

CLASSIFIED EMPLOYEE HANDBOOK



Excellence in Education – Preparation for Life!

Board Approved April 15, 2024

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Welcome to Prairie Heights Community School Corporation!

Dear Employee:

We believe that each employee contributes directly to the success of Prairie Heights Community School Corporation, and we hope you will take pride in being a member of our team. This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Prairie Heights Community School Corporation. We hope that your experience here will be challenging, enjoyable, and rewarding.

Sincerely,

Jeff Reed

Superintendent & Board of Trustees
Prairie Heights Community School Corporation

I. POLICIES AND GUIDELINES

For further information, refer to the Board Policy Manual available on the Prairie Heights Community School Corporation website at www.ph.k12.in.us or you may contact the Superintendent's office.

This Classified Employee Handbook establishes benefit policies as well as procedures, expectations, rights, and responsibilities applicable to all Classified Employees at Prairie Heights Community School Corporation (PHCSC).

The policies in this handbook may be changed, added, or deleted by PHCSC at any time, for any reason, with or without notice, subject to any applicable contractual obligations or applicable law(s). PHCSC will make every effort to notify Classified Employees when an official change in policy has been or will be made, but Classified Employees are responsible for being knowledgeable about current benefits. The information contained in this handbook is only intended to provide a brief summary of our benefit plans. Where there is a difference between this handbook and the plan document or policy, the plan document or policy will govern.

The policies described in this handbook will be applied at the discretion of PHCSC in compliance with all applicable laws. Failure by PHCSC to enforce any provision of a policy does not constitute a waiver of that policy.

This handbook is NOT a contract of employment nor is it intended to create contractual obligations for PHCSC of any kind.

This handbook supersedes all prior versions of any Classified Employee handbook and any other written or unwritten policies and procedures.

A. How We Are Organized

The Board of Trustees - The registered voters in our school district elect a five-member Board of Trustees during the election in November. These board members serve a term of four (4) years. The Board of Trustees has the responsibility of carrying out the wishes of the people in our school district in the matter of public education. It is also responsible for carrying out certain mandatory laws, and determining which permissive laws will be observed by our school district. Unless a state or federal law requires or prohibits a particular activity or function, the Board of Trustees is responsible for establishing and evaluating all educational activities. Each year, the board establishes a regular meeting schedule for the year; in addition, special meetings are scheduled when necessary. All regular and special meetings are open to the public.

The Superintendent - The Superintendent is hired by the Board of Trustees, and serves as the executive officer of the school district. As the executive officer, the Superintendent is responsible for the professional and managerial leadership necessary to apply board policies and directives to the operation of the school district.

Administrators and Supervisors - Although the Superintendent is responsible for all aspects of school operations, the Superintendent delegates responsibility to other administrators and supervisors.

Prairie Heights Community School Corporation Employees - Employees who work for PHCSC are hired for specific jobs which support the vision and policies of our school district. If you have any questions concerning your job, discuss that question with your immediate supervisor as soon as possible.

B. Classified Employees

Classified employees are those staff members of PHCSC who are not required to have either a license issued by the Indiana Department of Education or a bachelor's degree in order to be hired to perform a specific duty in the corporation.

C. Equal Opportunity Employment

PHCSC is an equal opportunity employer and does not discriminate on the basis of the following "Protected Classes": race, color, national origin, sex (including sexual orientation), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information in its educational programs, activities, or its employment policies and practices.

D. Reporting of Child Abuse

In Indiana, any person who has reason to believe that a child is a victim of child abuse or neglect has a duty to make an immediate report to Child Protective Services (CPS) or to the police. The Building Administrator should be notified immediately after you have filed the report. This report is made in compliance with Indiana Code 31-33- 1-1 through Indiana Code 31-33-22-3, which provides for the protection of abused or neglected children/youth. The report should include all accurate and current information known to the employee about a suspected situation and should be reported in good faith on behalf of the child/youth.

The Indiana State Child Abuse Hotline is 1-800-800-5556.

E. Americans with Disabilities Act

It is the policy of PHCSC to comply with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) concerning the employment of persons with disabilities. PHCSC will not discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

F. Policy Regarding Harassment

It is the policy of PHCSC to maintain a learning and working environment for all employees that is free from harassment. Harassment based on race, sex, religion,

national origin, age, disability, or veteran status is prohibited by law. It is the responsibility of each employee who is subject to harassment or intimidation to report incidents to their building administrator or the Superintendent. All complaints will be promptly and confidentially investigated. Any employee who violates this policy will be subject to appropriate disciplinary action, up to and including discharge.

G. Illegal Drug and Alcohol Abuse

PHCSC is committed to providing a safe and productive working environment for all employees that is free from the effects of drug and alcohol abuse. Any employee, who uses, sells, manufactures, participates in the distribution of, possesses or is found to be under the influence of illegal drugs on school property or while on school business, or who uses, possesses or is found to be under the influence of alcohol on school property, is subject to disciplinary action up to and including termination of employment.

H. Non-Smoking Work Environment

The PHCSC Board of School Trustees is dedicated to providing a healthy, comfortable, and productive environment for staff, students and citizens. Tobacco smoking, chewing or vaping is prohibited in all school facilities, on the school campus and school owned vehicles.

I. I-9 Immigration Reform

PHCSC complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked within three days of the start of their employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law. If an individual cannot verify his/her right to work, PHCSC must terminate his/her employment.

J. Employee's Code of Conduct

Proper conduct is extremely important in leading to a safe and efficient workplace. Infraction of these rules will be sufficient grounds for disciplinary action ranging from appropriate penalties to immediate termination.

The following and related types of misconduct are prohibited:

1. Refusal or intentional failure to perform assigned work or to follow the directions of a supervisor.
2. Leaving a work area before the established release time without prior permission.
3. Leaving the work area or building during work hours without permission.
4. Failure to report to work without the proper notification to the employee's immediate supervisor (no call-no show).

