



EMPLOYEE HANDBOOK 2024-2025

OVERCOMING TOMORROW'S EDUCATIONAL NEEDS TODAY!

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(Through 12/31/24)

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The Preble County Educational Service Center does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability, in providing equal opportunity for employment and admission or access to any of the facilities, programs, and activities which it operates.



Strategic Plan

Mission Statement

The Preble County Educational Service Center will collaborate with community partners to serve the individualized needs of its students, families, staff, and districts.

Goal 1: The Preble County ESC seeks quality staff members who are whole-student focused and passionate about professional growth.

Goal 2: The Preble County ESC will intentionally promote our services and celebrate the success of our students and staff.

Goal 3: The Preble County ESC will continually improve its facilities to create a safe and welcoming learning environment to better serve our community.

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INTRODUCTION

Welcome to the Preble County Educational Service Center (PCEESC)! We hope that your time of employment with the Educational Service Center will be career-enhancing and a very enjoyable experience. This handbook will assist you by answering some of the questions you might have as you continue your employment with our organization. More in-depth questions about policies and procedures can be answered by asking your immediate supervisor or reading the Preble County Educational Service Center Governing Board Policy Manual on our web site at www.preblecountyesc.org. Policy binders are located at the following sites:

Preble County ESC Central Office
PCEESC Success Academy Office

The Preble County Educational Service Center will collaborate with community partners to serve the individualized needs of its students, families, staff, and districts.

In support of this mission statement we like to promote a team concept and hope all staff will feel they are part of the team that makes the ESC a successful organization. Employees need to feel comfortable in discussing concerns and questions they might have about procedures that affect their daily working lives. Your input about those processes and procedures help to shape our ESC into an efficient and effective organization. It may be impossible to avoid all misunderstandings. Some decisions which have to be made will not meet with 100% consensus. Be assured however that decisions are made with the best intentions for all. It is the desire of the Governing Board and the Superintendent that any areas of concern should be addressed with your immediate supervisor. Good communication is key in preventing needless rumors and innuendos.

PURPOSE OF THIS EMPLOYEE HANDBOOK

The purpose of this handbook is to provide a summary of policies, procedures, rules, and copies of current forms that impact your employment. This is not a substitute for the current version of the Governing Board Policy Manual (GBPM) which you are welcome and encouraged to review. Please contact your supervisor for the location of these manuals. This handbook will inform you about the Preble County Educational Service Center's benefit programs provided to you as a valued employee.

We ask that you read this handbook carefully, and refer to it whenever questions arise. However, no employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. If anything is unclear, please discuss the matter with your supervisor.

YOU'RE PART OF OUR TEAM

As a member of the Preble County Educational Service Center's team, you will contribute your talents and energies to improve the quality of our classroom education programs, products and services. In return, you will be given opportunities to grow and advance in your career.

The Preble County Educational Service Center is dedicated to two standards:

1. To provide our customers with the best quality products and services at the best prices.
2. To provide you with wages and benefits comparable to others doing similar work within the industry and the region.

The only things we require for employment, compensation, advancement, and benefits are performance and a good team attitude; however, all employment at the Preble County Educational Service Center is "at will." No one will be denied opportunities or benefits based on age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit the performance of essential job functions; nor will anyone receive special treatment for those reasons.

WHAT THE EDUCATIONAL SERVICE CENTER EXPECTS FROM YOU

Your first responsibility is to know and perform your job functions in a professional manner. You are expected to cooperate and support both the mission of the ESC and your fellow employees. We want you to maintain a good team attitude as you interact with fellow employees and those whom the Preble County Educational Service Center serves. How you accept direction can affect the success of your department. The performance of one department can impact all the services offered by the Preble County Educational Service Center; consequently, regardless of your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the center, and personal satisfaction for you.

You are encouraged to take advantage of opportunities for personal development that are offered to you. This manual offers insight on how you can positively perform to the best of your ability to meet and exceed the Preble County Educational Service Center expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We are dedicated to making the Preble County Educational Service Center an organization where you can approach your manager, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of the Preble County Educational Service Center.

Remember, you help create the healthful, pleasant, and safe working conditions that the Preble County Educational Service Center attempts to provide for you and your fellow employees. The Preble County Educational Service Center needs your help in making each working day enjoyable and rewarding.

NEW EMPLOYEE HELP

When you are hired as a new employee of the Preble County Educational Service Center, your supervisor will want to set up an orientation meeting with you in order to familiarize you with the operations of your position. There will also be paperwork items that will need to be completed for the treasurer's office, as well as items needed for your certification file. Listed below are steps which you should follow and complete.

EMPLOYMENT PROCEDURES:

1. Make an appointment with the Treasurer's Department to complete employment and payroll forms. Employees must submit insurance information to the Treasurer's Department within 30 days of employment for coverage. A copy of this Employee Handbook will be made available to you at this time.
2. Meet with the employee certification secretary to find out what items you will need for your employee certification file. This will include, but not be limited to, a work experience sheet, a valid Ohio Department of Education license, official University transcripts, if applicable to your position, and employee background check.

