

CSC of Eastern Hancock County NON-CERTIFIED HANDBOOK



NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The CSC of Eastern Hancock County does not discriminate or tolerate harassment against any person on the basis of race, color, national origin, age, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, or any other legally protected category, nor will anyone be denied the benefits of, or otherwise be subjected to discrimination regarding the application, hiring, advancement, discharge, compensation or other terms and conditions of employment; nor in the conduct of its educational programs and activities and the operation of its facilities.

The CSC of Eastern Hancock County is an equal opportunity employer. It is the policy of the CSC of Eastern Hancock County to comply with the Indiana Civil Rights Act I.C. 22-9, Title VI and Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendment), Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1992, the Family Medical Leave Act of 1993, and other applicable state and federal statutes.

The School Corporation has designated several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment laws. The coordinators shall document all reports of discrimination or harassment and

establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee's other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect, and bullying.

Title VI Coordinator
(Race, color, national origin)
Jenny Toth, HR Specialist

Title IX Coordinator
(Sex, including sexual harassment/sexual
assault, gender discrimination)
Jenny Toth, HR Specialist

Section 504 Coordinator
(Disability)
Brian Bowen, Assistant Principal

Nondiscrimination Coordinator
(All other forms)
Jenny Toth, HR Specialist

Board Approved: **June 13, 2022**

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GENERAL REGULATIONS AND POLICIES FOR NON-CERTIFIED STAFF

The CSC of Eastern Hancock County will employ support staff within various job classifications to provide health, technology, transportation, food, clerical, maintenance, and instructional assistance to support and enhance the educational program.

Violation of the Corporation's rules, regulations, and/or policies may result in disciplinary action, including termination.

This handbook does not create an employment contract. The employment relationship is and remains at will, subject to termination by the CSC of Eastern Hancock County provision in the handbook.

The CSC of Eastern Hancock County has the right to modify or deviate from the handbook at any time and at its sole discretion and no employee should rely in any way upon the provisions of this handbook in accepting or continuing employment. Additionally, this handbook is not intended to be construed in any way as a collective bargaining agreement. Its purpose is to inform new and current non-certified employees of various job responsibilities, expectations, rules, and procedures within the CSC of Eastern Hancock County. The contents of this handbook may be altered at any time by school board action, and the CSC of Eastern Hancock County has the right to administer and interpret the handbook's provisions as needed.

EMPLOYMENT PROCEDURES

Persons desiring to be employed by the CSC of Eastern Hancock County in a non-certified capacity shall fill out an application. Once vacancies are determined to exist, each position will be posted within and/or outside the school corporation as may be deemed necessary by the CSC of Eastern Hancock County.

RESPONSIBILITIES AND DUTIES OF SUPPORT STAFF

Support staff, as a vital factor in accomplishing the mission of the Eastern Hancock School Corporation, must represent themselves, the schools, and the community with dignity and honor and perform all tasks required of the position.

To provide structure and guidance for employees, job descriptions defining responsibilities and duties, approved by the Superintendent, will be provided to each employee.

All transportation-related personnel (including bus drivers) must obtain and review the "Transportation Guidelines and Responsibilities" handout, which includes various responsibilities, guidelines, requirements, and procedures applicable to and to be followed by transportation personnel.

EMPLOYMENT QUALIFICATIONS OF SUPPORT STAFF

Each employee must be trustworthy, of good moral character, and in proper physical health to perform the job responsibilities and tasks.

Where applicable, employees must be eligible for a valid license or certification and possess said license or certification prior to being officially employed, and must maintain any such license or certification during employment.

Support staff must be cognizant of the educational program and their responsibility to the students.

Office personnel who are employed as treasurers must be bonded in an amount to be determined and paid for annually by the Board of School Trustees.

CRIMINAL RECORDS CHECK

All school employees of the CSC of Eastern Hancock County are required to report any arrest or filing of charges for violation of criminal state or federal law to the CSC of Eastern Hancock County within two (2) business days of occurrence. Each individual who is hired by the CSC of Eastern Hancock County for a support staff position will be required to have an expanded criminal history check and expanded child protection index check as provided by Indiana law. Additionally and consistent with Indiana law all current employees will be required to have an expanded criminal history check once every five (5) years. Any charges related to said expanded criminal history check shall be paid by the prospective employee for new hires.. The School Corporation will assume the costs of the expanded criminal history check for current employees. More information can be found in D325 Employee Background Checks and Mandatory Reporting, found here:

<https://www.easternhancock.org/docs/district/depts/24/policies/d325%20personal%20background%20checks%20and%20mandatory%20reporting%20.pdf?id=4493>

SELECTION OF SUPPORT STAFF

The Superintendent shall recommend the employment of support staff to the Board of School Trustees.

