

2023

MSD WASHINGTON TOWNSHIP

EMPLOYEE GUIDE



MSD Washington Township
8550 Woodfield Crossing Blvd.



MSD WASHINGTON TOWNSHIP EMPLOYEE GUIDE

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Certified Staff

Complete MSDWT Board Policies addressing Certified Staff may be viewed by visiting:
<https://go.boarddocs.com/in/mwtin/Board.nsf/Public?open&id=policies>

Information regarding salary, wages and wage-related benefits for teachers may be viewed in the Collective Bargaining Agreement by visiting:
https://drive.google.com/file/d/1dobjwHnl-lo0lnoX2UImC_62euSmTvqz/view

Classified Staff

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<https://go.boarddocs.com/in/mwtin/Board.nsf/Public?open&id=policies>



To demonstrate compliance with federal and state mandates, all MSDWT employees must complete courses on Blood-borne Pathogens and on Bullying Prevention. Dependent upon an employee's duties, other courses may also be assigned. Employees use their district single sign-on to access Vector Solutions and complete the required coursework within the specified time frame.

EQUAL OPPORTUNITY

MSD Washington Township is an Equal Opportunity Employer. The Board of Education shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no staff member or candidate for such a position in this District shall, on the basis of race, color, religion, national origin, creed or ancestry, age, gender, genetic information, marital status, disability or sexual orientation, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.



MSD WASHINGTON TOWNSHIP

EMPLOYEE GUIDE

INTRODUCTION

This Employee Guide outlines MSD Washington Township’s current personnel policies and employee benefits. It is designed to be a reference and does not address all issues or have all of the answers.

If you have any questions about the information provided in this Employee Guide, please speak with your supervisor or contact the Human Resources Department.

Please note that the information contained in this Guide does not and is not intended to create a contract of employment or employment benefits. It does not create any express or implied contractual rights or give any basis for any cause of action. Except where bound by the Collective Bargaining Agreement for certified staff, and subject to discussion for certified staff as set forth in Indiana Code 20-29-6-7, MSD Washington Township has the right to interpret, modify or deviate from this Guide at any time and at its sole discretion.

MISSION STATEMENT

The mission of Washington Township Schools is to develop lifelong learners and globally-minded citizens by fostering the academic, creative, and social skills needed to achieve excellence in a multicultural environment.

HUMAN RELATIONS POLICY [MSDWT Board Policy 9210](#)

The Washington Township School Community believes it is the duty of the school to provide and maintain an atmosphere of caring and support that will nurture talents, promote dignity, and give equal access to opportunities for all. Every member of this community, including the Board of Education, administrators, faculty, staff, students, parents, and patrons, has the right to receive and the responsibility to treat others with courtesy, honesty, fairness, and respect. Commitment and adherence to these ideals is the cornerstone of good human relations that will empower all to achieve their maximum potential as productive members of society.



WASHINGTON
TOWNSHIP SCHOOLS

EQUITABLE • AFFIRMING • RESPONSIVE

Superintendent of Schools
Dr. Woodson
dwoodson@msdwt.k12.in.us

Assistant Superintendent
Dr. Taylor
staylor@msdwt.k12.in.us

Chief Financial Officer
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Dir. T&L – Grades K-5
Mr. Blom
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Dir. T&L – Grades 6-8
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Dir. T&L – Grades 9-12
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Director of Technology
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Director of Transportation
Ms. Palacios
mpalacios@msdwt.k12.in.us

Chief of Police
Chief Lindsey
rlindsey@msdwt.k12.in.us

Elementary Principals
ES Curriculum Coordinators

High Ability Coach
Middle School Principals
High School Principals
Assistant Secondary Curriculum Coor. AND Secondary Curriculum Coor.
Grants and Assessments Coor. ENL Coaches

Asst. Director of HR
Mrs. Redd
sredd@msdwt.k12.in.us
HR Coordinators
Benefits Specialists

Technology Staff

Director of Operations
Ms. Britain-Smith
abritiansmith@msdwt.k12.in.us

Payroll Supervisor
Mrs. Loomis
tloomis@msdwt.k12.in.us

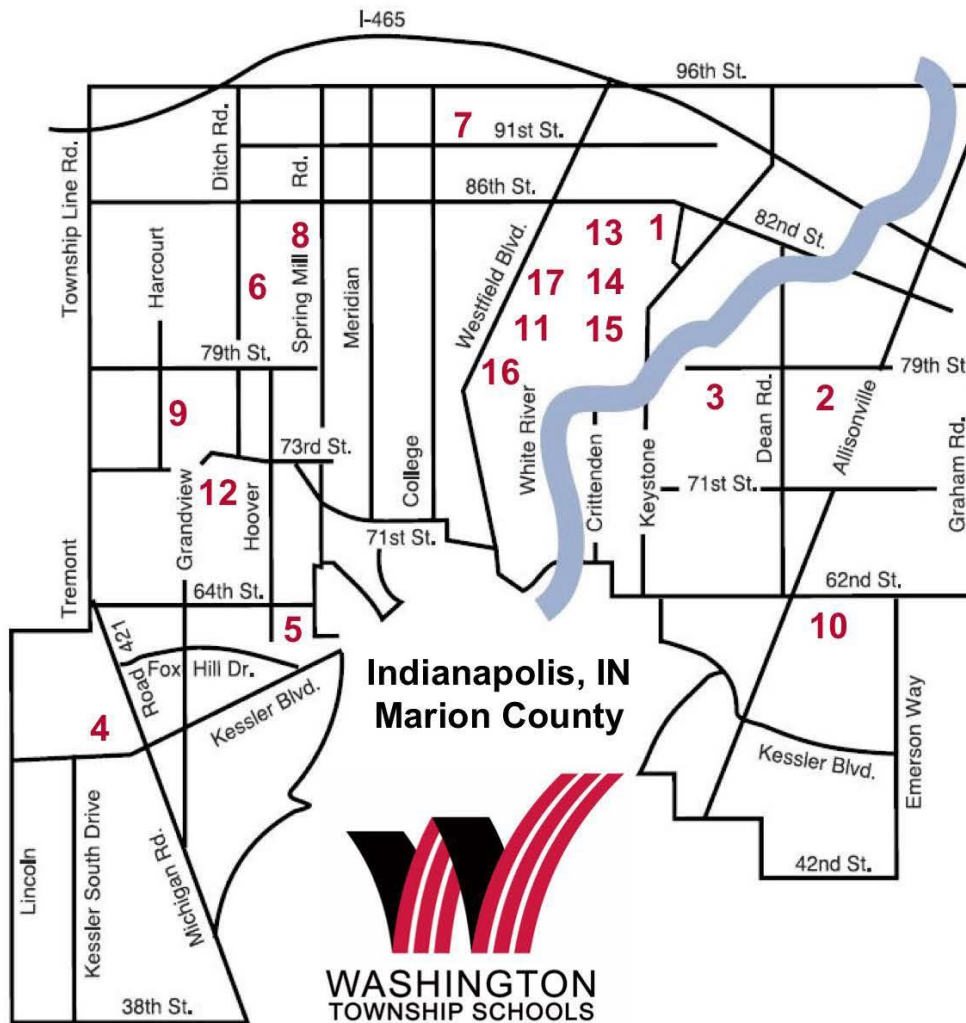
Asst. Accounting Mgr.
Ms. Badue
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Accounting Mgr.
Mrs Ritenour
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Dir. of Student Services
Dr. Alazar
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Asst. Director of Operations
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Capital Projects Manager
Mr. Boots
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Maintenance Supervisor