5. Excessive or habitual absence from work. Employees who have exhausted all leave/vacation days and continue to be absent from work may be subject to disciplinary action including termination of employment.
6. Disregard for rules, instruction, or common practices relating to safety, fire, or health.
7. Falsification or use of misleading information on employment credentials or applications.
8. Stealing or misappropriation of any school property or materials.
9. Intimidation, coercion, or interference with the rights of another employee.
10. Falsification, tampering, and/or altering an employee's time card.
11. Possession of weapons on school property.
12. Inappropriate or disrespectful language and behavior toward colleagues and supervisors.
13. Physical inability to perform assigned duties. (This will be determined by a competent physician selected by PHCSC. PHCSC will fully comply with provisions of the Americans with Disabilities Act of 1991 as amended.)
14. Failing to maintain the confidentiality of the corporation, staff, or student information.
15. Violation of Board policy.

If an employee is involuntarily terminated by the school corporation for unsatisfactory performance, misconduct or violation of any rule, policy, or procedure, the employee will not be eligible for payment of any paid time off, i.e. leave or vacation. The employee may not use paid time off during the period of time from notification of termination to the date of departure.

K. At-Will Employment

This handbook should not be construed to create or be a part of a contract between PHCSC and any employee. All classified employees of PHCSC are at-will employees. The employment relationship may be terminated at any time, with or without cause and with or without notice. No employee, officer, or representative of the School Corporation other than the School Board of Trustees, has any authority to enter into any agreement for employment for any specified period of time or make any agreement, which alters, amends, or contradicts the at-will employment relationship between you and PHCSC.

L. Conflict of Interest

Under the Indiana Criminal Conflict of Interest statute, you are required to declare a conflict of interest if you, your spouse, or any dependent (including dependents by marriage) receive any financial benefit as a result of doing business with PHCSC. This means that if you, your spouse, or any dependent does any type of business with the corporation, even if none of the above makes a profit from the business relationship, you must declare a conflict of interest on a standard form. This form is available from the Superintendent's office.

II. GENERAL EMPLOYMENT PRACTICES

A. Job Description

Each position shall be based upon a general job description. Job descriptions shall contain the qualifications required for employment, general responsibilities assigned, and supervisory relationships. The immediate supervisor shall assign specific duties and tasks. Job descriptions shall be reviewed regularly and revised when the employee and their supervisor believe that significant changes in responsibilities have occurred.

B. Job Classifications

Exempt classified staff employees – The exemption of a classified staff employee from the overtime provisions is based on the Fair Labor Standards Act. Exempted employees will be salaried employees. Classified support staff who are in exempt salaried positions will be paid a salary over twenty-four (24) pay periods. These positions meet the FLSA requirement for salaried status.

Non-exempt classified staff employees – Non-exempt classified staff employees are expected to confine their work to the normal workday and workweek unless the Superintendent or his/her designee authorizes overtime in advance. Non-exempt employees are hourly rate employees who are eligible to receive overtime pay for time worked in excess of forty (40) hours in a work week.

1. Year-Round Employees – Employees working 260 calendar days are year-round employees.
2. Regular Full Time Employees – Employees working thirty (30) hours or more a week during the school year are regular full-time employees.
3. Regular Part Time Employees – Employees working less than thirty (30) hours per week during the school year are regular part-time employees.
4. Substitute / Temporary Employees – Substitute employees are employees temporarily assigned to an employee's position. Substitute employees should not fill the position for longer than it is vacated. Temporary employees are part time employees assigned for a specific purpose. This position is no longer than a school year. No benefits or accrued years of service are available.
5. Student Employees – Students employed as helpers in a part-time or temporary position will receive compensation at a rate determined by the Superintendent.

C. Hiring Procedures

Open positions will be posted on the PHCSC website (www.ph.k12.in.us) and transfer requests should be made to the contact person listed within the posting. All positions shall be filled based upon the recommendations of the immediate supervisor and approved by the Superintendent.

D. Background Check

PHCSC conducts background checks on all potential employees. Potential employees are responsible for the cost of an expanded background check, which meets the federal and state requirements for a school employee. A completed criminal background check is necessary prior to the first day of employment.

PHCSC reserves the right not to employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee. Beginning July 2016, PHCSC is required by Indiana Code 20-26-2-1.3 to conduct an expanded child protection index check through the Division of Child Services on all new employees. If the employee has lived outside the state of Indiana, it is the employee's responsibility to return the completed report from these states to the Superintendent's office within sixty (60) days of the date of hire.

Effective July 1, 2017, the school district is required by HEA 1079 to complete an expanded criminal history check and expanded child protection index check for current employees of the school corporation every five (5) years. PHCSC covers the renewal cost of the background check for all employees.

Additionally, current employees must report an arrest or conviction of criminal charges to the Superintendent or designee within two (2) business days of the occurrence.

E. Introductory Period (First 30 Days)

The introductory period during the first thirty (30) days is intended to give classified employees an opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether his/her new position meets his/her expectations. The school district shall use this period to evaluate capabilities, work habits, and overall performance. Either the classified employee or the school district may end the employment relationship at any time, for any reason during or after the introductory period.

Classified employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis with his or her supervisor(s). This shall provide classified employees with the opportunity to discuss job tasks, identify and correct weaknesses, and encourage and recognize strengths. The Superintendent or his/her designee may, at any time, extend a classified staff employee's thirty (30) day introductory period.

F. Annual Evaluations

All employees shall be evaluated, in writing, by their immediate supervisor at least once per year. The written performance evaluation shall include a conference to review the supervisor's comments. The purpose of this evaluation will be to recognize excellent performance and to determine areas for improvement. Written evaluations should be

submitted to the Superintendent's office and will become a part of the employee's personnel file. All employee evaluations shall be based upon appropriate job descriptions, general work rules, specific assigned duties, and work record.

