



Professional. Proactive. Partner.

Employee Handbook & Guidelines

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September 2020

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SUPERINTENDENT'S WELCOME



September 2020

Dear Summit ESC staff member:

Welcome to the Summit Educational Service Center (SESC). We are glad that you are joining our team and look forward to working with you. Please review this Handbook carefully and feel free to ask any questions.

The Handbook was developed to assist the SESC staff in following the procedures required by law as well as to assist them on a day-to-day basis in their work.

The SESC provides a supportive approach for districts and our affiliate clients. You are always welcome to call or visit anyone in the administrative offices. My door is always open, and I look forward to meeting you.

Sincerely,

Joseph Iacano

Joseph Iacano, Superintendent

Summit Educational Service Center Staff Directory

Superintendent's Office

Joseph Iacano	Superintendent	513910
Patti Maloney	Executive Assistant	513912

Human Resources

Robert Wolf	Director HR & Business Operations	513913
Tracie Collins	HR Coordinator	511223
Barb Grimes	Director's Secretary	511276
Katie Mayes	HR Assistant	511257
Theresa Moore	Receptionist	511221

Finance

Laurel Young	Treasurer	511224
AJ Graham	Assistant Treasurer	511227
Lori Johnston	Payroll	511228
Sara Skraba	EMIS Secretary	511248

Business Operations

Robert Wolf	Director HR & Business Operations	513913
Tom Jansen	Technology Consultant	511283

Curriculum & Instruction

Angela Terella	Director of Curriculum & Instruction	511275
Sally Gibson	Director's Secretary	511225

Student Services

Kristin Fazio	Director of Student Services	513919
Brenda Palinkas	Director's Secretary	511234

Summit Preschool

Kim Meeker	Coordinator	511244
Kristen Nowak	Coordinator	511282
Katie Leigh	Student Services Supervisor	513914
Brandie Kresowaty	Secretary	511259

State Support Team-Region 8

Jenine Sansosti	Director of SST8	511242
Janelle Schuler	Assistant Director	511269
Maureen Cacioppo	Director's Secretary	511219

KIDS FIRST

Joseph Rohr	Kids First/TOPS Program Coordinator	513931
Tamara Ackerman	Secretary	513930

GENERAL PHILOSOPHIES AND POLICIES

The Employee Handbook is designed as a guide to policies and procedures of the Summit Educational Service Center and is assembled from the official Policy Manual of the SESC. This Handbook is intended for the general guidance of SESC employees and not as a substitute for changes in school law or the Policy Manual.

The Handbook was developed in order to provide information to employees of the SESC concerning their employment. All policies contained in this document are not inclusive of the entire policy officially adopted by the Board of Governors of the SESC. Employees should refer to the official Policy Manual for further explanations. The Policy Manual is available in the offices of the superintendent, treasurer and the department directors, as well as online at <https://www.boarddocs.com/oh/sumesc/Board.nsf/Public>.

The provisions in this Handbook are not to be deemed conditions of your contract of employment. The Governing Board specifically reserves the right to modify or abrogate any provision in this handbook at any time and without any notice to its employees. This Handbook is intended only for informational purposes and is not to be construed as imposing any obligation, contractual or otherwise, upon the Governing Board with respect to any subject it contains.

The administrative staff is available to address any questions or concerns regarding policies or this Handbook.

Periodic updates to the Handbook will be posted to the SESC's website, www.summitesc.org. Handbooks will be reprinted when significant updates occur.

The Summit Educational Service Center (SESC) offers a broad and comprehensive scope of effective, yet cost efficient, professional quality programs and services that are provided for students and staff of our client districts.

EMPLOYMENT

Employment is contingent upon a satisfactory background check, verification of degree appropriate to the position, proper certification/licensure, and proper certification of adequate funding for the position.

EMPLOYEE CRIMINAL BACKGROUND CHECKS

All employees are required to complete both the BCII (Ohio) and FBI (Federal) background checks upon employment. Employees who have completed both of these background checks in the last 365 days prior to beginning employment with the SESC may not be required to repeat

the background checks. A paper copy must be submitted to the HR office prior to the start date. All employees are required to undergo FBI checks every five (5) years after they are hired. It is the employee's responsibility to have these completed.

