

2016-2017 SCHOOL YEAR STAFF HANDBOOK AND EMERGENCY HEALTH SAFETY PLAN



Ashtabula County
Educational Service Center

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Our Mission

The purpose of the Ashtabula County Educational Service Center is to be a high performing organization that enables districts to achieve excellence.

Serving the Schools of:

Ashtabula Area City • Buckeye Local
Conneaut Area City • Geneva Area City
Grand Valley Local • Jefferson Area Local
Pymatuning Valley Local

Governing Board

Barbara Klingensmith, President
William W. Hill, Vice President
Gus S. Saikaly, Member
Sharon Schoneman, Member
Dr. Harlan S. Waid, Jr., Member

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INTRODUCTION

THIS SECTION WAS IN OUR HANDBOOK – DO YOU WANT TO COMBINE THE TWO? (BELOW)

This handbook has been developed to assist the Ashtabula County Educational Service Center staff in following the necessary procedures required by law, as well as to assist them on a day-to-day basis in their work.

The handbook is divided into two parts. The first part is a procedural guide for all personnel. It covers a variety of items as listed in the table of contents. When appropriate, the specific Governing Board policy is indicated.

The Appendix contains forms which can be reproduced as needed or can be obtained from the Educational Service Center office.

The Ashtabula County Educational Service Center retains the exclusive right to manage its affairs and to direct the working force. The Ashtabula County Educational Service Center also retains the right to make changes in its personnel policies and to make final interpretations of existing policies. This handbook is not intended to constitute an employment contract between the Ashtabula County Educational Service Center and its employees or staff.

As conditions change over time, revisions to these policies may be necessary. When that happens, updated policies and procedures will be communicated to all affected employees.

PURPOSE OF THE HANDBOOK THIS IS FROM CCESC

This Handbook was prepared to give you important information about the as your payroll and fiscal employment agent and information in regards to your employment and personnel procedures and policies and what you can expect from the Human Resources Department and what we will expect of you. It will help avoid misunderstandings and provide answers to questions that arise during your employment with the ACESC. Naturally, no Handbook can cover every situation. The ACESC administration has the authority and right to make the final decisions they think are best within the framework of the policies and procedures described in this Handbook. It is our intent to maintain all the policies, procedures and benefits described in this Handbook, but we must reserve the right to make changes at any time, with or without advance notice.

**Ashtabula County Educational Service Center
Employee Acknowledgement Form**

I hereby acknowledge reading on line at the Ashtabula County Educational Service Center website (www.ashtabula.k12.oh.us) the **Ashtabula County Educational Service Center (ACESC) Employee Handbook** which supersedes and replaces all prior published or unpublished policies. I understand that the purpose of this Employee Handbook is to provide employees of the Ashtabula County Educational Service Center with general information regarding the policies and procedures the ACESC attempts to follow in most cases, but that NEITHER THIS HANDBOOK NOR ANY PROVISION OF THIS HANDBOOK IS AN EMPLOYMENT CONTRACT OR ANY OTHER TYPE OF CONTRACT. I also understand that because of the nature of the ACESC's operations and variations necessary to accommodate individual situations, the policies and procedures set out in the Employee Handbook many not apply to every employee or me. Similarly, I understand and agree that the ACESC may change or modify these or other polices or procedures relating to employment matters from time to time as it considers necessary in its sole discretion without notice to me. I understand and agree that these policies and procedures are to be interpreted and applied by the ACESC in its sole discretion, which decisions in this regard will be final. I understand that, under no circumstances, are the policies and procedures set out in this Employee Handbook, or in other communications to employees, promises by the ACESC that my employment will always be governed by them.

I understand and agree that my employment is for an indefinite term and is terminable at any time at the will of either the ACESC or myself for any reason or no reason, subject to applicable law. Under the terms of my employment with the ACESC, I understand that I am an at-will employee subject to all State and Federal laws that apply to such. I understand unemployment benefits will not be granted to me at the end of my assignment. I understand that severance of this employment relationship at any time, by either party, for any reason not prohibited by law, will not constitute a violation of any express or implied covenant. I also understand that this status can only be altered by a written contract of employment that is specific as to all material terms and is signed by the Superintendent and myself.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT AND AGREE TO THE POLICIES CONTAINED IN THE EMPLOYEE HANDBOOK.

Employee's Signature

Date

Human Resource Director's Signature

Date

**Please return this form to:
Christina Ray, Human Resources Director
Ashtabula County Educational Service Center
4200 State Road, Ashtabula, OH 44004**

COMPUTER TECHNOLOGY AND NETWORKS

Network and Internet Employee Agreement Form

As a condition of using the Ashtabula County Educational Service Center's network, laptops and equipment, I understand that their use and access to other public works, including the Internet, is a privilege, and I agree to the following:

1. I will abide by such rules as adopted by the Ashtabula County Educational Service Center Acceptable Use Policy.
2. The Ashtabula County Educational Service Center has the right to review any material stored on any system provided by the Ashtabula County Educational Service Center and to edit or remove any material. I hereby waive any right which I may otherwise have in and to such material.
3. All information and services available on the Internet and network are placed there for informational purposes. I understand that I use the Ashtabula County Educational Service Center network and equipment at my own risk.
4. The Ashtabula County Educational Service Center does not warrant the function of its network or any of it accessible through the network to meet any specific requirements I may have, or that the network will be error free or uninterrupted. The Ashtabula County Educational Service Center is not liable for any damages incurred in connection with the use, operation, or inability to use its network.
5. In consideration for using the Ashtabula County Educational Service Center's network and having access to public networks, I hereby release the Ashtabula County Educational Service Center and hold harmless its officers and agents from any claims and damages arising from my use or inability to use its network.

I have read and agree to comply with the Acceptable Use Policy. I also understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.

User Name (please print) _____ Position _____

User Signature _____ Date _____

**Please return this form to:
Christina Ray, Human Resources Director
Ashtabula County Educational Service Center
4200 State Road, Ashtabula, OH 44004**

CRIMINAL BACKGROUND CHECKS

WE NEED TO ADD A PARAGRAPH ABOUT ALL NEW EMPLOYEES (CERTIFIED AND CLASSIFIED) NEEDING A CHECK BEFORE THEY CAN BEGIN WORKING

Ohio law requires that all individuals must have a baseline Ohio Bureau of Criminal Investigation (BCI) and FBI (Federal Bureau of Investigation) criminal background check at the time they apply for their first Ohio educator license, certificate or permit, and those BCI and FBI background checks must be no older than one year (365 days) at the time they are used for initial licensure.

If an individual then resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years.

If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then both background checks will need to be updated.

This applies to all individuals holding a state of Ohio educator license, certificate or permit, including a non-tax certificate (no expiration date), a permanent certificate (no expiration date) and an eight-year professional certificate.

It is the responsibility of educators holding ODE licenses, certificates or permits, as well as their employers, to ensure that the law is followed with regard to obtaining required updated background checks within the five year timeframe prescribed by law, even if the expiration of a background check does not always coincide with the expiration of the license.

ABSENCES

KIOSK

The HR KIOSK will allow you to enter personal, vacation, and sick days through a web site. You will use your neomin.org address or if you are in Conneaut cacsk12.org address. **You will no longer use paper forms.** **You still have to call in when absent and let your direct supervisor know.** If you need help, please contact the ACESC Treasurer's office.

1. Go the ACESC website (www.acesc.k12.oh.us).
2. Under "Quick Links" in the left hand column, click on ACESC Kiosk.
3. You will register as first time user using your email. A temporary password will be emailed to you.
4. When you are logged in, there will be a menu on the left.
5. Please check out each area, but leave request is what you will use most.
6. Click on "Leave Request" and then "Create New Request".
7. Select "Leave Type" and then fill in "Reason" in box.
8. Fill in "State Date" and "End Date" and "State Time" and "End Time".
9. Select number of days or there is a drop down for .25 increments.
10. Check "Need Substitute" if appropriate. Again you still have to call in.
11. Click "Submit".
12. You will receive an email as it goes through approval process.
13. If needed, you can always cancel a request. Go to "Leave Request" in the left hand column and then click on "My Processed Requests". Click on the red X under "Create Cancellation" in the last column.

SICK LEAVE -- POLICY #3432

Procedures for use of sick leave are as follows:

1. Notify building principal where you are assigned.

2. Notify Educational Service Center and complete the employee KIOSK online (see directions below).
3. In the event of an extended period of absence, the Educational Service Center will assist the district in obtaining a substitute **if applicable**.

The Governing Board recognizes its statutory duty to pay employees of this Center in full for days on which they are absent from work for reasons of personal disability or pregnancy, and illness, injury, or death in the employee's immediate family.

All employees of the Center eligible for sick leave shall receive fifteen (15) such sick leave days annually at the rate of one and one-quarter (1 1/4) a month. Unused sick leave shall be cumulative up to 300 days for employees.

The Board shall accept by transfer the accumulated sick leave up to 300 days which any new employee has acquired in another position of public service in Ohio, provided that the last termination of such service shall have been within the last ten (10) years.

New employees shall be credited with five (5) days sick leave in advance which shall be part of the fifteen (15) days that can be accumulated for the year.

Use of Sick Leave

Sick leave may be used for the following purposes and must have the approval of the Superintendent:

- A. For absence of the employee due to personal illness, injury, pregnancy, or exposure to a communicable disease which could be communicated to other employees or to students.
- B. For absence of the employee due to illness or injury of someone in the employee's immediate family. In this section the employee's immediate family shall include those residing in the employee's home and shall also include the employee's parents, brother, sister, son or daughter, and grandparents, if not residing with the employee. The maximum number of days granted under this section shall be five (5) consecutive work days. Exceptions can be made by the Superintendent.
- C. For absence due to death in the immediate family of an employee. In this section the immediate family of an employee is defined to mean the father, mother, brother, sister, son, daughter, husband, wife, grandmother, grandfather, father-in-law, mother-in-law, brother-in-law, or sister-in-law and any other relative of the employee as approved by the Superintendent. The maximum number of days granted under this section shall be five (5) consecutive work days. Exceptions can be made by the Superintendent.

