Certified Staff Handbook

MVCSC practices equal opportunity in education and employment.
No employee shall, on the basis of religion, race, color, national origin, sex, disability, age,
or any other basis prohibited by law, be excluded from participating in, be denied the benefits of, or be subjected to
discrimination under any program or activity, or in any employment conditions or practices, conducted by the MVCSC.

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MT. VERNON COMMUNITY SCHOOL CORPORATION

MISSION STATEMENT

Mt. Vernon Community School Corporation will *Engage*, *Educate* and *Empower* today's students to seize tomorrow's opportunities.

WELCOME TO MT. VERNON

This handbook contains valuable information that will help you understand the operation of our schools and to become familiar with our employment policies and procedures. Please become familiar with the policies and procedures outlined in this handbook. If you have any questions about information in the handbook, discuss them with your building administrator(s). This is not intended to be an all-inclusive list of policies and procedures of this Corporation. It is a guide to help answer the most commonly asked questions and set forth the guidelines under which this Corporation operates.

VISION STATEMENT

Mt. Vernon Community School Corporation is where parents choose to send their children, students are successful, highly qualified personnel desire to work, and the community is proud to support. We are committed to serving a diverse population in a safe, secure, and challenging learning environment where students are engaged in rigorous, relevant and technologically-enhanced curriculum. Student success is nurtured through diverse instructional methods enabled by partnerships fostered between students, parents, school, and community. A strategic and fiscally responsible approach ensures a sustainable, highly effective learning experience inside and outside the classroom. We respect the uniqueness of each student as we engage, educate, and empower them to seize their futures as responsible members of society.

Organization of the
Mt. Vernon Community School Corporation

BOARD OF SCHOOL TRUSTEES

The Board of School Trustees' mission is to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board believes all employees, parents/guardians and students are entitled to be treated, and obligated to treat others, with courtesy, fairness and decency. Only with the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all our students to achieve their maximum potential as students, as citizens and as productive members of society.

The voters in our school corporation elect a five (5) member Board of School Trustees (Board) during the general election in the fall. These Board members serve a term of four (4) years. The Board has the responsibility of creating policy and seeing these policies, as well as applicable state and federal laws, are followed. The Board is also responsible for carrying out laws and determining which laws pertain to our school corporation. Unless a state or federal law requires or prohibits a particular activity or function, the Board is responsible for establishing and evaluating all educational activities.

SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools is employed by the Board and serves as the executive officer of the school corporation. As the executive officer, the Superintendent is responsible for the professional and managerial leadership necessary to apply Board policies and directives to the operation of the school corporation.

ADMINISTRATORS, DIRECTORS AND SUPERVISORS

Although the Superintendent is responsible for all aspects of school operation, some duties and responsibilities are delegated to other administrators, directors and supervisors.

THE CENTRAL OFFICE STAFF

Dr. Jack Parker, Superintendent
(317) 485-3100, jack.parker@mvcsc.k12.in.us

Chris Smedley, Assistant Superintendent
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Lisa Heitman, Corporation Treasurer
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MVCSC DIRECTORS

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Greg Rollo, Director of Technology
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Derek Shelton, Director of Operations
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Maria Bond, Director of Community Relations
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Tracy Furnas, School Corporation Nurse
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Doris Johnson, Director of Food Service
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Kasey Pasyk, Assistant Director of Food Service
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This is Mt. Vernon Community School Corporation's certified teacher handbook. Please familiarize yourself with the contents of this handbook, but also be aware of any building handbooks that are provided to you by your principal. It is important that you are also familiar with all of the Corporation's policies.

Click HERE to access Mt. Vernon Community School Corporation's policies.

GENERAL INFORMATION

Calendar / Schedules

District calendars are posted on the district home page under *Choose MV*.

Teacher Master Contract

The master contract is posted on the district's home page under Staff > Staff Resources.

Acceptable Use Policy and Guidelines

MVCSC recognizes that use of the Internet and e-mail is necessary in the workplace, and employees are encouraged to use the Internet and e-mail systems responsibly, as unacceptable use can place MVCSC and others at risk.

