

*The*  
Summit County  
**Educational  
Service Center**

*is committed to providing leadership  
and service in education.*

## Employee Handbook

Summit County ESC  
420 Washington Ave  
Cuyahoga Falls OH 44221  
Phone - 330-945-5600  
Fax - 330-945-6222  
Web - <http://cybersummit.org>

## TABLE OF CONTENTS

General Philosophies & Policies/EEOC .....	3
Absences & Leaves .....	5
Sick Leave	
Emergency Leave	
Family Leave	
Vacation	
Jury Duty	
Professional Meetings	
Inclement Weather	
Payroll & Fiscal .....	13
Salary Schedule Placement	
Payroll	
Insurance Benefits	
Annuities	
Severance Pay	
Purchasing Procedure	
Work Related Accidents/Injuries	
Mileage	
Policy Overview.....	18
Ethics	
Copyrighted Materials	
Drug & Alcohol Free Workplace	
Smoke Free Workplace	
Appropriate Work Environment	
Conflict of Interest	
Procedures.....	21
Calendar	
Certification/Licensure	
Staff Evaluation	
Dress Code	
Acceptable Use of Technology	
Building Procedures	

## Welcome to Employment with the Summit County Educational Service Center

The Governing Board and superintendent hope that you will find employment with the Summit County ESC to be personally and professionally rewarding.

### General Philosophies & Policies

This handbook was developed in order to provide information to employees of the Summit County Educational Service Center (SCESC) concerning their employment. 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 *Employee Handbook* is designed as a guide to policies and procedures of the Summit County Educational Service Center and is assembled from the official *Policy Manual* of the SCESC. This handbook is intended for the general guidance of ESC employees and not as a substitute for ever-changing school law or the *Policy Manual*.

All policies contained in this document may not be inclusive of the entire policy officially adopted by the Board of Governors of the SCESC. Employees should refer to the official *Policy Manual* for further explanations.

The *Policy Manual* is available in the office of the superintendent, the treasurer, and the service team directors and is also available via the Internet at: [www.neola.com/summit-oh/](http://www.neola.com/summit-oh/) or <http://cybersummit.org>.

## General Philosophies & Policies (continued)

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

This handbook is available to view at <http://cybersummit.org>. Periodic updates to the handbook will be posted to the website. Handbooks will be reprinted when significant updates occur.

The Governing Board consists of five (5) members elected at large. All meetings of the Governing Board of the Educational Service Center are subject to the Sunshine Law.

*The Summit County Educational Service Center is an Equal Opportunity Employer. It is the policy of the Board that no staff member or candidate for employment in this Center 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.*

## 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 absence due to illness, injury, or death in the employee's immediate family. When an employee of the Educational Service Center 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:

1. Call your service team director, supervisor, or building principal where you are assigned to report your absence and to discuss any work related matters that will be affected by your absence.

#### *ESC Assigned Employees*

- If your director or supervisor is not available, leave a voice mail message **and** contact the service team administrative assistant or appropriate secretary. It is important that you report your absence directly to your director or supervisor or administrative assistant or secretary rather than just leave a voice mail message.
- If you are not able to actually speak to your director, supervisor or the secretary, call the administrative assistant to the superintendent (ext. 511223) to report your absence.

#### *LEA Assigned Employees*

- LEA-assigned staff members should follow the district call-off procedures.

## ABSENCES & LEAVES

### Sick Leave (continued)

2. Calls to notify the ESC or district of your absence should be placed before the start of your regularly scheduled work day. Call in each day that you are absent, if not on an approved leave.
3. Immediately upon return to work, it is your responsibility to complete and submit a *Notification of Employee Absence* form (and a physician's statement, if necessary) to your director or supervisor for his/her signature. These forms must then be sent to the treasurer's office at the ESC.
4. In the event that you are absent due to personal or family illness for three (3) or more consecutive days, a physician's statement may be required 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 maternity disability for up to 6 weeks following the birth of a child, or longer if certified by a physician. Eligible employees may request family leave 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 the Governing Board Policies 3430.01/4430.01.

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.

