to and including the year said employee first reaches the normal Medicare eligibility age, (the age at which one can retire and still collect full medical benefits) or 10 years, whichever is less. If the employee qualifies for Part A of the Medicare Act before the first payment is to be made, he/she will not receive the cash payment for that year or any subsequent years. Payment will be made two times per year to the employee's VEBA account. Such compensation for an individual participating employee shall remain fixed at the stated amount contained herein for the entire duration of such employee's participation and shall not be changed for such employee due to revision of the compensation amount in a successor handbook.

3. The employee who participates in the Program will not receive the salary, fringe benefits, or any other paid or unpaid benefits provided elsewhere, except that such employee may continue to be enrolled in the School Corporation's medical insurance plan for the duration of participation in the Program, and may apply said VEBA account toward the cost of the medical insurance plan, but such employee will be responsible to pay the balance of the insurance premium applicable to the insurance coverage. It will be the responsibility of the

employee to pay such insurance premiums due in the manner designated by the Superintendent.

4. The employee shall cease to be a participant in the Program, and no further compensation will be due or payable to the employee, (1) when the employee has completed the school year (September 1 to August 31) in which the employee first reaches normal Medicare eligibility age (the age at which one can retire and still collect full Medicare benefits), or (2) the employee has received the maximum number of annual payments for which the employee qualifies (not to exceed ten (10) annual payments), or (3) when the employee has died before completion of the Program, provided, however, that the compensation shall be prorated for the year of the employee's death.

5. Should the Board subsequently determine to rehire an employee who elected to retire under this option, no further compensation and no Medicare bridge stipend under the Program will be due or payable to the employee. Further, no Medicare bridge stipend will be paid upon retirement of the employee a second (2nd) time.

SEPARATION

Employees resigning their employment will submit a written resignation to their supervisor at the earliest possible date and preferably no later than two weeks prior to the termination date. All resignations will be deemed accepted by the Board of School Trustees upon submission of the resignation to the employee's supervisor.

If an employee separates with the district and returns for employment within one year, the employee may return to the same rate of pay, and vacation time, if the position they are returning to is the same, and will be considered on an individual basis by the Superintendent.

EMPLOYEE STANDARDS OF CONDUCT

All support staff are expected to cooperate with other employees and supervisors and are expected to treat other staff and students in a fair and humane manner. Employees displaying rude, discourteous, or negligent behavior, or inappropriate interactions with employees, supervisors, or students will be subject to disciplinary action and/or dismissal.

Professional behavior is expected of all employees. Offenses may include but are not limited to: breaches of confidentiality, emotional abuse or harassment, physical abuse, sexual abuse, swearing or other profanity, being discourteous or non-cooperative with co-workers and/or supervisors, etc.

Employees are expected to be positive role models. Use of tobacco products, alcoholic beverages, or inappropriate language during working hours on school property will result in disciplinary action and/or dismissal.

Conviction of criminal charges that have not been expunged may result in disciplinary action and/or dismissal.

The Superintendent and direct supervisor will utilize current NEOLA policy to address employee dress code and grooming that warrants disciplinary action.

FORMS OF AVAILABLE DISCIPLINARY ACTION

The Superintendent and direct supervisor will utilize current NEOLA policy to address employee misconduct that warrants disciplinary action.

CRIMINAL HISTORY CHECKS

To help ensure a safe environment and as required by state law, Brown County Schools will conduct an expanded criminal history check on each employee once every five (5) years. The superintendent will be responsible for determining the schedule for conducting the expanded criminal history checks on school employees. The cost of an expanded criminal history check will be the responsibility of the employee.

The School Corporation may conduct an expanded criminal history check on an employee when the Corporation has reason to believe the employee has been convicted of or charged with certain crimes enumerated in state law or an expanded child protection index check when the Corporation has reason to believe the employee is the subject of a substantiated report of child abuse or child neglect.

Each employee will be questioned about the individual's expanded criminal history check. Failure to answer honestly any questions related to the expanded criminal history check may be cause for termination of the employee.

Any information obtained from any criminal history check is confidential and shall not be released or disseminated. All school employees are required by state law to report to the School Corporation if they have been convicted during their employment of certain crimes enumerated in state law. The superintendent or designee is responsible for implementing regulations to notify the employees, including volunteers, and the entities for contracted services of this duty.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I have received a copy of the Support Staff Personnel Handbook. I have read, reviewed, and understand its contents. I understand that the Brown County Schools reserve the right to change, suspend, or eliminate some or all of the plans, policies, procedures, rules and regulations contained in the Handbook with or without notice.

I understand that the Support Staff Personnel Handbook is not a contract of employment and my employment can be terminated at any time, at my option or the option of the School Corporation, with or without cause. I do not rely upon the provisions contained in the Handbook in accepting or continuing employment with the School Corporation.

I understand that it is my responsibility to ask the Superintendent's Office if I have any questions concerning these policies, procedures, rules, and regulations of the School Corporation.

_____ Date: _____
Signature of Employee

_____
Printed Name