



Classified Staff Handbook

Franklin Community Schools
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Welcome to Franklin Community Schools!

INTRODUCTION

Our classified staff members are an integral part of Franklin Community Schools. As a member of our team, you will be relied upon to provide a safe and secure learning environment for our children, preserve the property of the community, collaborate with other members of the team, and provide a positive experience to all that visit our buildings. Our classified staff is one of the primary cornerstones when building the culture at FCS.

This handbook contains valuable information that will help you understand the operation of our schools and become familiar with our employment policies and procedures. Thank you for being a part of our team!

Mission Statement

Together, we empower greatness in all learners through collaboration, dynamic partnerships, and rich experiences that develop a world-class learning environment.

Vision

Franklin Community Schools - where education is student-centered and innovative, and learners are inspired to become great!

Beliefs

In a safe and nurturing environment, students:

- Learn at different rates and in different ways
- Learn more effectively while actively engaged
- Develop positive relationships with adults and peers

Guiding Principles

Individual Student Growth ... Franklin Community Schools will provide learning experiences that maximize individual student potential.

Communication ... Franklin Community Schools will share and receive information in a clear, concise, and timely manner.

Systemic Continuous Improvement ... Franklin Community Schools will utilize a fluid process that engages stakeholders in defining, analyzing and evaluating possible solutions

Collaboration ... Franklin Community Schools will provide opportunities for teachers, students, support staff and administrative leaders to work together to achieve common goals

Trust ... Franklin Community Schools will build an atmosphere of confidence through an open and transparent environment.

PERSONNEL GUIDELINES

Employee Responsibility

It is the responsibility of each employee to become familiar with all rules and regulations set forth by Franklin Community Schools. This handbook is not intended to be an all-inclusive list of policies and procedures. The complete list of bylaws, policies and guidelines may be found on our corporation website at www.franklinschools.org. If you have any questions please discuss them with your immediate supervisor.

Work Expectations

1. Promptly report to work as assigned unless unavoidable personal business or personal or family illness make it impossible to report to work
2. Dress appropriately for an educational environment. Employees are expected to maintain a clean and neat personal appearance and avoid extremes of dress and personal grooming which might be unsafe or that interfere with job performance or the learning environment of FCS.
3. Communicate with staff, students, parents and community members in a considerate and courteous manner.
4. Employees should not use FCS property (including but not limited to buildings, vehicles, equipment, office supplies, and other materials) for personal purposes
5. Employees should follow the rules and guidelines set forth in the Acceptable Use Policy (AUP). Employees should use FCS e-mail for school purposes and limit personal use. FCS reserves the right to monitor the e-mail system to assure that it is being used for school purposes only.
6. Commit to maintain a clean and safe work environment. Employees should report any unsafe or potentially unsafe situation or conditions to their supervisor immediately. Employees should follow all procedures for securing buildings and ensure designated doors are locked at all times. The issuance of building keys is limited in order to maximize facility security. If you are authorized to have a key, you will be held responsible for any unauthorized use of that key.

Changes in Policy

The Board of School Trustees expressly reserves the right to change any of our policies at any time, including those guidelines addressed in this handbook. We will notify employees of these changes by posting them on the Corporation website (www.franklinschools.org) or by other appropriate means. Changes will be effective on dates determined by the Board of School Trustees. If you are uncertain about any policy or guidelines, please contact your immediate supervisor or Human Resources.

At Will Employment

All classified personnel not covered by the terms of a negotiated agreement are hired as “at will” employees. At will status means either party (FCS or the employee) may terminate employment at any time for any reason. **The Franklin Community Schools Classified Staff Handbook is not an employment contract.**

Equal Opportunity

Franklin Community Schools practices equal opportunity in education and employment. There shall be no discrimination against any employee on the basis of race, color, religion, sex, age, national origin, handicap, or past military service when hiring, placing, promoting, demoting, transferring, laying off, terminating, compensation, or selecting employees for training or other related programs. FCS will fully comply with provisions of the Americans with Disabilities Act of 1991 as amended.

Probationary Period

New classified employees serve a 60 calendar day probation period. New employees will receive a performance review at the completion of the probationary period. No benefits including leave time will be available to the probationary employee except membership in the Indiana Public Employees Retirement Fund (eligible employees only). Upon successful completion of the 60 day probationary period, benefit time will be pro-rated based upon the employee’s hire date and eligibility as outlined in this handbook.

Hiring Procedures

Open positions will be posted on the corporation website (www.franklinschools.org) and sent via email to all staff. Transfer requests should be made in writing to the contact person listed on the vacancy notice. You may be asked to complete or update an

online application or resume. Internal candidates will be considered for the position based on qualifications, work performance, attendance, skills, and years of service. FCS reserves the right to transfer an employee from their current position or building at any time based on student enrollment or district needs.

Change in Employment Status

When an employee changes from one job classification to another the probationary period will be waived with regards to awarded benefit time from FCS. The waiting period as set forth by the South Central Indiana School Trust and FCS for insurance benefits shall remain 60 calendar days from the first date of employment in a benefits eligible position. It is the employee's responsibility to be aware of a change in benefits when moving from one classification to another. If there are any questions concerning benefits, employees should contact Human Resources.

Conflict of Interest

If you, your spouse, or any dependent (including dependents by marriage) receives any financial benefits as a result of doing business with Franklin Community Schools (other than the benefits you are receiving as a result of being an employee of FCS) you must fill out a disclosure form annually, which is available at the Administration Building.

Inclement Weather/Emergency Closings and Delays

If school is **delayed** due to inclement weather, reasonable caution should be taken for travel to work. Your personal safety should not be at risk. If you believe it is too dangerous to report to work, you must call your supervisor. You may elect to use a personal day, vacation day or a day without pay. If you arrive late to work, your timesheet will reflect your late arrival. On days when school is **cancelled**, employees working less than 260 days are **not expected** to report to work but will be required to work on any make-up days. Any classified employee assigned to work 260 days is **expected** to report to work as soon as possible. If he/she chooses not to work, he/she must take a vacation day, personal leave day, or a day without pay.

