



*Professional. Proactive. Partner.*

## **Employee Handbook & Guidelines**

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*June 2016*

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## SUPERINTENDENT WELCOME



August 1, 2016

Dear Colleague:

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

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

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

Sincerely,

*Joseph Iacano*

Joseph Iacano, Superintendent

# 2016 Summit Educational Service Center Staff

## **Superintendent's Office**

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## **Professional Development**

N'ecole Ast	Director of Professional Development	ext. 513914
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## GENERAL PHILOSOPHIES AND POLICIES

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

The Handbook was developed in order to provide information to employees of the SESC concerning their employment. All policies contained in this document are not inclusive of the entire policy officially adopted by the Board of Governors of the SESC. Employees should refer to the official Policy Manual for further explanations. The Policy Manual is available in the offices of the superintendent, treasurer and the department directors, as well as online at [www.neola.com/summit-oh](http://www.neola.com/summit-oh) or [www.summitesc.org/humanresources](http://www.summitesc.org/humanresources).

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

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

Periodic updates to the Handbook will be posted to the SESC's website, [www.summitesc.org](http://www.summitesc.org). Handbooks will be reprinted when significant updates occur.

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

The SESC offers **Human Resource Services** to school districts in a variety of ways. We can function as the fiscal, payroll and fringe benefit agent to employ school personnel for any school district in northeast Ohio. Benefits for our client districts include:

- flexible employment practices
- negotiable salary structures
- limited contract length
- online application and screening
- cost effective employee candidate selection
- district control of selection process

As an organization, the Summit Educational Service Center employs approximately three hundred (300) employees within its programs, departments and forty (40) plus school districts and affiliated clients served.

The SESC provides competitive, yet cost effective salary and fringe benefit/retirement packages. We have an extensive reputation of employing and maintaining the highest caliber staff members in the educational field. Our staff, services or programs support our mission of “providing leadership and service in education.”

The Human Resource Department also acts as a candidate/pool resources/screening/referral system for school district personnel to meet their district's employment requests and staffing needs of school districts in the northeast Ohio region.

### **CERTIFICATION/LICENSURE**

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

Obtaining, updating and filing with the Human Resources office of valid licenses/certificates/permits is the responsibility of the employee. The Ohio Department of Education will only accept online applications for initial and renewal of licenses, certificates and permits. To obtain a SAFE account on the ODE website, visit [www.safe.ode.state.oh.us/portal](http://www.safe.ode.state.oh.us/portal). Once a SAFE account has been created, enter ODE.CORE, “My Profile” then “My Credentials” to begin the renewal process.

Employees applying for a new or renewed license or permit issued by the Ohio Department of Education may be required to complete an Ohio criminal background check conducted by the Bureau of Criminal Identification and Investigation (BCII) and a Federal Bureau of Investigation (FBI) background check according to ODE and/or Ohio Revised Code requirements.

### **EMPLOYMENT**

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

### **NON-RENEWAL**

Every spring the SESC is required to non-renew all employees on a one year contract or ending a multi-year contract. If you are in one of these categories, you will receive a letter notifying you that your contract has been non-renewed by the SESC’s Board of Governors.

At that time, employees are required to sign and return the acknowledging receipt at the bottom of the non-renewal letter. Administrators may request a meeting with the Board of Governors. Upon such request, the Board shall grant a meeting in executive session to discuss reasons for non-renewal of the contract. A representative of choice may be present at the meeting.

## **CALENDAR**

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

A copy of the respective calendar and the employee's specific work calendar (showing days to be worked throughout the school year as agreed to by the supervisor and/or building principal) should be submitted to the appropriate department director at the SESC and to the treasurer's office. Staff employed on an extended contract should indicate those additional days on their calendar. This time also requires the approval of the building principal and/or supervisor. Paychecks cannot be generated without the existence of a calendar and corresponding work days shown on a timesheet. All calendar adjustments require written approval of the department director, supervisor, district administrator and/or building principal and must be submitted to the treasurer's office.

