



**EAST HOLMES
LOCAL SCHOOL DISTRICT**

INSPIRE. PREPARE. CHALLENGE.

Employee Handbook

This guide can be found at <http://www.eastholmes.org> > Employee Handbook

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DISTRICT OVERVIEW

Welcome to East Holmes Local Schools! You have just accepted a new position and we hope that it will be a rewarding experience for you, your family, our students and our community. We realize that starting a new career can at times be a little challenging. As a new employee, it is only natural for you to have questions concerning your position and how you can most positively impact your environment. This handbook addresses questions frequently asked concerning the policies and practices of the district. If additional questions or concerns arise, please discuss them with your building administrator or feel free to call the East Holmes Central Office at (330) 893-2610.

All new employees are required to attend an orientation meeting prior to the beginning of the school year. Items to be covered at that time are: Benefits, payroll procedures, purchasing procedures, tuition reimbursement, employee handbook, negotiated agreement, room inventory, security ID badge training, safety and violence training, resident educator program, LPDC information and basics of Progress Book use.

THE HANDBOOK AND ITS PURPOSE

This handbook explains our personnel practices and outlines the benefits available to you as an employee of East Holmes Local Schools. As time goes on, changes or additions to this handbook might become necessary. In these instances, you will be made aware of the changes and they will be forwarded to you for inclusion in your handbook. The East Holmes Employee Handbook is designed to be a brief overview of district policies and guidelines. More detailed information is available in the Negotiated Agreement.

Many of the forms referenced in this document are available on the District's website at www.eastholmes.org. Click on "Staff Links", then "Staff Forms". You may also contact the Central office 330-893-2610.

DISTRICT HISTORY

The East Holmes School District was formed on July 9, 1956. This was achieved by consolidating Berlin and Walnut Creek Schools. Paint Local (Winesburg) officially became a part on August 22, 1956. Hiland High School opened for instruction on September 8, 1958.

The East Holmes District consists of eight (8) buildings. They are Berlin Elementary, Chestnut Ridge Elementary, Flat Ridge Elementary, Hiland High & Middle School, Mt. Hope Elementary, Walnut Creek Elementary, Winesburg Elementary and Wise Elementary.

The Board of Education regularly meets on the third Tuesday of each month at 7:30 a.m. at the Central Office.

MISSION/VISION STATEMENT

The mission of our school district is to “Inspire excellence to prepare students in becoming productive and responsible citizens through a partnership of exceptional leadership, dedicated staff and a supportive community”. Our vision: Inspire. Prepare. Challenge.

BELIEF STATEMENTS

1. All students can learn.
2. A strong interaction among the family, school and community supports student learning.
3. Students can learn best in a safe and caring environment.
4. All students can become productive and responsible citizens.
5. Schools have a responsibility to teach skills needed to function in our changing and diverse society.

GOALS

1. To meet or exceed student growth targets for all student subgroups.
2. To obtain all building level goals related to improving A-F report cards annually.
3. To assure cultural and community values are respected and promoted in our schools.
4. To evaluate and analyze data sources to set obtainable and measurable goals that promote improvement and increased student growth.
5. To promote our schools and programs to the community through communications, participation in events and actions.

NON-DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, “Protected Classes”), or any other legally protected category, in its programs and activities, including employment opportunities.

GENERAL RESPONSIBILITIES

Teachers are due in the building thirty minutes before the time appointed for the beginning of school. The length of a teacher day for all teachers is seven (7) hours and thirty (30) minutes.

Staff members set an example in dress and grooming for students to follow. A staff member enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority with appropriate dress and grooming. The Board of Education has set in Board Policy the following guidelines: all staff members shall, when assigned to district duty: (a) be physically clean, neat and well groomed; (b) dress in a manner reflecting their professional assignment; (c) dress in a fashion that is commonly accepted in this community; (d) dress in a manner that does not cause damage to district property; and (e) be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

CRISIS MANAGEMENT PLAN

Every building has access to the East Holmes Emergency Operations Plan. A crisis can impact a single building or the entire district, depending on the nature of the crisis. The most important consideration in dealing with a crisis is the health, safety and welfare of the students and staff, and prompt notification of parents. It is the responsibility of every employee to know proper procedure in the event of a crisis.

CHANGE OF ADDRESS/TELEPHONE NUMBER

It is the employee's responsibility to notify the East Holmes Central Office of any changes in address, telephone number, etc. during the course of the school year. An annual employee directory is issued in September with employee information listed.

PERSONNEL RECORDS

All personnel records are maintained in accordance with the provisions of The Privacy Act of the Ohio Revised Code, Chapter 1347. At the same time, however, most items of information in personnel files constitute "public records" within the meaning of Ohio Revised Code Section 149.43 and are required to be made available to the public upon request. "Public Records" do not include medical records, records pertaining to physical or psychiatric examination, social security numbers, adoption, probation and parole proceedings, infrastructure records, security records, trial preparation records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in the Ohio Revised Code, section 149.43.