Verification of Sick Leave

An employee requesting use of sick leave may be required to furnish a written signed statement to justify the use of sick leave. The filing by an employee of any willfully false statement concerning the cause of duration of an absence shall be considered by the Board as grounds for suspension or dismissal.

Eligibility for Sick Leave

A sick leave of absence shall commence when the employee or agent, if the employee is sufficiently disabled, report the absence. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a concerted work stoppage, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.

Records of Sick Leave

The personal records of the Educational Service Center shall show the attendance of each employee, and such days as that employee may be absent shall be recorded with the reason for such absence noted. A

record shall be made of the unused sick leave days accumulated by each employee. **The accumulated balance is also on the employee KIOSK.**

The Superintendent shall submit to the Board the names of those employees absent for non-compensable cause, whose claim for sick leave pay cannot be justified, or whose time off has been prolonged.

Retirement

Upon retirement an employee may be compensated a portion of his/her unused sick leave in accordance with Board policy on severance pay.

Sick Leave Policy NEED A NAME FOR THIS – IT'S THE NEW DISCIPLINARY POLICY

At the discretion of the Administration, any employee using eight (8) sick leave days in a school year shall be subject to a conference with the Superintendent or immediate supervisor of the Ashtabula County Educational Service Center. If following the conference it is determined that the employee has engaged in a repeated pattern of absenteeism or abuse of sick leave, the employee shall be required to complete the Absenteeism Improvement Plan and submit it to the Superintendent or immediate supervisor within ten (10) days of the initial conference.

If disciplinary action is deemed necessary by the Administration, the progressive disciplinary action for absenteeism shall be as follows:

1 st Offense	Fill out Absenteeism Improvement Plan
2 nd Offense	Three (3) days off without pay
3 rd Offense	Recommendation for Termination

In addition, any employee who has been subject to discipline for absenteeism over a period of three (3) consecutive years may be subject to possible termination.

RESTRICTED PERSONAL LEAVE – POLICY #3436, #4436

The Governing Board recognizes that a professional staff member may need to be absent for a short period of time for personal reasons.

The Board reserves the right to specify within the limits of law, the manner of proof of personal necessity, the type of situations in which such leave will be permitted, and the total number of days which may be used in any school year for personal leave.

The Superintendent shall develop administrative guidelines to ensure proper use of this leave. There shall be a maximum of three (3) personal days per year for each full-time employee subject to the approval of the Superintendent, at least twenty-four (24) hours in advance. Legitimate obligations are defined as follows:

- A. observance of a religious holiday requiring total abstinence from work
- B. graduation exercises for the employee, spouse, or child
- C. weddings in the immediate family
- D. personal business that cannot be handled at other than scheduled work time
- E. jury duty
- F. other similar obligations than cannot be met at other than work time

Personal leave is not accumulative.

This leave shall not be granted for the day(s) before or after a regularly scheduled holiday or vacation, in any school year, except in extreme emergencies. **I DON'T THINK THIS IS THE CASE WITH US**

VACATIONS AND HOLIDAYS – POLICY #3433

Vacations

All vacation schedules shall be approved by the Superintendent. Vacation may not be carried over from contract year to contract year; exceptions may be approved by the Superintendent, but are limited to five (5) days. Unused vacation, upon separation from employment, will be paid at the employee's current rate of pay, but not to exceed the prorated portion earned but unused for the current year; exceptions may be approved by the Superintendent.

All employees, unless otherwise specified in their individual employment contract, shall receive the following days vacation:

10 month employee	10 days including 4 indicated on calendar
11 month employee	15 days including 4 indicated on calendar
12 month employee	20 days

Holidays

The following are legal holidays for certified employees, unless otherwise specified in their individual employment contract:

- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- Good Friday*
- Memorial Day (last Monday in May or actual Memorial Day)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve Day (December 24)**
- Christmas Day (December 25)

*Good Friday shall be considered a holiday when Good Friday is a day when all schools are not having classes.

If Christmas Eve Day or New Year's Day falls on Saturday, or if Christmas Eve Day falls on a Sunday, the preceding Friday shall be taken. If Christmas Day falls on Saturday or if Christmas Day or New Year's Day falls on Sunday, the following Monday shall be taken.

Classified Employees -- Policy #4433

The Governing Board believes that it is beneficial to the Center that personnel employed to work twelve (12) months per year be given periodic relief from the responsibilities of their job without loss of compensation.

Each regular classified employee serving twelve (12) months per year shall be entitled to an annual vacation, with pay, based on length of service with the Center, unless otherwise specified in their individual employment contract.

The Board reserves the right to specify the conditions under which vacation time may be taken.

A. Employees with One (1) Year but Less than Ten (10) Years of Service

Employees with one (1) year but less than ten (10) years of service in the Center from their beginning date of employment, shall be entitled to an annual vacation, exclusive of legal holidays, of ten (10) days.

B. Employees with Ten (10) Years but Less than Twenty (20) Years of Service

Employees with ten (10) years but less than twenty (20) years of service in the Center from their beginning date of employment, shall be entitled to an annual vacation, exclusive of legal holidays, of fifteen (15) days.

C. Employees with Twenty (20) or More Years of Service

Employees with twenty (20) or more years of service in the Center from their beginning date of employment, shall be entitled to an annual vacation, exclusive of legal holidays, of twenty (20) days.

Eligible employees must apply for vacation to the County Superintendent at least two (2) weeks in advance of the desired start date. Special consideration shall be given to emergencies. All applications are subject to final approval by the County Superintendent.

Vacations must be taken within one (1) year of the time earned, exceptions can be approved by the Superintendent, but limited to five (5) days carried over to the next year. Payment in lieu of vacation is permitted only upon approval of the Board at the employee's current rate of pay.

Unused vacation, upon separation from employment, will be paid at the employee's current rate of pay, but not to exceed the prorated portion earned but unused for the current year.

FMLA LEAVE – POLICY #3430.01, #4430.01

Qualifying Reasons for FMLA and Military Family Leave

In accordance with the Family and Medical Leave Act of 1993, as amended, ("FMLA"), eligible staff members may take up to twelve (12) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, for the following reasons:

- A. the birth and/or care of a newborn child of the staff member, within one (1) year of the child's birth;
- B. the placement with the staff member of a child for adoption or foster care, within one (1) year of the child's placement;
- C. the staff member is needed to provide physical and/or psychological care for a spouse, child or parent with a serious health condition;
- D. the staff member's own serious health condition makes him/her unable to perform the functions of his/her position; or
- E. any qualifying exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces ("Qualifying Exigency Leave"). Covered active duty is defined in AG 3430.01.

In addition, an eligible staff member who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness may take up to a total of twenty-six (26) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, during a "single twelve (12) month period" to provide physical and/or psychological care for the covered service member ("Military Caregiver Leave") as described more fully in AG 3430.01.

Eligible Employees

Staff members are "eligible" if they have worked for the Board for at least twelve (12) months, **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. All full-time instructional employees are deemed to meet the 1,250 hour requirement. Months and hours that employees who performed USERRA-covered service would have worked if they had not been called up for military service counts towards the staff member's eligibility for FMLA leave. While the twelve (12) months of employment need not be consecutive, employment periods prior to a break in service of seven (7) years or more will not be counted unless the break is occasioned by the staff member's fulfillment of his/her USERRA-covered service obligation, or a written agreement exists concerning the Board's intention to rehire the staff member after the break in service.

Serious Health Condition

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a healthcare provider. As utilized in this policy, the term "incapacity" means an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom. The term "treatment" includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. (Treatment does not include routine physical examinations, eye examinations, or dental examinations.)

- A. Inpatient care means an overnight stay in a hospital, hospice, or residential medical-care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care.
 - B. Continuing treatment by a healthcare provider, includes any one or more of the following:
 - 1.) "incapacity and treatment";
 - 2.) any incapacity related to pregnancy, or for prenatal care;
 - 3.) any incapacity or treatment for such incapacity due to a chronic serious health condition;
 - 4.) a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer's, a severe stroke, terminal stages of a disease); or
 - 5.) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider for a.) restorative surgery after an accident, or other injury or b.) a condition that would likely result in a period of incapacity of more than three (3) consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).
1. "Incapacity and treatment" involves a period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves a.) treatment two (2) or more times, within thirty (30) days of the first day of incapacity, unless extenuating circumstances exist, by a healthcare provider, by a nurse under direct supervision of a healthcare provider, or by a provider of healthcare services (e.g. physical therapist) under orders of, or on referral by, a healthcare provider, or b.) treatment by a healthcare provider on at least one (1) occasion that results in a regimen of continuing treatment under the supervision of the healthcare provider.
 - a. Treatment by a healthcare provider as referenced above involves an in-person visit to a healthcare provider. The first (or only) in-person treatment visit must take place within seven (7) days of the first day of incapacity. The healthcare provider is responsible for determining whether additional treatment visits or a regimen of continuing treatment is necessary within the thirty (30) day period.
 - b. Regimen of continuing treatment includes a course of prescription medication (e.g. antibiotics), or therapy requiring special equipment to resolve or alleviate the health condition (e.g. oxygen).
 - c. A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a healthcare provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave
 2. A period of incapacity related to pregnancy need not involve a visit to the healthcare provider for each absence, and the absence need not last more than three (3) consecutive, full calendar days.