Both the BCII and FBI checks may be done at the SESC. The results of both checks will be submitted electronically through WebCheck to the Ohio Department of Education for those applying for new or renewed licenses or permits.

The cost for the BCII and FBI checks is the responsibility of the applicant or employee.

CERTIFICATION/LICENSURE

It is required that personnel meet the requirements for having or obtaining an Ohio Department of Education permit, certificate or license as an expectation for employment.

Obtaining, updating and filing with the Human Resources office of valid licenses/certificates/permits is the responsibility of the employee. The Ohio Department of Education will only accept online applications for initial and renewal of licenses, certificates and permits. To obtain an OH/ID account on the ODE website, visit <http://education.ohio.gov/Topics/Teaching/Licensure/Apply-for-Certificate-License/Educational-Aides-and-Monitors#AIDE>. Once an OH/ID account has been created, click on "Educator Licensure and Records (CORE)", and then "My Credentials" to begin the renewal process.

Employees applying for a new or renewed license or permit issued by the Ohio Department of Education may be required to complete an Ohio criminal background check conducted by the Bureau of Criminal Identification and Investigation (BCII) and a Federal Bureau of Investigation (FBI) background check according to ODE and/or Ohio Revised Code requirements. Employees may have this done at the SESC, by appointment. Contact the receptionist and she will help schedule a convenient time for fingerprinting.

CALENDAR

The Board of Governors annually adopts a calendar for the SESC staff. This calendar is made available to staff members as soon as possible following adoption. Employees assigned to a SESC program or to a district follow the calendar of that program or district.

The SESC is closed on the following holidays. These are paid holidays for eligible employees only if they occur during the individual's contracted work days.

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day

ABSENCES & LEAVES

Summit ESC and LEA staff members are required to use the Employee Access Center (EAC) to report all absences due to personal or family illness, vacation, personal leave, and jury duty. *Summit ESC staff requiring a substitute must also electronically submit all absences into Absence Management (AESOP), an electronic absence reporting system.*

SICK LEAVE

Sick leave may be used for absences due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for the absence due to illness, injury or death in the employee's immediate family. *For All Employees* – follow call-off and/or Absence Management procedures of your department, district, or program. Check with your immediate supervisor or department director for the most current procedure.

In the event you are absent due to personal or family illness for three (3) or more consecutive days, the superintendent or a designee may require a physician's statement stating the reason for the absence and/or authorization to return to work.

Sick leave may be used for maternity, when appropriately certified in writing by a physician. Use of sick leave may extend during the period of medical leave for reasons of maternity under the Family Medical Leave Act (FMLA) for up to six weeks following the birth of a child, or longer if certified by a physician. Eligible employees may request FMLA to care for the child at the conclusion of the use of sick leave, for up to a total of 12 weeks (combined period of sick leave and family leave) as described in this handbook under Family Leave and under Governing Board Policy. Contact the HR office for more information.

Employees may be credited with up to five (5) days of sick leave in advance, which shall be part of the fifteen (15) days that can be accumulated for the year. Regular part-time employees shall be entitled to sick leave in proportion to the time actually worked.

Sick leave may be taken in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ and full-day increments.

Sick leave may be used for absence due to death in the immediate family of an employee. For definition in this case, the immediate family of an employee is defined to mean the father, mother, brother, sister, son, daughter, husband, wife, grandmother, grandfather, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law or son-in-law and any other relative residing in the household of the employee.

PERSONAL LEAVE

Three personal leave days may be used per year for regular part-time and full-time staff. Regular staff are defined as those contracted to work 120 days or more. Personal leave days may not be used in lieu of sick leave, to extend a legal holiday, for purposes of vacation, or to extend vacation. Personal leave is not cumulative.

VACATION LEAVE

Employees who work twelve (12) months may earn vacation leave in accordance with Governing Board Policy. Vacation days are earned on a monthly basis and accumulate based on an employee's position and length of service.

Requests for vacation must be submitted in writing, to your immediate supervisor and/or your department director. Requests for vacation leave of three (3) consecutive days or more must be submitted in advance and approved by the Superintendent.

Vacation days may be taken in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or full-day increments.

