



FAIRFIELD

COMMUNITY SCHOOLS

Honoring Our Past – Creating Our Future



Classified Handbook

2022

Board Approved January 2022

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Welcome

Welcome to Fairfield Community Schools! We are so glad to have you join our team and look forward to a long and rewarding partnership with you in educating our students.

This handbook is an outline of Fairfield Community Schools' employment practices, policies, and benefits. The procedures and policies in this handbook may be modified by the Board of Trustees at any time. This handbook supersedes and replaces all prior classified handbooks. If you have further questions or need clarification, please call the human resource department at the Administrative Office at 574.831.2188, extension 8807.

FAIRFIELD COMMUNITY SCHOOLS
67240 COUNTY ROAD 31
GOSHEN, IN 46528
PHONE: 574.831.2188
FAX: 574.831.5698

Benton Elementary School

68350 County Road 31
Goshen, IN 46526
Phone: 574.831.2192
Fax: 574.831.2200
Grades K – 6



New Paris Elementary School

18664 County Road 46
New Paris, IN 46553
Phone: 574.831.2196
Fax: 574.831.3160
Grades K – 6



Millersburg Elementary-Middle School

203 East Main Street, PO Box 238
Millersburg, IN 46543
Phone: 574.642.3074
Fax: 574.642.3918
Grades K – 8



Fairfield Jr-Sr High School

67530 US 33
Goshen, IN 46526
Phone: 574.831.218
Fax: 574.831.2187
Grades 7 – 12



Legal Duties and Responsibilities

1.1 Board Policies

The policies and administrative guidelines of Fairfield Community Schools can be found at www.fairfield.k12.in.us in the Bylaws and Policies link under District/School Board. The specific policies concerning employment are covered in the 4000 series.

1.2 Chain Of Support/Conflict Resolution

It is the desire of the school board to promote good communication and a positive working environment for all employees. It is important that employees work together efficiently and professionally to meet the needs of the children we serve. To accomplish this, employees are expected to seek support appropriately when things are needed or conflicts arise that cannot be addressed by working directly with the others involved. In cases of safety or legal concerns the issue may be taken immediately to the next level supervisor or law enforcement without delay. To appropriately seek support in nearly all other situations district employees should follow the following process to resolve issues or conflicts.

1. Work directly with others involved to resolve the issue or concern.
2. If working and communicating directly with the others involved does not resolve the issues seeking further support may be necessary. Only after informing the others involved that **additional support is needed and with the knowledge of the others involved**, the employee may seek support from their supervisor. It is preferable to have both parties reach out together.
3. If the issue remains unresolved, **the employee can tell the supervisor additional support is needed and with the knowledge of the supervisor**, the employee may seek additional support from the next level of administration. This appeal process could eventually result in a conference with the superintendent and/or the school board.

It is not appropriate to take a concern to the next level without informing all involved that such a step is being taken. Examples of this are employees contacting principals, the superintendent or school board members and skipping levels and not informing those involved. In cases of safety or legal concerns the issue may be taken immediately to the next level supervisor or law enforcement without delay.

1.3 Drug Free Workplace

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from the use of any controlled substance and alcohol.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance and alcohol, and any drug paraphernalia, by any member of the

Corporation's support staff at any time while on Corporation property or while involved in any Corporation-related activity or event. An employee who reports for duty or attends a Corporation-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines and the terms of any collective bargaining agreement, if applicable.

1.4 Employee-At-Will

Employees are employed at the will of the school corporation and are subject to termination at any time, for any reason not prohibited by law, with or without cause or advanced notice.

*Except for an employee who is under a contract that specifically exempts the employee from Indiana's employment at will doctrine.

1.5 Nondiscrimination And Equal Employment Opportunity

The School Board 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 Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

1.6 Reporting Of Child Abuse And Neglect

Each staff member employed by this corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. If a staff member has reason to believe a child is a victim of abuse or neglect, she/he shall immediately make a report to the Department of Child Services ("DCS") by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556. After making the report, the staff member shall notify the appropriate building administrator of the circumstances that led to the report that the staff member made to DCS or the police. The building administrator shall document the report and, if unable to firm the date and time it was made and/or the identity of the person to whom the report was made, shall contact DCS to ensure that they have received the report and an investigation has begun.