The building principals and/or supervisors shall screen candidates having filed applications for support staff vacancies and make recommendations for employment to the Superintendent. Consistent with Indiana law, the CSC of Eastern Hancock County will contact the applicant's employment references, including if applicable and provided, the applicant's most recent employer.

Screening of prospective employees may include oral and written inquiries, recommendations from past employers, and a careful analysis of qualifications required for the work to be performed.

ASSIGNMENT OF SUPPORT STAFF

The Superintendent shall assign support staff to a position after consulting with the building principal and/or immediate supervisor.

PROBATIONARY PERIOD

Employees new to the corporation shall be considered probationary for their first 90 calendar days. During the probationary period, the employee shall not receive holiday pay or paid time off. Even at the end of the probationary period, the employee shall remain an “At Will” employee.

TRANSFER OF SUPPORT STAFF

Transfers may be made at the request of the employee or upon the initiative of the Superintendent or other supervisory personnel for any reason which, in the judgment of the Superintendent, shall serve the best interest of the School Corporation. Employees who are transferred from one support staff position to another support staff position shall be granted experience credit as determined by the Superintendent or designee. The Superintendent’s decision shall be final. In the event of a transfer requested by the employee and granted by the Superintendent, experience credit for seniority and/or wage/benefits purposes will **not** be granted when the transfer involves changing job classifications (examples: instructional assistant to secretary).

SUPERVISION OF SUPPORT STAFF

Support staff shall be provided supervision to promote effective job performance and improvement. In-service training may be conducted to improve job effectiveness and skills (public relation and others) necessary for each employee to represent the CSC of Eastern Hancock County.

TERMINATION

The relationship between the CSC of Eastern Hancock County and the employee is “Employment-At-Will.” Employment with the CSC of Eastern Hancock County may be terminated by the employee or the CSC of Eastern Hancock County at any time, for any reason, with or without cause. Upon such termination, the employer shall be obligated to pay the employee only for service/work performed prior to the date of termination.

RESIGNATION

Whenever possible, a written resignation shall be submitted to the Superintendent or designee at least two weeks prior to the separation of employment. A resignation may not be amended or withdrawn after submission. Employees who have accumulated vacation days cannot use those days during the 2-week notice period. Accumulated vacation days will be paid to the employee at their daily rate. If the employee resigns prior to working an entire year, the number of vacation days paid will be prorated proportionally to the number of days worked within the year (July to June).

RETIREMENT SEVERANCE BENEFIT

Employees hired prior to June 13, 2022, will be paid for unused, sick leave days upon retirement. The maximum amount these employees will be paid is for the days they have accumulated as of June 30, 2022. Upon retirement, they will be paid their daily rate at the number of days accumulated as of June 30, 2022, or the total number of days left in their sick-leave bank (if it is fewer than the total accumulated as of June 30, 2022). Current non-certified employees will no longer be able to accumulate additional sick leave days to be paid upon retirement after June 30, 2022. Beginning with employees hired after June 13, 2022, this benefit will no longer be offered.

DRUG AND ALCOHOL-FREE WORKPLACE

No employee may use, possess, distribute, dispense, or manufacture any alcohol, any controlled substance, including any chemically similar substance such as Cannabidiol (“CBD oil”), or any drug paraphernalia at any time while on Corporation property or while involved in any Corporation-related activity or event. Any employee who violates the Corporation’s Drug-Free Workplace Policy shall be subject to disciplinary action in accordance with Corporation policies and administrative guidelines.

Provided the medication does not inhibit the employee from performing the essential functions of his/her job safely or pose a direct threat to others, it is not a violation of Corporation policy for an employee to possess or use a controlled substance if the drug is in its original container and is taken strictly as prescribed.

An employee must notify the Corporation of any arrest, filing of criminal drug charges, or convictions for violation of a criminal drug statute no later than five days after such conviction. With regard to suspicion-based drug testing, an employee’s alleged or actual use of low THC cannabidiol extract or CBD oil will not form a basis upon which the Corporation will forgive or overturn an employee’s positive test results.

UNIVERSAL PRECAUTIONS

All employees are directed to utilize the universal precautions outlined by the State Board of Health in I.C. 4-22-2 to prevent the transmission of dangerous communicable diseases through blood or other body fluids. An employee’s failure to utilize the universal precautions may result in disciplinary action. See board policy A325 Communicable Diseases and administrative guidelines for more information.

