

**METROPOLITAN SCHOOL DISTRICT OF
MARTINSVILLE**

Non-Certified Support Staff Manual

Effective July 1, 2025



The MSD of Martinsville does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the District's employment opportunities, programs and/or activities, or, if initially occurring off District grounds or outside the District's employment opportunities, programs and activities, affecting the District environment.

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ADMINISTRATION

In order to provide an efficient and professional work environment, all personnel work directly under the supervision of the person to whom they are assigned. Problems arising from duties or employment should be referred to the person to whom assigned.

The Board of Education determines school policy. The Superintendent of Schools is the executive officer for the Board of Education, and he/she has the responsibility for administering school policy.

The principal or supervisor is responsible for actual supervision, assignment of duties, reporting absence, and other information for personnel assigned to his/her office or building.

EMPLOYEE CLASSIFICATIONS

Employees are defined as full time if they work 30 hours or more per week or part time if they work less than 30 hours per week.

- 240 - 260 day personnel working full time with 12-month benefits.
- 180 - 239 day personnel working full time with 9-11 month benefits.
- 182 day full-time transportation bus drivers with 9-month benefits.
- Part-time employees working less than 30 hours per week with no health benefits.

Aides - Instructional, Bus, Clinic, Lead Pre-K Teacher, Title	180 - 182 days	Mechanics	260 days
Bus Drivers	182 days (includes driver mtg/training)	Nurses	184 days
CEC Staff	180 - 260 days	Police Officers	145-220 days
Custodians	180 - 260 days	Pre-K Teachers	184 days
Family Services Coordinator	184 days	Secretaries	130 - 260 days
Library Aides	184 days	Technology Aides	190 - 230 days
Maintenance	149 - 260 days	Technology Specialists	260 days
Days of service can be adjusted by the Superintendent with Board approval.			

EMPLOYMENT

Each person who is employed for a specific job contributes to the District. Support staff employees are hired in full-time, part-time, temporary, exempt, or non-exempt status.

Full-time Employees	Positions that represent full-time equivalency.
Part-time Employees	Positions that represent part-time equivalency.

Temporary Employees	Positions temporarily or for a specific period of time.
Exempt Employees	Employees employed in an executive, administrative, or professional capacity and who are not covered by the federal minimum wage and overtime laws. Employees classified as exempt will be reviewed on an annual basis.
Non-Exempt Employees	Employees who do not perform in an executive, administrative, or professional capacity and who are covered by the federal minimum wage and overtime laws.

Twelve-month support staff are employed on a school year basis, beginning July 1, and ending on the following June 30. Employees working less than 260 days will have their assigned work days by their immediate supervisor in accordance with the school year calendar. All support staff employees are at-will employees, meaning either party (employer or employee) may terminate employment at any time for any or no reason.

In the event school is closed for one of the regularly scheduled attendance days, the day can be made up as per guidelines provided by the District.

Employees are employed on the basis of the scheduled assigned time of their supervisor.

BACKGROUND CHECKS

A National Criminal History Report is required by law for all new employees. This is required before hiring by the school board. The District's Human Resources staff will provide an online link for the prospective employee to use to request and pay for this report. Additionally, background checks can be conducted by the MSD of Martinsville administration at any time after employment begins.

DISCIPLINE PROCEDURES

The Board believes standards of conduct for employees are necessary to provide students with a positive example of professional behavior and an orderly instructional environment. Therefore, the Board has adopted a policy of progressive discipline to be applied except in cases of misconduct. The purpose of this policy is to consider if the misconduct warrants suspension without pay or termination.

As used in this policy, "progressive discipline" means imposition of the least severe sanction which the Board determines, in its sole discretion, to be likely to prevent a recurrence of the offense. If the Board finds facts supporting the use of progressive discipline, the Board may impose a penalty which may include, but not limited to the following actions:

- Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held.
- 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.
- Probation for a period of time determined by the supervisor in connection with the written warning.
- Administrative leave with or without pay as determined by Human Resources.
- Suspension without pay imposed in compliance with the applicable Indiana statutes.
- Termination imposed in compliance with applicable Indiana statutes.

Exceptions to the principle of progressive discipline contained in this policy may be made in some cases. Examples include, but are not limited to the following:

- Reporting for duty under the influence of an alcoholic beverage, an illegal drug, or a prescription drug used other than in accordance with a prescription.
- Possession or use of alcohol beverages or drugs on school property or an event sponsored by the Board.
- Willful refusal to follow established rules or standards for the conduct of an employee, i.e., insubordination.
- Theft, fraud, or another violation of criminal law.
- Arrest and subsequent conviction of a crime.
- Falsification or omission of a material fact in the application for employment by the Board.