Asst. Dir. Of Student Services
Dr. Szwed
kszwed@msdwt.k12.in.us
Lead Counselor
Coor. of Student Services
Coor. of Early Learning



1 Community and Education Center
8550 Woodfield Crossing Blvd., 46240
317-845-9400

2 Allisonville Elementary School
4900 East 79th St., 46250
317-845-9441

3 Clearwater Elementary School
3575 East 79th St., 46240
317-259-5465

4 Crooked Creek Elementary School
2150 Kessler Blvd. W. Dr., 46228
317-259-5478

5 Fox Hill Elementary School
802 Fox Hill Dr., 46228
317-259-5371

6 Greenbriar Elementary School
8201 North Ditch Rd., 46260
317-259-5445

7 Nora Elementary School
1000 East 91st St., 46240
317-844-5436

8 Spring Mill Elementary School
8250 Spring Mill Road, 46260
317-259-5462

9 Willow Lake Elementary School
7535 Harcourt Rd., 46260
317-280-3701

10 Eastwood Middle School
4401 East 62nd St., 46220
317-259-5401

11 Northview Middle School
8401 Westfield Blvd., 46240
317-259-5421

12 Westlane Middle School
1301 West 73rd St., 46260
317-259-5412

13 North Central High School
1801 East 86th St., 46240
317-259-5301

14 J. Everett Light Career Center
1901 East 86th St., 46240
317-259-5265

15 Hilltop Developmental Preschool
1915 East 86th St., 46240
317-259-5458

16 True North Academy
8401 Westfield Blvd., 46240
317-259-5213

17 Community & Continuing Education
8401 Westfield Blvd., 46240
317-259-5275

EQUAL OPPORTUNITY [MSDWT Board Policy 3122 / 4122](#)

This policy affirms MSD Washington Township's commitment to the principles of equal opportunity employment. Internal inquiries regarding equal opportunity compliance should be directed to Mr. Matt Kaiser, Director of Human Resources, MSD Washington Township, 8550 Woodfield Crossing Boulevard, Indianapolis, Indiana at 317-845-9400.

The School District will investigate and respond to all incidents and/or complaints of discrimination, harassment, retaliation and similar conduct under common complaint, investigation, and appeal procedures as set forth in Administrative Guidelines for Board Policies.

AT-WILL EMPLOYMENT – Classified Personnel

This Guide should not be construed as a contract or guarantee of continued employment. MSD Washington Township reserves the right to terminate an employment relationship with a classified staff employee at any time.

DISCLOSURE OF CRIMINAL ARRESTS AND CHARGES [MSDWT Board Policy 3121 / 4121](#)

During the course of his/her employment with the School Corporation, each support staff employee shall be required to report his/her arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent will review each report and will take appropriate action based upon the circumstances of the situation.

Failure to report under this policy may result in disciplinary action up to and including termination.

BLOODBORNE PATHOGENS [MSDWT Board Policy 8453.01](#)

The district provides at no cost to the staff member the Hepatitis B vaccination series for all employees as well as post-exposure evaluation and follow-up for any employee who experiences an exposure incident.

Designated employees will be provided with proper training in universal precautions against exposure and/or contamination. The School District will also provide these designated employees with appropriate protective supplies and equipment.

Employees must adhere to the proper procedures for reporting, evaluating and following up to any and all incidents of exposure. All records that are required to be maintained pursuant to Board Policy 8453.01 will be maintained by the Office of Operations.

ANTI-HARASSMENT [MSDWT Board Policy 3362 / 4362](#)

The Superintendent has established a common procedure for reporting, investigating and appealing allegations of discrimination, harassment and retaliation. See Administrative Guideline for Policies 1662, 3362, 3362.02, 4362, and 5517 for the common reporting, investigation and appeal procedure.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE [MSDWT Board Policy 3122.01 / 4122.01](#)

The Superintendent has established Administrative Guidelines to ensure compliance with the Board's Drug-Free and Alcohol-Free Workplace policy. It is every employee's responsibility to be familiar with Board policy 3122.01 and 4122.01.

TOBACCO-FREE WORKPLACE [MSDWT Board Policy 3125 / 4215](#)

The Board prohibits the use of tobacco by all persons in and on all property owned and/or leased by the District at all times. This prohibition includes all District buildings, grounds and vehicles and personally owned and leased vehicles and business vehicles while on District property.

PERSONNEL RECORDS AND FILES [MSDWT Board Policy 8320](#)

Employees should promptly notify Human Resources of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information. Address changes should be made by the employee via the MSDWT portal.

Employees desiring to inspect their personnel file shall make their request in advance to the Director of Human Resources. Records must be inspected in the Office of Human Resources, and the employee's personnel file must remain in the Human Resources Office at all times during the inspection. Employees may receive copies of documents contained in their personnel file upon written request to Human Resources.