3. A chronic serious health condition is one that: a.) requires periodic visits (i.e. at least twice a year) for treatment by a healthcare provider, or by a nurse under direct supervision of a healthcare provider; b.) continues over an extended period of time (including recurring episodes of a single underlying condition); and c.) may cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.). A visit to a healthcare provider is not necessary for each absence, and each absence need not last more than three (3) consecutive, full calendar days.
 4. With regard to permanent or long-term conditions, the employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider.
- C. Conditions for which cosmetic treatment are administered (e.g. most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

Intermittent and Reduced Schedule Leave

The Superintendent may allow a staff member to take FMLA leave intermittently (i.e. leave in separate blocks of time for a single qualifying reason) or on a reduced schedule leave (i.e. reducing the employee's usual weekly or daily work schedule) for reason (A) or (B) on page one. A staff member is entitled to take FMLA leave on an intermittent or reduced schedule leave when medically necessary as indicated in reasons (C) and (D) on page one. A staff member may also take FMLA leave on an intermittent or reduced schedule leave for Qualifying Exigency Leave (i.e. reason (E) on page one). Finally, Military Caregiver Leave may be taken on an intermittent or reduced schedule leave when medically necessary. Regardless, the taking of FMLA leave intermittently or on a reduced schedule leave results in the total reduction of the twelve (12) or twenty-six (26) weeks only by the amount of leave actually taken. If the intermittent or reduced schedule leave is foreseeable based on planned medical treatment for the employee, a family member or a covered service member, the Superintendent may require the staff member to transfer temporarily, during the period the intermittent or reduced schedule leave is required, to an available alternative position for which the staff member is qualified and which better accommodates recurring periods of leave than the staff member's regular position. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. The Superintendent may also transfer the staff member to a part-time job with the same hourly rate of pay and benefits, provided the staff member is not required to take more leave than is medically necessary. Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced schedule leave because of reasons (C) or (D) on page one or pursuant to Military Caregiver Leave and the leave would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

When leave is needed for planned medical treatment, the staff member must make a reasonable effort to schedule the treatment so as not to unduly disrupt the Center's operations, subject to the approval of the healthcare provider.

If the Superintendent agrees to permit FMLA leave intermittently or on a reduced schedule leave for reason (A) or (B) on page one, the Board may also require the staff member to transfer temporarily, during the period the intermittent or reduced schedule leave is required, to an available alternative position for which the staff member is qualified and which better accommodates recurring periods of leave than does the staff member's regular position.

Staff Member Notice Requirements (Forms available at the U.S. Department of Labor Website: www.dol.gov)

Staff members seeking to use FMLA leave (including Military Caregiver Leave) are required to provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than thirty (30) days in advance, the staff member must provide notice as soon as practicable - generally, either the same or next business day. When the need for leave is not foreseeable, the staff member must provide notice as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, staff members must comply with the Board's usual and customary notice and procedural requirements for requesting leave. Failure to provide timely notice may result in the leave being delayed or denied, and/or possible disciplinary action.

Staff members must provide "sufficient information" for the Superintendent to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, that the staff member or his/her qualifying family member is under the continuing care of a healthcare provider, that the requested leave is for a particular qualifying exigency related to a qualifying family member's covered active duty or call to covered active duty status, or that the leave is due to a qualifying family member who is a covered service member with a serious injury or illness. The information may also include the anticipated timing and duration of the leave.

When a staff member seeks leave for a FMLA-qualifying reason for the first time, the staff member need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the Center has previously provided the staff member FMLA-protected leave, the staff member must specifically reference either the qualifying reason for leave or the need for FMLA leave.

Substitution of Paid Leave

The Board shall require the staff member to "substitute" (i.e. run concurrently) any of his/her earned or accrued paid leave (e.g. sick leave, personal leave, assault leave, vacation leave, family leave) for unpaid FMLA leave. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the Center's normal leave policy. A staff member electing to use any type of paid leave concurrently with FMLA leave must follow the same terms and conditions of the Board's policy that apply to other employees for use of such leave. The staff member is always entitled to unpaid FMLA leave if she/he does not meet the Board's conditions for taking paid leave. On occasion the Board may waive any procedural requirements for the taking of any type of paid leave.

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) work week period of FMLA leave or a twenty-six (26) work week period of Military Caregiver Leave, the additional weeks of leave to obtain the twelve (12) work weeks of FMLA leave or twenty-six (26) work weeks of Military Caregiver Leave the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave in substitution for unpaid FMLA leave/Military Caregiver Leave, such leave counts toward the twelve (12) work week/twenty-six (26) work week maximum leave allowance provided by this policy and Federal law.

Center Notice Requirements (Forms available at the U.S. Department of Labor Website: www.dol.gov)

The Superintendent is directed to post the Department of Labor approved Notice explaining employees' rights and responsibilities under the FMLA. Additionally, this general notice shall be included in employee handbooks or other written guidance to staff members concerning benefits or leave rights or, in the alternative, distributed to each new staff member upon hiring.

When a staff member requests FMLA leave or the Center acquires knowledge that leave may be for a FMLA purpose, the Superintendent shall notify the staff member of his/her eligibility to take leave, and inform the staff member of his/her rights and responsibilities under the FMLA (including the consequences of failing to meet those obligations). Along with the Notice of Rights and Responsibilities, the Superintendent will attach any

medical certification that may be required, and a copy of the employee's essential job functions. If Superintendent determines the staff member is not eligible for FMLA leave, the Superintendent must state at least one (1) reason why the staff member is not eligible. Such notice may be given orally or in writing and should be given within five (5) business days of the request for FMLA leave, absent extenuating circumstances. When oral notice is given, it must be followed by written notice within five (5) business days. Staff member eligibility is determined (and notice provided) at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable twelve (12) month period. All FMLA absences for the same qualifying reason are considered a single leave and staff member eligibility as to that reason for leave does not change during the applicable twelve (12) month period. If at the time a staff member provides notice of a subsequent need for FMLA leave during the applicable twelve (12) month period due to a different FMLA-qualifying reason and the staff member's eligibility status has not changed, no additional eligibility notice is required. If, however, the staff member's eligibility status has changed, the Superintendent must notify the staff member of the change in eligibility status within five (5) business days, absent extenuating circumstances.

If the specific information provided by the Notice of Rights and Responsibilities changes, the Superintendent shall, within five (5) business days of receipt of the staff member's first notice of need for leave subsequent to any changes, provide written notice referencing the prior notice and setting forth any of the information in the Notice of Rights and Responsibilities that has changed.

When the Superintendent has sufficient information to determine that leave is being taken for a FMLA-qualifying reason (e.g. after receiving certification), the Superintendent shall notify the staff member whether the leave will be designated and counted as FMLA leave. Leave that qualifies as **both** Military Caregiver Leave and leave to care for a qualifying family member with a serious health condition (i.e. reason (C)) must be considered as Military Caregiver Leave in the first instance. This designation must be in writing and must be given within five (5) business days of the determination, absent extenuating circumstances. Additionally, when appropriate, the Superintendent shall notify the staff member of the number of hours, days and weeks that will be counted against the employee's FMLA entitlement, and whether the employee will be required to provide a fitness-for-duty certification to return to work.

Only one Designation Notice is required for each FMLA-qualifying reason per applicable twelve (12) month period, regardless of whether the leave taken due to the qualifying reason will be a continuous block of leave or as intermittent or on a reduced schedule leave. If the Superintendent determines the leave will not be designated as FMLA-qualifying (e.g. if the leave is not for a reason covered by the FMLA or the staff member's FMLA leave entitlement has been exhausted), the Superintendent shall notify the staff member of that determination. If the staff member is required to substitute paid leave for unpaid FMLA leave, or if paid leave taken under an existing leave plan is being counted as FMLA leave, the "Designation Notice" shall include this information. Additionally, the "Designation Notice" shall notify the staff member if s/he is required to present a fitness-for-duty certification to be restored to employment. Further, if the fitness-for-duty certification is required to address the staff member's ability to perform the essential functions of his/her job, that will be indicated on the Designation Notice, and a list of the essential functions of the staff member's position will be included. If the information provided to the staff member in the Designation Notice changes, the Superintendent shall provide, within five (5) business days of receipt of the staff member's first notice of need for leave subsequent to any change, written notice of the change.

In the case of intermittent or reduced-leave schedule leave, only one such notice is required unless the circumstances regarding the leave have changed.

Limits on FMLA When Both Spouses are Employed by the Board

When an eligible husband and wife are both employed by the Board, they are limited to a combined total of twelve (12) workweeks of FMLA leave during any twelve (12) month period if the leave is taken for reason (A) or (B) on page one, or to care for the staff member's parent who has a serious health condition.

Where the husband and wife both use a portion of the total twelve (12) week FMLA leave entitlement for reason (A) or (B) on page one, or to care for a parent, the husband and wife are each entitled to the difference between the amount s/he has taken individually and the twelve (12) weeks of FMLA leave for other purposes.

When an eligible husband and wife are both employed by the Board, they are limited to a combined total of twenty-six (26) workweeks of Military Caregiver Leave during the "single twelve (12) month period" if the leave is taken for reason (A) or (B) on page one, or to care for the staff member's parent who has a serious health condition, or to care for a covered service member with a serious injury or illness.

Certification

When FMLA leave is taken for either reason (C) or (D) on page one, the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member. The staff member may either:

- A. submit the completed medical certification to the Superintendent; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

If the staff member fails to provide appropriate medical certification, any leave taken by the employee shall not constitute FMLA leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

The Board reserves the right to require second or third opinions (at the Board's expense), and periodic recertification of a serious health condition. If a third opinion is sought, that opinion shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent;
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event that the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the staff member shall not constitute FMLA leave.

Recertification

Recertification may be required no more often than every thirty (30) days in connection with an absence by the staff member unless the condition will last for more than thirty (30) days. For conditions that are certified as having a minimum duration of more than thirty (30) days, the Center will not request recertification until the specified period has passed, except that in all cases the staff member must submit recertification every six (6) months in connection with an absence by the employee. Additionally, the Superintendent may require a staff member to provide recertification in less than thirty (30) days if the staff member requests an extension of leave, the circumstances described in the previous certification have changed significantly, or if the Center receives information that casts doubt upon the staff member's stated reason for the absence or the continuing validity of the certification. Finally, staff members must provide a new medical certification each leave year for medical conditions that last longer than one (1) year.

Staff members requesting Qualifying Exigency Leave are required to submit to the Superintendent a copy of the covered military member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party.

Staff members requesting Military Caregiver Leave are required to submit to the Superintendent certification completed by an authorized healthcare provider or a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family.

The Board authorizes its healthcare provider, Treasurer/Superintendent – but not the staff member's direct supervisor – to authenticate or clarify a medical certification of a serious health condition, or an ITO or ITA (i.e. medical certification provided for reasons (C) or (D) on page one or Military Caregiver Leave). Additionally, the Superintendent is authorized to contact the individual or entity named in the Qualified Exigency Leave certification for purposes of verifying the existence and nature of the meeting.