3. Set up an orientation meeting with your supervisor to discuss your duty day calendar, time on and off duty expectations, obtain keys and security codes if applicable, and discuss up-coming required trainings, first day expectations, and employee evaluation. Also, you will be asked to read and sign a copy of your job description for your employee file.

4. Based on the information from your certification file, a contract and salary notice will be created for you by the Treasurer's office. Once it has been approved by the Governing Board, it will be sent to you to read and sign. You can then return a copy to the Treasurer's Department.

5. You should receive a Preble County ESC email account information sheet as soon as possible. Many of the required forms and trainings you will access as an employee will use this email account as a user login. Also, this will be the most efficient way for you to regularly communicate with your supervisor and fellow employees, as well as, receive regular staff communications.

EMPLOYEE LEAVES

Sick Leave:

The complete policy for sick leave is located in the Governing Board Policy Manual - policies GCBD-R and GDBD-R. All employees will use the online Employee ESS system to access their leave status and submit leave requests. Training will be provided to all employees who need it. For more information about the Employee ESS system, contact your supervisor.

All employees of the Preble County Educational Service Center eligible for sick leave shall receive 15 such leave days annually at the rate of one and one-quarter days per month. Unused sick leave shall be cumulative up to 190 days.

Sick leave may be used for the following purposes and must be approved by the Superintendent:

1. Absence of the employee due to personal illness, injury, pregnancy, or exposure to a contagious disease which could be communicated to other staff or students.

2. Absence of the employee due to illness or injury of someone in the employee's immediate family which is defined as parent, brother, sister, spouse, child, parent-in-law, stepchild, custodial family member, or member of the household that stands in the same relationship as the aforementioned.
3. Absence due to death in the immediate family. The exact number of days shall be determined and approved by the Superintendent.

If you are sick and unable to come to work, you need to contact your immediate supervisor. Those certified teachers with classroom responsibilities that require a substitute teacher will also use the Absence Management System, formerly AESOP. Bus drivers, bus aides, and non-contracted staff should contact their supervisor when a substitute is needed.

Employees who are aware of the need to use sick leave in advance, such as a scheduled doctor's appointment, should fill out and submit the leave request in the ESS as soon as possible to allow for the approval of the request and any necessary adjustments. Any questions as to whether sick leave will be granted should be directed to your supervisor. A sick leave request should be submitted as soon as possible on your return to work or in advance when applicable (i.e. doctor's appointment). **All requests need to be submitted in the ESS within 5 working days of the date of the absence in order to get credit for the time off. Not submitting the day in the ESS could result in the day being counted as a dock day.**

Before an employee can return to regular employment after an illness Leave of Absence, Disability Leave of Absence, a Maternity Leave of Absence or a Governing Board Initiated Leave of Absence, said employee shall provide a medical statement from the attending physician stating that the employee is physically and/or mentally able to work and perform regular assigned duties. (Governing Board policy GDBD-R)

Vacation and Holiday Leave:

The complete policy for vacation leave is located in the Governing Board Policy Manual (policies GCBE and GDBE) which can be found at our website: www.preblecountyesc.org.

Employees who are eligible for vacation days are encouraged to schedule vacation days with the following priority:

1. during times when school is not in session, and
2. times when it will not negatively impact the normal operation of your position and/or schedule.

Legal holidays for twelve-month classified employees are: Labor Day, Veteran's Day, Columbus Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteen Day, and the Fourth of July. On occasion, Veteran's Day is a scheduled work day.

As it is with sick leave, vacation leave requests will be submitted and approved on-line in the employee ESS.

Family Medical Leave (FML):

An employee who has worked for the Educational Service Center for at least 12 months is eligible for 12 work weeks of unpaid Family Medical Leave during a 12-month period, provided the employee worked at least 1,250 hours in the 12 months preceding the beginning of the leave. This can run concurrently with paid sick leave (if available).

An eligible employee may take FML 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;

4. the employee's own serious health condition that keeps the employee from performing the essential functions of his/her job.

When requesting Family Medical Leave, obtain the appropriate form from your supervisor and submit the completed form to the Treasurer's Department. The current Family Medical Leave Request form is located in the Treasurer's office and on the ESC Website (www.preblecountyesc.org).

Personal Leave:

The complete policy for personal leave is located in the Governing Body Policy Manual (policies GCBD-R and GDBD-R) which can be found at our website: www.preblecountyesc.org.

All full-time Preble County Educational Service Center employees may be granted three (3) days of personal leave upon approval of the online request by their immediate supervisor and the Superintendent or his designee. The online request through the ESS should be submitted to your immediate supervisor at least three work days in advance, except in the event of an emergency.

Personal leave does not accumulate from one contract year to the next. Administrative contracts run from August 1 - July 31, classified contracts run from July 1 - June 30, teacher and teacher aide contracts run from the first to the last day of the school year.