The building administrator shall secure prompt medical attention for any such injuries reported.

Information concerning alleged abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration and DCS. If the parent or a member of the household is not the subject of the investigation, the corporation may notify the parents that the report was made.

Failing to report suspected child abuse or neglect is a Class B misdemeanor, which is punishable by up to 180 days in jail and a \$1,000.00 fine.

Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. A staff member who violates this policy also may be subject to

disciplinary action.

A copy of the Fairfield Community Schools Abuse Reporting Form may be found at the end of this handbook.

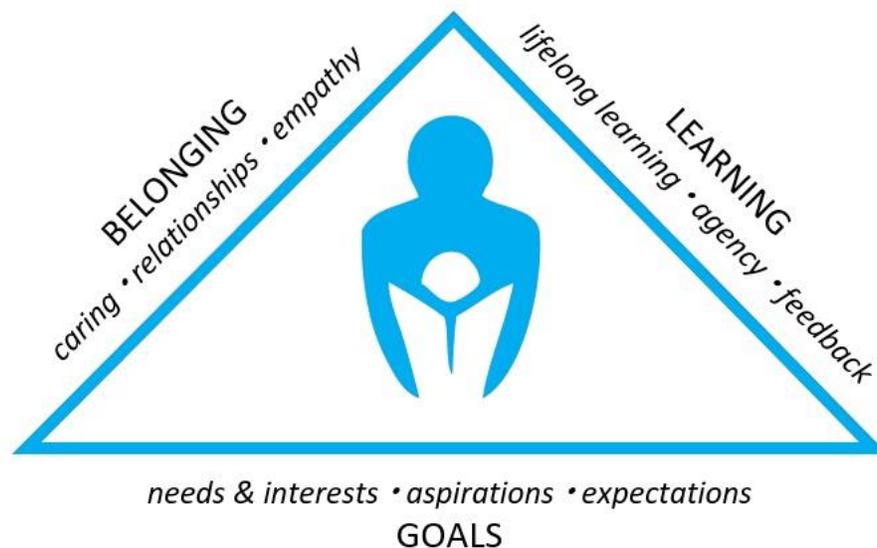
Mission Statement

Fairfield Community Schools: Empowering a resilient, reflective, and responsible community to learn and lead boldly.

Vision Statement

Fairfield Community Schools strives to equip collaborative learners through personalized learning and real-world experiences while promoting perseverance and problem solving.

Community of Learners Model



General Information And Procedures

2.1 Background Checks

Fairfield Community Schools requires a two (2) step background check for all potential employees. Background checks are renewed every five (5) years for all employees.

Expanded Background Check

- An expanded background check on all potential employees is required prior to the first day of employment.
- Cost of the expanded background check is the responsibility of the potential employee.

CPS Background Check

- When the initial expanded background check has cleared, the potential employee will receive notification to complete the CPS background check.
- The CPS background check does not need to be completed prior to the first day of employment, but needs to be completed promptly after receiving the notification.
- There is no cost to the potential employee for the CPS background check.

2.2 Corporation School Calendar

- Fairfield Community Schools is on a traditional 180 school day calendar for students.
- The school calendar may be found at the end of this handbook.

2.3 Doculivery

Doculivery is the platform used to access the employee's online pay stubs.

- The employee is responsible to set up their account.
 - Will receive information regarding username and password.
 - Will be prompted to immediately change the preset password upon login.
- Employee has the ability to set up notification options.
- Payroll check will be direct deposited into the account specified by the employee.
 - Receiving a paper check is not available under normal circumstances.
- Pay is on a bi-weekly basis and deposited into your bank account on pay day Friday.
 - The payroll schedule may be found at the end of this handbook.

2.4 Dress And Grooming

The School Board believes that support staff members are an important and integral part of the Corporation. Also, since the support staff is a highly visible staff to the students, the professional staff and the public, the Board believes the support staff should at all times be well dressed and groomed. Support staff members who understand this precept and adhere to it enlarge the importance of their task, present an image of dignity, and encourage respect.

