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# 2026 EMPLOYEE HANDBOOK

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*Championing  
Education*

419-627-3900 📞

[www.npesc.org](http://www.npesc.org) 🌐

4918 Milan Rd., Sandusky 📍

**PORTRAIT OF A  
TEAM  
MEMBER**

**DRIVEN BY SERVICE.  
GUIDED BY VALUES.  
RESPONSIVE IN ACTION.  
UNITED IN PURPOSE.  
COMMITTED TO EXCELLENCE.  
POWERED BY PEOPLE.**

**WORKING WITH PURPOSE  
AT NORTH POINT ESC**

**SERVICE-ORIENTED  
& SUPPORTIVE**

We lead by doing - anticipating needs, taking action, and making support feel effortless.

**ENCOURAGING  
& POSITIVE**

We recognize strengths, celebrate progress, and create environments where confidence and belonging grow.

**RESPONSIVE  
& ACCOUNTABLE**

We communicate clearly, follow through without exception, and take ownership to move work forward.

**VALUES-DRIVEN & ETHICAL**

We act with integrity, transparency, and respect - earning trust through every decision.

**COLLABORATIVE &  
EXCELLENCE-FOCUSED**

We work better together - sharing expertise, supporting one another, and redefining what is possible.



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# Purpose of Handbook

**The North Point Educational Service Center has designed this handbook specifically for its employees. You are expected to read it carefully and adhere to the policies, guidelines, and procedures described herein.** Should you have any questions not answered in this handbook, you should consult your Supervisor, Program Director or Assistant Superintendent for Programs and Personnel.

In addition, policies, guidelines, and procedures may be created, revised, or deleted by Governing Board action at any time. Employees will receive changes when dictated by Governing Board action or state/federal law. The contents of this handbook are not intended, nor should they be considered, a contract between you and the Center.

Failure to follow the rules, guidelines and policies herein will result in disciplinary action, up to and including, termination.

# Addresses of Central Offices

## **Sandusky Office/Business Office**

4918 Milan Road  
Sandusky, Ohio 44870-5569  
Phone: (419) 627-3900  
Fax: (419) 627-3999

## **Regional Office Hub**

Graytown Learning Center  
1661 N. Walker Street  
Graytown, Ohio 43432  
Phone: (419) 627-3900 ext. 3933  
Fax: (419) 627-3997

## **Student Program Locations**

Graytown Learning Center  
1661 N. Walker Street  
Graytown, Ohio 43432  
Phone: (419) 627-3900 ext. 3933  
Fax: (419) 627-3997

Erie County Detention Center  
1338 Tiffin Avenue  
Sandusky, Ohio 44870

North Point Alternative Learning Center  
4451 Galloway Road  
Sandusky, Ohio 44870  
Phone: (419) 627-3900 ext. 3994  
Fax: (419) 627-3996

School of Hope  
1001 Castalia Street  
Fremont, Ohio 43420  
419-332-9296

Sandusky County Juvenile Justice Center  
2351 Countryside Drive  
Fremont, OH 43420

## **Training Location**

NOECA  
219 Howard Drive  
Sandusky, Ohio 44870  
Phone: (419) 627-1439  
Fax: (419) 627-5608

Website Address: [www.npesc.org](http://www.npesc.org)

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# Center Governance

## Overview

The Governing Board consists of eleven (11) members elected by county and apportioned on the basis of population. The Governing Board is the final and legal authority for decisions affecting the organization and its employees.

## Board Members

Daryl Deering - P	Melissa Kuus	Warren Ruggles
Paul Lockwood - VP	Tom Lucha	Judith Sander
Eileen Bulan	Mark Miller	Phil Thiede
Peter Hazel	Jim Rinaldo	

## Duties/Responsibilities

The Center has the responsibility to operate in an effective and efficient manner. The Governing Board's specific, implied, and inherent responsibilities include, but are not limited to:

- determining policies which include, but are not limited to, areas of discretion or policy such as the functions and programs of the Governing Board, standards of services, overall budget, utilization of technology, and organizational structure
- directing, supervising, evaluating, or hiring employees
- maintaining and improving the efficiency and effectiveness of Center operations
- determining the overall methods, processes, means, and personnel by which Center operations are to be conducted
- suspending, disciplining, demoting, discharging, laying-off, transferring, assigning, scheduling, promoting, and retaining employees
- determining the adequacy of the workforce
- determining the overall mission of the Center
- managing the work force effectively
- taking actions to carry out the mission of the Center
- changing, modifying, canceling, suspending or interpreting personnel policies and practices
- changing all rates of pay, benefits, and other forms of compensation

The Governing Board may delegate these duties to the Superintendent, Treasurer and/or their designee(s).

Employees are required to follow all directives of the Governing Board and/or their representatives as a condition of employment

# History of Our Organization

Educational service centers were established in 1914 through an act of the General Assembly as a way to help Ohio's many rural and village schools meet state education rules and regulations. The "county school districts" (as they were called) accomplished this task by providing in-service training for area teachers, by developing courses of study for each subject taught, and by monitoring instruction through classroom supervision and teacher evaluation.

The role of the "county school district" evolved and expanded over the years. During the 1930's, "county offices" began providing fiscal and purchasing services to schools; and, in the 1960's, they began operating special education programs. Today, "county school districts" provide a myriad of services that include their original charge, as well as, gifted education programs, technology assistance, alternative school options, school improvement initiatives, early childhood education, etc. Each county office is unique; though common threads are found in all of them.

In 1995, the General Assembly redefined "county school districts" and renamed them "educational service centers." The law (Amended Substitute House Bill 117) also began merging "county offices" into regional agencies. The Erie-Huron-Ottawa Educational Service Center was formed in the latter half of the 1990's through a merger of three county offices. In 1997, the Erie County Educational Service Center joined with the Ottawa County Educational Service Center (forming the Erie-Ottawa Educational Service Center), and then, in 1999, the agency merged with the Huron County Educational Service Center creating the Erie-Huron-Ottawa Educational Service Center.

Through the hard work of Center employees and the quality of our programs and services, the Center expanded well-beyond the tri-county area. In July 2008, the Governing Board renamed our agency North Point Educational Service Center.

Today, the North Point Educational Service Center (NPESC) provides large-scale support and assistance to school districts and school-aged children across the region. These services and programs include: curriculum development, special education and auxiliary support services, technical assistance and operational support, school improvement assistance, fiscal agent services, early childhood education, gifted education, personnel assistance and professional development, student attendance services, and graphic arts services. School districts contract with the Center for the services and programs that meet their particular needs.

The day-to-day operations of the Center are overseen by the Superintendent, Treasurer, and executive level administrators and carried out by a corp of program directors, supervisors and coordinators. They are responsible for the oversight of all Center programs, initiatives, projects and personnel.

The Center's operating budget exceeds one hundred (100) million dollars.

# Organizational Purpose

Effective organizations focus their resources, strategies, and practices to create the synergy necessary to accomplish their purpose.

The following are the Center's Vision Statement, Mission Statement, Core Values, and Organizational Expectations:

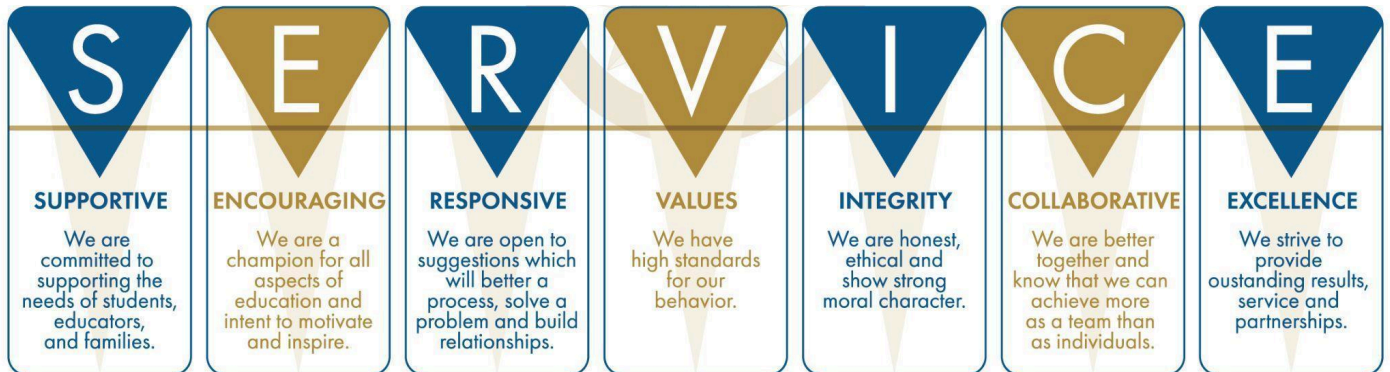
## Vision Statement

We will be recognized as the best educational service center in the state.

## Mission



## Core Values



## Organizational Expectations

- We will ensure the Center's programs and services consistently exceed standards of excellence.
- We will provide high quality services that help schools to improve the performance of students.
- We will utilize Center resources in an effective and efficient manner in order to maximize value and minimize waste.

# Member School Districts

The North Point Educational Service Center serves school districts in north central Ohio. Our organization's relationship with the school systems in this region can be classified as *statutory services* (i.e., the Center provides critical assistance to the district and has a legal obligation to the district) or *contractual services* (i.e., the Center provides some contractual services to the district but is not legally required to).

## **Erie County**

Edison Local Schools  
Huron City Schools  
Kelleys Island Local Schools  
Margaretta Local Schools  
Perkins Local Schools  
Sandusky City Schools  
Vermilion Local Schools

## **Ottawa County**

Benton-Carroll-Salem Local Schools  
Danbury Local Schools  
Genoa Area Local Schools  
Middle Bass Local Schools  
North Bass Local Schools  
Port Clinton City Schools  
Put-in-Bay Local Schools

## **Huron County**

Bellevue City Schools  
Monroeville Local Schools  
New London Local Schools  
Norwalk City Schools  
South Central Local Schools  
Western Reserve Local Schools  
Willard City Schools

## **Sandusky County**

Clyde Exempted Village Schools  
Fremont City Schools  
Gibsonburg Local Schools  
Lakota Local Schools  
Woodmore Local Schools

# **NPESC Governing Board Policies**

The NPESC Governing Board of Education approves official policies which are adhered to by employees assigned to all our programs and classrooms. These policies are available to the public on the NPESC website. You can find all policies here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

This handbook refers to some of the Governing Board policies but not all. This handbook is a representation of key policies and procedures.

For information regarding policies, please contact Hal Gregory, Assistant Superintendent of Programs and Services, at 419-627-3907 or email at [hgregory@npesc.org](mailto:hgregory@npesc.org).

## **Nondiscrimination and Equal Employment Opportunity**

NPESC employees will adhere to the following governing board policy, po1422, NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

# Absence from Work

## Notice of Absence

1. In case of an absence for any of the available NPESC leaves, employees must do the following:
2. Notify NPESC Supervisor/District Supervisor

All employees need to call or text his/her NPESC Supervisor and/or District Supervisor (whichever is appropriate) to share the absence from work in a timely manner.

3. Enter absence into the Employee Kiosk

All employees need to enter the absence into the Employee Kiosk as soon as possible, typically prior to the leave. If the absence cannot be entered immediately, the absence should be entered as soon as possible.

Please note that the Employee Kiosk does not arrange for a substitute. If an employee needs to cancel or change a leave date, he/she must contact the Treasurer's office and notify his/her supervisor.

Please be advised that falsifying leave and/or failing to submit leave are unacceptable and subject to disciplinary action, up to and including termination.

All employees are expected to follow the procedures outlined in this handbook. Failure to do so may disrupt the processing of an individual's pay. Staff members who do not follow absence reporting procedures or do not complete on-line leave submissions will not be compensated for the time away from work.

Absences which are not authorized will be considered job abandonment. Employees will not be compensated for the time missed and will be subject to disciplinary action, up to and including termination.

## Individual Leave Time

Staff members are responsible for knowing the amount of leave they have. This information is posted in each staff member's Employee Kiosk account. Staff members who take leave they have not accumulated or who exceed their allocated time, will be subject to disciplinary action, up to and including termination.

## Animals on Property

NPESC employees will adhere to the following governing board policy, po8390, ANIMALS ON DISTRICT PROPERTY. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

## Anti-Harassment

NPESC employees will adhere to the following governing board policy, po1422, ANTI-HARASSMENT. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

- Civil Rights Title IX Coordinator: Hal Gregory (419-627-3907)
- Civil Rights Title IX Coordinator: Carrie Sanchez Kramer (419-627-3930)
- Gender Discrimination Compliance Coordinator: Hal Gregory (419-627-3907)
- Harassment/Sexual Harassment Title IX Coordinator: Hal Gregory (419-627-3907)
- Handicapped Discrimination Officer: Hal Gregory (419-627-3907).
- Americans with Disabilities Act Compliance Coordinator: Hal Gregory (419-627-3907)
- Section 504 Compliance Coordinator: Hal Gregory (419-627-3907)

## Attendance

Employees are to be at their assignment prepared and ready to work at their starting time. In addition, staff members are to remain at their posts, on task, until the workday ends. Tardiness and absenteeism are detrimental to our work environment and have a negative impact on our organization.

Regular and prompt attendance of staff members is critical to our organization. Staff members are expected to maintain good attendance and to be on time every scheduled workday.

Full-time staff employed under a teaching contract, and special classified contract (e.g. COTA and PTA) are to work a minimum of 37.5 hours (inclusive of lunch) per week or 7.5 hours per day. Full-time educational assistants are to work 37.5 hours (inclusive of lunch) per week or 7.5 hours per day.. Administrative personnel, NOECA employees and special classified support contracts (e.g. custodians, secretaries, etc.) are to work 40.0 hours (inclusive of lunch) per week or 8 hours per day. Part-time staff members are to work the hours specified by their employment contract and/or their supervisors. (See: *Hours of Work*)

The specific work times of Center employees are determined by the Supervisor, in consultation with the Assistant Superintendent for Programs and Personnel, Treasurer and Superintendent.

Employees are required to attend staff meetings unless specifically excused by their supervisor/ Assistant Superintendent for Programs and Personnel.

Staff members who have administrative duties (e.g., supervisors, directors, coordinators, facilitators, etc.) are to keep their Program Director/Assistant Superintendent for Programs and Personnel informed of their location during the workday.

Staff members must give prompt and proper notice of absence. Misuse of leave, failure to verify absences, absence without authorization, taking breaks, leaving work before quitting time without authorization or arriving late are unacceptable and subject to disciplinary action, up to and including termination.

## **Attendance Incentive Programs**

All full-time regular employees of the Center are eligible for the *Attendance Incentive Programs* (AIP). Final determination for AIP eligibility will be made by the Superintendent.

An attendance award of five hundred dollars (\$500) will be given to an employee who does not use any personal leave during the course of the year. An employee that uses one (1) day of personal leave will receive an award of three hundred dollars (\$300). The use of two personal days will reduce the award to two hundred dollars (\$200). Partial days (e.g., half days) will be counted as a full day deduction for AIP purposes. Said award is at the sole discretion of the Center.

Staff members who do not use any sick leave during the fiscal year shall receive an award of one thousand dollars (\$1,000). This amount is divided into two installments of five hundred dollars (\$500). The first period of eligibility runs from July 1 through December 31. The second period runs from January 1 through June 30. Employees who qualify during one period but not the other may receive a five hundred dollars (\$500) award. Said award is at the sole discretion of the Center.

Professional Leave, Jury Duty, Vacation Leave and Bereavement Leave shall be viewed as regularly attended workdays for the AIP only.

Staff members who are assigned to home with pay, placed on leave without pay, have “docked wages” or use twenty (20) or more days of leave (personal/sick) are not eligible for any Attendance Incentive Programs award for the year.

An employee hired after the start of the regular contract year or who resigns prior to the end of the fiscal year will not be eligible for an AIP award.

For purposes of the AIP, the regular contract year for 9 month employees begins at the scheduled All Staff Day.

AIP awards will be paid via a special check mailed on or before July 31<sup>st</sup>. These awards are subject to deductions required by law and are included as income on the employee's W-2 form.

## **Blood-Borne Pathogens**

Blood-borne pathogens are microorganisms that can cause disease in others. These pathogens include, but are not limited to, hepatitis B (HBV) and human immunodeficiency virus (HIV). Blood-borne pathogens are transmitted through body fluids, such as: drainage from cuts and scrapes, vomit, urine, feces, respiratory secretions (nasal discharge), saliva, semen and blood. Contact with the “body fluids” of another person is a low risk provided the individual takes appropriate precautions.

Staff members will receive information and complete training annually with regard to blood-borne pathogens. If an employee has a question with regard to blood-borne pathogens he/she should contact his/her Assistant Superintendent for Programs and Personnel.