- Threats and/or acts of violence to a person or substantial property damage.
- Poor professional judgment resulting in a risk of physical harm.
- Harassment in violation of Board policy [po3362](#).
- Representation of the District in an unprofessional manner.

MEDICAL EXAMINATIONS

Prospective employees in some classifications may be required to submit to a physical examination prior to employment with the District according to state law. It may also be required after an injury or extended illness. The cost of the initial examination prior to employment, when required, will be assumed by the District.

SALARY SCHEDULE

Placement on the salary schedule is determined at the time of employment in the specific job.

- Credit for service in other capacities may or may not be recognized.
- Credit years on the salary schedule are not used to determine eligibility for vacation time and other benefits.

Support staff salaries will be reviewed prior to November 1 of each year. The salary schedule adopted by the School Board will go into effect on the date specified by the Board. Contracts are written for administrators only. Retro pay will only apply upon direction of the School Board.

Overtime shall be paid at a rate of 1 ½ times the employee's regular rate of pay for each hour worked in a workweek in excess of forty (40) physical hours worked. Overtime may be authorized only by the direct supervisor and Superintendent and will be used primarily to address circumstances of an emergency situation. Paid vacation, sick, personal, bereavement, or holiday days off will not count toward the payment of overtime.

The District does not utilize compensation time except for specialized positions under the discretion of the Superintendent.

The maximum number of working days and working hours for all classifications are established by the Board of Education. The person to whom the employee is assigned may vary the scheduling of the hours for each workweek in order to accomplish the assignment in the best interest of the school or office, but the employee must not exceed the designated hours without permission from the direct supervisor and Superintendent.

ECA positions held by non-certified employees will be paid at the completion of each assignment.

A cell phone stipend may be allocated to a district employee at the discretion of the direct supervisor and approved by the Superintendent of Schools.

TERMINATION

At the time of retirement, resignation, or termination, the employee is expected to submit a letter of resignation to his/her direct supervisor and return all keys and/or school property to his/her supervisor. All support staff employees are at-will employees, meaning either party (employer or employee) may terminate employment at any time for any or no reason.

TRUE TIME

True-Time is an automated timekeeping system that will work alongside our current time off request system to produce electronic timesheets for support staff employees. It ensures accuracy and efficiency throughout the entire payroll process. Employees use the program to clock in and out daily and submit a weekly timesheet for approval by their supervisor.

PAYROLL AND DEDUCTIONS AND PAY DATES

All personnel will file with the Central Education Center a Federal Form W-4 and Indiana Form WH-4, indicating:

- Correct name as listed on Social Security card;
- Social Security number;
- Home address.

If there are changes in the employee's name or exemptions, new forms must be filed. To request a name change, the employee must submit a social security card and driver's license listing the new legal name. Federal and Indiana Income Tax will be withheld on the basis of how the W-4 and WH-4 forms are filled out. County income taxes are also subject to withholding. All Support staff are members of FICA, and deductions must be made on each paycheck.

Employees are required to have their pay deposited directly to any financial institution that can receive an electronic transfer of funds. The MSD of Martinsville direct deposit form must be completed, and a bank verification form must be submitted to the Central Education Center payroll department. All changes must be submitted to the Payroll Office by noon on the Monday prior to a pay date.

Employees will be paid every other Friday, bi-weekly.

ABSENCES & TIME OFF

When unable to report for work, it is the responsibility of all support staff personnel to notify their direct supervisor before the start of their scheduled shift. Employees are required to enter their absences in Skyward Employee Access regardless of whether they are taking paid or unpaid time off. Requests will then be approved or denied by his/her immediate supervisor. Deductions for absences will be made at the hourly rate unless covered by an absence policy.

Unpaid time off not covered by FMLA and in excess of one day a fiscal year could result in disciplinary action including termination.

BEREAVEMENT LEAVE

When there is a death in the immediate family, employees shall be entitled to be absent without suffering loss of compensation for a period of seven (7) consecutive calendar days. The employee shall determine if those days begin on the date of the death or the date immediately following the day of death, as may fit the individual employee's circumstances. The total number of paid bereavement days shall not exceed five (5). Employees working under 30 hours per week are eligible for three (3) days of bereavement leave.

The definition for "immediate family" is defined by the Board as current spouse, child, grandchild, parents, parents of current spouse, grandparent, sibling, current son-in-law, current daughter-in-law, or any person domiciled and residing in the employee's home as a member of the employee's family.