A staff member who takes leave for reason (D) on page one, prior to returning to work, must provide the Superintendent with a fitness-for-duty certification that specifically addresses the staff member's ability to perform the essential functions of his/her job. The fitness-for-duty certification shall only apply to the particular health condition that caused the staff member's need for FMLA leave. If reasonable safety concerns exist, the Superintendent may, under certain circumstances, require a staff member to submit a fitness-for-duty certification before s/he returns to work from intermittent FMLA leave. The cost of the certification shall be borne by the staff member.

Job Restoration and Maintenance of Health Benefits

Upon return from FMLA leave, the Board shall restore the staff member to his/her former position, or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program.

The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.

The use of FMLA leave shall not result in the loss of any employment benefit that the staff member earned or was entitled to before using FMLA leave. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked or perfect attendance, and the employee does not meet the goal due to FMLA leave, payment shall be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave.

A staff member shall have no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition that entitles the staff member to leave pursuant to reasons (C) or (D) on page one or Military Caregiver Leave, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

Generally, a staff member may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and verify that the policy is posted properly.

Copies of this policy shall be available to staff members upon request.

JURY DUTY -- ORC #3313.211

Employees called and required to serve jury duty shall immediately notify the Superintendent by filing a copy of the notice to serve. Jury duty shall be considered as a paid leave of absence. Remuneration checks or cash received by employees shall be deposited with the Treasurer of the Governing Board. Checks shall be endorsed as "Payable to the Educational Service Center."

INSURANCE – PROFESSIONAL POLICY #3421.01

Group Health Insurance

The Governing Board realizes the concern of its employees for the availability of those protective and personally advantageous benefits beyond an individual's basic salary. It is the Board's desire to make available or provide, within the limits of the law and sound fiscal management, those which are beneficial to the employee and the Board.

The Board shall provide group health insurance for the employees of this Center eligible to participate in accordance with statute.

Participation in this plan is optional.

The Board shall have the option to pay all or a portion of the premium cost for such insurance. Coverage may be applied for in accordance with the insurance carrier's policies.

Part-time employees defined as any employee regularly working fewer than seven (7) hours per day shall also be eligible for participation in this program in accordance with the following schedule:

Number of hours Per Day	Percent of Board's Share of Premium
0 up to 1 hour	0
1	1/7
2	2/7
3	3/7
4	4/7
5	5/7
Over 5 up to 6	6/7
6 or more hours	100% paid

Group Life Insurance

The Governing Board realizes the concern of its employees for the availability of those protective and personally advantageous benefits beyond an individual's basic salary. It is the Board's desire to make available or provide, within the limits of law and sound fiscal management, those which are beneficial to the employee and the Board.

The Board shall make available to its full-time employees, six (6) or more hours per day, a group life insurance program in the amount of \$20,000 coverage per employee. The premium for the coverage in this program shall be paid by the Board for all full-time employees. Less than six (6) hours per day employees may elect to participate and pay 100% of premiums for Group Life Insurance per terms of the insurance carrier. Employees may refuse such coverage by stating their desires on the enrollment card and signing and dating the enrollment card. The card will then be filed in the employee's personnel file.

This policy will be in effect as per the provisions of the agreement of the Board. Private policies upon termination of employment with the Board as per the terms of the insurance carrier are available to any individual who wishes to convert to private coverage.

Group Dental Insurance

The Governing Board realizes the concern of its employees for the availability of those protective and personally advantageous benefits beyond an individual's basic salary. It is the Board's desire to make available or provide, within the limits of law and sound fiscal management, those which are beneficial to the employee and the Board.

The Board shall provide group dental insurance for any employee assigned seven (7) or more hours per day of the Center eligible to participate in accordance with statute.

Participation in this plan is optional.

The Board shall have the option to pay all or a portion of the premium cost for such insurance.

Coverage may be applied for in accordance with the insurance carrier's policies.

The Board shall have the option to pay for a pro rata share as follows:

Number of hours Per Day	Percent of Board's Share of Premium
0 up to 1 hour	0
1	1/7
2	2/7
3	3/7
4	4/7
5	5/7
Over 5 up to 6	6/7
6 or more hours	100% paid

Group Vision Insurance

The Governing Board realizes the concern of its employees for the availability of those protective and personally advantageous benefits beyond an individual's basic salary. It is the Board's desire to make available or provide, within the limits of law and sound fiscal management, those which are beneficial to the employee and the Board.

The Board shall provide group vision insurance for any employee assigned seven (7) or more hours per day of the Center eligible to participate in accordance with statute.

Participation in this plan is optional.

The Board shall have the option to pay all or a portion of the premium cost for such insurance.

Coverage may be applied for in accordance with the insurance carrier's policies.

The Board shall have the option to pay for a pro rata share as follows:

Number of hours Per Day	Percent of Board's Share of Premium
0 up to 1 hour	0
1	1/7
2	2/7
3	3/7
4	4/7
5	5/7
Over 5 up to 6	6/7
6 or more hours	100% paid

INSURANCE – CLASSIFIED POLICY #4421.01

Group Health Insurance

The Governing Board realizes the concern of its employees for the availability of those protective and personally advantageous benefits beyond an individual's basic salary. It is the Board's desire to make available or provide, within the limits of the law and sound fiscal management, those which are beneficial to the employee and the Board.

The Board shall provide group health insurance for the employees of this Center eligible to participate in accordance with statute.

Participation in this plan is optional.

The Board shall have the option to pay all or a portion of the premium cost for such insurance. Coverage may be applied for in accordance with the insurance carrier's policies.

Part-time employees defined as any employee regularly working fewer than seven (7) hours per day shall also be eligible for participation in this program in accordance with the following schedule:

Number of hours Per Day	Percent of Board's Share of Premium
0 up to 1 hour	0
1	1/7
2	2/7
3	3/7
4	4/7
5	5/7
over 5 up to 6 hours	6/7
6 or more hours	100% paid

Group Life Insurance

The Governing Board realizes the concern of its employees for the availability of those protective and personally advantageous benefits beyond an individual's basic salary. It is the Board's desire to make available or provide, within the limits of law and sound fiscal management, those which are beneficial to the employee and the Board.

The Board shall make available to its full-time employees, six (6) or more hours per day, a group life insurance program in the amount of \$20,000 coverage per employee. The premium for the coverage in this program shall be paid by the Board for all full-time employees. Less than six (6) hours per day employees may elect to participate and pay 100% of premiums for Group Life Insurance per terms of the insurance carrier. Employees may refuse such coverage by stating their desires on the enrollment card and signing and dating the enrollment card. The card will then be filed in the employee's personnel file.

This policy will be in effect as per the provisions of the agreement of the Board. Private policies upon termination of employment with the Board as per the terms of the insurance carrier are available to any individual who wishes to convert to private coverage.

Group Dental Insurance

The Governing Board realizes the concern of its employees for the availability of those protective and personally advantageous benefits beyond an individual's basic salary. It is the Board's desire to make available or provide, within the limits of law and sound fiscal management, those which are beneficial to the employee and the Board.

The Board shall provide group dental insurance for any employee assigned seven (7) or more hours per day of the Center eligible to participate in accordance with statute.

Participation in this plan is optional.

The Board shall have the option to pay all or a portion of the premium cost for such insurance.

Coverage may be applied for in accordance with the insurance carrier's policies.

The Board shall have the option to pay for a pro rata share as follows:

Number of hours Per Day	Percent of Board's Share of Premium
0 up to 1 hour	0
1	1/7
2	2/7
3	3/7
4	4/7
5	5/7
over 5 up to 6 hours	6/7
6 or more hours	100% paid

Group Vision Insurance

The Governing Board realizes the concern of its employees for the availability of those protective and personally advantageous benefits beyond an individual's basic salary. It is the Board's desire to make available or provide, within the limits of law and sound fiscal management, those which are beneficial to the employee and the Board.

The Board shall provide group vision insurance for any employee assigned seven (7) or more hours per day of the Center eligible to participate in accordance with statute.

Participation in this plan is optional.

The Board shall have the option to pay all or a portion of the premium cost for such insurance.

Coverage may be applied for in accordance with the insurance carrier's policies.

The Board shall have the option to pay for a pro rate share as follows:

Number of hours Per Day	Percent of Board's Share of Premium
0 up to 1 hour	0
1	1/7
2	2/7
3	3/7
4	4/7
5	5/7
over 5 up to 6 hours	6/7
6 or more hours	100% paid

EMPLOYEE DEFINITIONS FOR DETERMINING ELIGIBILITY FOR BENEFITS

Full-Time Certified Employee

A full-time certified employee is an employee under contract with the Educational Service Center who is certified by the Ohio State Board of Education (and who spends six or more hours per day, five days per week

with students as a definition for teachers and tutors) and who is employed under a contract with the Ashtabula County Educational Service Center not less than 180 days per school year.

Full-Time Non-Teaching Employee

A full-time non-teaching employee of the Educational Service Center is employed not less than 37.5 hours per week and who works 185 days or more per school year. Full-time personnel, as defined in this section, qualify for Governing Board approved fringe benefits.

For vacation purposes, an employee must work 37.5 hours per week and 240 days per year.

CALENDAR (See Appendix)

All Educational Service Center employees will follow a calendar provided by the Educational Service Center for the school year. Part-time employees need to indicate the days they will be working as mutually agreed to with the building principal and/or supervisor. Staff employed on an extended contract should indicate additional work days. This should be agreed to by the supervisor.

All calendar adjustments need supervisory approval. This should be done in writing.

Supervisors will also complete a calendar on Outlook.

WORKING DAY – POLICY #4250

All personnel shall work seven (7) hours per day with the daily time schedule to be set by the Superintendent. The office shall be open at 8:00 a.m. to 4:00 p.m. A one (1) hour lunch break will be observed.

Attendance officers, educational aides, caseworkers, specialists, and support personnel will work according to the provisions and conditions of their contracts and as scheduled by the Superintendent.

ANNUAL DAYS OF WORK FOR EMPLOYEES

The annual days of work for pay purposes shall be specified on each employee's contract.

