



Certified

EMPLOYEE HANDBOOK

Revised December 2020

CONFIDENTLY LEADING THROUGH
COLLABORATION, CUSTOMIZATION AND CREATIVITY

890 West Fourth Street, Suite 100, Mansfield, Ohio 44906 | Phone: 419-774-5520 | Fax: 419-774-5523 | www.moesc.net

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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 the Mid-Ohio ESC's board policies, benefits, and rules. **PLEASE READ IT CAREFULLY.** It is intended to familiarize you with important information about the 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

Thank you for joining our team!

For assistance or questions regarding any of these handbook policies, you may contact the Executive Director 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

Mid-Ohio ESC Net at 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.

Mission Statement

Confidently Leading through Collaboration, Customization, and Creativity.

Code of Conduct / Staff Ethics: Reference Board Policy # 3210

An effective educational program and successful operation of the 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 professional 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. pledge that their actions and/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/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.)

In addition, the Board believes that each staff member should maintain standards of exemplary professional conduct and conform his or her behavior to the code of ethics set forth below as adopted, in part, from the Association of American Educators' Code of Ethics and the National Education Association's Code of Ethics of the Education Profession, by demonstrating a commitment to students, the educational profession, and the Mid-Ohio ESC and community.

Commitment to Students - each staff member shall:

- A. strive to create a learning environment that nurtures to fulfillment the potential of all students and stimulates the spirit of inquiry, acquisition of knowledge and understanding, and the formulation of worthy goals;
- B. not unreasonably restrain students from independent action in the pursuit of learning or deny each student's access to varying points of view;
- C. deal considerately and justly with each student and seek to resolve problems, including discipline, according to Board policy and law;
- D. refrain from intentionally exposing students to disparagement or embarrassment;
- E. refrain from revealing confidential information concerning students, unless disclosure serves a compelling professional purpose or is required by law;
- F. make a constructive effort to protect students from conditions detrimental to learning, health or safety;
- G. endeavor to present facts without distortion, bias or personal prejudice;
- H. refrain from using his or her professional relationships with students for private advantage;
- I. not on the basis of race, color, creed, sex, national origin, marital status, religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
 - 1. exclude any student from participation in any program;
 - 2. deny benefits to any student;
 - 3. grant any advantage to any student.

Commitment to the Educational Profession - each staff member shall:

- A. assume responsibility and accountability for his or her performance and continually strive to demonstrate competence;
- B. endeavor to maintain the dignity of the profession by respecting and obeying the law,

- and by demonstrating personal integrity;
- C. apply for, accept, or assign a position or a responsibility on the basis of professional qualifications, and adhere to the terms of a contract or appointment;
- D. continue professional growth;
- E. comply with written Board policies, administrative guidelines, or applicable laws and regulations;
- F. honestly account for all funds committed to his or her charge;
- G. refrain from using Mid-Ohio ESC or professional privileges for personal or partisan advantage;
- H. refrain from knowingly or willfully making false statements about a colleague or the Mid-Ohio ESC;
- I. not assist a non-teacher in the unauthorized practice of teaching.

Commitment to Mid-Ohio ESC and Community - each staff member shall:

- A. recognize that quality education is the common goal of the public, Board of Governors of Education, administration, and staff member;
- B. make concerted efforts to communicate to parents all information that should be revealed in the interest of a student;
- C. endeavor to understand and respect the value and traditions of the diverse cultures represented in the community and in his or her classroom;
- D. manifest a positive and active role in Mid-Ohio ESC/community relations.

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 # 3362

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 the 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.

The Center will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

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 the 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

Executive Director

Phone: (419) 774-2503

890 W. Fourth St.

Mansfield, OH 44906

earnest.steve@moesc.net

Jennifer Crum

Director of Student Services

Phone: (419) 774-2507

890 W. Fourth St.

Mansfield, OH 44906

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 # 3122.01

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 professional 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 Mid-Ohio ESC guidelines.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by any member of the Mid-Ohio ESC's professional 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 Mid-Ohio ESC guidelines.

For the definition of illegal drug or controlled substances, please reference Administrative Guideline 3122.01.

Working Periods: Board Policy # 3250

The periods of work required of the staff members shall be clearly specified to ensure the smooth and regular operation of the Mid-Ohio ESC. From August 1 to July 31, standard full-time employment is seven (7) and a half (.5) hours per day, five (5) days per week.