This policy must be followed in conjunction with other MVCSC policies governing appropriate workplace conduct and behavior. Any employee who abuses the corporation's provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be subject to disciplinary action up to and including termination. MVCSC complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.
Questions regarding the appropriate use of MVCSC's electronic communications equipment or systems, including e-mail and the Internet, should be directed to your building administrator or the information technology (IT) department.

MVCSC has established the following guidelines for employee use of the corporation's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

Confidentiality and Monitoring. All technology provided by MVCSC, including computer systems, communication networks, company-related work records and other information stored electronically, is the property of MVCSC and not the employee. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience. MVCSC reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

Appropriate Use. MVCSC employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities.

Employees may not use MVCSC's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail—are forbidden.

Copyrighted materials belonging to entities other than MVCSC may not be transmitted by employees on the company's network without permission of the copyright holder.

Employees may not use MVCSC's computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the IT department. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Every employee of MVCSC is responsible for the content of all text, audio, video or image files that he or she places or sends over the corporation's Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. MVCSC's corporate identity is attached to all outgoing email communications, which should reflect corporate values and appropriate workplace language and conduct.

All employees will be expected to complete an internet usage agreement upon employment, and renew this agreement annually.

Click HERE to access MVCSC's policy on responsible use of technology and the internet. (A300 Responsible Use of Technology and Internet Use Policy).

Personal Electronic Device Usage

MVCSC limits the use of all personal electronic devices including cell phones, tablets, computers, etc during regular working hours. Certified employees should not use their personal electronic devices for any use outside the scope of their job requirements during their designated work hours. Personal texting, phone calls, instant messaging, etc during the workday can interfere with employee productivity and can be distracting to others therefore it is strongly discouraged during regular working hours. Employees are encouraged to make any personal calls or texts during non-working hours (prep period, lunch, etc.) when possible and to ensure that friends and family members are aware of MVCSC's policy.

Media Relations

Because broadcast and print media are important stakeholders, MVCSC has developed a media relations policy that strives to provide clear communication to media while meeting state and federal privacy laws. MVCSC receives multiple requests each year from the news media seeking to interview staff and/or students. All media inquiries should be directed to the Community Relations Director who serves as the liaison between the media and our school district. If the expertise of a school corporation employee is required, the Director of Community Relations will identify the appropriate employee to be interviewed by the media. The Superintendent (and Community Relations Director or designated staff) will serve as the spokesperson(s) for the district. As an employee of MVCSC, staff may represent the district in videos/pictures that are shared with the media and used for marketing purposes, unless the employee notifies the Director of Community Relations that they do not want to be photographed that school year. Staff are discouraged to contact the media directly, but are encouraged to share news ideas with the Director of Community Relations.

Child Abuse Reporting

Under Indiana law any individual who has reason to believe a child is a victim of abuse or neglect has the duty to report it. If you suspect a child is a victim of abuse or neglect, you are required to report it immediately to the Department of Child Services (DCS) and/or the local law enforcement agency. You should also make your direct supervisor or building principal aware. It is the responsibility of the MVCSC to provide a safe, supportive, and responsive school environment for all students. The MVCSC School Board believes that all students have the right to be protected from abuse and neglect.

Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than he administration or the reporting agency. Any staff member who violates this policy may be subject to disciplinary action.
Note* Building principals and district administrators are trained on how to handle child abuse matters and such reporting will not put your employment in jeopardy. You may ask them for assistance, as needed.

Key Agreement

Access to the building (evenings, Weekends, Holidays, or when school is not in session) - Faculty members will be issued keys to their classroom and the building for which the teacher is assigned. Teachers may enter the building outside of regular school hours. However, teachers are restricted to working within their own classroom and should enter other parts of the building only when it is necessary to complete school business. Teachers are not to use the building for personal or recreational reasons without the permission from the building principal. Athletic facilities are not to be used without permission from the building principal. Children should be closely supervised anytime they accompany you in the building. Teachers are not to give access to the building to anyone who is not a faculty member. Faculty members will be allocated keys to their classroom and to their assigned building. Teachers are not to be in possession of keys that are not designated for them.

School Property

School property (classroom, phone, computer, copy machines, school equipment, use of the building etc) should only be used for official school business only. Permission from the building Principal must be obtained for any use of school property for reasons other than school business.

