



# Classified

## EMPLOYEE HANDBOOK

*Revised December 2020*

CONFIDENTLY LEADING THROUGH  
COLLABORATION, CUSTOMIZATION AND CREATIVITY

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## INTRODUCTION

### Welcome to Mid-Ohio ESC

Mid-Ohio Educational Service (Mid-Ohio ESC) has prepared this handbook to provide you with an overview of Mid-Ohio ESC's board policies, benefits, and rules. **PLEASE READ IT CAREFULLY.** It is intended to familiarize you with important information about Mid-Ohio ESC, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment.

All personnel policies are a condition of employment and will apply in addition to any applicable laws and regulations. Upon completion of your review of this handbook, please complete the signature page through Public School WORKS.

Access to all Mid-Ohio ESC Policies and Administrative Guidelines is available on the Mid-Ohio ESC website staff portal at: [portal.moesc.net](http://portal.moesc.net)

Thank you for joining our team!

For assistance or questions regarding any of these handbook policies, you may contact the Executive Director, Steve Earnest at (419) 774-2503.

#### Business Hours of Operation:

Monday through Friday: 8:00 a.m. to 4:00 p.m.

Saturday and Sunday: closed

#### Business Contact Information:

Phone number (main line): (419) 774-5520

Address: 890 West Fourth Street, Suite 100

Mansfield, OH 44906

Web address: [www.moesc.net](http://www.moesc.net)

Mid-Ohio ESC Net at [portal.moesc.net](http://portal.moesc.net)

In case of an emergency, contact: Kevin Kimmel, Superintendent at 419-774-2506 or  
Steve Earnest, Executive Director at 419-774-2503

For life threatening emergencies, contact **911**.

## **Board of Governors**

The Board of Governors is the governing authority for Mid-Ohio ESC. It is comprised of seven (7) individuals and they are representative of three (3) counties; Crawford, Morrow and Richland. They meet on a monthly basis for regular Board meetings and will meet additionally for special meetings as necessary. Our current board members and the counties they represent can be viewed at our website at [www.moesc.net](http://www.moesc.net).

## **Mission Statement**

Confidently Leading through Collaboration, Customization, and Creativity.

## **Code of Conduct / Staff Ethics: Reference Board Policy # 4210**

An effective educational program and successful operation of Mid-Ohio ESC requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Governors expects all staff members to maintain high standards in their working relationships, and in the performance of their duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. refuse to accept anything of value offered by another for the purpose of influencing judgment;
- H. refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation;
- I. refrain from using his or her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protect rights as a citizen.)

## **Equal Opportunity Statement**

Mid-Ohio ESC is an Equal Opportunity Employer. Individuals are hired solely upon the basis of their qualifications and ability to fulfill the requirements of the job.

Mid-Ohio ESC has an ongoing commitment to the creation of a workplace free of discrimination and harassment. All policies and practices will be administered without regard to race, color, religion, national origin, sex, disability, military status, ancestry, age, genetic information, or any other legally protected characteristic. All local, state, and federal laws pertaining to employment will be complied with and discrimination will not be tolerated.

Every employee and manager/supervisor has the responsibility to uphold this policy. Any questions or concerns regarding any aspect of this policy should be directed to the appropriate supervisor.

## **GINA Statement**

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II, including the Governing Board, from requesting or requiring genetic information of an individual or family member or the individual, except as specifically allowed by law. To comply with this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for the purposes of caring for an immediate family member with a serious health condition). “Genetic information,” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic test, the fact that an individual or an individual’s family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## **Anti-Harassment: Board Policy # 4362**

It is the policy of the Board of Governors to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Mid-Ohio ESC 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 harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within Mid-Ohio ESC community as well as third parties, who feel aggrieved to seek assistance to rectify the 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. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "Mid-Ohio ESC community" means students, administrators, teachers, staff, and all other school personnel, including 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 Mid-Ohio ESC 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 Mid-Ohio ESC community at school-related events/activities (whether on or off Mid-Ohio ESC property).

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for Mid-Ohio ESC. They are hereinafter referred to as the "Compliance Officers".

Steve Earnest

Jennifer Crum

Executive Director

Director of Student Services

Phone: (419) 774-2503

Phone: (419) 774-2507

890 W. Fourth St.  
Mansfield, OH 44906

890 W. Fourth St.  
Mansfield, OH 44906

[earnest.steve@moesc.net](mailto:earnest.steve@moesc.net)

[crum.jennifer@moesc.net](mailto:crum.jennifer@moesc.net)

## General Work and Employment Policies

### Immigration Law Compliance

Federal Law requires all employees to present documentation confirming their identity and eligibility to work in the United States. New employees and re-hires must complete the I-9 Employment Eligibility Verification Form within three business days of their start date.

### Drug Free Workplace: Board Policy # 4122.01

The Governing Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which meets the requirements in the Drug-Free Workplace Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the Mid-Ohio ESC's classified staff at any time while on Mid-Ohio ESC property or while involved in any Mid-Ohio ESC-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with the Mid-Ohio ESC guidelines.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions.

For the definition of illegal drug or controlled substances, please reference Administrative Guideline 4122.01.



## **Working Periods: Board Policy # 4251**

The periods of work required of the staff member shall be clearly specified to insure the smooth and regular operation of Mid-Ohio ESC.

Where not otherwise specified in the terms of a collectively-negotiated agreement, the Superintendent or designee reserves the right to specify the working hours for staff members.

The Superintendent or designee will apply uniformly throughout Mid-Ohio ESC, except as otherwise specified in this guideline, the following working periods for staff members:

### **A. Secretarial - Clerical Central Office**

From 8:00 a.m. to 4:00 p.m.

Central office staff shall ordinarily report for work when schools are closed for inclement weather.

During vacation days for students and teaching staff, the central office staff shall report to work and shall work the regular operation hours unless specified by the Superintendent or designee.

A twelve (12) month work period for all Mid-Ohio ESC Governing Board office secretaries is normally defined as 260 days.

From July 1 to August 31, standard full-time employment is seven (7) hours per day, five (5) days per week, excluding time off for lunch for all classified personnel.

### **B. Other personnel, i.e., teacher aides, attendance officer, will report to work as specified by the days and hours of the program to which they are assigned.**

Normally, the work day is seven (7) hours. They will not ordinarily report for work when schools are closed for inclement weather or during vacation days for students and teaching staff.

