

EASTERN LOCAL SCHOOLS

CLASSIFIED EMPLOYEE HANDBOOK

**Effective beginning the
2009-2010 school year**

FOREWORD

This Classified Employee Handbook is your guide to the year. Combined with the Eastern Local Schools Student Handbook it contains most of the information you will need to function effectively.

Please read all pages carefully and abide by the procedures, rules, regulations and information therein. If all staff members do this to the greatest extent possible, we will accomplish great things, for following a common guidebook enables us to move with unity toward a common goal.

This handbook along with Board policies will provide direction in most situations. Occasionally, however, a problem or issue may arise which requires an administrative decision or direction to be given. You are expected to provide input, when requested, and to comply with any requests and/or directions given.

Please keep in mind that any such decision or direction will be made with the best interest of all involved, as well as the school, in mind. This Handbook is an informational document and guideline and is NOT meant to be an all inclusive listing of employee responsibilities.

HANDBOOK

The classified employee handbook will be an important resource for employees. A little time spent studying the handbook will prove to be very helpful. Regardless of the experience that you have, you will find useful information and hints in the handbook.

PHILOSOPHY OF EASTERN LOCAL SCHOOL DISTRICT

The Board of Education of the Eastern Local School District believes that each individual shall be accepted into the education program as he/she is, that each student shall not be discriminated against as to race, color, creed, or religion, and that he/she shall be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will affect continuing satisfactory adjustments to life.

In the practical application of this philosophy, opportunities shall be provided for each individual, within the limits of his capacity to:

1. Develop physical, mental, and emotional health.
2. Develop moral and ethical values
3. Develop an appreciation of his/her role in the family and in civic groups.
4. Develop skills for effective participation in the democratic process.
5. Develop the ability to communicate ideas.
6. Develop knowledge and understanding of his/her natural environment.
7. Develop economic competence as a consumer.
8. Develop salable skills and vocational competence.
9. Develop appreciation of the arts
10. Develop wise use of leisure time.
11. Develop zeal for continuous learning and self-improvement.

Realizing the great responsibilities of the schools in the pursuit of the objectives, the Board believes they can be accomplished only with the full cooperation and support of all agencies of the community which have a share in the welfare and development of the children and youth. Among these, the home has a primary responsibility. A principle aim of the schools, therefore, is to develop a home and school partnership of responsibility and effort.

SUPPORT SERVICES GOALS

The Board views the support services operations of the school system as essential to the educational program. The Board serves as trustee of school facilities, as overseer of school business operations for the purpose of providing the facilities and services which will support an excellent educational program.

The Board expects operation and maintenance of the school plant, equipment and services to set high standards of safety, to promote the health of students and staff, to reflect the aspirations of the community and to support the efforts of the staff to provide high quality instruction.

CLASSIFIED STAFF RECRUITING / POSTING OF VACANCIES / HIRING

The Board intends to have the best-qualified people to serve as classified personnel.

The recruitment and selection of suitable candidates for positions will be the responsibility of the Superintendent (with the exception of the Treasurers staff), who will confer with principals and other supervisors before making a selection. An employee may apply for any vacancy for which he/she is qualified.

All appointments to the classified staff will be made by the Superintendent, subject to confirmation by the Board. In making these appointments, the Superintendent will carefully observe all pertinent laws as well as any regulations which may be approved from time to time by the Board.

Criteria to be considered by the Superintendent in making selections of candidates for employment of classified staff shall include, but are not limited to, work experience, training, education, service to the District, qualifications and ability to perform duties related to the job description. Seniority in the District in another job classification or on the substitute list shall not be the most important aspect. The goal in employment of personnel shall be to select the person who will best execute the duties of the position to be filled.

Conditions of employment for classified staff members as well as wages, hours and other benefits will be fixed by the Board upon the recommendation of the Superintendent.

POSITION POSTING

The Board shall post notification of vacant positions for a period of ten (10) days (excluding the months of June, July and August) following determination by the Board that a vacancy exists. Qualified employees within the system may, in that time, apply for such positions and the Board shall give such employee due consideration prior to filling the position with someone new to the system. In filling vacancies, current employees of the district shall be considered first on the basis of ability and/or performance. If these factors are equal, then seniority in the district, years of experience in the position, education and interviews shall be used to determine who will receive the position.

CONTRACT SEQUENCE

The initial employment contract of a classified employee shall be for a term not to exceed one (1) year. The first contract renewal (second contract) shall be for a term of two (2) years. Following the two year contract, the next contract shall be a continuing contract. Thus the contract sequence is as follows:

Initial Contract	One Year Contract
First Renewal	Two Year Contract
Second Renewal	Continuing Contract

Based upon the employee's job performance, the Board may interrupt the above sequence and issue a one-year limited contract.

CLASSIFIED STAFF ASSIGNMENTS AND TRANSFERS

The assignment and transfer of all classified staff will be the responsibility of the Superintendent; however, promotional transfers will be made only by the Board upon the recommendation of the Superintendent. A request for transfer may be made in writing to the Superintendent.

Any classified employee who is to be transferred shall be given fifteen (15) days written notice by the Superintendent unless the transfer occurs between August 1 and September 15 of any school year.

If so requested by the employee, he/she may have a conference with the Superintendent to discuss the reasons why he/she is being transferred.

SUSPENSION AND DISMISSAL OF CLASSIFIED STAFF MEMBERS

The employment of classified staff members may be terminated only for violation of written policies and regulations as set forth by the Board or for incompetence, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty or any other acts of misfeasance, malfeasance or nonfeasance.

The Board may also suspend an employee for a definite period of time or demote an employee for the same reasons.