You have the right, upon request, to review the contents of your personnel file during business hours and to receive copies of any documents contained in the file. There may be a nominal charge for the copies.

VACANCIES & TRANSFERS

A list of all newly created or vacant teaching, non-teaching, administrative and supplemental positions will be posted and communicated to all employees by sending a general e-mail to all users for at least five (5) work days. All employees shall apply for the posted positions within five (5) work days of the posting. The posting shall include the position and building.

The district will send an Intent form to all district staff to request information related to interests, intent and potential changes in compensation and benefits. Individuals expressing an interest in a change of assignments, will be contacted by the district administration prior to the filling of a vacancy in the area of expressed interest for the next school year.

CONTRACTS

CERTIFIED (Teachers)

Teaching contracts are of two types, limited contracts and continuing contracts. Contracts due for renewal are given consideration at a regular or special Board of Education meeting on or before June 1st.

Limited contracts are typically offered in the following sequence:

First contract – 1 year	Fourth contract – 3 year
Second contract – 1 year	Fifth contract – 3 year or Continuing
Third contract – 2 year	

Eligibility for Continuing Contract status is based on both the type of teaching license held and the length of teaching service within our District. The licensure requirement is met if (a) a teacher holds a professional, permanent, or life certificate or (b) a teacher holds a five-year license plus either of the following: (1) if a master's degree was held at the time of initially receiving a certificate or license, six semester hours or graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate of license; or (2) if no master's degree was held at the time of initially receiving a certificate or license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license. The length of teaching service requirement is met if a teacher has taught within our District for at least three out of the last five years. This teaching service requirement is modified, however, for teachers who, prior to their employment within our District, had attained continuing contract status in some other district. For these teachers, continuing contract eligibility begins after only two years of service within our district, and may begin at some sooner date, if the Superintendent so recommends.

If a teacher becomes eligible for a continuing contract during the life of one of the multi-year limited contracts above, the teacher may request to be released from said contract with the understanding that a continuing contract will be issued to him/her by the Board of Education. The Board of Education, however, may request that the teacher complete the multi-year limited contract before being considered for continuing status. It is the teacher's responsibility to give the Superintendent written notification of their desire to be considered for a continuing contract before April 15th.

CLASSIFIED (Non-Teaching)

Limited contracts are typically offered in the following sequence (effective 11/01/2018):

First contract – 1 year	Fourth contract – 2 year contract
Second contract – 2 year	Fifth contract - Continuing
Third contract – 2 year	

SUPPLEMENTAL

Supplemental contracts are issued to teachers who receive additional compensation for the performance of duties, which are in addition to the teacher's regular teaching duties. The Board of Education also employs qualified non-licensed persons to fill these positions. Supplemental positions include but are not limited to athletic coaches or advisors of

extracurricular clubs and activities. Supplemental positions along with salaries can be found in the current negotiated agreement with the East Holmes Teachers' Association.

All supplemental contracts are for a one-year duration and automatically expire at the end of each school year. No supplemental contract will be automatically renewed.

If you accept a supplemental position, be sure that you receive a formal contract. If you do not, it means that the Board of Education has not formally approved hiring you for the position and payment of your stipend cannot be made.

Payment will be made upon completion of duties and when all uniforms and equipment have been turned in. The building principal will then approve the supplemental contract to be paid and will notify the Treasurer's Office.

PLACEMENT ON SALARY SCHEDULE

Certified:

Annual contract amounts are dependent upon years of service and the college degree you hold, Bachelors, Bachelors +150 hours, Masters, or Masters +20 hours. Official transcripts must be presented as proof of attaining the next degree level. If transcripts are submitted to the Superintendent's Office by September 15th, the change in salary will be effective with the beginning of the current school year. For transcripts presented no later than March 1st, the salary change will be effective retroactive to February 1st.

Classified:

Annual contract amounts are dependent upon years of service and job classification category: Bus Driver, Classroom Aide, Cook, Secretary, Custodian or Van Driver.

PAYROLL

Questions or problems concerning payroll should be directed to either the Treasurer or the Assistant Treasurer which are both located at the Central Office.

The Board will pay all employees in twenty-six (26) equal bi-weekly payments. Your annual contract amount will be stretched over twenty-six (26) pay periods which will extend your checks through the summer months.

Effective July 1, 2013, all new employees are required to enroll in direct deposit. All notifications of direct deposit will be available on the district KIOSK payroll system. For employees hired prior to July 1, 2013, and elect not to participate in direct deposit, in the event a designated pay date should fall on a holiday, paychecks will then be disbursed on the last weekday prior to the holiday. When the payday falls on a Friday when school is not in session (i.e. summer vacation, Christmas and Spring break), paychecks will be available at the Central Office on Thursdays from 8:00 am to 3:00 pm. All paychecks not picked up at that time will be mailed that afternoon. If a holiday falls on that Thursday, checks will be available on Wednesdays.

