



Book	Policy Manual
Section	Vol. 33 No. 2 for Board Approval
Title	Revised Policy - Vol. 33, No. 2 - June 2021 - EMPLOYMENT OF SUPPORT STAFF
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Adopted	October 8, 2009
Last Revised	January 8, 2015

4120 - **EMPLOYMENT OF SUPPORT STAFF**

The Board of Managers recognizes that it is vital to the successful operation of the Cooperative that positions created by the Board be filled with qualified and competent staff.

The Board shall approve the employment and establish the term of employment for each support staff member employed by this Cooperative.

All support staff employees not covered by the terms of a negotiated agreement are 'at-will' employees. Their employment can be terminated with or without cause at any time. No other representative of the Cooperative has the authority to enter into any agreement for employment for any specified period of time with a support staff employee.

Individuals employed in the following categories shall be considered members of the support staff:

- A. **Treasurer**
- B. **Payroll and Purchasing Specialist**
- C. **Benefits Coordinator/Executive Assistant**
- D. **High School Secretary**
- E. **Extra Curricular Accounts Treasurer**
- F. **Coordinator of Student Services**
- G. **Data Specialist**
- H. **Facilities Director**
- I. **Technology Coordinator**
- J. **Technology Assistant**
- K. **Facilities Assistant**
- L. **Marketing Manager**
- M. **Service Assistant**
- N. **School Resource Officer**

- O. Instructional Assistants
- P. Adult Education Director
- Q. Adult Education Secretary
- R. Part-time Adult Education Instructors
- S. Adult Education Benefits Eligible Employees

T. _____

U. _____

V. _____

W. _____

X. _____

Y. _____

[☒] All applications for employment shall be referred to the Assistant Director.

Anti-Nepotism

'Relatives' include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents/living in the same residence of a Board member or staff member.

[NOTE: Choose Option A or Option B below]

[Option A]

[☒] Relatives of Board members may be employed by the ~~Board~~ Cooperative, provided the member of the Board involved does not participate in any way in the discussion or vote on the employment. Should the Cooperative choose to employ a relative as herein defined, both the relative and the Board member must file a conflict of interest statement. Except that such relatives may be employed only for a period which does not exceed one (1) school year. [END OF OPTION]()

[Option B]

~~[] The Board Cooperative will not employ (but may reemploy) the () children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents relatives of a Board member. [END OF OPTION]() children, siblings, spouse, parents, in-laws, or bona fide dependents of a full-time support staff member. [END OF OPTION] () except that such relatives or dependents may be employed only for a period which does not exceed one (1) school year.~~

~~Should the Board choose to employ a family member as herein defined, both the family member and the Board member must file a conflict of interest statement.~~

[NOTE: Choose Option C or Option D below]

[Option C]

[☒] Relatives of staff members may be employed by the Cooperative, provided the relative being employed is not placed in a position in which the relative would be supervised by the staff member. Except that such relatives may be employed only for a period which does not exceed one (1) school year. [END OF OPTION]()

Option D:

~~☐ The Cooperative will not employ (but may reemploy) the relative of a regular full-time support staff member. [END OF OPTION]~~

~~[NOTE: The Cooperative is not required to have a non-fraternization policy, however, Neola recommends adoption of language regarding non-fraternization for various legal reasons including, but not limited to claims of sexual harassment or potentially being found to be negligent for failure to provide direction especially regarding the supervisor/subordinate relationship.]~~

☒ Non-Fraternalization:

~~[NOTE: Choose Option E or Option F below]~~

Option E:

~~☐ Cooperative employees may not date, develop romantic relationships with or have sexual relations with individuals who are the employee's supervisor or those that they supervise. [END OF OPTION]~~

Option F:

☒ If Cooperative employees in a supervisor-subordinate relationship choose to date, engage in a romantic relationship, or have sexual relations, the employees must notify the Cooperative's administration and accept the Cooperative's decision to transfer one or both of the employees so that they no longer have a supervisor-subordinate relationship. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to them may be perceived as favoritism, misuse of authority, or potentially sexual harassment, and, consequently, they are unacceptable. [END OF OPTION]

☒ Cooperative employees may date and develop friendships and relationships with other employees—both inside and outside of the workplace—as long as the relationships do not have a negative impact on their work or the work of others.

☒ Any relationship that interferes with the Cooperative culture of teamwork, the harmonious work environment, or the productivity of employees, will be subject to discipline, up to and including termination.

☒ Adverse workplace behavior - or behavior that affects the workplace that arises because of personal relationships - will not be tolerated. Cooperative employees who disregard this policy will be subject to discipline, up to and including termination.

[NOTE: Other optional selections to be completed]

☒ Any support staff member's intentional misstatement of fact material to ~~his/her~~ qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

~~☐ Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised by the relative staff member.~~

☒ When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of ~~his/her~~ certification or pending application for certification.

VOLUNTEER FIREFIGHTERS

If a staff member is a volunteer firefighter and has notified the Cooperative in writing that the staff members/he is a volunteer firefighter, the Cooperative may not discipline the staff member for:

- A. being absent from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty;
- B. leaving the staff member's~~his/her~~ duty station to respond to a fire or an emergency call if the staff member's~~he~~ has prior authorization from the staff member's~~his/her~~ supervisor to leave duty in response to a call received after the staff member's~~he~~ has reported to work;

However, when an emergency call is received while the staff member is on duty, the staff member should notify the principal before leaving so coverage for the staff member's~~his/her~~ class can be arranged.

- C. an injury or being absent from work because of an injury that occurs while the staff member is engaged in emergency firefighting or other emergency response, provided the staff member's absence from work due to each instance of emergency firefighting activity or other emergency response does not exceed six (6) months from the date of injury.

[☒] The Cooperative (~~may~~) (☒) shall [END OF OPTION] require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence indicating the staff member was engaged in an emergency call at the time of the staff member's~~his/her~~ absence.

[☒] The Cooperative (~~may~~) (☒) shall [END OF OPTION] require that the staff member who was injured while engaged in emergency firefighting or other emergency response provide evidence from a physician or other medical authority showing treatment for the injury at the time of the staff member's~~his/her~~ absence and a connection between the injury and the employee's emergency response activities. Any such evidence shall be retained in a separate medical file created for the staff member and treated as a confidential medical record.

The Director shall prepare administrative guidelines for the recruitment and selection of all support staff.

~~I.C. 20-26-5-4~~

~~I.C. 20-26-9-12~~

I.C. 20-35-5

I.C. 35-44.1-1-4

I.C. 36-8-12-10.5

~~20 U.S.C. 63193~~

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I.C. 20-35-5

I.C. 35-44.1-1-4

I.C. 36-8-12-10.5