## ***Giving Notice of Absence or Tardiness***

Under some circumstances, an employee's absence or tardiness may be excused, but only if that employee gives proper notice of such a problem before the start of their workday. Mid-Ohio ESC needs advance notice of attendance problems so that other arrangements can be made to cover an employee's absence if necessary. "Proper notice" means that the employee will call or text their immediate supervisor at a designated telephone number prior to the start of the employee's workday and personally notify their supervisor, unless a verifiable emergency makes it impossible to do so.

**It is not sufficient to text or call in and leave a message with a co-worker or someone else that is not in a supervisory position.**

Office staff are instructed to route all such calls to supervisory personnel. If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

### ***Job Abandonment***

An absence of two days in a row without calling in or returning to work will be considered job abandonment, and Mid-Ohio ESC will process your work separation as a voluntary resignation on your part.

### **Personnel Records: Board Policy # 8320**

Certain information concerning Mid-Ohio ESC employees is confidential, to be reviewed on a need-to-know basis and only under conditions which guarantee protection of both management's right to access information and the employee's right to unnecessary invasion of privacy. Most information in the personnel files; however, is not confidential and is available for inspection in accordance with State law. Mid-Ohio ESC shall refrain from disclosing an employee's social security number when releasing personnel files. Employees who wish to review their own file should submit a written request to their supervisor and an appointment will be made.

### **Employment of Classified Staff/ Relatives: Board Policy # 4120**

The Governing Board recognizes that it is vital to the successful operation of the Mid-Ohio ESC that positions created by the Board be filled with qualified and competent personnel.

The Board shall approve the employment and fix the compensation and establish the term of employment for each classified staff member employed by the Board.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.

Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

### **Work Scheduling and Overtime**

Non-exempt employees are not permitted to work more than 35 hours during a workweek unless the additional work is ordered and approved in advance by the supervisor. From time to time, overtime may be required due to high workload demands or to cover unforeseen absences, with or without prior notice. When required, overtime is mandatory and is a condition of your employment.

### ***Compensatory time***

Compensatory time may be accrued in lieu of payment. All Compensatory time accumulated must be pre-approved by your immediate supervisor. Compensatory time must be used within thirty (30) days of accruing.

## **Categories of Employment**

Full-time employees regularly work at least an average of 30 hours per week.

Part-time, regular employees work less than 30 hours per week.

In addition to the preceding, employees are also categorized as “exempt” or “non-exempt”:

Exempt employees are all full-time or part-time professional employees who are paid on a salaried basis and who are not entitled to overtime. (i.e., teachers, administrators, psychologist, etc.)

Non-Exempt employees are all full-time, part-time, temporary, supplemental or seasonal employees paid on an hourly basis entitled to overtime compensation under the Fair Labor Standards Act (i.e., secretaries, fiscal staff, classroom assistants, etc.).

## **Recording Hours Worked**

All non-exempt employees are required to complete weekly time sheets indicating all hours worked. Time sheets must be turned in to your supervisor at the end of each work week unless arranged differently with your supervisor (i.e. shared work calendar). Vacation days, sick days, holidays, and absences such as jury duty, must be specifically noted on the time sheets for days on which they occur.

## **Breaks**

### ***Lunch Periods***

An unpaid lunch period is provided in the middle of each work day. All employees are required to take a lunch break and no non-exempt employee is authorized to perform work during the lunch period. Lunch break schedules must be approved by your supervisor and may be staggered so that your absence does not create a problem for co-workers or customers.

## **Staff Meetings**

Staff meetings provide employees with information on recent Mid-Ohio ESC activities and serve as an important communication tool for the staff. While every effort is made to schedule meetings during normal business hours, attendance is mandatory regardless of the time scheduled for the meeting.

## **Pay Policies**

### **Pay Periods**

Employees are paid twice a month on the 15<sup>th</sup> and the last day of each month. If payday falls on a holiday or weekend, you will receive your check the last workday preceding the holiday or weekend.

### ***Direct Deposit***

Direct deposit is mandatory at Mid-Ohio ESC.

### **Pay Deductions**

Mid-Ohio ESC is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and STRS or SERS, and Medicare taxes. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

### **Overtime**

Non-exempt employees who perform overtime work will be paid at their regular hourly rate for all hours worked up to 40 hours; and one-and-one-half times their regular rate of pay for every hour worked over 40 hours in a seven-day workweek, beginning on Sunday. Overtime pay is based only on hours actually worked. Holidays, vacation, sick leave, jury duty, and other hours paid but not worked are not considered when calculating overtime.

### **Performance Evaluations: Board Policy # 4220**

Evaluations of the classified staff member shall include:

- A. an annual evaluation of every employee classification as specified in the written evaluation process;
- B. a method of making records which ensures:
  - 1. entries are based on observable and verifiable facts;
  - 2. note is taken of a classified staff member's strengths as well as weaknesses;
  - 3. the same recording system will be used for all employees similarly situated;
  - 4. all materials will be held confidential;
  - 5. and classified staff member has an opportunity to append a written statement thereto.
- C. provisions for remediating unsatisfactory performance by entering the counseling stage as specified in the written evaluation process which includes:
  - 1. recommending how improvement can be effected;
  - 2. modifying objectives;
  - 3. scheduling follow-up conferences to assess change.

## **Leave of Absence/Uncompensated Leave**

### **Leave of Absence: Board Policy # 4430**

Mid-Ohio ESC recognizes that in certain instances an employee may wish extended leave for personal reasons and that Mid-Ohio ESC could benefit from the return of said employee.

- A. A leave of absence of one (1) year may be granted by the Board of Governors at its own discretion to employees upon completion of two (2) years of service. Any employee desiring such leave shall present his/her request in writing to the Superintendent, stating clearly the reason and purpose. The Superintendent will transmit the request together with his/her recommendation to the Board.
- B. The Board reserves the right to specify the conditions under which uncompensated leave may be taken. An employee granted an uncompensated leave of absence shall not accrue experience (salary steps) while on leave, however, such leave shall not be considered to be a break in service for seniority purposes.
- C. Extensions for any additional time may be considered upon proper request. Extension shall require clear evidence that Mid-Ohio ESC's interests will not be adversely affected.
- D. The employee granted an uncompensated leave shall inform the Board by April 1<sup>st</sup> of the year of absence as to his/her intentions. If said notification is not received, action shall be taken to terminate employment.
- E. Upon return from leave for health reasons, the employee will furnish a physician's certificate stating the he/she is able to resume his/her duties of his/her position.
- F. At the expiration of the uncompensated leave, the employee shall be offered a position for which he/she is qualified.
- G. While on uncompensated leave, insurance benefits (i.e. – life, health, dental, vision) for an employee may be continued if the employee pays the entire insurance premium and provided that the insurance carrier approves of continuation of the policy.
- H. The employee will bear sole responsibility for the purchase of S.T.R.S. or S.E.R.S. credit during the uncompensated leave if available through the retirement systems.