- All school property made available for individual use of the school premises, such as desks, closets, filing cabinets, electronic devices, located in the classroom, teachers lounge, cafeteria and offices are the property of Mt. Vernon Community School Corporation. This property is made available for individual use in storing school supplies, equipment and personal items necessary for use at school but are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.
- Employees who use school facilities for exercise purposes must sign a form to relieve the Corporation of any liability.
- The individual's use of the school property does not diminish the school corporation's ownership or control of the property. The school corporation retains the right to inspect the property and its contents to ensure that the property is being used in accordance with its intended purpose, to eliminate fire or other hazards, to maintain conditions, to attempt to locate lost or stolen materials, and to prevent the use of property to store prohibited or dangerous materials such as illegal drugs, alcohol, weapons, or educationally disruptive materials.
- The individual who uses the property of Mt. Vernon Community School Corporation is presumed to have no expectation of the privacy of the property's content.
- Upon reasonable suspicion of misconduct or a safety or security violation, the Principals or their designee are authorized to inspect individual property in a manner consistent with this policy and applicable Indiana statute. Upon the authorization of the Superintendent of Schools, inspection of school property may be conducted with the assistance of dogs under the control of a police agency.
- All vehicles located on the property of Mt. Vernon Community School Corporation are subject to inspections with the assistance of dogs under the control of a police agency upon authorization of the Superintendent of School. The owner or driver of any vehicle identified as potentially containing drugs or items that are forbidden by state statute will be requested to open the vehicle for the purpose of conducting a more detailed search.
- Individuals whose school property is found to contain prohibited or dangerous materials may be found to have violated Mt. Vernon Community School Corporations policies adopted to ensure an appropriately safe educational atmosphere in the Mt. Vernon Community School Corporation. If it is determined one or more policies have been violated, the Mt. Vernon Community School Corporation will impose penalties accordingly.

Private Business

Faculty members are not to conduct or promote private business during the school day or on school property.

Money (Collecting money/financial transactions)

Teachers who collect money from students are required to keep accurate records. Money collected should be turned into the building treasurer by the end of the day. Money should not be held in a classroom overnight.

Confidentiality

Information concerning students gained as a professional educator must not be discussed with the general public. Teachers should also be discrete in sharing information concerning students with other faculty members. Information should be shared only for pertinent educational reasons. Students' confidentiality is protected under Federal Law (FERPA).

The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

- Institutions must have written permission from the student in order to release any information from a student's educational record.
- Institutions may disclose directory information in the student's educational record without the student's consent.
- However, the parent/guardian/adult child may request that the student's directory information not be released upon written notification to the Corporation within ten (10) days after receipt of the annual public notice.
- Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
- Institutions should notify students about their rights under FERPA through annual publications.
- When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.
- Finally, the school should always seek a written consent from the student before disseminating educational records to third parties.

Crises

Certified staff members should refer to their building's crisis response handbook located in their classroom. Classroom teachers should also have color coded flip cards to use in the event of an applicable crisis.

Visitors

Visitors to the school during the school day must be cleared by the Principal's Office. Any visitor in the building without a valid pass should be referred to the Principal's Office immediately.

Purchasing

All materials purchased using school funds and grants should be purchased using a purchase order which originates after a requisition is completed and turned into the building Principal for approval. Teachers are not authorized to buy materials using personal funds and turn receipts in for reimbursement. Teachers will be allocated money for supplies either by the building principal or department chairperson. Principals, department chairs, and teachers are required to stay within budget.

NON-DISCRIMINATION POLICY

Mt. Vernon Community School Corpoartion (MVCSC) does not discriminate on the basis of a protected class, including but not limited to, sex (including transgender status, sexual orientation and gender identy), race, color, disability, age, religion, military status, amrital status, ancestry, or genetic information in the programs or activities which it operates or the employment therein or admission thereto. MVCSC strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment.

MVCSC has designated several staff members as coordinator of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed on our district's web page under Our District > Bylaws and Compliance A100.