**The SESC is closed on the following holidays. These are paid holidays for eligible employees only if they occur during the individual's contract period.**

**New Year's Day (1/1)**  
**Martin Luther King Day**  
**President's Day**  
**Good Friday**  
**Memorial Day**  
**Independence Day (7/4)**  
**Labor Day**  
**Thanksgiving Day**  
**Day after Thanksgiving**  
**Christmas Day**

## **ABSENCES & LEAVES**

### **SICK LEAVE**

Sick leave may be used for absences due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for the absence due to illness, injury or death in the employee's immediate family. When an employee is not reporting to

work for any reason, other than a pre-approved absence such as vacation or emergency leave, the employee is required to report their absence according to the following procedures, unless otherwise defined by their department or program:

*ESC Assigned Employees* – follow call-off and/or AESOP procedures of your department or program. Check with your immediate supervisor or department director for the most current procedure.

*LEA Assigned Employees* – LEA assigned staff members should follow the district call-off procedures.

Immediately upon return to work, it is the employee's responsibility to complete and submit a *Notification of Employee Absence* form to your department director or supervisor for his/her signature. These forms will then be forwarded to the treasurer's office at the SESC by the department director or district supervisor.

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

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

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

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

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

## **EMERGENCY LEAVE**

Up to three (3) full days of emergency leave may be used, if approved by the superintendent, each fiscal year (July 1 through June 30) by full-time employees. Emergency leave is not cumulative and may only be used for acceptable reasons. Emergency leave will not be granted



immediately preceding or following a holiday/break, to extend vacation periods, for other employment, in lieu of sick leave or for recreation purposes.

Procedures to request Emergency Leave are as follows:

- 1.) Complete an *Emergency Leave Request Form* with the reason for the leave, date of absence and your signature. When possible, Emergency Leave requests should be submitted a minimum of five days in advance of the requested day.

**LEA-assigned staff:** Obtain your supervisor's and/or building principal's approval and their signature on the form. Submit the form to the Human Resources Office for initial review.

**ESC staff:** Obtain your immediate supervisor's approval and signature. Submit the form to the appropriate department director for initial review.

- 2.) Following initial review, all emergency leave requests will be submitted to the superintendent for final review.
- 3.) In the case of unforeseen emergencies, follow regular call-off procedures to notify your department director, supervisor or building principal of your absence. Within 24 hours of your return to work, complete an *Emergency Leave Request Form* according to the above procedures.

## **VACATION LEAVE**

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

Vacation days may be taken as they are earned. Exceptions to this policy must be approved by the superintendent.

Requests for vacation must be submitted in writing, using the *Notification of Employee Absence Form*, to your immediate supervisor and/or your department director. Requests for vacation leave of five (5) days or more must be submitted two (2) weeks in advance of the desired leave. Requests for vacation leave of less than five (5) days must be submitted as far in advance as possible. All vacation requests are subject to final approval by the superintendent.

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

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

## **FAMILY AND MEDICAL LEAVE ACT**

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

- a. The birth and/or care of a newborn child of the staff member, within one (1) year of the child's birth;
- b. The placement with the staff member of a child for adoption or foster care, within one (1) year of the child's placement;
- c. The staff member is needed to provide physical and/or psychological care for a spouse, child or parent with a serious health condition;
- d. The staff member's own serious health condition makes him/her unable to perform the functions of his/her position; or
- e. Any qualifying exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter or parent is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces ("Qualifying Exigency Leave"). Covered active duty means duty during deployment with the Armed Forces to a foreign country.