All employees are obligated to report regularly for the performance of their duties except as authorized by board policies and approved by your immediate supervisor. During a period of authorized absence, partial or full compensation may be paid within the limitation of board policies and the laws governing such absences.

Absences not approved by your immediate supervisor, acting under Board policies and State Statutes, shall be considered as unauthorized and no payment of salary shall be made. Unauthorized absence from duty may be considered by the Board as cause for suspension or dismissal of an employee.

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

The Board of Education requires that accurate, necessary and relevant records exist concerning an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with District rules, and job performance, including, but not limited to completed evaluations of the employee. Such records will be kept in compliance with the laws of the State of Ohio.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Employees asked to supply information for a personnel file shall be informed whether the requested information is legally required. If it is not, s/he may decline to supply the information.

Personnel records are predominantly public records and to that extent must be made available for inspection and copying in accordance with State and Federal laws pertaining to same. In accordance with the Federal Privacy Act and case law, the Board shall refrain from disclosing an employee's social security number when releasing personnel records. Further, if an employee presents information to the District certifying that s/he is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the employee's actual/confidential residential address in any personnel records, personnel files, or staff directories (including electronic records and files) or disclosing the employee's actual/confidential residential address when releasing personnel records. The Board shall only list the address designated by the Secretary of State to serve as the employee's address in any personnel records, personnel files, or staff directories. Further, the Board shall use the employee's designated address for any and all communications and correspondence between the Board and the employee. The employee's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. Additionally, if applicable, the employee's school, institution of higher education, business, or other place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner. The intentional disclosure of an employee's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.

Personnel records shall be monitored regularly to assure compliance with this policy and the law. Records deemed no longer accurate, relevant or necessary under this policy may be submitted to the District Records Commission for disposal in accordance with law.

(*Administrative Guidelines #8320)

Employment of Relatives: Board Policy # 3120

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

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.

Relatives of staff members may be employed by the Board provided the staff member being employed is not placed in a position in which s/he is supervised directly by the relative staff member.

The Board will not employ (but may reemploy) the children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member and/or children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a regular full-time professional staff member.

Staff meetings

Staff meetings provide employees with information on recent organization 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 15th 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.

Performance Evaluations: Board Policy # 3220

The Governing Board recognizes the importance of implementing a program for the evaluation of teachers for the purpose of improving the quality of instruction received by the students, strengthening professional competence by identifying and correcting deficiencies, and for establishing a means for determining reemployment.

The Mid-Ohio ESC's Board of Governors adopts the following teacher evaluation policy in accordance with the standards-based statewide teacher evaluation framework adopted by the State Board of Education in November 2011. The Board acknowledges that this teacher evaluation policy aligns with the *Standards for the Teaching Profession* as set forth in State law. This policy has been developed in consultation with teachers employed by the Board.

District administrators shall conduct an evaluation of each teacher subject to this policy at least annually. Each evaluation shall include: 1) Two (2) cycles of formal observations of at least thirty (30) minutes each; and 2) Periodic classroom walkthroughs by the evaluator. All teacher evaluations shall be completed by the first day of May and each teacher subject to this policy shall be provided with a written copy of the evaluation results by the tenth day of May.

For those teachers who are on limited or extended limited contracts pursuant to R.C. 3319.11 and who are under consideration for nonrenewal, one evaluation consisting of at least three formal observations must be conducted annually by the first day of May. Each teacher on a limited or extended limited contract shall be provided with a written copy of the evaluation results by the tenth day of May.

The Board elects to evaluate a teacher receiving an effectiveness rating of "Accomplished" on the teacher's most recent evaluation conducted pursuant to this policy once every two (2) years. Any biennial evaluation conducted under this provision must be conducted and completed by the first day of May, and the teacher shall be provided with a written copy of the evaluation results by the tenth day of May.

The Board elects to evaluate a teacher receiving an effectiveness rating of "Accomplished" on the teacher's most recent evaluation conducted pursuant to this policy via two cycles of formal observations and periodic classroom walkthroughs.

Teachers who meet Below-Expected levels of student growth must comply with an improvement plan developed by the credentialed evaluator assigned by the Superintendent/designee for the evaluation cycle from the Board-approved list. The professional growth plan shall include the following components as stated in the Ohio Teacher Evaluation System: one (1) specific area for improvement as related to the *Ohio Standards for the Teaching Profession*, specific measurable goals to improve performance, specific plans of action that must be taken by the teacher, and specific supports that will be provided as well as opportunities for professional learning.