CASE CONFERENCES

Employees covered under the Collective Bargaining Agreement will be compensated for attendance at special education annual case conferences and annual case reviews for Section 504 students which are held outside the teacher day. Teachers will be compensated per collective bargaining unit (see contract). In the event less than one hour is spent, compensation will be for each fifteen (15) minute increment or portion thereof. See Section 3.8 in the Teacher's Contract. To be compensated for case conferences a payroll claim form must be complete. This form can be found on the districts website under Staff Resources>Payroll and Benefits>Payroll>Payroll Claim Form

PAYROLL

IRS Tax Form W-4

All new employees first paid after 2019 must use the redesigned Form W-4. Similarly, any other employee who wishes to adjust their withholding must use the redesigned Form W-4.

The redesigned Form W-4 makes it easier for you to have your withholding match your tax liability. **Thus, causing little to no refund.**

Tax rates increase as income rises, and only one standard deduction can be claimed on each tax return, regardless of the number of jobs. Therefore, if you have more than one job at a time or are married filing jointly and both you and your spouse work, more money should usually be withheld from the combined pay for all the jobs than would be withheld if each job was considered by itself. Adjustments to your withholding must be made to avoid owing additional tax, and potentially penalties, when you file your tax return. All of this has been true for many years; it did not change with the recent tax law changes. The old Form W-4 accounted for multiple jobs using detailed instructions and worksheets that many employees may have overlooked. Step 2 of the redesigned Form W-4 lists three different options you should choose from to make the necessary withholding adjustments. Note that, to be accurate, you should furnish a 2020 Form W-4 for all of these jobs.

To provide maximum accuracy, you are encouraged to use the Tax Withholding Estimator available at www.irs.gov/W4app. You should consider using the withholding estimator if you:

- expect to work only part of the year (this does not apply if you are only switching jobs),
- had a large balance due or refund last year and it is no longer the beginning of the current year,
- have dividend or capital gain income or are subject to additional taxes, such as the additional Medicare tax,
- have self-employment income,
- prefer the most accurate withholding for multiple job situations, or
- prefer to limit information provided in Steps 2–4 but do not want to sacrifice accuracy.

You can view your current Form W-4 elections by going to Skyward Finance > Employee Information > Payroll > W4 Information. Below are the links to our website, if you wish to complete a new Form W-4.

- **Federal W-4 2022**
- **State W-4**

Our payroll system, Skyward Finance, uses tax calculators based on how you complete the Form W-4. **It is imperative that you review your pay stubs via Skyward Finance periodically to verify your withholdings match your tax liability.**

DAYS AND HOURS

After Corporation Discussion with the exclusive representation, the Board shall determine the school calendar and the hours for the teacher school day. Teachers are required to work the number of days as specified by the Board and in their individual teacher contracts, when extended contracts are offered (see below). For the 2022-2023 school year, teachers will work 183 days (or more, if extended contracts are offered). The teacher contract day is seven (7) hours and thirty (30) minutes and report/departure times will be managed at the building level by each principal.

Teachers must make a prior request to an administrator for approval to leave their building during the contracted day, which includes individual preparation time, arriving late to school, leaving during the school day, or departing prior to the day's end. Administrators have the authority to grant or deny permission, keeping in mind the amount of time requested, whether classroom coverage is needed, and the frequency of such requests from the individual teacher.

When teachers ask for approval to be absent outside of their individual preparation time, administrators will consider the amount of time away from students, whether coverage is needed, and the frequency of such requests from the individual teacher. If permission is granted for partial absence it must be less than one-quarter of the school day and require no substitute.

EXTENDED CONTRACTS

When extended contracts are offered, the following schedule of days will be used:

Departments		Coordinators	
Position	***Days***	***Position***	***Days***
HS Guidance Counselors	195	HS Director of Guidance	200
MS Guidance Counselors	188	Curriculum Integration Coordinator	200
HS Media Specialists	193	Corporation Library Coordinator	200
HS Industrial Tech	198	Behavior Specialist	200
Technology Integration Specialist	193		

HEALTH PLAN INFORMATION AND PROCEDURES

There will be an open enrollment period each year. Insurance benefits shall be prorated over 365 days. The teacher's share of the insurance premiums will be withheld in equal amounts by 26 payroll deductions.

A teacher may, with a HIPAA qualifying event, change coverage tiers. For example, if an employee moved from the employee only plan to employee + spouse plan or from the family plan to employee + child plan.