USE OF SCHOOL DISTRICT PROPERTY AND MATERIALS

All MSD Washington Township property including buildings, vehicles, equipment, office supplies, and materials is intended for school district business only. Any misuse of School District property and/or materials may be grounds for discipline up to and including termination.

TECHNOLOGY RESPONSIBLE USE [MSDWT Board Policy 7540 + 7540.02 + 7540.04](#)

MSD Washington Township maintains computers for student instruction and school administrative functions. In many cases support staff employees have a direct need to use school computers for school related business. In those cases, it is mandatory that the employee sign and follow the provisions of the **Internet and Other Electronic and Communication Resources Contract**. Users should not expect that the files stored on school-based computers will always be private. Internet activities will be monitored by the school corporation to guard against the access of inappropriate sites.

Corporation staff shall not use corporation equipment or personal equipment including cellular telephones, computers including laptops, or other devices to respond to personal e-mails, access the Internet for personal use, or return personal telephone calls during the instructional time, work time, or professional development. This does not apply to prep or personal break periods, or personal emergencies.

Personal technology such as cell phones or laptops should only be used as needed during school sponsored field trips or extra-curricular activities. Corporation staff shall not view or allow students

to view or have access to inappropriate Internet sites at any time, including while on school sponsored field trips or extra-curricular activities.

Under no circumstances is a staff member-created web page/site or app, including personal web pages/sites or app, to be used to post student progress reports, whole-class progress reports, grades, student work, or any other similar class-related material that would result in the posting of personally identifiable student information. The District maintains its own website (e.g. Skyward) that employees are required to use for the purpose of conveying the above information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites or apps (including, but not limited to, their Facebook or Instagram pages) to check grades, obtain class assignments, participate in class participation requirements, or to turn in assignments.

USE OF E-MAIL [MSDWT Board Policy 7540.01](#)

All employees of MSDWT will be assigned a district email account. It is the responsibility of the employee to check this account on a regular basis to obtain important communications from their building and corporation administration. Employees shall use their District e-mail account for school business purposes only. Any misuse of the District email system may result in discipline up to and including termination.

STUDENT SUPERVISION AND WELFARE [MSDWT Board Policy 3213 / 4213](#)

A certified or classified staff member shall not transport students, other than the staff member's own children, in a private vehicle except only in the following circumstances:

1. Advance approval of the Superintendent or designee; or
2. An emergency in which a ride is provided solely to protect the safety of the student.

If an emergency exists, a professional staff member must contact and gain approval to transport from his/her supervisor, and attempt to contact the parents prior to the ride. The next business day after transporting the student, the staff member must provide a written report concerning the details of the ride and the facts giving rise to the emergency.

REPORT OF STAFF TRANSPORTATION OF STUDENT BY STAFF MEMBER (Form B for 3213, 4213)

CHILD ABUSE AND NEGLECT REPORTING [MSDWT Board Policy 8462](#)

MSDWT employees are responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect. Please see guidance on page 27 of this Employee Guide which includes the steps to make a report to the Indiana Department of Child Services.

POSSESSION OF DANGEROUS AND DEADLY WEAPONS [MSDWT Board Policy 3217 / 4217](#)

The Superintendent has established Administrative Guidelines to ensure compliance with the Board's policy regarding the Possession of Dangerous and Deadly Weapons. It is every employee's responsibility to be familiar with the Board policy 3217 and 4217.

DRESS CODE [MSDWT Board Policy 3216 / 4216](#)

The Superintendent has established Administrative Guidelines with respect to employee dress and grooming.

CHARACTER DEVELOPMENT [MSDWT Board Policy 2112](#)

The Superintendent has established Administrative Guidelines to implement the Board's belief that character development must be an integral part of the District climate and operations.

BENEFITS [MSDWT Board Policy 3420 / 4420](#)

Information regarding benefit eligibility for an employee's specific assignment will be given to the employee at the time of new hire intake.

Employee Assistance Program (EAP)

The District has contracted with an employee assistance program to provide all employees and their families, regardless of whether an employee is covered by the district health plan, with easy access to licensed, caring counselors focused on helping solve personal problems or concerns that may affect an employee's work, family, and well-being.

Access to dedicated counselors with specialties in child and adolescent behavioral counseling, as well as marriage and family therapy, is provided free of charge (no copayments, no deductibles) 7 days-a-week, 365 days-a-year. All services are completely confidential – the Corporation will never receive any reporting of who uses the service or why. The Board pays the entire cost of this program.

Common reasons employees and their families use these services include:

- Depression
- Grief counseling
- Family and marital problems
- Stress and anxiety management
- Drug and alcohol abuse

Specific details regarding the program can be found on the District website:

<https://www.msdt.k12.in.us/hr/benefits/>

Health Insurance

Eligible employees are offered group health insurance. Coverage is available for the employee, the eligible spouse and/or eligible dependent children. Specific details regarding the plan can be found on the District website. The Benefits Specialist will provide the employee with information and online enrollment instructions for benefits. Both the employee and the spouse (if covered by a MSDWT health plan) must complete a free annual biometric screening each year to avoid an annual increase (currently \$825) to the employee's health insurance premium. Please check with the Benefits Specialist for more details about this requirement. For further information, please see

Appendix A of this Guide.

Dental Insurance

Eligible employees are offered group dental insurance. Coverage is available for the employee, the eligible spouse and/or eligible dependent children. Specific details regarding the plan can be found on the District website. The Benefits Specialist will provide the employee with information and online enrollment instructions for benefits. For further information, please see Appendix B of this Guide.

Vision Insurance

Eligible employees are offered group vision insurance. Coverage is available for the employee, the eligible spouse and/or eligible dependent children. Benefits include an annual eye exam, eyeglasses or contact lenses. Specific details regarding the plan can be found on the District website. The Benefits Specialist will provide the employee with information and online enrollment instructions for benefits. For further information, please see Appendix C of this Guide.

Life Insurance

Eligible employees are offered a group term life insurance policy which also includes benefits for accidental death and dismemberment. Details of the coverage provided by the policy are outlined in the Certificate of Insurance for each covered employee group which can be found on the District website. The Benefits Specialist will provide the employee with information and online enrollment instructions for benefits. For further information, please see Appendix D of this Guide.