The board policy can be found here:

<https://www.easternhancock.org/docs/district/depts/24/policies/a325%20communicable%20diseases.pdf?id=4486>

CONFIDENTIALITY (FERPA)

In the course of employment, employees often have access to, and process, confidential information relative to students and Corporation employees. The inappropriate sharing of this information is considered a serious breach of professional responsibility and is grounds for disciplinary action including termination and/or criminal liability. More information can be found in the board policy here:

https://www.easternhancock.org/docs/district/depts/24/to%20post/e175-r_h225-r%20student%20record%20%20%20inspection%20of%20materials.pdf?id=4667.

DUTY TO REPORT THREAT OF CHILD ABUSE OR NEGLECT

If an Eastern Hancock staff member has reason to believe that a student is a victim of child abuse or neglect, that staff member is required to immediately make a report to the Department of Child Services (DCS) or Local Law Enforcement. The staff member shall also notify the building administrator of the report. See board policy and administrative guidelines for more information. Board policy A225 Reporting of Suspected Child Abuse and Neglect can be found here:

<https://www.easternhancock.org/docs/district/depts/24/policies/a225%20reporting%20of%20suspected%20child%20abuse%20and%20neglect.pdf?id=4529>

EMPLOYMENT OF RELATIVES and PERSONAL RELATIONSHIPS (NEPOTISM)

To avoid situations such as conflicts of interest or favoritism, close relatives, partners, those in a dating relationship, or members of the same household are not permitted to be in positions that have a reporting responsibility to each other.

Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step-relatives, cousins and domestic partner relatives. If employees begin a dating relationship or become relatives, partners, or members of the same household and if one party is in a supervisory position, they must inform the administration office of the relationship. For more information, see Board policy A125 Nepotism, Conflict of Interest, Gifts, and Use of Corporation Resources.

CLASSIFICATION OF SUPPORT STAFF

Within the CSC of Eastern Hancock County, non-certified employees include (1) full-time, year-round employees; (2) full-time, school-year employees, and (3) part-time, school-year employees.

PAID TIME OFF (PTO) DAYS

During the 2021-22 school year, each employee is entitled to absences per school year without loss of pay for personal or family sick leave as follows:

- Full-time, year-round employees will receive ten (10). Sick-leave days shall accumulate in the employees' sick-leave bank, not to exceed sixty (60) total accumulated days.
- Full and part-time, school-year employees will receive five (5). Sick-leave days shall accumulate in the employees' sick-leave bank, not to exceed sixty (60) total accumulated days.

During the 2022-23 School Year each employee shall be entitled to absences per school year without loss of pay for the transaction of personal business and/or the conduction of personal or civic affairs as follows:

- Full-time, year-round employees will receive four (4). If in any one school year the employee is absent for reasons covered in this provision for fewer than four (4) days, the remaining days shall be accumulated to a total of six (6) days after which time, the remaining days shall be transferred to an employee's accumulated sick leave.
- Full and part-time, school-year employees will receive three (3). If in any one school year the employee shall be absent for reasons covered in this provision for fewer than three (3) days, the remaining days shall be accumulated to a total of four (4) days after which time, the remaining days shall be transferred to an employee's accumulated sick leave.

Beginning in July of 2023, employees will receive Paid Time Off (PTO) days as follows:

- Full-time, year-round employees will receive fourteen (14) paid time off (PTO) days, which will be able to be used as either sick leave or PTO days as described below. All unused PTO days will roll over into the employee's accumulated sick leave days to a total of sick leave (60) days.
- Full and part-time, school-year employees will receive eight (8) paid time off (PTO) days, which will be able to be used as either sick leave or PTO days as described below. All unused

PTO days will roll over into the employee's accumulated sick leave days to a total of sick leave (60) days.

Application for all leave day(s) shall be submitted through the School Corporation's applicable electronic program prior to the occurrence of such leave except during an emergency as determined by the Superintendent.

PTO day(s) may be taken at any time upon approval by the direct supervisor or the Office of the Superintendent. PTO days will not be approved immediately preceding or following: Fall Break, Christmas Break, Spring Break, or Memorial Day except for emergency situations as determined by the Superintendent. Employees must provide a note from their doctor or request permission from the superintendent or designee if they want to take more than two consecutive PTO days.

All forms of leave days (vacation, leave, sick, personal, PTO, bereavement, etc.) may only be used in full-day or half-day increments.

VACATION DAYS

Full-time, year-round employees will receive vacation time based on years of service.