Vacation leave must be used during the contract year in which it is earned or during the next ensuing contract year. A maximum of two (2) years' worth of vacation may be accumulated.

LEAVES AVAILABLE UNDER THE CARES ACT (EXPIRES 12/31/20)

Emergency Paid Sick Leave Act

- All full-time and part-time employees, regardless of how long they have been employed by their current employer are eligible.
- Eligible to receive up to 80 hours (10 days) of Emergency Paid Sick Leave.
 - The amount of available leave is prorated for part-time employees.

ALL REQUESTS FOR LEAVE MUST BE SUBMITTED TO HUMAN RESOURCES

Emergency Family and Medical Leave Expansion Act

- Expanded Emergency FMLA Leave is available to all full-time and part-time employees who have worked for their current employer for 30 days.
- This Expanded Emergency FMLA Leave provides an eligible employee up to 10 weeks of paid leave, as it is intended to be used in conjunction with the two (2) weeks and is

available to an employee who is unable to work or telework because they are needed to care for their child whose school or childcare provider is closed due to the corona virus.

FAMILY AND MEDICAL LEAVE ACT

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

- a. The birth and/or care of a newborn child of the staff member, within one (1) year of the child's birth;
- b. The placement with the staff member of a child for adoption or foster care, within one (1) year of the child's placement;
- c. The staff member is needed to provide physical and/or psychological care for a spouse, child or parent with a serious health condition;
- d. The staff member's own serious health condition makes him/her unable to perform the functions of his/her position; or
- e. Any qualifying exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter or parent is 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, 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/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.)

1. ELIGIBLE EMPLOYEES

Staff members are "eligible" if they have worked for the Board for at least twelve (12) months, **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. All full-time instructional employees are deemed to meet the 1,250 hour requirement. Months and hours that 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/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.

2. TWELVE (12) MONTH PERIOD

Twelve (12) month period is defined as a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member). Because we run medical leave concurrent with FMLA leave, the twelve weeks is a total of paid medical leave, unpaid medical leave, and/or unpaid FMLA leave. The amount of paid leave time available to you depends on the number of sick days you have accumulated at the time your leave begins.

Family Leave is unpaid and must be approved, in advance, by the Board of Governors. Contact the HR department for more information.

JURY DUTY

Employees called and required to serve on jury duty are required to inform their immediate supervisor, building principal and/or department director.

Employees serving on jury duty will not be penalized for doing so. They will receive their regular pay and time spent on jury duty will not be charged against vacation time or personal leave. Court-issued checks for jury duty service are to be turned into the Treasurer's Department

endorsed payable to the SESC. Expenses (parking, etc.) may be reimbursed up to the amount of the court issued check.

Each day while on jury duty, employees are expected to report to their department director, supervisor, or principal, as to their schedule for the following day and must report to work when excused for jury duty for a day or more.

If you are scheduled for jury duty, and your position requires a substitute, follow Absence Management procedures to arrange for a substitute to cover your absence.

PROFESSIONAL DEVELOPMENT

Continued professional growth of all staff is an expectation. To that end, participation in staff development activities and attendance at professional meetings is encouraged.

- Professional meetings include educational conventions, conferences or workshops related to the work activities, duties or responsibilities of staff as determined by the SESC superintendent or designated supervisor for LEA employees. Such meetings must provide a direct value for the person in attendance for later use in the performance of their duties.
- SESC assigned employees wishing to attend a staff development program must make the request through their director or immediate supervisor for approval a minimum of two weeks in advance of the meeting.
- Reimbursement for costs incurred during participation in an approved professional development program shall be made on the basis of itemized expense reports accompanied by original receipts per established guidelines. Proper request and purchase order procedures should be followed before and after the event.
- SESC assigned employees attending professional development may be asked to submit a summary report to the superintendent identifying what was learned and explain the ways in which this knowledge will be applied to the work of the SESC.
- LEA assigned employees who wish to participate in professional development activities should consult with appropriate district personnel for approval and completion of paperwork.

INCLEMENT WEATHER

The Summit Educational Service Center will be open even when area school districts close for most inclement weather or emergency days. Designated SESC staff should report to the SESC on those occasions when districts are closed. Reasonable tardiness caused by weather conditions will not be penalized. When in doubt, check with your department director and/or supervisor.