Fairfield Community Schools retains the authority to specify the following dress and grooming

guidelines for support staff. All support staff members shall, when assigned to Corporation duty:

- Be physically clean, neat, and well groomed
- Dress in a manner consistent with their support responsibilities
- Dress in a manner that communicates to others a pride in personal appearance
- Dress in a manner that does not cause damage to Corporation property
- Be groomed in such a way that their dress or hair style does not disrupt the educational process or cause a health or safety hazard

2.5 Family Medical Leave Act (FMLA)

- Fairfield Community Schools provides leave of absence to eligible employees for certain family and personal medical reasons as required by the federal Family Medical Leave Act.
- Eligibility is based upon the following:
 - Employee must have been employed with Fairfield Community Schools at least twelve (12) months.
 - Worked at least 1,250 hours during the previous twelve (12) months.
- Employee is entitled to a total of twelve (12) weeks of leave during a twelve (12) month period.
- Employees must exhaust all sick/family leave days and personal leave days prior to without compensation leave days being requested.
- If the FMLA continues into the new calendar year, new leave days will be issued upon the employees return to work.

2.6 Frontline Absence Manager

Frontline Absence Manager is the platform Fairfield Community Schools utilizes to report and track employee absences. Substitutes also utilize this program when accepting job openings.

- The employee is responsible to set up their account.
 - Will receive information regarding username and password.
 - Will be prompted to immediately change the preset password upon login.
- The employee is responsible to enter all their absences in Frontline Absence Manager.
 - Frontline Absence Manger contact information: www.frontlineeducation.com or you may contact them at 800-942-3767
- Employee is to enter the absence as soon as they become aware of the need to be absent from work in order to give ample time to secure a substitute.
 - Employee may enter an absence up to one (1) hour prior to their shift start time.
 - If the absence request is less than the one (1) hour timeframe and a substitute is required, employee is responsible to contact Rachel Wixey and Associates at 419.725.9495 and also notify the building secretary.
 - If the absence request is less than the one (1) hour timeframe and a substitute is not required, employee is responsible to notify the building secretary.
- The employee has the ability to view current leave day balances.
 - Upon login, click the "Account" tab along the top of the screen
 - Click "Absence Reason Balances" (left side of the screen)

2.7 K-Time

K-Time is the platform Fairfield Community Schools utilizes to capture the time worked for each employee.

- Employee is expected to clock in and clock out whenever reporting for work or ending their shift.
 - Employee is not to clock in more than five (5) minutes prior to their approved start time and must clock out within five (5) minutes after their approved end time.
- Employee must have approval from the building principal prior to working outside their approved times.
- Employee is responsible to review and approve the time worked at the end of their regular work week.

2.8 MealTime

MealTime is the platform Fairfield Community Schools utilizes to manage the school lunch program.

- Employees are eligible to purchase school lunches at the board approved price.
- Employee is responsible to have money available in their lunch account if they wish to purchase a school lunch.
 - Negative lunch account balances are not allowed.
- The school lunch account works like a debit account.

2.9 Professional Leave And Travel

- Employee shall complete a “Professional Leave Request” form prior to the date of the professional leave.
- Employee is responsible to enter the absence in Frontline Absence Manager prior to the professional development.
- Employee will be compensated up to eight (8) hours.
- Estimate the expenses pertaining to the professional development.

Request Procedures

Mileage

- Mileage should be for a round trip – both to and from the conference/meeting.
- Mileage readings begins from home or school whichever is less.
- Suggest to pad your anticipated mileage in case of construction detours.
- Provide a digital map and/or track the beginning and ending odometer readings as you will need that to complete the claim form for reimbursement.

Meals

- Meals, with an itemized receipt, may be reimbursed.
- For a one (1) day conference, lunch will be reimbursed up to eighteen dollars (\$18.00) which includes tax and tip
- If the conference includes an overnight stay, the allotted reimbursement is as follows: twelve dollars (\$12.00) for breakfast, eighteen dollars (\$18.00) for lunch, and thirty dollars (\$30.00) for dinner. These dollar figures also include tax and tip.
- If lunch is included in the conference registration, no reimbursement for lunch will be allowed.
- No alcoholic beverages or snacks will be reimbursed.

Reimbursement Procedures

- Upon return, employee is responsible for completing a claim form to receive reimbursement. The claim form must include the following:

Mileage

- Provide a digital map and/or beginning and ending odometer readings.
- The total number of miles being claimed.
- Mileage will be reimbursed at the current IRS mileage rate.