The action of the Board to terminate the contract of any employee or to suspend or demote him/her will be done in compliance with all statutory and constitutionally

mandated procedures, including the opportunity for a hearing prior to the suspension or demotion.

CLASSIFIED STAFF DEVELOPMENT OPPORTUNITIES

Classified staff employees are an integral part of the district's total staff. Their training and development are essential to the efficient and economical operation of the schools.

Therefore, all classified staff employees shall be encouraged to grow in job skills and to take additional training which will improve their skills on the job. It shall be the responsibility of all building principals to assist effectively in the training of classified staff assigned to their respective buildings.

Absences to attend meetings, conventions, conferences or workshops of local, state or national associations which serve to advance the welfare of the District through the upgrading and strengthening of the classified service may be granted by the Superintendent without loss of pay to the employee.

CRIMINAL RECORD CHECK

The Board shall request from the Bureau of Criminal Identification and Investigation criminal record checks of candidates under final consideration for employment in the District if the candidates are responsible for the care, custody or control of students.

The Board may employ persons responsible for the care, custody or control of children on the condition the candidate submit to and pass a BCII criminal record check in accordance with the Ohio Revised Code. Any person conditionally hired who fails to pass a BCII criminal background check shall be released from employment and forfeit any salary due but not issued.

An applicant for employment may provide a certified copy of a BCII criminal background check to the District in compliance with the Ohio Revised Code. The District may accept this background check in place of its own background check if the date of acceptance by the District is within one year after the date of issuance by the BCII.

Any and all information obtained by a Board or persons under this policy is confidential and shall not be released or disseminated. Any applicant not hired because of information received from the record check shall be assured that all records pertaining to such information are destroyed.

An applicant who is subsequently employed on a full time basis and receives an acceptable background check from BCII will be reimbursed for the costs of securing the record check upon presentation of proper documentation.

FRINGE BENEFITS

HOSPITALIZATION and MAJOR MEDICAL

The Board of Education shall offer the medical plan available through the Brown County Benefit Consortium and pay 93% of the single and family premiums. In the case that husband and wife are both employees of the District, only one family plan or two single plans may be elected. No other combination will be accepted.

INSURANCE INCENTIVE PROGRAM (OPT-Out)

Each employee must notify the Board Treasurer in writing of his/her intent to opt-out of the insurance program.

Each employee opting out of the program must remain out of the program for the entire period of time from August of the year in which he/she opts out through July of the following year and must be actively employed by the District and eligible for insurance benefits according to the Agreement and insurance contract.

Persons opting out who are eligible for this program and who are enrolled in the family coverage or new employees eligible for family coverage opting out shall be paid \$2,500 annually for each year opting out. Persons who are eligible for this program and who are enrolled or eligible for single coverage or new employees eligible for single coverage opting out shall be paid \$1,000 annually. Persons opting out will be reimbursed only under these two circumstances. Reimbursement will be given in September after remaining out of the program.

Any employee who elected to opt-out of the Board approved insurance program who involuntarily loses other insurance coverage through the voluntary or involuntary unemployment of spouse, death of spouse, or divorce from spouse will be permitted to re-enroll in the Board-approved insurance program subject to the provisions of the contract with the carrier. Notice of intent to re-enroll will be provided to the Board Treasurer subject to the provisions of the contract with the carrier. An employee who opted-out of the insurance program and re-enrolled under this circumstance shall be paid on a pro-rated basis for the time in which they had opted out of the insurance.

Any employee who elected to opt-out of the Board approved insurance program may re-enroll in the program beginning with August of each year. For enrollment in August, a

request for enrollment must be made in a timely fashion subject to the provisions of the contract with the carrier.

IRS 125 PLAN

The Board will offer all employees a Section 125 Plan to shelter their insurance contributions. The 125 plan includes a Flexible Spending Account (FSA). This plan shall allow employees to use pre-tax dollars to pay child and elder dependent care expenses and non-reimbursed medical, dental, and/or prescription drug bills.

DENTAL INSURANCE

The Board will offer and pay 100% of the cost of the dental plan provided through the Brown County Benefit Consortium. If both spouses work for the District, only one plan will be provided.

TERM LIFE INSURANCE

The Board will pay 100% of the premium for a term life insurance policy for each employee. Effective October 1, 2009, the face value of the policy shall be fifty thousand dollars (\$50,000).

VISION INSURANCE

The Board shall provide 100% of the premium for a vision plan providing no co-payments (\$0 deductible), eye examination every 12 months, lenses and frames every 24 months, with provisions for necessary and elective contact lenses. If both spouses work for the District, only one plan will be provided.

SEVERANCE PAY

An employee who retires shall be entitled to one-quarter (1/4) of his/her sick leave accumulation upon retirement through the School Employees Retirement System (SERS).

SERS PICK-UP UTILIZING the SALARY REDUCTION METHOD

The Board herewith agrees to SERS “pick-up”, utilizing the salary reduction method contributions to the SERS paid upon behalf of the employees in the bargaining unit, at no cost to the Board and under the following terms and conditions:

1. The amount to be “picked up” on behalf of each employee shall be no greater than the state mandated percent of the employee’s gross annual compensation.
2. The pick up percentage shall apply uniformly to all employees.
3. No employee covered by this provision shall have the option to elect a wage increase in or other benefit in lieu of the employer pick-up.
4. Payment for all paid leaves, sick leave, personal leave, severance and supplementals including unemployment and worker’s compensation, shall be based on the employee’s gross pay prior to reduction as basis (e.g. gross pay divided by the number of days in the employee’s contract).
5. Each employee will be responsible for compliance with Internal Revenue Service salary exclusion allowance regulations with respect to the “pick-up” in combination with other tax deferred compensation plans.
6. If the forgoing “pick-up” provisions are nullified by subsequent Internal Revenue Service Rulings, Ohio Attorney General Opinions, or other governing regulations The Board will be held harmless and the agreement shall be declared null and void.