Procedures for Absences

Employees are expected to report to work on time every day. Employees who are going to be absent or late are expected to contact their supervisor as soon as possible. Employees are expected to communicate when they expect to return to work. It is the employee's responsibility to ensure that proper notification is given. Absenteeism or tardiness may result in disciplinary action including and up to termination.

Holidays

The Board authorizes the following paid holidays for classified staff members working 260 days per year on the date of said holiday(s): President's Day, New Year's Eve, New Year's Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Thanksgiving (2 days), Christmas Eve, and Christmas Day. For paid Holidays that fall on Saturday or Sunday, the holiday will be observed on Friday or Monday. To receive Holiday pay, you must work the day before and the day after. (Or use approved vacation, sick, or personal time.)

The Superintendent may require a classified staff member to work on a holiday when, in his/her opinion, failure to do so would impair public safety.

Disciplinary Procedures and Progressive Discipline

Classified personnel may be subject to immediate termination or other disciplinary action without previous warning for engaging in any of the following actions:

- Immorality
- Insubordination
- Substance abuse
- Falsification of records
- Breach of employment duties
- Failure to conform to the rules and regulations of the corporation
- Incompetence

- Other just cause

All infractions will be dealt with in one or more of the following procedures according to severity:

1. Coaching and/or Work Improvement Plan
2. Verbal warning (documented with form)
3. Written warning (documented with form)
4. Final written warning (documented with form)
5. Suspension without pay
6. Termination

Three (3) consecutive days of “no-call no-show” activity may result in an involuntary termination.

Job Related Issues

Good communication is a critical key to individual and organizational success. If you have any questions about your work, if you are experiencing any job-related problems, or if you have a question or concern about any of our practices or policies, talk to your supervisor about it immediately. It is your supervisor’s responsibility to listen to you and help you with job-related matters. If the problem or concern is related to your immediate supervisor, contact Human Resources.

SCHOOL BOARD BYLAWS & POLICIES

The following by-laws and policies should be used as a reference during your employment with FCS. It is the employee’s responsibility to read these policies and conduct themselves in accordance with them at all times. The complete listing of by-laws and policies can be found on the FCS website at www.franklinschools.org.

- Employment of Support Staff - 4120
- Equal Employment Opportunity - 4122
- Drug Free Workplace - 4122.01
- Disciplinary Actions - 4150
- Substance Use/Abuse - 4170
- Tobacco Use - 4215
- Staff Dress - 4216
- Weapons - 4217
- Workplace Anti-Harassment and Complaint Procedure - 4362
- Threatening and/or Intimidating Behavior towards Staff Members - 4362.01
- Leaves of Absences - 4430
- Family and Medical Leaves of Absence (FMLA) - 4430.01
- Work Stoppage - 4531
- Child Abuse or Neglect - 8462
- School Visitors - 9150

Note: It is the responsibility of every FCS staff member to report crimes and suspected child neglect and abuse.

EMPLOYEE RECORDS

Personnel Files

All employee records are confidential and are protected by Federal law and the policies of FCS. There is limited access to all records. Employee records shall be available only to the employee and designated school officials. Designated school officials are: the Superintendent, Central Office Administrators, and other such individuals as authorized by law or FCS policies and guidelines. An employee may review the contents of his/her file by notifying Human Resources in writing.

Evaluation Procedures

At least once a year, your supervisor will review with you a written evaluation of your performance. If you are a new employee, your supervisor may review your progress more often. You will receive a copy of your written evaluation. The original written evaluation will be forwarded to Human Resources and placed in your personnel file. Employees may be eligible for a wage increase and other incentives based on their performance evaluation.

Employee Service Record (Time Reporting)

All classified employees' hours of work, as determined by job classification, will be reported each pay period (two weeks) to the corporation's business office by the employee's supervisor or department manager. This report will be made on an individual service record for each employee as provided by the business office. The record shall contain the following information:

1. Personal data
2. Job classification
3. Hours worked on indicated days of pay period
4. Vacation days or other leave days
5. Lost time/Leave without pay
6. Overtime hours

Employees should be aware that the timesheet is a legal document and extreme care should be taken to ensure that the time worked is correct and reported only by the employee. The practice of "punching in" another employee's time card is strictly forbidden. Classified personnel are to notify their supervisor or his/her designee at the earliest possible time in the event of not reporting for work. All personnel must have permission from their immediate supervisor to leave the job during the work day. When tardiness or absences are not properly reported to the appropriate supervisor or when tardiness or absences are not for valid reasons, appropriate disciplinary action may follow.

Defined Seven (7) Day Work Week

The defined seven (7) day work week begins at 12:00 am Sunday through 11:59 pm Saturday.

Overtime Compensation

Overtime is defined as **approved** time worked over 40 hours in a workweek. No overtime shall be granted to support personnel without the approval of the Superintendent or designee. Custodial and maintenance personnel are expected to work in the event of an emergency. When overtime is granted it shall be paid at a rate of one and one-half times (1 ½) the regular pay rate. Note: Only actual work time counts toward the forty (40) hours of work. Time off for vacation, illness, family illness and personal business does not count toward the forty (40) hours of work.

