

*Hardin County
Educational
Service Center*



*Employee
Handbook*

Board approved November 10, 2011

Office Hours

Monday through Friday 8:00 a.m. to 4:00 p.m.

Calamity Policy

Recognizing that certain adverse conditions may affect one's personal safety; the following calamity policy will take effect (SEE FLOW CHARTS inside back cover). Calamity conditions considered, but not limited to, may be hazardous weather conditions, disease epidemic, adverse conditions in the workplace, closing of all Hardin County schools, Level 2 or 3 Emergency determined by the Hardin County Sheriff.

Notification of delay and/or closing of the ESC shall be made to the local radio station.

ESC employees experiencing difficulty in arriving to work safely must notify the ESC Superintendent or Treasurer as soon as reasonably possible. The Superintendent or Treasurer shall then determine the status of the day for that employee. In this instance, the ESC employee must submit appropriate documentation (Use of Leave Form) to their supervisor.

Employees with scheduled activities are responsible for management (such as postponement, rescheduling, cancellation) of such activity (student event, payroll, IEP conference, parent conference, staff training, etc.).

A maximum of 5 Calamity Days per fiscal year (or the same as allotted school districts by ODE) shall be recognized. Use of Calamity Days in excess of the 5 maximum allotted must be rescheduled with the supervisor or taken as non-paid absences.

Group A
Gifted Intervention Specialist
Speech/Language Pathologist
Intervention Specialist
Instructional Assistant
Early Childhood Teacher
Preschool Itinerant Teacher
Hardin County Academy Staff
Program Assistants
Interpreter

Group B
Superintendent
Treasurer
Asst. Treasurer
Directors
Psychologists
Office Manager
Support Service Staff

All 6 Hardin County School Districts are Delayed

Follow the school district's schedule

The Hardin County ESC Office Staff are delayed 1 hour

All 6 Hardin County School Districts are Cancelled and/or a Level 2 or Level 3 Snow Emergency is declared

Employees assigned to a school district facility are not to report to work and should complete a "Leave Form" application for a "Calamity Day"

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The Hardin County ESC Office is closed

Days on Duty

Everyone's days on duty vary. You should have a job calendar that will show you what your days on duty are. See the Treasurer for a copy of your job calendar.

Contracts specify number of days to be worked. Your job calendar should have an equal number of work days scheduled.

Pay Periods

All employees shall be paid on the 1st and the 15th of each month (24 pays per year). If the 1st or the 15th falls on a weekend, the pay will be the following Monday.

Each new employee will receive their first pay check on the first pay day following at least two full weeks of scheduled work as per their Job Calendar, with compensation based on the current salary schedule as adopted by the Hardin County Educational Service Center Board.

All new employees must be in compliance with criminal records check and have a valid certificate, license or other documents required on file in order for a check to be issued. Please complete a direct deposit form prior to your first pay.

Employee Benefits

1.) **Retirement Pension:**

Employees shall complete the membership record, sign, and return it to the Treasurer immediately after employment.

- Classified employees pay into SERS at the rate of 10.0% of gross salary.
- Certified employees pay into STRS at the rate of 10.0% of gross salary.
- The Hardin County ESC contributes at the rate of 14% of gross salary.

2.) **Medical Insurance:**

Hourly employees working more than twenty-eight (28) hours per week and Certificated Personnel may elect to participate with the Medical Insurance benefit. This is a comprehensive 365 day hospitalization plan and surgical contract with major-medical provisions.

The month of October is the open period for current employees to enroll. This enrollment then becomes effective in the following January. New employees can enroll at the beginning of employment. However, it may be necessary for new employees to arrange to pay for the first month premium because premiums are paid one month in advance. (i.e. pay in August for September 1 coverage.) Part time employees may enroll in an Individual or Family Plan, however at a pro-rated premium rate with the ESC Board contribution at an Individual rate.

Hourly and Certificated Personnel must work a minimum of 32.5 hours per week or 1235 hours per year to qualify for the premium rates of a full-time employee. If the employee fails to work the specified number of hours in the year, the premiums will be pro-rated and deducted from the employee's paycheck. Any deductions not covered by an actual paycheck must be paid to the Treasurer's Office on or before the last pay of the month.

The Hardin County Educational Service Center participates in a Section 125 plan sponsored by AFLAC. This allows all approved insurance premiums to be taken out of the employee's paycheck prior to being taxed.