Meals

- An itemized receipt listing the items that were purchased.
- A credit card receipt will not be accepted.

Other Expenses

- If employee paid for the conference registration fee, hotel, toll charges, parking fees, etc., an itemized receipt for each item is needed for reimbursement.
- A credit card receipt will not be accepted.

2.10 Personal Devices On WIFI

- Employee may request personal smartphones or tablets be added to the FCS WIFI.
- Contact the IT department to make this request.

2.11 Purchasing Procedures For Corporation Purchases

- Complete a "Request to Purchase" form and give to the building secretary.
 - Needs principal signature of approval.
- Purchase order will be sent to central office for processing.
- Upon approval, central office will either mail, fax, or email the purchase order to the vendor.
 - When all items in the order are received, inform the building secretary.
 - Building secretary will sign the purchase order and send to central office for payment.
- If the purchase involves a local company:
 - Employee will receive the approved purchase order to take to the vendor to make the purchase.
 - Employee must turn in the itemized receipt to the building secretary.
- Personal funds should never be used for corporation purchases. Purchases made with personal funds may not be eligible for reimbursement.

2.12 State Fire Marshal Guidelines

- The use of space heaters is prohibited and not to be used in any Fairfield Community Schools building under any circumstance.
- The use of plug in air fresheners is prohibited and not to be used in any Fairfield Community Schools building under any circumstance.
- Both of these items are considered a violation of the state fire code.

WEATHER RELATED SCHOOL CLOSURES/DALAYS

2.13 School Closures

- Employee receives notification via PowerSchool regarding a school closure due to weather.
- School year employees should not report to work on weather related or emergency cancellations.
- Twelve (12) months employees are expected to work their normal hours.
 - If employee is unable to report to work, the employee must notify his/her supervisor.
 - A vacation day or a personal leave day must be used to cover the absence if available.
 - If employee has exhausted both vacation days and personal leave days, the employee will be charged a without compensation day.

2.14 School Delays

- Employee receives notification via PowerSchool regarding a school delay due to weather.
- School year employees should adjust their start time accordingly unless approved to begin their shift at the normal time.
- Twelve (12) months employees are expected to work their normal hours.
 - If employee is unable to report to work, the employee must notify his/her supervisor.
 - A vacation day or a personal leave day must be used to cover the absence if available.
 - If employee has exhausted both vacation days and personal leave days, the employee will be charged a without compensation day.

Benefits

MEDICAL INSURANCE COVERAGE

3.1 Health Insurance

Medical insurance may be available to employees who work 600 or more hours per year.

There are two plans available – Bronze Plan (Affordable Care Act Plan) and Gold Plan. Participants of either plan will have access to TELADOC, prescription drug plan, and the wellness screening.

Bronze Plan (Affordable Care Act Plan)

- Offered for single coverage only
- High deductible plan
- Employee cost is a pre-tax payroll deduction.

Gold Plan

- Offered for single or family coverage
- High deductible plan
- Employee cost is a pre-tax payroll deduction
- Health Savings Account (HSA)
 - Fairfield Community Schools contributes annually to the employee's health savings account based upon employee coverage.
 - Employee may contribute to their health savings account, but may not exceed the IRS HSA contribution limits.
 - Employee contributions are a pre-tax payroll deduction.

TELADOC

- A private, secure, and easy way to see a doctor 24 hours a day, 7 days a week.
- Doctor consultation is \$45.00 per consultation.

Prescription Plan

- May use any network pharmacy
- Present insurance card to receive discount
- Cost will be applied to the deductible
- Mail order is available for maintenance prescriptions. Obtain prescription for one (1) year with renewals for ninety (90) day supply.

Wellness Screening

- Fairfield Community Schools offers a wellness screening annually.
- If employee chooses to participate, Fairfield Community Schools makes an additional contribution to their health savings account.

DENTAL INSURANCE COVERAGE

3.2 Dental Insurance

- Single or family coverage is available to employees based upon employee classification.
- School year employee is responsible for the full premium.
- Employee cost is a pre-tax payroll deduction.