ATTENDANCE BONUS

Effective for the 2009-2010 school year, there is no attendance bonus incentive offered to any employee.

CLASSIFIED STAFF LEAVES AND ABSENCES

Leaves and absences granted to the classified staff will be for the purposes of helping them maintain their physical health, taking care of family and other personal emergencies and discharging important and necessary obligations.

It is important that employees provide as much advance notice as possible of pending absence so that arrangements may be made for substitutes.

Notification of intent to use sick leave shall be made to the building principal or appropriate supervisor prior to the absence. Day shift employees are asked to make contact not later than 6:00 A.M. and night shift employees should report pending absence by 2:00 P.M.

All requests for long-term leaves of absences will be submitted by the Superintendent, together with his/her recommendations, to the Board for its action.

SICK LEAVE

1. Each full-time employee of the Board shall be entitled to 15 days sick leave with pay per year for each year under contract. Employees may use sick leave, upon approval of the responsible administrator for **absence due to personal illness, injury, or death in the employee's immediate family.** Immediate family is defined as spouse, children, parents, siblings, grandparents, grandchildren, in-laws, foster children or other relative living in legal residence.
2. Unused sick leave shall be cumulative up to 220 days. The previously accumulated sick leave of an employee who has been separated from public service may be placed to his/her credit upon re-employment to the public service.
3. Any employee who transfers from one public agency to another shall be credited with the unused balance of his/her accumulated sick leave. Provisional appointees or those who render part-time, seasonal, intermittent, per diem, or hourly service shall be entitled to sick leave for the time actually worked at the same rate as that granted full-time employees.
4. Upon return to work, Employees are required to furnish a written, signed statement on a form prescribed by the Board to justify their use of sick leave.
5. The purpose of sick leave is to protect the employee when he/she becomes ill. It is a form of insurance and not a form of compensation.

SICK LEAVE ALLOWANCE

1. In accordance with state law, employees of the Board shall accrue sick leave at the rate of one and one-fourth days per month of completed service.
2. Sick days shall be deducted from those accumulated, except when an employee has not accumulated leave, the Board will advance him/her up to

five (5) days leave. This advance shall be repaid as the employee earns additional leave.

3. For computing sick leave allowance, a month shall be considered as a calendar month.
4. No employee shall lose his/her accumulated allowance of unused sick leave by reason of having been absent for a period without pay. No employee shall accumulate additional days of allowance during an absence without pay.
5. Upon initial employment by the Board, any person who has immediately preceding employment, been in the service of another board of education or state, county, or municipal government in Ohio, shall receive full credit for the sick leave accumulated in his/her previous service as shown in the records of the last employing organization. Employees are responsible for requesting the transfer of sick leave days from their former employer.
6. A regular employee who leaves the employment of the Board by resignation, removal, or any other similar causes shall forfeit all unused days of sick leave until such time as he/she may be re-employed by the Board or find employment in another public agency in Ohio. The unused amount of sick leave credited to a deceased employee shall not be paid to the employee's estate.
7. Specialized staff employees shall be paid for days of absence as authorized in this policy.

SICK LEAVE BANK

The purpose of the Sick Leave Bank is to provide paid days for serious personal illness or family illness or death to contributors to the bank who have exhausted their accumulated sick days. Allotments will be limited to participating employees for use only in cases of illness, injury, non-elective surgery occurring under unusual, severe or emergency conditions or death as determined by the Sick Leave Bank Committee (SLBC)

ENROLLMENT: Employees may enroll in the Sick Leave Bank during the month of September of each school year.

CONTRIBUTION REQUIREMENT: Upon enrollment, a member shall contribute one (1) of his/her accumulated sick days to the Sick Leave Bank. Days contributed to the Sick Leave Bank are non-returnable.

PARTICIPATION: Enrollment in the Sick Leave Bank shall be continuous from year to year until a member withdraws. Withdrawals are accepted only during an

enrollment period and only upon written notice by the member of the Sick Leave Bank Committee (SLBC) of his/her intent to withdraw.

SICK LEAVE BANK COMMITTEE: The Sick Leave Bank Committee shall be composed of the Superintendent or his/her designee and three (3) participating members appointed for one year terms.

SLBC RESPONSIBILITIES: The SLBC shall review and approve or deny all applications to the Sick Leave Bank. The SLBC shall also determine the necessity for additional contributions to the bank and shall notify bank members of the need for said contributions. The SLBC shall be responsible for reporting data concerning the Sick Leave Bank to the Treasurer. Decisions of the SLBC are final.

MODIFICATIONS: The SLBC shall review the operation of the Sick Leave Bank annually, and shall make recommendations, if necessary for modifications of the plan to the Board.

GENERAL PROCEDURES:

- A. An application for an allotment from the Sick Leave Bank will be accepted only from those individuals who have contributed to the bank.
- B. Allotments will be limited to use for personal illness or serious illness or death in the immediate family. A doctor's statement or death notice is required with the application in order for the request to be considered.
- C. An application will be considered only after a member has used all of his/her accumulated sick days, available sick day advances and personal leave.
- D. Days allotted from the Sick Leave Bank will be paid at 100% of the members daily rate of pay.
- E. Once qualified to receive an allotment from the bank, the lifetime maximum number of days a member may receive from the Sick Leave Bank shall not exceed the annual number of work days. The maximum number of days a member may use per occurrence shall not exceed fifteen (15) days. Allotments shall be renewed, upon request from the member and approval of the SLBC, each semi-monthly payroll period by a member with a full-time contract.