The following is a list of reasons for permitting use of personal leave:

1. Sale or purchase of real property.
2. Graduation of son, daughter, husband, wife, father, mother, or self.
3. Marriage of self, son, or daughter (one day only).
4. Settlement of an estate.
5. Adoption of a child.
6. Appearance in court.
7. Funeral of a close friend and/or relative not covered under the sick leave policy.
8. An act of nature or an accident that disrupts utility services, plumbing, heating, etc.

9. Registration for college courses, if Saturday or evening registration is not presently available or presents a hardship.
10. To receive an award for contributions to education, community, or church.
11. Observance of a recognized religious holiday for which abstinence from work is a necessary requirement for its observance.
12. Other necessary personal business, which cannot be conducted, except during work hours and does not appear elsewhere on the list.

“Other personal business” does not include recreation, shopping, seeking employment, pleasure trips, accompanying someone on a business trip, or other similar activities.

When requesting personal leave, employees need to make sure to identify personal leave as the type of leave in the ESS before submitting the leave request. The system then will automatically send it to the appropriate supervisor for approval and inform the employee when the approval process is complete.

Except in extreme emergencies, personal leave shall not be granted the day immediately preceding or following a holiday (i.e., Labor Day) or holiday recess (i.e., Spring Break), a scheduled vacation period or during the first two weeks and last two weeks of the school year.

Personal leave may not be used for any activity in which an employee would receive personal income.

Any abuse by the employee of this personal leave policy shall be investigated by the Superintendent and the Governing Board and shall be considered as possible just cause for disciplinary action up to and including dismissal.

SALARY AND BENEFITS:

Salary:

The Governing Board maintains separate salary schedules for Administrative Staff, Teachers, and Classified Staff. Copies of current salary schedules may be obtained from the Treasurer's Department.

Preble County Educational Service Center employees are paid semi-monthly on the fifteenth and the last day of each month. If one of those days falls on a weekend, the pay date will be the Friday prior to that date. If the pay date falls on a holiday, the pay date will be the last work day before that holiday.

Life Insurance:

The Governing Board provides contracted full-time employees with life/accidental death and dismemberment insurance at no cost to the employee. The amount of the policy is \$30,000.

Medical Insurance:

Benefits in addition to basic salary are recognized by the Board as an integral part of the total compensation plan for staff members. The benefits extended to staff members will be designed to promote their present and future economic security. The complete policy for the medical insurance is located in the Governing Board Policy Manual (policies GCBC and GDBC) which can be found at our website: www.preblecountyesc.org.

Those contracted employees who work 20 or more hours per week are eligible for health, dental, and vision insurance as outlined below.

The Governing Board agrees to pay the health care costs under the Core or the Low Option Plans with Health Reimbursement Account for all eligible employees as follows:

Medical (Including Prescription Drug) and Human Organ Transplant (HOT Rider)
80% of Premium

The remaining 20% of the premium and additional health care packages such as dental and/or vision shall be at the expense of the employee.

Employees hired after August 1, 2021, are eligible for healthcare coverage at a prorated rate amount of the 80% of the Premium based on the number of hours worked per day for employees working less than six and a half (6.5) hours per day. The remaining premium shall be at the expense of the employee.

Dental Insurance:

Full-time employees may choose to receive Dental Insurance through Delta Dental. The Governing Board does not pay any of the premium costs. It is the sole responsibility of the employee to cover the premium costs.

Vision Insurance:

Full-time employees may choose to receive Vision Insurance through Vision Service Plan. The Governing Board does not pay any of the premium costs. It is the sole responsibility of the employee to cover the premium costs.

All employees must elect or waive insurance coverages through Benelogic (<https://epc-online.benelogic.com/>).

All employees will also be required to meet with an American Fidelity representative to fulfill our Section 125 and allow employees to pay for benefits on a pretax basis.

Additional insurance/benefits may be purchased at the employee's expense through American Fidelity or Aflac. Options include: Accident Only Insurance, Cancer Insurance, Disability Insurance, 403b, Flexible Spending Account (FSA), and Life Insurance.

Health Reimbursement Arrangement (HRA):

An HRA is an employer funded medical expense reimbursement plan. Under this program, you will be able to receive reimbursement for the cost of qualified medical expenses, also including dental and vision expenses, without taxation.

You are eligible for the HRA plan if you enroll in the Core Option or Low Option for medical insurance through the ESC. Employees with single coverage will receive \$750 per year with a maximum accumulation of \$3,000. Employees with family coverage will receive \$1,500 per year with a maximum accumulation of \$6,000. This plan is managed through www.naviabenefits.com. All reimbursement claims must be submitted through this site.

Deductions/Direct Deposit:

All employees are required to receive their paycheck via direct deposit. The ESC Treasurer's office also encourages all employees to sign up for email notification for your pay stub. It is possible to have the Preble County Educational Service Center make additional deductions from your paycheck, such as for a credit union, Governing Board approved annuities or deposit into your savings account at a participating bank. Contact the Treasurer's Department for details and the necessary authorization forms.