G. Mandatory Training

The Corporation is required to supply certain mandatory training opportunities. Some are required on a yearly basis. Most of the training is required by Indiana Statute. It is the employee's responsibility to complete all training by the date stipulated.

H. Experience and Benefit Accrual

For benefits provided by the District, only experience while a regular employee filling a full-time or part-time position, shall be counted as experience when determining Benefit Accruals.

1. Vacation and Personal Days

As long as an employee has remained an active employee with the district, all positions when the employee worked part-time or full-time will be counted when determining how many vacation and personal days the employee will accrue.

2. Broken Service

If a regular employee terminates employment with the District and is then employed to fill the same position or another position, the most recent date of regular employment will be used when determining vacation and personal days.

I. Reassignment of Duties

In cases of emergency, classified, support personnel may be assigned to other duties or buildings rather than their regular assignment. Such action shall be the responsibility of the immediate supervisor. If the reassignment requires additional responsibility or duties, the individual filling the position may qualify for a temporary salary adjustment as recommended by the immediate supervisor and approved by the Superintendent.

J. Letter of Assurance

Each employee working less than 260 days per year in their assignment may receive a Letter of Assurance from their supervisor in May. The Letter of Assurance provides the employee with reasonable assurance that they will have a job following the summer, fall, winter and spring breaks. The employee will be asked to sign the letter and will receive a copy of the signed letter.

K. Dress and Appearance

Students should expect to see a professional working with them every day they are in school. Professional dress assists in establishing an atmosphere of respect. Employees are expected to dress in a manner consistent with their professional responsibilities.

L. Uniforms

Following completion of the Probationary Period, uniforms will be provided for the following employee classifications:

- Mechanics
- Maintenance Staff
- Head Custodians

Eleven (11) sets of uniforms will be provided for each full-time employee. The uniform service will launder five (5) sets weekly. These uniforms will remain the property of the District and must be returned to the District upon resignation.

In addition, an annual shoe allowance (amount to be determined by the Superintendent) shall be furnished.

The following employee classifications will be provided a clothing OR shoe allowance annually, not to exceed \$150.00:

- Technology
- Custodians

Food Service employees need to reference the Food Service Handbook uniform policy.

M. Keys & Identification Badges

All employees will be issued an identification badge. These badges are to be worn at all times while in PHCSC buildings in a work capacity. Some employees may also be issued keys as required to satisfy the requirements of the employee's job. Identification badges and keys are issued to specific employees. They may not be shared with any other person including but not limited to other employees, students, and/or family members. Identification badges and keys must be returned when employment changes or the employee is no longer employed by PHCSC.

N. Personnel Records

Job related information such as applications for employment, performance evaluations, and credentials are maintained in personnel files in the Superintendent's office. Information in personnel files is confidential. Employees desiring to review their personnel file should contact the Superintendent's office to schedule an appointment. Any disclosures will be evaluated pursuant to current law or statutory requirements.

O. Personnel Data Changes

It is the responsibility of each employee to promptly notify the Superintendent's office of any changes in personnel data. Mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency,

educational accomplishment, and other such status reports should be accurate and current at all times. Some of these changes may affect the employees' or their dependents' eligibility for benefits.

P. Employment of Relatives

Although PHCSC does not prohibit the employment of relatives in the school district, we do have two restrictions regarding your employment and that of a relative. It is expected that your relationship will not negatively affect your work performance or the work of any other employee. An employee shall not be transferred to or hired to work in a position where he/she is under the direct supervision of another member of the family. We define family member as persons who are married, persons who have acted in the capacity of a parent during normal parenting years, grandparents, children, grandchildren, sisters and brothers, aunts and uncles, nieces and nephews, cousins, or any of the above relationships which resulted from marriage.

Q. Confidential Information

All information about students and/or employees shall be treated with the strictest confidence. Disclosure of confidential information gained through employment is an act of misconduct subject to formal disciplinary action up to and including termination. Any information concerning a student or employee's family, financial condition, or personal situation is strictly confidential and must not be shared, except as required by statutory requirements as indicated in Section I(D) of this Handbook.

R. Event Pass

All staff members will receive an event pass for PHCSC regular season sporting events.

III. WORK SCHEDULES

A. Establishment of Work Schedules

The employee's designated supervisor shall establish employee work schedules according to the appropriate job description and the needs of the school or department. The Superintendent can change a position's work hours and days.

B. Attendance

Employees who will be absent, late, or plan to leave early are expected to notify their supervisor as soon as possible and always before the start time of their workday in absence of an emergency. Supervisors will give classified employees instructions, names and numbers of cell phone contact and/or voicemail procedures that should be followed. Employees are expected to explain why they will be absent or late and when they expect to return to work. It is the employee's responsibility to ensure proper notification is given. Poor attendance on the job may result in termination of employment. In some cases, and as shared with the employee, a classified employee will be expected to fill someone else's position when the other person is absent.

C. Alterations Due to Inclement Weather

The safety and well-being of students in the schools of the PHCSC are of utmost priority and importance. From time to time during the course of the school year, alterations may need to be made in the regular working schedule due to inclement weather. Changes in the regular schedule will be announced using an automated messaging system and social media.

The following guidelines will be followed due to schedule alteration:

School Cancellation

If conditions warrant, school may be canceled by the Superintendent. The work schedule for classified employees whose school is closed due to weather-related or emergency conditions is as follows:

All year-round employees are expected to report to work unless excused by their supervisor. If authorized to work, but unable to report due to weather, road conditions, or power outage, employees must use a personal or vacation day. If excused from work, the employee will not experience a loss in pay.

During a time of a Code Red travel emergency officially declared either by LaGrange and/or Steuben County, employees should not report to work unless requested by their supervisor. If work is requested by a supervisor, the employee will be awarded leave time equal to the amount of hours worked during the emergency.