Employees assigned to SESC programs located in school districts follow the procedures of that program. Program employees are not required to report to the SESC when the program location is closed due to weather or another emergency.

On days of inclement weather, LEA employees are to follow procedures of the district to which they are assigned. Failure to report to the assigned district, when the district is open, for inclement weather reasons will result in the use of a vacation day (when appropriate), personal leave (if eligible), or use of leave without pay.

If the SESC does close due to inclement weather, the superintendent's office will post closing information on media outlets and the SESC's website, www.summitesc.org under the school closings link.

HUMAN RESOURCES

WORKERS' COMPENSATION

All reasonable efforts are made to ensure a safe learning and working environment for the employees of SESC. All employees are covered by Ohio Workers' Compensation while performing work-related duties and responsibilities. At the time of hire, employees receive a Workers' Comp Identification card. Employees are encouraged to carry this card with them at all times.

REPORTING WORK RELATED ACCIDENTS

Any accident that results in an injury to an employee of the SESC must be reported promptly to the Human Resources office.

The following procedures are applicable to all accidents. It is very important for you to follow the instructions below to ensure your medical claims and return to work are processed smoothly. If you have any questions about reporting an accident, medical care, or next steps, please do not hesitate to call the Human Resources Office at (330) 945-5600.

WHAT TO DO IF YOU ARE IN AN ACCIDENT

Your health is the first priority! Please do not hesitate to seek professional care for a medical emergency. A medical emergency is when you need immediate medical services that are necessary to alleviate severe pain, or an acute injury that could lead to a serious physical disability, mental disability, or death. IMMEDIATELY submit an Employee Accident/Exposure Incident Report (within 24 hours). To submit an employee incident report, go to the ESC website (www.summitesc.org), click on Human Resources, click on My Safety Portal to go to the PublicSchoolWORKS website. There, click on Staff Accident Management, and then click on

Submit Accident Report. Enter all information requested and follow the steps to submit your report. **LEA staff will need to list Tracie Collins (HR Coordinator) as the supervisor.** If you need help, ask your supervisor or call the Human Resources Office at (330) 945-5600. If the injured employee is unable to submit the accident report, another employee can complete the report with the assistance of the affected employee. All accidents must be reported within 24 hours.

MEDICAL CARE OPTIONS

When obtaining medical care, remember you **MUST TELL THE PHYSICIAN** it is due to a work-related injury.

FIRST VISIT

The first visit to any medical provider, whether an emergency or non-emergency, may be eligible for coverage for a work-related injury considered compensable by the Bureau of Workers' Compensation. It is required to use the Workers' Compensation card you received at the start of employment.

ALL OTHER VISITS

After the first visit, if you obtain medical care for a work-related injury from a medical provider other than those noted below, workers' compensation insurance may not cover the costs and you may have to pay for the services 1. Emergency Room 2. Urgent Care facility 3. BWC Certified Physician (To get the name of a BWC Certified Physician, call 1-800-OHIOBWC. If you are unsure who is a BWC Certified Physician, it is recommended you go to an Emergency Room or Urgent Care facility.) If you seek medical care, be sure to forward all discharge paperwork to the HR office.

- Injuries that happen to an employee while working in a district or other than at the SESC, must be reported promptly to the human resources office. The employee should check with the administrative offices of the district in which the accident occurred to determine if a report must be made.
- Reporting of work-related injuries is important. It is also essential that appropriate medical attention is sought in a timely fashion. When medical care is urgent, seek treatment first. When an accident or injury is reported as work-related, the medical care provider will need to see the Workers' Comp identification card.

It is essential these steps be followed in order for Workers' Comp claims to be appropriately certified and processed.

APPROPRIATE WORK ENVIRONMENT

The SESC strives to maintain a work environment which is free from all forms of unlawful discrimination and harassment, including sexual harassment. This commitment applies to all SESC operations, programs and activities. All students and staff share responsibility for avoiding, discouraging and reporting any form of unlawful discrimination or harassment.