### **Workplace Guidelines**

When body fluids are present in the workplace, employees are to consider it as if it were an infector and adhere to the following guidelines:

- Gloves are to be worn in all instances where a staff member will be handling a body fluid. This includes: cleaning-up a cut (or other secretion), removing/cleaning contaminated clothing, treating nosebleeds, handling needles or other instruments, emptying trash cans containing potential infectors, cleaning contaminated equipment, assisting with wound care, toileting/diapering students with gross contamination, etc. (Gloves and repellent gowns, aprons or jackets should be worn when exposure to the body fluid may contaminate work clothing. Gloves, face protection and gowns should be worn when splashes, spray, splatter or droplets of infectious body fluids may be present or anticipated.)
- When possible a student should be directed to care for a bleeding injury, including applying bandages. If assistance is required, an employee may apply the bandage, but he/she must wear gloves while helping the student.
- After providing first aid or health care to a student where body fluids are present, the employee must wash his/her hands for at least ten (10) seconds using germicidal soap and hot water.
- If exposure to a body fluid occurs through coughing or providing first aid, via an open sore or break in the skin, the employee must wash the area with germicidal soap.
- Any surface contaminated with a body fluid must be cleaned with soap and water and then rinsed with an approved disinfectant. Disinfectants which can be used include Lysol, Purex, Clorox, Dow Bathroom Cleaner, Real Pine Liquid Cleaner, Pine Sol, Spic and Span, Comet and other products with EPA numbers.
- Clothing, towels and other laundry items contaminated by body fluids must be placed in plastic bags until cleaned. Such items must be washed with soap and hot water and placed in a dryer.

- Needles, syringes, broken glassware and other sharp objects found on Center property should be picked up by staff using puncture-proof gloves or a broom, brush, and dust pan. Any such items found must be disposed of in a closable, puncture-resistant, leak-proof container that is appropriately labeled. Students should never be directed to pick up sharp-edged objects.
- All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily. Gloves should be worn when disposing of the bags.

In the event that germicidal soap and hot water are not available, staff may use an antiseptic cleanser or antiseptic towelettes. In the event these alternatives are used, the employee must wash his/her hands with soap and hot water as soon as possible.

Staff should consult the Center's *Blood-Borne Pathogens Exposure Control Plan* for the specific steps they must take to minimize exposure risks.

### **Exposure Incident**

An exposure incident is where blood or other potentially infectious material comes in contact with a staff member's eye, mouth, mucous membrane, non-intact skin (e.g., cut, sore, lesion, etc.) or blood vessels during the course of performing his/her duties and responsibilities.

When an employee experiences a possible exposure incident, he/she should immediately report it to his/her supervisor. The supervisor will determine if the incident is an exposure. If the supervisor determines it to be an exposure, the staff member will be sent to a medical provider for an exposure evaluation. The evaluation will be paid for by the Center and the results will remain confidential.

The exposure evaluation consists of: blood testing for HBV and HIV; post-exposure prophylaxis, counseling relative to precautions to take and an evaluation report. The latter will detail any medical conditions resulting from the exposure which may require further evaluation or treatment and any other findings or diagnoses.

Staff members who have been exposed to blood or other potentially infectious materials must complete the *Exposure Report* form.

### **Hepatitis B Vaccination**

Staff members are eligible for a Hepatitis B vaccination paid for by the Center. An employee wishing to receive an inoculation should complete the request form and submit it to their Assistant Superintendent for Programs and Personnel by September 1<sup>st</sup>. Employees who opt not to receive a Hepatitis B vaccination must complete the waiver form and submit it to their Assistant Superintendent for Programs and Personnel by September 1<sup>st</sup>. If an employee chooses not to receive an inoculation, he/she will not be eligible for a Center provided vaccination until the next school year. Employees hired after September 1<sup>st</sup> will be considered for an inoculation on a case by case basis.

The Center will pay for a Hepatitis B vaccination only once during an individual's tenure. Any subsequent request for a vaccination will be at the employee's expense.

An employee who signs up for a Hepatitis B vaccination and then declines the series of shots will be responsible for reimbursing the Center for the entire cost of the vaccine through payroll deduction.

## **Calamity Days**

From time to time, Center programs and services may be closed or delayed due to inclement weather or other circumstances that may present a hazard to their operations.

### **Classroom Personnel**

Classroom personnel (e.g., teachers and aides) housed in district buildings or whose programs are linked to a particular district (e.g., North Point Alternative Learning Center/Perkins, Graytown Learning Center/B.C.S., School of Hope/Fremont) will adhere to that district's weather decision on closings.

1. If the housing district closes, Center classes are closed for the day and personnel should not report to work.
2. If the housing district opts for a delay, Center personnel should follow the delay schedule.
3. In some instances, weather may lead to closing a county hub, but a district may remain open. If Center personnel are assigned to the open district they should report to work.

The Center may close regardless of a district's weather decision. In those instances, staff will be notified.

### **Closing Procedures**

The Center may close, or keep open, its programs and/or Hubs irrespective of district decisions. The decision will only be made when conditions are hazardous enough to merit it. The Center typically will announce cancellations through calling trees, text messages, email notification or instant alert systems. Staff must continue their "calling tree" if their position indicates a subsequent contact. If your contact does not answer your call, you must notify the next person on the "calling tree."

The Center will attempt to announce program closings by 6:30 a.m.

Since our service area encompasses multiple counties, and weather patterns may vary significantly within that region, the Center may choose to close some programs, while operating others. Likewise, a specific county hub may close, while others remain open.

This county-approach affords the Center greater flexibility in responding to varying weather conditions. It also allows us to close some of our programs, while operating others; and to close our programs while host districts operate theirs.

### **Non-Classroom Personnel**

Non-classroom personnel (e.g., supervisors, coordinators, therapists, psychologists, office staff, etc.) will adhere to the Center's weather decision.

1. If an assigned district delays, Center personnel should follow the assigned delay schedule.
2. For personnel assigned to one district, if that district closes then the staff member will not report for work.
3. For personnel assigned to multiple districts, the staff member should report to whichever district remains open and contact his/her supervisor to inform them where they are reporting that day. If all of a staff member's districts are closed, then staff will not report for work.
4. If a County Hub, or the entire Center closes, personnel should not report to work
5. A County Hub, or the entire Center may opt for a two-hour delay. Staff should then report two hours after their regular starting time.

Center weather decisions will be announced via a calling tree, text message, email notification, and/or instant alert system.

### **Work and Calamity Days**

A calamity day is a scheduled work day. A staff member who works on a calamity day cannot exchange it for a "day off" later in the year. To receive payment for a calamity day, an employee must have a scheduled paid work day immediately before and immediately after said calamity day.

If you are a parent and your child's school closes but you are in session, you may not bring your child to your job site (i.e., classroom, office, etc.). Insurance coverage and state law prohibit employees from bringing children to work in lieu of having them go to a sitter.

Staff may be required to report to their school/assignment if the closing is due to cold temperatures only. The decision will be made by the superintendent.

If a calamity day is called on a day that time cards are due, that due date will be extended to noon on the next working day. Depending on the circumstances, the Center will strive to ensure that paydays are not interrupted.

### **Five Day Rule**

Nine (9) month employees that miss more than the allotted five (5) days due to calamity are expected to make-up days since payment for those days was already made by the Center and received by the employee. Make-up days will be determined by your NPESC or member district supervisor.

Ten (10) month employees that miss more than the allotted five (5) days due to calamity will have the necessary make-up days added to their work calendar as determined by the Assistant Superintendent for Programs and Personnel.

Twelve (12) month employees that report to work on days the district is closed should have the district's superintendent sign-off on those days worked. The documentation should include each date worked as well as the hours worked and the original forwarded to the Treasurer's Office.

Note: NPESC employees are prohibited from making any changes/amendments to their calendar without PRIOR permission from their supervisor AND the Assistant Superintendent.

For the first five calamity days, if an employee is scheduled for an approved leave day (i.e. sick, personal), and that day becomes a calamity day, the leave will be charged to the employee. On day six and after, the leave will be given back to the employee due to the employee requirement to make up those days.

Should you have any questions about the Center's weather plans, please contact your Assistant Superintendent for Programs and Personnel.

## **Cell Phone Use**

NPESC employees will adhere to the following governing board policy, po7530.02, STAFF USE OF PERSONAL COMMUNICATION DEVICES. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

The Center recognizes personal cell phones are commonplace with most employees and cell phones will be used throughout the work day by employees. Cell phone use should be kept at a minimum and at no time should be used when essential duties are being performed within an employees assignment. Personal cell phones are not to be used or shared with students at any time. The use of a personal cell

phone can be restricted or prohibited for an employee by the supervisor if it is deemed necessary due to inappropriate use of the cell phone.

## **Collecting Money for School and Related Activities**

The employee's supervisor should be made aware of any effort in which the staff member will be collecting money from students or colleagues. The supervisor must approve the activity and endorse the manner in which the money is collected, receipted and accounted for. The Center requires staff members collecting money from students or others to work "in-tandem" with another employee. This entails each individual counting and recording money to verify the accuracy of said accounting and witnessing each other's reports. The accounting should be recorded and retained by the employee with a copy to the Treasurer's Office. Said reports are public records.

All money collected by Center staff must be counted, receipted and delivered to the Center's Treasurer or Center Regional Office in a sealed envelope with the employee's signature over the seal within twenty-four (24) hours of receiving it. Money may not be left in school overnight, unless it is secured in a safe in the building's main office in a clearly marked North Point envelope. These funds must be forwarded to the Center's Treasurer or Regional Office within twenty-four hours. Under no circumstance should an employee deposit cash in a private account or retain it as a "slush fund."

Employees who fail to properly account for money will be subject to disciplinary action, up to and including termination. In addition, they may subject themselves to criminal prosecution and/or a finding for recovery.

### **Accounting for Money**

Any staff member conducting a fundraising project or whose position requires him/her to collect money must complete the Treasurer's annual "Accounting for Money In-Service." This seminar overviews the procedures employees must follow in accounting for money during the course of his/her duties. Staff who do not attend will not be allowed to engage in fundraising, sales projects or related activities. (See: *Fundraising*)

### **Collecting Materials/Supplies**

Staff members may collect materials/supplies from students and/or their parents/guardians. However, the items must have a legitimate classroom use and relate to the program's educational goals. Employees are forbidden to use donated materials/supplies for their personal benefit and/or use.

# Compensation and Benefits

The Center is pledged to provide equitable compensation for employees at every level while conforming to the requirements of the Fair Labor Standards Act (FLSA), as amended, its rules and regulations, and State wage and hour's laws as they apply to our organization.

The compensation system for all employees, whether salaried or hourly, is divided into pay grades.

Time in excess of regular hours actually worked will be paid at the employee's regular rate if authorized by the supervisor and Assistant Superintendent for Programs and Personnel. Overtime will be paid at one and one-half times the regular rate of pay for all hours actually worked in excess of forty (40) hours in any one week, with the week beginning Monday and ending Sunday.

Staff members will be paid every two weeks by way of direct deposit. When paydays fall on a holiday, employees will be paid the day prior to the holiday.

**Any questions with regard to compensation, benefits and pay should be promptly directed to the Treasurer.**

The Center provides for the following deductions from an employee's paycheck upon proper authorization and/or in accordance with law:

- Federal and State income tax
- Medicare and/or retirement contribution
- Municipal income tax
- School Employees Retirement System (SERS)
- Section 125 deductions (cafeteria plans)
- State Teachers Retirement System (STRS)
- Health insurance
- Dental insurance
- Tax Sheltered Annuities
- Additional amounts of life insurance

Staff members should contact the Treasurer to obtain information about payroll deductions.

## **Eligibility**

The Board shall provide group health insurance for eligible employees.

Full-time employees are defined as those employees working no less than 7.5 hours daily and scheduled to work 180 to 260 days as per contract.

Employees who, with respect to a calendar month, are employed an average of at least 30 hours of service per week or are employed at least 130 hours of service, as determined by the Board, are eligible for health insurance and/or dental insurance. An hour of service is defined as each hour for which an employee receives, or is entitled to receive, payment for performance of duties for the Board and, each hour for which an employee is paid, or entitled to payment, by the Board for vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty or leave of absence

### **Enrollment for Insurance Benefits**

Employees may enroll in the Center's group insurance plan during the yearly open enrollment period of September 1-30. They may also enroll in the event of loss of coverage from the family insurance holder at any time during the year.

It is the employee's responsibility for keeping the Treasurer up to date on any changes in insurance status (i.e., single/married/children) and any address corrections. Failure to do so could jeopardize or seriously delay claims coverage.

An employee may enroll in or change the status of his/her insurance coverage due to any of the following conditions:

- open enrollment period(s)
- change in marital status
- birth or adoption of a child
- death of spouse or dependent
- any event outside of the employee's control which causes loss of insurance
- any event which changes dependent status

The Center makes available dental insurance according to a group plan.

### **Hourly Pay**

Any certified employee (non-administration) required to work hours beyond the typical 7.5 hours per day for a specific student related reason (IEP meeting, parent conference, etc.) will be compensated at a rate of \$30.00 per hour. Any additional hours must be approved by the employee's supervisor and the Superintendent or designee prior to the employee working the additional hours. These hours will be documented through the NPESC timecard system.

## **Working Spouse Language**

The Working Spouse language as approved by the HESE Insurance Consortium specifies that if a spouse of a North Point ESC employee is eligible to participate in group insurance sponsored by his/her employer, they must enroll for a least single coverage with that group insurance. Failure of any spouse to enroll in any group insurance coverage sponsored by his/her employer as required and/or failure to annually complete and return the Spouse Eligibility Certification form will result in the spouse being ineligible for benefits under the NPESC's insurance plan.

## **Insurance Rebate**

Full-time employees will receive \$110 per month in lieu of participating in the medical insurance program. In order to be eligible for the insurance rebate, the employee must work through December to qualify for the first rebate payment. In order to be eligible for the second payment, the employee must complete his/her contract year. Payments shall be made the last pay in June (for January through June) and the last pay in December (for July through December) and are subject to all deductions as required or authorized by law or Board policy. Payments will be included as income on an employee's W-2 for income tax purposes. Any employee who has elected to participate in this insurance option but during the year loses insurance coverage through divorce, death, job loss, layoff, or any event outside the employee's control which causes loss of insurance shall be provided insurance coverage upon notification to the Treasurer, and the stipend shall be prorated.

Any employee who is covered under another Huron-Erie County School Employee Insurance consortium district's plan is not eligible for the rebate program. This election is also available to employees employed prior to July 1, 2025 who are already covered under NPESC coverage through a spouse or parent. Any employee hired after July 1, 2025 who is already covered under a NPESC plan through a spouse or parent will be ineligible for the insurance rebate.

## **COBRA**

COBRA coverage will be made available at 102% of the cost of total monthly premiums, payable by the individual, in advance and in accordance with the Federal mandates affording continuation of coverage for the employee or beneficiaries in the event of:

- the employee's death
- voluntary or involuntary termination (other than for gross misconduct) or reduction in hours
- divorce or legal separation
- the employee's eligibility for Medicare benefits
- a dependent child ceases to be a dependent under provisions of the insurance plan

Such eligibility ceases according to the following guidelines:

- failure of the individual to prepay the premiums

- expiration of the 18<sup>th</sup> month after reduction of hours or termination (for those to whom this applies)
- expiration of the 36<sup>th</sup> month for all other “qualifying incident” for all other cases
- the qualified beneficiary gains coverage under another group health insurance plan as a result of employment, re-employment or re-marriage
- the qualified beneficiary becomes entitled to Medicare benefits
- should the Governing Board cease to maintain a group health plan for other active employees

### **Section 125**

A Section 125 flexible spending account is available to each employee. The board shall contribute \$500 annually for those full-time employees eligible for unreimbursed medical expenses and/or dependent care. Any amounts paid by the board and/or deducted from an employee’s paycheck, but not used by the employee, shall be returned to the board as per IRS regulations regarding such accounts.

### **Group Life Insurance**

The Governing Board makes available to its full-time employees a group life insurance program. The premium for the coverage in this program shall be paid by the Governing Board for all employees who request said coverage. Employees may purchase, at their cost, additional amounts of life insurance. This may be accomplished through payroll deduction. The Governing Board reserves the right at all times to change insurance carriers, but in the event of change in carrier, there will not be any attempt by the Governing Board to reduce benefit coverage below the coverage currently in existence.

### **Tax Shelter Annuity**

The Center does permit an employee to take a reduction in salary with respect to money earned in return for the Governing Board purchasing an annuity in a corresponding amount for the employee. Arrangements may be made for deductions for tax shelter at the written request of the employee.

### **Severance**

Severance will be paid at retirement or death. In order to qualify for severance pay, an employee must have a minimum of five (5) years of continuous, unbroken, uninterrupted, service with the Center. An employee must submit a letter of resignation/retirement on or before his/her last day of service.

Please consult Policy Manual for information about severance.

### **Class Lead Stipend**

An educational assistant may be assigned as a “Class Lead” by their supervisor and will receive a two-dollar (\$2.00) per hour stipend. The Assistant Superintendent for Programs and Personnel must approve all assignments. A staff member who serves as a “Class Lead” will fill out a timecard documenting the hours and the classroom teacher.