VISION INSURANCE COVERAGE

3.3 Vision Insurance

- Single or family coverage is available to all employees
- Employee is responsible for the full premium.
- Employee cost is a pre-tax payroll deduction.

ADDITIONAL INSURANCE COVERAGE

3.4 Long Term Disability Insurance

- Employees who work 17.5 hours or more per week are eligible.
- 90 calendar day elimination period
- Benefit is 66 2/3% of employee wages until normal retirement age.
- The cost to the employee is \$1.00 per year, Fairfield Community Schools pays the remaining premium.
- Employee cost is a post-tax payroll deduction.

3.5 Group Term Life Insurance

- Employees who work 600 or more hours per year are eligible.
- \$30,000 policy
- In the event of accidental death, a sum not less than two (2) times the amount.
- The cost to the employee is \$1.00 per year, Fairfield Community Schools pays the remaining premium.
- Employee cost is pre-tax payroll deduction.

If covered under long term disability insurance and term life insurance, employee receives the following benefits at no cost:

Life Insurance Employee Assistance Program

- Provides three (3) in-person assessment and counseling sessions for employee only

Identify Theft Assistance

- Employee and family members are covered

3.6 Section 125

- Employees who work 17.5 hours or more per week are eligible.
- Additional supplemental insurance plans through our section 125 provider are available to employees based upon employee classification.
- Employee is responsible for the full premium of supplemental insurance plans.

- Employee cost is a pre-tax payroll deduction.

RETIREMENT OPTIONS

3.7 Public Employee's Retirement Fund (PERF)

- **Defined Benefit Plan**

- Employees who work 17.5 hours or more per week are eligible.
- Fairfield Community Schools contributes a percentage of employee wages as required by the state retirement system.
- Employee receives a pension benefit upon retirement. A vesting schedule applies.

- **Defined Contribution (DC) Account**

- Employees who work 600 or more hours per year are eligible.
- Fairfield Community Schools contributes 3% of employee wages.
- Employees may contribute up to 10% of their wages.
- Employee may contribute either post-tax or pre-tax.
- Upon separation of employment, employee is 100% vested in account.

3.8 403(b) Retirement Plan

- All employees are eligible.
- Fairfield Community Schools does not match the employee's contributions.
- Employee contribution will be a pre-tax payroll deduction.
- Must use companies that are approved by Fairfield Community Schools.

LEAVE DAYS

- All employee absences must be entered into Frontline Absence Manager.
- **Any time off, not covered by the leave days described in this handbook, may only be taken if requested in writing and approved by the superintendent. Except in emergency situations, requests should be made with two weeks' notice. Requests may be denied.**

3.9 Personal Leave Days

- Three (3) days shall be credited annually to full time employees.
 - Days will be prorated for part-time employees.
- New personal leave days will be credited annually on January 1.
- Personal leave days go from January 1 – December 31.
- Personal leave days may be used in full day or half-day increments.
 - Employees who work less than five (5) hours per day use their absences in half day increments only.
- Personal leave days may accumulate up to four (4) days per calendar year for full time employees and two (2) days for part time employees, after which unused personal days shall be transferred to the employee's sick leave balance at the end of the calendar year.
 - This is provided their accumulated sick days have not exceeded the maximum two hundred four (204) days for full time employees, and one hundred two (102) days for part time employees who work less than five (5) hours per day.
- Personal leave days may not be used during summer school employment.

- To be paid for an e-Learning Learning Day (either planned or unplanned), employees may use a personal day. Employees must provide proof of illness (doctor's/dentist's note) if using sick or family sick days.
- Employees who have been with the corporation ten (10) years or more may use one (1) personal day to extend Spring Break or Winter Break.
 - If employed less than ten (10) years, or for days requested beyond the one (1) allowed for employees with ten (10) years or more of employment, days used to extend Spring Break or Winter Break will be charged at a rate of two (2) personal days for every one (1) day taken.
 - A written statement shall be submitted to the superintendent of schools setting forth the reason and necessity to extend Spring Break or Winter Break.