Long Term Disability

Eligible employees are offered a group long term disability income protection policy which also replaces 66 2/3 of their monthly earnings after an elimination period of 90 continuous calendar days. Details of the coverage provided by the policy are outlined in the Certificate of Insurance for each covered employee group which can be found on the District website. The Benefits Specialist will provide the employee with information and online enrollment instructions for benefits. For further information, please see Appendix E of this Guide.

COBRA Continuation Coverage

Federal law requires that the Corporation give employees and their families a Notice of COBRA Continuation Rights (Notice) which outlines the opportunity to continue their health care coverage as a “qualified beneficiary” when there is a qualifying event that would result in a loss of coverage under the plan. Examples of qualifying events are termination of employment, reduction in hours, loss of coverage due to an employee’s death, divorce or legal separation, or a dependent child ceasing to be eligible for coverage. For further information, please see Appendix F of this Guide.

WORKER’S COMPENSATION – DUTY TO REPORT [MSDWT Board Policy 8442](#)

Workplace Injury/Illness

The District maintains a Worker’s Compensation policy for all employees. Employees have a right to report any injury sustained while at work or any illness arising from their employment without fear of any retaliation. Such incidents must be reported to the employee’s supervisor as soon as reasonably possible regardless of whether the employee wishes to seek medical treatment. The employee is also

required to call the Nurse Triage to report their work injury (844-454-1143).

Worker's Compensation Benefits

When an injury occurs while on the job, the following benefits are provided under Worker's Compensation:

1. Worker's Compensation will pay the medical expenses incurred as a result of a workplace injury/illness when the employee obtains medical treatment from an authorized Occupational Health Center. **Important Note:** If the employee is covered under a group health insurance plan, a claim should not be submitted to the insurance plan. Injuries related to Worker's Compensation are not covered by any group health plan.
2. After the employee is off more than seven (7) consecutive days, Worker's Compensation will begin paying on the eighth (8) consecutive day and for every day thereafter.
3. After the employee is off work for more than twenty-one (21) consecutive days, then Worker's Compensation will go back and pay for the first seven (7) days. If the employee is not off work for twenty-one (21) days, his own leave benefits (sick days) must cover the first seven (7) days of absence.
4. Worker's Compensation will only pay $66 \frac{2}{3}$ of the employee's weekly salary up to a statutory maximum per week for 52 weeks. For a total impairment this is paid for a maximum of 500 weeks.
5. Worker's Compensation uses a formula of $\frac{1}{7}$ of the weekly rate to establish the daily rate.

Payment of Sick Leave

1. Under the State Board of Accounts rules, based on the official opinion of the Attorney General, No. 134 of 1945, an employee would only be entitled to receive the difference between the amount received under the Worker's Compensation Act and the full benefit the employee would otherwise receive.

If the employee uses an accrued sick day and receives full pay from the school corporation, then the Worker's Compensation benefit must be turned over to the corporation. Double payment or overlapping payment of compensation on account of the same injury is not permitted.

2. If the employee receives no sick leave pay from the corporation, he retains the Worker's Compensation check.

FAMILY MEDICAL LEAVE [MSDWT Board Policy 3430.01 / 4430.01](#)

MSD Washington Township will comply with the **Family Medical Leave Act of 1993** which provides

twelve (12) weeks of unpaid leave to eligible employees for their own serious health condition, for care of a spouse, child, or parent with a serious health condition, or birth, adoption, or foster care of a child and twenty-six (26) weeks for service member FMLA. Employees who have been approved for FMLA on an intermittent basis are required to comply with the normal procedures for notifying the supervisor of an absence or the need to take time off and must identify the absence as FMLA related. For further information, please see Appendix G of this Guide.

MILITARY SERVICE [MSDWT Board Policy 3423 / 4430](#)

The School District complies with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) as amended and Indiana law. For more information on requests for leave of absence for military service under USERRA, please contact the Benefits Specialist in the Human Resources Department.

CERTIFIED EMPLOYEES WORK HOURS / COMPENSATION

Please refer to the Collective Bargaining Agreement in the Certified Employees tab on the website: <https://www.msdt.k12.in.us/hr/current-employees/>

CLASSIFIED EMPLOYEES WORK HOURS / COMPENSATION [MSDWT Board Policy 4410.01](#)

Attendance

Employees must come to work and be on time to be successful and to ensure the students and staff of MSDWT are successful. Recognizing that people become ill or sometimes need personal leaves from the work place, a position may be eligible for leave time. It is expected that an employee report their absence to the supervisor at least two (2) hours before the scheduled work is to begin. The corporation may require a written statement from a physician stating that the employee is physically unable to work. If there is a specific attendance policy for the employee's position, it will be provided in addition to this Guide. Poor attendance and/or tardiness may lead to disciplinary measures up to and including termination.

Work Hours

Regular full-time hourly employee's standard workday shall consist of eight (8) hours per day Monday through Friday, forty (40) hours per week. Employees are expected to be at their assigned areas during normal hours unless the supervisor approves a change in schedule. For some employee classifications, the workday shall be adjusted according to job duties. Failure of an employee to report during his or her regular work hours may result in disciplinary action up to and including termination.

Documenting Work Hours

Hourly employees shall record work time by completing time sheets and/or use of the time clock corresponding to each pay period for the purpose of complying with the Federal Wage and Hour Laws. Falsely recording hours worked may subject the offending employee to discipline up to and including termination. Any errors on time records should be promptly reported to the Office of Human Resources.

Classified Hourly Staff Leaves and Absences

Leave and absence information specific to his/her job classification (i.e. Bereavement, Family Illness, etc.) will be given to the employee at the time of new hire intake and annually thereafter, if applicable. Unless the employee is on a leave of absence as approved by Human Resources and has exhausted their paid leave, employees do not have a right to leave without pay. When absent from work, available leave hours must be used before leave without pay will be considered by the Supervisor. As a reminder, personal illness leave is to be used only for the employee's own illness or when attending a healthcare appointment; family illness is to be used only for the illness or healthcare appointment of a family member. **While all classified hourly staff will have their leave hours charged in half or whole day increments beginning July 1, 2019, non-FMLA related absences of less than a half day may be "made up" at the employee's discretion within the same work week, with prior approval of the Supervisor.**

TAX DEFERRED ANNUITIES

All eligible employees may elect to receive a portion of their pay in the form of Tax Deferred Annuities. Please refer to the appropriate certified Collective Bargaining Agreement, Classified group benefit sheet, or contact the Human Resources Office.