FlexTime

All employees are expected to be at work during normal business hours unless prior approval is granted for a flexible work schedule. Flextime at FCS is a work schedule with a time of arrival and departure that differs from the standard operating hours due to **approved** extra time worked. Supervisors approve flextime on a case-by-case basis. Employees who have successfully completed their probationary period are eligible for flextime. An employee must discuss possible flextime arrangements with his/her supervisor prior to altering their schedule. A supervisor may approve or deny flextime requests based on factors such as staffing needs, the employee's job duties, and the employee's work record. Flextime must be used within 30 days of earning it and cannot accumulate beyond 24 hours. All flextime hours must be used by the completion of the school year and will not carry over. Flextime should be used prior to taking any benefit time including vacation and personal days.

Work from Home

Occasional working from home must **always** be pre-approved by the supervisor. Many positions are not suitable for work from home arrangements. These include positions that benefit from face to face interactions. Working from home should be as productive, efficient and as customer friendly as working from an FCS building. An employee who works from home must have a proven ability to work independently, and for this reason, employees in their probationary period may not be eligible to work from home.

Flexible Scheduling

Full-time non-certified employees may request to work a flexible schedule if the department is sufficiently staffed and alternative scheduling would not hinder business needs to provide required operations and services. A flexible schedule is when the start and end times of a standard work day differ from the established standard (7:30 am to 4:00 pm) with a 1/2 hour unpaid meal break, yet the same number of hours per day are maintained. At the discretion of the supervisor,

classified employees may have their stated work hours adjusted within the workweek in order to maintain a 40 hour workweek. Hours worked in excess of 40 hours in a workweek qualify as overtime.

Example: Employee is scheduled to work five (5) days per week, 7:00 am – 3:30 pm with a 1/2 hour unpaid meal break each day.

Example: Employee is scheduled to work five (5) days per week, Monday/Wednesday/Friday 7:30 am – 4:30 pm, and Tuesday/Thursday 8:30 am – 5:30 pm with a one hour unpaid meal break each day.

Example: Employee works 8:00 am – 4:30 pm with a 30 minute unpaid meal break.

Requests pertaining to flexible scheduling must be made in writing (using the approved form in Appendix G) and approved by the immediate supervisor and human resources. Employees may be required to be available at specific times and to change their schedules to accommodate variations in work demands. Franklin Community Schools, at its discretion, may revoke the approval of a flexible scheduling arrangement when deemed necessary. Notice will be provided to the employee as far in advance as possible so personal arrangements can be made, as required. The flexible scheduling arrangement does not continue when the employee moves to a different job. A new request will need to be completed.

Paydays/Direct Deposit

Paydays are generally every other Thursday. Please see the payroll schedule for specific dates (Appendix B). Direct deposit into your checking or savings account at the bank of your choice is required of all employees. On pay dates, you will receive an electronic payment stub showing how much was deposited into the account(s) and how much was deducted for taxes, insurance, and other deductions. It is the employee's responsibility to retrieve the payment stub via the Skyward Employee Access portal.

If an employee has questions about his/her pay deductions or check distribution, he/she should first contact her/her immediate supervisor. If the supervisor is unable to answer the employee's question, the employee should contact the Payroll Specialist.

Resignation

If an employee wishes to terminate his/her employment with FCS, a written notice of resignation is expected ten (10) work days prior to the last work day. Employees are expected to return FCS property upon separation of service including badges, keys, uniforms and any other property belonging to FCS. Employees will be paid for any accrued vacation days, however, they will not be paid for any accrued sick, personal or bonus days unless they meet the requirement for retirement severance pay. Eligible employees who earned the bonus stipend through the Compensation Model package, shall receive the stipend on their final pay.

Current enrollees in the FCS group insurance program will have the option to continue participation under the Consolidated Omnibus Budget Reconciliation Act (COBRA), for a period of eighteen (18) months at the enrollee's expense.

Retirement

The retiring employee shall give a two week notice (minimum) of the intent to retire to their supervisor in writing. Eligible retiring employees and their spouses may elect to continue coverage with the group medical, dental, and life insurance program as per state law and South Central Indiana School Trust guidelines or if eligible for retirement as defined above. The total cost of insurance coverage is paid by the retiree.

Employees of the Franklin Community School Corporation are eligible for FCS retirement benefits when they reach one of the following categories:

1. At minimum age 55 and 20 years of employment with FCS
2. Your age at retirement plus your total years of creditable service equals a minimum of 85 or more
3. The employee becomes disabled

Retirement Severance

Eligible retiring employees are entitled to additional compensation based upon the amount of accumulated sick leave days at the time of retirement. The additional compensation shall be an amount equal to his or her daily pay as determined by the final annual salary multiplied by ½ the number of accumulated sick leave days not to exceed seventy (70) days. Also, the corporation will pay \$85.00 per year of service with FCS to full-time permanent employees.

Change of Personal Status

You must notify Human Resources if you have any changes in address, marital status, beneficiary, or in the number of dependents you claim. You may need to fill out new tax forms, insurance change forms, and your health insurance coverage may change. **For insurance purposes**, you must report a change in status within **30 days** of the qualifying event.

Examples of a status change:

- Marital status change
 - Marriage
 - Death of a spouse
 - Divorce
- Change to number of dependents
 - Birth
 - Adoption/placement for adoption
- Dependent status change
 - Dependent reaches age 26
- Loss of coverage
 - Employee loses other coverage (spouse's coverage ends or medicaid/medicare eligibility ends)

WORKERS' SAFETY

Workers Compensation

If you are injured on the job or become ill as a result of working conditions, you may be entitled to workers' compensation benefits. These are different from your regular sick leave and health insurance benefits. Those employees who suffer a job related injury or illness must immediately report the injury or illness in the following manner.

