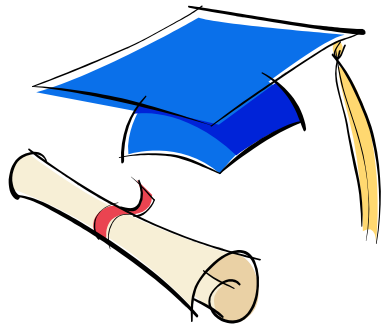


Putting Education First Program

"Building World Class Schools for a World Class City"



Putting Education First Program
"Building World Class Schools for a
World Class City"

<https://indygov.sharepoint.com/sites/HR/SitePages/HRForms.aspx>

317-327-5113



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Program History

March 27, 2000—City leaders recognized that parental involvement is vital to our children's education and that all employees can make significant contributions to benefit both Indianapolis and Marion County Schools.

January 2001—The City County Council approved the Education First Ordinance.



The Policies

Education Flex Time

- ☆ Only primary caregivers of school-aged children (K-12) qualify.
- ☆ Employee can rearrange work schedule for parent-teacher conference or school-related activity at his/her child's school.
- ☆ The time is made up during the same work week.
- ☆ A maximum of eight hours can be authorized every six months.

Education Leave

- ☆ All civilian employees receive eight hours of paid leave (non-accumulating) every six calendar months.
- ☆ Leave must be taken for activities benefiting an Indianapolis or Marion County public school, school corporation, or other school with 501 IRS tax status.
- ☆ All IPS and Township Schools are eligible.
- ☆ Education Leave must be recorded on employee timecards.

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Program Guidelines

The Guidelines for the Education Flex Time and Education Leave Opportunities are as follows:

- ☆ Only civilian city & county employees are qualified to participate
- ☆ Supervisor should receive Leave/Flex Time Request form at least seven days before leave/flex time usage for approval
- ☆ Each Leave/Flex Time request must consume a minimum of two hours
- ☆ The benefiting school must have 501 IRS Tax Status
- ☆ The activity must not promote religion or attempt to influence legislation, governmental policy, or elections to public office.

That's Great! How Do I Participate?

Ideas for Education Leave

Would you like to participate but can't think of how you could help out an area school? Here are a few ideas...

- ☆ Third Grade Tours
- ☆ Field Trip Chaperones
- ☆ Science Fair Judges
- ☆ Bookstore Help (Teacher's Treasures)
- ☆ Field Day Help

Contact Information

To obtain information on Education Leave Opportunities or to request a Leave/Flex Time Request Form, contact the Human Resources Training Section at 327-5113.

Forms and information are available at:
<https://indygov.sharepoint.com/sites/HR/SitePages/HRForms.aspx>