- F. Days may not be received from the bank for absences due to childbirth (natural or cesarean section).
- G. Allotments from the Sick Leave Bank shall commence on the first day of absence for which the member has no accumulated or Board-advanced sick leave or personal leave.
- H. Allotments from the Sick leave Bank will be made only for absences under a member's normal contract. Allotments will not be made for absences in programs such as summer school, extended services, or any other part-time or second position held Utilization of the Sick Leave Bank for complications arising from pregnancy or childbirth may be authorized by the SLBC.
- I. Days may not be received from the bank for absences due to disabilities Which qualify the member for workers compensation personal benefits, unless the member has exhausted all such benefits and his/her own accumulated sick days.

ASSESSMENTS: whenever the total number of available days in the Sick Leave Bank falls below fifteen (15), the SLBC may require the Sick Leave Bank enrollees to donate up to one (1) additional day of their accumulated sick days to the Sick Leave Bank.

REGUIREMENTS for SICK LEAVE USE

1. An absence resulting from personal illness or injury should be reported immediately to the employee's immediate supervisor prior to the absence.
2. The employee must complete a report for such absence, signed by the employee and the principal or the employee's immediate supervisor.
3. When an employee is absent for more than five consecutive days because of personal illness, a doctor's statement shall be required. If an employee is absent immediately preceding or following a holiday, a doctor's certificate may be required.
4. An employee who has been absent because of personal illness or injury for five days or more shall, before returning to duty, submit satisfactory evidence of ability to perform his/her duties. (Doctor's statement-Return to work)
5. In cases of exposure to contagious disease which could be communicated to other employees, the approval of a licensed physician must be presented to verify the employee may report to duty.

6. Sick leave days may be used for absence due to pregnancy during the period of two weeks prior to the termination of pregnancy and the period of four weeks following the termination of the pregnancy. Additional days may be approved by the Superintendent if recommended by the employee's physician.

ILLNESS in FAMILY

Employees may use sick leave upon approval, due to illness in the employee's **immediate family**. Absences in excess of five consecutive days shall be submitted to the Superintendent for approval. Any days of such absence which are not approved shall be deducted from the employee's salary in accordance with Board policy. Immediate family shall include family members permanently residing in the employee's household and the employee's children and parents. Any absence pertaining to the employee (himself or herself) or to the immediate family shall be interpreted as illness in the family and charged to sick leave, (including appointments for glasses, dental, etc.).

If absence is due to the need to be with friends or persons not included as members of immediate family, then the absence shall be charged as personal leave or dock days and not sick leave.

DEATH in FAMILY

An employee may use sick leave in the event of death in the immediate family. Absences in excess of five (5) days inclusive of Saturdays, Sundays and holidays shall be submitted to the Superintendent for approval. Such absence shall be included within the sick leave provisions. Immediate family shall include mother, father, siblings, mother-in-law, father-in-law, grandmother, grandfather, or a relative who is a permanent resident in the employee's home. Limited exceptions to the above specified individuals may be granted at the discretion of the Superintendent.

Use of sick leave for death in the family (outside immediate family) shall be limited to a maximum of two (2) days.

The classified employee shall give advance notice of intent to use such sick leave prior to the beginning of the work day, and in any case, shall file, in writing, notification of all such use of this leave. After five (5) consecutive work days of absence, a doctor's note concerning the nature of the illness shall be submitted within ten (10) days of return to work.

Falsification and/or misuse of sick leave shall be grounds for suspension, termination of contract and/or reprimand.

Check stubs shall reflect the employee's sick leave accumulation and personal leave accumulation. Such accumulation shall be updated not more than once per month.

Earnings reported to SERS shall include all income paid to each employee. In addition, all income shall be taxed to avoid problems for employees when filing their income taxes.

PERSONAL LEAVE

Each employee shall be allowed annually to use up to three (3) days paid personal leave. Advance notice of five days shall be given the principal, except in emergency situations.

PERSONAL LEAVE RESTRICTIONS. Personal leave days shall not be taken:

- a. During the first week or last fifteen days of school.
- b. The day before or the day after a holiday or vacation.
- c. To seek other employment or work another job.

PERSONAL LEAVE DENIAL

The superintendent may deny personal leave if the principal is unable to schedule a substitute. (In case of demonstrated emergency, the superintendent may waive this rule.)

Personal leave shall not result in a deduction in pay for the employee. Personal leave shall not be accumulated from school year to school year.

Any unused personal days remaining at the end of the school year shall be converted to sick leave accumulation. These additional days are subject to the maximum sick leave accumulation.

Upon request of the classified employee, dock days will be exclusively governed by the Superintendent.

CHILD CARE LEAVE

A classified employee who wishes to remain home with a newly born child shall file a request with the Superintendent at least sixty (60) days prior to taking the expected unpaid leave. A classified employee who adopts a child shall provide as much notice as possible to the Superintendent for the request for unpaid childcare leave.

The Board will grant an unpaid child care leave for the remainder of the school year in which the leave is requested and/or for the next succeeding semester provided the request is made and the leave begins after March 1. The leave may be for the remainder of the school year in which the leave is requested.

The employee returning from child care leave shall be assigned to the position which he/she held at the time of going on child care leave, if available or to a similar position for which he/she is qualified.

JURY DUTY

When a classified member is called for jury service or mandatory court appearance by subpoena, he/she shall give his/her immediate supervisor proper notice. The Board will reimburse the employee his/her regular pay providing employee surrenders his/her per diem rate for court services to the Treasurer of the Board. It is the responsibility of the employee to collect for his/her court services and remand such to the Board Treasurer.

UNPAID LEAVE OF ABSENCE

Any classified employee shall be granted an unpaid leave of absence for verified reasons of health, and may be granted such unpaid leave for other reasons upon approval of the Board, up to a period of two (2) consecutive school years.