3.10 Sick/Family Leave Days

- Thirteen (13) days shall be credited annually to full time employees.
 - Days will be prorated for part-time employees.
- New sick/family leave days will be credited annually on January 1.
- Sick/family leave days go from January 1 – December 31.
- Sick/family leave days may be used in full day or half-day increments.
 - Employees who work less than five (5) hours per day use their absences in half day increments only.
- Sick/Family leave days may accumulate up to two hundred four (204) days for full time employees, and one hundred two (102) days for part time employees who work less than five (5) hours per day.
- Sick/Family leave days may be used for employee's illness, medical or dental appointments, family illnesses, or the birth of a grandchild.
 - "Family" is interpreted as husband, wife, child, father, mother, father-in-law, mother-in-law, brother, sister, grandchild or a member of the immediate household.
- Any classified employee who ends employment with Fairfield Community Schools and does not meet the requirements for payment of accumulated sick leave days will forfeit those days unless that employee leaves because of a reduction in force (RIF).
 - If a classified employee was RIF'd and returns to work for Fairfield Community Schools within three (3) years of being RIF'd, their accumulated sick leave days will carry over to their current employment.
- Employees are discouraged from using sick or family sick days for appointments on snow make-up days. Proof of illness may be required for employees using sick or family sick days on snow make-up days.

3.11 Bereavement Leave

- Five (5) working days shall be granted for employee's immediate family. Days may be taken non-consecutively.
 - "Immediate Family" is interpreted as including the following: father, mother, brother, sister, child, wife, husband, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild of the employee or the employee's spouse, and any other relative or person who at the time of death was living as a member of the household of the employee, including unborn children (i.e. miscarriages).
- One (1) day shall be granted for employee's extended family member.
 - "Extended family" will be interpreted as uncle, aunt, first cousin, niece, and nephew.
 - The Superintendent may grant additional days for death of these relatives who live more

than a day's drive away.

- Employees asked to serve in one of the following capacities as an active participant in a funeral service will be excused without loss of compensation for such duty, not to exceed one (1) day's absence.
 - These roles are limited to music accompanist, singer, presiding/pastoral role, pallbearer, eulogist, or color/honor guard.

3.12 Jury Duty

- Employee may serve when requested.
 - Enter the absence in Frontline Absence Manager using the jury leave day option.
- Inform central office whether you reported for jury selection only, or if you were selected and seated on the jury.
- Fairfield Community Schools will pay full wages, less any daily remuneration granted by the court
 - Submit a copy of the paper received from the court indicating your payment or a copy of the reimbursement check received from the court.
 - Per IRS guidelines, a payroll deduction is needed for the amount you received from the courts for your jury services.

ADDITIONAL BENEFITS

3.13 Paid Holidays

- Full time employees shall receive paid holidays based upon employee classification.
- Employees who work less than five (5) days a week will not be eligible for paid holidays.

3.14 Vacation Days

- Eligible for one (1) week of vacation after completing eight (8) months of employment.
- Twelve (12) month employees are entitled to vacation days as follows:
 - One week of vacation (5 days) for the first two calendar years of service.
 - Two weeks of vacation (10 days) for the third through the ninth calendar year of service.
 - Three weeks of vacation (15 days) for the tenth through the fourteenth calendar year of service.
 - Four weeks of vacation (20 days) for the fifteenth and beyond calendar year of service.
- Vacation days must be exhausted before without compensation days may be requested.

3.15 eLearning Days

- Classified employees will be given three (3) inclement weather paid time off (PTO) days per calendar year.
- PTO days are to be used for the first three (3) inclement eLearning days Fairfield Community Schools calls during a calendar year.
- The three (3) PTO days may ONLY be used for inclement weather eLearning days.
- A copy of the eLearning guidance may be found at the end of this handbook.

3.16 Complimentary Ticket

- Receive a complimentary ticket to school sponsored activities and home sporting events.

- Must show staff ID
- Complimentary ticket will not be honored at tournament sporting events.

3.17 Fairfield's Employee Assistance Program (EAP)

- Provides four (4) prepaid sessions of EAP counseling with a Fairfield Community Schools approved provider.
- Sessions may be used for employee or eligible family members.
 - Eligible family members will be interpreted as the employee's spouse and any child under their medical benefit and/or legal dependent.
- All employees are eligible.