Changing Plans

- Every year, in November, teachers will have the option to change between the PPO Plan and one of the HDHP Plans.
- As a matter of past practice, teachers can drop dependents/spouses at the time of retirement.
- If health care reform requires an open enrollment period, this would allow new teachers to be added from either plan once a year during the open enrollment period.

Health Savings Account (HSA) Payments

- The MT. VERNON contribution is based on a calendar year, which matches the plan year for the HDHP plan.
- MT. VERNON contributions are made only when employee contributions are made. For example: if a teacher contributes $50 per pay, MT. VERNON will contribute $50 per pay. If a teacher wishes to make a one time contribution of $500, MT. VERNON will make a one time contribution of $500.
- If a HIPAA event occurs in the middle of the calendar year and a teacher makes a change, they will also receive a prorated contribution.
- If a husband and wife are both employees and on the family plan or employee+spouse plan, there is one (1) health plan, one (1) HSA account, and one (1) contribution from MT.VERNON.

- If a husband and wife are both employees and each has a single plan, there are two health plans. Each employee has his or her own HSA and each will receive a contribution from MT. VERNON.
- MT. VERNON will not contribute to an HSA for retired teachers.
- In the year of retirement or resignation, the annual maximum contribution is prorated based on the number of months the teacher is eligible to make a contribution.

Section 125 – Generation I and II benefits of Section 125 of the Revenue Act of 1978 shall be made available to any teacher.

403(b) Information

The Board shall provide each employee the opportunity to participate in a voluntary tax-sheltered 403(b) program, consistent with the 403(b) Plan, adopted by the Board.

LANE CHANGES

Lane changes will only be considered with an original transcript attached, which must be submitted to HR prior to the start of school no later than August 1st.

DUTY FREE LUNCH TIME

Each member of the collective bargaining unit will receive a thirty (30) minute duty free lunch period each day. This duty free lunch period shall not infringe upon the preparation time for those eligible staff members.

PREPARATION TIME

Preparation time is important to teachers and administrators. Principals will make every effort to provide preparation time each day. Preparation time includes individual preparation, as well as time when teachers choose to plan as a team, grade level, or department. Conferences (i.e. case, S504, other), professional development, and other meetings should only occur occasionally (in relation to average minutes), as such interruptions to preparation time should be the exception and not the day-to-day practice. Principals will notify the Superintendent (or designee) using HR procedure, if average preparation minutes for the week will be decreased. Shortened days (i.e., two hour delays and early release Wednesdays) and temporary circumstances (e.g., tornado warnings, fire drills) may necessitate a temporary adjustment in this practice.

Elementary School – There will be an average of 235 minutes per week with 30 continuous minutes of duty-free preparation time each day. Only blocks of 20 minutes or more will count toward the 235-minute minimum per week. The above times shall not include supervisory duties such as bus, recess or lunch.

Middle School – There will be one (1) individual duty-free preparation time each day for all teachers.

High School – There will be a full class period of duty-free preparation every day. Teachers will assist with supervisory duties during their preparation time or before or after school for an average of 15 minutes per day.

All Schools – An allowance of at least 15 minutes of travel time for any teacher required to travel between buildings will be honored, and the Board agrees that said drive time shall not be counted toward preparation time. Furthermore, the Corporation will recognize extenuating circumstances may require longer drive times (e.g., inclement weather, trains, and road closures).

CERTIFIED STAFF PERFORMANCE PLAN

As per Indiana Code, each certified employee of the Mt. Vernon Community School Corporation will be evaluated annually. For teachers, a major component of the evaluation process is classroom observations. Please see the Certified Staff Evaluation and Observation Plan for more information.

PROGRESSIVE DISCIPLINE

Meaning imposition of the least severe sanction that the Board determines, in its sole discretion, to be likely to prevent a recurrence of the offense, will be utilized to address employee conduct issues. If the Board finds facts that support the use of progressive discipline, the Board may impose a penalty which may include, but not be limited to one or more of the following:

STEP 1: Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held. The warning will be documented in writing to chronicle the verbal conference.

STEP 2: A written warning, which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.

STEP 3: Probation for a period of time determined by the supervisor in connection with the written warning.

STEP 4: Suspension without pay imposed in compliance with the applicable Indiana statues.