One day's absence shall be allowed without deduction of pay to attend the funeral of other relatives limited to direct aunts, direct uncles, first cousins, nieces, nephews, current brother-in-law, current sister-in-law, grandparent-in-law, or other relatives approved in writing by the Superintendent.

Three days' absence shall be allowed without deduction of pay for bereavement leave of current stepchildren, step-siblings, and current stepparents.

COURT LEAVES

Court leave with pay shall be granted to employees for the time necessary to make an appearance(s) in any court proceeding resulting from activities relating to the employee's employment with the District except when the employee is a plaintiff or in court proceedings to enforce Public Law 217, Acts of 1973.

EXTENDED TIME OFF PROCEDURE

Extended time off is available to employees actively employed but not working 1200 hours per year. Employees are expected to be at work on scheduled school days. Employees must follow the steps below when they are going to be off an extended amount of time:

- If the employee is missing more than ten days, the employee must submit a letter to his/her direct supervisor stating the reason for the absence and the expected return to work date. The employee is responsible for logging into Skyward Employee Access to enter time off requests.
- The employee is responsible to provide a doctor's statement upon return.
- Upon the return to work date, the employee must communicate to his/her direct supervisor his/her current intentions.

Current work assignments will only be held for 30 days, unless approved by the direct supervisor.

FAMILY AND MEDICAL LEAVE

An employee may find it necessary to take a leave of absence from work for certain family or medical reasons as provided in the Family and Medical Leave Act of 1993 (29 U.S.C § 2601 et seq.). To the extent an employee's family or medical leave ("FMLA leave") also qualifies under one of the District's other leave policies (e.g., sick leave, personal leave, vacation leave, maternity leave, adoptive leave, disability leave), such leaves will run concurrently. If an employee has accrued paid time off, he/she must use vacation, sick, and personal days while on FMLA. For further information regarding "FMLA leave" please refer to Policy [po1630.01](#) in the District policy manual.

This policy shall apply to leaves in all areas in which an employee is unable to perform his/her duties owing to disablement for any period greater than five (5) days. Such disability shall include, among other items, incapacity which arises from major surgery, physical illness, mental illness, or emotional disturbance.

In order to be eligible to take leave under the FMLA, an employee must:

- Work for a covered employer for 12 months. The 12 months of employment are not required to be consecutive in order for the employee to qualify for FMLA leave. In general, only employment within seven years is counted unless the break in service is (1) due to an employee's fulfillment of military obligations, or (2) other written agreements;
- Have worked 1,250 hours during the 12 months prior to the start of leave; and
- Work at a location where the employer has 50 or more employees within 75 miles.

ANTICIPATED DISABILITY

Where disability can reasonably be anticipated, as in the case of a scheduled operation, the following rules shall apply:

- (a) the employee requesting leave shall notify his/her Supervisor and the Office of the Superintendent of the expected time of leave as soon as reasonably possible;
- (b) the leave shall begin at a time which is mutually agreeable to the employee to continue active employment in such employee's position, then upon request by the District the employee shall furnish a statement from his/her physician which sets forth the facts and the physician's opinion as to such employee's ability to continue his/her duties. The District may mandate, restrict or otherwise condition the dates of such leave upon such a statement.

In instances in which the disability could not be reasonably anticipated, the leave shall begin when medically required. The District shall have the right to demand and receive reasonable documentation of such emergencies.

RULES GOVERNING RETURN

- (a) As soon as reasonably determinable, the employee shall notify his/her Supervisor and the Superintendent of the estimated time of return to work, or of the fact such employee does not intend to resume his/her duties, and shall, if intending to return to work, keep the District advised of changes in such estimated time.

- (b) The employee shall furnish the District proof of such employee's continued disability at any time during the disability if requested by the Superintendent of Schools.
- (c) The employee shall notify his/her Supervisor and the Superintendent as soon as such he/she has recovered from the disability and may resume his/her duties at such time as in the opinion of the employee and his/her physician the employee is able to resume employment. The District may, at its option, require the certificate of the physician to this effect.
- (d) Unless waived by the District, however, the employee shall not be entitled to return to his/her duties unless at least two (2) calendar weeks' notice has been given of the intention to return to work.
- (e) If the employee desires the leave be extended beyond the time he/she was in the physician's opinion recovered sufficiently to return to his/her active employment, and if the District agrees to such extension.

POSITION TO WHICH AN EMPLOYEE RETURNS

Upon an employee's return to work, the District shall assign the employee to the same position held by such employee when leave recommenced or to a similar position, except in the instance where the position and such similar position has been filled by an employee pursuant to a temporary or regular position.