This policy does not apply to the Superintendent, administrators, teacher supplemental contracts, or teachers employed as substitutes or to any person employed under a teacher license/certificate that spends less than fifty percent (50%) providing student instruction.

Leave of Absence/Uncompensated Leave

Leave of Absence: Board Policy # 3430

The Governing Board may grant a leave of absence to a professional staff member for good and sufficient reason.

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.

(*Administrative Guidelines #3436)

- 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 1st 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 the 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 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 returning to work. 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 # 3436

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. 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.

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 # 3432

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.

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 Request

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.
- Submit one copy of your request for professional leave to your supervisor along with any necessary supportive documentation (registration).
- **A PO must be in place before the expense is occurred.** 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.
- 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 form the Treasurer's Office prior to your travel.
- Mileage reimbursement is at the current IRS rate.

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 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 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.

Jury Duty: Board Policy 3235

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 # 3430.03

Once per calendar year, an eligible staff member may take leave for up to ten (10) days or eighty (80) hours, whichever is less, if all of the following conditions are satisfied:

- A. The Governing Board has employed the staff member for at least twelve (12) consecutive months and for at least 1,250 hours in the twelve (12) months immediately preceding commencement of the leave.
- B. The staff member is the parent, spouse, or a person who has or had legal custody of a person who is a member of the uniformed services and who is called into active duty in the uniformed services for a period longer than thirty (30) days, or is injured, wounded, or hospitalized while serving on active duty in the uniformed services.
- C. The staff member gives notice to the Board that s/he intends to take leave pursuant to this policy at least fourteen (14) days prior to taking the leave if the leave is being taken because of a call to active duty or at least two (2) days prior to taking the leave if the leave is being taken because of an injury, wound, or hospitalization. If the staff member receives notice from a representative of the uniformed services that the injury, wound, or hospitalization is of a critical or life-threatening nature, the staff member may take the leave under this policy without providing prior notice to the Board.
- D. In non-medical situations, the dates on which the staff member takes leave pursuant to this policy occur no more than two (2) weeks prior to or one (1) week after the deployment date of the employee's spouse, child, ward, or former ward.
- E. The staff member does not have any other leave available for his/her use except sick leave or disability leave.

Requests for military leave shall be made to the Superintendent/designee 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.

Each professional 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 Executive Director 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 3430.03)

Assault Leave: Board Policy # 3439

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 she or he 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.

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, or when the Mid-Ohio ESC administrative office is closed, will these facilities be closed.

For Mid-Ohio ESC employees who are not assigned to a district if Mid-Ohio ESC is open employees are expected to report to work. The Superintendent or designee shall determine whether to close the 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 the Mid-Ohio ESC employees are assigned exclusively to a school district, the declaration of a calamity day by the school district means the 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 the 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

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. The 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 the Mid-Ohio ESC. Full-time employees, for insurance purposes, are defined as those employees who are hired to work on a regular basis on average of 30 hours or more a week 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 the Mid-Ohio ESCnet (Portal) site under the HR 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 ESC 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 expenses and dependent care.

Plan elections are established in the month of November during the open enrollment period. Deductions and reimbursements begin the following January and run through the month of December. You have until the last day in March of 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 the Mid-Ohio ESCnet (Portal) site under the HR Resources Tab or you may contact the Executive Director for additional information.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

Continued coverage under the 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 are listed on the 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, and complete and submit an injury report through Public School WORKS.

Safety and Health

Safety Policy: 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 this 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 she or he is under the influence of alcohol or a controlled substance not prescribed by his or her physician, she or he 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 # 3217

The Board of Governors prohibits professional 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 MOESC Public School WORKS tab at www.moesc.net

Tobacco Use: Board Policy # 3215

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 enclosed facility owned or leased or contracted for by the Board, and in 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 # 3121

In accordance with State law, the Governing Board requires a criminal background check of each applicant the Superintendent recommends for employment on the Educational Service Center's professional staff as well as for current employees on a periodic basis. This requirement includes all substitutes and persons employed on a part-time basis such as coaches or activity supervisors, who may have care, custody, or control of students. In addition, all professional staff members with a license, certificate, or permit issued by the Ohio Department of Education must undergo a criminal background check as prescribed by law. Such background check is not otherwise required of any currently-employed staff member who is a candidate for another position within the Educational Service Center.