CLASSIFIED STAFF VACATIONS AND HOLIDAYS

VACATIONS

Classified personnel will be eligible for vacation after the first full year of employment. Only those employed on a 12 month contract will receive vacation with pay in compliance with state law.

The Superintendent will give final approval of vacation schedules for the classified staff. It will be his/her responsibility to see that vacations are scheduled so that the least interference with the operation of the schools results.

1. All 12-month classified personnel shall be entitled to two weeks of paid vacation one year through nine years of completed service; 10 through 14 years of completed service-three weeks (15 days); 15 or more years of completed service-four weeks (20 days).
2. Classified staff will make arrangements as to their vacation period with the person to whom they are responsible.
3. Vacation time will be credited to employees according to their length of service with the district annually on July 1st.
4. Vacation time may accrue from only one preceding year; however, employees are encouraged to use vacation annually.
5. During the first year of employment, vacation time will be pro-rated according to the number of months worked.
6. Employees shall request and report vacation days on appropriate District Forms available from the Treasurer's office.

Any exceptions to the above regulations must be approved in advance by the building principal and superintendent.

HOLIDAYS

The following holidays have been established by law as paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If Independence Day, Christmas Day or New Year's Day falls on a Saturday, employees will not be required to work on the preceding Friday. When any of these days falls on a Sunday, employees will not be required to work on the following Monday. Employees are eligible for paid holidays provided each such employee accrued earnings on his or her next preceding and next following scheduled work days before and after such holiday or was properly excused from attendance at work on either or both of those days:

Because various classifications of personnel are scheduled to work a different number of months during the calendar year, the Superintendent will inform all employees of the specific holidays to which their particular job classification is entitled. Due to the variation in scheduled days on school calendar from year to year, Memorial Day would not always qualify as a paid holiday for nine month employees. However, it is the intent of the Board for nine month employees to receive six (6) paid holidays. Therefore, nine month employees shall always receive Memorial Day as a paid holiday.

FAMILY MEDICAL LEAVE ACT

An employee who has worked for the District for at least 12 months is eligible for 12 work weeks of FMLA leave during a 12 month period provided the employee worked at least 1,250 hours the 12 months preceding the beginning of the leave.

TYPES of LEAVE

An eligible employee may take FMLA leave for:

1. The birth and first-year care of a child;
2. The adoption or foster placement of a child;
3. The serious illness of an employee's spouse, parent or child and
4. The employee's own serious health condition that keeps the employee from performing the essential functions of his/her job.

An employee may elect, or the District may require, an employee to use accrued paid vacation, personal or sick leave for purpose of a family leave. An employer cannot compel the employee to use the accrued medical/sick leave in any situation for which the leave could not normally be used.

SPOUSE EMPLOYED by the DISTRICT

If a husband and wife eligible for leave are employed by the District, their combined amount of leave for birth, adoption, foster care placement and parental illness may be limited to 12 weeks. An employee may not take FMLA leave to care for a parent-in-law.

INTERMITTENT and REDUCED LEAVE

Intermittent leave is leave taken in separate blocks of time due to a single illness or injury.

Reduced leave is a leave schedule that reduces employee's usual number of hours per work week or hours per work day.

Intermittent or reduced leave is available only for the employee's own serious health condition or to care for a seriously ill spouse, child or parent. Such leave may not be used for the birth or adoption/placement of a child.

The employee who wishes to use intermittent or reduced leave must have the prior approval of the district. Although the District and employee may agree to an intermittent

or reduced leave plan, the employee who uses family leave is not automatically entitled to use such leave on an intermittent basis or on a reduced leave schedule.

The District may provide such leave for medical leave but the District may transfer the employee to a position which is equivalent, but more suitable for intermittent periods of leave. The employee must furnish the District with the expected dates of the planned medical treatment and the duration of the treatment. The Superintendent must authorize such leave in writing.

BENEFITS

The District will maintain the employee's health coverage under the District's group health insurance plan during the period of FMLA leave. The employee should make arrangements with the District to pay the employee's share of health insurance (e.g. family coverage) prior to the beginning of the FMLA leave.

The employee will not lose any other employment benefit accrued prior to the date on which leave began but is not entitled to accrue seniority or employment benefits during the leave periods. Employment benefits could include group life insurance, sick leave, annual leave, educational benefits and pensions.

If the employee is on FMLA leave and paid leave (e.g., sick leave), he or she is entitled to all the benefits he or she would receive while on paid leave.

NOTICE

When the FMLA leave is foreseeable, the employee must notify the District of his/her request for leave at least 30 days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical. When the employee requests medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the District's operations.

The District may deny the leave if the employee does not meet the notice requirements.

CERTIFICATION

The District may require the employee to provide certification from a health care provider containing specific information required under the law if he/she requests a medical leave. If there is a question concerning the validity of such certification a second, and if necessary, a third opinion can be required both at the expense of the District.

Upon the employee's return to work, the district will require that the employee present a fitness statement from the employee's health care provider certifying that the employee is able to return to work.

RESTORATION

When the employee returns from the leave, the District will restore the employee to the same or an equivalent position with equivalent benefits, pay, terms and conditions of employment in accordance with Board policy.

Under certain circumstances, the District may deny restoration to a key employee. The District will comply with the notice requirements of the FMLA in denying restoration. A key employee is one who is among the highest paid 10% of the employees and whose absence would cause the District to experience a substantial and grievous economic injury.

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The board recognizes that employees of the District have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

Any employee who intends to campaign for an elective public office shall notify the Superintendent in writing at the earliest possible moment of the office which he/she intends to seek, together with the decision as to whether he/she wishes to continue employment and under what terms and conditions.