## ABSENCES & LEAVES

### Emergency Leave

Up to three (3) full days of emergency leave may be used, if approved by the superintendent, each fiscal year (7/1—6/30) 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 (Governing Board Policy 3436/4436).

Procedures to request Emergency Leave are as follows:

1. Complete an *Emergency Leave Request Form* with the reason for the leave, date of the absence, and your signature. When possible, Emergency Leave Requests should be submitted a minimum of five days in advance of the requested day.
2. **LEA-assigned staff:** Obtain your supervisor's and/or building principal's approval and their signature on the form. Submit the form to the treasurer's office (payroll) for initial review.
3. **ESC staff:** Obtain your immediate supervisor's approval and signature. Submit the form to the appropriate service team director for initial review.
4. Following initial review, all emergency leave requests will be submitted to the superintendent for final review.
5. In the case of immediate emergencies, follow regular call-off procedures to notify your director, supervisor or building principal of your absence. Immediately upon return to work, complete an *Emergency Leave Request Form* according to the above procedures.

## ABSENCES & LEAVES

### **Family Leave**

Under the provisions of the Family and Medical Leave Act (FMLA), an employee who has worked for the Board at least twelve (12) months and for at least 1,250 hours over the twelve (12) months prior to the leave request is eligible to use up to twelve (12) work weeks of unpaid leave for one (1) of the following reasons:

1. The birth of a child or the care of a newborn child within one year of birth.
2. The adoption or foster care of a child.
3. The care of a spouse, son, daughter, or parent if such individual has a serious health condition.
4. A serious health condition of the staff member which prevents him/her from performing the functions of his/her position.

In addition, under the military family leave entitlements, eligible employees may take up to 12 weeks of leave for a qualifying exigency arising out of the active duty or call to active duty status of a spouse, son, daughter, or parent. Eligible employees may take up to 26 weeks of leave to care for a covered service member with a serious injury or illness.

An employee may use accumulated/earned sick leave for maternity when appropriately certified in writing by a physician. Use of sick leave may extend during the period of maternity disability for up to 6 weeks following the birth of a child, or longer if certified by a physician. An eligible employee may request family leave 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). Family leave is unpaid and must be approved, in advance, by the Board of Governors.

## ABSENCES & LEAVES

### **Vacation**

Employees who work twelve months may earn vacation leave in accordance with Governing Board Policy 3433/4433. Vacation days are earned on a monthly basis accumulating up to the employee's vacation entitlement based on position and length of service.

Vacation days may be taken as they are earned but they may not be taken in advance of being 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 service team 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.

## ABSENCES & LEAVES

### **Jury Duty**

Staff members who are called for jury duty should inform their immediate supervisor, building principal, and/or service team 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 in to the treasurer's office.

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

### **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 (Governing Board Policy 3243/4243).

Professional meetings include educational conventions, conferences, or workshops related to the work activities, duties, or responsibilities of staff as determined by the superintendent. Such meetings must provide a direct value for the person in attendance for later use in the performance of their duties.

## ABSENCES & LEAVES

### **Professional Meetings/Staff Development (continued)**

#### *ESC Assigned Employees*

Individuals 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 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 both before and after the event.

ESC assigned employees attending professional meetings shall make a summary report to the superintendent identifying what was learned and explaining the ways in which this knowledge will be applied to the work of the ESC.

#### *LEA Assigned Employees*

LEA assigned employees who wish to participate in professional development activities should consult with appropriate district personnel for approval and completion of paperwork.

## ABSENCES & LEAVES

### **Inclement Weather**

The Summit County Educational Service Center will be open even when area school districts close for most emergencies. ESC staff should report to the ESC on those occasions when districts are closed. Reasonable tardiness caused by weather conditions shall not be penalized. When in doubt, check with you director and/or supervisor.

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

If the Summit County ESC does close due to inclement weather, the superintendent's office will post closing information on TV News Channel 5 and on <http://cybersummit.org> (click on "School Closings" you will be connected to News Channel 5's website).

## PAYROLL & FISCAL

### **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 in accordance with Governing Board Policy 3411/4411. 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 office of the superintendent 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<sup>th</sup> 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.

### **Payroll Information**

Paydays are scheduled on the 5<sup>th</sup> and 20<sup>th</sup> of each month. Attendance sheets 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.