- Upon hire, employees will receive ten (10) days of vacation. Vacation days will be prorated for the first year of employment, based on the date of hire.
- After three years of service, employees will receive fifteen (15) vacation days.
- After five years of service, employees will receive twenty (20) vacation days
- Vacation days from the prior work year must be used by July 31 of the following year.

BEREAVEMENT LEAVE

In the case of the death of an employee's spouse, child, or step-child the employee is entitled to be absent without loss of compensation for a period extending ten (10) total school days.

In the case of death of any other person in the immediate family of an employee, the employee is entitled to be absent without loss of compensation for not more than five (5) total school days for the purpose of attending the last burial rites, and attending to other personal matters of the immediate family member. Any other person who at the time of death was living as a member of the employee's household will be considered as a member of the immediate family.

In the case of the death of a person who is not an immediate family member of an employee but is another relative of the employee, the employee is entitled to be absent without loss of compensation for not more than two (2) total school days. These days may not be split and must be used consecutively unless otherwise approved by the Superintendent. The bereavement leave days granted herein may be used for the purpose of attending the last burial rites or other personal matters of the deceased relative. Examples of the non-immediate family could include but are not limited to a spouse's grandparent, aunts, uncles, step-siblings, etc. In the case of the death of a person who is not an immediate family member of the employee but is a friend or colleague of the employee, the employee may request to take one day of funeral leave to attend the funeral of such person. The Superintendent has the sole discretion to grant or deny a request for funeral leave under this provision.

JURY DUTY/COURT TESTIMONY LEAVE

When an employee is called for jury duty or subpoenaed to testify, he/she shall continue to draw full pay, provided the employee agrees to return all jury duty pay or witness fees to the employer.

PAID HOLIDAYS

Full time, year-round employees will receive the following paid holiday days: July 4, Labor Day, Thanksgiving (3 days), Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, and Memorial Day. If any of these paid holidays occur on a weekend or a day students are in session, the employee shall be allowed to use those particular paid holidays on a workday of his/her choosing.

Full and part-time, school-year employees (excluding bus drivers) hired on or before 6/30/2018, except bus drivers receive Labor Day, Thanksgiving (3 days), Christmas Eve, Christmas Day, New Year's Day, and President's Day.

Full and part-time, school-year employees (excluding bus drivers) hired after 7/1/2018 will receive Labor Day, Thanksgiving (3 days), and President's Day.

INSURANCE AND OTHER BENEFITS

Health insurance is available for full-time employees who qualify based on federal regulations. Employees may select from one of three plans. Coverage for new employees will be effective the first of the month following the date of hire as long as the application for enrollment is submitted within 31 days following their eligibility date.

Each qualifying employee working 30 hours per week or more shall be entitled to receive an employer contribution toward the group health insurance plan. Under certain conditions, a retiring employee may participate in the group health insurance plan if the employee pays 100% of the cost of such coverage.

The Board shall provide for each employee working 17.5 hours per week or more, a group life insurance plan which shall offer coverage in the amount of \$10,000.00. Additional coverage may be purchased at the employee's expense.

The Board shall provide for each qualifying employee working 17.5 hours per week or more the ability to purchase long or short-term disability.

Full-time employees who work over 30 hours per week are eligible for vision and dental insurance at the employee's expense.

The Board shall pay the required contribution to PERF for all qualifying employees. Newly hired bus drivers are not eligible for this benefit.

All employees are offered the ability to contribute to a 403 (b) retirement plan. All year-round, full-time employees are offered the ability to contribute to a 403 (b) retirement plan with an employer 401(a) contribution match. The maximum matching contribution to the Plan will be 2% of each employee's annual salary.

The vesting schedule and additional information are available in the plan document housed in the central office.

INCLEMENT WEATHER

When school is canceled due to inclement weather or another emergency, twelve-month employees are required to work their regular hours at their regular rates of pay. These employees may, with the approval of his/her supervisor, utilize available vacation, PTO Days, or days without pay. Other employees shall not work and shall not be eligible for payment. Instead, they shall work on any rescheduled make-up day.

When School is delayed or dismissed early, twelve-month employees shall observe regular working hours, unless notified or approved otherwise by the designated supervisor. Less than twelve-month employees follow the schedule of the students.

PAYROLL INFORMATION:

- All employee work hours and schedules shall be established by the employee's designated supervisor and authorized by the Superintendent or designee. Work schedules shall be established based upon the needs of specific assignments or duties.
- The building principal or immediate supervisor shall be responsible for verifying the accuracy of time cards for hourly employees. Time cards shall reflect accurate work hours, leaves, or other credits based upon adopted policy. Partial hours shall be reported to the next quarter-hour. Falsification of time cards is grounds for discipline up to and including termination.
- Overtime for all non-certified personnel must be approved by the superintendent and/or designee before such work is scheduled to begin.
- Salary payments shall be bi-weekly according to the payment schedule issued annually by the HR Specialist.