1. Immediately notify your supervisor of injury or illness. If treatment is required, go to JMH Immediate Care / Occupational Health Facility. (U.S. Hwy. 31) **If an employee is injured on the job and seeks treatment and/or long term care at a facility other than the one designated above, the employee may be responsible for the payment of medical claims and treatment.**
2. After notification to the immediate supervisor and obtaining treatment for the injury, the employee must notify the Operations Office either in person or by telephone at 346-8741 to ensure the proper forms are completed and sent to the insurance carrier, i.e. *First Report Of Injury* form (Appendix C). This notification **MUST** be completed within two working days from the time of the injury or illness. Failure to comply with this timeline may cause the claim not to be paid by the insurance carrier.
3. An employee unable to work because of a disability caused by an injury while carrying out the functions of their job in the Franklin Community School Corporation will be compensated at the employee's daily rate for the first week of such disability. Said days off for the first week shall not be charged against sick leave. Following the first week of the employee's absence due to a school related injury, the employee may elect to use their sick and/or personal leave to make up any loss of income to which they would have normally been entitled. This is considered to be the difference between Worker's Compensation payments and the employee's normal daily rate. Under no circumstance may compensation for any given day of lost wages exceed the employee's normal daily rate.
4. Employee must use sick, personal, or vacation time if they choose to be off and FCS can meet their restrictions.
5. Where necessary, employees are responsible for timely filing of extensions.
6. It is requested that follow up doctor appointments and therapy sessions be made outside of your shift hours. If this is NOT possible, please contact your immediate supervisor.

Pesticide

Pesticide Use at Schools Rule – 357 IAC 1-16

The purpose of Rule 357 IAC 1-16 is to minimize the potential for pesticide exposure to students at schools. This rule is put in place to establish requirements for those who apply pesticides at schools, to establish restrictions on the use and storage of pesticides at schools, to establish a record keeping requirement for pesticides applied at schools, and to establish a parent, guardian, and staff registry and notification requirement for pesticides applied at schools. Typical facility maintenance requires the use of pesticides from time to time. Effective pest management and appropriate landscaping maintenance and turf care involve the use of pesticides. Although we are not able to eliminate the use of pesticides completely, we will make every effort possible to apply these types of products during the summer months and/or during other extended break periods. FCS is committed to the safety of all students and staff. As part of the rule, FCS must provide 48 hours advance notice before applying pesticides. FCS

will notify all registered parents, guardians, and staff members of these applications. To request notification you must register in the office at your school building. The registry will ask for your name, phone number, and email address. You may request to be added to the registry at any time during the year. For more information please contact our Director of Operations at 317-738-5800.

AHERA Notification

Under the Asbestos Hazard Emergency Response Act (AHERA), Franklin Community Schools is required to notify, in writing, all parents, guardians, and staff, on an annual basis, each school year, and file a copy of the notice in the management plan. The notice must advise that the management plan is available for inspection, without cost or restriction during normal business hours. FCS will continue diligent efforts to manage and control existing asbestos containing materials. If further information is needed, contact our Director of Operations at 317-738-5800.

Operations & Maintenance:

1. 6-month surveillance inspections for all buildings containing asbestos materials.
 - Union Elementary – Boiler Room
 - Webb Elementary – Boiler Room, Floor Tile
2. Inspections are completed by an independent third party insuring the asbestos contained in the above listed buildings remains in safe condition for the occupants of such buildings.

FRINGE BENEFITS

Leaves and Absences

Employees should refer to the benefit schedule for a complete outline of paid time off. Food Service employees should refer to your department outline.

Sick Leave

Employees may use sick days for the following purposes: personal illness, doctor/dental appointments, illness in the immediate family. (Immediate family will be defined as husband, wife, son, daughter, mother, father, or a relative living in the home) The Corporation renewal date for awarding sick leave is July 1st of each year. New employees to the Corporation will receive a pro-rated amount of sick days based upon their hire date, after completing 60 days of service, on the next scheduled pay date. You may accumulate a maximum of 140 sick days. An amount of \$25.00 per day will be paid for each day earned in excess of 140 days.

Sick leave is available on the following basis for eligible employees:

<u>Assigned Days</u>	<u>Sick Leave</u>
Up to 212 days	7 sick days
213 - 222 assigned days	8 sick days
223+ assigned days	9 sick days
260 assigned days	10 sick days

Sick leave is available on the following basis for eligible classroom assistant positions (benefit schedule 20):

<u>Years of service</u>	<u>Sick Leave</u>
0-4 years	1 sick days
5+ years	3 sick days

Procedure to be followed for the use of sick leave:

- Employees shall notify the appropriate supervisor as early as possible if unable to report for duty.
- All sick days must be used before unpaid leave is granted under a medical leave.

If an employee is absent from work for more than three (3) consecutive days, a statement from a licensed physician is required before returning to work as well as the completion of the proper FML (Family Medical Leave) paperwork if eligible.

Personal Leave

Personal days are to be used for unforeseen obligations and situations not covered by sick leave or bereavement leave. Employees must notify the appropriate supervisor in advance and be granted authorization for the use of personal leave.

Personal leave may not be requested the day before or following a school holiday, without special permission from the supervisor.

The Corporation renewal date for awarding personal leave is July 1st of each year. **New employees** to the Corporation will receive a pro-rated amount of personal days based upon their hire date, after completing 60 days of service, on the next scheduled pay date.

Unused personal leave will accumulate as sick leave on July 1st of each year with the exception of classroom assistants. Personal days awarded to classroom assistants expire on June 30th and do not accumulate.

Personal leave is available on the following basis for eligible employees:

Assigned Days	Personal Leave
Up to 235 assigned days	2 personal days
Classroom Assistants	2 personal days
260 assigned days	3 personal days

Vacation Days

Paid vacation days are granted only to 12 month employees. The Corporation renewal date for awarding vacation days is July 1st of each year-based on your years of completed service **at that time**. (Depending upon the hire date of the employee, these days will be pro-rated on July 1, until the full allotment has been earned.) **New employees** to the Corporation will receive a pro-rated amount of vacation days based upon their hire date, after completing 60 days of service, on the next scheduled pay date. Employees must notify the appropriate supervisor in advance and be granted authorization for the use of a vacation day(s). Up to five vacation days remaining on June 30th the following year, may be carried over to the following year. Following the one year rollover period, any unused vacation days will be added to the employee's sick leave balance.