DAY TO DAY PROCEDURES

All employees are required to follow the procedures in the district and/or building where they are assigned. They are directly responsible to the building principal as well as their immediate supervisor. In addition, all employees need to follow policies and procedures of the Educational Service Center. It is important that each employee be familiar with both in order to create a smooth operation of the educational programs in which they work.

INCLEMENT WEATHER

The following is a reminder of the procedures for reporting to work:

1. If you are based out of the Educational Service Center or Building Bridges School, you will receive an automated phone call from Pam Gran through the School Connects system no later than 6:30 a.m. The Educational Service Center will be closed when the Ashtabula Area City School District is closed.

2. If you are based in one of the local school districts and your school district is closed, you need not report to work (e.g., school psychologists, speech pathologists, gifted intervention specialists, preschool teachers, physical therapists, occupational therapists, licensed social workers, etc.).
3. If you are an individual who is based out of the Educational Service Center and are scheduled to work in a local school district that is open, you are to report to that district.

If your school district is open and that is where you are based for the majority of the time and/or if the Educational Service Center is open and that is where you are based for the majority of the time and you neglect to report to work, you are to **contact the Superintendent relative to a vacation day. If you are not eligible for a vacation day, then you will be subject to a deduction in pay.**

All schools are utilizing ESPN WFUN 970 and 98.3 THE BULL in making their school closing announcements. All school districts have agreed to announce their school closings at approximately 6:00 a.m. each morning that they are going to be closed.

PAY DAYS

In general, employees are paid 26 times per year on alternating Fridays by Direct Deposit.

Employees working on an as-needed basis on timesheets must adhere to the timesheet due date which is 10:00 a.m. on the Monday of payroll week in order to get paid on time.

CREDIT UNION (See Appendix)

The Educational Service Center is a member of the Community First Credit Union, 2043 East Prospect, Ashtabula, Ohio 44004, (440) 998-5519. Contact the Educational Service Center for additional information. (See Appendix)

TIMESHEETS (See Appendix)

Timesheets are to be submitted to the Treasurer's Office according to the Payroll Dates and Procedures form. (See Appendix)

MEDICARE

For purposes of determining Medicare payroll deductions a new employee is defined as: "One who is hired after March 31, 1986." A reemployed retiree is considered a new employee and, therefore, will be subject to Medicare payroll deductions of 1.45%.

SEVERANCE PAY – POLICY #3415, #4415

Unless otherwise set forth in the terms of an individual contract, professional staff members of the Governing Board with ten (10) or more years of service with the Board, the State, any political subdivision, or any combination thereof, seven (7) of which shall be continuous active service with the County Governing Board may elect, at the time of retirement from active service with the Board and upon presentation of evidence of service retirement from the appropriate retirement system, to receive severance pay for their accrued but unused sick leave in the amount of twenty-five percent (25%) of his/her accumulated unused sick leave days to a maximum of seventy-five (75) days.

Severance pay shall be based upon the professional staff member's rate of pay at the time of retirement and eliminates the employee's entire sick leave accrual upon payment.

If an employee dies on or after the date upon which s/he becomes eligible for severance payment under the provisions of this policy, the employee will be deemed to have retired on the date of death and the Board will provide severance payment to his/her estate in the amount as determined herein.

A professional staff member, in order to receive severance pay in the amount determined above, shall have provided written notification to the Board of his/her intention to retire at least three (3) months prior to his/her last day of service.

A classified staff member, in order to receive severance pay in the amount determined above, shall have provided written notification to the Board of his/her intention to retire at least three (3) months prior to his/her last day of service.

Payment shall be made after the professional staff member's retirement is verified to the office of the Superintendent by the retirement system.

Severance payment shall be made only once to a professional staff member.

Payment may be made on the employee's behalf to a qualified tax-sheltered 403(b), health retirement, or other qualified plan upon direction of the employee and to the extent permitted by law.

Payment shall be made after the classified staff member's retirement is verified to the office of the Superintendent by the retirement system.

For purposes of this policy "retirement" means service retirement under State Teachers Retirement System or the School Employees Retirement System and does not include disability retirement.

VERIFICATION OF EMPLOYMENT ELIGIBILITY -- PL 99-603

The Ashtabula County Educational Service Center will comply with all aspects of the Immigration Reform and Control Act of 1986. The Governing Board will delegate to the Superintendent the responsibility of establishing procedures to assure compliance with this Act.

Federal law requires that all employers and employees, hired after November 6, 1986, complete an Employment Eligibility Verification Form (Form I-9) provided by the U.S. Immigration and Naturalization Service. All such employees must provide documents that establish both identity and employment eligibility in order for Form I-9 to be completed and signed by both the employee and the school district official.

The Employment Eligibility Verification Form (Form I-9) must be retained for three years or for one year past the end of the employment of an individual, whichever is longer. Such forms must be made available for inspection to an Immigration and Naturalization Service (INS) or Department of Labor (DOL) officer upon request.

TAX SHELTERED ANNUITIES

It is the policy of the Ashtabula County Educational Service Center to make tax sheltered annuities available to Governing Board employees upon request and filing of appropriate company application with the Governing Board treasurer. Employees who purchase annuities do so completely on their own.

These shall be subject to limitation of the Internal Revenue Code governing tax shelters. The Governing Board reserves the right to require that an applicant for a tax sheltered annuities be one of at least five persons to be

covered by a company which is not, as of October 27, 1982, currently a company which has written tax sheltered annuities for Governing Board employees.

NON-CERTIFIED EXTENDED TIME

The Superintendent is empowered to adjust the work schedules for non-certified staff members, as needed, to effectively expedite the work requirements of the Governing Board.

WORKERS' COMPENSATION

The Ohio Bureau of Workers' Compensation (BWC) provides insurance coverage to employees for work-related injuries sustained in the course of and arising out of employment and diseases contracted in the course of employment. It also provides benefits to employees' dependents in those cases of death suffered in the course of and arising out of employment. To that end, if an employee sustains a workplace injury and contracts an occupational disease, s/he may be eligible to receive compensation and benefits under the Workers' Compensation Act for loss sustained on account of an injury or illness.

In accordance with the Workers' Compensation Act, coverage is provided to employees who are injured or who contract an occupational disease in the course of, and arising out of, his/her employment. In such cases, ESCCC employees are entitled to file a claim. Workers' compensation provides for medical care and disability compensation, which is based on the employee's salary. Payment of compensation for work loss can only be filed when the injury causes more than seven (7) days of work loss.

Medical services must now be managed by a Managed Care Organization (MCO) approved by the Ohio Bureau of Workers' Compensation (BWC). The MCO for all employees of the ESCCC is University COMP CARE.

In the event of a work related injury, the following steps need to be followed:

- Notify your supervisor immediately.
- In a medical emergency, seek immediate medical attention.
- An Accident Report must be faxed to Ashtabula County Educational Service Center (440-576-3065) within 24 hours for all injuries and accidents.

EMPLOYMENT CONTRACT – POLICY #3124, #4124

ADMINISTRATIVE PROCEDURES

Employment Contract

It will be the responsibility of the Superintendent to ensure that all members of the professional staff execute a written employment contract in accordance with the legal requirements related to their position in the Center. Initial employment contracts for administrators may not exceed three (3) years in duration; following three (3) years of Center employment, the term of subsequent contracts shall be no less than two (2) years nor more than five (5). Contracts will be automatically renewed for a period of two (2) years if the Board does not act upon renewal. If the Superintendent so recommends, the term of the contract of a person who has been employed by the Educational Service Center as an Assistant Superintendent, Principal, Assistant Principal, or other administrator for three (3) or more years, may be one (1) year, but all subsequent contracts shall be not less than two (2) years or more than five (5) years.

The Superintendent is authorized to execute employment contracts for the Board upon approval of employment.

The Governing Board requires for the mutual protection of the Center and the classified staff member that every employee sign an employment contract which shall include the term for which employment is contracted, the salary, and such other matters as may be necessary to a full and complete understanding of the contract.

SALARY SCHEDULE -- 3410, 4124, 4410

All employees shall be paid according to an adopted salary schedule.

Each employee shall be paid bi-weekly, twenty-six (26) pays per year.

The Governing Board requires for the mutual protection of the Center and the classified staff member that every employee sign an employment contract which shall include the term for which employment is contracted, the salary, and such other matters as may be necessary to a full and complete understanding of the contract.

In placing a teacher or other certificated personnel on the salary schedule, service credit for experience will be granted as follows:

- Maximum Years:
1. 10 years
 2. All Ohio public and chartered non-public school service
 3. Only out-of-state public school service
 4. Active military service in the Armed Forces of the United States

Salary adjustments are made once a year in September. You must have transcripts of additional course work to the Educational Service Center prior to September 16th.

The salary for personnel on the Educational Service Center salary schedule who are employed for part of a day shall be computed in accordance with actual scheduled hours each day.

All teachers working less than a full day shall be paid by the hour as per our salary schedule.

All contracts, timesheets, and other records must reflect actual hours working each day.

A year of teaching service shall consist of a minimum of one hundred twenty (120) days of full-time service for salary schedule credit purposes.

Up to 149 semester hours of college credit shall cause the teacher or other certificated personnel to be placed in the Bachelor's degree salary schedule column. Personnel having earned a minimum of 150 semester hours, but not possessing the Master's Degree, shall be placed in the B+150, B+10, B+20. Personnel, who verify by transcript the possession of a Master's Degree, shall be placed in the Master's Degree column on the Salary Schedule. Further graduate level coursework beyond a Master's Degree, based on transcripts shall result in M+10 or M+20. Contract program certified personnel shall be placed on a salary schedule at the appropriate step and column as verified by experience and transcripts.

Hours of credit granted beyond a Bachelor's Degree, for salary schedule credit, shall be determined by the Superintendent or designee.

The Superintendent shall make the final determination of experience training levels and where personnel shall be placed on the salary schedule.

REQUISITIONS AND PURCHASE ORDERS (See Appendix)

The following procedures are to be followed when purchasing educational materials.