Severance Pay:

The entire policy on Severance Pay eligibility is outlined in the Governing Board Policy Manual (policies GCPCA-R and GDPCA-R) which can be found at our website: www.preblecountyesc.org.

A summary of the benefits are as follows:

1. Employees who have served ten (10) years or more with the Governing Board, with the state or a political subdivision or a combination thereof, may receive, at the time of retirement, one-quarter of the employee's accrued but unused sick leave up to a maximum of thirty (30) days.
2. The value of the severance pay equals the daily rate at the time of an employee's retirement, multiplied by the number of unused sick leave days to be paid in conformance with the Ohio Revised Code.

Such payment shall be made only once and within six (6) months after acceptance into the State Teachers or School Employees Retirement System and shall eliminate all sick leave credits accrued by the employee.

Certified employees who have retired under the rules of the State Teachers Retirement System are not eligible for severance pay based upon a subsequent retirement.

Purchasing Procedures:

A purchase order must be issued for all purchases of goods or non-contracted services and contracted services. IF YOU MAKE A PURCHASE THAT HAS NOT BEEN APPROVED THROUGH THE REQUISITION/PURCHASE ORDER PROCESS, THE INVOICE WILL NOT BE HONORED AND YOU WILL BE LIABLE FOR PAYMENT. All requests for purchases must be submitted to the Preble County Educational Service Center in requisition form. Please contact your supervisor for particular budget line items and amounts before filling out the necessary requisition forms.

Requisition Processing:

Goods or Non-contracted Services

Before starting the requisition, verify the pricing is current. Please remember a purchase order is approval for the items/service, not a monetary amount. The requester fills out the requisition form with all the necessary information as follows:

1. "Requested By" - your name (unless otherwise noted, the order will come to the main office to the attention of the requester).
2. "Date" - today's date.
3. Name and address of company and/or person from which the purchase is being made.
4. "Quantity" - number requested, please note if it is other than a single unit (i.e. Pkg/12).
5. "Catalog No." - please include a catalog number if there is one.
6. "Description of Item" - please include a brief description.
7. "Unit Price" - use only if you are ordering more than 1.
8. "Amount" - carry over the quantity times the unit price.
9. "Shipping" - Add the amount of shipping based on the percent noted on the requisition form. Any shipping different from this percent must have supporting documentation attached to the form (i.e. copy from catalog).
10. "Account Codes" - List the account from which the item is being purchased. You may use more than one account code on a requisition but please identify which item is being paid from which account.
11. Turn in the completed requisition to your immediate supervisor.

Contracted Services

Prior to filling out a requisition:

1. Verify the service(s) and the date(s)/time period the contract covers. At this time, you should identify what the vendor expects as fee, mileage, lodging, meals, etc. **PLAN AHEAD - THESE SERVICES MUST BE APPROVED BY THE PCESC GOVERNING BOARD.**
2. Fill out a contract (blank contract forms and sample are kept with the requisition forms) with the name and address of the vendor, exact service to be rendered, dates and time period this commitment covers, and the exact amount. Payment will be issued according to the contract.
3. Have the vendor fill in his/her social security number or tax I.D. and sign the applicable signature block. If you need to send the contracts out for signing, send two contracts to the vendor and attach two copies to the completed requisition.
4. Complete a requisition reflecting the contract information and the appropriate account codes. Attach either the signed contracts or the two copies and turn in to your supervisor. The requisition is either signed/approved by the supervisor and forwarded to the Treasurer's Department or returned to the requester by the supervisor. The Treasurer's Department determines if funds are available and the Treasurer signs the requisition and forwards it to the Purchasing Agent for approval or disapproval. If the requisition is not approved, it is returned to the requester. If the requisition is approved, it is returned to the Treasurer's Department for purchase order processing.

Purchase Order Processing

When a requisition is approved a purchase order is issued and forwarded to the vendor. A copy of the requisition and purchase order is returned to the requester. When the complete order is received or the non-contracted service is performed, the requester signs and dates either the packing slip or his/her copy of the purchase order and forwards it to the Treasurer's Department. For a contracted service, please sign and date your copy of the purchase order verifying the

contract service has been completed and is ready for payment. **THE VENDOR CANNOT BE PAID UNTIL THIS PROCESS IS COMPLETE.**

Contact the ESC Central Office or the Success Academy (formerly ESC Alternative School) Office for the most recent Requisition and Contract forms.

Travel:

Employees whose job description requires them to consistently travel between job sites are entitled to travel reimbursement.

After reaching your first destination of the day, remaining travel mileage accumulated during the day which is associated with your job assignment, may be reimbursed up to your return trip home, which is not reimbursable. Day long trips made from home to out of county sites and when the return is to the home can be counted for reimbursement with approval. Your supervisor can advise you of these situations.