### **Dockage of Pay**

When an employee is docked pay for any reason (other than FMLA), the dockage will be for full pay to include gross pay and any and all Governing Board paid benefits. The pay dockage will be proportionate to the total number of employee contractual days.

### **Wage Garnishment**

The Center complies with all applicable laws governing the garnishment of wages.

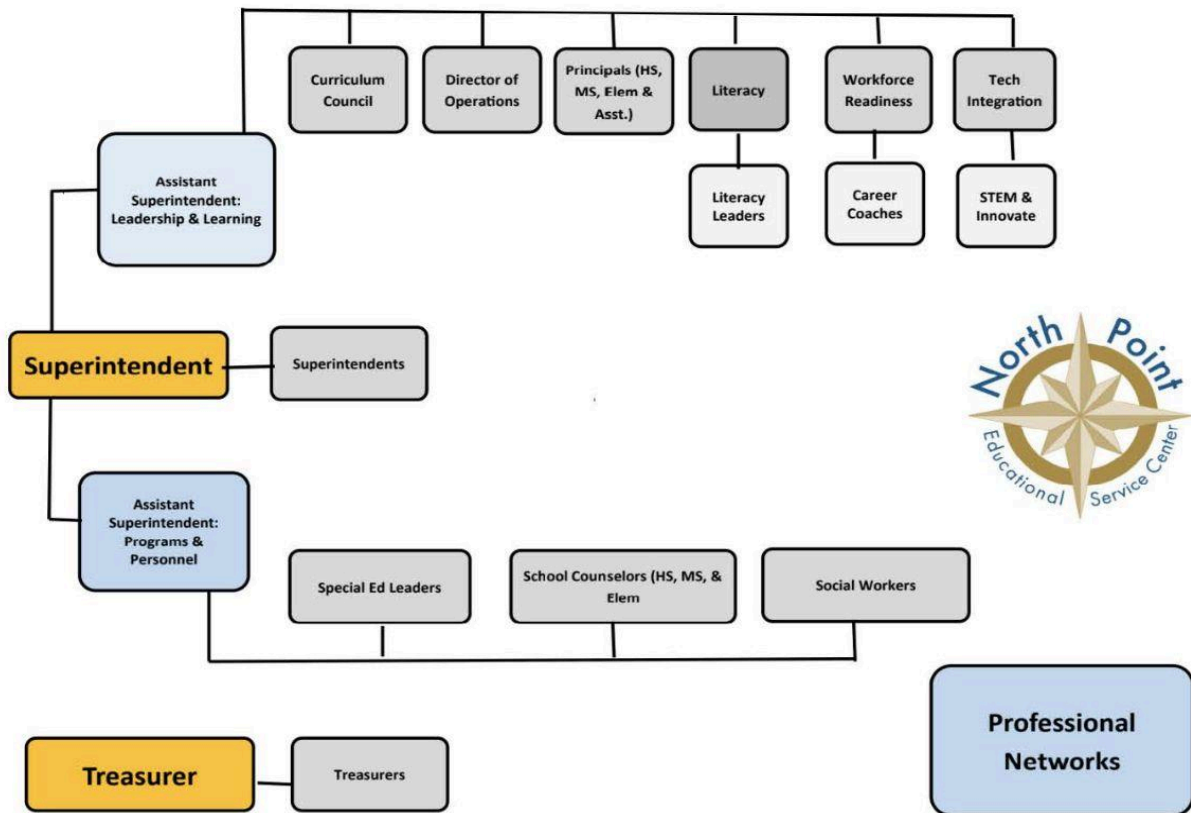
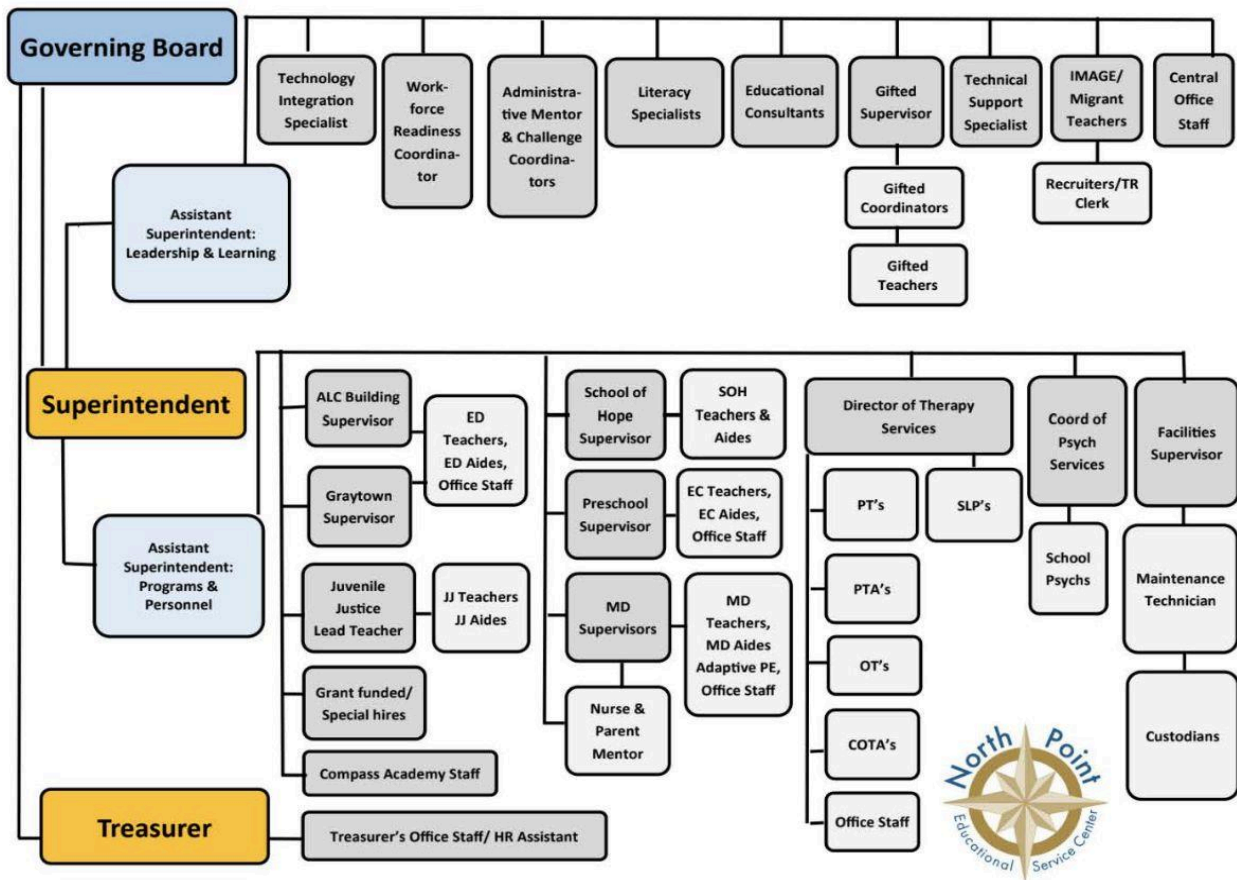
A garnishment is a court order that compels an employer to withhold a sum of money from an employee's wages to pay debts, taxes, or other legal obligations.

## **Complaints and Chain of Command**

If an employee, district representative, parent or community member has a complaint or concern, the matter will be referred to the administrator/supervisor on the chain of command most empowered to resolve it.

If the administrator/supervisor cannot resolve the issue, or if his/her decision is unacceptable to either party, the matter may be moved up the chain of command to the Assistant Superintendent for Programs and Personnel and the Superintendent. The Superintendent’s decision is final.

The chain of command is outlined in the NPESC organization chart.



# Confidential Information

Employees of the Center may be privy to information that is defined by state and federal law, and related administrative codes, as confidential. Staff members are obligated to adhere to those rules by not discussing confidential information about a student and/or his/her parents/guardians with anyone who does not have a professional right and/or a legal right to know. In addition, employees are obligated to protect all written documents that contain confidential information. Failure to follow confidentiality rules will result in disciplinary action, up to and including termination. In addition, breeches of privacy law may result in criminal and/or civil action through the court system.

A staff member is required to immediately report any breach of confidentiality to his/her Supervisor and Assistant Superintendent for Programs and Personnel.

# Conflict of Interest

NPESC employees will adhere to the following governing board policy, po1130, CONFLICT OF INTEREST. This policy can be found here: [Boarddocs Policies - NPESC](https://www.npesc.org/Boarddocs/Policies%20-%20NPESC) or <https://www.npesc.org/>

# Contracts

Staff members will be issued a written contract upon being employed/re-employed by the Center. An employee should note that it is the Governing Board's action that is the employment of an individual, not the written contract. If a staff member does not sign his/her contract, by law, he/she is considered employed by the Center, unless he/she submits a formal letter of resignation.

The contracts will contain the signatures of the Governing Board President and the Treasurer. Said signatures indicate that all necessary implementing resolutions have been adopted by the Governing Board for employment.

## Certificated Staff Members

Certified staff members may resign their contracts prior to or on July 10<sup>th</sup> without seeking Governing Board approval. After July 10<sup>th</sup>, employees wishing to resign must petition the Governing Board for approval. Approval will only be granted in extreme circumstances.

The Governing Board will only hire individuals who meet the certification/licensure requirements of the State Board of Education.

Staff members hired on a “part-time/as needed” basis and/or for "special assignments" (i.e., one-on-one tutors at district request, etc.) are "at-will" employees. "At-will" employees will be discharged by the Center once their services are no longer needed or funding is exhausted.

From time to time, staff members may be issued supplemental contracts to perform work beyond contract expectations and/or beyond the normal contract day/year. These agreements are one-year limited contracts. Supplemental contracts automatically expire at the end of the year. The Center does not give notice of its intent to renew supplemental contracts, nor does it take action to non-renew them.

### **Administrative Staff Members**

Upon being initially employed, an administrator will be given a one-year limited contract (unless in the Superintendent's judgment, a longer contract is appropriate). After the successful completion of this initial contract, the administrator may be given another one-year contract.

Once an administrator has completed three (3) consecutive one-year contracts with the Center, he/she will be given a contract of no less than two (2) years and no greater than five (5) years. However, on a one-time basis, the Superintendent may recommend a one (1) year contract.

From time to time, staff members may be issued supplemental contracts to perform work beyond contract expectations and/or beyond the normal contract day/year. These agreements are one-year limited contracts. Supplemental contracts automatically expire at the end of the year. The Center does not give notice of its intent to renew supplemental contracts, nor does it take action to non-renew them.

Administrative staff members may resign their contracts prior to or on July 10<sup>th</sup> without seeking Governing Board approval. However, after July 10<sup>th</sup>, employees wishing to resign, must petition the Governing Board for approval. Approval will only be granted in extreme circumstances.

The Governing Board will only hire individuals who meet the certification/licensure requirements of the State Board of Education.

Administrative staff members hired on a part-time as needed basis and/or for "special assignments" (special projects, district request, grant funded positions, etc.) are "at-will" employees. "At-will" employees will be discharged by the Center once their services are no longer needed or funding is exhausted.

### **Classified Staff Members**

The Center will only issue a one-year limited contract to educational assistants, COTA's and PTA's.

The contract sequence for other classified staff members is:

1. New employees shall be given not more than a one (1) year limited contract. Such a contract will expire on the succeeding June 30<sup>th</sup>.

2. If the employee is re-employed, the limited contract shall be for a period of two (2) years.
3. At the end of the third, two (2) year contract, if the employee is renewed, the employee shall be employed on a continuing contract.

Staff members hired on a part-time as needed basis and/or for "special assignments" (i.e., one-on-one assignments, district request, special programs, grant funded, etc.) are "at- will" employees. "At-will" employees may be discharged by the Center once their services are no longer needed or funding is exhausted. "At-will" employees are not eligible for the contract sequence outlined.

From time to time, staff members may be issued temporary contracts to perform work beyond contract expectations and/or beyond the normal contract day/year. These agreements are one-year limited contracts. Temporary contracts automatically expire at the end of the year. The Center does not give notice of its intent to renew temporary contracts, nor does it take action to non-renew them.

### **Renewals/Non-renewals**

The Center's goal is to assemble and maintain a competent and professional team of staff members through which we will deliver our programs and services. This initiative means that employees are accountable for their actions and that decisions about their employment will be weighed in the light of their job effectiveness. In all cases of contract renewals/non-renewals, the Center will follow the provisions in the Ohio Revised Code.

### **Assignments/Transfers**

The assignment or transfer of staff members will be done in accordance with the needs of the Center and where the administration believes the employee is most qualified to serve.

## **Controversial Issues**

NPESC employees will adhere to the following governing board policy, po2240, CONTROVERSIAL ISSUES. This policy can be found here: [Boarddocs Policies - NPESC](https://www.npesc.org/Boarddocs/Policies%20-%20NPESC) or <https://www.npesc.org/>

## **Discipline/Corrective Action**

When guidelines or policies are violated, the Center will initiate corrective strategy. Some misconduct may result in immediate termination. Employee misconduct includes, but is not limited to: theft, lying, insubordination, harassment, immoral conduct, possession of controlled substances or weapons, job abandonment, failure to maintain confidentiality, falsification of leave, jeopardizing the health and safety of students and staff, and conduct unbecoming of a Center employee.

If a staff member violates a rule, the Center will employ one or more of the following procedures:

- Counseling/Verbal Warning
- Written Reprimand
- Suspension With/Without Pay
- Termination/Discharge

The determination of which action(s) used will be made by the Center's Administration

## **Donations/Gifts to the Center**

State law requires that donations made by an outside group/individual to the Center or its programs, must be formally accepted by the Governing Board at a regularly scheduled meeting.

Employees who receive such donations must forward the appropriate form to the Assistant Superintendent for Programs and Personnel stating: the date, name and address of the donor, a description of the donation, and the monetary value of the item. The item(s) will then be put on the Governing Board's monthly agenda and formally accepted by the Center.

The Center encourages the individual receiving the donation to send a letter of "thanks" to the individual or organization who donated.

The following procedures are to be adhered to regarding donations:

- All donations are to be processed through the Assistant Superintendent for Programs and Personnel office and only accepted after Governing Board approval.
- Staff members may not solicit donations on behalf of the staff or students without permission from the Program Administrator.
- The donor should put a value on the item or items donated.
- All donations become the property of the Center and not the property of a program or the employee.
- No individual shall accept any item as his/her personal property when it is offered as a donation to the Center.
- All items donated shall be accepted by the Governing Board, only upon the donor signing a statement that the listed item or items with serial numbers are free and clear of any financial obligations or any restrictions as to their use or disposal.
- Gifts, of more than nominal value, donated to the Center for activities, products or services that the Center paid for, or that an individual was reimbursed for, must be forwarded to the Center's Business Office (ex. frequent flyer miles, company gifts for purchases, etc.).

All donations must be examined by the supervisor to insure their usefulness to the Center and that they are in working order, and do not pose a hazard to students or staff. The supervisor's signature on the *Gifts and Donations to the Center* form indicates said inspection has been conducted

## **Dress Code - do we define a dress code?**

NPESC employees will adhere to the following governing board policy, po1616, STAFF DRESS AND GROOMING. This policy can be found here: [Boarddocs Policies - NPESC](https://www.npesc.org/Boarddocs/Policies-NPESC) or <https://www.npesc.org/>

An employee is expected to dress appropriately for his/her job and in a manner that reflects our agency's professionalism. At all times an employee's appearance should be tasteful and well-groomed. Supervisors are responsible for determining appropriate dress standards for their programs. Dress code expectations will be communicated at the onset of each school year.

In making these determinations, supervisors will consider these factors:

- the nature of the employee's work
- safety considerations
- the extent of the employee's contact with the public
- the Center's desire to project a high degree of professionalism

Business casual is an everyday expectation. Should you appear at work in unsuitable attire, you will be asked to leave and return in proper clothing. Employees sent home to change their attire will not be paid for time missed. If the Program Supervisor allows for a "dress down day", jeans are acceptable, but sweatpants or comparable pants are not permitted.

Center staff members assigned to districts will follow that district's dress guidelines.

A staff member may not wear apparel that promotes drug/alcohol use, supports a candidate for office or political issue and/or is in poor taste.

## **Email Communications**

NPESC employees will adhere to the following governing board policy, po7540.05, ELECTRONIC MAIL. This policy can be found here: [Boarddocs Policies - NPESC](https://www.npesc.org/Boarddocs/Policies-NPESC) or <https://www.npesc.org/>

Staff members are expected to check their Center email account on a daily basis for notices, updates and information. Employees are expected to comply with any email directives within the timeframe and in the detail and format stated in the notice.

An employee's failure to read emails or any Center communication does not absolve him/her of any responsibilities outlined in those documents

## **Employee Driving Liability Insurance**

The Center encourages all staff members to maintain a safe driving record. Our organization has driver liability insurance for staff members whose job requires them to travel from site to site or attend other Center approved activities. This coverage is “secondary coverage.”