1. Complete one Requisition from each company – include name, address, phone number, and order form attachments. (See Appendix)
2. Unless otherwise indicated, add additional 10% to each order for shipping/handling.
3. Have the Requisition form signed by building principal, supervisor, or superintendent as applicable.
4. Send the Requisition to your immediate supervisor at the Educational Service Center for approval.
5. All orders will be sent to the Educational Service Center unless otherwise designated. You will be notified upon arrival for pickup.
6. Remember—the purchase order date must pre-date the invoice date for services provided or materials ordered.

TRAVEL / MEETINGS (See Appendix)

JOB-RELATED EXPENSES – POLICY #3440, #4440

The Governing Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the Center incurred in the course of performing services for the Center, whether within or outside the Center, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Superintendent. Pre-approval for estimated travel expenses by the Superintendent is required.

The Board shall pay the expenses of professional staff members when they attend professional meetings (as defined in Policy 3243) with prior approval in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent. Job-related expenses incurred by the Superintendent shall be reimbursed in accordance with this policy and administrative guidelines when authorized by the Superintendent.

Professional staff members are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, supplemental insurance on rental cars, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests. This policy does not address every issue, exception, or contingency that may arise in the course of travel.

PROFESSIONAL MEETINGS – POLICY #3243

The Governing Board encourages opportunities for professional staff members to develop increased competence, beyond that which they may attain through the performance of their assigned duties through attendance at professional meetings.

For purposes of this policy, a professional meeting shall be defined as any meeting that is related to the activities, duties, or responsibilities of professional staff members as determined by the Superintendent. The Superintendent shall prepare administrative guidelines to implement this policy.

Meetings, seminars, and conferences are recognized as potential sources of experience and information beneficial to the operation of the Educational Service Center programs.

The Governing Board will sponsor attendance/participation at such functions when attendance is expected to meet one or more of the following criteria in addition to number 5 and 6 below:

1. The function will impart information directly related to existing programs.
2. Subject matter will be directly applicable to students in current programs.
3. Professional growth will be enhanced in the area of expertise for which the individual is currently being employed.
4. The professional meeting program agenda is directly related to a function being performed or being considered by the Governing Board.
5. The Superintendent recommends attendance.
6. Staff members requesting approval to attend such meeting, should have membership status in the organization sponsoring the meeting, seminar, or conference (active, affiliate, or agency membership).

Work-related meetings within the Governing Board's service area requiring travel/parking fees only are authorized as part of the staff assigned roles. If registration/meal costs are required, then such meetings must be approved in advance by the Superintendent as applicable. The Governing Board shall not reimburse college credit and/or contact hour charges. Lodging costs within the county are generally not reimbursable, unless specifically approved by the Superintendent for an emergency situation.

Estimated costs of attending each professional meeting shall be part of the request to attend professional meetings. Where applicable, the staff member shall secure the signature of the Superintendent. Guidelines have been established regarding reimbursement for travel expenses. Actual travel expenses shall be reimbursed not to exceed these maximums: Lodging--\$100 per day; breakfast--\$10.00 per day; lunch--\$10.00 per day; and dinner--\$15.00 per day. Receipts are required for lodging, miscellaneous expenses, transportation, registration fees, meals, and parking expenses. Meals will be reimbursed only in the case of an overnight stay (see Appendix).

The Governing Board believes that continued study is a prerequisite for continued professional growth of staff and, therefore, encourages the participation of professional staff members in inservice and other training programs.

The Superintendent may plan and implement a program of inservice training for professional staff members and explore other training programs.

The Governing Board may reimburse staff members for the costs incurred in participation therein, subject to prior approval of the Superintendent.

Participation in the program shall be voluntary unless considered part of the duties of any participating staff member.

The Superintendent is authorized to approve professional meeting requests to the extent of appropriations and budgets for various personnel.

LICENSURE

A term and condition for employment for any position is that all employees are required to hold a valid Ohio Department of Education (ODE) license required for the position. **A current copy of the valid license or proof of application by August 15 is required to be included in the personnel file at the ESCCC Human Resources department.** Obtaining, updating and filing of a valid license with the ACESC office is the responsibility of the all of our employees. It is required that personnel meet the requirements for renewal and updating of their license. **Our office will assist you, but that does not relieve you of the responsibility to have a valid license. ORC requires employees to hold a valid license for the position for which they are employed prior to receiving compensation and without the appropriate licensure can be grounds for termination.**

Obtaining, updating and filing of a valid Ohio Department of Education (ODE) license with the ACESC office is the responsibility of the employee. It is required that personnel meet the requirements for renewal and updating of their license.

It is also the responsibility of all of our classified positions to secure an Educational Aide Permit from the ODE and is updated annually unless a four year permit has been secured. **Our office will assist you, but that does not relieve you of the responsibility to have a valid permit.**

PROFESSIONAL CONDUCT FOR OHIO EDUCATORS

All educators employed by the ACESC are expected to behave in a professional manner that reflects the status and substance of a public school professional with the responsibility of providing high-quality education to every student. The Licensure Code of Professional Conduct for Ohio Educators serves as the basis and guide for conduct appropriate for all certified staff employed by the ACESC and as a professional licensed by the Ohio, State Board of Education.

Ohio Revised Code 3319.31 states that engaging in an immoral act, incompetence, negligence, or conduct that is unbecoming to the person or person's position can result in license suspension, revocation, or limit license renewal.

ACESC complies with the aforementioned Licensure Code of Professional Conduct for Ohio Educators and Ohio Revised Code and applies the same professional expectations to employees regarding job performance and communications to its employees.

Unless otherwise stated in this Handbook, employees are expected to conform to the same requirements, policies and procedures as employees of those districts or agencies in which they perform their duties, including but not limited to requirements regarding absence reporting, dress code, student disciplinary procedures, distribution of literature, and use of internet and technology.

Employees are expected to discharge their duties in a professional, responsible, honest, and legally compliant manner at all times. Employees who fail to comply with law, regulations, directives, policies, administrative guidelines, rules of professional conduct and/or this handbook or otherwise fail to appropriately discharge the duties of their position may be subject to discipline, including but not limited to suspension and/or termination from employment.

STAFF DEVELOPMENT – POLICY #4242 (See Appendix)

The Governing Board believes that training is a prerequisite for continued growth of staff and, therefore, encourages the participation of classified staff members in in-service and other training programs.

The Superintendent may plan and implement a program of in-service training for classified staff members.

The Board may reimburse staff members for the costs incurred in participation therein, subject to prior approval of the Superintendent. However, under no circumstances will staff members be reimbursed for the purchase of alcoholic beverages.

Participation in the program shall be voluntary unless considered part of the duties of any participating staff member according to a contractual arrangement.

Request For Professional Meeting

The Educational Service Center recognizes the potential for attending meetings, seminars, and conferences aligned to the Educational Service Center Strategic Plan as beneficial to the educational process. If budget allowances have been made for individuals to participate in these experiences (see immediate supervisor about budget allowances), these procedures are to be followed:

- A. Complete the Educational Conference and Out-Of-County Travel Request and Expenditure Report Form. (See Appendix)
- B. Gifted intervention specialists, teachers, health educators, educational assistants: If you are assigned to work in a building, please complete the district's request form as well as the ACESC form and submit both to the district first and then both to the ACESC.
- C. Appropriate costs should be indicated and, once approved, only minor cost differences will be reimbursed.
- D. Send the form to your immediate supervisor at the Educational Service Center for approval and signature.
- E. After the meeting, complete the Educational Conference and Out-Of-County Travel Request and Expenditure Report Form for reimbursement. Travel is paid monthly and vouchers must be here by the first week of the month for payment within that month. (See Appendix)
- F. Meetings which are attended at no cost must still have approval in order to release you on that day.

EVALUATION OF PROFESSIONAL STAFF -- POLICY #3220

(Please refer to the ACESC website for entire Board Policy www.acesc.k12.oh.us)

The Governing Board, through the powers derived from the Ohio Revised Code, is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing a program of personnel assessment.

It is the purpose of the program of staff assessment to:

- A. strive for the improvement of the total Educational Service Center program;
- B. stress the importance of personal improvement on the part of individual professional staff members so that each student may be provided a quality education;
- C. ensure the continuous improvement of administrative and supervisory services provided professional staff members;
- D. establish a process of continuous and systematic professional staff member evaluation.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a

reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. In such an instance, all relative evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each professional staff member. A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

Evaluations of administrators shall be conducted in accordance with State statute. In order to provide time to show progress in correcting deficiencies identified in the evaluation, the completed evaluation shall be shown to the employee at least sixty (60) days prior to any action by the Governing Board on the administrative staff member's contract of employment.

CHILD ABUSE/DATING VIOLENCE PREVENTION TRAINING FOR ALL SCHOOL STAFF IN ACCORDANCE WITH O.R.C. 3319.73

All staff employed in the local districts and/or contract programs to work in any school as a nurse, tutor, teacher, counselor, school psychologist, occupational therapist, physical therapist, or administrator shall complete at least four hours of inservice training in child abuse/teen violence prevention within two years of commencing employment with the district and every five years thereafter.

A certificate of completion of the training shall be filed with the individual teaching/administrative certificate.

DRUG-FREE WORKPLACE – POLICY #3122.01, #4122.01

No employee shall unlawfully manufacture, distribute, dispense, possess, or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol, or any other controlled substance as defined in Federal and State law, in the workplace.

"Workplace" is the site for the performance of any work done in connection with the Educational Service Center. The workplace includes any school building, school property, school-owned vehicles or school-approved vehicles used to transport students to and from school or school activities (at other sites off school property), or any school-sponsored or school-related activity, event, or function, such as a field trip or athletic event in which students are under the jurisdiction of the school authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five (5) days after such conviction.

Employees will be given a copy of the standards of conduct and the statement of disciplinary sanctions and will be notified that compliance with the standards of conduct is mandatory. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed Educational Service Center administrative guidelines, local, State and Federal laws, and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug abuse assistance or rehabilitation program approved by the Board.

Employees will be provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services, and penalties.

SUBSTANCE ABUSE – POLICY #3170, #4170

The Governing Board recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of professional staff members. When appropriate, the Board may assist such employees in a manner recommended by appropriate specialists in the treatment of those illnesses.