In addition, an eligible staff member who is a spouse, son, daughter, parent or next of kin of a covered service member may take up to a total of twenty-six (26) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, during a "single twelve (12) month period" to provide physical and/or psychological care for the covered service member ("Military Caregiver Leave"). A covered service member is defined as (1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. Serious injury or illness for purposes of Military Caregiver Leave is defined as an injury or illness incurred by a covered service member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the covered service member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the service member medically unfit to perform the duties of his/her office, grade, rank, or rating. In the case of a veteran the injury or illness could have manifested itself before or after the member became a veteran. The "single twelve (12) month period" for leave to care for a covered service member with a serious injury or illness begins the first day the staff member takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established below for general FMLA leave. During the "single twelve (12) month period", an eligible staff

member is limited to a combined total of twenty-six (26) work weeks of unpaid leave for any FMLA-qualifying reason. (Only twelve (12) of the twenty-six (26) work weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.)

### **1. ELIGIBLE EMPLOYEES**

Staff members are "eligible" if they have worked for the Board for at least twelve (12) months, **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. All full-time instructional employees are deemed to meet the 1,250 hour requirement. Months and hours that members of the National Guard or Reserve would have worked if they had not been called up for military service counts towards the staff member's eligibility for FMLA leave. While the twelve (12) months of employment need not be consecutive, employment periods prior to a break in service of seven (7) years or more will not be counted unless the break is occasioned by the staff member's fulfillment of his/her National Guard or Reserve military obligation, or a written agreement exists concerning the Board's intention to rehire the staff member after the break in service.

### **2. TWELVE (12) MONTH PERIOD**

Twelve (12) month period is defined as a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

Family Leave is unpaid and must be approved, in advance, by the Board of Governors.

### **JURY DUTY**

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

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

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

Upon completion of jury duty, the employee must complete a *Notification of Employee Absence Form* and submit it with an appropriate court document indicating the number of days served.

## **INCLEMENT WEATHER**

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

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

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

If the SESC does close due to inclement weather, the superintendent's office will post closing information on WKYC TV Channel 3 and [www.wkyc.com/closings](http://www.wkyc.com/closings). Closings will also be posted on the SESC's website, [www.summitesc.org](http://www.summitesc.org) under the school closings link.

## **HUMAN RESOURCES**

### **WORKERS' COMPENSATION**

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

### **REPORTING WORK RELATED ACCIDENTS**

- Any accident that results in an injury to an employee of the SESC must be reported promptly and in writing to the human resources office. *Incident and Injury Report Forms* are available online, from the human resources office and at program sites.
- Injuries that happen to an employee while working in a district or other than at the SESC must be reported promptly and in writing to the human resources office. The employee should check with the administrative offices of the district in which the accident occurred to determine if a report must be made.
- Reporting of work-related injuries is important. It is also essential that appropriate medical attention is sought in a timely fashion. When medical care is urgent, seek

treatment first. When an accident or injury is reported as work-related, the medical care provider will need to see the Workers' Comp identification card.

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

## **APPROPRIATE WORK ENVIRONMENT**

The SESC maintains an education and work environment which is free from all forms of unlawful discrimination and harassment, including sexual harassment. This commitment applies to all SESC operations, programs and activities. All students and staff share responsibility for avoiding, discouraging and reporting any form of unlawful discrimination or harassment. All incidents should be reported to the superintendent and/or human resources director.

## **ETHICS**

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

## **FRAUD REPORTING**

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

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

Telephone: 1.866.FRAUD OH (1.866.372.8364)  
U.S. Mail: Ohio Auditor of State  
Special Investigations Unit  
88 East Broad Street, PO Box 1140  
Columbus, OH 43215  
Website: [www.ohioauditor.gov](http://www.ohioauditor.gov)

### **REPORTING FALSE INFORMATION:**

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

### **EMPLOYEE CRIMINAL BACKGROUND CHECKS**

All employees are required to complete both the BCII (Ohio) and FBI (Federal) background checks upon employment. Employees who have completed both of these background checks 12 months prior to beginning employment with the SESC may not be required to repeat the background checks. A paper copy must be submitted to the HR office prior to the start date. All employees are required to undergo FBI checks every five (5) years after they are hired. It is the employee's responsibility to have these completed.