If an employee is deemed uninsurable and his/her job requires that he/she drives from location to location, then he/she will be dismissed from employment.

Should you have any questions about the Center’s liability coverage, please contact your Assistant Superintendent for Programs and Personnel

## **Employee Expectations of Privacy**

Center personnel may conduct searches in accordance with the law. Only authorized personnel will conduct an employee search.

Employees have no expectation of privacy in their workplace including classrooms, offices, desks, storage areas, closets and lockers. In addition, classroom computers, lesson plan books, classroom materials, and files are property of the Center and are subject to a search. An employee’s personal items such as a briefcase and date book are also subject to a search.

Employees found in violation of state and federal law and/or Governing Board policy will be subject to disciplinary action, up to and including termination.

## **Employee Health and Safety**

The Center is committed to providing a safe and healthy work environment. All staff members are expected to observe safe working practices and be vigilant in identifying and remedying health/safety hazards.

Staff members are expected to adhere to the following agency rules:

- Refrain from any action that may cause injury to themselves, colleagues, or students.
- Wear clothing that is appropriate for the job. Clothing and/or foot wear that offers poor protection, that might inhibit movement, or that could create a hazard, is prohibited.
- Do not lift any item which is too heavy or bulky to be handled by one person.

- Keep your work area clean, neat and free of hazards. All aisles, doorways and exits should be kept clear. Materials and supplies should be stored in a secure manner.
- Equipment should only be used for its intended purpose. Defective or broken equipment should be put aside and reported to the supervisor.
- Appliances and equipment housed in classrooms must have a legitimate educational purpose and be secured when students are present.
- Refrain from interfering with other employees' work activities.
- Utilize classroom strategies which are appropriate for the students' ages and ability levels. Steps should be taken to ensure that activities pose no threat to students' and/or colleagues' health.
- Survey work spaces every day before students arrive to identify and remedy possible hazards.
- Refrain from taking any substances that could alter perceptions or slow reaction time. Being under the influence of alcohol or illegal drugs during work hours is prohibited.
- Fighting, threatening gestures, roughhousing and horseplay are prohibited.
- Be aware of evacuation procedures, designated reporting areas and crisis response procedures. Know where first aid kits, fire extinguishers and exits are located.
- Inspect work spaces before leaving for the day. Lights, appliances, and equipment should be turned off, windows and doors should be secured.
- Do not use equipment that you are unfamiliar with. Obtain and review instructions before operating it.
- Make sure all guards/safety attachments on appliances and equipment are operational. Never bypass safety features. Do not operate equipment in excess of the manufacturer's recommendations.

### **Emergency Medical Forms**

All staff members must complete a *Staff Emergency Medical Authorization Form* at the beginning of the school year. This form must be turned in during the opening staff day in August.

### **Personal Changes/Conditions**

A staff member is expected to report to his/her job in a mental and physical condition that will allow him/her to make an optimum contribution to the Center.

A staff member is to inform his/her supervisor about any conditions that may affect his/her work. The Center may require an employee undergo an evaluation to determine his/her fitness to perform job expectations. Medical examinations and an employee's health status will be considered confidential information and only released when required by law.

A staff member returning to work after a medical treatment/procedure is required to submit to the Treasurer a written release by the attending physician. The release must state that the employee is able to return to work. Releases are reviewed on a case by case basis. In general, in order to return to work an employee must be able to perform all job expectations without restriction.

Staff members who have an alcohol/drug abuse problem are encouraged to seek treatment. When work performance is affected by abuse of alcohol/drugs, the participation in a treatment program will not preclude the Center from taking appropriate action.

### **Work Related Injuries/Illnesses**

A staff member who suffers an injury or illness on the job must seek medical attention, if warranted. Said consultation should occur as soon as possible after the illness or accident. Any employee injured at work is to adhere to the following procedures (steps may vary with the circumstance):

- seek medical attention immediately if necessary
- notify supervisor of your injury (classroom colleague may do this)
- complete an *Employee Accident Report Form* and forward it to the Treasurer immediately
- keep medical appointments as scheduled and follow the doctor's orders
- A staff member returning to work after a medical treatment/procedure is required to submit to the Treasurer a written release by the attending physician. The release must state that the employee is able to return to work. Releases are reviewed on a case by case basis. In general, in order to return to work an employee must be able to perform all job expectations without restriction.

### **Health/Safety Concerns**

If an employee is aware of a colleague whose actions and behavior may cause injury, harm or jeopardize the safety of students, or others (including the individual in question) the employer is required to report said behaviors to his/her supervisors.

If an employee is aware of any health, housekeeping or safety problem, he/she is to report it to his/her supervisor. The supervisor will act in an appropriate manner to correct the problem as soon as possible.

## **Employee Personnel Files**

The Center maintains a personnel file on all staff members at the Sandusky Office. Information contained in an employee's file shall include: the staff member's application, evaluations, criminal records check, TB test results, transcripts, letters of reprimand, certificate(s), license(s), disciplinary actions, commendations, etc.

A staff member may review the contents of his/her personnel file by making a request through the Superintendent's office. Requests to view should be made twenty-four (24) hours in advance and will be available on the first business day after the request is made.

If an employee disputes the accuracy, relevance, timeliness or completeness of the information in his/her file, he/she may ask the Superintendent to investigate the matter. A review will be carried out and the employee will be notified within ten (10) days of his/her request.

Personnel files are public records and access to them are dictated by state and federal law.

## **Employee Recognition**

The Center recognizes student and staff success, hard work, and achievement via public proclamation and employee awards.

## **Points of Pride**

The Center recognizes staff successes at Governing Board meetings. The types of achievements acknowledged include:

- Honors employees or students receive from groups, agencies, organizations, etc.
- Recognition staff members (instructional and non-instructional) receive from regional, state, or national associations.
- Achievement students receive for academic or extracurricular activities at a district, regional, state or national level.

Employees should let the Superintendent's office know (in writing) any accomplishments, achievements, or awards earned by colleagues or pupils.

## **Organizational Recognition**

The Center also bestows awards on staff members for service and actions which go "above and beyond" the call of duty. Center recognition includes:

- **Length of Service Award** celebrates staff membership via length of service to the Center. Awards will be presented in five-year increments.
- **Heart Award** is given to individuals who make significant contributions to students' academic performance or personal development or to employees whose actions exemplify the Center's values and/or exemplify the education profession.
- **Teamwork Award** is given to individuals whose efforts make a significant contribution toward organizational unity. The *Teamwork Award* acknowledges staff members whose efforts have helped to bind our organization together by encouraging agency pride, common purpose, and cohesiveness.
- **Excellence Award** is given to individuals whose actions have notably improved the quality of Center programs/services. The *Excellence Award* acknowledges staff members whose efforts have produced long-term benefit to the organization.
- **Trailblazer Award** is given to individuals who conceive, develop and/or implement new initiatives that benefit the Center and may have wider implications. The *Trailblazer Award* acknowledges staff members who have shown creativity in devising/improving a program/service or who have developed a "new" way of doing things.
- **Torch Award** is given to individuals whose actions have enabled others to succeed. The *Torch Award* acknowledges individuals who go above and beyond the norm to make the Center and its programs better.
- **Service Award** is given to individuals who consistently exemplify our agency's core values of (Supportive, Encouraging, Responsive, Values, Integrity, Collaborative, and Excellence).
- **Retirement Recognition Award** is presented annually to staff members as a "capstone" to their career. The awards will be presented at an annual organizational assembly.

# Employment Practices

The Center's goal is to assemble a strong team of professionals to deliver programs and services to clients. We seek to attract, secure and retain the most highly qualified personnel for all positions.

The personnel needs of the Center are determined by the Center's Executive Team with input from program supervisors, who guide and direct our agency's recruitment efforts.

Employment recommendations go through the Assistant Superintendent for Programs and Personnel to the Superintendent and then to the Governing Board. The following guidelines direct the Center's employment process:

- The Center's employment process will be fair, equitable, and free of any form of discrimination.
- No candidate will be recommended for employment without an interview and a careful reference check.
- The Center will recommend only the best, qualified applicants for a position.

Any employee who misrepresents his/her credentials, years of experience, or information on his/her application materials will be subject to disciplinary action, up to and including termination.

# Equipment and Supplies

Center equipment and supplies are for business purposes only. Employees are not permitted to use either for private benefit.

The Center does permit staff to remove items from its property (e.g., laptop computers) so that staff can complete tasks arising from specific job responsibilities. The employee shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.

A staff member may not load private/personal software onto a Center computer without the permission of the Center's Technology Coordinator.

A staff member may not remove another employee's property without his/her permission. Failure to do so is grounds for disciplinary action, up to and including termination.

Equipment should only be operated in accord with the instructions provided by the manufacturer. An employee should not operate equipment that he/she is unfamiliar with or that is defective. A staff member may not modify equipment or create devices for use at a Center worksite. An employee must make sure all safety features are properly operating before using equipment. An employee should

never attempt to repair, adjust or maintain equipment unless authorized to do so by the appropriate administrator.

### **Inventory Tags**

All Center equipment is to be inventoried. Inventoried items have tags attached to them. Staff members should routinely check equipment to make sure that inventory tags are attached to items. If a tag is missing or mutilated, an employee must notify the Treasurer's Office for a replacement tag.

### **Transferring Equipment**

A staff member may not move equipment to another site without prior approval. An employee must complete a *Request for Asset Transfer* form and send it to the Assistant Superintendent for Programs and Personnel and Treasurer for approval.

### **Disposal of Equipment**

When Center equipment becomes inadequate because of age, condition, lack of need, and/or cannot be reasonably and economically brought up to an acceptable standard, a staff member must notify his/her supervisor and Assistant Superintendent for Programs and Personnel by submitting the *Asset Disposal Request* form. Center equipment may not be disposed of without the permission of both individuals. Center maintenance staff will pick-up and dispose of such equipment.

## **Ethical Conduct**

NPESC employees will adhere to the following governing board policy, po1200, STAFF ETHICS. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

## **Evaluations**

Governing Board Policy details the procedures and timelines to be followed in evaluating staff. The particulars of the evaluation process are reviewed in this memo. Please keep in mind two points: (1) that an evaluation is to be considered a cumulative assessment (not simply a reflection of a single observation); and (2) you may conduct additional evaluations beyond the required number.

### ***CERTIFICATED STAFF (OTES 2.0)***

Staff members will be evaluated by the OTES 2.0 framework.

**The first observation cycle (minimum 30 minutes) shall be conducted and completed no later than December 1st**

The **second observation cycle (minimum 30 minutes)** shall be conducted and completed **on or before March 15th**

For teachers under consideration for nonrenewal, a third observation cycle (minimum 30 minutes) shall be considered and completed on or before **May 1**. Inform Assistant Superintendent/Personnel if nonrenewal is a consideration no later than **March 15th**

A final holistic summative rating must be given to the teacher by **May 10th** and will be entered into the OhioES system.

### ***CERTIFICATED STAFF (OSCES - SCHOOL COUNSELOR)***

School counselors will be evaluated by the OSCES framework.

The **first observation cycle (minimum 30 minutes)** shall be conducted and completed **no later than December 1st**

The **second observation cycle (minimum 30 minutes)** shall be conducted and completed **on or before March 15th**

For counselors under consideration for nonrenewal, a third observation cycle (minimum 30 minutes) shall be considered and completed on or before **May 1**. Inform Assistant Superintendent/Personnel if nonrenewal is a consideration no later than **March 15th**

A final holistic summative rating must be given to the counselor by **May 10th** and will be entered into the OhioES system.

### ***CERTIFICATED STAFF (NON-OTES)***

#### **Evaluation of Staff on Limited Contracts**

Certificated (non-OTES) staff members are to be evaluated at least **once each year**. All staff evaluations should be completed by **March 31st**. If a certificated (non-OTES) staff member is to be recommended for non-renewal, then three observations must take place and be documented in the final evaluation.

Completed evaluation forms are to be filed with the Superintendent's Office no later than **April 10th**.

### ***CLASSIFIED STAFF***

Classified staff members are to be evaluated at least **once each year**. All classified staff evaluations should be completed by **March 31st**.

Completed evaluation forms are to be filed with the Superintendent's Office no later than **April 10th**.

### ***ADMINISTRATIVE STAFF***

Each staff member on an administrative contract shall be evaluated **annually**. It is very important the timelines regarding administrative evaluation are followed. An administrator in a non-contract renewal year is to be evaluated and given a copy of his/her completed evaluation prior to the end of their contract year. The date for completion of an administrator's evaluation in a non-contract renewal year is **June 1st**.

An administrator in a **contract renewal year must be evaluated twice** a "preliminary" evaluation and a "final" evaluation. The **preliminary** evaluation must be completed and a copy given to the Administrator at least 60 days prior to any board action on the contract. Such action must occur on or before June 1. The **final** evaluation must be completed and delivered to the Administrator at least five (5) days prior to any board action.

## **Field Trips**

A field trip is defined as any planned student activity, which is approved as part of the Center's educational program, and will occur off school grounds under the supervision of a staff member.

Field trips should relate to the curriculum and have value for the teaching/learning process. They should supplement and enrich classroom instruction.

Supervisors and Program Directors must approve all field trip request forms prior to the activity taking place. In addition, field trips, which are planned to keep students overnight or longer, must receive prior approval from the Superintendent and Governing Board.

Students may be charged reasonable fees for field trips but no student shall be denied participation because of financial inability.

The safety and well being of students on field trips should be protected at all times. Parental permission must be obtained before any student leaves on a trip. Each trip must be properly monitored. A copy of each student's *Emergency Medical Authorization Form* must be in the possession of the staff member in charge of the activity. At least one certificated employee must accompany students on a field trip. In addition, Center personnel must have a copy of an *Emergency Medical Authorization Form* for all staff members and field trip volunteers.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled. In any instance in which the itinerary of a trip is altered, the staff member in charge shall notify his/her Supervisor immediately.

Students on field trips are under the supervision of the Center and are subject to all rules and regulations found in the student handbook. Field trips are privileges. Students do not have a "right" to attend a field trip. There is not an appeal procedure or any due process rights to follow once a denial is made. As in any disciplinary situation, staff members should have good reason to take this action.

Volunteers who are not Center employees must complete the *Volunteer Application Form/Volunteer Emergency Medical Authorization Form*. Volunteers who will be supervising children must pass a BCI/FBI check. The fee for the criminal records check is at the volunteer's expense.

Staff members may not accept any form of compensation (e.g., cash, checks, gifts, etc.) from a business or entity that is hosting or may be hosting a Center-sponsored trip.

## **Fitness for Duty**

NPESC employees will adhere to the following governing board policy, po1461, UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

Should information be presented to the Center, the Superintendent may require an employee to submit to a physical examination in order to determine his/her fitness for work. The examination will be conducted by a physician determined by the Center. The results of the examination will be shared with the employee, as well as the decision as to the person's fitness for work. The cost of the examination will be paid by the Center.

An authorization to return to work should be full and unconditional. Light duty and restriction can be approved by the Superintendent/Designee. This return to work requirement also applies to medical leaves of absence.

## **Fraud (Reporting)**

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US MAIL: Ohio Auditor of State's office

Special Investigations Unit  
88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43215

Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)

## Fundraising

Any staff member who wishes to conduct a fundraising project must complete the Treasurer's annual "Accounting for Money" In-Service. This seminar overviews the procedures employees must follow when accounting for money during the course of their duties with the Center. Staff members who do not attend will not be allowed to engage in fundraising activities or other sales projects that year.

The Governing Board does not permit or sanction the use of crowdfunding for ESC or specific school programs or activities, including co-curricular or extracurricular activities.

### **Program/Classroom**

The Governing Board recognizes the need for fundraisers. However, no group may engage in fundraising activities or solicit funds without Governing Board approval.

Fundraising projects must operate within the following parameters:

- The funds raised through said activity must be used to compliment the Center's educational objectives.
- The activity must be appropriate for an educational institution.
- Cash awards cannot be offered to students participating in the fundraising activity.
- The activity must be conducted under the auspices of an appropriate administrator and supervised by a Center employee or Governing Board recognized volunteer if students are involved.
- Staff members cannot accept any gift or bonus from an outside supplier/vendor in connection with the fundraiser.
- The activity must be conducted in a manner and at a time that it does not encroach upon instructional time, interfere with regularly scheduled school classes and activities, or be unduly demanding on school personnel or Center resources.

The Governing Board will not authorize any fundraising activity that involves door-to-door solicitation. Fundraising activities should not become a burden or nuisance on the community.

All fundraisers must be approved by the appropriate supervisor and Assistant Superintendent of Programs and Personnel. The fundraising proposal then needs to be sent to the Superintendent and

approved by the Governing Board prior to the activity. **In addition, the approving supervisor will meet with the teacher sponsoring the activity to check and audit the Fundraiser's Final Report 5830 F3.** Said report will then be forwarded to the Treasurer within ten days of the completion of the fundraising activity.