- I. The Board may approve long term leaves for sabbatical reasons that are determined to benefit of the schools of Mid-Ohio ESC.
  1. The Board reserves the right to specify the conditions when not otherwise covered by law or the policies as defined above.
  2. The total number of Mid-Ohio ESC employees on sabbatical leave at any one (1) time shall not be more than 1% of the staff within that specific classification.
  3. To be eligible for sabbatical leave, an individual employee shall have rendered at least five (5) consecutive years of service to Mid-Ohio ESC.
  4. A written request for sabbatical leave shall be submitted to the Superintendent by the end of May of the academic year prior to the academic year of desired leave.
  5. Each application for leave shall be reviewed by the Superintendent and approved by the Board of Governors

**All leave requests must be submitted in the HR KIOSK within forty-eight (48) hours of your return from the absence. Failure to do so will result in wages being docked.**

**Leave may be taken in quarter (1/4) day increments. However, if a substitute is needed to cover duties and responsibilities, a minimum of a half (1/2) day of leave must be used.**

### **Personal Leave: Board Policy # 4436**

Personal leave for emergencies or personal needs will be considered for employees on an individual basis. Full-time employees are provided three (3) personal days annually based on completing their contracted days. Part-time employees will be provided a prorated number of days based on contracted days compared to 184 days. Unused personal days do not carryover or accumulate.

#### ***Personal leave is subject to the following conditions:***

Requests shall be presented to the Superintendent or designee at least three (3) school days in advance, except in the event of an emergency.

**Day(s) shall not be used preceding or following legal holidays or non-scheduled workdays per individual work calendars.**

**Day(s) shall not be used when a staff development or in-service has been scheduled.**

It is the employee's responsibility to provide and/or arrange for appropriate plans for any scheduled activity on the day of absence.

The number of persons granted personal leave for any one (1) day shall be limited.

For staff members on 214 day contracts or less, Personal Leave will not be allowed on Fridays during the months of May and June. Exceptions may be made if special circumstances surround the request. In this case, Personal Leave may be granted when the circumstances are explained to their immediate supervisor and adequate coverage can be provided for the staff member's duties and responsibilities.

Scheduled daily assignments shall be adjusted by the employee and confirmed by the supervisor in advance of the day requested.

Day(s) shall not be used for other gainful employment, participation in a concerted work stoppage or any activity which would raise doubts regarding the validity of the personal leave request.

The filing, by a staff member, of any willfully false statement concerning the cause or duration of an absence shall be considered as grounds for disciplinary action up to and including dismissal by the Board of Governors.

### **Sick Leave – Board Policy # 4432**

Paid sick leave is a benefit provided to our employees who may be unable to work due to illness or injury. Regular full-time employees accrue a total of 15 paid sick days per year at the rate of 1.25 days per month. Unused sick leave days may be carried to the next year, up to a maximum sick leave accumulation of 210 days. Employees will be compensated for accrued or unused sick leave upon retirement for up to 25% of accumulated sick leave, not to exceed 52.50 days.

Employees who are unable to report to work due to illness or injury should notify their immediate supervisor at the designated contact number before the scheduled start of their workday, **as well as enter their sick leave in the KIOSK**. Assigned school districts must also be notified. If an employee is absent for three or more consecutive days due to illness or injury, a doctor's certificate will be required to be given to their supervisor.

### **Use of Accumulated Sick Leave for Maternity/Paternity**

The total amount of sick leave to be used for one (1) event is limited to six weeks from the date of birth. These guidelines would apply to the adoption of a newborn child.

### **Professional Leave**

To ensure timely procession of professional leave requests, the following steps must be followed:

- Complete a request for professional leave through the HR Kiosk at least 15 days prior to the event.
- Once your request has been approved by your supervisor, go back into the HR Kiosk under "My Processed Requests" and print 2 copies of your leave request

- **A PO must be in place before the expense is incurred.** When submitting a professional development request, the requisition form/workshop details should be attached to support the requisition. Submit a requisition for the event registration fee.
- Please indicate whether you want the Treasurer's Office to mail or fax the event registration and purchase order or if you want the PO to be returned to you so you can **mail it in or register online.**
- **Submit one copy of your request for professional** leave to your supervisor along with any necessary supportive documentation (registration).
- All other expenses (hotel, parking, and meals) are paid by the employee and submitted for reimbursement. If you don't have a blanket PO already in place for meeting expenses, you must submit an additional requisition for reimbursement.
- Mid-Ohio ESC will reimburse hotel expenses, but secure a tax-exempt certificate from the Treasurer's Office prior to your travel.
- Mileage reimbursement is at the current IRS rate, in effect at the time of travel.

**After the event,** you will complete the "actual expenses" section on your second copy of the request for professional leave and submit it with your itemized receipts to your supervisor. Original itemized receipts for meals must indicate the food item purchased, no alcoholic beverages should be submitted for reimbursement.

### **Family and Medical Leave Act: Board Policy # 4430.01**

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 or 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 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 means duty during deployment with the Armed Forces to a foreign country.

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"). A covered service member is defined as (1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. Serious injury or illness for purposes of Military Caregiver Leave is defined as an injury or illness incurred by a covered service member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the covered service member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. In the case of a veteran the injury or illness could have manifested itself before or after the member became a veteran. The "single twelve (12) month period" for leave to care for a covered service member with a serious injury or illness begins the first day the staff member takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established below for general FMLA leave. During the "single twelve (12) month period", an eligible staff member is limited to a combined total of twenty-six (26) work weeks of unpaid leave for any FMLA-qualifying reason. (Only twelve (12) of the twenty-six (26) work weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.)

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 members of the National Guard or Reserve 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 or her National Guard or Reserve military obligation, or a written agreement exists concerning the Board's intention to rehire the staff member after the break in service.

Twelve (12) month period is defined as the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e. the "leave year" is specific to each individual staff member).

## **Death in the Family Leave/Bereavement Leave**

Mid-Ohio ESC will provide up to five days of paid sick leave usage for an employee upon the death of an immediate family member. For purposes of this policy, "immediate family" is defined as the employee's or the employee's spouse's parents, siblings, children, grandparents, grandchildren, the employee's spouse, or any other relative who resides in the employee's household. If sick leave is exhausted, then personal leave and vacation leave may be used.