The Superintendent shall establish administrative guidelines which will require a records check that complies with the law and through the Bureau of Criminal Identification and Investigation (BCII) and through Federal Bureau of Investigation (FBI) records.

The guidelines established by the Superintendent shall also direct that any information and records obtained from such inquiries are confidential and shall not be released or disseminated.

Should it be necessary to employ a person to maintain continuity of the program, prior to receipt of the criminal history record, the Superintendent may employ the person on a provisional basis until the report is received.

Effect of Guilty Plea and/or Conviction of Enumerated Crimes

Professional staff members determined by virtue of a criminal records check to 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, or who are otherwise determined to have engaged in

conduct unbecoming the teaching profession under certain specific circumstances set forth in Policy 8141, are subject to mandatory State reporting requirements in addition to the initiation of an action by the Board to terminate their employment.

Suspension from Duties Involving Care, Custody or Control of a Child

In accordance with Policy 3138 and State law, the Superintendent shall immediately suspend a licensed professional staff member 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 set forth in R.C. 3319.39(C).

A comprehensive list of the crimes which must result in a suspension are set forth in AG 3121.

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 staffs' 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.

Issued Staff E-Mail Account: Board Policy # 7540.05

The email system is intended for official organization 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 Organization equipment are not private and are subject to viewing, downloading, inspection, release and archiving by organization 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 organization 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 organization 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 # 3140

Termination

The employment contract of a professional staff member may be suspended and/or terminated in accordance with the law, upon a majority vote of the Governing Board, for good and just cause, including disclosing a question to a student on a State-mandated assessment. In such cases, the Board shall abide by due process, statutory procedures, and the applicable terms set forth in any collectively-bargained agreement.

Any professional staff member 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.

Resignation

A professional staff member may resign in accordance with the law and the applicable terms of any collectively-bargained agreement.

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 a compliance officer, Steve Earnest (419-774-2503) or Jennifer Crum (419-774-2507).

Reduction in Force of Personnel: Board Policy # 3131

It is the responsibility of the Governing Board to provide appropriate staffing levels for the implementation of the educational program of the 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 decreased enrollment of students, return to duty of regular professional 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 teaching field affected, give preference first to teachers on continuing contract. The Board shall not give preference to any teacher based on seniority, except when deciding between teachers who have comparable evaluations.

Continuing contract teachers whose contracts are suspended shall have a right to restoration of employment in Mid-Ohio ESC if and when teaching positions become vacant or are created for which any such teachers are or become qualified. No continuing contract teacher whose contract has been suspended will forfeit such right to restoration by reason of having declined recall to a position that is less than full-time or, if the teacher was not employed full-time just prior to the suspension of his/her contract, to a position requiring a lesser percentage of employment than s/he last held in Mid-Ohio ESC. Seniority shall not be a basis for rehiring a teacher, except when deciding between teachers who have comparable evaluations.

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 the 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 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; changes to the Emergency Medical Form need 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 Mid-Ohio ESC, any discounts provided to Mid-Ohio ESC or any other means for associating a personal purchase with 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 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: Board Policy # 3440A

Mid-Ohio ESC personnel who incur expenses in carrying out their "authorized" duties are reimbursed by Mid-Ohio ESC upon submission of a properly completed and approved "Reimbursement for Attendance at 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, Reimbursement for Attendance at Professional Meetings form" and "MOESC Mileage report" 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 "Expense Reimbursement" 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 or 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 Mid-Ohio 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 are:

Breakfast \$10

Lunch \$15

Dinner \$25

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

Note: 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 Mid-Ohio ESC whenever possible, thereby eliminating a claim for a "Reimbursement for Attendance at Professional Meetings." 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 Attendance at Professional Meetings" form.

Expense Vouchers and Receipts

Reimbursement is obtained by submitting an "Expense Reimbursement" form within 10 days after the month in which the expense was incurred. Forms submitted later are subject to a delay in payment.

The original signed "Expense Reimbursement" 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 # 3242

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 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 the Mid-Ohio ESC network and through Public School WORKS and have read a copy of the Mid-Ohio ESC Employee Handbook which outlines the policies, benefits and expectations of 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.