Reasonable Assurance / Unemployment Compensation

The District has implemented school breaks as set forth in the school calendar (available on the District's website at www.msdt.k12.in.us) and in accordance with the District's regular policies and practices. Please note that receiving the annual letter of reasonable assurance of employment will make an employee ineligible for unemployment compensation for these breaks or other unscheduled breaks announced by the District's Administration. Those employees receiving work provisions and letters of reasonable assurance should thoroughly review these documents as they provide important details regarding employment in Washington Township.

Overtime

As a general practice, no overtime pay for classified hourly employees will be authorized. Exceptions for overtime would be considered to be an "emergency" situation, and all overtime worked is to be approved by the appropriate Central Office Administrator prior to the work being performed by the employee. If overtime is approved, the employee shall be paid one and one-half (1-1/2) times the employee's regular rate of pay for all hours worked in excess of a 40 hour work week. There are no provisions for comp time in lieu of overtime when exceeding the 40 hour work week.

Classified salaried employees are exempt from overtime rules and shall receive no additional compensation or remuneration for hours worked in excess of a 40 hour work week. There are no provisions for comp time when exceeding the 40 hour work week.

Personal Illness

Upon request by the supervising administrator, Classified personnel who are absent in excess of three (3) consecutive days due to personal illness are to present a statement from their physician on the day they return.

Breaks

The State of Indiana currently has no breaks or lunch laws. It is considered a privilege given by the employer.

Flex Time

The School District has the right to shift the time of employees during a forty (40) hour work week. For example, an employee may be asked to work ten (10) hours on one day and six (6) hours on another day during a forty (40) hour work week. This flexing of time is allowed during a forty (40) hour work week when an employee will not work more than forty (40) hours.

Jury Duty

Employees called for jury duty or to give testimony before a court (except testimony being given in cases in which the employee is adverse to the School Corporation or testimony for an alleged personal violation of the law or as a party to a lawsuit) will receive full compensation for such leave less the per diem amount received from the court of agency, exclusive of mileage and/or meal reimbursement. The employee shall submit the court verification of attendance form to the person in charge of processing payroll in his/her department and/or building at the end of the applicable pay period in order for the per diem amounts to be deducted from the employee's pay.

PERSONNEL PAYROLL

Payroll is distributed according to a posted schedule. All employees must access the MSDWT portal to view the current schedule and access their pay advice/pay stub:

<https://msdwt.k12-portal.in/login.php>

EMERGENCY DELAYS AND CLOSINGS

If it is necessary to close or delay the start of MSD Washington Township due to inclement weather, power failure, or any other emergency, the Superintendent will notify the media of the closing or delay. Employees are to listen to local radio and television stations for information. In addition, employees may be notified of school delays and closings via the automated calling system.

Two (2) hour delays pertain to students, bus drivers, and bus assistants only. Certified and Classified staff are to report to work as close to their normal arrival time as safely as possible, exercising proper care and caution in doing so. If an employee is late to work due to conditions, but reports within a reasonable time frame, the building principal will determine whether the employee is to be paid for the time not actually worked by the employee.

EVALUATION OF STAFF [MSDWT Board Policy 3220 / 4220](#)

In accordance with Indiana law, the School District annually evaluates the performance of each certificated employee as defined in I.C. 20-29-2-4 who is employed by the Board and of each classified staff per Board Policy 4220.

The purpose of the evaluation process is to provide the employee with accurate assessment of his/her performance. This purpose reflects a correlating concern for staff members' growth and development. The process also facilitates free and open communication between the employee and supervisor so that both parties receive needed feedback. Administrative support is an integral part of the evaluation process.

Probation – Classified Staff

All classified personnel may be employed on a probationary basis for a period of twenty (20) to sixty (60) calendar days. During this period the supervisor shall acquaint the employee with the job activities and evaluate the employee's ability to assume the assignment. Based on observations, the supervisor shall recommend removal from probationary status or termination within the established time period. The time period may be increased if necessary, but only with the approval of the Director of Human Resources. During the probationary employment period, an employee may terminate employment without giving the required notice.

EMPLOYEE DISCIPLINE [MSDWT Board Policy 3150 / 4150](#)

The Superintendent has established Administrative Guidelines pertaining to the discipline and/or suspension of certificated and classified personnel.

ASSIGNMENT, TRANSFERS, AND PROMOTIONS [MSDWT Board Policy 3130 / 4130](#)

Relocation of classified personnel may become necessary to meet load conditions, building or program requirements, or for other good reasons. Transfers between buildings require the approval of the building principal and/or immediate supervisor.

Involuntary Transfer

A transfer may be made for the following reasons:

- Factors in the present location
- Schools being opened or closed
- For the good of the School District

Voluntary Transfer

The following guidelines shall be followed in requesting a transfer:

- A written request may be made to the Human Resources Office at any time during the year for transfer to either a specified or an unspecified location.
- The principal and/or the immediate supervisor of the employee must be made aware of the request for transfer.
- The principal and/or the immediate supervisor of the receiving school or department must approve the request unless the Superintendent directs that the transfer be made.

- The filing of a request for transfer shall be without prejudice to the employee and shall not jeopardize his/her present assignment. The request may be withdrawn at any time prior to the official confirmation that the transfer has been affected.
- Voluntary transfers shall be made effective at a time that is in the best interest of the District.

RESIGNATION / TERMINATION [MSDWT Board Policy 3140 / 4140](#)

The Superintendent will have the authority to accept the written resignation from positions in the District.

Classified personnel who resign for any cause other than ill health, are expected to give two (2) weeks' notice. Classified personnel who resign with two weeks' notice or retire prior to using their eligible vacation days will be paid vacation pay on the basis of the earned days, less any vacation used. No vacation allowance is paid in the event of dismissal for cause or resignation without two (2) weeks' notice.