The Superintendent shall meet with and discuss these matters with the employee involved, and will present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are compatible with the time requirement for fulfilling the employee's responsibilities to the District.

The Board shall determine the terms and conditions under which the employee may continue employment as he/she seeks or holds such office.

In connection with his/her campaigning, no employee shall use school system facilities, equipment or supplies, nor shall the employee discuss his/her campaign with school personnel during the working day, nor shall the employee use any time during the working day for campaigning purposes.

STAFF GIFTS AND SOLICITATIONS

GIFTS

Students, parents and other residents and taxpayers of the District are discouraged from presentation of gifts to district employees.

SOLICITATIONS

No organization may solicit funds of staff members within the schools, nor shall anyone distribute flyers or other materials related to fund drives through schools, without the approval of the Superintendent. Nor shall staff members be made responsible, or assume responsibility for, the collection of any money or distribution of any fund-drive literature within the schools without such activity having the Superintendent's approval.

As a matter of policy, the Board expects such activities to be kept to a minimum. The Superintendent shall seek direction from the Board in instances where prior practice has set no policy as to a particular fund drive.

ACCIDENT REPORTS

All cases of accidents or serious illness occurring on school property, and which require medical attention, shall be reported immediately to the principal; the school nurse and, in the case of students, to the parent or guardian. All accidents shall be reported on the same day to the Superintendent through the online reporting system. The reporting program can be found on the District website under links, then select "health and safety", then click on "report an employee accident".

Each principal shall maintain a log of reportable accidents occurring on school property and/or to students and employees while under school jurisdiction.

WORKERS' COMPENSATION

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

Any employee who receives an injury while at work should immediately report such injury through the online accident reporting system. (See **ACCIDENT REPORTS**)

STAFF HEALTH AND SAFETY

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

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

Bus drivers will comply with all federal, state, and local laws concerning physical examinations. The results of all physical examinations will be filed with the Superintendent.

SMOKING ON SCHOOL PREMISES

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. The Board recognizes that smoking can be hazardous to the health and safety of both the smoker and the nonsmoker; therefore the board declares all school buildings to be designated smoke-free and to prohibit the use of tobacco products.

Anyone caught using tobacco in school buildings will receive a warning and be escorted from the building, and may also be subject to a fine in accordance with federal law.

This policy will be posted on all of the entry ways into District buildings.

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

Compliance with the District's substance abuse policy is a condition of employment for all School Bus Operators requiring a Commercial Drivers License. These individuals must report any convictions under a criminal drug statute for violations occurring on or off District premises while conducting District business. A report of a conviction must be made within five days after the conviction to the superintendent.

All applicants who have been offered employment will be required to undergo an evaluation which will include a screening test for drugs and alcohol.

DRUG FREE WORKPLACE

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

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

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

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

All employees will be provided the opportunity to participate in drug-free awareness program to inform them of requirements, services and penalties. For information about local drug and alcohol counseling, rehabilitation and re-entry programs and services, employees should contact:

Brown County Counseling
75 Banting Drive
Georgetown, Ohio 45121

(937) 378-4811

OR

Clermont Recovery Center
4424 Aicholtz Road
Cincinnati, Ohio

513-732-5604
513-230-5735 (24 hour information line)

OR

Christ Hospital Alcohol and Drug Center
2223 Auburn Avenue
Cincinnati, Ohio

513-369-1116 (Free Assessment Available)

STANDARDS OF CONDUCT AND DISCIPLINARY SANCTIONS

When there is a reasonable suspicion that an employee's work performance on-the-job behavior may have been adversely affected in any way by alcohol or drugs, or that an employee has otherwise violated this policy the District will require the employee to submit to an alcohol or drug test. An employee who tests positive for alcohol or illegal drugs as a result of such test shall be in violation of this policy.

Failure or refusal of any employee to fully cooperate, sign any required document, submit to any inspections or test, or follow any prescribed course of substance abuse treatment shall be in violation of this policy.

Violations of this policy will result in appropriate disciplinary measures, up to and including termination and may have legal consequences.

It is the responsibility of any employee using prescription drugs to so advise their supervisor of the type of drug and frequency of use. The employee may be required to produce appropriate written medical documentation. A determination will be made as to whether the employee should be able to perform his/her job safely and properly.

As with all of its policies, Eastern Local School District reserves the right to modify or supplement this policy from time to time as may be necessary and appropriate either to meet the objectives of achieving a workplace and a work force free from drug and alcohol abuse or to reflect changes required by law or regulation. Further, nothing in this policy is to be construed as a contract of employment or as a waiver of the District's managerial and administrative rights to discipline or terminate employees at any time.

Administrative Guidelines

The Eastern Local School District Drug and Alcohol Policies draw the line against:

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs on District premises or on District business, or in District-supplied vehicle or during working hours.
2. Unauthorized use, manufacture, distribution, dispensation or possession of any sale of alcohol on District premises or on District business, or in district-supplied vehicles or during working hours.

3. Storing in a locker, desk, automobile or other repository on school premises any illegal drug, any alcohol or any controlled substance whose use is unauthorized.
4. Being under the influence of an unauthorized controlled substance, illegal drug or alcohol on District premises or on District business, in District-supplied vehicles or during working hours. Impairment from alcohol includes any effect on work performance and does not require that a person's blood alcohol limit meet or exceed statutory limits. Impairment from an unauthorized controlled substance or illegal drug is defined as testing positive under the testing procedures adopted by the District.
5. Use of alcohol off company premises that adversely affects the employee's work performance, his own or others' safety at work or the District's regard or reputation in the community.
6. Possession, use, manufacture, distribution, dispensation or sale of illegal drugs off District premises that adversely affects the employee's work performance, his own or others' safety at work or the District's regard or reputation in the community.
7. Switching or adulterating any urine sample submitted for testing.
8. Refusing (immediate) consent to testing or refusing to submit a urine or blood sample for testing when requested by management as permitted under U.S. Department of Transportation regulations.
9. Refusing to submit to an inspection when requested by management.
10. Failure to report to the supervisor the use of a prescribed drug which may alter the employee's behavior or physical or mental ability if the drug may have a negative impact on job performance and the individual intends to work during the period the drug is being used.
11. Refusal to complete any documentation used in the collection and testing of urine or blood specimens or the reporting of results.