The number of days of absence due to death in the immediate family shall be as follows:

Death of a spouse or child, a maximum of five (5) days.

Death of immediate family as defined above, maximum of three (3) days.

Death of a relative, i.e.: uncle, cousin, maximum of one (1) day.

The exact number of days granted shall be determined by the family relationship and the circumstances surrounding the death. Upon request, the Superintendent or designee may extend this time as circumstances so dictate.

All requests for Death in the Family Leave should be directed to your supervisor.

## **Holidays**

Mid-Ohio ESC offers the following paid holidays each year to eligible employees:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day
- Martin Luther King Day
- President's Day
- Good Friday

When a holiday falls on a weekend, Mid-Ohio ESC will designate either the Friday preceding or Monday following as the observed holiday. Individuals employed under contract on a full-time basis shall be required to work the number of days specified in their contract. The work year shall be specified annually by their supervisor. Any holidays falling during the employee's designated year shall be a paid holiday. Part-time employees are not eligible for paid holidays.

Individuals employed as a twelve-month employee shall work every Monday through Friday between July 1<sup>st</sup> and June 30<sup>th</sup> each year except for paid holidays and Christmas Eve, New Year's Eve, and the day after Thanksgiving which are days in which the office shall be closed.

## **Jury Duty: Board Policy # 4235**

The Mid-Ohio ESC believes that jury duty is an important civic responsibility. When employees are called to jury duty, the Board will ensure against loss of pay. Should an employee be called for jury duty, s/he shall report it to the Superintendent/designee.

Employees who serve will not be penalized in any way for doing so. The employee will receive full pay, if they endorse the check received from the court or pay the amount shown on their record slip less travel allowance.

While on jury duty, employees are required to report daily their schedule for the following day, and must report to work when excused for one (1) day or more or suffer loss of pay. The time spent on jury duty will not be charged against personal leave and will count as time on the job.

Employees must submit to the Treasurer a record from the county of the number of days served and the amount paid.

### **Military Leave: Board Policy # 4430.03**

Requests for military leave shall be made to the Superintendent at least four (4) weeks in advance of impending military service when feasible.

For purposes of seniority and placement on the salary schedule, a maximum of three (3) years of absence in the Armed Services of the United States or the auxiliaries thereof shall be counted as service to the Center.

The staff member must notify the Board of his/her intention to resume employment within ninety (90) days of his/her release or discharge and shall present to the Board evidence of an honorable discharge or a discharge under honorable conditions.

Members of National Guard, naval militia, Ohio military reserve, and US military reserve are entitled to one (1) month paid leave of absence each calendar year.

- A. one (1) month = twenty-two (22) 8-hr workdays/176 hrs
- B. amount not offset by earnings in military
- C. if called to active duty for more than one (1) month in a calendar year by executive order of President or act of Congress, pay lesser of \$500/month or difference between military pay and regular pay for each month after the first.

All professional staff members shall make every effort to schedule his/her period of training when school is not in session. If the period of training occurs during a school session, the professional staff member shall provide the Director of Personnel with the name of his/her supervisor in the reserves or the militia so that arrangements may be discussed as to the alternatives available if necessary in order to request a change in the service data. (\*Administrative Guidelines #4430.03)

### **Assault Leave: Board Policy # 4439**

In order to be entitled to assault leave, a staff member shall complete a signed report on forms approved by Mid-Ohio ESC and submit it to the Superintendent or designee within five (5) work days of the alleged assault.

If medical attention is required, submit a certificate from a licensed physician stating the nature of the disability and its probable duration.

Upon receipt of these documents, the Superintendent or designee shall review the materials and decide within five (5) work days whether to grant the request. The Superintendent or designee may conduct such investigations and interviews as he or she deems necessary to verify the authenticity and severity of the assault.

Requests denied by the Superintendent may be appealed to the Board.

Payment for assault leave shall be at the staff member's rate of pay in effect at the time of the assault or at such increased rate for which the staff member may receive from any other source.

A staff member who falsifies a claim for assault leave shall be disciplined by suspension or termination of employment. The Superintendent may require a physician's statement justifying the continuation of the assault leave at any time during the leave.

## **Vacation**

Mid-Ohio ESC offers paid vacation to eligible 12 month employees to provide them with opportunities for rest, relaxation, or to attend to personal matters. All regular 12 month employees are entitled to an annual vacation, with pay based on length of service:

<u>Years of Employment</u>	<u>Vacation Accrual</u>
0 – 4	10 days per year
5 – 19	15 days per year
20 or more	20 days per year

Eligible 12 month employees must apply for vacation to your supervisor at least two (2) weeks in advance of the desired start date. Special consideration will be given to emergencies.

Vacations must be taken within the year earned except that earned vacation may be carried over to the next year upon approval of the board.

Vacation may be taken in full, half or quarter days, but in all cases must be prescheduled and preapproved by your supervisor. Vacation schedule requests will be considered in light of the expected work load and availability of staff, especially during holiday periods.

## **Classified Employees with Prior Governmental Service in Ohio**

A full-time classified Mid-Ohio ESC employee who is currently earning vacation credits shall be entitled to receive credit for prior service with this State, any political subdivision thereof as if such service were with this Mid-Ohio ESC.

## **Calamity Days/Inclement Weather Conditions**

In order to properly implement Board of Governors Policy, these guidelines will be followed when hazardous road conditions are present for staff members:

Personal leave may be used in the event that hazardous road conditions are present and offices and districts are open. However, if you have exhausted your personal leave allocation and remain at home, the absence will be a deduction of one contract day's pay. No work calendar adjustments may be made.

The use of personal leave for hazardous road conditions will not be necessary in the event that a Level 2 alert has been declared in that county where the staff member is assigned to work. However, if you are employed in a program (Abraxas or FIRST), the contract between the program and agency must be upheld. In this case, the facilities will remain open during a

Level 2 alert and staff must report to their assigned duties. Only during a Level 3 alert will these facilities be closed, or when Mid-Ohio ESC Administrative office is closed.

For Mid-Ohio ESC employees who are not assigned to a district, if Mid-Ohio ESC office is open employees are expected to report to work. The Superintendent or designee shall determine whether to close Mid-Ohio ESC office.

Staff members who work in one specific school district are subject to the decisions of that school district on many aspects of its operation. In the cases where Mid-Ohio ESC employees are assigned exclusively to a school district, the declaration of a calamity day by the school district means Mid-Ohio ESC employee follows the same procedures as the rest of the school district staff.