Since employees cannot be paid more than what is earned, a three (3) week pay period will occur when it is necessary to coincide the beginning pay dates with the beginning work days on the school calendar in any given year.

The Treasurer's Office will mail the pay date schedule with the Salary Notices the 1st of July each school year or you can request a copy.

DIRECT DEPOSIT

East Holmes mandates direct deposit for payroll for all new employees. The electronic transfer deposit of your paycheck can be made into a checking or savings account. It can also be divided between two different accounts and between different financial institutions. Deposits can be made into any financial institution, bank, savings & loan, or credit union. Your deposit will be available in your banking account at the beginning of the day on any pay date. Paycheck stubs (record of pay and deductions) will be available on the payroll KIOSK system.

MANDATORY DEDUCTIONS

Taxes:

Federal and state income tax deductions are withheld in accordance with your W-4 forms on file. City income tax can also be deducted by notifying the Treasurer's Office.

Generally, Medicare tax is withheld from gross wages at a rate of 1.45% of gross wages.

Retirement:

Membership in the State Teachers' Retirement System (STRS) for certified employees and the School Employees' Retirement System (SERS) for classified employees is mandatory. Retirement salary deductions for STRS are currently 14% and SERS is currently 10% of gross wages. The District contributes an additional 14% of gross wages to the appropriate retirement system on your behalf.

If you have questions concerning your retirement, please contact the appropriate state retirement system directly:

State Teachers Retirement System (STRS)

275 East Broad Street

Columbus, OH 43215

1-614-227-4090

www.strsoh.org

School Employees Retirement System (SERS)

300 East Broad St., Suite 100

Columbus, OH 43215\1-614-222-5853

www.ohsers.org

OPTIONAL DEDUCTIONS

403b Tax-Sheltered Annuities:

In accordance with Section 403(b) of the Internal Revenue Code and the District's 403(b) Plan Document, the district provides tax-shelter annuities to its employees who request such annuities be purchased through payroll deductions. A list of board approved vendors are available at the Treasurer's Office.

Elective Insurance:

The District provides employees with optional insurance coverage. This is a voluntary supplemental health benefit and the district does not contribute to this benefit on your behalf. A list of board approved vendors are available at the Treasurer's Office.

Ohio Public Employees Deferred Compensation Program:

A Section 457 Plan is available to you through the Ohio Public Employees Deferred Compensation Program (ODC). The ODC Program is a supplemental retirement plan that provides for tax-deferred contributions through payroll deduction. The district does not contribute to this benefit on your behalf.

More information may be obtained by contacting:

Ohio Public Employees Deferred Compensation Program

257 E. Town St., Suite 457

Columbus, OH 43215-4626

Telephone 1-877-644-6457

www.ohio457.org

Union Dues:

If you wish to join the East Holmes Teachers' Association (EHTA) contact your Union President or Treasurer. You may elect to have your dues taken as a payroll deduction.

SOCIAL SECURITY

Your earnings from a job with our District are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your spouse or former spouse, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, the two ways your Social Security benefit amount may be affected are by the Windfall Elimination Provision and the Government Pension Offset Provision.

Social Security publications and additional information, including information about exceptions to each of these provisions, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or contact the local Social Security Office in your area.

ADDITIONAL TIME (COMP TIME) per Policy #4413:

It is the intention of the Board of Education to compensate Classified staff members for extra-time worked when such is previously approved and properly worked. No extra-time shall be worked without the prior approval of the Superintendent, and no extra-time will be paid without the prior approval of the Superintendent or Supervisor. Compensation for extra-time shall be monetary or compensatory time-off.

Monetary compensation shall be at the rate of one and one-half (1-1/2) times annual wages for work in excess of forty (40) hours per week hourly rate. The overtime rate will be applied to the last hours worked in the week. Overtime rates will be determined by the job being worked at the time the overtime is incurred.

Compensatory time off will be on the basis of one and one-half (1-1/2) hours for each hour of extra-time worked. An employee cannot accumulate more than thirty-six (36) hours of compensatory time. Compensatory time must be used in six (6) months after it is earned or the employee loses this time.

INSURANCE

LIFE INSURANCE:

The District provides the following term life insurance policy to all eligible employees:

1. Employees working at least 30 hours per week qualify for a \$25,000.00 policy.
2. Employees working between 12 and 30 hours per week qualify for a \$12,500.00 policy.

MEDICAL and DENTAL

East Holmes offers health and dental insurance to eligible employees of the District. The District's health and dental plans are self-funded, meaning funded by Employer and Employee contributions only. AultCare Health Plan is the third party administrator to our plans. Their contact information is 1-800-344-8858 or www.aultcare.com. Details regarding our District's group insurance program are available in the Summary Plan Description booklet available at the Central Office.