SUPPORT STAFF SICK LEAVE BANK

The District has established a voluntary sick leave bank to which full-time support staff personnel may contribute unused sick leave days, and from which a contributing individual may draw sick leave days, upon approval of the Sick Bank Committee, when the individual's annual and accumulated sick leave, personal leave, and vacation days are exhausted. Enrollment procedures and sick leave bank rules are explained in the *Support Staff Sick Leave Bank Publication*.

HOLIDAYS

Twelve-month, 260 day full-time support staff shall receive compensation for, but not be expected to work, on the following days:

Independence Day	Labor Day	Thanksgiving Day	Day After Thanksgiving
Friday, July 4	Monday, September 1	Thursday, November 27	Friday, November 28
Christmas Eve	Christmas Day	New Year's Eve	New Year's Day
Wednesday, December 24	Thursday, December 25	Wednesday, December 31	Thursday, January 1
MLK, Jr. Day	Presidents' Day	Memorial Day	Juneteenth Day
Monday, January 19	Monday, February 16	Monday, May 25	Friday, June 19

If any of the above-listed holidays fall on a Saturday, twelve-month full-time support staff shall receive compensation for, but not be expected to work, the preceding Friday

If any of the above listed holidays fall on a Sunday, twelve-month full-time support staff shall receive compensation for, but not be expected to work, the following Monday.

To be eligible for paid holidays, the employee shall have worked, used a sick (doctor statement may be required), personal or vacation day on the last workday preceding the holiday and the workday immediately following the holiday. Holiday pay will not be counted as hours worked for the calculation of overtime.

JURY DUTY

Support staff will receive the difference between their daily pay and jury duty compensation when they are called to serve on a jury. Employees are required to submit a copy of the jury duty letter to the payroll department. Mileage allowance by the court is not considered a part of jury pay.

MATERNITY LEAVE

Eligible employees must meet the following criteria to be paid: Be a full-time or part-time, regular employee (temporary employees and interns are not eligible for this benefit.)

In addition, employees must meet one (1) of the following criteria:

- Have given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

AMOUNT, TIME FRAME, AND DURATION OF PAID MATERNITY LEAVE

Eligible employees will receive a maximum of ten (10) days of paid maternity leave per birth, adoption, or placement of a child/children per contract year. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the ten (10) day total amount of leave granted for such an event. Approved leave may be taken at any time during the 12-week period immediately following the birth, adoption, or placement of a child with the employee. Paid leave may not be used or extended beyond a 12-month time frame. The ten (10) days of paid leave may be awarded before all sick and personal days have been used from the employee's available sick and personal paid time off balance.

MISCARRIAGE LEAVE

An expectant parent who experiences the miscarriage of their child will be granted up to five (5) days of paid bereavement leave, with a doctor's statement, for a maximum of ten (10) days per year.

PARENTAL LEAVE

The employee will provide his/her supervisor and Human Resource Department with notice of the request for leave at least thirty (30) days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). Employee is required to use his/her allocated paid leave time.

PREGNANT WORKERS FAIRNESS ACT (PWFA)

The Pregnant Workers Fairness Act (PWFA) requires the District to provide reasonable accommodations for employees with limitations related to pregnancy, childbirth, or related conditions, as long as it does not cause undue hardship. This may include schedule changes, additional breaks, or modified duties to support the health and safety of affected employees.

PERSONAL LEAVE

Personal days are allocated on July 1 of each year. Personal leave will be allowed without loss of pay for personal business and/or civic affairs for staff in the following job categories:

Employee Type	Days per Year
Administrative Professionals School Nurses Police Officers Family Services Coordinator	4 days
All Other Non-Certified Employees (excludes part-time and temporary)	3 days

When personal leave can be anticipated, a request for leave shall be made at least one day prior to such leave and shall be submitted to the building principal or supervisor for approval. In emergencies, the employee shall notify the building principal or supervisor of his/her intention to be absent.

Unused personal leave days shall be transferred at the end of the fiscal year (June 30) to sick leave days.

Personal leave is to be used for business which cannot be taken care of outside of the workday. Employees hired after December 1 will receive 50% of the allocated sick days. Employees with a hire date after March 1 will receive 25% of the allocated sick days.

In the event an employee terminates his/her employment with the MSD of Martinsville, he/she will forfeit any unused days.