Any individual who believes he or she has been discriminated against or harassed in violation of the Title IX policy should contact SESC's Title IX Coordinator:

Tracie Collins, SHRM-CP
Human Resources Coordinator
TracieC@summitesc.org
330-945-5600, ext. 511223

ETHICS

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, all staff are expected to maintain high standards of thought and behavior in their working relationships and in the performance of their professional duties. All employees of the SESC are expected to abide by the provisions of the Ohio Ethics Law. A link to the Ohio Ethics website to access the law is provided at the time of hire. It can also be accessed at www.summitesc.org or www.ethics.ohio.gov.

FRAUD REPORTING

Fraud and fraudulent activity are strictly prohibited. Each employee of the SESC shall be responsible for reporting any observed or suspected fraud or fraudulent activity.

- If the employee's immediate supervisor is not available, responsive or is the individual whose behavior is in question, the employee may report such information to the Superintendent. If the reported conduct relates to the Superintendent, the report may then be filed directly with the Board President.
- In the case of reporting suspected fraud or fraudulent activity, an employee may file a report using the Auditor of State's Ohio system for reporting of fraud. This reporting mechanism may be used either in addition to or instead of filing a written report with the employee's supervisor or other SESC authority.
- Any employee making such a report shall be protected from discipline, retaliation or reprisal for making such report, as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported.

- Auditor of State's Fraud Contact Information:
Telephone: 1.866.FRAUDOH (1.866.372.8364)
U.S. Mail: Ohio Auditor of State
Special Investigations Unit
88 East Broad Street, PO Box 1140
Columbus, OH 43215
Website: <http://ohioauditor.gov/fraud.html>

REPORTING FALSE INFORMATION

The employee is subject to disciplinary action, including suspension or removal, as determined by the employee's appointing authority, for purposely, knowingly, or recklessly reporting false information under ORC 124.341 (C).

STAFF EVALUATION

Evaluation of staff is the responsibility of the superintendent and/or the appointment designee, and shall be conducted in accordance with Governing Board Policy and within provisions of the Ohio Revised Code. The purpose of the evaluation is intended to be a process of continuous and systematic evaluation of staff, to provide for the improvement of the overall SESC program of services and the continuous improvement and professional development of staff.

CONTRACTS

All Summit ESC employees are on 1-year contracts, except for administrators who may be employed for multiple years.

If an administrator is notified of non-renewal, the employee may request a meeting with the Board of Governors. Upon such request, the Board shall grant a meeting in executive session to discuss reasons for non-renewal of the contract. A representative of choice may be present at the meeting.

DRESS CODE

All staff members are expected to dress appropriately in business casual attire **or** in a manner consistent with their professional responsibilities. Employees are expected to demonstrate good judgement and professional taste and at all times be physically clean, neat and well groomed.

Managers or supervisors are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue.

DRUG & ALCOHOL-FREE WORKPLACE

As stipulated in Governing Board Policy, the SESC maintains a setting that meets the requirements in the Drug-Free Workplace Act. The manufacturing, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any staff member at any time while on SESC property and any SESC program building property, or while involved in any work-related activity or event, is prohibited. School district policies shall apply to SESC employees regarding drug & alcohol-free school district buildings and grounds when working in the district.

SMOKE-FREE WORKPLACE

The Governing Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment.

The Board prohibits the use of tobacco or tobacco substitute products by staff members at all times within any indoor facility owned or leased or contracted for by the Board, in areas directly or indirectly under the control of the Board, immediately adjacent to locations of ingress or egress to such facilities and on school grounds.

“Use of tobacco” means to chew or maintain any substance containing tobacco including smokeless tobacco. Examples include all forms of tobacco used in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigars, cigarettes, 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.

School district policies shall prevail upon SESC employees regarding smoke-free school district buildings and grounds when working in the district.

GUIDELINES FOR SAFETY

Whenever a safety guideline or mandate is given from the Department of Health, Governor, or other public agency, Summit ESC will require staff to follow the directive. The Human Resources department will notify staff as necessary.

COPYRIGHTED MATERIALS

Employees are to make judicious use of appropriate printed materials, sound recordings and electronic programs in their work and may do so only in accordance with the provisions of Federal Law applicable to public school districts. Such laws are intended to protect authors and composers from the unauthorized use of their copyrighted work. Employees are responsible for following the guidelines providing fair and reasonable use for educational purposes (Governing Board Policy 2531).