Eligibility Requirements:

1. Full-time employees are those that work at least 30 hours per week. These employees pay the negotiated premium co-pay amount for health insurance and no premium for dental insurance.
2. Employees hired after July 1, 2018, the language below regarding "pro-rated premiums" for part-time Certified & Classified is no longer applicable:
Part-time employees qualify for health and dental insurance if they work less than 30 hours per week and more than 20 hours per week for a minimum of 37 weeks per year. These employees are required to pay the negotiated premium co-pay amount, plus additional premium costs pro-rated on their contracted hours as compared to full-time employees.
3. Employees are permitted to enroll in this plan upon employment or during the open enrollment period each year (September). Coverage for new employees becomes effective on the 1st day of the month after they begin work. Coverage for employees joining through open enrollment begins October 1st.

4. Employees must inform the Treasurer's office of changes in status and dependent additions and deletions within thirty (30) days of the event.
5. Only spouses that do not have healthcare coverage offered by their employers can be covered on the East Holmes Local Schools healthcare plan.

Health Insurance:

East Holmes currently offers a high deductible health plan for eligible employees and their dependents. The deductible amount is determined by the minimum allowed per federal regulations each calendar year. Per the Negotiated Agreement of July 1, 2018, employees pay the following percentage of the total monthly premium to be enrolled in the plan: For the 2018-2019 school year - 9%; for 2019-20 school year - 10.5%; for the 2020-2021 school year - 12%.

The high deductible health plan can be partnered with a health savings account (HSA), into which the employee may contribute pretax dollars to pay for deductibles and other qualified medical expenses (per Federal regulations) and can be payroll deducted.

Dental Insurance:

Dental insurance pays an annual maximum amount of \$1,250.00 for dental services and a lifetime maximum of \$850.00 for orthodontic treatments. The individual deductible is \$25.00, with a family deductible of \$50.00 per year. Basic restorative services have a 20% co-payment and major restorative services and orthodontic services have a 50% co-payment.

Consult the Plan Document for a detailed explanation of benefits. This is available at the Treasurer's Office upon request.

SEVERANCE PAY

Severance pay shall be provided to all district employees. It will be paid according to the employee's accrued but unused sick leave days at the time of retirement based on twenty-five percent (25%) of the value of his/her accrued but unused sick leave days. A maximum of 260 days will be used for the calculation of severance pay for all retirements.

LEAVES OF ABSENCE

PERSONAL LEAVE:

1. The East Holmes Board of Education will grant two (2) days Unrestricted personal leave per year, non-cumulative. Additionally, the Board will grant one (1) day of Emergency personal leave per school year.
 - a. An employee is permitted to use two (2) unrestricted days in the first semester of the year.
 - b. Only one (1) unrestricted personal day may be used in the second semester, unless special permission is granted by the Superintendent.
 - c. Unrestricted personal leave is personal leave utilized by the employee for personal reasons and requested in accordance with the personal leave procedure described below.
 - d. Emergency will be defined as a serious, unavoidable and unforeseen circumstance and for which no other leave is applicable.

2. Personal leave may not be utilized on the first or last day of school, on in-service days, or on the day before or the day after a holiday or vacation day, nor to work at another job, unless permission is granted by the Superintendent. Also, no more than ten percent (10%) of the teaching staff or two (2) members of the teaching staff (whichever is greater) may be on personal leave at the same time.
3. Falsification of a personal leave statement is grounds for suspension or termination of employment under Ohio law.

PROFESSIONAL LEAVE:

As needed for attendance at professional conferences approved by the Building Principal. See the Reimbursement section for more information on this policy.

VACATION (Classified Staff):

1. Vacation leave will be granted to all 12-month employees in the following manner:
 - a. Ten (10) days after one (1) year of service.
 - b. Fifteen (15) days after ten (10) years of service.
 - c. Twenty (20) days after twenty (20) years of service.
2. After 12 months of services, vacation leave will be posted to classified employees accounts during the month of their employment anniversary date. Subsequent years, vacation leave will be posted on July 1st of each year. Vacation leave will be accrued monthly based on eligibility per Administrative Guideline 4234.
3. If Vacation leave cannot be used, due to unforeseen circumstances, the employee may opt for payment of up to one-half (1/2) of their annual vacation leave accumulation and/or carry-over up to five (5) days of unused vacation leave into the next fiscal year.
4. Request for payment in lieu of vacation must be made by completing the Payment in Lieu of Vacation form obtained from the Treasurer's Office or District website.
5. Upon an employee's retirement, resignation or other termination, s/he will be paid for any unused vacation time, including any vacation earned in the current year to the point of termination.

JURY DUTY:

When an employee has been selected for Jury Duty, the employee is entitled to leave without loss of pay, but the employee is required to give the Treasurer's Office the check received for Jury Duty.

HOLIDAYS (Classified Staff):

The following holidays will be paid to classified employees: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day (for 12-month employees), Labor Day, Thanksgiving Day and Christmas Day.

SICK LEAVE:

The Board of Education recognizes its statutory duty to provide paid sick leave to regular employees of the Board for absence due to personal illness, pregnancy, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury or death in the employee's immediate family.