3.) Dental Insurance:

Hourly employees working more than twenty-eight (28) hours per week and Certificated Personnel may elect to participate with the Dental Insurance benefit. Dental insurance is paid in full by the Hardin County ESC for full time employees. Part time employees may enroll at a pro-rated premium rate.

4.) Life Insurance:

All employees shall receive a \$30,000.00 Life Insurance benefit fully paid by the Hardin County ESC Governing Board. Eligible employees also have the option of purchasing additional insurance coverage. (see the Treasurer's office for details about the Voluntary Life Insurance Plan)

5.) Vision Insurance:

Hourly employees working more than twenty-eight (28) hours per week and Certificated Personnel may elect to participate with the Vision Insurance benefit. Vision insurance is paid in full by the Hardin County ESC Board for full time employees. Part time employees may enroll at a pro-rated premium rate.

6.) Worker's Compensation:

The Hardin County ESC Board contributes annually to the Worker's Compensation Fund. An employee who sustains a work-related injury must report the injury and its circumstances to their supervisor, as soon as possible following the occurrence of the injury.

7.) Other Insurance:

Available to all employees at the employee's expense are Short-Term Disability, Accident Expense, Cancer, and Personal Recovery Insurance plans.

8.) Grandfather Clause:

All hourly and certificated personnel employed by the Hardin County E.S.C. governing Board as of April 9th, 2009 will retain all healthcare benefits as previously provided.

Training Requirements

- 1.) It is the responsibility of each employee to maintain current license, certification and training requirements as defined by Ohio Law and their respective job descriptions. Any lapse with maintaining valid license and training documentation will result with the employee being temporarily removed from work with no compensation until such time as valid documentation is provided to the Treasurer's Office. This will include documentation for State Licensure or Certification, training listed below, and any other licensed trainings detailed and required in job descriptions.

Blood Borne Pathogens / OSHA

State law requires training for all

- staff members

Child Abuse /Date Rape

State law requires training for all

- Administrators
- Teachers
- Psychologists

The ESC encourages all other school site staff to take advantage of this training.

CPI or other Restraint Training

The ESC requires and will schedule such training for all:

- ED Teachers
- SWSD Teachers
- ED Instructional Assistants
- SWSD Instructional Assistants

CPR/AED/First Aid

The ESC requires and will schedule such training for all

- Teachers
- Instructional Assistants

The ESC encourages all other school site staff to take advantage of this training.

PRESCHOOL ONLY: *(state preschool required additional training other than listed above)*

Communicable Disease

- Teachers

First Aid

- Teachers
- Instructional Assistants

Medical Statement / Physical

- Teachers
- Instructional Assistants

Absence From Duty

1.) Sick Leave:

All full time employees earn fifteen (15) days of sick leave per year or their equivalent hours if an hourly employee. This is calculated at the rate of 1.25 days per month. For hourly employees it is calculated as 1.25 times the number of scheduled daily hours (Example $1.25 * 7.5 = 9.38$ hours per month). Sick leave is computed on a monthly basis. In the case of a newly employed person, an advance of five (5) days (or equivalent number of hours) are allowed if illness occurs early in employment. Unused sick leave from another Ohio public agency may be transferred to Hardin County ESC. Sick leave shall accumulate to a maximum of 120 days. Employees may use sick leave upon approval of the supervisor and superintendent for absence 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. The Hardin County ESC, in compliance with ORC:3319.141 shall require employees to furnish a written statement on prescribed forms to justify use of sick leave. Completed forms (available through the ESC Treasurer's Office or downloadable from this web site) are submitted to their immediate supervisor. When an employee has used all his/her sick leave, the salary will be reduced on a per diem basis.

The Treasurer shall keep the sick leave records of all personnel. At the end of each fiscal year, each employee shall receive a report of his/her cumulative sick leave. Falsification of a sick leave statement is grounds for suspension or termination of employment under ORC:3319.081 and 3319.16.

2.) Severance Pay:

Severance pay, upon retirement, shall be in compliance with ORC:3319.41. Certified and classified personnel qualifying for retirement benefits under the State Teachers' Retirement System or School Employees' Retirement System will be granted one-fourth of their accumulated sick leave days up to a maximum of thirty days payable at the daily rate earned at retirement. Retired and rehired employees will not be eligible to any type of severance compensation.