Resignation from classified employment with MSD Washington Township must be in writing to the supervisor. On the last day of employment, the return of all Corporation items (i.e. keys, ID's, and Corporation owned uniforms) to the immediate supervisor is required.

RETIREMENT OF CERTIFIED STAFF

Please refer to the Collective Bargaining Agreement in the Certified Employees tab on the website: <https://www.msdt.k12.in.us/hr/current-employees/>

RETIREMENT OF CLASSIFIED STAFF [MSDWT Board Policy 4415](#)

The Superintendent has established Administrative Guidelines regarding severance benefits for certain eligible classified staff members.

- **Public Employees' Retirement Fund (PERF / INPRS)**
Eligible full-time classified employees are required to participate in the Public Employees' Retirement Fund. This is a retirement program sponsored by the State of Indiana designated to supplement Social Security benefits. The School District contributes three percent (3%) of his/her earnings (the employee share) and the employer contributes an amount which is determined by the Indiana Public Employees' Retirement Fund (PERF).
Indiana Public Retirement System (INPRS) website: <https://www.in.gov/inprs/>
- **Supplemental Retirement Benefits**
Eligible classified employees are enrolled in a 401(a) account and a 501(c)(9) trust account (VEBA). Please refer to the appropriate classified group fringe benefit sheet, or contact the Human Resources Department if there are any questions relating to eligibility and/or coverage. This is a 100% employer-paid benefit. Additional information may be found under the Retirement tab of the MSDWT Benefits website: <https://www.msdt.k12.in.us/hr/benefits/>

APPENDIX A

HEALTH INSURANCE

Eligible employees are offered group health insurance. Coverage is available for the employee, his/her eligible spouse and/or eligible dependent children. Specific details regarding the plan can be found on the District website. The Benefits Specialist will provide the employee with information and online enrollment instructions for benefits. Both the employee and the spouse (if covered by a MSDWT health plan) must complete a free annual biometric screening each year to avoid a substantial annual increase (currently \$825) to the employee's health insurance premium.

COST

The Board contributes toward the annual cost of coverage, and employees pay their share of the annual premium through payroll deduction. Premiums are paid a month in advance.

ENROLLMENT

Employees must complete the enrollment process within thirty-one (31) days of becoming eligible for benefits. If coverage is being declined, the employee will make written notice of that decision during the enrollment process.

Enrollment of an eligible spouse is only permitted if the spouse is not employed, is self-employed, or the spouse's employer does not offer health insurance coverage. An Affidavit of Spousal Healthcare Coverage must be provided along with a copy of the marriage license and a copy of a financial or residential document listing both the employee and the spouse at the same address.

Enrollment of an eligible dependent child requires a copy of the birth certificate.

An employee who declines coverage when first eligible for themselves or a family member due to other group coverage may enroll at a later date, if they lose that coverage through no fault of their own. Coverage must be requested within thirty-one (31) days of the date the other coverage ends. Otherwise, enrollment after the initial eligibility period will be limited to the annual open enrollment period.

ADDING YOUR SPOUSE OR CHILD AFTER THE INITIAL ENROLLMENT

Employees may add an eligible spouse or eligible dependent child(ren) by requesting coverage within thirty-one (31) days of the marriage, birth of a child, or placement of a child for adoption. Otherwise, enrollment after the initial eligibility period will be limited to the annual open enrollment period.

WHEN COVERAGE ENDS

Coverage terminates when the employee separates from employment, retires, or moves to a position that is ineligible for coverage.

For dependent children, coverage ends midnight of the last day of the month in which the child turns twenty-six (26).

APPENDIX B

DENTAL INSURANCE

Eligible employees are offered group dental insurance. Coverage is available for the employee, his/her eligible spouse and/or eligible dependent children. Specific details regarding the plan can be found on the District website. The Benefits Specialist will provide the employee with information and online enrollment instructions for benefits.

COST

The Board contributes toward the annual cost of coverage and employees pay their share of the annual premium through payroll deduction. Premiums are paid a month in advance.

ENROLLMENT

Employees must complete the enrollment process within thirty-one (31) days of becoming eligible for benefits. If coverage is being declined, the employee will make written notice of that decision during the enrollment process.

Enrollment of an eligible spouse requires a copy of the marriage license and a copy of a financial or residential document listing both the employee and the spouse at the same address.

Enrollment of an eligible dependent child requires a copy of the birth certificated.

There are no "open enrollment" provisions. An employee who declines coverage when first eligible for themselves or a family member due to other group coverage may enroll at a later date if they lose that coverage through no fault of their own. Coverage must be requested within thirty-one (31) days of the date the other coverage ends.

ADDING YOUR SPOUSE OR CHILD AFTER THE INITIAL ENROLLMENT

Employees may add an eligible spouse or eligible dependent child(ren) by requesting coverage within thirty-one (31) days of the marriage, birth of a child, or placement of a child for adoption.

WHEN COVERAGE ENDS

Coverage terminates when the employee separates from employment, retires, or moves to a position that is ineligible for coverage.

For dependent children, coverage ends midnight December 31st of the year in which the child turns 25.

APPENDIX C

VISION INSURANCE

Eligible employees are offered group vision insurance. Coverage is available for the employee, his/her eligible spouse and/or eligible dependent children. Specific details regarding the plan can be found on the District website. The Benefits Specialist will provide the employee with information and online enrollment instructions for benefits.

COST

The Board contributes toward the annual cost of coverage and employees pay their share of the annual premium through payroll deduction. Premiums are paid a month in advance.

ENROLLMENT

Employees must complete the enrollment process within thirty-one (31) days of becoming eligible for benefits. If coverage is being declined, the employee will make written notice of that decision during the enrollment process.

Enrollment of an eligible spouse requires a copy of the marriage license and a copy of a financial or residential document listing both the employee and the spouse at the same address.

Enrollment of an eligible dependent child requires a copy of the birth certificated.

There are no "open enrollment" provisions. An employee who declines coverage when first eligible for themselves or a family member due to other group coverage may enroll at a later date if they lose that coverage through no fault of their own. Coverage must be requested within thirty-one (31) days of the date the other coverage ends.