All regular full-time employees eligible for sick leave shall receive fifteen (15) sick leave days annually at the rate of one and one-quarter (1.25) days per month. Unused sick leave shall be cumulative up to 260 days

The Board shall accept by transfer the accumulated sick leave up to 260 days which any new employee has acquired in another position of public service in Ohio, provided that the last termination of such service shall have been within the last ten (10) years.

Newly hired full-time non-teaching employees and regular full-time non-teaching employees who have exhausted his/her accumulated sick leave shall be credited with five (5) days sick leave in advance which shall be part of the fifteen (15) days that can be accumulated for the year.

Substitutes, adult education instructors who are scheduled to work the full-time equivalent of less than one hundred twenty (120) days per school year, or persons who are employed by the Board on an as-needed, seasonal, or intermittent basis, are not eligible for paid sick leave.

Employees must be in attendance on scheduled work days or be in authorized leave status.

The use of sick leave, upon approval of the Superintendent, shall be restricted to:

- a. As needed, for injury to the employee which renders the employee unable to perform normal classroom duties.
- b. As needed, for employee illness, doctor or dental appointment.
- c. As needed, for exposure to contagious disease which could be communicated to others (Physician's statement required).
- d. As needed, for illness, doctor or dental appointments in the immediate family. If the absence exceeds more than five (5) consecutive days, a written statement shall be required to verify the reason for additional use of accumulated sick leave for this purpose. The "immediate family" shall be defined as: parent, stepparent, parent of spouse, child, stepchild, spouse, sister, brother, grandparents, grandchildren, sister-in-law, brother-in-law, legal guardian, or a permanent resident of the employee's home. In the event of a close friend or relative not included in the above, leave may be considered by the Superintendent and such leave chargeable to sick leave will not be authorized for more than two (2) days by the Superintendent.
- e. As needed, for the incident of death in the immediate family as defined above. When more than three (3) days are needed, a written explanation is required.
- f. Time may be granted for attendance at funerals of other close relatives or friends upon written application to and approval of the Superintendent.
 1. For immediate family, as defined above, the employee may choose sick leave or personal leave for a funeral.
 2. For other relatives or close friends, sick leave may be granted if the employee's personal leave days have been used.
- g. Falsification of a sick leave statement is grounds for suspension or termination of employment under O.R.C. 3319.16.

Sick Leave for Pregnancy:

An employee may use sick leave for absence caused by her pregnancy (which includes pregnancy, false pregnancy, miscarriage or childbirth, and recovery from miscarriage or childbirth).

Within three (3) weeks after delivery, the employee must notify the Superintendent in writing of her anticipated date of return to work. The employee must submit a physician's statement which attests to her continuing disability and specifies the probable date she will be able to return to work, typically either six (6) weeks for natural delivery or eight (8) weeks for caesarean delivery, but not to exceed eight (8) weeks.

The sick leave period shall be consecutive calendar weeks, beginning on the date of birth, and will include days that are not regularly scheduled work days (i.e. Christmas or Spring break). Sick leave will be charged only for regularly scheduled work days or make-up days.

Employees may return to work immediately after their pregnancy leave, at any point during the school year.

If at any time during the employee's pregnancy, or in the immediate weeks after her return to work following her pregnancy, there is evidence that the employee is unable to perform her full duties and responsibilities, the Superintendent may require a physician's statement concerning the employee's physical condition.

Employees may be granted up to six (6) consecutive weeks of paid sick leave for the purpose of international adoption, including travel time to gain physical custody of the child being adopted. Adoption leave is available only to the legal adoptive parents.

Extended Maternity Leave:

1. Maternity leave shall include an unpaid leave of absence for pregnancy and expected childbirth, and childrearing following childbirth or adoption, which is expected to last longer than the paid leave described above.
2. Upon written request by an employee, the Board shall grant a leave of absence without pay for pregnancy and expected childbirth and may grant a leave of absence without pay for childrearing following childbirth or adoption.
3. A pregnant employee must notify the Superintendent in writing upon determination of her pregnancy. The employee may request a maternity leave at any time, but should do so well in advance of the date leave is to commence so that continuity of instruction may be maintained.
4. A written request for maternity leave for the purpose of childrearing should also be submitted well in advance of the date leave is to commence so that continuity of instruction may be maintained.
5. The length of a maternity leave shall be a maximum of one (1) school year.
6. An employee on extended maternity leave may return from maternity leave only at the start of a nine (9) week grading period or semester unless a vacancy for which she is qualified occurs during the school year.
7. An employee on a maternity leave of absence because of pregnancy and expected childbirth may maintain group insurance coverage by remitting monthly premiums in advance to the Treasurer.

8. Any employee returning from maternity leave shall be assigned to a position for which she is properly certified and shall resume the contract status held prior to such leave.
9. An adoptive mother is eligible for six (6) weeks of paid childcare leave immediately upon gaining physical custody of the child.