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

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

### **STAFF EVALUATION**

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

### **DRESS CODE**

All staff members shall follow Board policy regarding dress and grooming. Staff members shall at all times be physically clean, neat and well groomed; dress in a manner consistent with their professional responsibilities and that communicates to students, parents and peers a pride in

personal appearance. It is important that all staff dress in a manner that does not cause damage to SESC or district property and 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.

### **DRUG & ALCOHOL FREE WORKPLACE**

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

### **SMOKE-FREE WORKPLACE**

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

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

“Use of tobacco” means to chew or maintain any substance containing tobacco including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigars, cigarettes and/or the smoking of electronic “vapor,” or other substitute forms of cigarettes, clove cigarettes and other lighted smoking devices for burning tobacco or any other substance.

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

### **COPYRIGHTED MATERIALS**

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

## **CONFLICT OF INTEREST**

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

## **ACCEPTABLE USE OF TECHNOLOGY**

All computers, telephone systems, electronic mail systems (e-mail) and voicemail systems are the property of the SESC and are to be used primarily for business purposes. Personal messages via SESC-owned technology should be limited. The SESC retains the right to access and review all electronic and voicemail, computer files, databases and any other electronic transmissions contained in or used in conjunction with the SESC's technology. Staff members are prohibited from sending offensive, discriminatory or harassing messages via computer, email or voicemail. SESC-owned cell phones are also governed by these stipulations. Use of SESC cell phones for personal calls that are charged against base minutes or incur any extra charges are prohibited. Additional charges will be the responsibility of the employee.

## **PROFESSIONAL CONDUCT FOR OHIO EDUCATORS**

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

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

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



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

### **SUSPECTED CHILD ABUSE OR NEGLECT**

The SESC recognizes that it is the legal obligation of school employees to report situations of suspected child abuse and neglect. Because teacher personnel are in daily contact with school-age children, they are often able to identify abused children and refer them to school authorities.

Section 2151.421, Ohio Revised Code, dealing with the reporting of child abuse and neglect requires:

- 1.) All school employees having reason to believe that a child under 18 years of age has suffered any wound or injury or neglect shall immediately report such information.
- 2.) A written report should follow as soon as possible to the appropriate reporting agency for the county.

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

### **RESIDENT EDUCATOR PROGRAM**

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

The SESC provides a Resident Educator program as a service to districts and charter/community schools and the beginning teachers employed through these organizations. Regular program meetings and formal mentor support provide beginning teachers with the framework to enhance teaching and learning within their classrooms supporting student achievement and success.

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

## **PROFESSIONAL MEETINGS/STAFF DEVELOPMENT**

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

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

## **LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)**

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

Certificate and/or license holders must meet the requirements for renewal and/or updating of their credentials by following the procedures in the SESC's Local Professional Development Committee (LPDC) manual, which can be found at [www.summitesc.org/LPDC/index.asp](http://www.summitesc.org/LPDC/index.asp). It is important to log into the LPDC site in order to set up an online account and submit your Individual Professional Development Plan (IPDP). The schedule of the LPDC meetings can also be found on the SESC's website. LPDC meetings are subject to Ohio's Sunshine Law. Employees of the SESC are required to create an account on the LPDC site and then submit activities. Holders of the Educational Aide Permit are not required to have an IPDP through the LPDC.

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

1. Six semester hours of coursework related to classroom teaching and/or the area of licensure OR
2. 180 contact hours (or 18 CEU's) in workshops or equivalent activities related to classroom teaching and/or the area of licensure as approved by the Local Professional Development Committee of the employing school or school district.
3. Coursework, workshops, or other equivalent activities may be combined.

For additional information, contact David Jones at davidj@summitesc.org.