Monies derived from fundraising activities must be accounted for and processed in accordance with the State Auditor's guidelines.

## Grants

All grant applications must be approved the Superintendent/Designee prior to submitting any grant request.

The Center acknowledges the importance and benefit of participating in grant programs and encourages staff members to seek out those grant opportunities that will have a positive influence and affect on our educational programs. **The Center requires that all grants receive Governing Board approval prior to initiating the project.**

Staff members should forward a copy of their grant application to the Superintendent/Designee and receive their approval before it is submitted to the agency funding the grant.

When deciding to apply for a grant, staff members must consider the following points:

- the intended impact on the Center's goals
- how the grant is to be administered
- the person or people responsible for supervision and/or coordination of the grant
- any anticipated expenses to the Center
- any follow-up expense to the Center after the grant expires
- any additional personnel required or needed

## Hours of Work

Regional Offices operated by the Center (Sandusky and Graytown) will be open from 8:00 a.m. to 4:00 p.m. Monday through Friday.

Individuals employed under a teaching contract, and special classified contract (i.e., COTA and PTA) must work a minimum of 37.5 hours per week to be considered full-time (seven and one-half hours a day inclusive of a half hour lunch).

Individuals employed under an educational assistant contract must work a minimum of 37.5 hours per week to be considered full-time (seven and one-half hours a day inclusive of a half hour lunch).

Individuals employed under an administrative/supervisory contract, NOECA personnel, or staff members serving as custodians, secretaries and in "other" classified posts must work a minimum of 40.0 hours per week to be considered full-time (eight hours a day inclusive of a half hour lunch).

Part-time employees work "as needed" up to seven hours a day.

**Individual work times are set by the classroom supervisor and approved by the Assistant Superintendent for Programs and Personnel.**

Overtime will be paid at one and one-half times the regular rate of pay for all actual hours worked in excess of 40 hours in any one week, with the week beginning Monday and ending Saturday.

Administrative and certificated employees are not eligible for overtime pay. Employees will not be permitted to work overtime unless they receive prior approval from their supervisor and Assistant Superintendent for Programs and Personnel. Unauthorized overtime hours will not be approved for compensation and will subject the employee to disciplinary action, up to and including termination.

The Center does not recognize comp time nor will it be substituted for approved overtime. All approved overtime hours must be recorded on a time card with the reason for the excess hours noted on the back.

At times, staff may be required to work outside of the traditional workday (i.e. open houses).

## **Incident and Accident Reporting**

Staff must complete an *Incident Report* when a student exhibits unacceptable behaviors. These behaviors might include: class disruption, profanity, threatening behavior/comments, leaving the classroom, physical aggression (e.g., hitting, kicking, biting, and/or spitting), damaging property and/or self-injury.

If a student is injured during a student outburst, a staff member must complete an appropriate *Accident Report Form* (student/employee) and notify the students Parents/Guardians.. If a staff member is injured during a student outburst, the employee must complete an *Accident Report Form* and forward it to the Treasurer's Office.

## **Late to Work/Leaving Work Prior to End Time**

Employees are to be at their assignments prepared and ready for work at the regular starting time. In addition, staff members are to remain at their posts, on task, until the workday ends.

### Late to Work and Leaving Work Early

Arriving late to work and absenteeism are detrimental to the Center and have a negative impact on our work environment.

Arriving late to work will be charged to an employee's personal leave and/or subject to pay dockage as determined by the Superintendent. In addition, being late to work may result in disciplinary action, up to and including termination.

If a staff member is going to be late for work, he/she is required to give notice to his/her supervisor and enter the absence into the employee kiosk.

Employees are to be at their posts, on task, until their scheduled workday ends. Any changes to or modification of an employee's work schedule requires the approval of the Superintendent/ designee.

Leaving work early will be charged to an employee's personal leave and/or subject to pay dockage as determined by the Superintendent. In addition, leaving work early may result in disciplinary action, up to and including termination.

## Leaves

Center staff members are expected to report to work on all scheduled work days unless they have been granted leave. Employees must qualify for the leave they are requesting and submit leave forms in a timely fashion (i.e., either prior to or on the day of the staff member's return to work, depending on the type of leave requested). Unauthorized leave will not be compensated and misuse of leave or failure to follow Center guidelines for leave will result in disciplinary action, up to and including termination.

Staff members are responsible for knowing the amount of leave time they have.

Employees requesting leave must follow the procedures described in *Absence from Work* and in *Leaves*.

Any scheduled leave will be charged against the employee's leave balance irregardless of weather-related or emergency cancellations by the employee's assigned district or the Center.

For the purposes of this policy (except FMLA), any leave taken that applies to immediate family will be defined as parents, grandparents, spouse, children, grandchildren or siblings and extends to include the same relatives of the staff member's spouse.

If it becomes necessary for a staff member to change or cancel a leave request, he/she must notify his/her supervisor and the treasurer. Any leave cancellation/change must be submitted as soon as possible but no later than two days before/after the scheduled absence. Failure to comply with this directive may result in the employee's leave being charged to the original date.

## **Bereavement Leave**

A staff member may be granted up to three (3) days paid leave upon the death of a member of the employee's immediate family. Additional days may be extended by the Superintendent because of grieving, related responsibilities and/or extenuating circumstances. Final determination for bereavement use will be made by the Superintendent. If bereavement days are extended beyond the three days, it will be deducted from the employee's sick leave, and if necessary, personal leave. For the purposes of Bereavement Leave, immediate family is defined as parents, grandparents, spouse, children, grandchildren or siblings and extends to include the same relatives of the staff member's spouse.

With the death of an individual who is not part of the staff member's immediate family, Personal Leave may be used. A maximum of one (1) day will be approved in each instance, provided the employee has accumulated leave.

Requests for Bereavement Leave must be filed in advance (except in cases of emergency) and approved by the Assistant Superintendent for Programs and Personnel and Superintendent. In cases of emergency, the employee should call his/her Assistant Superintendent for Programs and Personnel.

## **Court Leave**

A staff member who is required to be absent from work due to jury duty will receive his/her regular compensation less pay received from the court. Staff members are required to submit a copy of the check they receive for serving as a juror to the Treasurer's Office. Said procedure will ensure the employee does not pay double taxes and does not violate state law with regard to compensation.

When possible, Court Leave should be filed in advance.

A staff member who is absent from work due to a court proceeding or administrative hearing that is not directly related to his/her employment must apply for Personal Leave.

## **FMLA Leave**

### *Qualifying Reasons for FMLA and Military Family Leave*

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

- A. the birth and/or care of a newborn child of the staff member, within one (1) year of the child's birth;
- B. the placement with the staff member of a child for adoption or foster care, within one (1) year of the child's placement;

- C. the staff member is needed to provide physical and/or psychological care for a spouse, child or parent with a serious health condition;
- D. the staff member's own serious health condition makes him/her unable to perform the functions of his/her position; or
- E. any qualifying exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces ("Qualifying Exigency Leave"). The term "covered active duty" or "call to covered active duty status" for purposes of Qualified Exigency Leave means duty for a member of the Regular Armed Forces during deployment of the member with the Armed Forces to a foreign country, and, in the case of a member of the Reserve components of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation pursuant to Sections 688, 12301(a), 12302, 12304, 12305, 12406, or Chapter 15 of Title 10 of the United States Code or any other provision of law during a war or during a national emergency declared by the President or Congress as long as it is in support of a contingency operation.

In addition, an eligible staff member who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness may take up to a total of twenty-six (26) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, during a "single twelve (12) month period" to provide physical and/or psychological care for the covered service member ("Military Caregiver Leave"). For purposes of Military Caregiver Leave, the covered service member may be a (1) current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the period of five (5) years prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. For an individual who was a member of the Armed Forces and who was discharged or released under conditions other than dishonorable prior to March 8, 2013, the period between October 28, 2009, and March 8, 2013, shall not count towards the determination of the five-year period for covered veteran status.

### *Eligible Employees*

Staff members are "eligible" if they have worked for the Governing Board for at least twelve (12) months, **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. Months and hours that members of the National Guard or Reserve would have worked if they had not been called up for military service counts towards the staff member's eligibility for FMLA leave.

### *Twelve (12) Month Period*

Twelve (12) month period is defined as a “rolling” 12-month period measured backward – i.e., 12-month period measured backward from the date an employee uses any FMLA leave. Under the “rolling” 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

### *Serious Health Condition*

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a healthcare provider. As utilized in this policy, the term “incapacity” means an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom. The term “treatment” includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. (Treatment does not include routine physical examinations, eye examinations, or dental examinations.)

- A. Inpatient care means an overnight stay in a hospital, hospice, or residential medical-care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care.
- B. Continuing treatment by a healthcare provider, includes any one or more of the following: (1) “incapacity and treatment;” (2) any incapacity related to pregnancy, or for prenatal care; (3) any incapacity experienced by an expectant mother or treatment for such incapacity due to a chronic serious health condition; (4) a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer’s, a severe stroke, terminal stages of a disease); or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider for (a) restorative surgery after an accident or (b) other injury or a condition that would likely result in a period of incapacity of more than three (3) consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).
  - 1. “Incapacity and treatment” involves a period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves a.) treatment two (2) or more times, within thirty (30) days of the first day of incapacity, unless extenuating circumstances exist, by a healthcare provider, by a nurse under direct supervision of a healthcare provider, or by a provider of healthcare services (e.g. physical therapist) under (a) orders of, or on referral by a healthcare provider or (b) treatment by a healthcare provider on at least one (1) occasion that results in a regimen of continuing treatment under the supervision of the healthcare provider.
    - a. Treatment by a healthcare provider as referenced above involves an in-person visit to a healthcare provider. The first (or only) in-person treatment visit shall take place within seven (7) days of the first day of incapacity. The healthcare provider is responsible for determining

whether additional treatment visits or a regimen of continuing treatment is necessary within the thirty (30) day period.

- b. Regimen of continuing treatment includes a course of prescription medication (e.g. antibiotics), or therapy requiring special equipment to resolve or alleviate the health condition (e.g. oxygen).
  - c. A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a healthcare provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
2. An expectant mother is entitled to FMLA leave for incapacity due to pregnancy even if she does not receive treatment from a healthcare provider during the absence, and even if the absence does not last for more than three (3) consecutive, full calendar days.
  3. A chronic serious health condition is one that: (a) requires periodic visits (i.e. at least twice a year) for treatment by a healthcare provider, or by a nurse under direct supervision of a healthcare provider; (b) continues over an extended period of time (including recurring episodes of a single underlying condition); and (c) may cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.). A visit to a healthcare provider is not necessary for each absence, and each absence need not last more than three (3) consecutive, full calendar days.
  4. With regard to permanent or long-term conditions, the employee or family member shall be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider.
- C. Conditions for which Title IX Coordinatormetic treatment are administered (e.g. most treatments for acne or plastic surgery) are not “serious health conditions” unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontic problems, periodontal disease, etc., are conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

#### *Intermittent and Reduced Schedule Leave*

The Superintendent may allow a staff member to take FMLA leave intermittently (i.e. leave in separate blocks of time for a single qualifying reason) or on a reduced schedule leave (i.e. reducing the employee’s usual weekly or daily work schedule) for reason (A) or (B) on page one. A staff member is entitled to take FMLA leave on an intermittent or reduced schedule leave when medically necessary as indicated in reasons (C) and (D) on page one. A staff member may also take FMLA leave on an intermittent or reduced schedule leave for Qualifying Exigency Leave (i.e. reason (E) on page one). Finally, Military Caregiver Leave may be taken on an intermittent or reduced schedule leave when

medically necessary. Regardless, the taking of FMLA leave intermittently or on a reduced schedule leave results in the total reduction of the twelve (12) or twenty-six (26) weeks only by the amount of leave actually taken. If the intermittent or reduced schedule leave is foreseeable based on planned medical treatment for the employee, a family member or a covered service member, the Superintendent may require the staff member to transfer temporarily, during the period the intermittent or reduced schedule leave is required, to an available alternative position for which the staff member is qualified and which better accommodates recurring periods of leave than the staff member's regular position. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. The Superintendent may also transfer the staff member to a part-time job with the same hourly rate of pay and benefits, provided the staff member is not required to take more leave than is medically necessary. Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced schedule leave because of reasons (C) or (D) on page one or pursuant to Military Caregiver Leave and the leave would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave shall elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

When leave is needed for planned medical treatment, the staff member shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the ESC's operations, subject to the approval of the healthcare provider.

If the Superintendent agrees to permit FMLA leave intermittently or on a reduced schedule leave for reason (A) or (B) on page one, the Governing Board may also require the staff member to transfer temporarily, during the period the intermittent or reduced schedule leave is required, to an available alternative position for which the staff member is qualified and which better accommodates recurring periods of leave than does the staff member's regular position.

#### *Staff Member Notice Requirements*

Staff members seeking to use FMLA leave (including Military Caregiver Leave) are required to provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than thirty (30) days in advance, the staff member shall provide notice as soon as practicable - generally, either the same or next business day. When the need for leave is not foreseeable, the staff member shall provide notice as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, staff members shall comply with the Governing Board's usual and customary notice and procedural requirements for requesting leave. Failure to provide timely notice may result in the leave being delayed or denied, and/or possible disciplinary action.

Staff members shall provide "sufficient information" for the Superintendent to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform

the functions of the job, that the staff member or his/her qualifying family member is under the continuing care of a healthcare provider, that the requested leave is for a particular qualifying exigency related to a qualifying family member's covered active duty or call to covered active duty status, or that the leave due to a qualifying family member who is a covered service member with a serious injury or illness. The information may also include the anticipated timing and duration of the leave.

When a staff member seeks leave for a FMLA-qualifying reason for the first time, the staff member need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the ESC has previously provided the staff member FMLA-protected leave, the staff member shall specifically reference either the qualifying reason for leave or the need for FMLA leave.

### *Substitution of Paid Leave*

The Governing Board shall require the staff member to "substitute" (i.e. run concurrently) any of his/her earned or accrued paid leave (e.g. sick leave, personal leave, assault leave, vacation leave, compensatory time, family leave) for unpaid FMLA leave. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the ESC's normal leave policy. A staff member electing to use any type of paid leave concurrently with FMLA leave shall follow the same terms and conditions of the Governing Board's policy that apply to other employees for use of such leave. The staff member is always entitled to unpaid FMLA leave if s/he does not meet the Governing Board's conditions for taking paid leave. On occasion the Governing Board may waive any procedural requirements for the taking of any type of paid leave.

If a staff member requests and is permitted to use accrued compensatory time to receive pay for time taken off for an FMLA reason, or if the Superintendent requires such use pursuant to the Fair Labor Standards Act, the time taken shall be counted against the staff member's FMLA leave entitlement.

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) work week period of FMLA leave or a twenty-six (26) work week period of Military Caregiver Leave, the additional weeks of leave to obtain the twelve (12) work weeks of FMLA leave or twenty-six (26) work weeks of Military Caregiver Leave the staff member is entitled to shall be unpaid.

Whenever a staff member uses paid leave in substitution for unpaid FMLA leave/Military Caregiver Leave, such leave counts toward the twelve (12) work week/twenty-six (26) work week maximum leave allowance provided by this policy and Federal law.

### *ESC Notice Requirements*

The Superintendent is directed to post the Department of Labor approved Notice explaining employees' rights and responsibilities under the FMLA. Additionally, this general notice shall be included in employee handbooks or other written guidance to staff members concerning benefits or leave rights or, in the alternative, distributed to each new staff member upon hiring.

When a staff member requests FMLA leave or the ESC acquires knowledge that leave may be for a FMLA purpose, the Superintendent shall notify the staff member of his/her eligibility to take leave, and inform the staff member of his/her rights and responsibilities under the FMLA (including the consequences of failing to meet those obligations). Along with the Notice of Rights and Responsibilities, the Superintendent shall attach any medical certification that may be required, and a

copy of the employee's essential job functions. If the Superintendent determines the staff member is not eligible for FMLA leave, the Superintendent shall state at least one (1) reason why the staff member is not eligible. Such notice may be given orally or in writing and should be given within five (5) business days of the request for FMLA leave, absent extenuating circumstances. When oral notice is given, it shall be followed by written notice within five (5) business days. Staff member eligibility is determined (and notice provided) at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable twelve (12) month period. All FMLA absences for the same qualifying reason are considered a single leave and staff member eligibility as to that reason for leave does not change during the applicable twelve (12) month period. If at the time a staff member provides notice of a subsequent need for FMLA leave during the applicable twelve (12) month period due to a different FMLA-qualifying reason and the staff member's eligibility status has not changed, no additional eligibility notice is required. If, however, the staff member's eligibility status has changed, the Superintendent shall notify the staff member of the change in eligibility status within five (5) business days, absent extenuating circumstances.