STEP 5: Termination imposed in compliance with applicable Indiana statutes.

- Discipline at Step 1 and Step 2 will be conducted by the building principal.
- Discipline at Step 3, Step 4 and Step 5, the building principal will provide a Notice of Principal Preliminary Decision. The teacher may appeal through the process outlined in *IC 20-28-9-22*. The Superintendent (or School Board) will provide the final decision on the progressive discipline.
- The Association President will be informed on Step 3, Step 4 and Step 5.

POST ACCIDENT DRUG AND ALCOHOL TESTING

Employees will be subject to testing when they cause or contribute to accidents that seriously damage a MT. VERNON Community School Corporation vehicle, machinery, equipment or property or that result in an injury to themselves or another individual requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a MT. VERNON Community School Corporation motorized vehicle is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. A positive test will result in immediate termination of employment. An employee's refusal to cooperate in required testing will be treated as a positive drug test result and will result in immediate termination of employment.

TEACHER ASSISTANCE PLAN

While in the Initial and Intensive Assistance Plans (up to 90 days for either level), the teacher will not hold ECA positions within the school district. A principal may deem it appropriate to extend either type of assistance plan, if necessary. If that is the case, the teacher will continue to not hold an ECA position within the school district.

When a teacher moves into the Initial or Intensive Assistance Plans, MVCTA representation, building principal, and district administrator (HR) will work with the teacher on an appropriate phase-out of ECA positions.

SCHOOL BOARD POLICIES

All teachers are responsible to review the Board of School Trustees' Bylaws and Policies, available for review at www.mvcsc.k12.in.us. Click on "Our District", "Policies & Compliance", then "Policies". Though teachers are expected to know all of the bylaws and policies, those listed below warrant additional review:

C500	School Trips and Privately Sponsored Activities Involving Corporation Employees and Students.
D175	Board-Staff Communications
D325	Personal Background Checks and Mandatory Reporting
D275	Drug-Free Workplace
D375	Staff Discipline
D450	Termination and Resignation
D475	Justifiable Decrease in Teaching Positions
D225	Staff Ethics
D200	Standard of Care and Supervision of Students
A125	Nepotism, Conflict of Interest, Gifts, and Use of Corporation Resources.
A250	Tobacco on School Property

SUMMER SCHOOL

Hiring

For interested teachers, a summer school application will be available to submit. The application will list available teaching positions. The application will include the following information: name, teaching experience, years in the position(s) applying for, and licensing. All this information will be used to determine the best teacher for an open position. Hiring summer school teachers is based on factors such as licensure, grade level and/or subject experience, teacher effectiveness rating, years of experience, application, input from building principals, and the number of sections available.

Compensation

~~Summer school teachers will be paid an hourly of $37.00 per section 3.3 of the Collective Bargaining Agreement.~~

Refer to the teacher's contract for compensation.

Sick Leave During Summer School

A teacher in summer school shall be granted one (1) non-accumulative leave day for use in case of personal business or personal illness during the summer school period. For purposes of definition, the day is a scheduled workday regardless of the number of hours per day that the teacher is assigned. A teacher may then use his accumulated sick leave from the regular school year if so needed. In this case, four (4) hours or less of instructional time equals one-half (½) day and more than 4 (4) hours of instructional time equals one day. This information can be found in the Collective Bargaining Agreement section 5.2.

OTHER COMPENSATION

Refer to the teacher's contract for other compensation for Teachers who participate in professional development and curriculum writing outside of contract hours.

Refer to the teacher's contract for compensation for Teachers who present or provide training to other teachers outside of contract hours.

PAID PERSONAL LEAVE

Personal leave days may be used in half-day increments with 24 hours' advance notice; although that notice may be waived by a teacher's building principal for good reason. The Association and Board agree that the purpose of personal leave is for personal or civic affairs and not intended to extend a vacation. Prior approval for extending a vacation may be considered through a written request to our Assistant Superintendent.

UNPAID LEAVE

Unpaid leave shall be approved only in limited circumstances including, FMLA, temporary disability leave (see Section 5.6 of the Collective Bargaining Agreement), and extreme extenuating circumstances, as determined by the Superintendent or designee. Unapproved unpaid leave is a breach of contract, and may subject the certified employee to discipline up to and including cancellation of contract.