FAMILY and MEDICAL LEAVE ACT (FMLA)

Employees may find it necessary to take an absence from work for personal or family medical reasons as provided in the Family and Medical Leave Act (FMLA). For additional information pertaining to FMLA, employees should refer to board policy (D400 FMLA) and applicable administrative guidelines.

AMERICANS WITH DISABILITIES ACT (ADA)

The ADA prohibits employers from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.

A qualified employee with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. The determination of whether any particular condition is considered a disability is made on a case-by-case basis.

Any employee who wishes to make a request for an ADA accommodation relating to his/her employment should send a written request to his/her principal, who will consult with the requestor, their physician(s), and their supervisor as part of the interactive process to determine whether such an accommodation is reasonable.

MILITARY LEAVE

CSC of Eastern Hancock County is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the corporation's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Employees requesting leave for military duty should contact the appropriate administrator to request leave as soon as they are aware of the need for leave.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

DRUG AND ALCOHOL TESTING OF BUS DRIVERS AND MECHANICS

As required by federal law, the CSC of Eastern Hancock County has adopted policies and procedures for testing employees in "safety-sensitive positions" relating to the transportation of students for drug and alcohol use. Employees can learn more details by reviewing board policy and administrative guidelines or by contacting the transportation director with any questions. The board policy (D300 Alcohol and Controlled Substance Policy for Commercial Driver's License (CDL) and Safety Sensitive Positions) can be found here:

<https://www.easternhancock.org/docs/district/depts/24/to%20post/d300%20controlled%20substance%20and%20alcohol%20testing%20of%20cdl%20license%20holders.pdf?id=4706>.

EVALUATION PROCESS

All non-certified/support staff employees are at-will employees. Such employees will be evaluated using the appropriate form (see attachment in this handbook) at least annually. If additional evaluations throughout the year become necessary, the employee will be informed by his/her supervisor and/or principal/administrator. Evaluations and other work-related observations of the said employee by his/her supervisor and/or principal/administrator shall be the basis for continued employment, returning an employee to probationary status, and/or immediate termination. [See Evaluation Form on Attached Pages](#)

CSC of Eastern Hancock County **NON-CERTIFIED** **EMPLOYEE EVALUATION**

EMPLOYEE NAME: _____

POSITION: _____

DATE OF REVIEW: _____

HIRE DATE: _____

PLEASE USE THE FOLLOWING SCALE WHEN RANKING EACH ITEM

You must document reasons for low scores (1 or 2) in the space provided in each category.

3=Meets/Exceeds Expectations 2=Needs Improvement** 1=Unsatisfactory**

COMPLETE ALL AREAS BELOW	SCORE
1. Follows directions of supervisor	_____
2. Attendance and punctuality	_____
3. Maintains a cordial work climate and promotes teamwork	_____
4. Communicates effectively with students	_____
5. Quality of work	_____
6. Job knowledge	_____
7. Work judgments	_____
8. Safety practices	_____
9. Demonstrates initiative	_____
10. Adheres to Corporation policies	_____
11. Displays confidence in self and work	_____
12. Presents a professional demeanor	_____
 TOTAL SCORE	 _____

RECEIPT OF NON-CERTIFIED HANDBOOK AND/OR TRANSPORTATION GUIDELINES

This employee handbook and/or guidelines describe information and rules regarding the CSC of Eastern Hancock County.

Employee Name: _____

Date received Employee Handbook: _____

I certify that I have read the CSC of Eastern Hancock County’s Non-Certified Handbook and/or Transportation Guidelines, am familiar with its contents, and agree to abide by its/their provisions. I acknowledge that it/they is/are not a binding contract but a basic set of guidelines for personnel policies that I, as an at-will employee of the CSC of Eastern Hancock County, am expected to follow. I understand that the CSC of Eastern Hancock County may modify any of the provisions of this handbook and/or guidelines at any time, with or without notice, and may deviate from any provision of this handbook and/or guidelines at its sole discretion. I also understand that I am employed on an at-will basis. My employment may be terminated at any time, either by me or by the CSC of Eastern Hancock County with or without cause. I acknowledge that I do not in any way rely upon the provisions of this employee handbook and/or guidelines in accepting or continuing my employment with the CSC of Eastern Hancock County.

Employee Signature

Employee Name (Printed)

Date