ADDING YOUR SPOUSE OR CHILD AFTER THE INITIAL ENROLLMENT

Employees may add an eligible spouse or eligible dependent child(ren) by requesting coverage within thirty-one (31) days of the marriage, birth of a child, or placement of a child for adoption.

WHEN COVERAGE ENDS

Coverage terminates when the employee separates from employment, retires, or moves to a position that is ineligible for coverage.

For dependent children, coverage ends midnight December 31st of the year in which the child turns 25.

APPENDIX D

LIFE INSURANCE

Eligible employees are offered a group term life insurance policy which includes benefits for accidental death and dismemberment. Details of the coverage provided by the policy are outlined in the Certificate of Insurance for each covered employee group and can be found on the District website. The Benefits Specialist will provide the employee with information and online enrollment instructions for benefits.

COST

Employees pay \$1.00 per calendar year deducted over each pay period.

ENROLLMENT

Employees must complete the enrollment process within thirty-one (31) days of becoming eligible for benefits. If coverage is being declined, the employee will make written notice of that decision during the enrollment process. There are no “open enrollment” provisions. Employees who fail to enroll when first eligible may enroll at a later date by completing and submitting an Evidence of Insurability form which can be found on the District’s website. Coverage is subject to approval by the carrier.

CHANGE OF BENEFICIARY

To change the beneficiary of life insurance proceeds, the employee must complete a Change of Beneficiary Form and return it to the Benefits Specialist. The form may be found on the District website.

SUPPLEMENTAL LIFE INSURANCE

Employees may purchase, at their expense, additional group term life insurance through payroll deduction for the employee and their eligible spouse and/or dependent child(ren). Coverage must be elected when first eligible. A request for additional coverage at any other time is subject to approval by the carrier and requires completion and submission of an Evidence of Insurability form which can be found on the District website.

REDUCTION IN COVERAGE

Coverage reduces to 65% when the employee reaches age seventy (70).

WHEN COVERAGE ENDS

Coverage terminates when the employee separates from employment, retires, or moves to a position that is ineligible for coverage.

CONVERSION PRIVILEGE

Upon termination of coverage, the policy can be converted to an individual policy of coverage by completing and submitting a Request for Life Insurance Conversion Quote to the carrier. The form may be obtained from the Benefits Specialist within thirty (30) days of the date employment ends.

APPENDIX E

LONG TERM DISABILITY

Eligible employees are offered a group long term disability income protection policy which replaces 66 2/3 of their monthly earnings after an elimination period of ninety (90) continuous calendar days. Details of the coverage provided by the policy are outlined in the Certificate of Insurance for each covered employee group and can be found on the District website. The Benefits Specialist will provide the employee with information and online enrollment instructions for benefits.

COST

Certified staff members pay the entire cost of this coverage. There is no Board contribution. All other new employees pay \$1.00 per calendar year deducted over each pay period.

ENROLLMENT

Employees must complete the enrollment process within thirty-one (31) days of becoming eligible for benefits. If coverage is being declined, the employee will make written notice of that decision during the enrollment process. Enrollment at a later date is subject to approval by the carrier after completing and submitting an Evidence of Insurability form which can be found on the District's website.

APPENDIX F

COBRA CONTINUATION COVERAGE

WHAT IS COBRA CONTINUATION COVERAGE:

Federal law requires that the Corporation give employees and their families a Notice of COBRA Continuation Rights (Notice) which outlines the opportunity to continue their health care coverage as a "qualified beneficiary" when there is a qualifying event that would result in a loss of coverage under the plan. Examples of qualifying events are termination of employment, reduction in hours, loss of coverage due to an employee's death, divorce or legal separation, the employee's becoming eligible for Medicare benefits or a dependent child ceasing to be eligible for coverage.

Continuation coverage is the same coverage offered to other plan participants who are not receiving continuation coverage under COBRA. Each qualified beneficiary who elects continuation coverage will have the same rights under the Plan as other participants or beneficiaries covered by the plan, including special enrollment rights.

HOW LONG WILL CONTINUATION COVERAGE LAST?

In the case of a loss of coverage due to end of employment or reduction in hours of employment, coverage may be continued for up to eighteen (18) months.

In the case of loss of coverage due to an employee's death, divorce or legal separation, the employee's becoming entitled to Medicare benefits or a dependent child ceasing to be a dependent under the terms of the plan, coverage may be continued for up to thirty-six (36) months.

CAN THE MAXIMUM CONTINUATION PERIOD BE EXTENDED?

An extension of the maximum period of coverage may be available if a qualified beneficiary is disabled or a second qualifying event occurs. The employee must notify the Benefits Specialist of a

disability or a second qualifying event in order to extend the period of continuation coverage. Failure to provide notice of a disability or second qualifying event may affect the right to extend the period of continuation coverage.

HOW CAN YOU ELECT COBRA CONTINUATION COVERAGE?

To elect continuation coverage, you must complete and return the Election Form included with the Notice. Each qualified beneficiary has a separate right to elect continuation coverage. For example, the employee's spouse may elect continuation coverage even if the employee does not.

Continuation coverage may be elected for only one, several, or for all dependent children who are qualified beneficiaries. A parent may elect to continue coverage on behalf of any dependent children. The employee or the employee's spouse can elect continuation coverage on behalf of all of the qualified beneficiaries.

In considering whether to elect continuation coverage, you should take into account that you have special enrollment rights under federal law. You have the right to request special enrollment in another group health plan for which you are otherwise eligible (such as a plan sponsored by your spouse's employer) within thirty (30) days after your group health coverage ends because of a qualifying event. You will also have the same special enrollment right at the end of the COBRA continuation period if you continued coverage for the maximum time available to you.

There may be other coverage options for you and your family through the Health Insurance Marketplace. In the Marketplace, you could be eligible for a new kind of tax credit that lowers your monthly premiums right away, and you can see what your premium, deductibles, and out-of-pocket costs will be before you make a decision to enroll. Being eligible for COBRA does not limit your eligibility for coverage for a tax credit through the Marketplace. Additionally, you may qualify for a special enrollment opportunity for another group health plan for which you are eligible (such as a spouse's plan), even if the plan generally does not accept late enrollees, if you request enrollment within thirty (30) days.