Many staff members work for multiple school districts. If all of the school districts to which Mid-Ohio ESC employees are assigned have declared a calamity day, Mid-Ohio ESC employees follow the same procedure as the rest of school district staff who are assigned to that school district. However, if there is even one school district assigned to a Mid-Ohio ESC staff member that is open, the staff member should adjust his or her schedule and work in the district that is open.

## **Insurance and Benefits**

As part of our ongoing commitment to our employees and their well-being, we provide employees the opportunity to participate in a variety of benefit plans. The benefits listed in this handbook are meant to be a general description only. Complete details are provided in the official plan documents for each of the benefit plans that we offer. Mid-Ohio ESC reserves the right to modify or eliminate benefits, in whole or in part, without notice. Contact the Executive Director for details about any of these benefits.

### **Eligibility**

All regular full-time employees are eligible for benefits immediately upon employment with Mid-Ohio ESC. Full-time employees, for insurance purposes, are defined as those employees who are hired to work on a regular basis at least 30 hours a week or more per contract year, exclusive of supplemental contracts or extended service contracts.

### **Health Insurance**

Mid-Ohio ESC provides regular full-time employees with group health insurance coverage. Mid-Ohio ESC pays 85% (family coverage) or 90% (single coverage) of the premium cost for the employee. As with all policies in this handbook, health care coverage may change at any time.

The open enrollment period to make changes to plan elections can only be made in the month of November without a qualifying event (i.e. marriage, birth of child, etc.). These changes will be effective the following January.

The plan period runs from July through June. New rate changes occur in the month of July. Deductibles start over in the month of January.

Current rate information can be found on Mid-Ohio ESCnet (Portal) site under the Resources Tab.

For details on your health care coverage plan, contact the Executive Director.

## **Life Insurance**

Mid-Ohio ESC provides regular full-time employees with \$30,000 of life insurance. Additional coverage may be purchased in \$5,000 increments up to an additional \$60,000. This may occur at the time of hire or during the health insurance open enrollment period.

If you would like additional information, please contact the Executive Director.

## **Flexible Savings Account Plan**

All Mid-Ohio employees may participate in our flexible savings account plan. This plan allows you to set aside tax-deferred dollars to cover the cost of out of pocket medical and dependent care expenses.

Plan elections are established in the month of November during the open enrollment period. Deductions and reimbursements begins the following January and run through the month of December. You have until the last day in March the following year to submit reimbursement requests. Once an election is determined, you cannot change your election amount.

Should your employment terminate, Mid-Ohio ESC must withhold the balance of your election. The payroll department will spread the withholding over the remaining pay periods.

Current plan information can be found on Mid-Ohio ESCnet (Portal) site under the HR Tab or you may contact the Executive Director for additional information.

## **COBRA (Consolidated Omnibus Budget Reconciliation Act)**

Continued coverage under Mid-Ohio ESC's group medical plan following termination of employment may be available to you or your qualified beneficiaries under applicable law. The cost of coverage is paid solely by the former employee and may be subject to an administrative fee.

## **Retirement Savings Plan**

Mid-Ohio ESC employees have the opportunity to participate in a voluntary 403(B) or 457 retirement plan which allows employees to save a portion of their compensation for retirement.

The approved vendor listing for the various plans is listed on Mid-Ohio ESCnet (Portal) site under the Forms tab.

Questions regarding these programs should be directed to the Executive Director.

## **Workers' Compensation**

Mid-Ohio ESC provides workers' compensation insurance at no cost to its employees. Subject to applicable legal requirements, worker's compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries. All employees are expected to return to work immediately upon medical release by their treating physician.

If you sustain an accident or injury while on the job, immediately notify your supervisor, complete and submit an injury report through Public School WORKS.

## **Safety and Health**

### **Reporting Accidents: Board Policy # 8442**

Mid-Ohio ESC takes employee safety very seriously. We will make every effort to provide a safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. Employees are expected to take an active part in maintaining this environment by observing all safety rules, and to keep the work place clean and neat. Please report all injuries (no matter how minor) to your supervisor immediately, as well as anything that needs repair or is a safety hazard.

The Board of Governors directs that all reasonable efforts be made to provide a safe learning and working environment for the students, employees, and visitors of Mid-Ohio ESC.

To that end, and so that an employee's legitimate claims for worker's compensation may be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, employee of the Board, or a visitor to Mid-Ohio ESC must be reported promptly. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be appropriate.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to their immediate supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action. Any employee of the Board who suffers a job-related injury must complete an injury report through Public School WORKS which will then submit a claim with the Bureau of Workers Compensation.

If a staff member sustains a workplace injury while he or she is under the influence of alcohol or a controlled substance not prescribed by his or her physician, he or she may be disqualified for compensation and benefits under the Workers Compensation Act. If the 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).

## **Workplace Violence**

Mid-Ohio ESC strictly prohibits use of violence or threats of violence in the workplace and views such actions very seriously. Any employee who contributes to any form of violence will be subject to disciplinary action, including termination. Violent or threatening behavior must be reported immediately to a supervisor.

## **Weapons: Board Policy # 4217**

The Board of Governors prohibits classified staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent or designee shall refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from Board property and Board-sponsored events, regardless of whether such visitor possesses a valid concealed weapon license.

## **Blood-Borne Pathogens: Board Policy # 8453.01**

The Board of Governors seeks to protect those staff members who may be exposed to blood-borne pathogens and other potentially-infectious materials in their performance of assigned duties.

The Superintendent or designee shall implement administrative guidelines consistent with Board Policy 8453.01.

All employees must take the annual online blood-borne pathogens training through Public School WORKS (links are under the Health and Safety tab at [www.moesc.net](http://www.moesc.net))

## **Tobacco Use: Board Policy # 4215**

The Board of Governors is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigars, cigarettes, pipe tobacco,



chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor”, or other substitute forms of cigarettes, clove cigarettes, and other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone the use of tobacco, the Board prohibits the use of tobacco by staff members at all times within any indoor facility owned, leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles.

Such prohibition also applies to school grounds and/or any school-related event.

### **Criminal History Record Check: Board Policy # 4121**

In accordance with State law, the Governing Board requires a criminal background check including information from the Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI) of each applicant the Superintendent recommends for employment on the Educational Service Center's non-teaching staff as well as for all current non-teaching employees on a periodic basis. These requirements apply to any non-teaching employee, including individuals employed by a private company under contract with the Board to provide essential school services in accordance with Policy 8142, and all substitutes and persons employed on a part-time basis such as coaches or activity supervisors.