If the specific information provided by the Notice of Rights and Responsibilities changes, the Superintendent shall, within five (5) business days of receipt of the staff member's first notice of need for leave subsequent to any changes, provide written notice referencing the prior notice and setting forth any of the information in the Notice of Rights and Responsibilities that has changed.

When the Superintendent has sufficient information to determine that leave is being taken for a FMLA-qualifying reason (e.g. after receiving certification), the Superintendent shall notify the staff member whether the leave shall be designated and counted as FMLA leave. Leave that qualifies as **both** Military Caregiver Leave and leave to care for a qualifying family member with a serious health condition (i.e. reason (C)) shall be considered as Military Caregiver Leave in the first instance. This designation shall be in writing and shall be given within five (5) business days of the determination, absent extenuating circumstances. Additionally, when appropriate, the Superintendent shall notify the staff member of the number of hours, days and weeks that shall be counted against the employee's FMLA entitlement, and whether the employee shall be required to provide a fitness-for-duty certification to return to work.

Only one Designation Notice is required for each FMLA-qualifying reason per applicable twelve (12) month period, regardless of whether the leave taken due to the qualifying reason shall be a continuous block of leave or as intermittent or on a reduced schedule leave. If the Superintendent determines the leave shall not be designated as FMLA-qualifying (e.g. if the leave is not for a reason covered by the FMLA or the staff member's FMLA leave entitlement has been exhausted), the Superintendent shall notify the staff member of that determination. If the staff member is required to substitute paid leave for unpaid FMLA leave, or if paid leave taken under an existing leave plan is being counted as FMLA leave, the "Designation Notice" shall include this information. Additionally, the "Designation Notice" shall notify the staff member if s/he is required to present a fitness-for-duty certification to be restored to employment. Further, if the fitness-for-duty certification is required to address the staff member's ability to perform the essential functions of his/her job, that shall be indicated on the Designation Notice, and a list of the essential functions of the staff member's position shall be included.

If the information provided to the staff member in the Designation Notice changes, the Superintendent shall provide, within five (5) business days of receipt of the staff member's first notice of need for leave subsequent to any change, written notice of the change.

In the case of intermittent or reduced-leave schedule leave, only one such notice is required unless the circumstances regarding the leave have changed.

*Limits on FMLA When Both Spouses are employed by the Governing Board*

When eligible spouses are both employed by the Governing Board, they are limited to a combined total of twelve (12) workweeks of FMLA leave during any twelve (12) month period if the leave is taken for reason (A) or (B) on page one, or to care for the staff member's parent who has a serious health condition.

Where the spouses both use a portion of the total twelve (12) week FMLA leave entitlement for reason (A) or (B) on page one, or to care for a parent, the spouses are each entitled to the difference between the amount s/he has taken individually and the twelve (12) weeks of FMLA leave for other purposes.

When eligible spouses are both employed by the Governing Board, they are limited to a combined total of twenty-six (26) workweeks of Military Caregiver Leave during the "single twelve (12) month period" if the leave is taken for reason (A) or (B) on page one, or to care for the staff member's parent who has a serious health condition, or to care for a covered service member with a serious injury or illness.

**Certification**

When FMLA leave is taken for either reason (C) or (D) on page one, the staff member shall provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member. The staff member may either:

- A. submit the completed medical certification to the Superintendent; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the Superintendent, which shall generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

If the staff member fails to provide appropriate medical certification, any leave taken by the employee shall not constitute FMLA leave.

When the need for FMLA leave is foreseeable and at least thirty (30) day notice has been provided, the staff member shall provide the medical certification before the leave begins. When this is not possible, the employee shall provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

The Governing Board reserves the right to require second or third opinions (at the Governing Board's expense), and periodic recertification of a serious health condition. If a third opinion is sought, that opinion shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent;

- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which shall generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event that the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the staff member shall not constitute FMLA leave.

### *Recertification*

Recertification may be required no more often than every thirty (30) days in connection with an absence by the staff member unless the condition shall last for more than thirty (30) days. For conditions that are certified as having a minimum duration of more than thirty (30) days, the ESC shall not request recertification until the specified period has passed, except that in all cases the staff member shall submit recertification every six (6) months in connection with an absence by the employee. Additionally, the Superintendent may require a staff member to provide recertification in less than thirty (30) days if the staff member requests an extension of leave, the circumstances described in the previous certification have changed significantly, or if the ESC receives information that casts doubt upon the staff member's stated reason for the absence or the continuing validity of the certification. Finally, staff members shall provide a new medical certification each leave year for medical conditions that last longer than one (1) year.

Staff members requesting Qualifying Exigency Leave are required to submit to the Superintendent a copy of the covered military member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party.

Staff members requesting Military Caregiver Leave are required to submit to the Superintendent certification completed by an authorized healthcare provider or a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family.

The Governing Board authorizes its healthcare provider, human resource professional, leave administrator, and/or management official – but not the staff member's direct supervisor – to authenticate or clarify a medical certification of a serious health condition, or an ITO or ITA (i.e. medical certification provided for reasons (C) or (D) on page one or Military Caregiver Leave). Additionally, the Superintendent is authorized to contact the individual or entity named in the Qualified Exigency Leave certification for purposes of verifying the existence and nature of the meeting.

A staff member who takes leave for reason (D) on page one, prior to returning to work, shall provide the Superintendent with a fitness- for-duty certification that specifically addresses the staff member's ability to perform the essential functions of his/her job. The fitness- for-duty certification shall only apply to the particular health condition that caused the staff member's need for FMLA leave. If reasonable safety concerns exist, the Superintendent may, under certain circumstances, require a staff member to submit a fitness- for-duty certification before s/he returns to work from intermittent FMLA leave. The cost of the certification shall be borne by the staff member.

### *Job Restoration & Maintenance of Health Benefits*

Upon return from FMLA leave, the Governing Board shall restore the staff member to his/her former position, or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. During FMLA leave, the Governing Board shall maintain the staff member's current coverage under the Governing Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member shall continue to pay his/her share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program.

The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.

The use of FMLA leave shall not result in the loss of any employment benefit that the staff member earned or was entitled to before using FMLA leave. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked or perfect attendance, and the employee does not meet the goal due to FMLA leave, payment shall be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave.

A staff member shall have no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition that entitles the staff member to leave pursuant to reasons (C) or (D) on page one or Military Caregiver Leave, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Governing Board for the health insurance premiums paid by the Governing Board during the unpaid FMLA leave period.

Generally, a staff member may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall verify that the policy is posted properly.

Copies of this policy shall be available to staff members upon request.

#### Involuntary Leave (Assignment to Home)

The Governing Board retains the right and the responsibility to manage the workforce. When the discipline of a staff member becomes necessary, such action shall be in proportion to the employee's offense or misconduct, consistent with appropriate procedural and substantive due process, and applicable laws and regulations.

The Center may assign a staff member to Involuntary Leave with/without pay for disciplinary reasons or when the health or safety of employees, or any person or property entrusted to the employee's care, could be adversely affected by the employee's presence at work. The length of the leave is at the discretion of the Superintendent, in conjunction with the amount of time needed to resolve the issue

(e.g., A person may be put on involuntary leave pending the outcome of an investigation or pending a physical/mental examination to ascertain ability to do job function.).

An employee assigned to home with pay is to remain at home during his/her normal working hours. In addition, a staff member assigned to home with pay is not permitted to engage in other employment activities during normal working hours.

#### *Unrequested Leaves of Absence/Fitness for Duty*

NPESC employees will adhere to the following governing board policy, po1461, UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

The Governing Board may place a professional staff member on unrequested leave of absence for physical or mental inability when the staff member is unable to perform assigned duties.

If the Superintendent believes the staff member is unable to perform assigned duties, the professional staff member shall be offered the opportunity for a meeting to discuss these issues.

Prior to placing a professional staff member on unrequested leave, the Governing Board may require the staff member to submit to an appropriate examination by a health provider designated and compensated by the ESC. The results of any such examination shall be treated as a confidential medical record and shall be used only in compliance with law.

The professional staff member shall be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Governing Board/Superintendent and to allow the Superintendent or his/her designee to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release shall be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Governing Board Policy 3122.02, the Superintendent shall direct the provider designated by the Governing Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to Applicable laws and regulations and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and shall be exempt from release, except as provided by law. If the ESC inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties and no reasonable accommodations are available, the professional staff member may be placed on involuntary leave of absence for a period not to exceed two (2) consecutive school years.

A professional staff member subject to an unrequested leave of absence is entitled to a hearing as provided for in applicable laws and regulations.

### Military Leave

Staff members who are members of the Ohio National Guard, the Ohio Military Reserve, the Ohio Naval Militia, or members of other reserve components of the armed forces of the United States are entitled to a leave of absence with pay while they are performing military duties. Military Leave will not exceed twenty-two (22) eight-hour workdays or one hundred and seventy-six (176) hours in any calendar year. For tours of duty in excess of these time limits, employees will be paid the lesser of five hundred dollars or the difference between his/her gross monthly pay and his/her military pay.

Staff members are required to submit a published order authorizing the military duty or a written statement from the appropriate military commander before being credited with leave. Military Leave may also be given to employees being inducted into military service.

### Personal Leave

Full-time staff members are eligible for up to three (3) Personal Leave days per year. Staff employed .6 FTE to .99 FTE are eligible for two (2) days of Personal Leave. Staff employed for .01 FTE to .59 FTE are eligible for one (1) day. **Requests for Personal Leave must be filed in advance and approved by the Superintendent/designee.** When circumstances do not permit prior approval, the staff member must contact his/her supervisor to get his/her approval and then give notice as detailed in *Absence from Work*. In instances where this directive is not followed, the Administration reserves the right to review the time off and deny the request. In those instances, the employee will be subject to disciplinary action, to include pay dockage for the time taken and additional loss of pay.

Personal leave may not be used for secondary employment or as a substitute for sick leave.

**Staff members are restricted from taking Personal Leave prior to September 10 and after May 20 without the prior consent of the Superintendent or designee.**

Staff members are restricted from extending a holiday break without pre approval and must include a reason adhering to reasons listed about. Only one (1) day of Personal Leave may be approved for this instance.

Full-time employees may take Personal Leave in full or half increments. Staff employed on a part time basis (.01 FTE to .99 FTE) must take personal leave in full day increments.

Should a staff member exhaust all of his/her personal leave during the course of the school year and need additional time, he/she may petition the Superintendent for additional days. Said request must be in writing and detail the reason for the request and an explanation of previously used personal days. In such cases, the Superintendent will determine if sufficient cause exists to grant additional leave. An

extension of personal leave will not be granted for vacations, extending holiday breaks, hobby activities, secondary employment, job hunting, recreational activities, as a substitute for sick leave, or a reason deemed inappropriate by the Superintendent or designee.

With the death of an individual who is not part of the staff member's immediate family, Personal Leave will be charged for the absence. A maximum of one (1) day will be approved in such instances provided the employee has accumulated leave.

An attendance award of five hundred dollars (\$500) will be given to a full-time employee who does not use any personal leave during the course of the year. An employee that uses one (1) day of personal leave will receive an award of three hundred dollars (\$300). The use of two personal days will reduce the award to two hundred dollars (\$200). Partial days (e.g., half days) will be counted as a full day deduction for AIP purposes. Said award is at the sole discretion of the Center.

Full-time employees hired after October 1<sup>st</sup> but before December 31<sup>st</sup> will receive two (2) personal days for that school year. Full-time employees hired after January 1<sup>st</sup> will receive one (1) personal day for that year. Part-time employees hired after October 1 will not receive any Personal Leave for the year.

The Center reserves the right to reject previously submitted requests for personal leave that were originally denied then resubmitted.

### **Professional Leave**

Staff members are eligible for Professional Leave to attend conferences, workshops, and seminars. Said activities must contribute to the Center's goals and objectives.

Information received at professional conferences should be shared with colleagues. The Center may limit the number of staff members approved for a conference in order to limit expenses and maximize professional development opportunities. As much as possible staff members attending the same conference should carpool to the event and share lodging.

Applications must be submitted through the Employee Kiosk at least ten (10) workdays in advance of the leave and be approved in order for the staff member to attend the meeting. Employees who are approved to attend a professional meeting will receive an email from [HR@npesc.org](mailto:HR@npesc.org) notifying them that their leave has been granted. If a staff member does not receive the notice he/she should contact his/her supervisor. Under no circumstance should an employee assume that his/her request has been approved unless they receive the HR notice. Staff should print a copy of this notice and retain it for their records.

Professional Leave must be approved by the employee's Supervisor, Assistant Superintendent for Programs and Personnel and Superintendent. A staff member assigned to a district must have the district Superintendent initial the print screen copy of the professional leave request before forwarding

it to the Treasurer's Office. Approval of the request will depend upon budget allocations, availability of substitutes, and the appropriateness of the activity to the Center's goals and objectives.

As a rule of thumb, the Center does not reimburse employees for out of state conferences.

### *Requesting Reimbursement for Expenses*

An employee requesting reimbursement for expenses will need to complete the professional leave request online and do a "print screen" of the submission. If mileage reimbursement is requested, the staff member should attach a *Google Maps* "shortest route to conference" print out. A copy of the conference's agenda will also need to be included if any type of reimbursement is requested. This packet should then be forwarded to the Treasurer's Office within one workday of the Employee Kiosk submission. A purchase order for leave requests will not be processed until the attachments are received by the Treasurer's Office.

The Center does not prepay registration or lodging. Employees will only be reimbursed for their own expenses as documented by itemized receipts in his/her name. Staff members may be reimbursed for the following expenses provided proper documentation is produced:

- mileage at the Governing Board's adopted rate based on *Google Maps* shortest route
- claims for lodging up to \$200.00 per night inclusive of taxes (telephone calls, tips, room service, movie rental etc., are not reimbursed)
- claims for lodging of two or more Center employees sharing a room will be reimbursed for up to a total of \$225.00 per night (telephone calls, tips, room service, movie rental etc., are not reimbursed)
- registration fees up to \$250.00
- claims for meals up to \$25.00 per day (no reimbursement for single-day meetings)
- tolls/parking fees
- Lodging the day before a conference will not be reimbursed for sites that are within 150 miles of the Center's hubs.

Staff members by policy may not be reimbursed for meals for single day professional meetings or tips and alcohol.

This policy does not address every issue, exception, or contingency that may arise from travel.

Reimbursement claims must be submitted to the Treasurer's Office within ten (10) days of the conference. To be reimbursed, a staff member must submit his/her yellow copy of an assigned purchase order listing actual expenses. Original itemized receipts must be submitted with the form.

### *Not Requesting Reimbursement for Expenses*

An employee not requesting reimbursement will need to submit the leave request through the Employee Kiosk and provide a copy of the conference agenda noting the time, date and place of the meeting and topics to be addressed to his/her supervisor. (Note: District assigned staff must submit a print screen with the district's superintendent's signature indicating his/her permission for the staff member to attend.)

### *Out-of-State Conferences*

An employee wishing to attend an out-of-state conference must submit said request in writing and receive approval from the staff member's Supervisor, Assistant Superintendent for Programs and Personnel and Superintendent (and district superintendent, if applicable). In addition, the request also needs the approval of the Center's Governing Board. Requests for an out-of-state conference should be submitted in advance so the request can be placed on the Governing Board's agenda. Should permission be granted, the employee will need to then submit his/her request through the Employee Kiosk

### **Sick Leave**

Full-time staff members are eligible to accumulate up to fifteen (15) days of Sick Leave per year (earned at a rate of 1.25 days per month). Part-time employees accumulate sick days at a rate proportionate to full-time employees. Sick Leave balance transfers will only be accepted from other school districts or governmental agencies.

Employees who take Sick Leave for days they have not accumulated will be subject to disciplinary action, up to and including termination. Sick Leave is not a substitute for Personal Leave or Vacation Leave. Abuse of Sick Leave is grounds for disciplinary action, up to and including termination.

Sick Leave may only be used for absences due to personal illness, pregnancy, injury, and exposure to a communicable disease, and sickness or injury to a spouse, dependent children and anyone for whom the employee has proven legal guardianship.

Sick Leave may also be taken when the employee is the primary caregiver for illness or injury to immediate family members when the employee has on file in the Treasurer's Office a notarized health care power listing him/her as the primary agent or first alternate agent.

When an employee is not the primary caregiver of an immediate family member, he/she may be eligible for Sick Leave (up to one instance, not to exceed one day). In said instance, the staff member must have Sick Leave to be used. This option may only be exercised once during the course of the contract year.

Sick Leave may be taken in fifteen (15) minute increments. Staff members must submit all Sick Leave requests through the Employee Kiosk. Said submission must be made prior to taking sick leave or on the day the employee returns to work. If a staff member is going to be absent for more than three days he/she should submit a sick leave request by the third day.

Staff members who will be absent from work for an extended period of time (e.g., more than three days) may be placed on FMLA leave. Said placement is at the discretion of the Center.