PROFESSIONAL LEAVE

Professional leave may be granted for attending and/or participating in educational workshops, educational seminars, or educational conferences which are sponsored by industry, professional associations, colleges, or universities without loss of pay when such absence is also approved by the supervisor or principal and the Superintendent and when such absence will contribute to staff and/or curriculum improvement. The attending or participating employee shall, if requested, be responsible for reporting to the school administrator upon the activities of such workshop, seminar, or conference, and may also be required to assist the school administrator in utilizing such information to improve the staff and/or curriculum. Approved expenses may be paid to the employee. Professional days are limited to three days per school year unless prior approval of the Superintendent has been obtained. Employees are required to complete a google professional leave form for the Assistant Superintendent to review/approve.

SICK LEAVE

Sick days are allocated on July 1 of each year. Support staff members shall be entitled to sick days per scheduled working year for personal illness which requires being absent from work according to the table below.

A medical note may be required after the fifth absence in a school year. All medical documentation must be submitted within three days of the requested leave, or sick leave may not be used for the absence. Accrued sick days shall be based on the hours the employee works in a typical day.

Employee Type	Sick Days per Year	Maximum Accumulation
Administrative Professionals School Nurses Police Officers Family Services Coordinator	10 days	160 days*
230 to 260 days/Full time	9 days	94 days*
All Other Non-Certified Employees (excludes temporary)	5 days	62 days*

Accumulated sick time will be carried forward each year and added to the earned leave time for that year. For example, an employee working 230 to 260 days with 94 allowed maximum days on June 30 will have 103 days available on July 1 (94 maximum days + 9 accumulated days for the current year).

Employees may use up to ten (10) sick days per scheduled working year to care for members of his/her immediate family who are ill.

Illness or quarantine of a member of the non-certified employee's "immediate" family, which shall be defined as the employee's spouse, children, parents, and parents-in-law, or for family members residing in the employee's household.

When an employee uses ten (10) days of such family illness leave in a work year, the employee may appeal to the Superintendent for use of additional sick days for family illness. The Superintendent may grant or deny such requests and that decision shall be final.

**If an employee has accumulated the maximum number of sick leave days in the above categories denoted with an (*) and does not use the current year's allotment of days, he or she shall receive fifty dollars (\$50.00) for each unused personal and sick leave day exceeding the allowed maximum on the first pay after July 1.*

In the event an employee's employment with the MSD of Martinsville ceases, an employee will not receive any compensation for unused sick days, with the exception of an employee who is retiring, which is addressed under the "Retirement" section.

Employees with a start date after December 1 will receive 50% of the allocated sick days. Employees with a start date after March 1 will receive 25% of the allocated sick days.

In the event an employee terminates their employment with the MSD of Martinsville, he/she will forfeit any unused days.

VACATIONS

Only available to full-time, 260-day employees

All vacation time will be posted to the employee's accrued balance by July 1. Vacation days must be used by July 31 the following school year. No more than five vacation days from the previous school year's allocation may be carried forward to the new school year's allocation on July 1.

Employee Type	Vacation Days per Year	Annual Carryover Limit
< 10 years experience	10 days	5 days
10+ years experience	15 days	
Exempt employees	Up to 20 days	

Twelve-month employees, with less than ten (10) years' experience, shall be granted ten (10) days of vacation. Employees hired on July 1 through December 15, receive five (5) vacation days after six (6) months of employment. Employees hired on December 15 through June 30 receive ten (10) vacation days, allocated on July 1, eligible to be used after six (6) months of employment.

Twelve-month employees, with more than ten (10) years experience, shall be granted fifteen (15) days of vacation. Years of service, used to determine vacation days, are years served as a twelve (12) month employee in a position at MSD of Martinsville who is eligible for vacation days.

No vacations will be granted to less than twelve (12) month employees, to part-time employees, or to 12-month employees with less than six (6) months of service in a twelve (12) month position.

Full-time employees who provide a two-week notice or retire will be paid their unused vacation time. Employees who are terminated or who fail to provide at least a two (2) week notice will not be paid for any vacation time.

Employees will not be paid for any unused personal days upon separation of employment, whether voluntary or involuntary.

BENEFITS

DENTAL INSURANCE

The District provides dental insurance as a part of the group insurance program. Employees who work at least thirty (30) hours per week or are considered full time, are eligible to participate.

An employee who wishes to enroll in the dental program has thirty (30) days from his/her date of hire to do so.

Participation in other insurance programs does not automatically enroll an employee in the dental program.

The current cost per participating employee toward the monthly cost of the District's respective group insurance plan can be obtained from the benefits department at the Central Education Center.

Insurance rates are subject to change, and employees will be notified in advance.

Employees are responsible to pay the full rate during the months the Board is not contributing toward the rate.

The chart for the number of Board contributions and Insurance liability can be found in [MEDICAL INSURANCE](#).