CONFLICT OF INTEREST

The maintenance of unusually high standards of honesty, integrity, impartiality and professional conduct by SESC employees is essential. Governing Board Policies 1130 and 6460 address issues of potential conflict of interest. To that end, no employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities as an employee of the SESC. Employees shall not engage in business, private practice of their profession, the rendering of services or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client or parents of such students or clients, in the course of their employment with the SESC.

ACCEPTABLE USE OF TECHNOLOGY

All computers, telephone systems, electronic mail systems (e-mail) and voicemail systems are the property of the SESC and are to be used primarily for business purposes. Personal messages via SESC-owned technology should be limited. The SESC retains the right to access and review all electronic and voicemail, computer files, databases and any other electronic transmissions contained in or used in conjunction with the SESC's technology. Staff members are prohibited from sending offensive, discriminatory or harassing messages via computer, email or voicemail.

PROFESSIONAL CONDUCT FOR OHIO EDUCATORS

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

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

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

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

SUSPECTED CHILD ABUSE OR NEGLECT

The SESC recognizes that it is the legal obligation of school employees to report situations of suspected child abuse and neglect to Children Services.

Section 2151.421, Ohio Revised Code Reporting Child Abuse or Neglect

- 1.) All school employees having reason to believe that a child under 18 years of age, or a person under 21 years of age with a developmental disability or physical impairment, has suffered or faces a threat of suffering, any physical or mental wound or injury or neglect, shall immediately report such information to the public children services agency.
- 2.) A written report should follow as soon as possible to the children services agency for the county.

Any school employee making such a report shall be immune from civil or criminal liability.

RESIDENT EDUCATOR PROGRAM

The Ohio Resident Educator program provides beginning teachers with four years of formal support which includes instructional mentoring. This support is designed to foster the beginning teacher's sense of autonomy and efficacy through self-assessment, mentor observation and feedback, and analysis and use of student data and goal setting. Successful completion of the four-year residency is required to advance to a five-year professional license.

The SESC provides a Resident Educator program as a service to districts and charter/community schools and the beginning teachers employed through these organizations. Regular program meetings and formal mentor support provide beginning teachers with the framework to

enhance teaching and learning within their classrooms, thereby supporting student achievement and success.

Additionally, the SESC provides training and networking opportunities for mentors to gain a deeper understanding of the principles of mentoring and coaching, as well as hands-on practice in conducting observations of these beginning teachers.

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

The SESC's Local Professional Development Committee (LPDC) is responsible for reviewing and approving all Individual Professional Development Plans (IPDP) and professional development activities that educators propose/complete for the purpose of licensure maintenance and renewal. The LPDC meets every month during the school year.

Certificate and/or license holders must meet the requirements for renewal and/or updating of their credentials by following the procedures in the SESC's Local Professional Development Committee (LPDC) manual, which can be found at <http://www.summitesc.net/lpdc/Manage/index.asp?DistrictID=1>. It is important to log into the LPDC site in order to set up an online account and submit your Individual Professional Development Plan (IPDP). The schedule of the LPDC meetings can also be found on the SESC's website. LPDC meetings are subject to Ohio's Sunshine Law. Employees of the SESC are required to create an account on the LPDC site and then submit activities.

Educators/staff members wishing to renew a professional or associate license must receive the approval of his/her LPDC for an IPDP that includes the following requirements to be completed during the five year period following the issuance of the license to be renewed:

- Six semester hours of coursework related to classroom teaching and/or the area of licensure OR
- 180 contact hours (or 18 CEU's) in workshops or equivalent activities related to classroom teaching and/or the area of licensure as approved by the Local Professional Development Committee of the employing school or school district.
- Coursework, workshops, or other equivalent activities may be combined.

For additional information, contact Kristin Fazio at 330.945.5600 or KristinF@summitesc.org

PAYROLL AND FISCAL

CALENDARS

A copy of the employee's specific work calendar should be signed and submitted to the appropriate department director at the SESC and to the treasurer's office. Staff employed on an extended contract should indicate those additional days on their calendar. All calendar

adjustments require written approval of the department director or district administrator and must be submitted to the SESC treasurer's office. Employees assigned to districts are required to follow the district's adopted schedule for the current school year.