A Preble County Educational Service Center mileage chart is available and should be used to calculate mileage. A mileage recording form is available online for monthly travel reimbursement and serves as an appropriate invoice for travel. This form is a “shared” form in your Google Apps account and instructions will be given to you by your supervisor on how to access it, fill it out, and submit it each month. This is required by policy to be submitted to your supervisor for review by the 20th of each month for the miles traveled the previous calendar month. Mileage should not be estimated for future dates and should correspond to the ESC Mileage Chart for regular travel between Preble County school sites. Mileage between sites not identified on the mileage chart should be recorded by odometer reading. Mileage for professional development events should be recorded on the Professional Meeting form and submitted separately from the regular day to day work mileage. See the Professional Meeting section of this manual for more information.

The most current Mileage Chart is available at the ESC office and is available in the central office and on the ESC website. The mileage form is accessed by going to your Google Drive under documents “Shared with me.”

Professional Meetings:

Attendance at professional meetings needs to be approved prior to the meeting. A special Professional Meeting Form and a requisition(s) need to be completed for approval and reimbursement of expenses. These forms must be approved by your supervisor. This form will then be submitted to the Superintendent for approval. All forms should be submitted for Board approval before the meeting takes place. When your form is approved, you will receive a signed copy which signifies approval for your attendance. Upon returning from the meeting, fill in actual expenses with receipts and return to the Treasurer's Department for reimbursement. Keep a copy for your files. Instructions on this process will be given to you by your supervisor during the new employee orientation. Questions by current employees can be answered by their supervisor.

Professional Meeting forms are available in the ESC Central office or on the website.

ACCESS TO WORKPLACE

Use of Buildings during Off Hours:

Office hours for the Preble County Educational Service Center are Monday-Friday from 7:00 a.m. to 4:00 p.m. Success Academy (facility hours are Monday-Friday from 7:30 a.m. to 4:00 p.m. The classroom portions of the Preble County ESC buildings occasionally have activities during evening and weekend hours, however, use of the general office areas will be restricted to regular office employees during times beyond regular office hours. Use of any of these facilities during evenings and weekends needs to be cleared with your supervisor.

Key Cards:

For security purposes, entrances to the Success Academy (formerly ESC Alternative School) building and the classroom sections of the Preble County ESC building have magnetic locking devices which can only be opened with a key card. All new contracted and supplemental employees working in either of those buildings should contact their supervisor for key cards so they can enter the buildings during regular business hours. A break away lanyard will be provided

with the picture ID key card so that employees will always have identifying information with them as they go through their work day.

Keys:

Generally speaking, keys for access to buildings are not given to every employee. However, we want you to have access to your work area for the times you need it. It is best to discuss with your supervisor your need to have access to your work area beyond normal operating hours in order to work out an access plan that suits your needs. Those employees who are given keys to the ESC buildings will be responsible for the security of those keys in their possession and will be required to return them to their supervisor should their employment end with the ESC. Building access codes for entrance into buildings in off hours will be given to certain employees, as well, and should not be shared with others.

Use of Equipment and Computers:

Employees are welcome and encouraged to use any equipment in the office in accordance with their job. Some computers and/or equipment are assigned or located on individual employee desks. In these situations, please check with the individual or your supervisor before using the equipment. Some equipment may be taken from the office but it must be checked out through the Treasurer's office. Employees assigned laptop computers as an alternative to their desktop device can take them home to use without checkout with the understanding that it will be used for work-related use while at home. Data or information on workplace laptops are often times confidential and will need to be held to the same security standards as desktop devices in the workplace.

Technology and Computers:

Access to computer technology and upgrading other technologies has increased each year. If you have a specific technology need, submit that request in writing to the technology coordinator. A Technology Committee has been formed of various employee representatives. This committee was formed to ensure consistency in new technology purchases, to reallocate unused items, and to recommend staff training needs each year. Technology purchases may be

reviewed by this committee before the request will be granted. Requests are prioritized against all requests and as the budget allows. You will be informed of when and what action we will be able to take. Our goal is to meet everyone's needs as quickly as possible.

Online Access:

Preble County ESC employees have access to the internet through their workplace computer as assigned to them based on their particular job description or through the use of computers available to them at each of the buildings. Employees without an assigned computer through their job should contact their supervisor in order to determine computer availability in each building. All employees will be assigned a work email (Google Apps for Education) to use in order to communicate to other employees, access work related documents, create a work calendar and access online professional development like the Public School Works required safety courses. Regular staff communications will be through email, so all employees are encouraged to check their email regularly. Staff will also use Google email for a regular sign in/sign out process for attendance. This process will be explained to employees at the beginning of the school year meetings.

All employees have the responsibility to read and follow an on-line policy with the understanding that these services will be used to assist them in their employment. Please see Appendix B, Computer/Online Services policy or access the policy on the Preble County ESC website at www.preblecountyesc.org.

Use of ESC Equipment for Personal Reasons:

Employees have access to office copiers or fax machines as their job dictates. Some copiers will require a personal code to use which will be given to the employee at their orientation. See your immediate supervisor or a secretary for the appropriate code and proper use of this copier. If copies or faxes need to be made for personal use, please check the price sheet in the production area. Payment should be made at the Treasurer's Department. The Preble County Governing Board supports a policy on copyright regulations. All employees should be familiar with and follow these guidelines. Warnings concerning the copyright restrictions are posted in office copy areas.