Specific rules relating to employees engaged in the operation of a vehicle for student transportation (bus/van drivers) and non-teaching employees who are also licensed by the Ohio Department of Education (e.g. aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit) shall be implemented as prescribed by law and applicable administrative code.

A criminal background check is not required of any currently-employed staff member who is a candidate for another position in the Educational Service Center, unless otherwise required by law and/or this policy.

The Superintendent shall establish administrative guidelines that require an appropriate records check that complies with the law.

Any information and records obtained from such inquiries are not public record and shall be kept confidential and shall not be released or disseminated.

Should it be necessary to employ a person to maintain continuity of the Educational Service Center's operations, prior to receipt of the criminal history record, the Superintendent may, except in the case of a bus driver, employ the person on a provisional basis until the report is received.

### **Effect of Guilty Plea and/or Conviction of Enumerated Crimes – All Non-Teaching Employees**

Non-teaching employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit) who engage in conduct unbecoming the teaching profession and/or who it is determined have pled guilty to or have been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein, are subject to the mandatory reporting requirements set forth in Policy 8141, in addition to an action by the Board to terminate their employment. In addition, consistent with State law and Policy 4138, the Superintendent shall immediately suspend such licensed non-teaching employees from all duties that require the care, custody, or control of a child during any pending criminal action for which that licensed, non-teaching staff member has been arrested, summoned and/or indicted for any crimes set forth in R.C. 3319.31(C).

A comprehensive list of crimes which must result in a suspension are set forth in AG 4121.

All other non-teaching employees who are the subject of a criminal records check including applicants hired provisionally in advance of a completed criminal records check, as well as student transportation employees (bus/van drivers, preschool and special needs bus aides), and/or individuals employed by a private company under contract with the Board to provide essential school services in accordance with Policy 8142, who it is determined have pled guilty to or been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein, shall not be hired or shall be released from employment, as applicable, unless such individual meets the rehabilitation standards adopted by the Ohio Department of Education under division (E) of that section at the time of the hiring and/or upon discovery of such plea or conviction by the Board.

In the case of employees hired by the Board to operate a vehicle used for student transportation (i.e., bus/van drivers), a guilty plea or conviction of a crime to any offense listed in R.C. 3319.31(C) will serve as a bar to further employment with the Board and the rehabilitation standards will not apply.

### **Suspension from Duties Involving Care, Custody or Control of a Child for Arrest, Summons and/or Indictment for Certain Crimes**

In accordance with State law and Policy 4138, the Superintendent (or Treasurer in the case of an employee whose duties are assigned by the Treasurer) shall immediately suspend any non-licensed, non-teaching employee from all duties that require the care, custody, or control of a child during any pending criminal action for which that staff member has been arrested, summoned and/or indicted for any crimes listed under R.C. 3319.39(B)(1).

A comprehensive list of the crimes which must result in a suspension of such non-licensed employees are set forth in AG 4121.

## Use of Organization Property

### **Staff Technology Acceptable Use and Safety: Board Policy # 7540.04**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Governing Board provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The Educational Service Center's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Center Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the Center's educational mission. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staff's use of the Center's Technology and Information Resources and staff's personal communication devices when they are connected to the Center's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Center Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Center's computer network and/or Internet connection).

Staff members are expected to utilize Center Technology and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy 2520 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the Center with computers and users worldwide. Through the Internet, students and staff can

access relevant information that will enhance their learning and the education process. Further, Center Technology Resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

The Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures, may not be disabled at any time that students may be using the Center Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Technology Manager may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Technology Manager may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;

- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Center Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media including in chat rooms and cyberbullying awareness and response. All users of Center Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school e-mail address that they are required to utilize for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the Center.

Staff members are responsible for good behavior when using Center Technology and Information Resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its Technology and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines and Policy 7544 and its accompanying guideline

Staff members use of Center technology resources to access or use social media is to be consistent with Policy 7544 and its accompanying guideline.

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Center's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's personal communication device. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of Center Technology and Information Resources that are not authorized by this policy and its accompanying guidelines.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

### ***Internet/Intranet/Extranet Security***

Mid-Ohio ESC owns the rights to all data and files in any information system used in Mid-Ohio ESC. **Internet use is not confidential and no rights to privacy exist.** We reserve the right to monitor Internet/Intranet/Extranet usage, both as it occurs and in the form of account histories and their content. We also have the right to inspect any and all files stored in private areas of the network in order to assure compliance with policy and state and federal laws. Mid-Ohio ESC has taken necessary actions to assure the safety and security of our network. Any employee who attempts to disable, defeat or circumvent Mid-Ohio ESC security measures is subject to disciplinary action up to and including dismissal.

### ***Computer software***

Mid-Ohio ESC has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use or distribute copies of such software that are not in compliance with the license agreements for the software.

## **Electronic Mail**

The email system is intended for official Mid-Ohio ESC business and is to be used for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate and occurs during personal time only. Any employee who abuses this privilege will be subject to disciplinary action.

### ***Email is not private***

Mid-Ohio ESC owns the rights to all data and files in any computer, network or other information system used in Mid-Ohio ESC. We also reserve the right to monitor electronic mail messages and their content. Employees must be aware that the email messages that they send

and receive using Mid-Ohio ESC equipment are not private and are subject to viewing, downloading, inspection, release and archiving by Mid-Ohio ESC officials at all times. No employee may access another employees' computer, computer files or electronic mail messages without prior authorization from either the employee or an appropriate Mid-Ohio ESC official.

### ***Guidelines for Email Writing***

Employees are expected to communicate with courtesy and restraint with both internal and external recipients. Electronic mail should reflect the professionalism of MID-OHIO ESC and should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening or retaliatory. Always use spell-check or proof read emails: typographical or grammatical errors and misspelled words are unacceptable. Employees should remember that email is a form of business communication and the language they use should reflect that fact at all times. It is recommended that using all capital letters, shorthand, idioms, unfamiliar acronyms and slang be avoided when using electronic mail as these types of messages are difficult to read.

### ***Electronic Mail Tampering***

Electronic mail messages received should not be altered without the sender's permission nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

## **Telephone System**

Mid-Ohio ESC's telephone system is for business purposes only. Although the occasional use of telephones for personal reasons may be necessary, employees are expected to keep them brief. No long distance calls are to be made on Mid-Ohio ESC phones which are not strictly business related. Extensive personal use of Mid-Ohio ESC phones is grounds for discipline.

## **Office Supplies**

Postage, shipping and office supplies paid for by Mid-Ohio ESC are for business purposes and are not to be used for an employee's personal purposes. Improper use or theft of Mid-Ohio ESC equipment or supplies is grounds for disciplinary action, up to and including termination.