3.18 Severance/Retirement

- Payment for unused accumulated sick leave days will be paid upon retirement from Fairfield Community Schools if the following criteria is met:
 - Employees must have a minimum of fifteen (15) years of service with Fairfield Community Schools.
 - Must be at least 50 years of age.
- The maximum unused accumulated sick leave days that shall be paid is one hundred fourteen (114) days.
 - These days will be paid at a rate of twenty dollars (\$20.00) per day.
 - In the event of death prior to retirement, the benefit will go to the beneficiary of the deceased.
- Employees who have been with Fairfield Community Schools for twenty (20) or more years will receive one hundred fifty dollars (\$150.00) for each year of experience upon retirement.
 - In the event of death prior to retirement, the benefit will go the beneficiary of the deceased.
- Employees who have been with Fairfield Community School for fifteen (15) years, but less than twenty (20) years will receive one hundred dollars (\$100.00) for each year of experience upon retirement.
 - In the event of death prior to retirement, the benefit will go the beneficiary of the deceased.

If "Yes" to additional persons in the home.....Additional person in home #1

Name _____ Date of Birth _____
Relationship to the child _____
Phone Number _____

Additional person in home #2

Name _____ Date of Birth _____
Relationship to the child _____
Phone Number _____

What is the current location of the child/family?

Is the child, anyone in the household, or any of the perpetrators members or eligible to enroll in an Indian/Native American tribe? (Circle one) Yes or No

Give your report summary of the alleged abuse/neglect concerns. Who/What/When/Where/Why:

The intake officer may ask you some follow up questions regarding the given report. Write any notes you want to remember about that here:

Final questions include safety concerns for the investigating DCS worker. Are there any dangerous animals in the home, any firearms, COVID positivity or other health considerations, or domestic violence/partner abuse?

You will be offered a report number- Write that here: _____

Write the name of the intake worker here (given at the start of the call): _____

After making the report, the staff member shall notify the appropriate building administrator of the circumstances that led to the report that the staff member made to DCS or the police. The building administrator shall document the report. po8462



FAIRFIELD

COMMUNITY SCHOOLS

eLearning Guidance Classified Employees

Fairfield Community Schools classified employees will be given 3 inclement paid time off (PTO) days per calendar year. These inclement PTO days will be used for the first 3 inclement eLearning days Fairfield Community Schools calls during a calendar year. These 3 PTO days can ONLY be used for inclement weather eLearning days.

How do these inclement PTO days work if they are issued by calendar year and eLearning days are issued during a school year?

Each January, classified employees will receive their annual 3 inclement PTO days. If Fairfield only calls 2 inclement eLearning days in the spring semester, classified staff will have 1 inclement PTO day remaining for inclement eLearning for the fall semester. If Fairfield Community Schools does not call 3 inclement eLearning days in a calendar year, the unused PTO days will not carry over to the following calendar year.

What if I'm hired in the fall? How many inclement PTO days do I receive?

New hires for the fall semester will receive the same number of unused inclement PTO days that all classified staff have for the fall semester. For example, 3 inclement days are issued in January and Fairfield has only one inclement eLearning day in the spring semester. All classified employees have 2 inclement PTO days left for the fall semester. New hires for the fall semester would receive 2 inclement days to match other classified employees. If all 3 inclement PTO days are used in the spring semester, new hires for the fall would not receive inclement PTO days until January.

What if Fairfield calls more than 3 inclement eLearning days in a calendar year?

If Fairfield calls more than 3 inclement eLearning days in a calendar year, classified staff will have the option to make up their hours, use a personal day (if the staff member has personal days remaining), or take a day no pay. Please look below for guidance for making up hours.

Classified employees who wish to make up hours for an inclement eLearning day should NOT file for an absence for the eLearning day. He/she will be paid for the inclement eLearning day in the pay period in which the inclement eLearning day occurred. Failure to make-up the appropriate hours from the inclement eLearning day by the end of the semester will result in loss of pay.

40 hours/week Employees

40 hours/week employees may make up an inclement eLearning day by working an additional day at the end of the semester. The employee should arrange with their building principal which day he/she will work. Please note that if there are inclement eLearning days beyond the 3 inclement PTO days in a fall semester, a make-up work day would need to be worked by December 31.