LIFE INSURANCE

The District provides, for its eligible employees who work at least thirty (30) hours per week or are considered full-time, as part of the group insurance program, term life insurance in the amount of \$50,000 at \$1 to the employee.

Employees may elect to carry additional life coverage during specified enrollment periods, as announced by the insurance company, by paying the total rate cost of the additional coverage. Some additional insurance coverage may be available only for new employees and are restricted to limited enrollment periods. Check with the benefits department for clarification.

Insurance liability, see [MEDICAL INSURANCE](#).

MEDICAL INSURANCE

Employees who work at least thirty (30) hours per week or are considered full-time employees, are eligible to participate in any Medical plan offered by the School Board. Eligible employees who elect to enroll in the District's Insurance Program will have their coverage effective on the first of the month following 60 days of employment.

An employee who wishes to participate in a Medical plan has thirty (30) days from the date of employment to do so. If not done within the time period stated, the employee may be required to provide documentation for a federally recognized qualifying event in order to participate in the program.

The current cost per participating employee toward the monthly cost of the District's respective group insurance plan can be obtained from the benefits department at the Central Education Center. Rates depend upon the type of plan selected. Insurance costs are deducted a month in advance of coverage. Insurance rates are subject to change and employees will be notified in advance.

The number of months contributions will be made by the Board are determined by the following schedule:

HEALTH INSURANCE CHART

Days Scheduled to Work	Months of Board Contribution*
Up to 204 days	9 monthly payments
205 to 218 days	10 monthly payments
219 to 230 days	11 monthly payments
231 or more days	12 monthly payments

*Months of Board Contribution may also be determined by the annual number of pays the employee receives

All insurance benefits are subject to the enrollment procedures and regulations in the Master Policy of each insurance benefit. The Board of Education assumes no liability beyond that available under the Master Policy or Contract, between the Board and the insurance carrier and/or insurance trust. Additional benefits may be assigned and approved by the Superintendent.

WORKERS' COMPENSATION

The Board of Education carries Workers' Compensation on all employees as required by the Workers' Compensation Act and the Workers' Occupational Disease Act of Indiana to cover the medical cost of personal injury or death by accident resulting during the course of employment. The provisions of this Act require an employee injury to be reported to his/her supervisor as soon as possible after the injury. It is the responsibility of

the employee to inform his/her supervisor of such injury. The following procedures will assist the employee in reporting injury and filing claims for compensation.

When an accident occurs resulting in injury to an employee, it should be reported to the immediate supervisor, building principal, or the school nurse who will prepare a First Report of Incident (FROI) Form to be filed with the Business Office, whether the injury requires treatment at the time or not. The FROI form must be signed by the preparer prior to submission. The signer shall not be the injured employee. (IC 22-3-3-1)

All employees seeking medical attention for work-related injuries above the nurse's office threshold should report to his/her supervisor. Employees should seek medical attention with a copy of the FROI form, dependent on injury severity, at the following locations:

MEDICAL TREATMENT CHART

Treatment Levels	Provider Name	Provider Address	Provider Phone
Minor injuries, illnesses, exposures	Marathon Health Clinic	909 S Main St Martinsville, IN 46151	(765) 343-7040
	Local MD Urgent Care (if Marathon unavailable)	630 Birk Rd Martinsville, IN 46151	(708) 922-0911
Moderate injuries, illnesses, exposures	IU Health Morgan Emergency Department	2209 John R Wooden Dr Martinsville, IN 46151	(765) 342-8441
	Franciscan Health Mooresville Emergency Department	1201 Hadley Rd Mooresville, IN 46158	(317) 834-4210
Immediate & severe injuries, illnesses, exposures		Call 911	

(IC 22-3-3-4.a and IC 22-3-4-13.e)

Should the injury require medical attention, upon return to work, the employee must report to the immediate supervisor, building principal, or school nurse.

The medical provider will inform the District's Business Office and Workers' Compensation insurance as to the nature of the employee's injury and the anticipated time of disability.

The employee should not submit claims to his/her group health insurance for a job-related injury, as this will only delay claims.

It is important a first report of incident form is completed as soon as possible following the incident per state law. In addition, should the injury result in lost time, the employee cannot receive his/her compensation until the claim has been made and processed. **Failure to report an injury in a timely manner may result in disciplinary actions taken by the employee's supervisor.**

It is important to report all injuries whether the employee seeks treatment or not as complications could occur at a later date. Failure to report injury could jeopardize eligibility for work-related coverage under Indiana Workers' Compensation.

If the severity of the injury qualifies the employee for total or partial disability, the employee must apply for FMLA for the duration of the disability, allowable under federal and state laws. The right to apply for FMLA under these circumstances cannot be waived.