Employees new to the profession, or transferring in from another agency, may be extended up to five (5) days of sick leave at the start of their employment with the Center if it has not been earned yet or if previously earned but cannot be transferred to the Center. This extension is not automatic and those days given must be “paid back” to the Center through future earned days.

An employee is allowed to accumulate sick leave up to twenty days beyond the number of days for which he/she is contracted (e.g., 184-day contract plus twenty equals 204 sick days that may accumulate). Upon retirement, staff members may be eligible for severance of up to one quarter (0.25) of their unused Sick Leave, not to exceed 70 days.

Staff members who do not use any sick leave during the fiscal year shall receive an award of one thousand dollars (\$1,000). This amount is divided into two installments of five hundred dollars (\$500). The first period of eligibility runs from July 1 through December 31. The second period runs from January 1 through June 30. Employees who qualify during one period but not the other may receive a five hundred dollar (\$500) award. Staff members who use more than twenty (20) sick days are not eligible for any *Attendance Incentive Programs* for that year. Said award is at the sole discretion of the Center.

An employee who has exhausted sick leave and does not qualify for FMLA may not take Sick Leave they have not accumulated. Employees who take unearned Sick Leave will face disciplinary action, up to and including termination.

An employee on sick leave may not work elsewhere or operate a business.

### **Uncompensated Leave**

Employees may request an uncompensated leave of absence for up to one (1) year. Said leave is without pay, and must be for reasons acceptable to the Center. The Center shall consider each request on a case by case basis. The Center shall weigh the individual's reason, availability of substitutes, and impact on the Center's programs/services, etc.

A staff member granted Uncompensated Leave of absence does not accrue experience while on leave, however, such leave will not be considered a break in service.

Requests for Uncompensated Leave should be made to the Superintendent in writing in advance of the desired start date. Special considerations will be given in emergency situations. All applications are subject to final approval by the Governing Board.

Extensions shall be considered upon proper application. An employee granted an Uncompensated Leave shall inform the Governing Board within five (5) months of his/her scheduled return as to his/her intentions. If the staff member does not notify the Center, termination proceedings will be initiated.

Staff members returning from uncompensated Leave, will not advance on the salary schedule.

### **Vacation Leave**

Staff members under a twelve (12) month contract are entitled to Vacation Leave. Certified employees are entitled to twenty (20) vacation days per year. Vacation Leave accumulates at a rate of 1.67 days per month. Staff members cannot take Vacation Leave for days they have not accumulated.

Non-certified staff accrues vacation at the following rate:

During years one (1) through five (5), accumulation occurs at a rate of 1.25 days per month or 15 total vacation days per year.. During years six (6) plus accumulation occurs at a rate of 1.67 days per month or 20 total vacation days per year.

Calculation of years of service for vacation purposes are measured by fiscal year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>, with accumulation commencing at the end of July. The exception would be a new employee hired during the fiscal year; accumulation would begin at the end of the first full month worked. A new employee must work 120 contract days to earn one fiscal year credit.

Certified staff members may not accumulate more than sixty (60) days of vacation; and classified staff members may not accumulate more than forty (40) days. An employee may elect for "pay in lieu of vacation" up to a maximum of ten (10) days per contract year. The compensation rate shall be at the employee's daily or hourly rate at the time of filing. **Certificated staff can only request Vacation Reimbursement between August 1<sup>st</sup> and June 30<sup>th</sup>. Classified staff can only request Vacation Reimbursement between July 1<sup>st</sup> and May 31<sup>st</sup>.**

Employees are compensated at their current rate of pay for all lawfully accrued and unused vacation days at the time of separation. For purposes of this provision, the employee's daily rate of pay will be calculated on his/her base pay.

Certificated staff members are to schedule their vacations during holiday recesses or the summertime so that services to client districts are not disrupted.

The Superintendent, Assistant Superintendent for Programs and Personnel and Supervisor must approve all vacation schedules for staff. It is the responsibility of the staff member to see that vacations are scheduled during a time that would create the least amount of interference with school operations.

## Licensing/LPDC

Individuals employed in the following capacities are required to have a valid license on file in the Center's Personnel Office prior to the start of their contractual duties. \*

- Administrators
- Teachers
- Educational Assistants
- Interpreters
- Therapists
- Treasurer

Failure to have a current and appropriate license voids the staff member's employment contract with the Center and denies his/her right to continued employment irrespective of his/her contract status.

Staff members are responsible for knowing when their licenses expire, completing all activities necessary for renewal in a timely manner, and securing their licenses prior to the start of their contractual duties. Failure to do so voids the employee's contract with the Center.

If delays occur through the university or State Board of Education, a letter of proof of completion of all required coursework must be obtained with proof that the license application has been forwarded to State Board of Education

All licensed staff must have an approved Individual Professional Development Plan (IPDP) on file for all teaching licenses they hold. Those holding supplemental, alternative and/or temporary licenses, 4-year resident educator licenses, permanent certificates, and state Board-licensed personnel (Speech-Language Pathologists, Occupational Therapists, Physical Therapists, Social Workers, Nurses, Audiologists, Physical Therapy Assistants, and Occupational Therapy Assistants) do not have to file an IPDP.

A staff member who is required to have an approved IPDP on file with the LPDC must have his/her plan on file with the Center by September 30<sup>th</sup>. Failure to meet this deadline could result in some credit activities not being approved toward re-licensure. Refer to the *LPDC Guidelines* for additional information.

The Center's Local Professional Development Committee (LPDC) is responsible for reviewing educators' IPDP's, coursework and other proposed professional development activities and determining if the requirements for renewal have been met. Staff members are to submit all documents to the LPDC in a timely manner that allows for adequate review and issuance of licenses.

\*The only statutory exceptions to this rule are for former military instructors, persons employed under special twelve-hour permits or conditional permits, staff during his/her first two months of initial employment and select temporary substitutes. By law (ORC 3319.36) the Center is permitted to employ a licensed staff member for two months of his/her initial contract provided that the individual holds an appropriate degree and he/she has filed an application with the State Board of Education for the appropriate license.

## **Licensure Code of Professional Conduct for Ohio Educators**

Adopted September 19, 2019, State Board of Education

Educators are entrusted by the public with the responsibility of providing a high-quality education to each student. Through various roles, these professionals devote themselves to providing a safe and nurturing environment in which all students can learn. In alignment with the Standards for Ohio Educators and Ohio's Learning Standards, Ohio's educators strive for excellence through the high expectations they hold for themselves and their students. The professional conduct of every educator affects attitudes toward the profession. Educators are trustees of the profession and share with the broader community the responsibility of providing high-quality public education. Educators recognize the need to balance the demands of the profession by caring for their own physical and emotional well-being in order to successfully carry out their professional responsibilities.

Aware of the importance of maintaining the confidence and trust of students, parents, colleagues and the public, Ohio educators maintain the highest degree of professional conduct for themselves and their peers. Ohio educators are all individuals applying for a credential or individuals credentialed by the State Board of Education, and the Licensure Code of Professional Conduct for Ohio Educators serves as the basis for decisions on issues pertaining to licensure that are consistent with applicable law. It provides a guide for conduct in situations that have professional implications for all individuals, such as teachers, principals, superintendents, educational aides, coaches, substitute teachers and others credentialed by the State Board of Education.

Ohio is nationally known as a state that produces high-quality educators and recognizes that its 250,000 practicing educators hold the fundamental beliefs defined in the following nine principles:

1. Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.
2. Educators maintain a professional relationship with all students at all times, both in and out of the classroom.
3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.

4. Educators adhere to federal, state and local laws and statutes regarding criminal activity.
5. Educators comply with state and federal laws related to maintaining confidential information.
6. Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs.
7. Educators ensure school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain.
8. Educators fulfill all the terms and obligations in their employment contracts.
9. Educators use technology in a responsible manner and safeguard the electronic devices and data entrusted to them.

As education is a public trust, the Ohio Department of Education pursues allegations of unprofessional conduct. The Department recognizes that an accusation of misconduct is not conclusive proof that the educator engaged in conduct unbecoming. By law, educators are entitled to all due process rights, with each circumstance considered on a case-by-case basis to determine appropriate action. Not all referrals or investigations result in disciplinary action. The Licensure Code of Professional Conduct for Ohio Educators includes the presumptive range of applicable disciplinary actions involving any individual credentialed by the State Board of Education.

<https://sboe.ohio.gov/professional-conduct/code-of-conduct/code-of-conduct>

### **Non-Licensed Employees**

All non licensed employees will follow the same expectations as licensed employees related to the professional code of conduct. Non licensed employees may be disciplined for not complying with the professional code of conduct.

## Logo

The Center's logo is its trademark and may not be used or reproduced for use without the approval of the Superintendent. The logo, which appears on its forms, documents, apparel, stationery, etc. helps to identify our programs and services.



## Media Communications/Student Image Release

The NPESC Superintendent is responsible for all communications with the news media. Employees are to forward all media requests for information to the NPESC Superintendent.

All formal written communications should be professional in nature and provide accurate and truthful information. Employees should not use staff images without permission of that staff member or student images without first checking to see if the student's parents/guardians have given permission to do so. Staff must have a written parent release before releasing the names and images of students for publications.

Public communications cannot be used to promote a personal business, personal opinion, or political endorsements.

## Meetings - Building/Staff meetings

Supervisors may have building/staff to discuss program operations, new initiatives, service/program improvements, etc. Staff members will be given advance notice of these meetings and are expected to attend.

Center employees assigned to particular districts are expected to attend building/staff meetings as determined by the building principal or district administrator.

Employees are expected to be attentive at building/staff meetings. Disruptive and rude behavior, which is counter-productive to Center activities, is unacceptable.

# Mileage Reimbursement

Approved travel for Center staff members is compensated at a rate per mile established by the Governing Board. Parking and tolls with receipts may also be reimbursed.

Mileage is for travel incurred while carrying-out work authorized duties and responsibilities. All employees have work schedules which indicate where an employee will be on a given day. Mileage is counted for travel from the employee's first assigned work site on. Staff members may not report to regional offices and then travel to assigned work sites in order to "pad" their mileage claims. Mileage cannot be claimed for travel from home to work and work to home.

If monthly mileage totals \$5.00 or less, it will not be reimbursed.

Falsification of a mileage report is grounds for disciplinary action, up to and including termination.

Mileage cannot be reimbursed for activities outside of the employee's job description or for voluntary activities.

Carpooling is encouraged whenever possible. Staff members going on field trips, or other student activities, are asked to ride in school transportation with students unless authorized to ride with other Center employees by their supervisors. Center employees are to minimize travel. When possible, staff members should schedule their work to maximize their time in the district.

Travel reports must be submitted electronically to the Business Office within ten (10) days of the last day of the month for which it is being filed to be eligible for reimbursement. Monthly Travel Reports may be accessed on the Center's website ([www.npesc.org](http://www.npesc.org)) or use <https://www.myscview.com/Fis/MileageMgr.aspx>.

# Nonviolent Crisis Intervention/Verbal Intervention


Ohio law forbids staff members from utilizing corporal punishment to respond to inappropriate student behavior. An employee who threatens to inflict, inflicts, or causes to inflict unnecessary, unreasonable, irrational, or inappropriate force upon a student, will be subject to disciplinary action, up to and including termination.

The goal of **Ohio Revised Code 5122-26-16** is to reduce and minimize the use of seclusion and restraint. These methods are very intrusive techniques to be used by trained, qualified staff as a last resort in order to control dangerous and potentially harmful behaviors and to preserve safety.

In response to ORC 5122-26-16, North Point ESC has adopted the *Nonviolent Crisis Intervention*® program. The *Nonviolent Crisis Intervention*® program is a safe, non-harmful behavior management

system designed to aid school staff in the management of disruptive and assaultive students, even during the most violent moments. The program is designed to maintain the *Care, Welfare, Safety, and Security* of all involved in the intervention process.

Specific staff members that have direct contact with students must obtain and maintain certification and participate in on-going training in *Crisis Prevention Institute's Nonviolent Crisis Intervention* to ensure the *Care, Welfare, Safety, and Security* of all individuals on the premises. See Chart below for required staff.

<b>CPI Nonviolent Crisis Intervention Verbal Intervention Requirements</b>				
	REQUIRED	NOT REQUIRED	DISTRICT OPTION	BEST PRACTICE
NPESC Program staff (ALC, GLC, SofH, MD, Detention)	X			
Special Request Staff			X	X
NPESC Therapists	X			
NPESC Gifted Staff		X		X
NPESC Administrators				X
NPESC Hub Office Staff		X		
NPESC Maintenance & Custodial Staff		X		X
NOECA Staff		X		
Preschool Program Employees (Verbal Intervention)	X			
DSS Employees	X			

# **Observances/Patriotic Exercises**

The Center believes that special recognition should be given to national holidays. The teacher should encourage a discreet observance of these holidays, which have become a part of the American heritage. These observances may, in some instances, be in the form of a school assembly while in other instances, may be a part of the classroom work.

## **Veteran's Day**

Staff members are to develop learning activities to convey the meaning of Veteran's Day.

## **Religious Holidays and Observances**

The Center classrooms are neutral in matters of religion. Staff members are to show no preference for one religion over another and refrain from the promotion of any religion or all religion.

## **Patriotic Exercises**

The Center encourages but does not require the daily recitation of the Pledge of Allegiance.

The Center recognizes that beliefs of some persons prohibit participation in the pledge, the salute to the United States Flag or other opening exercises. Therefore, such persons are excused from participation.

The Center prohibits the intimidation of any student by other students or staff aimed at coercing participation in reciting the pledge.

## **School Prayer**

The Center does not have, nor will it adopt any policies that deny or prevent participation in constitutionally protected school prayer.

# **Paid Holidays**

The Center provides time off with pay for certain holidays. However, to receive holiday pay, an employee must be present on the normally scheduled workday immediately before and after the holiday. Holidays which fall on Saturday, are normally observed on the preceding Friday. Holidays which fall on a Sunday, are normally observed the succeeding Monday.

Twelve Month Employees

Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Holiday (Thanksgiving and day after)  
Christmas Holiday (Christmas Eve and Christmas Day)  
New Year’s Day  
Martin Luther King, Jr. Day  
Presidents’ Day  
Good Friday  
Memorial Day  
Juneteenth

Ten Month Employees

Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Holiday (Thanksgiving and day after)  
Christmas Holiday (Christmas Eve and Christmas Day)  
New Year’s Day  
Martin Luther King, Jr. Day  
Presidents’ Day  
Good Friday  
Memorial Day

Educational Assistants

Labor Day  
Thanksgiving Day  
Christmas Day  
New Year’s Day  
Martin Luther King, Jr. Day  
Memorial Day

PTAs and COTAs

Labor Day  
Thanksgiving Day  
Christmas Day  
New Year’s Day  
Martin Luther King, Jr. Day  
Memorial Day

Please note: State law does not provide for paid holidays for nine month certificated staff.

## Placement on Salary Schedule

Upon employment, credit on salary schedules will be given for previous experience in a duly accredited school (as defined in ORC 3317.13), active military service (with honorable discharge) and/or experience gained in the business sector or similar work experience. Certification of experience must be submitted, in writing, to the Treasurer's Office before credit can be given. Verification of work experience is the employee's responsibility and a staff member is asked to help expedite the forwarding of records. An employee must have certified work records on file in the Treasurer's Office within forty-five (45) days from the date of employment in order to get credit on the salary schedule for that school year. The Center is not responsible for and will not pay any fees associated with the employee’s work history.

The Superintendent will make final decision for placement on the salary schedule after a review of the individual’s experience and credentials. Placement on the salary schedule will be in accordance to Governing Board Policy.

Staff members may move up on the salary schedule by taking additional coursework; however, credit on the salary schedule will only be given for courses taken from institutions certified by the National Council for Accreditation of Teacher Educators (NCATE) or approved by the State Board of Education. Staff members are responsible for providing evidence that the institution is properly certified.

It is the practice of the Center to only count “plus” courses AFTER the initial degree has been completed and the degree is applicable to the employee’s current job assignment.

Official transcripts for changes on the salary schedule for certificated employees must be in the Treasurer’s Office by September 10th in order to qualify for advancement that year.

Official transcripts for changes on the salary schedule for classified employees

## Purchasing Procedures

Staff members must obtain a purchase order that authorizes the purchase of school supplies before making any acquisitions. Individuals will be liable for the expenses of items if they do not secure the purchase order **prior** to placing the order. **Purchases made in excess of the approved purchase order will be the responsibility of the staff member.**

To obtain a purchase order, the staff member must fill out a requisition electronically in SCView. After the requisition is submitted, it will enter the approval process. Order forms and quote attachments may be attached to the requisition in the SCView system. Once approved, it will be converted into a purchase order, and the staff member will receive an electronic copy of it. Upon receiving the electronic purchase order, the staff member will proceed to order the items requested.

After the order has been placed and the items have arrived, the order must be verified for completeness. The staff member is required to send all packing slips/documentation along with a copy of the purchase order to the treasurer’s office, noting whether the order is complete or incomplete. If the order arrives without any accompanying documentation, the staff member should email the treasurer’s office to confirm that the order was received and is approved for payment.