OVERTIME

The Superintendent or his/her designee shall determine the necessity and availability of overtime work. Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor, may be subject to disciplinary action up to and including termination.

Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions.

PAYROLL INFORMATION

Paydays are scheduled on the 5th and 20th of each month. Timesheets, for those required to submit them, for the next ensuing pay period must be filed in the treasurer's office on the 5th and 20th of each month, or the closest preceding work day if the 5th or 20th falls on a weekend or holiday. Contact Human Resources to determine if you need to submit timesheets. Employees should refer to the payroll schedule posted on www.summitesc.org for exact dates.

DIRECT DEPOSIT

All employees will have direct deposit of their paychecks as stipulated by Governing Board Policy. **It is the responsibility of the SESC employee to alert the payroll department of any changes of personal banking information.**

MILEAGE REIMBURSEMENT

The Governing Board of the SESC will provide for the reimbursement of approved traveling expenses incurred in the course of performing services on behalf of the board.

- SESC follows the Internal Revenue Service (IRS) guidelines for travel. Travel reimbursement to any employee for mileage between your home and your main or regular place of work is not permitted.
- Supervisor-approved *Travel Report* forms and mileage reports are to be filed in the treasurer's office by the 5th and 20th of each month.

TRAVEL AND REIMBURSEMENT POLICY

APPROVAL (Part I)

Travel Within Summit County: No preapproval is required for routine travel within Summit County unless the employee intends to seek reimbursement for expenses other than mileage. If such additional reimbursement is to be requested, the employee must complete Part I of the SESC Travel Form prior to travel, subject to approval by the Superintendent.

Travel to Other Northeast Ohio Counties: No preapproval is required for routine travel to Northeast Ohio Counties unless the employee intends to seek reimbursement for expenses other than mileage. If such additional reimbursement is to be requested, the employee must complete Part I of the SESC Travel Form prior to travel, subject to approval by the Superintendent. (Note: Northeast Ohio Counties shall include Portage, Stark, Wayne, Medina, Lake, Lorain, Geauga and Cuyahoga Counties.)

Travel Outside of Summit and Northeast Ohio Counties: Part 1 of the SESC Travel Form must be completed prior to travel, subject to the approval of the Superintendent.

REIMBURSEMENT (Part II)

Upon proper submission of Part II of the Summit Educational Service Center's Travel Form, the SESC shall pay the necessary and reasonable expenses incurred by employee while on authorized travel. The purpose of Part II is to provide verification of expenses paid by an employee that were previously approved on Part I. Part II shall be completed and submitted to the treasurer's office on the 5th and 20th of each month.

Any request for reimbursement shall be accompanied by original itemized receipts and shall be attached to Part II when submitted.

For full policy, please see policy number 6550.

SCHEDULE PLACEMENT

The Governing Board retains the authority to specify the salary of new positions and to determine credit to be awarded for placement on an existing salary schedule. The superintendent is authorized to credit past service of an applicant for salary schedule placement.

Staff members who complete course work which qualifies them to move from the Bachelor's column to Bachelor's +30 or to the Master's column on the salary schedule, must submit transcripts or a letter of completion from their university to the Human Resources office by September 30th in order to receive the appropriate salary increase retroactive to the beginning of the current contract year. Transcripts or letters received after the September 30th deadline

will result in the salary increase becoming effective with the next contract period, if a contract of employment is offered for the next contract year.

RETIRE/REHIRE SALARY SCHEDULE PLACEMENT

In accordance with Governing Board Policy 3411/4411, the Superintendent retains the authority to specify the salary of new positions and to determine the credit to be awarded for placement on an existing salary schedule. Annual advancement on steps will be limited to three such steps in consecutive years. After three step increases, no further vertical step movement or horizontal movement on the salary schedule will be granted unless authorized by the Superintendent. Any general percentage increase approved by the Governing Board will also be granted to retired/rehired employees.

INSURANCE BENEFITS

Full-time employees (those contracted to work 30 or more hours per week) are eligible for the following benefits:

- 100% of the premium paid for group term life insurance
- 80% of the premium paid for group health insurance
- 80% of the premium paid for dental insurance

Premiums for medical and dental insurance are deducted on a pre-tax basis from employees pay. Supplemental Life Insurance at cost is also available at time of hire.