Vacation days are available on the following basis for eligible employees:

Years of Service (as of July 1)	Vacation Days
Completion of 60 days	Up to 10 vacation days (prorated based on hire date and July 1 renewal)
Completion of 5 years	15 vacation days
Completion of 10 years	20 vacation days

If employment is voluntarily severed, any accrued vacation days remaining on the last day of employment will be paid out on the final paycheck. If an employee is involuntarily terminated for any reason the employee will NOT be eligible for payment of unused vacation days.

Bereavement Leave

Support staff employees may request to be absent a maximum of five (5) days within seven (7) consecutive calendar days of the day of death for each death in the immediate family. The immediate family is interpreted to mean father, step-father, mother, step-mother, brother, step-brother, sister, step-sister, husband, wife, child, miscarriage, step-child, father-in-law, step-father-in-law, mother-in-law, step-mother-in-law, son-in-law, step-son-in-law, daughter-in-law, step-daughter-in-law, and any relative who at the time of death was living as a member of the household of the employee. Legal guardians and wards shall be counted as parents and children for bereavement leave purposes.

Three (3) days of bereavement leave may be granted for grandparents, sisters -and brothers-in-law, grandparents-in-law, grandchildren, aunts, uncles, nieces and nephews. One (1) additional day may be granted by the superintendent or designee in extenuating circumstances surrounding the need for additional bereavement leave days. The employee affected by the death may request the additional day of bereavement leave, over and above the maximum of five (5), through a written request to the superintendent *or designee*. Should an employee not use a total of five (5) days at the time of bereavement, two (2) days remaining of the five (5) bereavement leave days shall be available during the calendar year for the employee to settle estate matters. One (1) day per calendar year shall be granted for funerals of close friends.

Jury Duty

Employees serving on a court-appointed jury shall be paid his/her normal daily rate for each day of jury service provided the employee repays to the corporation all pay received from the court for such jury duty except the reimbursement for mileage and/or meal expenses. This includes being subpoenaed for a matter related to school business.

Voluntary Sick Leave Bank

A sick leave bank for eligible employees has been established. The bank will be administered by the superintendent or designee, who will establish the necessary procedures. Only those who voluntarily contribute to the bank may seek to derive benefits. If a classified staff member chooses to “opt in” that person remains in the sick leave bank until they terminate service with the corporation. In order to avoid inclusion into the sick leave bank the staff member must “opt out” annually based on the deadline set by HR. An employee who originally “opts out” of the sick leave bank can choose to “opt in” annually based on the deadline set by HR. Unused sick leave days will remain in the bank and carry over from year to year. Should the bank become depleted then participating staff members would be required to contribute at least one more day.

Leave Without Pay

Leave without pay must have prior approval of the Superintendent or his/her designee.

Family and Medical Leave

Employees may find it necessary to take an unpaid leave of absence from work for certain personal or family medical reasons as provided in the Family and Medical Leave Act (FMLA) of 1993 (Appendix E). To the extent an employee’s family or personal medical leave qualifies as a leave offered by the school corporation, such leaves will run concurrently.

1. An employee is eligible for FML if they have worked for the corporation for at least twelve (12) months, **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. The total amount of FML is 12 weeks during any calendar year.
2. An employee requesting a leave of absence under FML shall make written application to the Human Resources Department on the designated form at the administration building. The request should be 30 or more days in advance of the start of the leave unless the leave is based on an emergency. In the event of an emergency, the employee shall provide as much notice as possible. Employees who request leave for planned medical treatment must try to schedule treatment to avoid disrupting the operation of the school corporation.
3. An eligible employee will be granted unpaid FML leave for a serious health condition that makes the employee unable to perform his/her job. FML leave and other available accrued leave will run concurrently. Prior to returning to work, the employee must provide a statement from his/her healthcare provider that he/she is able to resume work.
4. An eligible employee will be granted unpaid FML to care for the spouse, child or parent of the employee if the family member has a serious health condition.
5. An eligible employee will be granted unpaid FML for the birth of a child of the employee and to care for the child or for the placement of a child with the employee for adoption or foster care.

6. An employee's request for FML due to a serious health condition of the employee or family member must be supported by a certificate issued by a health care provider and recertification may be required on a reasonable basis. If such certification or recertification is not provided on a timely basis, the leave may be denied or discontinued until it is provided. The school corporation may elect to obtain a second opinion of the existence of a serious health condition.
7. As part of an eligible FML for a serious health condition of the employee or family member, intermittent or reduced schedule leave may be taken when certified by a health care provider. Leave taken for the birth or placement of a child of the employee cannot be taken intermittently or on a reduced leave schedule. The school corporation may elect to obtain a second opinion of the medical necessity for this type of leave.
8. Employees who have requested intermittent or reduced schedule leave for planned medical treatment may be transferred temporarily to an available alternative position at the discretion of the school corporation. The alternative position will not affect the benefits of the employee.
9. Employees on an unpaid FML must use available sick and/or personal days. An employee returning from a FML will be returned to the same or similar position held prior to the leave or they may be placed in an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Effective January 1, 2017, when an approved FML overlaps fiscal years, the employee shall receive benefit time as of July 1st. Exceptions to such restoration will include but not be limited to changes in the workforce such as layoffs or elimination of positions/departments resulting in no position to which the employee would be entitled if the employee had not taken the leave.
10. During the FML to which eligible employees are entitled, eligible employees will continue to be defined as employees of the school corporation and will be eligible to participate in the various group insurance programs by paying their portions of the premium. Contributions will be due monthly.
11. Employees will not receive holiday pay for holidays occurring during any portion of a FML which is unpaid either because no paid leave is substituted for the unpaid leave or because all paid leave has been exhausted.
12. An employee returning from FML must be able to assume all essential functions of his/her job upon return. An employee must provide certification from a health care provider stating the employee is able to resume work as a condition to restoring the employee whose leave was based on the employee's serious health condition.
13. Unless required otherwise by law, an employee granted FML who fails to return to work upon expiration of the leave will be classified as "voluntarily terminated."