All new employees will have direct deposit of their paychecks. Payroll deductions are made from an employee's paycheck as stipulated in Governing Board Policy 6520.

## PAYROLL & FISCAL

### **Insurance Benefits**

Full-time employees are eligible for the following benefits (Governing Board Policy 3421.01/4421.01):

- 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.

### **Annuity Investments**

Information about annuity investments is available in the treasurer's office.

### **Severance Pay**

The Board authorizes the payment to a retiring employee of one-third ( $\frac{1}{3}$ ) of unused sick leave days up to a maximum of fifty-three (53) days. Individuals employed by the Summit County ESC prior to January 1, 2005 are eligible for severance pay upon presentation of evidence of retirement from active service. Individuals employed after January 1, 2005 must complete five (5) consecutive years of service prior to retirement in order to receive severance pay (Governing Board Policy 3415/4415) .

## PAYROLL & FISCAL

### **Purchasing Procedures**

Governing Board Policy 6320 shall govern all purchasing for the ESC. No employee shall make purchases for the ESC 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 service team 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.

## PAYROLL & FISCAL

### **Reporting Work Related Accidents**

All reasonable efforts are made to ensure a safe learning and working environment for the employees of and visitors to the Summit County ESC. The Board of Governors requires that any accident that results in an injury, however slight, to an employee of the Board or a visitor to the ESC must be reported promptly and in writing to the treasurer's office. *Accident Report Forms* are available online or in the treasurer's office.

Injuries that happen to an ESC employee while performing job-related duties and responsibilities while working in a district or some other location must also be reported promptly and in writing to the treasurer's office. In addition, the employee should contact the administrative offices of the district in which the accident happened to make a report.

Prompt 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. Be sure to present your Workers' Comp card (*not your medical insurance card*) to the doctor or hospital. As soon as possible, contact the treasurer's office to report the injury.

## PAYROLL & FISCAL

### **Reporting Work Related Accidents** (continued)

All employees are covered by Ohio Workers' Compensation while in the performance of work-related responsibilities. Injuries which occur during that performance may be covered under Workers' Comp. At the time of hire, employees receive a Workers' Comp. Identification Card issued by GatesMcDonald. Employees are encouraged to carry this card with them at all times. Instructions printed on the card will remind employees what to do in the case of a work-related injury. It is essential that these steps be followed in order that Workers' Comp claims can be appropriately certified and processed (Governing Board Policy 8442).

### **Mileage Reimbursement**

The Governing Board of the Summit County Educational Service Center will provide for the reimbursement of approved traveling expenses incurred in the course of performing services on behalf of the Board.

Miles traveled to and from home and your assigned work site are not reimbursable. Other travel necessary during the day is reimbursable according to the guidelines set forth in the *Mileage Reimbursement Procedures*. Mileage is reimbursed at the Internal Revenue Service approved rate. 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.

## POLICY OVERVIEW

### **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, the Governing Board expects all staff to maintain high standards of thought and behavior in their working relationships and in the performance of their professional duties as stipulated in Governing Board Policy 3210/4210. All employees of the Summit County Educational Service Center are expected to abide by the provisions of the Ohio Ethics Law. A copy of the law is made available to all employees at the time of hire and can be accessed at <http://cybersummit.org> or at <http://www.ethics.ohio.gov>.

### **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).

## POLICY OVERVIEW

### **Drug & Alcohol Free Workplace**

As stipulated in Governing Board Policy 3122.01/4122.01, the ESC will maintain a setting that meets the requirements in the Drug-Free Workplace Act. The manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the ESC's staff at any time while on ESC property is prohibited.

### **Smoke Free Workplace**

The use of tobacco, including cigarettes, cigars, pipes, snuff, or any other matter or substances that contain tobacco, is prohibited within the ESC and on all surrounding grounds (Governing Board Policy 3215/4215). School district policies shall prevail upon ESC employees regarding smoke free school district buildings and grounds when working in the district.

## POLICY OVERVIEW

### **Appropriate Work Environment**

It is the policy of the Governing Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment, as stipulated in Governing Board Policy 3362/4362. This commitment applies to all ESC operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. All incidents should be reported to the superintendent and/or treasurer.