Insurance eligibility begins the 1st of the month after your hire date.

SPOUSAL CARVEOUT

Spouses are generally not eligible to participate in SESC's medical plans if the spouse has access to coverage through their employer. This rule applies to those spouses regardless of cost differences and/or network access between SESC's medical plans and the plan(s) available to the spouse. This does not apply to dental coverage.

It is the responsibility of all SESC employees to notify Human Resources with thirty (30) days of any change in coverage for their spouse. If a spouse does not have access to coverage elsewhere, he/she is permitted to participate in SESC's medical plans.

SESC employees will be required to submit proof of eligibility/no access from the spouse's employer to Human Resources. Please contact Human Resources for more information.

CHANGE IN BENEFITS/QUALIFYING EVENT

If you have experienced a qualifying event (i.e. birth of a child, death, divorce, marriage, spouse job loss), you may be eligible to change your benefit coverage. You must contact Human Resources within 30 days of the change. Otherwise, you must wait for open enrollment to make any necessary changes. Open enrollment for insurance coverage typically starts in late October/early November, with an effective date of January 1st.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit provisions amend the Employee Retirement Income Security Act, the Internal Revenue Code and the Public Health Service Act to require group health plans to provide a temporary continuation of group health coverage that otherwise might be terminated. COBRA requires continuation coverage to be offered to covered employees, their spouses, former spouses, and dependent children when group health coverage would otherwise be lost due to certain specific events. COBRA continuation coverage is often more expensive than the amount that active employees are required to pay for group health coverage, since the employer usually pays part of the cost of employees' coverage and all of that cost can be charged to individuals receiving continuation coverage.

FLEXIBLE BENEFIT SPENDING PLAN

All full-time employees are eligible for the Flexible Benefit Spending Plan, even if they are not enrolled in the insurance program. The Spending Plan is available for Medical Care Reimbursement or Dependent Care Reimbursement. Deductions are pre-tax and taken from each pay. The Plan period runs January through December.

SUPPLEMENTAL BENEFITS

All Summit ESC employees are eligible for voluntary supplemental insurance through Allstate Benefits. Contact the SESC Human Resources Department for more information.

ANNUITY INVESTMENTS

Information regarding investments is available by contacting the Treasurer's Office.

SEVERANCE PAY

Policy 3415 and 4415 authorizes payment to a retiring employee of one-third (1/3) of unused sick leave days, up to a maximum of fifty-three (53) days. Individuals employed by the SESC are eligible for severance pay upon presentation of evidence of retirement from active service.

PURCHASING PROCEDURES

No employee shall make purchases for the SESC or enter into contracts with consultants/presenters or vendors without following the established procedures.

- A purchase request form must be completed and submitted for approval to the department director. A requisition may then be generated by the service team office.
- All requisitions must be submitted for review by both the superintendent and the treasurer. Only upon receipt of such approval can the purchase order be created and purchasing proceed.
- Employees may be held personally responsible for anything purchased without a properly signed purchase order or the necessary authorization.
- Employees are encouraged to coordinate all purchases with their department. Employees who make purchases on their own and then submit for reimbursement, will not be reimbursed for sales tax.

BUILDING PROCEDURES

The Summit Educational Service Center is located at 420 Washington Avenue in Cuyahoga Falls, Ohio and is open weekdays from 8 a.m. to 4 p.m.

The last person to leave the building is responsible for making sure the building is secure and the alarm is set. Employees are prohibited from giving the security code to individuals not employed by the SESC.

Use of meeting room space must be scheduled in advance through the appropriate department director or designee and with the receptionist. After hours use of the facility must be scheduled with the office of the Director of HR, Technology and Building Operations.

SUMMIT EDUCATIONAL SERVICE CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

Summit ESC is a Nondiscrimination and Equal Opportunity Employer. The Governing Board does not discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry or age in its programs and activities, including employment opportunities. Robert Wolf, Director of Human Resources, Business and Technology, serves as the compliance officer whose responsibility is to ensure that Federal and State regulations are followed and that any inquiries or complaints are dealt with promptly in accordance with the law.