Insurance

Health Insurance

The school corporation will provide a specific amount, per classification of employment, per year, toward the cost of the annual premium for eligible employees. The school corporation's contribution toward the cost of health insurance will cease when the employee terminates employment with the corporation. Thereafter, the former employee exercises his/her options under the Consolidated Omnibus Reconciliation Act (COBRA) of 1985.

Dental Insurance

The school corporation will provide a specific amount per classification of employment, per year, toward the cost of the annual premium for eligible employees.

Vision Insurance

The school corporation will provide a specific amount per classification of employment, per year, toward the cost of the annual premium for eligible employees.

Term Life Insurance

Eligible employees will be provided a term life insurance policy and accidental death and dismemberment benefit. The face value will vary depending upon the employee's job classification. The school corporation will provide a specific amount per classification of employment, per year, toward the cost of the annual premium of the basic life insurance plan for eligible employees.

Employees who are eligible for basic life insurance may also purchase a supplemental life insurance policy. Supplemental life insurance may also be purchased for a spouse and/or dependents. **Subject to guidelines set forth by the South Central Indiana School Trust and FCS.*

Long Term Disability Insurance

Eligible full-time employees will be provided a long term disability insurance policy that includes a minimum benefit of 66 2/3% of base salary, subject to eligibility. The school corporation will provide a specific amount per classification of employment, per year, toward the cost of the annual premium for eligible employees.

Retirement Benefits

Eligible retiring employees and their spouses may elect to continue coverage with the group medical, dental, and life insurance program as per state law and South Central Indiana School Trust guidelines or if eligible for retirement as defined above. The total cost of insurance coverage is paid by the retiree.

Employees of the Franklin Community School Corporation are eligible for FCS retirement benefits when they reach one of the following categories:

4. At minimum age 55 and 20 years of employment with FCS
5. Your age at retirement plus your total years of creditable service equals a minimum of 85 or more
6. The employee becomes disabled

403(b) Retirement Annuity

Any employee may elect to have a portion of their gross pay sent directly to the chosen carrier to purchase a 403(b) retirement annuity. FCS does not contribute to this benefit. Please see Human Resources if you are interested.

PERF

The Public Employees Retirement Fund (**PERF**) is a state operated retirement system. (Also known as the Indiana Public Retirement System **INPRS**) The school corporation currently pays approximately 11.2% and *eligible employees* pay approximately 3% of their salary income. (FCS contribution is subject to change.)

Retirement Severance

Eligible retiring employees are entitled to additional compensation based upon the amount of accumulated sick leave days at the time of retirement. The additional compensation shall be an amount equal to his or her daily pay as determined by the final annual salary multiplied by ½ the number of accumulated sick leave days not to exceed seventy (70) days. Also, the corporation will pay \$85.00 per year of service with FCS to full-time permanent employees.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



APPENDIX B: Infectious Material Exposure Plan

Infectious Material Exposure Control Plan (2018)

A universal precaution is an approach to infection control and shall be observed to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral (piercing mucous membranes of the skin barrier through such events as needle sticks, human bites, cuts and abrasions) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

The following are established general provisions of Franklin Community School Corporation with regard to potential contact of school employees with blood and other potentially infectious materials.

I. Exposure Determination

This section of the policy establishes a system for determining those employees who are "reasonably anticipated" to be exposed to blood and other infectious materials during the course of employment. When determining who has potential for exposure, Franklin Community School Corporation will not consider any personal protective equipment which may be used by employees (i.e., rubber gloves, mask).

A. List One

Consists of those job classifications for which all employees have occupational exposure:

- Health Services Personnel
- Counselor (Special Education)
- School Principal and Assistant Principal
- Athletic Trainer
- Coach (Contact Sport)
- Essential Skills Staff (if school employee)
- Transportation Bus Driver (Special Education)
- Custodial Personnel

B. List Two

Consist of those job classifications in which some of the employees have occupational exposure:

- Grounds/Maintenance Personnel
- Transportation Bus Driver (Non-Special Education)
- Teacher (Non-Special Education)
- Instructional Assistant
- Coach (Non-Contact Sport)
- Food Service Personnel
- Building Secretaries
- Security Supervisor
- Security Director

C. List Three

Consist of those job classifications which employees are unlikely to have occupational exposure:

- Central Office Administration

Technology Personnel
Consultant
Courier

D. Tasks and Procedures

Includes tasks and procedures where occupational exposure may occur. Such tasks are performed by employees holding jobs listed in the first or second list.

Giving injections
Cleaning up blood and/or other bodily fluids
Providing First Aid
Cleaning and dressing wounds
Changing catheters
Giving CPR
Applying ointments or analgesics
Cleaning bathroom areas
Transporting developmentally disabled
Tube feedings
Diaper changing
Toileting
Physical restraint of violent students
Being spit upon
Being scratched
Handling soiled towels or garments
Stoma care
Inhalation treatment
Teaching developmentally disabled

II. Compliance

The Franklin Community School Corporation follows the “Universal Precautions” for handling bodily fluids. Franklin Community School Corporation will insure that the following are provided:

1. Employers shall provide hand washing facilities which are readily accessible to employees.
2. Employees will wash hands and any other skin with soap and water or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
3. When provision of hand washing facilities is not feasible, the employer shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.
4. Employers shall ensure that employees wash their hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
5. Procedures involving blood and other potentially infectious materials will be handled in such a manner as to minimize splashing, spraying, splattering or gestation of droplets of these substances.
6. Franklin Community School Corporation will provide, at no cost to the employee, personal protective equipment to employees who have an occupational exposure to potentially infectious materials. Examples of personal protective equipment which is to be provided are gloves, protective eyewear and masks, aprons and pocket masks. Equipment purchased will be designed not to permit blood or other potentially infectious materials to pass through to or reach an employee’s clothes and skin when used under normal conditions.