Employees working less than 260 days shall not report for work unless authorized by their supervisor and will be required to work on any make-up days. These employees are not eligible to use a sick or personal leave day on a canceled school day.

Exceptions to the above regulations may be made by special order of the Superintendent or his/her designee.

School Delays

If school is delayed due to inclement weather, reasonable caution should be taken for travel to work. Your personal safety should not be at risk. If you believe it is too dangerous to report to work, you must call your supervisor. You may elect to use a personal day, vacation day, or a day without pay. If you arrive late to work, your timesheet will reflect your late arrival.

If school is delayed due to weather conditions or any other cause, all year-round employees will report at the regular time. All employees working less than 260 days will report as directed by the building principal.

Exceptions to the above may be made by order of the Superintendent or his/her designee.

Early Dismissal

If weather conditions deteriorate during the course of a school day and a decision is made to dismiss students early, business office, custodians, and maintenance personnel shall complete their work day unless otherwise ordered by the Superintendent. Classified employees will be paid for hours worked.

Exceptions to the above may be made by the Superintendent of schools or his/her designee.

D. Summer Work Schedule

If regular working hours are adjusted for 12-month employees during the summer or other designated periods, only actual hours worked shall be eligible for pay. Changes in scheduled hours must be authorized by the immediate supervisor and approved by the Superintendent. The Superintendent may establish a summer schedule. (Refer to Appendix A for a copy of the current, approved schedule for Summer Hours.)

IV. LEAVES AND ABSENCES

A. Leave Days

Leave days will be credited to the eligible employee's personnel record and shall be pro-rated for the period of time between the employee's date of hire (determined as the employee's first work day) and June 30th following the first work day.

Employees who begin work on or between the 1st and the 15th of any month shall receive credit for the entire month and employees who begin work on or between the 16th and the last day of any month shall receive one-half (1/2) credit for that month. Each year thereafter a full complement of sick, personal, and vacation days will be credited to the employee's personnel record.

Personal days, sick days, and, for those eligible, paid vacation days shall be used in either one half (1/2) or full day increments.

The length of each employee's personal and sick leave corresponds exactly to the length of the employee's normal work day (e.g. an employee who works 4 hours per day will receive 4 hours of pay for each sick leave day used).

B. Eligibility

In most cases, regular, full-time employees qualify for paid leave benefits. Some positions may be eligible for a modified benefit plan, which may include holidays, personal and/or sick days.

Employees who are new to PHCSC shall not be able to use vacation, sick or personal days during the 30-day probationary period.

C. Leave Notification

Good attendance and punctuality are important to fulfill job responsibilities. If an employee is unable to report for work, it is the employee's responsibility to communicate with their immediate supervisor. If an employee is sick, they must contact their supervisor before their workday begins. Supervisors should be notified at the beginning of each day's sick leave absence unless other arrangements have been made with the supervisor. The employee's immediate supervisor must approve all other leaves in advance. Any employee leaving work prior to their designated work schedule must provide notice to their supervisor in advance.

D. Unexcused/Excessive Absences

Unexcused or excessive absences will be reviewed and verification (i.e., a note from a medical professional) may be requested of the employee. Disciplinary action will be taken, as necessary. Absences of three consecutive workdays without contact from an employee may result in termination of employment.

E. Last Day of Employment

Leave days may not be used to extend the employee's employment. The last day on the job will be the last day worked and will be recorded as the official date of employment termination.

F. Limitation of Approval

Approval of leave requests may be limited to assure the efficient operation of the schools and administrative offices.

G. Holidays

Eligibility

Full-time employees are eligible for up to ten (10) paid holidays. Employees who have an unexcused absence (excluding FMLA) on the scheduled workday before or after a holiday shall not receive pay for that holiday. Employees may not use personal days to extend a paid holiday without approval of the supervisor. Paid holidays are not available to school bus drivers or new employees on probationary period.

The following official holidays are observed in the PHCSC are:

- Independence Day, July 4
- Labor Day, the first Monday in September
- Thanksgiving, the fourth Thursday in November and the following Friday
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day, the fourth Monday in May

If a holiday falls on Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

Computation of Pay

Holiday pay shall be computed at the employee's regular hours and rate of pay at the time of the holiday. Credit for holiday pay shall be recorded by the employee on the regular time sheet and authorized by the immediate supervisor.

H. Vacations

Eligibility

To be eligible for vacation, an employee must be classified as a full-time, year-round employee.

Vacation Days Earned

Vacation days will be earned based on length of service, annually on July 1st.

As long as an employee has remained an active employee with the district, when an employee transfers to a 12-month position, all positions when the employee has worked either part-time or full-time will be counted when determining how many vacation days the employee will be eligible to earn.

The table below shows the number of earned vacation days based upon the employee's years of service:

VACATION DAYS	
Years of Service	# of days/year
6 months – 1	5
2-3	10
4-5	11
6-7	12
8-9	13
10-15	15
16 or more	20

Vacation Carry-Over

Annually, on June 30th, employees will be allowed to carry over a maximum of 25 unused vacation days into the next year.

Payout for Excess Vacation Days

On July 1, any unused vacation days beyond the 25-day maximum carry over limit will be eligible for a payout. The payout rate will be \$100 per day for each excess vacation day. Payouts for excess vacation days will occur annually and be paid with the last payroll in July.

Unused Vacation Days Upon Termination

Any vacation remaining at the employee's termination date shall be paid at the employee's regular hours and rate of pay at the date of termination.

Request Procedure

Vacations must be requested in advance and approved by the immediate supervisor. The immediate supervisor must ensure efficient operations and may limit requests for vacation leave.

Vacation Pay

Employees will be paid their regular salary or wages during approved vacation time, in accordance with applicable employment laws and company policies.

I. Personal Days

Personal days shall be credited to eligible employees as of July 1. Personal days will be prorated for new hires.