A professional staff member having an illness or other problem relating to the use of alcohol or other drugs including controlled substances, medications not prescribed by the employee's physician, or medications not taken as prescribed, will receive the same careful consideration and offer of assistance that is presently extended to professional staff members having any other illness.

The responsibility to correct unsatisfactory job performance, attendance or behavioral problems resulting from a suspected health problem rests with the professional staff member. Additionally, regardless of whether a professional staff member has an illness or other problem relating to the use of alcohol or other drugs it remains the responsibility of the professional staff member to report to work and perform his/her duties in a fit and appropriate condition at all times. Being under the influence of alcohol or other drugs while on duty, on school property, or at a school related activity/event is not acceptable. Failure to correct unsatisfactory job performance, attendance or behavior and/or working or reporting to work under the influence of alcohol or other drugs will result in appropriate corrective or disciplinary action as determined by the Board, up to and including termination.

If a professional staff member sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act. If the professional staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption). The Board directs the Superintendent to establish guidelines and post a notice advising employees that the results of, or the employees' refusal to submit to an alcohol or other drug test may affect an employees' right to receive workers' compensation benefits.

No professional staff member will have his/her job security or promotion opportunities jeopardized by his/her voluntary request for counseling or referral assistance.

Professional staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

ANTI-HARASSMENT – POLICY #4362

General Policy Statement

It is the policy of the Governing Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Educational Service Center operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School Center community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all

allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Center community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Center property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Center community at school-related events/activities (whether on or off School Center property).

THREATENING BEHAVIOR TOWARD STAFF MEMBERS – POLICY #3362.01, #4362.01

The Governing Board believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly forbidden. Any student, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities. The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

STUDENT ABUSE AND NEGLECT – POLICY #8462

The Governing Board is concerned with the physical and mental well-being of the students of this Educational Service Center and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services agency or a local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

The Board official and employee making the report shall also notify the appropriate administrator according to the Center's Reporting Procedure for Student Abuse or Neglect and shall secure prompt medical attention to any such injuries reported.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. Board officials and employees must report suspected abuse to a public children's services or local law enforcement agency even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

In accordance with law, the Board will provide appropriate instruction on personal safety and assault prevention to all students in grades K-6. In order to develop programs that are appropriate and effective, the Superintendent is authorized to consult with public and/or private agencies or individuals involved in child abuse prevention and intervention. In addition, the Superintendent shall provide a program of in-service education on school safety, and violence prevention including human trafficking content, youth suicide awareness and prevention, and prevention of child abuse, violence, and substance abuse and promotion of positive youth development, including a review of Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, for all nurses, teachers, counselors, school psychologists and administrators who work in the Center's elementary, middle and high schools.

The Board shall develop the suicide awareness and prevention curriculum in consultation with public or private agencies or persons involved in youth suicide awareness and prevention programs.

The inservice education provided to middle and high school employees shall include training in the prevention of dating violence.

All newly-employed nurses, teachers, counselors, school psychologists and administrators who work in the Center's elementary, middle and high schools shall complete at least four (4) hours of inservice training within two (2) years of the date of employment. Further, all middle and high school nurses, teachers, counselors, school psychologists and administrators employed by the Center as of October 16, 2009, must complete the initial four (4) hours of inservice training no later than October 16, 2011. Additional training must occur every five (5) years thereafter.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds only in accordance with Board Policy 5540.

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY – POLICY #3122, #4122

EMPLOYMENT

The Governing Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

Educational Service Center Compliance Officers

The Board designates the following individuals to serve as the Center's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Superintendent/Designee
Ashtabula County Educational Service Center
4200 State Road, Ashtabula, OH 44004
(440) 576-9023

Equal Employment Opportunity

The Governing Board shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Governing Board that no professional staff member or candidate for such a position in this Educational Service Center shall, on the basis of race, color, religion, national origin, creed or ancestry, age, gender, marital status, or disability, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to

discrimination in any program or activity for which the Governing Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)

The Ashtabula County Educational Service Center shall maintain a safe and healthy work place and shall cooperate with the OSHA safety coordinator identified by the Ashtabula County Educational Service Center in accordance with H.B. 308, the Ohio Public Employment Risk Reduction Advisory Act. The Ashtabula County Educational Service Center has developed general safety rules, assembled a safety and health committee, developed an exposure control plan, and developed a bloodborne pathogens control panel.

Emergency Health and Safety Plan for the Ashtabula County Educational Service Center

The purpose of this plan is to prepare employees for emergency situations which may arise in the course of their employment in this facility. The preservation of life is of paramount importance to our office and it is our policy to err on the side of protecting our employees and customers if there is a question. The procedures set down in this plan are to be communicated to all employees and to customers and frequenters who are in this facility. Any change to this plan will be communicated to all affected employees as soon as it is made.

Staff Health and Safety

Through its overall safety program and various policies pertaining to school personnel, the Governing Board attempts to ensure the safety of employees during their working hours and assist them in the maintenance of good health.

All employees are expected to observe commonly recognized practices which promote the health and safety of school personnel.

Reporting a Work-Related Injury

In case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Worker's Compensation Act of Ohio.

Any employee who is injured while at work should immediately report such injury and its circumstances to the ACESC, the building principal or immediate supervisor as appropriate, and request the necessary forms to make application for payment under this act. The date, time, place, and nature of any injury must be reported in writing to the office of the superintendent within 24 hours after the occurrence. An accident investigation will be conducted in a timely manner.⁸

A copy of the accident report shall be retained in the individual's permanent file.

The injured employee may be requested to undergo chemical testing, as established by law and administrative regulation, in order to prove that the injury was not proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by a physician.

Emergency Procedures

Alert

Staff will be notified by a public address announcement that the building is in an **Alert** status. A building alert will be used in instances when the police department is searching the building or there has been a loss of utilities, etc. The public address announcement will give additional instructions that should be followed.

Bomb Threats

While the likelihood of a bomb actually being placed in a school is very remote, the Governing Board believes the following steps should be taken to ensure the safety of students and staff:

A. The Superintendent's Office will be contacted.

B. Police will be contacted and requested to investigate. Police may enlist the assistance of outside help.

Staff will be evacuated from the building upon the decision of the Superintendent.

Administrators and maintenance personnel will assist and cooperate with police authorities.

Police and authorities will make every effort to determine who made the bomb threat call.

Fire Drills

Staff will be notified of a fire or fire drill by a loud siren. Upon the alarm sounding staff members should follow these procedures:

1. Staff should report to their designated outside area.
2. Staff should check restrooms and locker rooms in their areas to be sure they are clear.
3. Staff members and students should remain at their designated outside area until they have been directed to return to the building.

Any person who discovers a fire, sees smoke coming from any part of the building (except the chimney), or smells gas should activate the fire alarm system.

Lockdown

Staff will be notified by a public address announcement that the building is in a **Lockdown** condition. Upon the announcement, faculty members should follow these procedures:

1. Immediately evacuate from hallways into offices.
2. Lock office doors.
3. Close all blinds and cover door windows so that office looks unoccupied.
4. Stay away from all windows and doors.
5. Do not allow anyone in or out of your office.
6. Keep quiet and calm.
7. Wait to be evacuated by emergency personnel.

Staff members should follow superintendent/Sheriff's Department directive for use of the following:

1. Any phone (school, cellular, pager, radio).
2. Fire alarm.
3. Tornado alarm.

The offices should appear to be unoccupied.

Tornado Drills

Staff will be notified of a tornado or tornado drill by a loud siren. Upon the alarm sounding faculty members should follow these procedures:

1. Staff should report to their designated shelter area.
2. Staff should check restrooms and locker rooms in their areas to be sure they are clear.
3. Staff should remain at their designated shelter until they have been directed to return to their classrooms.

Unusual Circumstances

The following situations are quite unlikely to occur, but in such an event use the following procedural guidelines:

Staff being held hostage:

1. Isolate the area. DO NOT make a public address announcement or sound the fire alarm.

2. Notify the police/sheriff immediately, giving as much information as possible (e.g., number of terrorists, number of hostages, types of demands being made). Police will be in charge once they arrive.
3. Notify the superintendent.
4. Develop a list of casualties if any.

Intruders in the building or on property:

1. Ask them to leave.
2. If they do not leave, remind them of trespassing law.
3. Call 9-1-1.

Off-Site Emergency

If you are at an off-site location and feel that you are in an emergency situation, being held hostage, or threatened, try to:

1. Stay calm.
2. Tell your captor that you must call your office by a certain time or they will be alerted to danger.
3. Call the office and tell the person answering the phone to cancel all other appointments for today because the one at ___ is taking longer than you had planned.

Demonstrations or Pickets Around The Building

1. Follow procedures for intruders.
2. Attempt to enter building peaceably.
3. Notify superintendent.
4. Do not enter if demonstrators seem to pose a threat.
5. Notify law enforcement officers.

Emergency Non-Evacuation Procedures

In the event of an emergency wherein the principal or designee deems that the building is not to be evacuated, the following procedures are to be followed:

1. Call 9-1-1. Advise dispatcher of kind of emergency.
2. Stay off private phone lines.
3. Await directions from police/fire department and/or the superintendent.

HEALTH AND SAFETY PROCEDURES

Bloodborne Pathogens Policy and Procedures

Purpose: To protect the Ashtabula County Educational Service Center employees from exposure to blood and other potentially infectious materials, since any exposure could result in transmission of Bloodborne pathogens which could lead to disease or death. The diseases of primary concern are Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV).

Scope: Covers Ashtabula County Educational Service Center employees who could be “reasonably anticipated” as the result of performing their job duties to have contact with blood and other potentially infectious materials.

Definitions:

Bloodborne Pathogens – Means pathogenic microorganisms that are present in human blood and can cause disease in humans.

Occupational Exposure – Means reasonably anticipated broken skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from performance of the employee’s duties.

Universal Precautions – Is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and Bloodborne pathogens.