7. Franklin Community School Corporation will provide for cleaning, repairing, and properly disposing of personal protective equipment used by the employees. Gloves are to be used when the employee may have hand contact with blood or other potentially infectious materials.
8. Work sites which are exposed to blood and other potentially infectious fluids are to be cleaned. Franklin Community School Corporation will maintain a schedule for cleaning these work areas and provide for immediate decontamination of all areas which are exposed to or have been in contact with blood and other potentially infectious materials. Broken glass which may be contaminated with infectious fluids should be cleaned up by using mechanical means and not by hand (i.e.; by dustpan and brush, tongs, forceps).
9. Franklin Community School Corporation will provide proper precautionary disposal and cleaning of any materials which may have been contaminated by blood and/or other potentially infectious materials (contaminated needles will be placed in a sharps disposal container located in each school clinic).

III. Hepatitis B Vaccination

Franklin Community School Corporation will make available to all employees, who are occupationally at risk of exposure to the Hepatitis-B virus, the Hepatitis-B vaccination series. In addition, the school will make the series available to an employee after a post exposure incident (exposure incident means a specific eye or mouth, or other mucous membrane, non-intact skin, pierced mucous membrane or skin by a cut, human bite, or abrasion, contact with blood or other potentially infectious materials resulting from performance of an employee's duties). The medical procedures including the vaccine and its' series and any treatment necessary is to be made available to the employee at no cost to them, at a reasonable time and place, and is to be performed under the supervision of a licensed doctor or health care professional at the recommended intervals of the U.S. Public Health Service. All lab tests are to be conducted at an accredited lab and at no expense to the employee.

1. Hepatitis B Vaccine and Vaccination Series

This vaccine will be made available to all employees who hold the positions listed in the exposure determination after they have received training and within ten days of job assignment which would potentially expose them to blood and other potentially infectious materials. The only exceptions are; (1) if the employee has received the completed hepatitis B vaccination series
(2) antibody testing has revealed the employee is immune
(3) medical reasons prevent the employee from receiving the vaccine. The employee may decline to take the vaccine.

If an employee does decline to receive the vaccine, he/she must sign a statement saying so (see appendix for form). This statement should be kept in the medical records of the employee. An employee who initially declines may decide at a later date to receive it. If so, the same standards and regulations as described above apply. If booster shots are required, they must be made available to the vaccinated employees.

2. Post-Exposure Evaluation and Follow-Up

Every employee who is involved in an exposure incident will go through a process of post-exposure evaluation and follow-up. Exposure incident does not mean the routine handling of potentially infectious materials in which Universal Precautions are effectively implemented. After an exposure incident, Franklin Community School Corporation will make available to employees who are involved, a medical evaluation. This evaluation will be confidential. The following will be required:

- (1) documentation of the exposure incident and the circumstances surrounding the exposure
- (2) identification of the individual who was the source of the infectious material unless such identification is prohibited by law.

Immediately after the exposure incident, an attempt will be made to obtain consent for testing from the person who was the source of potentially infectious material. If consent can be obtained, the test will be for the Hepatitis B virus and the HIV virus. If the individual is already known to have either of these viruses, no testing is required. If the test(s) is/are positive, the results will be made known to the employee who was exposed. Every precaution will be taken to maintain confidentiality for the person who was the source of the infectious material. The employee who has experienced an exposure incident will be told of the applicable laws and regulations concerning the infection. After consent, the potentially exposed employee's blood should be tested at the intervals suggested by the Center for Disease Control. If consent cannot be obtained, no testing will be done on the individual who was the potential source of the infectious material. Franklin Community School Corporation will provide post exposure treatment, if it is medically indicated by the U.S. Public Health Service in addition to counseling and evaluation of reported illnesses relating to the exposure incident. The healthcare professional who evaluates the potentially exposed employee will be provided the following information by Franklin Community School Corporation:

- a. copy of the Infectious Material Exposure Control Plan of Franklin Community School Corporation,
- b. description of the duties of the employee as they relate to the exposure incident
- c. Documentation of the exposure incident and the circumstances surrounding the exposure
- d. Results of the individual's blood test who was involved with the exposure incident, and
- e. Medical records of the employee which include vaccination status and are relevant to appropriate treatment.

The healthcare professional, within fifteen days after completion of the evaluation, shall write an opinion as to whether the employee should receive a Hepatitis B vaccination and if so, whether the employee has received it. The opinion should also include information that the employee has been informed of the results of the evaluation and of any medical conditions resulting from exposure which require additional evaluation or treatment. Any other findings or diagnosis other than those listed above shall be kept confidential and should not be in the written opinion. The school corporation is required to obtain a copy of this report and give it to the employee within fifteen days after the valuation has been completed.

3. Communication of Hazards to Employees

All employees who have occupational exposure to potentially infectious materials will be trained at no cost to them and during working hours. The training is to be provided at the time of the employee's initial assignment and at least annually thereafter. The annual training for all employees will be provided within one calendar year of their previous training. If an employee's tasks change or are modified in a way which would affect the occupational exposure of that employee, additional training is required and may be limited to addressing the new exposure created by the changes of modifications.