Paternity Leave:

Paid paternity leave of up to five (5) consecutive working days shall be granted to new fathers. Sick leave shall be used for this absence. Any additional leave beyond five (5) days shall be considered unpaid Family and Medical Leave Act leave. Paternity leave shall be taken within two (2) weeks of the child's birth or adoption. Extenuating circumstances can be considered by the Superintendent.

Grandparents Leave for Childbirth:

Up to three (3) days of paid sick leave will be granted to new grandparents.

Charitable Deductions:

The Board agrees to administer payroll deductions for any employee who wishes to contribute to an employee who has exhausted all of his/her accumulated sick leave. Deductions may also be forwarded to the East Holmes Employee Foundation to help with the Sick Leave Assistance Program.

Sick Leave Assistance Program:

An employee who has exhausted all available sick leave and absorbed five (5) continuous dock days, may receive a maximum of ten (10) days from the Sick Leave Assistance Program.

To be eligible, an employee must make a \$25.00 contribution to the Sick Leave Assistance Fund prior to September 30th. New hires, after September 1st, may join by making their contribution within thirty (30) days after their employment date. Payments may be made directly to the fund or by payroll deduction. EHTA will provide enrollment and payment information.

Teachers wishing to donate days to the assistance program may donate no more than two (2) days per year. The Board will bear the cost of the donated sick leave days and the donor will match that cost in order to make two (2) days available for every one (1) day donated. See Article VIII, paragraph K of the Negotiated Agreement for further details.

FMLA (Family & Medical Leave Act of 1993):

The District may provide up to 12 weeks (July 1 – June 30) of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Please complete a FMLA Request form and submit to the Superintendent for approval. Employees are eligible if they have worked for at least one (1) year and for 1,250 hours over the previous 12 months. For the duration of the FMLA leave, the District will maintain the health coverage under any group health plan. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Unpaid leave may be granted for any of the following reasons:

- a. To care for the employee's child after birth or placement for adoption or foster care;

- b. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- c. For a serious health condition that makes the employee unable to perform the employee's job.

The District does not contribute to the benefit cost on behalf of employees; therefore, benefit premiums must be paid by the employee. Employees must notify the Superintendent's and Treasurer's office in order to receive this benefit.

CALAMITY DAYS:

Calamity days are allowed for hazardous weather conditions, inoperable school buses or other equipment necessary to the school's operation, damage to a school building, or temporary circumstances due to utility failure which render a school building unfit for school use.

For weather related school cancellations and information an AlertNow/Blackboard Connect message will be sent to all employees, either by home phone, cell phone, text message or e-mail. You can also tune in to Channels 3, 5, 8 and 19 on the television or WQKT, WKLM, WTNS, WNPQ, WTUZ, WHBC.

ASSAULT LEAVE:

Any employee who is absent due to physical disability resulting from an assault which occurs in the course of Board employment may apply to the Superintendent for assault leave to an aggregate maximum of thirty (30) days.

ABSENCE REPORTING

The 2014-2015 school year marked the introduction of the employee **KIOSK** system for reporting absences. This system allows employees to enter absences via computer. The KIOSK system is connected to the districts payroll system allowing access to leave balance and payroll records for each employee at any time. Each employee will have their own individualized password to access their own leave balances and payroll records.

All leave must be entered into the KIOSK system including, but not limited to, Personal Leave, Sick Leave, Professional Leave, Jury Duty and Dock Leave. Once an absence is entered into the KIOSK system it will route to the employee's supervisor for approval. The absence request will then be routed for final approval. Once the leave has final approval a notification is sent back to the employee that the leave was approved.

Professional leave request will allow individuals to enter estimated amount of the professional function with the leave request. After the professional function the individual will have access to retrieve the professional leave request and enter the actual cost for reimbursement.

REIMBURSEMENTS

TUITION (Certified Staff):

The Board agrees to reimburse full-time and part-time teaching employees who successfully complete (grade B or better) graduate courses taken in an education related field. An employee must teach in the District the year following the earning of the coursework credit to be eligible to receive tuition reimbursement. *See Article VIII, Paragraph I of the Negotiated Agreement.

A Tuition Reimbursement Request form must be submitted to the Treasurer's Office prior to registering for a course. An approved copy of that form will be returned to you within one (1) week of submission via school e-mail.

An employee may receive reimbursement for a maximum of six (6) semester hours per school year under this provision. All courses completed during the teacher's contract year, September through August, will be reimbursed by the following September 30th, as long as proof of payment and a certified transcript are presented by September 15th. The amount of tuition reimbursement shall not exceed the actual cost of the tuition paid by an employee for coursework.

MEETING / TRAVEL EXPENSE:

Professional leave shall be in accordance with current Board policy. Reimbursements for travel expenses are as follows:

Meals :	\$ 6.00 – Breakfast per day
	10.00 – Lunch per day
	15.00 – Supper per day
Lodging:	75.00 per day
Mileage:	IRS rate at July 1 (beginning of school year), less \$.04, then rounded up to whole cents.