PROCEDURE OF WORK-RELATED INJURIES

1. Injury occurs.
2. Report injury to immediate supervisor, school nurse, or building administrator who will complete the FROI.

3. Seek necessary medical treatment based on injury severity. Please reference the [MEDICAL TREATMENT CHART](#) presented above.
4. Upon return to work after completion of treatment, provide all restrictions to the direct supervisor.
5. Create a plan with the direct supervisor to return to work (RTW plan). Accommodations will be made regarding all restrictions provided by the medical team. Participation in the RTW plan is *required* if modified work is available. *If the employee denies modified assignments, all workers' compensation benefits will be terminated immediately.*
6. Review the RTW plan assignment and agreement which defines, but is not limited to, modified job duties, length of modified assignment, and dates of modified assignment. Assignments may be adjusted to the specific employee's case.
7. Report to modified assignment per the RTW plan as directed by the employee's supervisor.
8. Medical status and assignment modifications must be clearly communicated between the employee and supervisor. It is the employee's responsibility to perform within the medical team's restrictions and limitations.
9. Return to duty and completion of RTW plan when a written release is received by the employee's medical team. The employee's supervisor must be notified immediately of release.

PROCEDURE OF PAYMENT OF BENEFITS

It is the determination by the insurance company whether an injury or illness is job-related. Procedures for payment, when an employee is awarded disability payment from Workers' Compensation Insurance, are as follows:

- Under no circumstances shall an employee receive total compensation which exceeds the normal compensation for the work period for any combination of wages or any plan that is paid wholly or in part by the M.S.D. of Martinsville.
- After a claim is filed, it may take several days before a determination is made by the insurance company before the Workers' compensation disability is granted. Employees' available paid time off must be used to receive regular wages.
- Employees will be paid for a full day of work on the date of injury regardless of what time the employee leaves work. Thus, an employee would not be required to use sick, vacation or personal leave when seeking medical care on the actual date of injury.
- Temporary disability payments begin on the eighth (8th) calendar day after the injury date. The first seven (7) calendar days are considered a Waiting Period during which time temporary disability benefits are not paid (unless the employee is off work for more than 21 calendar days).
 - Initial temporary disability payments are determined using the employee's primary gross pay over the last 26 weeks. Additional pays and stipends are not included in this calculation.
 - Continuing temporary disability payments will be determined using the employee's most recent pay thenceforward.
- The employee may choose to use accrued leave during the waiting period. A Supplemental Leave Election form is used to select this option. If the employee fails to make an election within ten (10) working days from the notice date on the election form, leave days will automatically be used during the Waiting Period (Sick Leave, then Vacation Leave, then Personal Leave). If an employee receives Workers' Compensation temporary disability payments, the employee may choose to use accrued leave, so that the sum of the Workers' Compensation temporary disability payment plus paid leave equals the pre-disability salary. The employee may choose from two options:
 - **Option A – Use of accrued paid time off:**

The employee receives Workers' Compensation payment and uses available accrued paid time off to supplement income. Once available paid time off has been exhausted, the employee will then move to Option B.
 - **Option B – Leave without pay:**

The employee receives Workers' Compensation payments but does not receive any Corporation pay.

- Workers' Compensation disability may pay primary salary wages all the way back to the first day. If so, and the employer has been paying wages, the employee shall reimburse the employer for those paid days that were also compensated by insurance.
- Injured employees will be compensated by the insurance carrier for lost wages under an approved Workers' compensation claim starting on the eighth (8th) calendar day from the date of injury. 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 (22nd) calendar day (IC 22-3-3-7(a)). The first weekly installment of compensation is due fourteen (14) days after the disability begins (eighth (8th) calendar day). 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 (IC 22-3-3-7(b)).
- During the period of covered Workers' Compensation disability payments, M.S.D. of Martinsville shall continue to contribute its share of medical, dental, and vision insurance premiums, contributions, etc. which may be applicable. The employee shall also make all applicable contributions, which will require a check written to M.S.D. of Martinsville to cover the employee's contributions. If an employee fails to pay his/her share of the contributions the employer may cease payments and terminate the coverage.
- Employees should consult with the Business Office to assure proper payments are being made and will be responsible for no duplication of wages and/or benefits.
- The MSD of Martinsville is bound to follow all federal and state Workers' compensation laws.
- Workers' compensation disability pay covers up to $\frac{2}{3}$ gross wages. Depending on the employee's wage, the amount of disability may be less according to Indiana's maximum wage earner thresholds as of the date of injury.
- **Employees who continuously fail to follow safety protocols are subject to termination.**

In the event there should be additional questions, contact the immediate supervisor, building principal, or the Central Education Center at 765-342-6641.