The training program will be presented in such a manner that all employees are able to understand and comprehend it. The program will also contain the following:

- a) A copy of the regulations and an explanation,
- b) A general explanation of the epidemiology and the symptoms of bloodborne diseases,
- c) An explanation of the modes of transmission bloodborne pathogens,
- d) An explanation of the school corporation's exposure control plan and a copy of the plan,
- e) An explanation of the various ways to recognize blood and other potentially infectious materials,
- f) An explanation of the methods which will reduce or eliminate exposure including use of work practices and personal protective equipment,
- g) Information on the proper use, handling, selection, and disposal of personal protective equipment,
- h) Information on the Hepatitis B vaccine including its safety, method of administration, and benefits, and that it will be offered free of charge,
- i) Information on actions to take and the people to contact in an emergency situation involving blood and other potentially infectious materials,

- j) An explanation of the procedure to be followed if an exposure incident occurs including reporting requirements and that a medical follow-up will be available,
- k) Information about the post-exposure evaluation and follow-up, and
- l) An opportunity for questions and answers between the employees and the trainer.

The person who conducts the training will be someone who is knowledgeable about bloodborne pathogens, their transmission and vaccinations, and how it relates to the school setting.

IV. Recordkeeping

Franklin Community School Corporation will keep and maintain an accurate medical record of each employee with occupational exposure. The record should include:

- 1) Name and social security number of employee,
- 2) Hepatitis B vaccine status, dates of the vaccinations, and medical records relating to the employee's ability to receive vaccinations,
- 3) Copies of all exams, medical tests, and follow-up procedures done after an exposure incident the employee reported,
- 4) A copy of information given the healthcare professional after an exposure incident, and
- 5) A copy of the healthcare professions written opinion.

The medical records of each employee is to be kept confidential and cannot be released, disclosed, or reported to anyone within or outside of the school corporation without the express written consent of the employee. The only exception is if the disclosure of the medical record is required by law or the regulations. These records are to be maintained for the duration of the employee's employment plus thirty years.

Franklin Community School Corporation will maintain training records. These records are to include the following items:

- 1) Dates of the training sessions,
- 2) A summary of the training sessions,
- 3) Names and qualifications of the persons conducting the training sessions, and
- 4) Names and job titles of all employees attending the sessions.

The training records are to be maintained for three years from the date the training occurred. All of the records required to be maintained are to be made available to the Assistant Secretary of Labor for Occupational Safety and Health and/or the Director of the National Institute for Occupational Safety and Health or their designated representatives for examination and copying.

V. Procedure for evaluation of Exposure Incident

In the event that an employee is involved in an exposure incident, the building principal, and the Superintendent of Franklin Community School Corporation will appoint a Safety Committee.

The Safety Committee will have the following information available:

- a) A copy of the school corporation's Exposure Control Plan,
- b) A description of the duties of the employee as they relate to the exposure incident,
- c) Documentation of the exposure incident and the circumstances surrounding the exposure,
- d) The results, if available, of the individual's blood test who was the source of the exposure incident, and
- e) Medical records of the exposed employee (to include vaccination status and other information relevant to treatment).

The committee will determine:

- a) Whether the incident was preventable,
- b) Whether the employee followed existing Universal Precaution policy,
- c) Whether high-risk behavior was taken unnecessarily,
- d) Whether the individual knowingly exposed others.

The Safety Committee will make recommendations to prevent similar incidents.

Follow-Up:

- 1) The employee will receive a copy of the committee's recommendations and demonstrate an understanding how those recommendations are to be implemented by him/her and his/her subordinates.
- 2) Education will be provided to the employee to prevent similar incidents in the future.
- 3) Needed equipment is provided to the employee and the employee understands how to use it correctly.
- 4) All employees involved in similar work circumstances will be able to demonstrate an adequate understanding of how the equipment and procedures are to be used to carry out the recommendations of the committee.
- 5) The committee will establish a schedule of follow up spot checks and system evaluation to be implemented over an extended period of time.
- 6) At the end of the evaluation period, the committee will issue a final report to the Superintendent of Franklin Community School Corporation.

APPENDIX C: Flexible Work Schedule Request/Decision Form



Dr. David Clendening
Superintendent

Mrs. Brooke Worland
Assistant Superintendent

Ms. Tina Jobe-Gross
Chief Financial Officer

Mr. Matt Sprout
Director of Technology

Mr. Jeff Sewell
Director of Operations

Flexible Work Schedule Request/Decision Form

Part I – To be completed by the employee

At least 30 days prior to the anticipated start of a flexible work schedule, complete this form and submit to your supervisor.

Name: _____ Employee ID: _____ Building/Department: _____

Position: _____ Supervisor's Name: _____ Employee Type: Non-exempt Exempt

Current Work Schedule		Proposed Flexible Work Schedule	
Day	Start/End Times/Lunch duration	Day	Start/End Times/Lunch duration
Sunday		Sunday	
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	
Total Hours*:		Total Hours*:	

**Non-exempt employees not to exceed 40 hours per week*

I have received and read the Flexible Work Schedule policy. I certify that my work can be completed within the schedule set forth above with no loss of customer service or disruption to others in my department or in the department's operations. I understand that my supervisor or department head may require me at any time for any reason to return to the regular work schedule. I agree to do so upon request. I also understand that I must submit a new Flexible Work Schedule Request to make a change in my schedule, including returning back to regular work hours.

Employee Printed Name: _____ Employee Signature: _____ Date: _____

Part II – To be completed by the supervisor/department head.

Approved (in effect from _____ to _____) Approved with modifications* Denied/Terminated*

*If agreement was modified or denied please explain why: _____

Supervisor Printed Name: _____ Supervisor Signature: _____ Date: _____

Department Head Printed Name: _____ Department Head Signature: _____ Date: _____

HR Printed Name: _____ HR Signature: _____ Date: _____

CC: Payroll coordinator, employee personnel file