HOW MUCH DOES COBRA CONTINUATION COVERAGE COST?

Each qualified beneficiary is required to pay the entire cost of continuation coverage. There is no Board contribution toward the cost of continuation coverage. The amount a qualified beneficiary is required to pay may not exceed 102% (or, in the case of an extension of continuation coverage due to a disability, 150%) of the cost to the group health plan for coverage of a similarly situated plan participant who is not receiving continuation coverage.

WHEN AND HOW MUST PAYMENT FOR COBRA CONTINUATION COVERAGE BE MADE?

First payment for continuation coverage

You must make your first payment for continuation coverage not later than forty-five (45) days after the date you elect continuation coverage. (This is the date the Election Notice is post-marked.) Your first payment will include the premium due from the first date of continuation coverage. It is your responsibility to contact the Benefits Specialist to confirm the amount of your first payment. If you do not make your first payment for continuation coverage in full not later than forty-five (45) days after the date of your election, you will lose all continuation coverage rights under the Plan.

Periodic payments for continuation coverage

After you make your first payment for continuation coverage, you will be required to make

subsequent payments for each coverage period. The amount due for each coverage period for each qualified beneficiary will be outlined in the Notice of COBRA Continuation Rights. Payments can be made on a monthly basis or paid ahead. Under the Plan, payment for continuation coverage is due on the 15th of the month prior to the month for which premium is due. For example, January's premium is due December 15th, February's premium is due January 15th, and so on.

The Plan ***does not*** send periodic notices of payment or payment reminders. There is a thirty (30) day grace period. Failure to make payments before the end of the grace period for that coverage period will result in termination of coverage without reinstatement.

WHEN WILL CONTINUATION COVERAGE END?

Continuation coverage will terminate on the earlier of:

- The date required premium is not paid in full on time,
- The date a qualified beneficiary becomes covered, after electing continuation coverage, under another group health plan,
- The date a qualified beneficiary becomes entitled to Medicare benefits (under Part A, Part B, or both) after electing continuation coverage,
- The date the continuation period ends, or
- The date the employer ceases to provide any group health plan for its employees.

Continuation coverage may also be terminated for any reason the Plan would terminate coverage of a participant or beneficiary not receiving continuation coverage (such as fraud).

APPENDIX G

FMLA

Under the Family and Medical Leave Act of 1993 (FMLA) the Corporation is required to provide eligible employees with up to twelve (12) weeks of unpaid, job protected leave for certain family and medical reasons. Employees are eligible if they have worked for at least one year, and for 1,250 hours over the previous twelve (12) months preceding the 1st day of requested FMLA leave.

At the time an employee gives verbal or written notice of the need for FMLA leave to the supervisor or Director of Human Resources, the employee will be given written notice of his/her rights and responsibilities under the FMLA, along with the required forms for certification of need for the leave, if applicable. The employee need not specifically cite this Policy or the FMLA in order to request FMLA leave. The Director of Human Resources or his designee will assist the employee in determining whether the FMLA applies to his/her specific circumstances.

Below is a general overview of the provisions under the FMLA. Please refer to the U.S. Department of Labor notice of [Employee Rights and Responsibilities Under the Family and Medical Leave Act](#) included in this Guide on the following page for greater detail.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, or daughter, or parent, who has a serious medical condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

The Corporation may require an employee to use accrued leave such as sick leave as a part of the FMLA leave. These days shall run concurrently with the non-paid leave benefit.

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if the requirements are not met:

- The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable."
- The Corporation may require certification to support a request for leave because of a serious health condition and may require second or third opinions (at the Corporation's expense) and a fitness for duty report to return to work.

Job Benefits and Protection

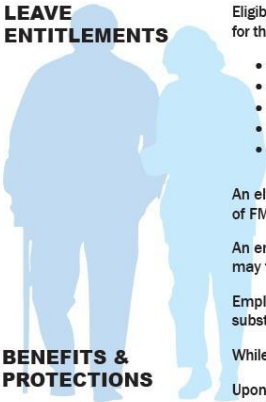
- For the duration of the FMLA leave, the employee's health coverage must be maintained, and the Board contribution toward the cost of coverage must continue.
- Upon return from FMLA leave, most employees must be returned to their original or equivalent position with equivalent pay, benefits and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee leave.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

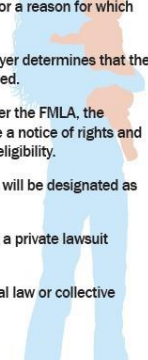
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

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.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division





POLITICAL COMMUNICATION AT SCHOOL

Indiana Code 20-14-2-12 and 3-14-1-17 prohibit school employees from using school property to solicit contributions, to advocate the election or defeat of a political candidate, or to advocate "for" or "against" a public question.

SCHOOL PROPERTY

- Internet (WiFi)
- Email
- Computers
- Laptops
- Desktops
- iPads
- Software
- Cell Phone
- Printers/Copiers
- Supplies and Materials
- Bulletin Boards
- Classrooms

FAQ

What if I am on my personal cell phone or iPad at school and using my personal email account?

If you are using school Internet or WiFi, the answer is the same, "don't do it!"

What if I receive an email at my school email address from someone who is soliciting contributions, advocating for the election or defeat of a political candidate, or advocating "for" or "against" a public question?

Do not forward it, even to your personal account, or print out the email or any part of it. The law does not prohibit you reviewing this information, only sharing or distributing it.

BETTER SAFE THAN SORRY

It is always better to be safe than sorry. Communicate political information through personal equipment, accounts, and internet access OFF SCHOOL GROUNDS and OFF CONTRACTUAL TIME. Please feel free to contact your building administrators or Dr. Woodson with specific questions or concerns.

■ The Child Abuse and Neglect Hotline Process



by the #s

Number of calls
 2009: 109,489
 2018: 203,602
 86% increase

Quality Assurance Reviews
 Regular scores of 95% or higher

Response Time
 Determined by statute: imminent danger – 2 hours; physical or sexual abuse – 24 hours; neglect – 5 days.

Staff
 124 FCMs, 21 FCM supervisors, 3 upper managers, 8 clerical.
 High retention: only 3.2% negative turnover.



Child Abuse and Neglect Hotline – 800-800-5556