EMPLOYEES WHO ENGAGE IN THE ABOVE BEHAVIORS ARE IN VIOLATION OF DISTRICT POLICY. THEY ARE SUBJECT TO DISCIPLINE UP TO AND INCLUDING DISCHARGE.

When an employee is identified under "probable cause" said employee will be transported to and from test site by a school official.

If an employee tests positive to a random alcohol test said employee will remain at the test site and will be transported home by a school official.

If a school bus is involved in an accident the driver will follow all requirements as identified by the District supervisor.

The District's sole purpose of the program is to protect our students and work force and prevent substance abuse from interfering with our health, safety and success.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

The Board recognizes that AIDS is a significant medical and social problem. The Board desires to protect the rights of individual students or employees who may be infected with AIDS as well as to protect non-infected students, staff and the public.

Current medical information available indicates that it is unlikely that AIDS may be transmitted from one individual to another by the type of contact that occurs in a school setting.

The Board shall provide in-service training for teachers, administrators and non-teaching employees. The Board and administration will assist other public agencies in providing information about AIDS to the public. In developing such programs, it is expected that that information from sources such as the National Centers for disease Control, the Ohio Department of Health and the Ohio Department of Education will be utilized. One of the purposes of the education program will be to help dispel fears based upon erroneous information or a lack of information.

The Board believes, based upon current medical information, that each student or employee who is diagnosed as having AIDS is entitled to an evaluation of his/her medical condition. Decisions regarding the advisability of a particular student or employee continuing to attend or work in the schools of the District will be made only after consideration of all available information regarding the physical condition of that individual. To conduct these evaluations the Board will appoint an AIDS Evaluation Team. That team will consist of an administrator designated by the Superintendent, the individual's primary care physician, the school physician and a physician specializing in infectious diseases. The school physician shall act as the chairman of the AIDS Evaluation Team.

After an evaluation by the AIDS Evaluation Team, that team shall make a recommendation to the Superintendent regarding the future attendance or the future employment of an employee infected with AIDS. Based upon the same evaluation, the Superintendent may assign the employee to return to his/her usual place of employment unconditionally or to a work assignment under restrictive conditions, or the Superintendent may seek to have the employee utilize sick leave or be placed on a leave of absence.

The Board recognizes the need to protect the individual rights and the health of persons infected with AIDS and the rights and health of those not infected. The Board believes information concerning the health of any employee should be treated confidentially and

should be made known only to those who are required to have such information. The Superintendent, building principal and the employee's immediate supervisor should be informed of any physical condition, including whether or not an individual is infected with AIDS.

STAFF COMPLAINTS AND GRIEVANCES

The Board will encourage the administration to develop effective means for resolving differences that may arise among employees and between employees and administrators; reducing potential areas of grievances and establishing and maintaining recognized channels of communication between staff, administration and Board.

Grievance procedures should provide for prompt and equitable adjustment of differences at the lowest possible administrative level; each employee should be assured opportunity for an orderly presentation and review of complaints and concerns.

The procedure established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract(s).

STAFF LUNCHESES

The cost of a full lunch is \$3.00. Ala Carte items may be purchased if full lunch is not desired. **ALL STAFF MEMBERS ARE EXPECTED TO PAY FOR THEIR LUNCHESES.** Staff members are not to charge lunch, except in an emergency.

EMERGENCY NOTIFICATION NETWORK

It may be necessary to deliver an emergency message (especially for school closing) to all staff members at a time when school is not in session. Consult the Emergency Notification Flow Charts provided for your building. You will receive an extra copy to take home. Review the chart to make sure your phone number is correct. Notify the office if the number is changed during the year.

Please be sure to instruct family members in the use of the Emergency Notification Flow Chart in the event you are not at home when a call comes.

TELEPHONE USAGE

Telephones and FAX machines are available to staff members for use in carrying out their assigned, professional responsibilities. Personal long distance calls are not permitted except in emergency situations. **ALL OTHER PERSONAL PHONE CALLS SHOULD BE KEPT TO A MINIMUM DURING THE SCHOOL DAY.**

Use of the FAX machine for personal transmissions will be charged to the individual employee according to a cost determination by the Treasurer's office.

BUILDING SECURITY

The principal is responsible for building security, though it is important that all employees share the responsibility by being conscious of the need for security at all times. The building is never to be left unlocked when there is no one in the building.

1. Leave nothing of value of your own unattended.
2. Do not leave money, even if you feel you have it well hidden.
3. If the room is not in use, lock it when you leave.
4. Notify the principal immediately if you feel that security has been broken - that is, if you suspect unauthorized entry and/or if items are missing.

KEYS

All keys are inventoried through the District Maintenance Supervisor and are issued only after authorization from the appropriate building principal. Do not ask any other person for keys without permission of the principal. Each request for keys will be considered on an individual basis. Entrance keys are available for short term loan if entrance is not required on a regular basis.

1. Keep your keys on your person at all times. Do not lay them on a desk or lend them to anyone.
2. Use your keys to maintain security as appropriate. You are responsible for the area to which you are assigned and for the equipment assigned to you. Lock it up.
3. Do not under any circumstance attempt to duplicate any key issued to you.
4. If you should lose possession of your keys by theft, misplacement, or otherwise, notify the principal immediately, day or night. The principal will determine the steps to be taken to restore security.
5. Employees will be held personally responsible for all costs associated with replacement of keys, re-keying locks and/or replacement of locks.