Personal leave days will accumulate to a maximum of two (2) annually. On July 1 of each calendar year, any unused personal leave days beyond two (2) shall be accumulated as unused sick leave to the allowable maximum of ninety (90). Unused personal days will be lost when an employee terminates employment.

A request for personal leave shall be made at least two (2) school days prior to such leave, except in cases of demonstrable emergency.

J. Sick Leave

Employees may use sick days for the following purposes: personal illness, personal doctor/dental appointments, illness in the immediate family, doctor/dental appointments in the immediate family (immediate family will be defined as husband, wife, son, daughter, mother, father, or a relative living in the home).

Sick days will accrue annually on July 1. Sick days will be prorated for new hires. Unused sick leave may accumulate up to the maximum amount of ninety (90) days. Unused days exceeding the maximum of ninety (90) shall be paid out at \$100 per day on the last payroll in July, resetting the maximum amount of days to ninety (90).

K. Sick Bank Leave

The purpose of the sick leave bank is to relieve its members from undue financial burden after their individual accumulated leave has been exhausted due to personal prolonged illness. The School Board recognizes a sick leave bank to be administered by the Superintendent and subject to the following conditions:

Support staff eligible for sick leave bank credits must meet these requirements:

1. The employee is entitled to sick leave with pay.
2. The employee has exhausted all sick leave accumulation because of a major personal illness or physical disability.
3. The employee is not receiving any public funds or benefits derived from public funds as partial or full compensation for the illness or disability causing the absence.

Requests to withdraw sick leave bank days require: (a) A doctor's statement indicating the nature of the illness/disability. (b) Verification from the central office that the employee's applicable leave days have been exhausted. (c) Verification that the employee has not applied for or received any public funds or benefits derived from public funds as partial or full compensation for the illness or disability causing the absence.

At any point in time, the total number of days in the sick leave bank shall not be less than twenty (20) days. In the event the bank drops to twenty (20) days or less, any

classified staff employee may elect to donate any number of his/her sick leave days to the sick leave bank. Such election should be in writing and irrevocable.

L. Family and Medical Leave

Some employees may be eligible for up to a total of 12 weeks of Family Medical Leave. Please contact the Superintendent's office for a copy of the District's FMLA policy. To be eligible, employees must have worked for the district for at least one year and have worked 1250 hours over the previous 12 months. FMLA may be granted for one or more of the following reasons: for the care of the employee's child (birth, or placement for adoption or foster care); for the care of the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform their job. The employee should provide 30 days' advance notice when the leave is foreseeable and the employee must provide medical certification to support a request for leave for a serious health condition. Employees requesting FMLA leave should contact the Superintendent's office to apply. A notice regarding the provisions of the Family and Medical Leave Act are posted on the bulletin board in each district building and a detailed statement of policy is available from the Superintendent's office upon request.

A serious health condition may result from a work related injury or illness to an employee. If an injury or illness meets the criteria for a serious health condition, whether it is covered by worker's compensation or not, the employee will be considered to be on FMLA leave. If the employee applies for workers' compensation benefits, any granted time off will be counted against the employee's FMLA entitlement. The granting of FMLA leave shall have no bearing on the approval or disapproval of the employee's worker's compensation request.

M. Bereavement Leave

In case of death to a spouse, child (including loss during pregnancy), or step-child, an employee shall be entitled to ten (10) days off without loss of compensation to be taken within 120 days.

In case of death in the immediate family, an employee shall be entitled to be absent without loss of compensation for not more than five (5) days to be taken within thirty (30) days of the death. Immediate family is defined as : parents, step-parents, grandparents, brother and sisters, grandchildren, or the same relative by marriage, and any legal dependent who was living in the household at the time of the death.

In case of death of an aunt, uncle, niece, nephew, cousin, or the same relative by marriage, an employee shall be entitled to be absent without loss of compensation for not more than two (2) days to be taken within thirty (30) days of the death.

N. Jury Duty/Court Appearances

If an employee is selected to serve on a jury, the district shall pay as compensation the difference between jury duty pay and the employee's regular daily rate excluding overtime for the days the employee serves jury duty. Employees should furnish proof of jury service and payment for it in a written statement from the court. Employees are expected to be at work while not performing jury duty. If an employee reports for jury duty and is excused, he or she must report for work as promptly as possible. Time required for non-school related court appearances other than jury duty is considered personal business and although pay is not provided by the district, vacation or personal time may be used.

O. Military Leave

Employees who are members of the Armed Forces Reserves or the Indiana National Guard are entitled to not more than fifteen (15) calendar days leave in each calendar year in which military service, as defined in Ind. Code 10-16-7, is performed, without loss of pay or vacation time. To receive pay, the employee is required to submit a written order or official statement requiring the military duty.

P. Special/Emergency Leave

Absenteeism can be one of the most serious problems any organization can face. It is harmful to both the employer and employee. PHCSC considers repeated or habitual absences to be unacceptable and may result in disciplinary action. However, we also realize that there will be some exceptions, such as extended illness, which require special consideration. In absences over three (3) days, employees are required to report the status of their absence to their immediate supervisor and/or building principal.

All regular employees may request leave without pay. All leave days must be exhausted before leave without pay shall begin. Requests for leave without pay should be for special or emergency situations. The supervisor shall consider the availability of qualified substitutes, needs within the building or departmental area, and other factors necessary to ensure smooth operations. The immediate supervisor will forward all such requests with a recommendation for approval or disapproval to the Superintendent's office. The employee's accrual date shall not be adjusted for short-term leaves.

V. COMPENSATION

A. Paydays and Paychecks

Paydays are on the 10th and 25th of each month. If a payday falls on a weekend or a legal holiday checks will be deposited the day prior to the weekend day or holiday. If an employee has questions about their pay deductions or check distribution, they should first contact their immediate supervisor. If the supervisor is unable to answer the employee's question, the employee should contact the Superintendent's office.