EXTENDED LEAVE OF ABSENCE

Mt. Vernon Community School Corporation and its School Board of Trustees will comply with the Family Medical Leave Act ("FMLA"). The following forms will need to be completed or reviewed for consideration of an employee's request for leave of absence.

Forms you will receive from Human Resources once they are notified:

- Request for Leave of Absence - Please read through, sign and return to HR.
- FMLA Checklist - Please read thoroughly and sign. Let HR know if you have any questions.
- WH-381 Notice of Eligibility & Rights - This is informational only.

Forms that can be found on the district's website. However, you will receive these forms from HR as well.

- WH380-E Certification of Health Care Provider for Employee's Serious Health Condition - This form must be completed by your Physician and can be found HERE.
- WH380-F Certification of Health Care Provider for Family Member's Serious Health Condition - This form must be completed by your family members Physician and can be found HERE.
- Notice of Employee Rights Under FMLA - For your information only and can be found HERE.

Additional Information

- An informal letter requesting your leave of absence addressed to our Assistant Superintendent. Please copy HR on the letter.
- Upon your return to work a fitness for duty certificate must be presented. This will be for return from leave for an employee's own serious illness.
- Please contact Human Resources with any questions you may have.

WORKERS' COMPENSATION BENEFITS

Eligible Participant – All employees are covered whether they are faculty, staff, full-time, hourly, etc. (volunteers and independent contractors are not covered).

Regardless of the severity of the injury, all incidents should be reported to your immediate supervisor immediately and an accident/incident report must be completed. Reports must be reviewed by the building/department administrator and forwarded to the Human Resources Department within twenty-four (24)

hours after the occurrence and knowledge thereof. If you do not report the injury, there will be no documentation the injury was work related, and you could jeopardize your eligibility for work related coverage under Indiana Workers' Compensation.

Workers' Compensation provides benefits to employees who sustain injuries by accident arising out of and in the course of their employment. In the State of Indiana, employers are required by law to provide Workers' Compensation coverage for their employees either by purchasing coverage through an insurance company or by becoming self-insured. At MVCSC, we are self-insured through the ACCIDENT FUND INSURANCE COMPANY OF AMERICA is responsible for the processing of claims – including review of claims, payment of benefits, and denial of claims.

Work-Related Injury/Illness Procedures

1. You are injured.
2. You report your injury immediately to your supervisor, regardless of the severity of the injury, and an Employee Accident Report is completed. All reports must be completed in detail and reviewed by your immediate supervisor, MVCSC medical personnel (if applicable), and department director/building principal and forwarded to the Human Resources Department within twenty-four (24) hours after the occurrence and knowledge thereof. If you do not report the injury, there will be no documentation the injury was work related, and you could jeopardize your eligibility for work-related coverage under Indiana Workers' Compensation.

   If outside medical treatment is provided, a copy of the Employee Accident Report must be completed within 24 hours of the injury.

3. If medical treatment is needed, you must go to ~~**Community Employer Health OCCUPATIONAL HEALTH SERVICES AT MEDCHECK**~~ **CONCENTRA** to be seen by a physician, unless it is an emergency situation. **You are required to have a Workers' Compensation Authorization for Services form in order to be treated**. For locations, please visit MVCSC's website under Staff > Staff Resources > Human Resources > Miscellaneous or contact Human Resources.
4. At some point, the treating physician will either release you to return to Regular Duty or release you to Modified Duty. **Your attending physician must provide a Patient Visit Summary and Instructions form to designate your work status**.
5. After you have received medical treatment, you must report back to your supervisor immediately. If you are released to Modified Duty (work with restrictions), your attending physician must complete the Employee Work Ability form in detail for Transitional Employment Plan (TEP) consideration. It is your responsibility to inform your supervisor that you have been released to work with restrictions. **When an injured employee is released to work MVCSC must have an updated Patient Visit Summary and Instructions.**
6. You must report back to work as soon as the physician releases you, with or without work restrictions. After you have returned to work, you will meet with your director to review your medical restrictions.
7. Your director will find work for you under the TEP that is consistent with your doctor's restrictions and limitations. He/she will talk to you about what your modified duties are, where they are, and when you are to report to them.