A. Method of Compliance

1. Universal Precautions shall be followed at all times to prevent contact with blood or other potentially infectious materials.
2. Vinyl or latex gloves in various sizes will be available and shall be worn when:
 - a. Examining, cleaning, and/or treating wounds.
 - b. Cleaning contaminated instruments or equipment.
 - c. Cleaning up any blood or body fluid.
 - d. Performing any procedure when there is likelihood of contact with blood or other body fluid.
3. Running water, soap, and paper towels shall be available and hands shall be washed immediately after gloves are removed and dried with paper towels.
4. No food shall be permitted in refrigerators where blood or urine specimens might be stored. Eating, drinking, smoking, handling of contact lenses, etc. shall not be permitted in work areas where there is a reasonable likelihood of exposure to contaminated materials.
5. Cleaning and disinfecting of work surfaces shall follow a regular schedule of established cleaning procedures and shall be cleaned whenever they become laden with blood.
6. Hands and skin surfaces shall be washed immediately and thoroughly if contact with blood or other body fluids is made.
7. Mouthpieces, resuscitation bags, or other ventilation devices shall be used for resuscitation.
8. All incidents of occupational exposure to blood or other body fluids shall be reported to your supervisor immediately after the occurrence.
9. All spills of blood or other body fluids shall be cleaned up immediately. Personnel Protective Equipment and a disinfecting solution shall be used in any spill cleanup.

Communicable Diseases -- Proposed Exposure Control Plan

Purpose

The purpose of the exposure control plan is to minimize or eliminate staff exposure to bloodborne pathogens at work. The plan will ensure that all employees who are the most likely to be exposed to blood or potential infectious materials will receive necessary bloodborne pathogen information and training.

Prudent actions employed by staff and students should focus primarily on steps that they can take to ensure their wellbeing. These actions should focus on appropriate hygienic and sanitation practices.

Whenever possible, a person should be directed to care for his/her own minor bleeding injury. This includes encouraging people to apply their own bandages. If assistance is required, bandages may be applied after removal of gloves if caregiver will not come into contact with blood or wound drainage.

Hand Washing

All staff members should utilize proper hand washing methods to protect themselves from types of infectious materials.

Personal Protective Equipment

Personal protective equipment will be provided and used to protect employees from the hazards of contact with infected material.

Gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trashcans, handling sharp objects/containers, and handling contaminated broken glass, cleaning contaminated equipment, and handling laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, blood, diaper changing, and cleaning up vomit.

Waste Handling and Disposal

Contaminated waste and biohazards waste are both wastes which must be handled and disposed of with special precautions.

Labels or color codes will be used on containers for storage of hazardous items to increase awareness of the dangers. OSHA requires the use of a "BIOHAZARD" sign on such material.

Work Practice Controls

Thorough cleaning using an antiseptic cleaner shall be done in the event that hand-washing facilities are not readily available. If this alternative method is used, hands must be washed with soap and running water.

What Should Be Done if Direct Skin Contact Occurs?

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g., applying pressure to a bleeding injury outside the classroom, helping a child in the restroom, etc.). In these instances, hands and other affected skin areas of all exposed persons shall be routinely washed with soap and water after direct contact has ceased. In some instances, soap and water is not always available. In those cases waterless hand washing products may be used.

Clothing and other non-disposable items that are soaked through with body fluids should be placed in plastic bags. Clothing should be sent home for washing. Contaminated disposable items should be placed in double plastic bags or lined trashcan and disposed of as needed. If skin contact with contaminated wastes occurs, see your supervisor to assure universal precautions are followed and for instructions on filling out an incident report and possible follow-up care and/or treatment for exposure.

HOMELAND SECURITY RESPONSE GUIDE

Recommended Emergency Action Steps For Schools

LEVEL	RECOMMENDED EMERGENCY ACTION STEPS
SEVERE	<ul style="list-style-type: none"> • Listen to the radio/television for current information and instructions • Be alert for suspicious activity and report it to law enforcement immediately • Conduct identification checks, (e.g. driver's licenses retained at the main office) and escort all visitors as deemed appropriate by local authorities. • Implement parking restrictions and park vehicles away from critical areas. • Close or limit access to schools if recommended by appropriate authorities, e.g. local law enforcement, public health, etc. • Consider having mental health counselors available for students, staff and faculty.
<p>Definition: a terrorist attack has occurred or credible or corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.</p>	
HIGH	<ul style="list-style-type: none"> • Be alert to suspicious activity and report it to local law enforcement. • Review school emergency plans. • Prepare to handle questions from anxious parents and the media. • Conduct identification checks of all visitors to the school (e.g. driver's license). Escort visitors as deemed appropriate. • Discuss children's fears concerning possible terrorist attacks.
<p>Definition: Credible Intelligence indicates that there is a high risk of a local terrorist attack, but a specific target has not been identified.</p>	
ELEVATED	<ul style="list-style-type: none"> • Remind students, staff and faculty to be alert and to report any suspicious activity to the appropriate authorities. • Ensure all emergency supplies are stocked and ready.
<p>Definition: Elevated risk of terrorist attack, but a specific region of the United States or target has not been identified.</p>	
GUARDED	<ul style="list-style-type: none"> • Be alert to suspicious activity and report it to proper authorities. • Conduct safety training and emergency drills in accordance with the school's emergency operations plan. • Have the school's emergency communications plan updated. • Have the plan include both evacuation and shelter and provisions for sleep, food, and sanitary needs of students and sheltered nearby residents for several days.
<p>Definition: General risk with no credible threats to specific targets.</p>	
LOW	<ul style="list-style-type: none"> • Develop a written emergency operations plan to address all hazards. Include an emergency communications plan to maintain the safety of students, staff, and faculty, as well as an emergency communications plan to notify parents in the event of an emergency. • Have the emergency operations plan filed with the local fire departments and law enforcement agencies, as well as the county EMA office. • Assess which personnel have been trained in first aid/CPR. • Have first aid kits stocked.
<p>Definition: Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.</p>	

APPENDIX

Ashtabula County Educational Service Center 2015-2016 School Year Calendar

August 2015

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	21 DAYS					

September 2015

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
22 DAYS						

October 2015

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
11	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
22 DAYS						

November 2015

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	21 DAYS					

December 2015

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
23 DAYS						

January 2016

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
21 DAYS						

February 2016

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	21 DAYS					

March 2016

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
23 DAYS						

April 2016

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
21 DAYS						

May 2016

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	22 DAYS				

June 2016

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
22 DAYS						

July 2016

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
21 DAYS						

COMMUNITY FIRST CREDIT UNION
PAYROLL DEDUCTION AUTHORIZATION

_____ I would like to have payroll deductions for the Community First Credit Union. Complete form below.

_____ I do not want Credit Union deductions at this time.

I hereby authorize the Treasurer of the Ashtabula County Educational Service Center to deduct \$_____ from my pay on a biweekly schedule.

_____ Date

_____ Signature

Social Security Number _____

Home Address _____

Telephone Number _____

ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER REQUISITION FORM

Date _____

To the Board of Education:

The following is needed for _____

Fund/Grant Title _____

Quantity	Measure	Description	Unit Price	Amount
		Shipping and Handling		
		Total Amount of Requisition		

Requested By _____

Approved By _____

Title _____

Disapproved By _____

Purchased From: (Company) _____

(Contact Person) _____

(Phone) _____

OFFICE USE ONLY: _____

**ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER
2015-2016 SCHOOL YEAR TIME SHEET**

Employee _____ Position _____

Building _____ Pay Period _____

Employee Signature _____

DATE	HOURS WORKED	MINUS LUNCH	= TOTAL HOURS (MINUS LUNCH)
EXAMPLE: 1/1/2014	8:00 a.m. to 4:00 p.m.	1:00 – 1:30 p.m.	7.5

Total Days _____

Total Hours _____

SUPERVISOR / PRINCIPAL

JOHN M. RUBESICH
COUNTY SUPERINTENDENT

PLEASE PRINT

ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER

Month _____

Employee _____

TRAVEL REPORT

Date	Place Visited – School	Miles	Other Expense

Signature

Travel reimbursement must be filed with the Treasurer by the third day of the following month. Reimbursement received after this date will not be approved for payment until the next month.

SUBMIT IN DUPLICATE

PLEASE PRINT

**ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER
EDUCATIONAL CONFERENCE AND OUT-OF-COUNTY TRAVEL
REQUEST AND EXPENDITURE REPORT**

Name _____ Date of Request _____

I request permission to attend the _____
(Professional Meeting)

to be held in _____ on the following dates _____
(city and state)

Departure date and time _____

Return date and time _____

ESTIMATED EXPENDITURES		ACTUAL EXPENDITURES	
Travel	_____	Travel	_____
Lodging	_____	Lodging	_____
Food	_____	Food	_____
Registration	_____	Registration	_____
Other	_____	Other	_____
Total	_____	Total	_____
Signature – Employee		Signature – Employee	
		RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT	
Approved	_____	Approved	_____
Disapproved	_____	Disapproved	_____
Signature of Superintendent		Signature of Superintendent	

If disapproved, state reasons: _____

To: Ashtabula County Educational Service Center Staff
From: John M. Rubesich, County Superintendent
Re: Travel Expenses

Guidelines have been established regarding reimbursement for travel expenses. Actual travel expenses shall be reimbursed not to exceed these maximums:

Lodging	\$100.00 per day or Conference Rate
Breakfast	\$10.00 per day
Lunch	\$10.00 per day
Dinner	\$15.00 per day
Mileage	\$.40 per mile

Tips are not reimbursable. Meals are reimbursable for these amounts only if an overnight stay was included and approved. In addition, separate receipts for each expense must be submitted in order to be reimbursed.

Thank you for your cooperation in this matter.

ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER

4200 State Road, Ashtabula, OH 44004

Phone: (440) 576-9023 Fax: (440) 576-3065

STAFF EMERGENCY MEDICAL FORM

Date _____

Name _____

Address _____

Phone _____

Spouse's Name
(or Other) _____

Phone _____
Home

Work

Physician _____

Phone _____

Preferred Hospital _____

Phone _____

Hospital Address _____

Medical History:

Allergies _____

Medical Allergies _____

Other _____

In the event that all the above appropriate contacts are not available, please list two other contacts:

Name _____

Phone _____

Name _____

Phone _____

**PLEASE RETURN THIS FORM TO MR. JOHN RUBESICH, SUPERINTENDENT,
ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER, 4200 STATE ROAD,
ASHTABULA, OH 44004**