

VINCENNES COMMUNITY SCHOOL CORPORATION

PROCEDURES

AND

GUIDELINES

MANUAL

REVISED: August 18, 2015

INTRODUCTION

The purpose of this Certificated Employees Policies and Procedures Manual is to provide information to certificated employees about the procedures and policies that apply to them. This Certificated Employees Policies and Procedures Manual shall be effective August 1, 2012.

ARTICLE I

1. DUES AND PAYROLL DEDUCTIONS

- a. By October 1st of each school year, the Association shall deliver to the Board the names of employees who authorized payroll deductions and the amounts of membership dues and other assessments of the Association, including the National Education Association and the Indiana State Teachers' Association. The board shall deduct such sum in eighteen (18) equal payments, beginning with the next pay period after receipt of the names from the Association. Additional names may be added anytime until the end of the school year. In cases where there are fewer than eighteen (18) pay periods left, the amount shall be deducted equally from the remaining pay periods. The deductions shall be remitted not less frequently than monthly to the Association. The authorization for payroll deduction of Association membership dues shall be on a continuing basis unless revoked, in writing, by the employee through the Association between the dates of June 1 and July 21. Upon termination of a contract, the Business Office shall deduct all unpaid Association dues from the remaining paycheck(s).

ARTICLE II

1. HOURS

The teaching day shall consist of the following:

- a. One hundred eighty (180) days when the students are in attendance.
- b. One (1) days when the teachers are on duty but the students are not in attendance.

The teacher work day may be varied to meet local needs but a normal work day for teachers will be considered to be seven (7) hours. The length of the normal day may be extended for all building/corporation faculty meetings, etc. As much advance notice as possible of scheduled meetings will be made by the administration. During the work day teachers shall have an uninterrupted duty-free lunch period of at least thirty (30) minutes.

ARTICLE III

1. USE OF BUILDINGS

The Association shall have the opportunity to use school buildings for meetings on school days, after school hours, upon request to the superintendent or the building principal, provided such use does not conflict or interfere with activities or operations of the school corporation.

ARTICLE IV

1. MILEAGE

A teacher who is not provided with a car and who is authorized to use his/her own automobile in pursuance of assigned school duties shall be reimbursed mileage at the current Internal Revenue Service rate. Teachers may not opt to take their own vehicle and receive mileage if the school automobile is available for their use.

ARTICLE V

1. REDUCTION IN FORCE/RECALL

- A. **General:** When, in the judgment of the Board and superintendent, it is necessary to reduce the number of teachers, the following guidelines will apply. Should any of the guidelines prescribed herein be inconsistent with Indiana law, that guideline will be superseded by law; however, the remainder of this policy will remain in full force and effect.

B. Preliminary Determination

1. The superintendent will meet with the Vincennes Education Association for the purpose of discussing any proposed reduction in the professional staff.
2. If there is a need to reduce the force (RIF) a teacher from a particular performance rating category and there is one or more teachers in the same performance category based on the current evaluation process regardless of the teacher(s) status as an established, professional, or probationary teacher, the school will use the following order of importance when the RIFed teacher(s) will be selected from the same performance rating category as other teachers:
 - a. The number of years of a teacher's experience in the Vincennes Community School Corporation.
 - b. The results of an evaluation conducted under IC 20-28-11.5.
 - c. The attainment of additional content area degrees beyond the requirements for employment.
 - d. The assignment of instructional leadership roles: teacher mentor or peer coach.
 - e. The academic needs of student's in the corporation: license in difficult staffing areas (STEM, Special Education, Foreign Languages).
 - f. Identical seniority

C. Procedure and Notice

1. Procedure and notice requirements for cancellation or non-renewal of established, professional, or probationary teachers in accordance with Indiana law will be utilized. This provision is not intended to give any additional rights to any teacher whose contract would not have been renewed, or whose contract would have been terminated regardless of the fact that a reduction is desirable. The guidelines herein will not apply to teachers employed on temporary contracts.
2. Based on the superintendent's recommendations, the Board will determine what positions are to be eliminated and notice will be given to the affected teachers.