In emergency situations the treasurer’s office should be contacted for assistance in placing orders. Requisitions and purchase orders will still need to be submitted and noted for completion.

New vendors can be added by providing a W-9 form to the treasurer's office. All vendors are required to accept purchase orders as a payment method. Orders can solely be placed with the vendor specified on the purchase order. If it becomes necessary to change the vendor, the treasurer's office must be notified before making the order.

Shipping charges need to be included on the requisition as a separate line item. If the shipping charge is unknown a 20% shipping charge should be added to the requisition. The staff member requesting the purchase must include any required order form when placing the order with the vendor.

Amazon/Quill: Orders will be placed online by the requestor and/or hub secretary after the purchase order has been received. Please indicate the purchase order number on the order when placing it into the vendor's order system.

Store purchase orders: A few vendors allow staff members to charge purchases with their in-store purchase order. At the time of purchase, the staff member should verify with the cashier that the purchase is tax exempt. Staff members should immediately forward the electronic receipt along with a copy of the purchase order to the treasurer's office. Staff members will be responsible for any overage of the purchase order item and/or total and taxes that may have been charged. Failure for submitting receipts will result in the staff member being responsible for the charge amount and the loss of charging privileges.

## **Resident Educator Program**

The Center shall assign a mentor to all licensed staff members requiring participation in the RE program in their entry year of employment with our organization.

Mentors are expected to assist their colleagues by facilitating professional growth, sharing organization rules and practices, discussing job challenges and deadlines, linking the employee to other workers, etc. Mentors will not participate in any formal evaluation of their colleagues or make any recommendation regarding the continued employment of the individuals. Mentors shall honor the confidentiality of this position. Mentors are encouraged to take all training necessary to effectively carry out their duties.

In order to qualify for the stipend, mentors must complete and submit all work/activities by due dates as specified by the Center's Lead Mentor.

A Resident Educator may request a new mentor if he/she does not feel comfortable with his/her assigned mentor. Requests should be made to the Center's Lead Mentor within six (6) weeks of the individual's start of employment.

Mentors working with colleagues who are completing the RE program will receive a \$800 stipend for their mentorship.

## **Resignation/Retirement**

### **Resignation**

A staff member who wishes to resign from employment with the Center must submit an irrevocable written letter of resignation to the Superintendent/designee. The letter must state the employee's intent to resign and the effective date of his/her resignation.

A staff member is expected to comply with the following timeframes with regard to resignations:

- **Certificated/Administrative Staff.** A certificated/administrative staff member should set the effective date of his/her resignation at the end of his/her contract term (e.g., at the end of the school year). A certificated/administrative staff member may resign his/her contract prior to or on July 10 without Governing Board approval. However, after July 10, an employee wishing to resign must petition the Governing Board for approval. Approval will only be granted in extreme circumstances.
- **Classified Staff.** A classified staff member under contract may resign by filing a written resignation with the Superintendent at least thirty (30) days prior to the effective date of the resignation.

### **Retirement**

A staff member who wishes to retire from the Center must submit an irrevocable written letter of retirement to the Superintendent and a copy to his/her Assistant Superintendent for Programs and Personnel. The letter must state the employee's intent to retire and the effective date of his/her retirement. An employee is requested to give the Center a ninety-day (90) notice of his/her last day of service.

### **Return of Center Property**

All materials, supplies, equipment, keys, and any other NPESC or District property must be turned over to the supervisor prior to leaving. Failure to do so may result in his/her last check being withheld.

## **Restraint and Seclusion**

NPESC employees will adhere to the following governing board policy, po5630.01, POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

## **Safety and Security**

NPESC employees will adhere to the following governing board policy, po8400, SCHOOL SAFETY. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

The safety of our students and staff members is a top priority. Employees are to read annually and follow the school safety plans determined by their assignment.

# Staff Technology Acceptable Use and Safety

NPESC employees will adhere to the following governing board policy, po7540.04, STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

## Student Abuse and Neglect

NPESC employees will adhere to the following governing board policy, po8462, STUDENT ABUSE AND NEGLECT. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

### **Training**

Annually, all NPESC employees will complete the *Public School Works* Child Abuse and Neglect training course.

### **Reporting of Child Abuse and Neglect for Educators in Ohio**

In Ohio, educators are legally mandated reporters, meaning they are required by law to report any suspected child abuse or neglect. This responsibility is critical for the safety and well-being of children. Here's a summary of key guidelines for educators when reporting suspected child abuse or neglect in Ohio:

1. **Who to Report To:** If a teacher, administrator, or other school staff member suspects a child is being abused or neglected, they must immediately report it to the county children services agency or law enforcement, depending on the situation. Reports can be made by phone or in writing. Educators should contact the Ohio Child Abuse Hotline at 1-855-OH-CHILD (1-855-642-4453) for immediate assistance.
2. **When to Report:** The law requires reports to be made as soon as possible. If an educator has reasonable cause to suspect abuse or neglect, they should not delay in making a report. Waiting for confirmation or evidence before reporting is not permitted.
3. **What to Report:** Suspected abuse can include physical, emotional, or sexual abuse. Neglect refers to the failure to provide necessary care, food, shelter, or medical attention for a child. Teachers and school personnel should report:
  - Injuries or behaviors that suggest abuse or neglect.
  - Concerns regarding a child's well-being, including malnutrition, poor hygiene, or absence from school.
  - Any disclosures made by the child about their home environment or experiences of abuse.

4. Confidentiality: Reports of child abuse or neglect are confidential. Educators are protected by law from retaliation for making a report in good faith. However, teachers should be aware that, while confidentiality is maintained, the information reported will be shared with the proper authorities, who will investigate the claims. After having made a report to Children Services/local law enforcement, employees should inform their supervisors that they have made a report of abuse. Educators are also encouraged to document the time, date, and individual they contacted to report their suspicion.
  
5. What Happens After a Report: Once a report is made, child protective services or law enforcement will begin an investigation. The role of the educator is to ensure that the child is safe and to continue to support them in the school setting. Educators should not investigate or question the child themselves but should focus on the child's safety and well-being.
  
6. Failure to Report: Failure to report suspected child abuse or neglect can result in legal consequences, including criminal charges, for educators. Teachers should understand their legal and ethical responsibilities in protecting children.

## Student Activities Funds

To safeguard and provide for the efficient financial operation of student activities, the funds of these activities will be managed as follows:

- An activity advisor will be approved by the program supervisor to work under the jurisdiction of the Treasurer. The Treasurer will be authorized to receive and disburse student funds in support of the program activity. The activity advisor will be directly responsible for the proper accounting of student activity funds.
- Requests for purchases from student activities funds can be made only by teachers assigned to an activity with the approval of the program supervisor. Funds must be available before such purchase may be authorized. Staff must follow prescribed purchasing procedures with regard to using student activity funds. (See: *Accounting for Money, Fundraising, and Purchasing Procedures*)
- Any staff member who wishes to conduct a fundraising project must complete the Treasurer's annual "Accounting for Money In-Service." This seminar overviews the procedures employees must follow when accounting for money during the course of their duties with the Center. Staff members who do not attend will not be allowed to engage in fundraising activities or other sales projects that year. (See: *Accounting for Money and Collecting Money for School and School Related Activities*)

# Student Teachers/Field Experiences

The Center works with State-approved colleges and universities in providing field and professional preparation experiences for education candidates. Assistant Superintendent for Programs and Personnel, in cooperation with program coordinators and supervisors, make the placement of all student teachers and professional experience interns.

Supervising staff members must have had a successful experience in the area of assignment before they will be considered for a student teacher/intern experience. Staff members may refuse to accept a student teacher/intern.

Staff members who agree to serve as supervisors of student teachers or interns may not accept honoraria or stipends directly from the college/university for their services.

Center staff members who accept student teachers/interns may expect the placing college to provide suitable and on-going support and supervision for the student teacher/intern.

If at any time the quality of work the student teacher/intern provides is judged to be inferior or disruptive, the Center staff member may request the withdrawal of that person from the program. The Assistant Superintendent for Programs and Personnel must be notified when problems exist.

## Time Sheets

Time sheets are available on SCView for hourly employees to record the times they begin and end work each day and any approved leave (e.g., personal, professional, sick, etc.). Work hours must be recorded on the time card by the employees each day they work and then submitted online at the end of a pay period. Falsification of work hours (and/or verifying incorrect work times) constitutes grounds for disciplinary action, up to and including termination.

Employees must record information on their own time sheet. Staff members are not permitted to fill out another employee's timesheet. Overtime hours must be pre-approved by the employee's Supervisor and Assistant Superintendent for Programs and Personnel and the reason entered in the notes section of the timesheet.

Staff members must adhere to the schedule for submitting time cards to avoid disruption in receiving their paychecks.

**It is the staff member's responsibility to ensure his/her timesheet is submitted and in the approval process.**

**Timesheets received after the scheduled due date will not be processed until the next payroll.**

Timesheets must reflect the actual hours an employee worked. Lunch periods accorded to employees by the Governing Board policy should be recorded as work time. Check with your supervisor to see if you qualify for paid lunch breaks.

**The Center does not recognize comp time.**

If a calamity day is called on a day that timesheets are due, that due date will be extended to noon on the next working day. Depending on the circumstances, the Center will strive to ensure that paydays are not interrupted.

## **Tobacco Use Prevention - Employee Use of Tobacco Prohibited**

NPESC employees will adhere to the following governing board policy, po1615, TOBACCO USE PREVENTION. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

## **Transportation of Students by Private Vehicle is Prohibited**

NPESC employees will adhere to the following governing board policy, po8660, TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

No employee of this Governing Board shall use his/her private vehicle to transport students of the ESC. If an emergency situation occurs, call 911 and allow our local safety authorities to determine the appropriate course of action.

## **Tuition/Seminar Reimbursement**

The Center encourages staff members to continue their education in order to enhance their skills and abilities, and gain additional expertise. To assist with their professional development, all full-time employees of the Center will be eligible for tuition/seminar reimbursement. Said reimbursement will be administered under the following guidelines:

- For purposes of clarity, a seminar is generally viewed as being taken outside of the employee work day and the employee's calendar work days. Professional development is generally done during the work day of the employee's calendar school year, approved and budgeted by the supervisor. Professional Leave through the Kiosk is required.
- Requests for tuition/seminar reimbursement must be submitted on the form prescribed by the Governing Board. One course/seminar submission per form.

- Applicants must successfully complete the course/seminar to qualify for reimbursement. Successfully complete is defined as a "B" or better as a final grade for coursework. Courses taken on a "pass/fail" basis do not qualify for reimbursement. Reimbursement for a seminar will require a certificate of completion.
- Reimbursement will be made for seminars, undergraduate and graduate courses which fall into one or more of the following categories: (a) course directly related to the employee's work assignment; (b) course related to area of licensure listed on the individual's license; (c) seminar required to maintain a therapy license; (d) coursework/seminar approved by the Superintendent.
- Prior approval for reimbursement from the superintendent must be received before the course/seminar begins.
- Online courses that allow the student to begin and work at their own pace must be completed within six (6) months of the date listed next to the student's signature on the NPESC Request for Course/Seminar Reimbursement form.
- Seminar reimbursement will be limited to one (1) per semester, two (2) per fiscal year. Additional seminar attendance will not be reimbursed nor carried over the next fiscal year.
- Maximum reimbursement for coursework will be two thousand dollars (\$2000) per fiscal year. Maximum reimbursement for seminar attendance to maintain license will be two hundred and fifty dollars (\$250) per seminar, five hundred dollars (\$500) per fiscal year.
- Reimbursement will be prorated if the number of applications exceeds the money set aside for reimbursement.
- Upon completion of a course, the applicant must forward a copy of the students' final grade (official transcript) and an itemized tuition receipt to the Treasurer's Office. Upon completion of a seminar to maintain license, the applicant must forward a certificate of completion and a receipt of payment to the Treasurer's Office.
- Only full-time employees returning for the next school year will be eligible for reimbursement.
- Payment will be made in October.

All coursework submitted for reimbursement must be taken from a college/university accredited by the Council for the Accreditation of Educator Preparation (CAEP). The employee is responsible for documenting a college's/university's accreditation if there is a question.

The deadline for submitting paperwork for payment reimbursement (e.g., official transcript, tuition/seminar receipt, certificate of completion) is June 20.

Coursework taken in one fiscal year will not be eligible for reimbursement the next fiscal year.

In addition to the above provisions, the Governing Board will pay the full cost of registration for training which an employee is requested to take by the Center.

# Use of Center Facilities

NPESC employees will adhere to the following governing board policy, po7510, USE OF ESC FACILITIES. This policy can be found here: [Boarddocs Policies - NPESC](https://www.npesc.org/Boarddocs/Policies-NPESC) or <https://www.npesc.org/>

# Use of Medications

NPESC employees will adhere to the following governing board policy, po5330, USE OF MEDICATIONS. This policy can be found here: [Boarddocs Policies - NPESC](https://www.npesc.org/Boarddocs/Policies-NPESC) or <https://www.npesc.org/>

# Volunteers

Individuals who wish to assist the Center by volunteering their services to its programs must be formally recommended by the Superintendent and endorsed by the Governing Board.

All volunteers must complete a *Volunteer Application Form* and receive Governing Board approval before participating in any Center program. In addition, individuals who will be working with or supervising (e.g., field trips, tutors/mentors, etc.) students must undergo an Ohio Bureau of Criminal Identification and Investigation (BCI) check and Federal Bureau of Investigation (FBI) check. Individuals who have certain criminal convictions are not eligible to work with students.

Staff members may not use any volunteer that has not completed the certification process (i.e., complete/submit a *Volunteer Application Form*, pass BCI/FBI check, and receive Governing Board approval).

Once a parent or community member becomes a volunteer, he/she retains that status as long as he/she continues to participate in Center programs, completes an annual *Volunteer Application Form* and receives Governing Board approval and does not engage in activities which would disqualify him/her from school service. If a volunteer moves out of the area for a period of time (one year or more) or ceases to be involved with the Center for more than a year, then he/she must complete the entire certification process again (i.e., criminal records check, submission of an application form, and receive Governing Board approval).

Students wishing to volunteer in any Center classroom must complete a *Student Volunteer Application Form*, signed by all required parties prior to entering the classroom.

Prior to a volunteer participating in classroom activities the teacher will instruct the individual as to classroom protocols, Governing Board policies, confidentiality requirements, responses to student misbehavior, etc.

# Weapons

NPESC employees will adhere to the following governing board policy, po1617, WEAPONS. This policy can be found here: [Boarddocs Policies - NPESC](#) or <https://www.npesc.org/>

# Work Calendar/Work Year

Staff members are expected to report to work on all scheduled workdays. Staff members assigned to, or housed in, a particular district will follow that district's calendar unless the program supervisor assigns a different calendar.

All extended year staff (ten-month and twelve-month) will receive a work calendar for the year.

Twelve-month staff members who are eligible for vacation time should schedule their time off when districts are not in session. The Center's rule of thumb is "if students are in session, then supervisors/coordinators must be at their posts and available to respond to our clients' needs."

Full-time educational assistants are scheduled to work one hundred and eighty-two (182) days a year. Full-time teachers are scheduled to work one hundred and eighty-four (184) days a year. Workdays and work calendars are determined by the program supervisor with the approval of the Assistant Superintendent for Programs and Personnel.

Note: NPESC employees are prohibited from making any changes/amendments to their calendar without PRIOR permission from their supervisor AND the Assistant Superintendent.





# Receipt and Acknowledgement

0002-02

I have been made aware that the North Point Educational Service Center's Employee Handbook is available through the following formats; on my Google Apps Account located in the Google Drive App, through an emailed file, and through a hard copy located at each hub (Sandusky, Norwalk, Graytown). I have also been made aware that if I desire a hard copy of my own that I can contact the Sandusky office and one will be provided for me. I understand:

- that I am expected to read it carefully and adhere to the policies, guidelines and procedures detailed in it.
- that should I have any question not answered in this handbook, I am expected to contact and discuss it with my supervisor, program director and/or Assistant Superintendent for Programs and Personnel.
- that this document is not all encompassing, and that complete procedures, rules and regulations may be found in the Center's *Policy Manual*, which is the final and binding authority on Center operations.
- that policies, guidelines and procedures may be created, revised or deleted by the Governing Board action at any time.
- that the contents of this handbook are not intended, nor should it be construed as an employment contract.

I have also received a copy of my Job Description and I am aware of my Job Expectations.

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

## North Point Educational Service Center EMPLOYEE INFORMATION CARD

### PLEASE PRINT

Name:  Miss  Mrs.  Mr.  Ms. \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_  Listed  Unlisted

Personal Cell Phone: \_\_\_\_\_  Listed  Unlisted

Home Email address: \_\_\_\_\_

Work Site Location: \_\_\_\_\_

Job Assignment (e.g. teacher, educational assistant, psychologist, etc.): \_\_\_\_\_