Employees needing a hotel room are required to make arrangements with the Treasurer's Office before their travel to check out a school credit card and a tax exempt form for the lodging expenses. The Board will not be responsible for the payment of state tax on any lodging if an exempt form was not requested. If no overnight stay is required, no more than two (2) meals will be reimbursed for a one (1) day conference. Extenuating circumstances will be considered on a case by case basis.

No reimbursement will be granted for tax or tips included with a meal.

No reimbursement will be granted for snacks and/or drinks not included with a meal.

A Purchase Order must be in place before you attend any meeting for which you will seek reimbursement. Once you have attended the meeting, print out your KIOSK Professional Development form with the actual costs, attach all itemized receipts and submit it to your Building Principal for approval. The Principal will then submit it to the Superintendent for approval then it will be submitted to the Treasurer's Office for payment.

TESTING / LICENSING / TRAINING

PUBLIC SCHOOL WORKS COMPLIANCE TRAINING

Public School Works is an on-line in-service/compliance training program maintained by the district. All employees are required to take these courses and your training will be personalized to your specific occupation within the district. An e-mail notice will be sent to your school e-mail address to remind you when it is time to complete these courses. The link to this training is on our district's website under Staff Links.

COACHING EDUCATION

All coaches must complete coaching education prior to working with athletes. The Ohio Department of Education has established standards for coaching education requirements. Coaches must have: the ability to work effectively with athletes; knowledge of the activity; and knowledge of health and safety aspects of the activity. Coaches are permitted to satisfy coaching education by completing the National Federation of State High School (NFHS) Coaches Education Program. You may be responsible for fees for this training. Contact our Athletic Director for further details.

PUPIL ACTIVITY PERMIT

The three-year Pupil Activity Permit is a replacement for what was previously known as the Sports Medicine Certification program which was a one-year certification. The permit covers employees who supervise, direct or coach a pupil activity program that involves athletics, routine/regular physical activity, or health and safety considerations. All coaches, paid or volunteer, shall meet the standards for the permit.

The Ohio Department of Education issues permits upon completion of prescribed first aid and cardiopulmonary resuscitation courses. BCI and FBI fingerprinting background checks are also required for the permit. You may be responsible for fees for this permit. Contact our Athletic Director for further details.

FINGERPRINTING:

Ohio law requires school districts to request a criminal record check on all employees at the time of hire as well as upon renewal of licensure, certification, or permits. A completed report from both the State Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI) are required.

The Board requires that all current employees have an FBI background check done every five (5) years. The cost is as follows:

Current & Supplemental Employees: Once every five (5) years, the Board will provide a free background check through one (1) agency (BCI or FBI) at the Central Office.

New Employees: The BCI is \$25.00, the FBI is free if done at the Central Office

Substitute Employees: BCI is \$25.00 and FBI is \$25.00

Fingerprinting is done at the East Holmes Local Schools Central Office, 6108 CR 77, Millersburg, Ohio (330-893-2610) between the hours of 8:00 a.m. and 4:00 p.m. Your fingerprint reports are valid for one year.

SCHOOL BUS DRIVER & VAN DRIVER CERTIFICATION

School Bus driver and Van driver certification is required for any employee transporting students with the District's vehicle. To obtain certification you must complete a driver's training course with a certified OBI Instructor. The original certification is for a period of six years. Annually, thereafter, you are required to have a medical examination and four hours of in-service training. You may be responsible for any fees involved with obtaining certification or renewal of certification. Contact our Transportation Office for the needed paperwork.

DRUG/ALCOHOL TESTING FOR BUS DRIVERS

Any certified Bus or Van Driver in our district will be subject to random drug and alcohol screenings. Program guidelines and procedures can be found in the Bus Driver Handbook.

EVALUATIONS

CERTIFIED

Evaluations for certified staff will fall under the OTE Framework. See the Negotiated Agreement under Article 18 – Teacher Evaluation, for all pertinent information.

CLASSIFIED

All limited contract classified employees will be evaluated annually per Board Policy 4220. Evaluations of the classified staff members shall, when applicable, comply with provisions of a collectively-bargained, negotiated agreement.

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (Certified Staff)

Our Local Professional Development Committee (LPDC) is a five-member group of East Holmes educators and administrators who monitor and assist with licensure renewal and professional development in the District.

You must complete 180 contact hours every five years for licensure renewal. The LPDC annually approves your Individual Professional Development Plan (IPDP) and verifies your number of completed voucher hours (contact hours). During the year prior to your license renewal, the LPDC meets with you to review the number of voucher hours (contact hours) you have completed. The LPDC signs licensure renewals prior to mailing them to the State. Questions about the LPDC or license renewal can be directed to the Superintendent.

RESIDENT EDUCATOR (Certified Staff)

The mission is of support and nurturing through peer interaction with a mentor teacher. Please contact the District's Lead Resident Educator for further information.

EXTRA-CURRICULAR STUDENT ACTIVITIES

The District's extra-curricular activities program makes every attempt to provide the majority of our students with the opportunity to develop themselves and their leadership potentials. If you become an advisor for a student activity, contact your building Secretary

for a copy of the Student Activity Handbook. The handbook addresses situations dealing with students and student behavior, building responsibilities, transportation of students, and finances. The District Treasurer handles the financial procedures of the student activities.