D. Method of Selection

1. **Years of Service.** Years of service will be based upon years of uninterrupted experience with the Vincennes Community School Corporation. However, a leave of absence authorized by the Board will not be seen as an interruption in the teacher's service with the corporation. When two or more teachers have the same evaluation score, the same number of additional content area degrees beyond the requirements for employment and are identical in their instructional leadership role experiences, the teacher with the least number of years of service will be laid off.
2. **Teacher Evaluation:** The teacher teaching in the area in which a reduction in staff is to occur who has the lowest evaluation score within that teaching area will be laid off. The evaluation score will be determined using the evaluation tool in force for the

Vincennes Community School Corporation at the time of the reduction in force. A teacher on leave of absence will be considered eligible for layoff as a result of a reduction in professional staff based on his/her most recent evaluation rating(s).

Evaluation Results IC 20-28-11.5. When two or more teachers have the same evaluation score, the same number of additional content area degrees beyond the requirements for employment, are identical in their instructional leadership role experiences and have identical years of service/seniority, the teacher with the lower evaluation rating in Domain 2: Effective Instruction on the evaluation rubric used the Vincennes Community School Corporation will be laid off.

3. **Additional Content Areas.** When two or more teachers have the same evaluation score, the teacher teaching in the area in which a reduction in staff is to occur who has the least additional content area degrees beyond the requirements for employment will be laid off.
4. **Instructional Leadership Roles.** When two or more teachers have the same evaluation score and the same number of additional content area degrees beyond the requirements for employment, the teacher teaching in the area in which the reduction in staff is to occur who has not been assigned as a teacher mentor or peer coach by the superintendent and/or Board will be laid off.
5. **Academic Needs of Students:** When two or more teachers have the same evaluation score, the same number of additional content area degrees beyond the requirements for employment, are identical in their instructional leadership role experiences, have the same length of uninterrupted teaching experience in the corporation, were hired on the same date as documented by the Board minutes, and have an identical evaluation rating in Domain 2: Effective Instruction on the evaluation rubric, the teacher who has the least content license areas for 1) any STEM class, 2) foreign language, or 3) special education will be laid off.
6. **Identical Seniority.** When two or more teachers have the same evaluation score, the same number of additional content area degrees beyond the requirements for employment, are identical in their instructional leadership role experiences, and have the same length of uninterrupted teaching experience in the corporation, the teacher who was hired on the later date by the Board as documented in the board minutes will be laid off.
7. **Final Determination.** If all above areas are equal for two or more teachers, the teacher whose month and day of birth occurs later in the year will be laid off.

E. Recall

1. Any Teacher receiving an evaluation rating of Highly Effective (HE) or Effective (E) shall be on a recall list for 36 months. Any teacher receiving an evaluation rating of improvement necessary or ineffective shall not be recalled, but shall have his/her contract terminated/cancelled/non-renewed per I.C. 20-28-7-1-15.

ARTICLE VI

1. PERFORMANCE GRANT

Should the VCSC be awarded Performance Grant monies from the Indiana Department of Education (IDOE) the following criteria and protocol will be used:

Eighteen (18%) will be used for FICA and TRF expenditures related to the awarding of the Performance Grant Stipend.

Eighty-two (82%) of the Performance Grant will be used for a one-time stipend that will not be counted as part of the annual base pay.

ELGIBILITY FOR THE PERFORMANCE GRANT STIPEND AWARD

Must be a certified teacher of the VCSC for the 2015-2016 and the 2016-2017 contract year.

This shall include all certified teacher members.

Certificated teacher members must have completed 120 days of service for the 2014-2015 and 2015-16 school year.

Certificated teacher members must have received an evaluation rating of Highly Effective or Effective for the 2014-2015 and 2015-16 school year.

Teachers receiving a rating of Highly Effective shall receive one dollar (\$1.00) more than teachers receiving a rating of Effective.

The criteria set by the IDOE will be followed and adhered to. This may result in certain teachers from certain buildings being awarded monies while other teachers and other buildings are not.

The VCSC has no control in the criteria that is set or established by the IDOE.

ARTICLE VII

1. HANDBOOK PARAMETERS

The Certificated Employees Policies and Procedures Manual is not all-inclusive and is to be used in conjunction with general certified employees policies and procedures established by the Vincennes Community School Corporation. All certified employees shall receive a copy of this Certificated Employee Policies and Procedures Manual and sign the attached acknowledgement annually.

The manual as presented herein applies only to certificated employees. This manual is intended solely as a guide and the policies, procedures, and benefits contained herein are subject to change at the sole discretion of the Superintendent. This handbook is not a contract, express or implied, between the Vincennes Community School Corporation and its certificated employees.