### **Conflict of Interest**

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by ESC 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 ESC. 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 Educational Service Center.

## PROCEDURES

### **Calendar**

ESC-assigned staff members follow the calendar adopted annually by the Board of Governors. This calendar is made available to staff members as soon as possible following adoption.

Employees assigned to a district follow the school calendar of that district. A copy of the district 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 service team director at the ESC 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. A paycheck cannot be generated until the calendar is submitted.

All calendar adjustments require written approval of the service team director, supervisor and/or building principal and must be submitted to the treasurer's office.

The ESC is closed on the following holidays:

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

These are paid holidays for eligible employees only if they occur during the individual's contract period.

## PROCEDURES

### **Certification/Licensure**

It is required that personnel meet the requirements for certification/licensure as an expectation for employment since the certificate is a license to teach or perform other service duties in Ohio schools. It is also required that personnel meet the requirements for renewal and updating of their license by following the procedures in the Educational Service Center's LPDC (Local Professional Development Committee) manual. The schedule of the Educational Service Center's LPDC meetings is posted in the mailroom, the Board Room, and on the ESC's web site (<http://www.cybersummit.org/LPDC/index.asp>). These meetings are subject to Ohio's Sunshine Law.

All applicants for any new or renewed license or permit issued by the Ohio Department of Education are required to complete an Ohio criminal background check conducted by the Bureau of Criminal Identification and Investigation (BCII) and a Federal Bureau of Investigation background check (FBI). Both background checks must be complete before the Department of Education issues or renews a license.

All employees are required to undergo both the BCII and FBI checks upon employment. All employees, except State Board Licensees and School Bus Drivers, are required to undergo both checks every five years after they are hired.

Both the BCII and FBI checks may be done at the Summit County Educational Service Center. The results of both checks will be submitted electronically through WebCheck to the Ohio Department of Education for those applying for new or renewal licenses. The cost for the BCII and FBI checks is the responsibility of the applicant or employee.

## PROCEDURES

### **Certification/Licensure** (continued)

Obtaining, updating, and filing of valid licenses/certificates/permits with the office of the ESC superintendent, is the responsibility of the employee. ESC staff will provide assistance, but it is ultimately the responsibility of the employee to have a valid license/certificate on file.

### **Staff Evaluation**

Evaluation of staff is the responsibility of the superintendent and shall be conducted in accordance with Governing Board Policy 3220/4220 and in accordance with the provisions of the Ohio Revised Code. The program of personnel assessment is intended to be a process of continuous and systematic evaluation of staff to provide for the improvement of the overall ESC program of services and the continuous improvement and professional development of staff.

### **Dress Code**

All staff members shall follow Governing Board Policy 3216/4216 regarding staff dress and grooming.

## PROCEDURES

### **Acceptable Use of Technology**

As stipulated in Governing Board Policy 7540.01, all computers, telephone systems, electronic mail systems (e-mail), and voice mail systems are the property of the Summit County ESC and are to be used primarily for business purposes. Personal messages via ESC-owned technology should be limited. The ESC retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the ESC's technology. Staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

ESC-owned cell phones are also governed by these stipulations. Use of ESC 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.

To ensure the proper, safe and secure transportation and handling of mobile devices (such as laptops, projection equipment, cameras, PDAs, etc.), all such devices are to be stored in a safe, secure, and out of sight location (trunk of car, covered in the backseat of a locked vehicle). Mobile devices used in the performance of daily duties should remain in the employee's possession or locked in a secure location during the work day. The devices should be returned to the office or carried into the employee's home at the end of the work day. Mobile devices that are checked out of the library are to be returned in a timely manner on or before the scheduled return date.

## PROCEDURES

### **Building Procedures**

The Summit County Educational Service Center, located at 420 Washington Avenue in Cuyahoga Falls, Ohio is open weekdays from 8:00 AM – 4:00 PM.

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

Use of meeting room space must be scheduled in advance through the appropriate service team director and with the receptionist. After hours use of the facility must be scheduled with the office of the superintendent.





***Handbook updated June, 2009***