## **PAYROLL AND FISCAL**

### **PAYROLL INFORMATION**

Paydays are scheduled on the 5<sup>th</sup> and 20<sup>th</sup> of each month. Timesheets for the next ensuing pay period must be filed in the treasurer's office on the 5<sup>th</sup> and 20<sup>th</sup> of each month, or the closest preceding work day if the 5<sup>th</sup> or 20<sup>th</sup> falls on a weekend or holiday. Employees should refer to the payroll schedule posted on [www.summitesc.org](http://www.summitesc.org) for exact dates.

### **DIRECT DEPOSIT**

All employees will have direct deposit of their paychecks as stipulated by Governing Board Policy.

**It is the responsibility of the SESC employee to alert the payroll department of any changes of personal banking information.**

### **SALARY SCHEDULE PLACEMENT**

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

Staff members who complete course work which qualifies them to move from the Bachelor's column to Bachelor's +30 or to the Master's column on the salary schedule, must submit transcripts or a letter of completion from their university to the Human Resources office by September 30. In order to receive the appropriate salary increase retroactive to the beginning of the current contract year, transcripts or letters received after the September 30 deadline will result in the salary increase becoming effective with the next contract period, if a contract of employment is offered for the next contract year.

## **INSURANCE BENEFITS**

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

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

## **FLEXIBLE BENEFIT SPENDING PLAN**

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

## **ANNUITY INVESTMENTS**

Information regarding investments is available in the Human Resources and Treasurer's Offices.

## **SEVERANCE PAY**

The Board authorizes payment to a retiring employee of one-third (1/3) of unused sick leave days up to a maximum of fifty-three (53) days. Individuals employed by the SESC prior to January 1, 2005 are eligible for severance pay upon presentation of evidence of retirement from active service. Individuals employed after January 1, 2015 must complete five (5) consecutive years of service at the SESC prior to retirement in order to receive severance pay.

## **PURCHASING PROCEDURES**

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

- A purchase request form must be completed and submitted for approval to the department director. A purchase order may then be generated by the service team office.
- All purchase orders must be submitted for review by both the superintendent and the treasurer. Only upon receipt of such approval can the purchase proceed.
- Employees may be held personally responsible for anything purchased without a properly signed purchase order or the necessary authorization.

## **MILEAGE REIMBURSEMENT**

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

- SESC follows the Internal Revenue Service (IRS) guidelines for travel that **do not allow** travel reimbursement to any employee for mileage between your home and your main or regular place of work.
- Supervisor-approved *Travel Report* forms are to be filed in the treasurer's office by the 5<sup>th</sup> of each month.
- Mileage to and from professional meetings is to be reported on the *Reimbursement for Professional Leave Form*.

## **TRAVEL AND REIMBURSEMENT POLICY**

### **APPROVAL (Part I)**

All non-routine out-of-county travel for official Summit Educational Service Center business shall be approved in advance regardless of whether reimbursement will be requested.

Such approval shall be obtained by completing the Summit Educational Service Center's Travel Forms Part I and II. The purpose of the review of Part I is to determine whether the travel is beneficial for the SESC and whether funds are available. Part I is not required to attend meetings on routine SESC business within Summit County. All out-of-state travel must be pre-approved by the Superintendent and the Governing Board.

### **REIMBURSEMENT (Part II)**

Upon proper submission of Part II of the SESC's Travel Form, the SESC shall pay the necessary and reasonable expenses incurred by employees while on authorized travel. The purpose of Part II is to provide verification of expenses paid by an employee that were previously approved on Part I. Part II shall be completed within thirty (30) working days after returning from travel.

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

## **BUILDING PROCEDURES**

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

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

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

## **SUMMIT EDUCATIONAL SERVICE CENTER IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Board of Governors that no staff member or candidate for employment in the SESC shall, on the basis of race, color, religion, national origin, age, sex, marital status, disability, sexual orientation, gender identity or military status, be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U. S. Department of Education.