As a reminder, employees may access their pay history and direct deposit information within their Doculivity account.

B. Pay Periods

Please reference the attached Appendix B for the most recent pay period schedule.

C. Payroll Withholding

Withholdings for Federal Income Tax, Social Security, State Income Tax, and Local Option Taxes are made in accordance with federal and state laws. If there is a change in dependency status or withholding levels, it is the employee's responsibility to advise the Superintendent's office and complete new federal and state withholding forms. A change in county residency requires the completion of a new WH4. It is the employee's responsibility to view their pay stubs in Doculivity and verify that the appropriate taxes are withheld from their pay.

D. Timekeeping

Federal and state laws require the school district to keep an accurate record of all time worked by non-exempt classified staff employees in order to calculate employee pay and benefits. Our method of recording this information is the use of an electronic timekeeping system and/or attendance sheet for payroll purposes. Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is all the time actually spent on the job performing assigned duties or as otherwise defined by applicable law.

Classified staff employees should request permission from their immediate supervisor prior to leaving school district property during their scheduled work time for reasons other than breaks or lunch. Unless an employee is on company business, they must "clock out" any time that they leave school district premises.

Altering, falsifying, or tampering with your own or another employee's time records shall result in disciplinary action, up to and including termination of employment. Notify the Superintendent's office immediately if an error was made in record keeping.

E. Direct Deposit

All regular employees of PHCSC are required to have their checks automatically deposited into their personal bank account (a deposit account in their name). New employees shall provide the Superintendent's office with a completed direct deposit enrollment form and sufficient documentation to verify account and routing number(s). When an employee's banking information has changed, they **MUST** notify payroll immediately and the direct deposit form must be updated. The Superintendent's office will not make changes to direct deposit information via email.

F. Overtime

Established federal guidelines determine if a job is exempt (salaried) or non-exempt (hourly) and thus eligible for overtime pay. Hours worked in excess of forty (40) hours in one week shall be paid at a rate of one and one-half the employee's regular rate of pay. The immediate supervisor and the Superintendent must approve overtime in advance. Compensatory time will not be awarded in lieu of overtime pay. Employees should understand that overtime may be required to meet position responsibilities.

G. Mileage Reimbursement

Reimbursement for authorized travel must be submitted within thirty (30) days of occurrence. Please contact the Superintendent's office with any questions and to request a reimbursement form. These forms can also be found on the PHCSC website. To be eligible for mileage reimbursement, the employee must have authorization through his/her supervisor prior to the occurrence.

Classified employees will receive mileage reimbursement, at the established rate, for travel that is pre-approved, related to school business, and in their own vehicle. A limited number of school-owned vehicles may be used by all employees. A school-owned vehicle should be used before the personal vehicle is used. The transportation mechanics will determine the assignment of school-owned vehicles.

H. Cellular Phone Stipend

A staff member may be relied upon to address issues outside of his/her regular work day. To facilitate communication an employee may be provided with a cell phone stipend per month. This must be approved by the Superintendent. The cellular phone stipend may be revoked at any time.

VI. INSURANCE

The information contained in this handbook is only intended to provide a brief summary of our benefit plans. Where there is a difference between this handbook and the plan document or policy, the plan document or policy will govern.

A. Eligibility

To be eligible for all insurance options, employees must work 30 hours per week. Newly eligible employees may participate in district group insurance programs as of the first day of the month following 30 days of regular employment. The Superintendent's office should be contacted to complete enrollment forms, explain plan parameters, and answer any questions.

B. Notice of Status Change

It is the employee's obligation to keep the district informed of any change in the employee's personal situation that may affect their benefits or the benefits of their dependents. Employees must let the Superintendent's office know about changes in their home address, marital or family status, such as marriage, divorce, birth, aging of a dependent (age at which a dependent is no longer eligible to remain on a parent's insurance policy), death, etc. These changes could affect withholding, hospitalization, insurance, etc. An employee's correct address and phone number are important in case of emergency and must be kept current by the employee.

C. Health Insurance

PHCSC provides eligible employees the opportunity to voluntarily participate in a Group Health Insurance program through the Northeast Indiana School Insurance Trust (NISIT). PHCSC will contribute \$17,112 of the annual premium for a Family Plan and \$8,055 of the annual premium for a Single Plan as outlined by the NISIT. The remaining amount will be paid by the employee. Payroll deductions for insurance premiums will begin in the month prior to the effective date and will be made in twenty-four (24) installments (e.g. September – August).

The corporation's contribution toward premium costs will cease when the employee terminates employment with the corporation. Thereafter, the former employee exercises his/her options under the Consolidated Omnibus Reconciliation Act (COBRA) of 1985. Eligible retiring employees and their spouses may elect to continue coverage with the group medical program as per state law and Northeast Indiana School Insurance Trust guidelines. The total cost of insurance coverage is paid by the retiree.

If a new employee does not choose Prairie Heights Community School Corporation's health insurance during the initial enrollment period, the employee must sign a waiver of coverage and will not be eligible to enroll unless the employee has a HIPAA special enrollment event OR until the next open enrollment period. HIPAA special enrollment events include, but are not limited to, birth, adoption, marriage, divorce, death, loss of

coverage due to termination of employment, reduction of hours or spousal carve-out. An employee who experiences a HIPAA special enrollment event must notify the Benefits Department as soon as possible. Employees must request and return appropriate forms within 30 days of the event.

There is no compensation in lieu of the board's contribution to health insurance.

D. Dental and Vision Insurance

Classified employees may enroll in the dental and vision insurance programs at their own expense through payroll deduction.

E. Everside Health Clinic

Anyone covered under the Northeast Indiana School Insurance Trust Health Insurance plan has access to the Everside Health Clinic. Information regarding location, operating hours, phone number, frequently asked questions, and forms for office visits can be found on the PHCSC website.

F. Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA is federal health coverage protection. COBRA requires employers with twenty (20) or more employees to provide their employees and their dependents with the right to continue health insurance after a qualifying event such as leaving a job. An individual that is terminated for gross misconduct is not eligible for COBRA. To continue your health insurance, you must pay 100% of the total health insurance premium.

G. Section 125

The District provides employees the option to participate in a flexible benefit program made possible under the Revenue Act of 1978, IRS Code Section 125. This voluntary program allows employees to set aside a portion of their salary and apply this money towards fringe benefits as defined by law. Any money spent for non-taxable benefits within the Section 125 guidelines are not subject to federal, state, or local taxes. An independent representative will meet annually with all eligible employees to provide information regarding this benefit. During these annual meetings, employees may also elect to purchase additional insurance coverages, i.e., accident, life, cancer, short-term disability insurance, etc. These optional insurance plans are paid for by the employee. Employees must meet with a representative annually for their insurance premiums to be pre-tax. Questions regarding eligibility requirements and enrollment guidelines should be directed to the Superintendent's office.

H. Term Life Insurance

Eligible employees shall receive a term life insurance policy. All but one dollar (\$1.00) of the premium shall be paid by PHCSC. Additional term life insurance subject to underwriting approval is available to full-time employees at group rates.

I. Long-Term Disability Insurance

Eligible full-time employees will be enrolled in long-term disability plans which provide income protection. The cost of these plans is \$1.00 each and PHCSC shall pay the remainder of the premium.

J. Unemployment Compensation

Unemployment compensation replaces part of an employee's income if they are laid off or terminated through no fault of their own. The District pays the full cost of unemployment compensation, but it does not decide who is eligible for benefit payments or how much such payments should be.

K. Workers' Compensation

Workers' Compensation is an insurance program designed to protect employees who are injured while working or while on company premises. Coverage is effective on the date employment begins with PHCSC. Coverage is provided at no cost to the employee. It is necessary that any accident occurring on the premises, or while conducting school business, must be reported immediately to an employee's supervisor. The District should be notified immediately of accidents of any nature, whether or not a claim will be made under the Workers' Compensation policy.

Upon report, the employee will be directed to call the Workers' Compensation dedicated nurse phone line at **855-262-9879**. This nurse will collect information about the injury, provide triage, and guidance about home remedies, recommending medical treatment and information, and answer questions about the injury.

L. Wellness Program

PHCSC offers a Wellness Program to encourage a healthy lifestyle. Any employee may earn wellness incentives during the year.

VII. RETIREMENT BENEFITS

A. Public Employee Retirement Fund (PERF)

All employees filling positions classified as full-time by the governing body shall participate in the public employee retirement program. Positions classified as part-time or of a temporary, substitute, or emergency nature cannot be covered by PERF and the employee cannot become a member of PERF. Procedures and benefits of the program are governed by the regulations of the Public Employee Retirement Fund (PERF). For participating employees, the District shall pick up the employee contribution to PERF, not to exceed three percent.

Eligibility to receive payment from PERF is determined by age and years of creditable service. Under current law, an employee may qualify for normal retirement with full benefits if the employee is at least age 65 and has ten (10) or more years of creditable service under PERF, if the employee is age 60 and has fifteen (15) or more years of creditable service under PERF, or at age 55 if years of service plus age total 85.

B. 403(b) Retirement Plan

This is a voluntary tax sheltered annuity available for all eligible employees. The employee may contribute into their 403(b) account using either pre-tax or after-tax money. Employee contributions are 100% vested immediately.

C. 401(a) Retirement Plan

The Board shall establish and maintain a qualified Section 401(a) Annuity Plan ("401(a) Plan") for all eligible employees. The Board shall contribute an amount equal to one and a half percent (1.5%) of the employee's base salary into the Section 401(a) Plan.

The amount contributed by the Board is calculated as such: the employee's base salary multiplied by 1.5%. Half of the amount will be deposited in December. The other half will be deposited in June.

D. Retirement

Upon deciding to retire, an employee should contact the Superintendent's office to determine available benefits and options.

VIII. DISCIPLINE/EMPLOYMENT TERMINATION

A. Unsatisfactory Performance of Duties

If an employee's performance is determined to be unsatisfactory, in violation of policy, established rules, or otherwise not of acceptable quality, one or more of the following progressive steps may be implemented. Based upon the severity of the infraction or the circumstances involved, the District reserves the right to skip steps and/or move directly to the termination of employment.

1. Verbal Warning
2. Written Warning
3. Probation
4. Final Warning/Suspension without pay for five (5) workdays.
5. Discharge (termination of employment)

B. Termination

Great care is devoted to selecting our employees. However, some types of behavior could lead to discipline up to and including immediate discharge from employment. Those problem areas which could result in immediate termination include but are not limited to: fraud, dishonesty, falsification of work or employment records, or alteration of time cards; failure to report to work or leaving work without giving notice to supervisor; insubordination or failure to perform assigned duties and responsibilities; theft, destruction or careless use of district property, or other dishonesty involving school property or records; use or possession of illegal or unprescribed substances, firearms, or weapons at work or in a manner affecting work; or misconduct. Discharge remains at the discretion of the employer.

C. Resignation

If an employee finds it necessary to terminate employment with PHCSC, a written notice of the resignation is expected ten (10) days in advance of the last intended work day. Supervisors are required to obtain written notice and forward the notice to the Superintendent's office immediately. Voluntarily leaving our employment does not qualify for unemployment benefits. Upon separation of service, employees are expected to return PHCSC's property to their supervisor, including identification badges, technology, mobile phone, textbooks and/or library books, passes, keys/fobs, and/or uniforms.

For information regarding continuation of group insurance coverage after termination/resignation, please contact the Superintendent's office to schedule a convenient time prior to departure.