3.) Personal Leave:

Personal leave privileges of three (3) days (or equivalent number of hours) per year, subject to the approval of the Superintendent, will be available to certified and classified staff. Personal leave must be requested in writing, on appropriate form, at least (5) days in advance,

except in emergencies. Emergency status is determined by the Superintendent. Personal Leave cannot be used in lieu of requested or un-requested leave of absence or sick leave. Personal leave cannot be accumulated. Personal leave may be used for "mandatory court appearances, legal or business matters, family emergencies, family obligations, medical appointments, weddings, religious holidays ... or any other matter of a personal nature".

Personal leave cannot be used the day prior to or the day after vacation periods or holidays. Should the Superintendent determine a misuse of personal leave, salary will be reduced on a per day basis.

4.) Vacation:

To be eligible for a paid vacation an employee must have completed one (1) full year of employment.

The number of vacation days for twelve (12) months classified employees is as follows:

1 year of service	10 days
10 years of service	15 days
20 years of service	20 days

Certified twelve (12) month employees and licensed Treasurers receive twenty (20) days vacation. The amount of vacation accrued cannot exceed thirty (30) days. Vacations shall be arranged with the work load of the Hardin County ESC and also with the consideration of colleagues. Vacation requests must be submitted to your supervisor and then to the Superintendent for prior approval before the vacation date. The Superintendent must approve all vacation requests (on appropriate forms) for the vacation to be granted. Changes in vacation days must be requested and approved on the leave request form.

5.) Substitutes:

When substituting in a certified or classified position, the substitute will complete a substitute time sheet and submit the form to the supervisor. The substitute should also maintain a personal record of days worked. Benefits for substitutes begin upon completion of 60 consecutive working days in the same position.

6.) Holidays:

Non-teaching employees working a minimum of 28 hours weekly are entitled to paid holidays. Part time employees are not entitled to paid holidays unless scheduled to work on the holiday.

Nine and ten month employees are entitled to the following six paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

Eleven and twelve month employees are entitled in addition to the following paid holidays: Day before Thanksgiving, Day before Christmas, President's Day, Good Friday, Spring Break Day and Independence Day.

The Ohio Revised Code Section 3319.087 paid holidays will be followed in the event of questions.

Professional Expenses

1.) Professional Meetings:

Each certified employee shall receive reimbursement of expenses incurred while attending district, regional, state or national meetings upon **prior approval** of the Supervisor and Superintendent. Compensation will be made upon receipt of a statement of expenses with attached invoices. After approval by the Superintendent, the employee will be reimbursed up to \$250.00 per fiscal year unless the funding base of the program served provides a different expense level for professional meetings. Two copies of the reimbursement request invoice and any other documentation must be submitted and approved.

2.) County & In State Travel:

Travel, while on assignment, is reimbursed according to position held. Employees are not reimbursed for travel from home to the workplace.

3.) Materials/Equipment/Supplies:

The approval of the supervisor/superintendent and issuance of a purchase order are necessary prior to any purchase. If this process is not followed, the employee may be responsible for the cost. HCESC does not pay sales tax.

Employees Assigned to Specific School Districts

Employees assigned to classrooms in school districts working full or part time will follow the policies of that school district. Responsibilities include but are not limited to the following building policies related to the following:

Students (enrollment, discipline, attendance, emergency medical, etc.)

Operations (calendar, school day, food program)

Property (maintenance, school safety, property inventory)

Relations (school visitors, relationship with parents)

Program (class size, field trips, etc.)

Employees hired by the Hardin County ESC at the request of a district will be supervised by the district. Job description will be provided by the district.

Payroll Deductions Will Include:

(When Appropriate)

- 1.) State Teachers Retirement or School Employees Retirement
- 2.) Employees will have appropriate taxes deducted from gross pay according to the information submitted to the Treasurer. Those deductions are as follows:
 - a.) **Federal Income Tax:** Each employee shall complete form W-4 for federal income tax withholding. The employee information determines the amount of the deduction.
 - b.) **State Income Tax:** Each employee shall complete form IT-4 for state income tax withholding.
 - c.) **City Income Tax:** 1.5% will be withheld from your gross salary for Kenton City Income Tax.
 - d.) **School District Income Tax:** The percentage of tax for the school district where you reside will be withheld from your gross pay.
 - e.) **Annuities, IRA's, Savings:** Employees may request an amount be withheld from their pay and forwarded to a designated financial receiver.
 - f.) **Medicare Coverage:** All new employees must contribute 1.45% of their gross pay to Medicare funding. The Hardin County ESC also contributes 1.45% for a total of 2.90% for each employee.