## **Discipline and Termination of Employment**

All employees are expected to meet Mid-Ohio ESC's standards of work performance and conduct. When an employee deviates from these rules and standards, we reserve the right to take corrective action. Infractions that may result in discipline include, but are not limited to, performance-related problems, violations of Mid-Ohio ESC's policies and guidelines, and for behaviors that Mid-Ohio ESC deems unacceptable.

Depending upon the facts and circumstances, disciplinary actions may include counseling sessions, verbal warnings, written warnings, suspension or probation, or termination. The disciplinary process will be determined by management in light of the facts and circumstances of each case. We reserve the right to alter the order of disciplinary action described above, eliminate disciplinary steps, or to implement new disciplinary measures. We may also immediately terminate employment based on certain policy violations, the seriousness of the employee's misconduct, and the employee's past record.

Conduct that may result in immediate termination includes: violation of written rules of the Board of Governors, incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other acts of misfeasance, malfeasance, or nonfeasance. These are some examples but it is not a complete list of offenses for which an employee may be subject to immediate dismissal.

### **Termination and Resignation: Board Policy # 4140**

The employment of a classified staff member may, upon a majority vote of the Governing Board, be suspended and/or terminated for violation of Board policies and in accordance with the criteria and procedures set forth in the Ohio revised code, as appropriate.

It is the policy of the Board that classified staff who are not going to be rehired be given an opportunity to resign.

Any classified employee who fails to maintain a required license, certificate or permit throughout the term of employment will be immediately suspended without pay and such failure is grounds for termination.

A classified staff member under a contract may resign by filing a written resignation with the Treasurer or the Superintendent at least thirty (30) days prior to the effective date of the resignation, unless an earlier date is permitted by the Board.

A resignation, once accepted by the Board, may not then be rescinded.

### **Complaint/Grievance Information**

Mid-Ohio ESC welcomes your suggestions, complaints, and compliments regarding any of the programs. The first step of a complaint is to address your concern with the staff person directly involved. If you feel the concern was not handled well or resolved, the next step would be to forward your concern to your supervisor. It is our hope that nothing would reach this point, but if after numerous attempts you feel that the situation has not been resolved to your satisfaction, you may contact the Compliance Officer(s).



## **Reduction in Force of Personnel: Board Policy # 4131**

It is the responsibility of the Governing Board to provide appropriate staffing levels for the implementation of the educational program of Mid-Ohio ESC and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to reduce positions and to suspend the contracts of staff members pursuant to such reduction whenever reasons of a reduction in the total number of students or particular services the Board is required to provide under all interdistrict contracts as a result of the termination or nonrenewal of one or more of such contracts, the return to duty of regular staff members after leaves of absence, suspension of schools or territorial changes affecting Mid-Ohio ESC, or financial reasons so warrant. In lieu of suspending an entire contract, the Board may suspend the contract of a staff member in part and provide a level of compensation commensurate with the percentage of work performed.

In making any such reduction, the Board will suspend contracts in accordance with the recommendation of the Superintendent who shall, within each pay classification affected, give preference first to employees on continuing contract and then to employees on the basis of seniority.

Continuing contract employees whose contracts are suspended shall have a right to restoration of employment in order of seniority of service in the Mid-Ohio ESC if a non-teaching position for which the employee is qualified becomes vacant or is created. Such continuing contract employees will not forfeit such right to restoration by reason of having declined recall to a position with fewer hours.

Employees on layoff shall be permitted to carry group medical, hospitalization, dental and vision insurance in accordance with COBRA regulations.

## **Exit Interview**

As employees leave Mid-Ohio ESC, it is important to have feedback regarding the experiences they have had both professionally and personally. This feedback is used to provide the organization with opportunities to reflect, plan and improve. All employees are expected to schedule an exit interview with their appropriate supervisor. All Mid-Ohio ESC technology, keys, supplies and equipment will be expected to be turned in at the exit interview.

## **Miscellaneous Information**

### **Personal Information Changes**

Employees are responsible for promptly notifying the Executive Director and/or Payroll Manager of any change in their personal information. This includes address, telephone number, marital status, name change, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. This also includes change

of direct-deposit information. **Do not close an existing bank account until you have received your first deposit into your new account.** Changes in personal data may affect employee benefits so prompt reporting of these changes is important.

Note: Any time your assignment changes or your home address changes; you need to update your City Tax Form and submit to the Payroll Manager; Emergency Medical Form changes are to be submitted to the Executive Director.

## **Purchasing - General Provisions**

- A. All purchases shall be by a purchase order that is processed through the fiscal office.
- B. The Treasurer shall be the contracting agent for all financial obligations.
- C. The Treasurer's office shall be responsible for encumbering the funds as soon as the purchase order has been issued.
- D. A verbal financial commitment may be made only for emergencies or when it is impossible or impractical to precede the purchase with a purchase order. Before such a commitment is made, the Treasurer shall be contacted for prior approval and for a purchase order number. In all such cases, a purchase order shall be issued as soon as possible after the commitment is made.
- E. Employees are forbidden to use the name of the Mid-Ohio ESC, any discounts provided to the Mid-Ohio ESC or any other means for associating a personal purchase with the Mid-Ohio ESC. They are to make clear to any supplier from whom they are purchasing an item that it is a personal purchase by the employee and is not associated with the Mid-Ohio ESC. Failure to abide by this provision could lead to disciplinary action.
- F. Confirming purchase orders will be honored only in cases cited in the above paragraph.
- G. Ongoing commitments such as service contracts and leases should be renewed annually, in writing, at the renewal date.
- H. Blanket purchase orders for goods or services are valid only for the time period and amount indicated on the purchase order. Extension of the commitment beyond that time and/or amount shall be confirmed by a new purchase order. Blanket purchase orders must be approved by the Treasurer before they are issued.
- I. Purchase of contracted services shall be negotiated either verbally, by a Request for Proposal, or through the bid process, as determined by the Superintendent. Such services that cost more than \$2,000 require the approval of the board.
- J. Quotes will be requested for any item or group of items in a single transaction costing greater than \$250.

## **Job Related Expenses: Administrative Guidelines # 4440A**

Mid-Ohio ESC personnel who incur expenses in carrying out their "authorized" duties are reimbursed by the Mid-Ohio ESC upon submission of a properly completed and approved "Reimbursement for Professional Meetings" form. All reimbursement requests must be properly supported with itemized receipts, excluding mileage. Any reimbursement from a grant, or

"program," must be approved by the individual ultimately responsible for that grant or program. Such expenses may be approved and incurred within the limits of budgetary allocations.