Use of the phones for personal calls is sometimes necessary because of home emergencies. Employees should be responsible in making these calls so they will

not tie up lines needed for school business. If long distance personal calls are necessary, please use a personal cell phone.

EMERGENCY PROCEDURES

Instant Connect Announcements:

The ESC uses an automated phone, text, email system to make announcements to staff and parents. Although this system has the ability to make announcements to specified groups, all announcements should be cleared by a supervisor before being generated. Because this system will be used to make both general and emergency announcements to staff, you will be asked at the beginning of the year to fill out an emergency contact form stating the most reliable method for your contact. Calamity day announcements will be made with this system both for staff and students.

Calamity Day Procedures

In case of inclement weather, the following procedures will be followed:

- Support Staff, Psychologists, Therapists, and other employees who work preset schedules and have workstations in certain school districts will be on the automated phone system of that district. If the school that you are assigned to is closed, then you can use that day as a calamity day. If you intend to work on a day assigned as a calamity day by that district, then contact your supervisor so you will be credited with that day on your duty day calendar.
- MD/Success Academy (formerly ESC Alternative School)/ Preschool Staff will have an automated telephone calling, texting, email system that will be used to notify the teaching staff concerning the closing of the programs. As a convenience for parents and students, announcements will be on the local TV stations as “The Preble County ESC Classroom Programs.”
- PCEESC administration, coordinators, and staff who have workstations in the PCEESC building will report to work during hazardous weather days unless the PCEESC building is closed. The closing of the PCEESC building will be announced through an automated calling system and will be referred to as the “Preble County ESC Central Office”. *Office employees will not be able to work at home as an option during bad weather days.*

Please note: Recent changes in State law requiring the minimum school year be addressed in “minimum hours” rather than “minimum days” have required changes in the ESC classroom calendars. ESC classroom staff will make up all hours of closure in excess of 30 hours. The adopted school calendar identifies these “make-up” days to be added to the end of the school calendar. An ESC classrooms “make-up” schedule will be identified by your ESC Board in March and staff should contact their immediate supervisor for more information. All staff will be required to make up all hours missed due to calamity day closures in order to fulfill contractual obligations unless a special waiver is granted by the ESC Board. Employees should not schedule special activities or vacations during these days, in case they should be needed as make-up duty days.

Emergency Classroom Procedures

Because of the various locations of our classrooms and staff assignments, it is suggested that the procedures of that particular building be used in emergency situations. Each building has procedures in place for fire drills, tornado drills and other emergency possibilities. Please make yourself and your students aware of these procedures and follow them at all times.

FIELD TRIP PROCEDURES

Walking Field/Community Trips

Sometimes an ESC classroom will take a walking field trip in the community for the purposes of student life skills education. Teachers and classroom staff need to take the same precautions with these field trips as they would with trips made with buses. If it is part of the regular scheduled routine of the classroom, individual trip approval may not be necessary, however office notification is required. All community trips not part of the regular schedule of the classroom should have supervisor approval before commencing.

Use of School Buses

Requests for buses for field trips and activities **must be made two (2) weeks prior** to the date needed. Costs for the bus use should be calculated with all other

expenses of the field trip in order to determine the feasibility of the trip. Request forms are available at the Preble County Educational Service Center and the Success Academy (formerly ESC Alternative School) office. These forms will be forwarded to Mike Derringer, Debby Barnett or Shawn Hoff then to John Rush, Transportation Supervisor.

NONDISCRIMINATION

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.

District Compliance Officer(s)

The Board designates the following individual to serve as the District's compliance officer:

Name: Mike Corcoran

Title: Director of Operations & Technology

Address: 597 Hillcrest Drive, Eaton, OH 45320

Phone number: 937-456-1187

Email: mike.corcoran@preblecountyesc.org

The name, title, and contact information of the District's compliance officer is annually published in District handbooks and on the District website.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including but not limited to Title II of the Americans with Disabilities Act, Title VI and Title VII of the Civil Rights Act of 1962, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Acts of 1975.

The compliance officer is responsible for addressing any inquiries or complaints regarding discrimination or retaliation in a prompt and equitable manner.

Reports and Complaints of Unlawful Discrimination/Harassment

Individuals who feel they have been subjected to unlawful discrimination or retaliation may file a complaint, either orally or in writing, with the compliance officer or an administrator, supervisor or other district-level administrator. Employees are required to promptly report to the compliance officer or an administrator, supervisor or other district-level administrator when they become aware of incidents of unlawful discrimination or retaliation. All other persons associated with the District are encouraged to promptly report when they become aware of such incidents. Any administrator, supervisor, or district-level administrator who receives such a complaint must forward it to the compliance officer.

The Board has developed complaint procedures which are made available to every member of the school community. The complaint procedures are not intended to interfere with the rights of any individual to pursue action through State and/or Federal law, contact law enforcement, or file a complaint with the United States Department of Education, Office of Civil rights, the Ohio Civil rights Commission, or the Equal Employment Opportunity Commission.

