



Book Policy Manual

Section Volume 35, No. 2 for Board Approval

Title Revised Policy - Volume 35, No. 2 - July 2023 - EMPLOYMENT OF SUPPORT STAFF

Code po4120

Status

Adopted October 8, 2009

Last Revised April 14, 2022

### **Revised Policy - Volume 35, No. 2 - July 2023**

#### **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. \_\_\_\_\_ Payroll and Purchasing Specialist
  - Instructional Assistants
  - Facilities Director
  - Facilities Assistants/Maintenance
  - ECA Secretary
  - High School Secretary
  - Technology Director
  - Technology Specialist
  - Marketing Manager
  - Benefits Coordinator/Executive Assistant
  - School Resource Officer
  - Data Specialist
  - Student Services Coordinator
- N. \_\_\_\_\_
- C. \_\_\_\_\_
- I. \_\_\_\_\_
- C. \_\_\_\_\_

**[x]** All applications for employment shall be referred to the \_\_\_\_\_ Directors Office\_\_\_\_\_.

#### **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 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~~ shall file a conflict of interest statement. ~~(-) Except that such relatives may be employed only for a period which that does not exceed one (1) school year.~~ **[END OF OPTION]**

**[Option B]**

~~☐ The Cooperative will shall not employ (but may reemploy) the (-) relatives of a Board member.~~ **[END OF OPTION]**

**[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 that does not exceed one (1) school year.~~ **[END OF OPTION]**

**Option D:**

~~☐ The Cooperative will shall 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-direction, especially regarding the supervisor/subordinate relationship.]**

☒ **Non-Fraternization:**

**[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~~ shall 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, harassment and, consequently, they are unacceptable. **[END OF OPTION]**

**[NOTE: Other optional selections to be completed]**

~~☐ 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 employee who engages in a relationship that interferes with the Cooperative culture of teamwork, the harmonious work environment, or the productivity of employees, will-employees shall 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-shall not be tolerated. Cooperative employees who disregard this policy will-shall 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 qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

☒ When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of 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 member 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 duty station to respond to a fire or an emergency call if the staff member has prior authorization from the staff member's supervisor to leave duty in response to a call received after the staff member has reported to work;

However, when an emergency call is received while the staff member is on duty, the staff member ~~should~~ shall notify the principal before leaving so coverage for the staff member's 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.

**[ x ]** The Cooperative ~~( )~~ may **( x )** 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 absence.

**[ x ]** The Cooperative ~~( )~~ may **( x )** 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 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.

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Legal                      I.C. 20-35-5  
                                  I.C. 35-44.1-1-4  
                                  I.C. 36-8-12-10.5