D. Change of Address

Following departure from the district, it is the employee's responsibility to provide any change of address information to the Superintendent's office to avoid any delays in

receiving the annual statement of earnings (W-2 form) or any other required notices or information.

E. Reduction in Force

If the number of positions in a classification is reduced in a particular building or department, the building principal or immediate supervisor shall make the recommendation as to the person(s) to be reduced with final determination by the Superintendent.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

It is the responsibility of all Prairie Heights Community School Corporation classified employees to understand and follow all guidelines outlined within the Classified Handbook. Classified employees may be suspended or terminated for failure to follow/comply with policies or procedures listed in the Classified Handbook. Decisions regarding suspension or dismissal will be made on a case-by-case basis.

Employee Name: _____

Position: _____

I hereby acknowledge receipt of the Prairie Heights Community School Corporation Classified Handbook via hard copy or digital copy. I have read and understand the information outlined in the handbook. If I have any questions regarding content of the Classified Handbook, I will direct my questions to my immediate supervisor for assistance.

I understand and agree that the statements contained in this handbook are intended to serve as general information concerning the Prairie Heights Community School Corporation with respect to its existing policies, procedures, and practices of employment and benefits.

I acknowledge that this handbook is neither a contract of employment nor a legal document.

I understand and agree that nothing contained in the classified employee handbook is intended to create, nor shall be construed as creating an expressed or implied contract or guarantee of employment for a definite or indefinite term.

I understand that this handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written recommendations, or statements regarding terms and conditions of my employment.

Signature: _____

Date: _____



2024 Summer Hours

Summary: During the summer months, when school is not in session, our staff will work 10 hours/day (Monday through Thursday) and have Fridays off.

A calendar will be prepared for each summer, so all employees are aware of the schedule in advance. The calendar for 2024 has been attached.

Hours:

The Superintendent's Office will be open from 6:00 am until 4:00 pm, Monday through Thursday and closed on Fridays.

All employees who work during the summer months will work four, 10-hour days. The only exception will be those who work with the students during summer school. They will be expected to work their regularly scheduled hours when summer school is in session.

Custodians, Maintenance and Transportation employees will also work four, 10-hour days. However, in some instances, to ensure that we have coverage during the entire week, some employees will work Monday through Thursday and others will work Tuesday through Friday. The schedule will be determined by the Director of Maintenance, the Director of Transportation, and the Head Custodians.

Employees will typically work from 6 am (with a half hour paid lunch) until 4 pm. However, employees may fluctuate their hours and start at 7 am and work until 5pm or start at 8 am and work until 6 pm.

Holidays:

Independence Day:

If the 4th of July falls on a Friday or weekend, it will be treated as a floating holiday allowing for employees to opt for a 4-day weekend. The floating holiday must be used within a seven (7) day period of the holiday. Employees should get prior approval from their direct supervisor on their election. This will be noted in the Summer Calendar that is prepared each year.

Days Off:

All Employees:

- If an employee takes a day off during the summer, they may use either a personal, vacation or sick day (if they are sick) and they will be paid for 10 hours. They will only be charged with 1 day of personal, vacation or sick day and not 1.25 days.
- If an employee takes off an entire week during the summer, they will only be charged with 4 vacation or personal days (and not 5 days). They will still receive their full pay for the week.
- If an employee takes off a half day, they will be able to leave work after 5 hours.

Hourly Employees:

- If an hourly employee does not have any paid time off available, then they will not be paid for the day they are absent. They will only be paid for the hours they work during the week. For example, if they only work three, 10-hour days during the week, they will only be paid 30 hours for the week.
- If they do not have any paid time off and they clock out after only working 9 hours, they will only be paid for the 9 hours that were worked.

Salary Employees:

- If a salary employee does not have any paid time off available, they will not be paid for the day they are absent.
- If they do not have any paid time off and they leave after working less than 10 hours, the expectation is they will put in the hours needed that week to get the job done.

Appendix A

Monday, May 27	Closed for Memorial Day	All PHCSC Locations Closed
Monday, June 3 – Thursday, June 6	4-Day Work Week	**All PHCSC Locations Open
Friday, June 7	Closed per Summer Work Schedule	All PHCSC Locations Closed
Monday, June 10 – Thursday, June 13	4-Day Work Week	**All PHCSC Locations Open
Friday, June 14	Closed per Summer Work Schedule	All PHCSC Locations Closed
Monday, June 17 – Thursday, June 20	4-Day Work Week	**All PHCSC Locations Open
Friday, June 21	Closed per Summer Work Schedule	All PHCSC Locations Closed
Monday, June 24 – Thursday, June 27	4-Day Work Week	**All PHCSC Locations Open
Friday, June 28	Closed per Summer Work Schedule	All PHCSC Locations Closed
Monday, July 1 – Wednesday, July 3	3-Day Work Week	**All PHCSC Locations Open
Thursday, July 4	Closed for Independence Day	**All PHCSC Locations Closed
Friday, July 5	Closed per Summer Work Schedule	All PHCSC Locations Closed
Monday, July 8 – Thursday, July 11	4-Day Work Week	**All PHCSC Locations Open
Friday, July 12	Closed per Summer Work Schedule	All PHCSC Locations Closed
Monday, July 15 – Thursday, July 18	4-Day Work Week	**All PHCSC Locations Open
Friday, July 19	Closed per Summer Work Schedule	All PHCSC Locations Closed
Monday, July 22 – Thursday, July 25	4-Day Work Week	**All PHCSC Locations Open
Friday, July 26	Closed per Summer Work Schedule	All PHCSC Locations Closed
Monday, July 29	Return to 5-Day Work Schedule	ALL PHCSC Locations Open Regular Schedule

Workday 6:00am to 4:00pm. .5 hour paid lunch.

Opportunities to shift hours but must get 40 hours.

1 day of vacation, personal day, sick day equals 1 regular day of absence.