The Board has adopted separate policies and procedures for sexual harassment, including the identification of the Title IX coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

Interim Measures and Responsive Action

Upon receiving a complaint, the compliance officer will consider whether any interim measures should be taken to restore or preserve equal access to the District's education program or activity without unreasonably burdening either party, including measures designed to protect the safety of all parties or the District's educational environment, or deter discrimination.

The District shall enforce its prohibitions against unlawful discrimination by taking responsive action reasonably calculated to stop and prevent further misconduct. Employees or students who engage in unlawful discrimination or retaliation may be subject to disciplinary action. The Board has identified disciplinary penalties, which may be imposed on the offender(s).

Confidentiality

Matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible.

Retaliation

No one shall retaliate against an employee or student because he/she files a grievance, assists or participates in an investigation proceeding or hearing regarding the charge of discrimination of an individual, or because he/she has opposed language or conduct that violates this policy. Any administrator, supervisor or district-level administrator who is aware of such retaliation shall forward it to the compliance officer. Reported acts of retaliation will be promptly investigated and addressed.

DISCRIMINATION COMPLAINT PROCEDURE

Initiating a Complaint

Individuals who feel they have been subjected to unlawful discrimination or retaliation may file a complaint, either orally or in writing, with the compliance officer or an administrator, supervisor or other District-level administrator. Employees are required to promptly report to the compliance officer or an administrator, supervisor or other District-level administrator when they become aware of incidents of unlawful discrimination or retaliation. All other persons associated with the District are encouraged to promptly report when they become aware of such incidents. Any administrator, supervisor or District-level administrator who receives such a complaint must forward it to the compliance officer. If the compliance officer is the subject of the complaint, an individual may file a complaint with the Superintendent, who shall assume the role of compliance officer for such complaints. If the Superintendent is the subject of the complaint, the complaint should be referred to the Board President.

The Board has adopted separate policies and procedures for sexual harassment. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

Interim Measures

Upon receiving a complaint, the compliance officer will consider whether interim measures should be taken to restore or preserve equal access to the District's education program or activity, including measures designed to protect the safety of all parties or the District's educational environment, or deter discrimination. The compliance officer should consider the complainant's wishes with respect to interim measures, but may move forward with any interim measures deemed appropriate.

Investigating a Complaint

The compliance officer shall investigate the complaint to determine whether the complainant has been subjected to unlawful discrimination or retaliation. The investigation may include individual interviews with the parties involved, interviews with individuals who may have observed the alleged conduct or may have other relevant knowledge, and consideration of any documentation or other information presented by the parties or other individuals who may have observed the alleged conduct or may have other relevant knowledge. The respondent will be provided an opportunity to respond to the allegations during the investigative process and before any determinations are made. The District may refer the investigation to a third party.

At the conclusion of the investigation, the compliance officer shall review the merits of the complaint, summarize the relevant evidence, and prepare and deliver a written report to the complainant and respondent that outlines whether the complainant has been subjected to unlawful discrimination or retaliation. The compliance officer may consult with the Board's legal counsel prior to finalizing the report.

The report is final and binding.

Informal Resolution

At any time during the complaint procedure and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process that does not involve a full investigation and determination of responsibility provided that the District obtains the parties' voluntary, written consent to the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the complaint procedure at the point they left off.

Notice

The superintendent shall use all reasonable means to inform students, employees, and parents or guardians that the district will not tolerate discrimination or harassment. Copies of the policy and procedures shall appear in the student and employee handbooks (or other similar publications) as well as publications distributed to parents and community members and shall be posted prominently in each school. The notice shall also provide information about the following additional methods of pursuing claims of discrimination or harassment: A person may make a complaint of discrimination or harassment to the Ohio Human Rights Commission or the Federal Office of Civil Rights at the following places:

Ohio Civil Rights Commission
Dayton Regional Office
40 West Fourth Street, Suite 1900
Dayton, OH 45402
1 (888) 278-7101

Federal Office of Civil Rights:
Office for Civil Rights
U.S. Department of Health and Human Services
233 N. Michigan Ave., Suite 240
Chicago, IL 60601
Voice Phone (312) 886-2359

In addition, an individual may seek other remedies through private legal action and, in some circumstances, through criminal prosecution.

STAFF EVALUATION

The Governing Board recognizes the importance of implementing a program of employee evaluations for the purpose of improving our effectiveness and identifying any instances of ineffectiveness that may exist. Due to recent changes in Ohio law and the implementation of the Ohio Teachers Evaluation System 2.0 (OTES 2.0) in Ohio, only

the Preble County ESC classroom teachers will be required to be evaluated using the OTES 2.0 system (Governing Board policy AFC-1).