39.5 or fewer hours/week Employees

Employees with a regular work week of 39.5 or fewer hours/week may make-up hours after normal working hours so as not to exceed 40 hours per week. For example, if an employee's regular working schedule is 37.5 hours per week, he/she may make up 2.5 hours per week for 3 weeks to accumulate the 7.5 hours of work missed from the inclement eLearning day. These hours must be made up by the end of the semester in which the inclement eLearning occurred. Please note that if there are inclement eLearning days beyond the 3 inclement PTO days in a fall semester, make-up hours would need to be completed by December 31. All make-up hours and activities must be approved by the employee's supervisor or building principal. The employee should not clock in for these hours, but rather use the district form to document hours. Hours can be documented in segments no shorter than 30 minutes.

Examples of activities classified personnel may do to make up hours (activity offerings vary by building and employee duties):

- Professional Development (example: Educational Impact units)
- Tutoring students
- Concession stands
- Ticket takers
- Bulletin boards
- Any activities/projects approved by building principal/supervisor

Classified Employees who choose not to make up hours

Classified employees may file for an absence in lieu of making up hours for an eLearning day. If the classified employee has personal days remaining, the employee should use a personal day first. If the employee does not have personal days remaining, the absence will be taken as no-pay. If a classified employee files for a sick day, a doctor's note must be provided to the building principal/supervisor.

If an employee does not file for an absence on an eLearning day, the employee will be expected to make up the hours as outlined. If hours are not made up by the end of the semester then the employee will be docked pay.

FAIRFIELD COMMUNITY SCHOOLS

Payroll Dates for 2021-2022

2-Week Period Work Dates	Payroll Check Date
8/7/2021 - 8/20/2021	September 3, 2021
8/21/2021 - 9/3/2021	September 17, 2021
9/4/2021 - 9/17/2021	October 1, 2021
9/18/2021 - 10/1/2021	October 15, 2021
10/2/2021 - 10/15/2021	October 29, 2021
10/16/2021 - 10/29/2021	November 12, 2021
10/30/2021 - 11/12/2021	November 26, 2021
11/13/2021 - 11/26/2021	December 10, 2021
11/27/2021 - 12/10/2021	December 24, 2021
12/11/2021 - 12/24/2021	January 7, 2022
12/25/2021 - 1/7/2022	January 21, 2022
1/8/2022 - 1/21/2022	February 4, 2022
1/22/2022 - 2/4/2022	February 18, 2022
2/5/2022 - 2/18/2022	March 4, 2022
2/19/2022 - 3/4/2022	March 18, 2022
3/5/2022 - 3/18/2022	April 1, 2022
3/19/2022 - 4/1/2022	April 15, 2022
4/2/2022 - 4/15/2022	April 29, 2022
4/16/2022 - 4/29/2022	May 13, 2022
4/30/2022 - 5/13/2022	May 27, 2022
5/14/2022 - 5/27/2022	June 10, 2022
5/28/2022 - 6/10/2022	June 24, 2022
6/11/2022 - 6/24/2022	July 8, 2022
6/25/2022 - 7/8/2022	July 22, 2022
7/9/2022 - 7/22/2022	August 5, 2022
7/23/2022 - 8/5/2022	August 19, 2022

FAIRFIELD COMMUNITY SCHOOLS

August 2022- May 2023

August						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 9th Staff Development
10th 1st Day for Students

January						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 5th Labor Day
29th e-Learning & P/T Conf.

February						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

October 12th End First 9 Weeks (45 days)
20th Staff Development - no students
21st-24th Fall Break

September						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

November 23rd - 25th Thanksgiving

March						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

December 22nd End 2nd 9 Weeks (45 days)
23rd-31st Winter Break

October						
S	M	T	W	TH	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 1st-6th Winter Break
9th Begin 2nd Semester
16th Staff Development - no students

February 17th Snow Make-up
20th President's Day - Snow Make-up

April						
S	M	T	W	TH	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March 16th End of 3rd 9 weeks (46 days)
17th Snow Make-up

April 3rd-7th Spring Break

November						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 18th Staff Development - no students
26th Last Day of School (44 days)
29th Memorial Day

December						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 4th High School Commencement

May						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Snow make-up days will occur in the following order:
Feb 17; Feb 20; Mar 17**

If these days are used, further make-up days will be through e-Learning Days.

First Semester = 90 Days

Second Semester = 90 Days

 Teacher Work Days

 No School