When official travel by personally owned vehicles has been "authorized," mileage payment is made at the current rate established by the Board, but at no time will the reimbursement rate exceed the IRS rate.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement.

## **MILEAGE REIMBURSEMENT**

Mid-Ohio will reimburse employees for the use of their personal vehicle used for ESC business. Reimbursement will be at the effective date and rate approved by Governing Board.

**Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her "home station" assigned by the appropriate supervisor.** For example, if the normal daily commuting round trip for an employee is 20 miles, and the employee mileage for a particular day is 75 miles, only the incremental 55 miles are reimbursable.

Reimbursement requests should indicate the points of travel, the miles eligible for reimbursement and the reason(s) for incurring the travel. Mileage reimbursement requests should be sent to the appropriate supervisor for authorization and then sent to Accounts Payable.

Mileage should be submitted using the MOESC Mileage report for standard travel.

For travel related to professional development and meetings, you must complete the MOESC Reimbursement for Attendance at Professional Meetings form.

(Both forms are located on the portal under Fiscal Forms.)

The following relate to travel and other types of reimbursable expenses:

### ***Travel Requests***

Travel not in the ordinary course of carrying out one's daily responsibilities must be submitted through the appropriate supervisors using the "KIOSK Professional Leave Request" form and "Reimbursement for Professional Meetings" form. Final authority rests with the Superintendent or designee at least fifteen (15) days in advance of the requested travel date(s).

### ***Transportation***

All modes of transportation are authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel is by the most direct route.

Public Conveyance: Round-trip tickets should be purchased if these offer a price advantage.

**Automobile:** Reimbursement is made at the rate established by the Board in effect the date of travel. This is the maximum rate regardless of the number of passengers. Charges in reasonable amounts for parking, toll roads, toll bridges, and ferry charges are reimbursable. An operator of a personal automobile must have a valid driver's license and certification from an insurance carrier for liability insurance coverage.

**Local Transportation:** Local transportation such as taxicabs, airport limousines and buses may be used when justified. Justification must be given on the "Reimbursement for Professional Meetings" form.

**Car Rentals:** Rental cars may be used only in cases of emergencies or when no other means of public transportation is practicable. Emergencies may include: cancelled airline flights, change in destination due to inclement weather, disabled personal automobile, disruption of other means of transportation, or other circumstances.

### ***Subsistence***

**Lodging:** Any person on official District business more than fifty (50) miles from his or her residence, or school, whichever is closer, who must provide lodging for himself/herself in connection with that business is entitled to reimbursement for the cost of a single room rate. If such person is accompanied by his or her spouse, lodging expenses are reimbursed for the cost of a double room at the single occupancy rate. If multiple ESC employees are traveling together, at a minimum, they are expected to share accommodation and transportation whenever possible.

**Meals:** Up to three (3) meals per day consumed by any person on official business are reimbursed at cost, plus sales tax, up to the approved limits:

#### **Maximum Per Diem - \$50.00**

Guidelines per meal:

Breakfast \$10.00

Lunch \$15.00

Dinner \$25.00

Tips are reimbursable when included in the detailed receipt up to fifteen (15) percent and subject to the maximum per meal per diem allowances.

Meals are not reimbursable for "one" day conferences. Meals are not reimbursable prior to the conference beginning or after the conference has ended.

**Alcoholic beverages are not reimbursable. Itemized receipts must accompany all reimbursement requests.**

### ***Other Expenses***

**Telephone, telegraph, FAX and postage:** All business-related telephone toll should be charged to the ESC whenever possible, thereby eliminating a claim for a "Reimbursement for Attendance at Professional Meetings" form. If an expense for telephone, telegraph, postage, or certified or registered mail must be paid in cash; the claim may be made on a "Reimbursement for Attendance at Professional Meetings" form

as a "Miscellaneous Expense". An explanation must be given, such as the origin and destination of the call. A receipt must be obtained when practical.

Conference Registration Fees: Conference and convention registration fees are reimbursable as a "Miscellaneous Expense" on the "Reimbursement for Professional Meetings" form.

### ***Expense Vouchers and Receipts***

Reimbursement is obtained by submitting a "Reimbursement for Professional Meetings" form within 10 days after the month in which the expense was incurred. Forms submitted later are subject to delays in payments.

The original signed "Reimbursement for Professional Meetings" form is required.

**Itemized receipts must accompany ALL reimbursement requests.**

### ***Items NOT Reimbursable***

Meals are not reimbursable for "one" day conferences. Meals are not reimbursable prior to the conference beginning or after the conference has ended. Alcohol will **NOT** be reimbursed.

Every effort should be made to reserve rooms and/or transportation using a Purchase Order.

However, if an individual chooses to take care of their own accommodations and/or transportation, they must first obtain a Purchase Order for reimbursement to themselves.

Secondly, in an effort not to be charged sales tax, the employee needs to secure a tax-exempt certificate from the Treasurer's Office prior to their travels, or purchases.

## **Development Opportunities: Board Policy # 4242**

This policy allows an employee to apply to use currently budgeted professional development monies to pay for coursework for licensed and support team members. This policy states that the employee will be reimbursed up to a maximum of \$400 per employee per fiscal year.

The dollars will be expended from the team's "line item" for professional development expenses; therefore, **the individual must apply to their immediate supervisor for approval before registering for coursework. The Tuition Reimbursement form is located on the portal under forms.** Reimbursement will be made after the employee shows evidence of course completion and payment.

Individuals will need to demonstrate how the coursework will enable the organization to be more successful.

## **Personal Property**

Mid-Ohio ESC does not assume responsibility for any personal property located on its premises, in vehicles or in parking areas. Employees are to use their own discretion when choosing to bring personal property to the workplace and do so at their own risk.

## **Public Records: Board Policy # 8310**

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction in strict adherence to the State's Public Records Act. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means.

## **Receipt of Employee Handbook**

### **Employee Acknowledgement**

I acknowledge that I have been shown where the handbook is located on Mid-Ohio ESC network and Public School WORKS and have read a copy of the Mid-Ohio ESC Employee Handbook which outlines the policies, benefits and expectations of the Mid-Ohio ESC, including my responsibilities as an employee.

I understand that this handbook is a general guide and does not constitute an employment agreement or a guarantee to continued employment. I also understand that the employer can make changes to this handbook at any time without notice.

Acknowledge receipt through Public School Works.