The PCESC evaluation team will be developing systems for all other staff who don't currently fall under the OPES 2.0 (Ohio Principal Evaluation System), OTES 2.0 or OCES (Ohio Counselor Evaluation System) systems. Until new plans are developed staff will continue to follow the plan described below. The PCESC plan is based on the belief that every individual is or should be capable of improving. The evaluation plan supports and models those processes which support a personal responsibility for professional growth through individual reflection on one's own professional practice. It further supports the notion that we are all professionals who recognize our own strengths and weaknesses and will address our needs in an appropriate manner.

The evaluation process is designed to:

- Integrate the evaluation and professional development programs of the Educational Service Center (ESC).
- Acknowledge that accomplished personnel should have the opportunity to assume greater influence over the evaluation process as it relates to their continued professional growth.
- Bring consistent philosophy of evaluation to all members of the Educational Service Center community regardless of their years of service.
- Serve as both a summative and formative process for personnel.

The Process

Step 1.

Introduction.

At the time of employment or at the beginning of the first year of the new process, each employee will be given a copy of the evaluation forms. He or she will have an opportunity to discuss the process with his/her supervisor.

Step 2.

Pre-evaluation/Pre-observation Conference.

Prior to the evaluation, each employee will have the opportunity to meet with his or her supervisor to discuss the process for the year and review all of the forms that will be used to complete the evaluation. At this time, the supervisor and employee will discuss the evaluation domains, set expectations, identify goals, and specify any projects or artifacts that will be used as part of the evaluation process.

Step 3.

Implementation.

As the time term for the evaluation proceeds, the agreed upon observations, projects, meetings, instructions, artifact collection and/or professional development will be scheduled and completed.

Step 4.

Written Forms.

The supervisor will complete the formal evaluation.

Step 5.

Post-evaluation/Pre-observation Conference

A conference will be scheduled and completed.

Step 6.

Signatures

If any adjustments are needed to the formal evaluation, the supervisor will complete those and review it with the employee being evaluated. Both the supervisor and the employee will sign the evaluation.

Step 7.

Final Step

The evaluation will be filed in the employee's personnel folder.

Teachers and Principals are required to have their evaluations added to the State evaluation website for reporting to the State. Teachers are assigned a final holistic rating of Accomplished, Skilled, Developing or Ineffective. This rating will be based on a combination of informal and formal observations and supporting evidence using the Teacher Evaluation Rubric. Teachers are required to utilize High Quality Student Data to inform their instruction with students. The utilization of the High Quality Student Data

will be embedded as part of their overall evaluation. More information about teacher and principal evaluation systems can be accessed on the Ohio Department of Education website.

The procedures and timelines of this evaluation system will be consistent with the procedures outlined in the Governing Board Policy Manual – policies GCN/GCN-R and GDN/GDN-R.

WORKPLACE SAFETY

The Governing Board of the PCECSC believes in the maintenance of a safe workplace for their employees. As a result of that belief, they have directed the administration of the ESC to form a Safety Committee to do ongoing workplace safety audits, provide recommendations for improvement in safety practices, review accident data, review specific safety policies and procedures, and create a safety training program for all employees. The PCECSC Safety Committee has established as its mission the following:

In order to create a safe, healthy work environment, the Preble County Educational Service Center will provide for the health and safety of their employees through a proactive safety process; therefore, all employees are expected to observe practices that promote health and safety in the workplace.

Employees can identify the current members of the safety committee by contacting their supervisor. Employees are encouraged to report to the Committee members any potential work site hazards or unsafe work practices they see during the performance of their job. Names of employees making reports are confidential and employees will not face retribution from their supervisor for their reporting.

Accident Reporting:

Employees who have suffered an injury in the performance of their job should report the injury immediately to their supervisor. An accident report form should be filled out with

the details of the accident as soon as possible before reporting to their family physician. These forms are on-line through each employee's Public School Works safety account. Your supervisor can assist you with this process. If your physician will not accept Worker's Compensation claims, see your supervisor or contact the Treasurer's office for a recommended provider. In the case where emergency treatment needs to happen immediately, the verbal contact should be made with the supervisor and the report done at the earliest possible opportunity.

The PCEC Safety Coordinator or your immediate supervisor will, after receiving the report, contact you to check on your progress and to provide you with any information you might need in returning to your job. **Please remember that on-the-job accidents need to be reported within 48 hours to be validated as a Worker's Compensation claim.**

Safety Training:

Each ESC employee will have an account in the Public School Works safety training website. Employees will receive email notifications from the website reminding them of required safety training needed to be completed throughout the year. This website will also be able to provide them with safety procedures and optional training to access. Supervisors will receive notifications from the site identifying employees who have completed their required trainings at identified times throughout the year. Employees needing access to the site or who might have trouble accessing the site should contact their immediate supervisor.

Transitional Work Program:

The PCEC offers a Transitional Work Program for the employee with a serious job related injury that might require a modified work assignment. Transitional work programs use job tasks or a combination of tasks and functions that an individual with work restrictions may safely perform. Transitional work assignments are temporary. They are designed to facilitate a return to regular work and are not intended to become a permanent work accommodation. If you sustain a serious injury on the job, the PCEC Safety Coordinator will contact you with information about the Transitional Work Program.