The district maintenance supervisor maintains a control list of all keys issued to each staff member. Please cooperate in our efforts to maintain security of our building.

STAFF CONDUCT

All staff members have a responsibility to be familiar with, and to abide by, the laws of the State of Ohio, the policies of the Board and the administrative regulations designed to implement them.

The Board expects staff members to conduct themselves in a manner which not only reflects credit to the District, but also presents a model worth emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities which will be required of all personnel:

1. Faithfulness and promptness in attendance at work;
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students;
3. Diligence in submitting required reports promptly at the time specified;
4. Care and protection of school property;
5. Concern and attention toward their own and the District's legal responsibility for the safety and welfare of students, including the need TO ENSURE THAT STUDENTS ARE UNDER SUPERVISION AT ALL TIMES.

PUBLIC COMPLAINTS

Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or assist the schools to do their tasks more effectively.

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful or negative criticism and complaints.

Although no member of the community will be denied the right to bring his/her complaints to the Board, he/she will be referred to the proper administrative channels for solution before investigation or action by the board. Exceptions may be made when the complaints concern Board actions or Board operations.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, the person making the complaint will be asked to file a parental complaint form. This is necessary before any formal action is taken. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment and presentation of the facts as he/she sees them.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. The staff should be given the opportunity to consider the issues and attempt to resolve the problems prior to involvement by the Board; therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Employee
2. Principal
3. Superintendent
4. Board

The Board expects the staff to receive complaints courteously and to make a proper reply to the complainant.

PERSONNEL RECORDS

The Superintendent will develop and implement a comprehensive and efficient system of personnel records. The following guidelines govern such records:

1. Personnel files will contain records and information relative to compensation, payroll deductions, evaluations and such information as may be required by the state or federal government or considered pertinent by the Superintendent. Anonymous material or material from an unidentified source will not be placed in a staff member's file.
2. A personnel file for each employee will be accurately maintained in the District office in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees.
3. State law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. Upon request, the person responsible for maintenance for the public records is required to make copies available at cost, within a reasonable period of time.
4. The public will have access to all records in the personnel file with the Following exception:

- A. medical records;
 - B. records pertaining to adoption, probation or parole proceedings;
 - C. trial preparation records;
 - D. confidential law enforcement investigatory records and
 - E. records of which the release is prohibited by state or federal law.
5. Each employee will have the right, upon written request, to review the contents of his/her own personnel file. Exceptions to this shall include medical, psychiatric or psychological information determined by a physician , psychiatrist or psychologist to be likely to have an adverse affect upon the employee. Requests will be made to the Superintendent and scheduled for a time convenient for the parties involved.
6. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file after the appeal outlined in the Ohio Revised Code. The appeal procedure permits any employee who disputes the accuracy, relevance, timeliness or completeness of information maintained in his/her file to compel the District to investigate the current status of the information.
7. Personnel records should be reviewed only within the confines of the Superintendent's office or the Board's office.

IMPORTANT NOTICES

A. A.H.E.R.A. Notifications (Asbestos Hazard Emergency Response Act)

The Eastern Local School District Board of Education has adopted an approved plan for asbestos management. This plan is available for review at the District Office. The District Asbestos Program Manager is Dan Otto.

B. Bloodborne pathogens

In compliance with Ohio law, the Eastern Board of Education has adopted a policy and has developed an action plan which addresses bloodborne pathogens with regard to the impact upon students and employees. The action plan is available for review in the principals office of any of the buildings.

The Board recognizes that there is a serious health risk involved in dealing with the human blood and bodily fluids. All employees are directed to adhere to the universally recognized precautions when dealing with these substances.

Bloodborne pathogen clean up kits are available in all buildings. Teachers also have access to rubber gloves for their protection. If you have questions about the location of these supplies or about proper procedures, contact your building principal.

C. Sexual Harassment

You are reminded that the District has a policy prohibiting sexual harassment. You may wish to refer to the student or faculty handbook for a review of the policy. There is a requirement that any complaint be investigated within 24 hours.

D. Child Abuse Reporting

Ohio law now requires that ALL cases of suspected child abuse be reported by the first person who notices or suspects the abuse. Board policy requires that the Superintendent be notified within 24 hours of the official report to law enforcement or children's services. Report of Child Abuse forms are available in the back of this handbook or in the principal's office.

E. Confidentiality

The Board of Education policy and State and Federal law require that certain personally identifiable information be held in confidence and may ONLY be shared with others with permission of the student's parents.

Common sense dictates that we should NOT discuss a student's progress, problems or discipline with anyone without a clear purpose related to the benefit of the student being discussed.

Grocery store or barber shop discussions of school matters are generally inappropriate. Even if you are talking to a colleague, there are usually many "ears" tuned into your conversation.

A good rule of thumb would be to ask yourself how you would feel if someone was talking about your child under similar circumstances.

F. Section 504/Title IX Coordinator

Miss. Alana Mason and Mr. John Cooper have been designated by the Eastern Local School District Board of Education as the Section 504/Title IX Coordinators for the District.

G. Ohio Achievement Assessment Security

The Board of Education has a policy governing test security and administration.

Violation of Ohio Achievement Assessment security provisions as adopted by the State Board of Education may result in fines, jail time and/or revocation of the teaching certificate.

Persons responsible for test security include: District and building level test coordinators, all examiners and test proctors and ANYONE who access to assessment documents at ANYTIME.

H. Child Abuse/Neglect Reporting Requirement.