BUS TRIP REQUESTS

All student field trip or athletic trip bus requests are submitted on a Field Trip Request Form available from the Transportation Office. The form is completed by the teacher/coach requesting the trip and signed by the Building Principal/Athletic Director and the Superintendent. The form is then submitted to the Transportation Office for scheduling of the trip. Only van-certified staff are allowed to drive vans. The Transportation Office will assign all drivers.

The Board of Education annually approves appropriations for the costs involved with transporting students on field/athletic trips. Check with your Building Principal to determine if there will be a bus usage and/or bus driver hourly charge involved with any requested trip.

PURCHASING

Requisition and Approval Process:

Employees wanting to make purchases need to complete a Requisition form and submit that to their Building Secretary prior to placing an order. The Requisition will then be entered into the computer system (SCView) and approved by your Building Principal. Once approved, the Treasurer will check for adequate funds then the District Superintendent will review it for final approval.

Purchase Order Process:

Once it receives final approval, it will be converted into a Purchase Order and your Building Secretary will receive notification via e-mail that you are now able to place your order. Please remember: The District will not reimburse you for Sales Tax paid on any purchase.

Receipt of Items and Approval to Pay:

Once you receive your items, please give the packing slips and/or sales receipts to your Building Secretary. She will then turn those into the Treasurer for payment/reimbursement.

These steps must be followed before a purchase can be made or the District accepts no responsibility for payment.

Employees are forbidden to use the name of the District, any discounts provide to the District or any other means for associating a personal purchase with the District.

MONEY COLLECTION

It is the responsibility of the professional staff, with the supervision of the building principal, to collect all student fees. This includes class dues, workbook fees, lab fees, library fines, damaged or lost materials, books, equipment and any other charges made to the students under the teacher's supervision.

All money collected are receipted, accounted for and deposited within 24 hours. In no case shall money be left overnight in school buildings, except in safes provided for safekeeping of valuables; even then, no more than a few dollars should be kept.

FINANCES / AUDIT

Annually, our District prepares a five-year forecast to be used as a management tool by the Board of Education. The forecast reflects three years of prior actual and five years of future projected financial information. The forecast is accompanied by assumptions which give a detailed explanation of the revenues, expenditures, and reserves. Property valuations, levy status, and state funding are also discussed.

The forecast can be accessed on the District website at www.eastholmes.org or at www.ode.state.oh.us; click on “Finance”, then “School District Financial Status”.

The District’s annual official financial statements are prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Auditor of State’s Office annually audits our financial statements, records and internal control procedures and issues an Independent Accountants’ Report.

The annual audit report can be accessed at www.auditor.state.oh.us; click on “Audit Search”, then “Search for Audits”.

NETWORK ACCEPTABLE USE AGREEMENT

Employees are required to complete a Staff Education Technology Acceptable Use & Safety Agreement annually and are reminded of these policies by a District splash screen when accessing the network. Regardless of how the network is accessed, employees are reminded of this agreement and the related 7540.04 Board Policy.

PERSONAL ELECTRONIC DEVICES (PED)

The electronic options available to staff are always changing. Employees will be required to sign an Employee Computer Device Agreement annually when they are issued a personal electronic device (PED). Employees are expected to refrain from personal communication and/or business use of PED’s during instructional times. We understand that emergencies and exceptions need to be made. These situations should be limited and communicated to building Principals or Supervisors. Board Policy 5136.

PUBLIC RECORDS

The District’s public records are maintained and made available for inspection and reproduction. Public Record means any record kept by the district. A ‘record’ is any document, device, or item, regardless of physical form or characteristic, including electronic record as defined in statute created or received by or coming under the jurisdiction of the Board of Education or its employees, which services to document the organization,

functions, policies, decisions, procedures, operations, or other activities of the Board. 'Public records' do not include medical records, records pertaining to physical or psychiatric examination, Social Security numbers, adoption, probation and parole proceedings, infrastructure records, security records, trial preparation records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in Ohio Revised Code 149.43. The Board of Education has established procedures within Board Policy #8310 regarding the availability of public records.

Approved by the East Holmes Local Schools Board of Education on October 16, 2018.

RECEIPT OF HANDBOOK

The contents of this handbook are presented as a matter of information only. The plan, policies and procedures described are not conditions of employment. The employer reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies or procedures, in whole or in part, at any time with or without notice. The language in this booklet is not intended to create, nor is it to be construed to constitute a contract between employer and any one or all of its employees. That is, employment can be terminated at any time at the will of either the employer or the employee.

EMPLOYEE'S ACKNOWLEDGEMENT:

I have received my copy of the Employee Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions to it. I also acknowledge that this Handbook is not a contract of employment and that either the District or I may terminate my employment at any time with or without case and with or without notice.

Employee's Signature

Date