SECTION 125

The Metropolitan School District of Martinsville has established a Flexible Fringe Benefit Program for those employees eligible to participate in such a program in accordance with Section 125 of the Internal Revenue Act of 1978 and the adopted plan document. Both "a generation one" program with premium contributions for the cost of medical and dental insurance coverage and a "generation two" program for dependent care expenses and health care expense accounts preserved in a non-taxable status will be sponsored by the District. Employees may elect to participate in these programs annually.

RETIREMENT

PUBLIC EMPLOYEE RETIREMENT FUND (PERF)

Retirement eligibility shall be according to state and federal statutes.

Support staff (who meet criteria in an approved PERF job category) are required to become members of the Public Employees Retirement Fund, which requires a three (3%) percent contribution from their gross salary.

Support Staff members who retire by accessing and receiving benefits from the Public Employees Retirement Fund and who have reached the age of fifty-five (55) years may be eligible to continue health insurance coverage by paying the required premiums in full and in accordance with IC 5-10-8-2.6 service provisions. Such continuation shall cease when the member becomes eligible for Medicare. Such continuation is subject to proper notice as may be required by MSD of Martinsville and is subject to the rules, regulations, and policies of the

health care program provider. Failure to pay premiums, when due, shall be cause to terminate continuation in the health care program.

Insurance Liability, see [MEDICAL INSURANCE](#).

RETIREMENT SEVERANCE PAY

To be eligible for RETIREMENT SEVERANCE PAY, an employee must have been employed in the District for a minimum of ten (10) consecutive years in a qualifying position and must have satisfied the statutory requirements of the Public Employees Retirement Fund. Upon retirement, the employee shall receive fifty (\$50.00) dollars per day for accumulated sick leave. Employees shall receive their regular pay rate for any unused vacation days upon meeting the retirement requirements.

RETIREE REHIRED AS FULL-TIME ACTIVE EMPLOYEE

Benefits – A retiree who becomes a reemployed full-time employee with the MSD of Martinsville is entitled to all benefits with regard to their classification:

- If a Retiree returns to work at the MSD of Martinsville and has been paying for Life Insurance, the Retiree may elect to allow the MSD of Martinsville to pay this benefit for them. However, once the Retiree elects to exercise this option, upon leaving employment for the second time, the Life Insurance benefit would terminate. In order to retain the Life Insurance while being hired for the second time, the Retiree would have to continue paying their Life Insurance as a Retiree while employed.
- If the Retiree decides to terminate their health or dental insurance as a Retiree to become eligible as an Active Employee, the Retiree understands they can continue to carry their health or dental insurance as a Retiree upon the termination as an active employee.
- The maximum experience credit a returning retiree can receive on the salary schedule is determined by Human Resources.

403(b) PLAN

The Board shall provide each full-time non-certified staff member with an opportunity to participate in a voluntary tax-sheltered 403(b) program consistent with the 403(b) plan adopted by the Board.

Effective January 20, 2023, and thereafter, all full-time non-certified staff members shall have the option of investing in the 403(b) plan up to the maximum allowable under Federal Law, without a District match. The Board allows the following tax sheltered annuity carriers: Aspire, Corebridge, and Edward Jones.

The Board shall deposit full-time non-certified staff member contributions into an individual account for each employee enrolled in the 403(b) program chosen by the Board. Such deposits shall be made on a bi-weekly basis.

All full-time, non-certified staff members participating in the 403(b) plan shall be immediately vested. Employee contributions will be deducted over 24 pays per year.

MSD OF MARTINSVILLE POLICIES & PROCEDURES

Title VII of the Civil Rights Act, Age Discrimination in Employment Act (ADEA), & Equal Pay Act (EPA) - [po2260](#), [ag4122](#)

Title IX of the Education Amendments - [po2266](#)

American Disabilities Act (ADA) - [po4123](#), [ag1623A](#), [ag1623B](#), [ag4122C](#)

Genetic Information Nondiscrimination Act - [po4122.02](#), [ag1422](#)

Anti-Harassment - [po3362](#), [ag1662](#)

ACKNOWLEDGMENT

The employee acknowledges the MSD of Martinsville has the right to administer, interpret, and alter the handbook's provisions, as needed. The aforementioned terms and conditions outlined in this handbook do not constitute a binding employment contract. The employment relationship is and remains at-will, subject to termination by the employer or employee at any time and for any reason notwithstanding any contrary provision in the handbook.