8. You and your director will review the TEP Employee Information Sheet as well as review and then sign the TEP Assignment Agreement (with acknowledgement of work capabilities) which clearly defines the TEP assignment and the length and dates of your assignment.
9. You must report to your TEP assignment as directed by your director.
10. During your TEP assignment you are required to communicate with your supervisor on your medical status and potential change in job duties. Your progress will continue to be monitored by your treating physician and the Third Party Administrator (TPA), Crawford & Company. It is your responsibility to perform within your treating physician's restrictions and limitations.
11. You can only return to your regular duties when your treating physician has cleared you in writing to do so. When the treating physician releases you to Regular Duty, you must let your director/supervisor know immediately.

What is a Compensable Claim?

For a claim to be covered under Workers' Compensation, it must fall within the limits of the Workers' Compensation guidelines as an injury by accident rising out of and in the course of employment. If an injury occurs at the work site and during work hours, it does not mean that the claim will automatically be covered. Listed below are a few examples to further explain:

- Slip & Fall – There must be a direct relationship between the injury and the employment.
- Parking Lot – The time and place of the injury must be associated with the employment.
- Travel – Employees attending work related and work sponsored conferences or meetings in the course of employment would be covered.
- Occupational Disease – An example is a nurse exposed to a patient with hepatitis.

  However, ordinary diseases of life to which the general public is exposed are not covered (i.e., the flu).

What Benefits are Available?

- Medical treatment – You are entitled to necessary medical care for treatment of injuries. MVCSC has the choice of physicians. If necessary, you should proceed to **Concentra @ Fishers - located at 11580 Overlook Drive, Ste 100, Fishers IN 46037 (317) 845-5425.**~~**Community Employer Health Occupational Health Services at Medcheck – located at 124 W Muskegon Drive., Ste B, Greenfield, IN 46140 (317-318-7470).**~~ For locations, please visit MVCSC's website under Staff > Staff Resources > Human Resources > Miscellaneous or contact Human Resources. **You are required to have a Workers' Compensation Authorization for Service form in order to receive medical treatment.**
- Lost Wage Benefits – When a compensable injury renders an employee Unable to Work, compensation for lost wages is paid starting on the eighth (8^{th}) calendar day. The employee will not receive compensation for the first seven (7) calendar days (Waiting Period) unless he/she is still designated as Unable to Work on the twenty-second (22^{nd}) calendar day. Ind. Code §22-3-3-7(a). The first weekly installment of compensation is due fourteen (14) days after the disability begins. No later than fifteen (15) days from the date that the first installment is due, the employer/carrier must tender to the employee an Agreement to Compensation, along with compensation due. Ind. Code §22-3-3-7(b).

- Permanent/Partial Impairment Benefits – A monetary award an employee is entitled to if an injury results in permanent loss of use or function of a particular part of the body.
- Death Benefits
- Appeal Process

Workers' Compensation Leave of Absence

If an employee experiences functional limitations due to a work-incurred medical impairment(s), the employee and immediate supervisor will attempt to identify productive and medically appropriate work activities for the employee through the Transitional Employment Plan (TEP). If a return to productive and medically appropriate work activities is not possible, accrued sick, vacation and personal leave may be used to supplement temporary disability payments received under the Indiana Workers' Compensation Act.

> Insurance Coverage During Leave – During a Workers' Compensation paid leave, the Corporation continues contributions for the insurance plans in which the employee is enrolled. The employee is still responsible for the employee contribution. If an employee is receiving temporary disability payments while on an unpaid Workers' Compensation leave, the Corporation continues to pay the MV contribution and will also pay the employee contribution for the medical plan in which the employee is enrolled. The employee will be required to make up any missed deductions/premiums upon their return to work.

Family and Medical Leave Act (FMLA)

If the employee is absent from work due to a work-related injury or illness, and is eligible for FMLA (Family and Medical Leave Act), the Human Resources Department must provide the employee with the required notice and follow FMLA procedures.

Additional Contact Information

Accident Fund	(866) 206-5851
Indiana Workers' Compensation Board	(317) 232-3808

Supporting Documents

Workers' Compensation Notice