



# **Wyoming City Schools**

# **Classified Handbook**

Board Approved  
8-28-17

## Table of Contents

<b>Mission Statement</b> .....	
<b>Absence Notification</b> .....	
<b>Acceptable Use Policy</b> .....	
<b>Administration of Medication to Students</b> .....	
<b>Anti-Harassment</b> .....	
<b>Attendance</b> .....	
<b>Calamity Days</b> .....	
<b>Cash in School Buildings</b> .....	
<b>Certification/Licensure</b> .....	
<b>Child Abuse</b> .....	
<b>Children of Classified Staff Members</b> .....	
<b>COBRA/HIPPA Laws</b> .....	
<b>Conflict of Interest</b> .....	
<b>Discipline</b> .....	
<b>District Calendar</b> .....	
<b>Dress and Grooming</b> .....	
<b>Drug-Free Workplace</b> .....	
<b>Employee Assistance Plan (EAP)</b> .....	
<b>Employment of Classified Staff</b> .....	
<b>Equal Opportunity Employment / Nondiscrimination</b> .....	
<b>Evaluations</b> .....	
<b>Expense Reimbursements</b> .....	
<b>Family and Medical Leave Act (FMLA)</b> .....	
<b>Field Trips</b> .....	
<b>Fraud Reporting System (Auditor of State)</b> .....	
<b>Free Speech</b> .....	

**Hazing and Bullying** .....

**Health and Safety** .....

**Accidents**.....

**Emergency Procedures** .....

**First Aid** .....

**Food Allergies** .....

**Use of Automated External Defibrillators**.....

**Holidays** .....

**Hours of Work/Work Schedules**.....

**Insurance** .....

**Leaves** .....

**Assault Leave**.....

**Call to Active Duty Leave** .....

**Childbirth/Adoption Leave**.....

**Jury Duty Leave** .....

**Personal & Emergency Leave** .....

**Sick Leave** .....

**Unpaid Leave of Absence**.....

**Vacation Leave**.....

**Insurance Benefits While on Leave** .....

**Meetings**.....

**Overtime/Compensatory Time** .....

**Performance of Duties** .....

**Personnel Files**.....

**Phone Usage** .....

**Professional Development** .....

**Public Records (Public’s Right to Know)**.....

**Purchase Cards**.....

**Search and Seizures** .....

**Security**.....

**SERS** .....

**Severance Pay** .....

**Student Records**.....

**Student Supervision & Welfare**.....

**Tobacco Use**.....

**Transportation**.....

**Vacancies**.....

**Visitors to Classrooms** .....

**Workers' Compensation .....  
Appendix A – Employee Rights and Responsibilities Under FMLA .....  
Appendix B – Signature Page .....**

## Mission Statement

The mission of the Wyoming City Schools is to assure that each student fulfills his/her potential in a collaborative environment that fosters academic achievement, self-worth, mutual respect and responsibility. This handbook applies to all classified employees other than athletic coaches. All athletic coaches should refer to materials provided by the Athletic Director.

## Absence Notification

1. In the event of unanticipated absences, including sickness or tardiness, employees must call and speak directly to their immediate supervisor as soon as possible, but no later than one (1) hour before their scheduled starting time.
2. Proper procedures for absence notification can be found in the [AESOP](#) guide. Failure to follow the proper procedure may result in disciplinary action and/or unauthorized leave without pay.

## Acceptable Use Policy

All computers and technology devices are to be used in a responsible, efficient, ethical and legal manner. There is no expectation of privacy and the board of education has the right to monitor all use. Failure to adhere to Board policies, guidelines and work rules will result in the revocation of the user's access privilege and may result in discipline up to and including termination. Applicable board policies 7540.04 & 7540.05 and guidelines 7540.04 & 7540.05 can be found here: <http://www.neola.com/wyomingcity-oh/>.

## Administration of Medication to Students

Employees are permitted to administer medicines to students at school in compliance with state law and Board-adopted policies and procedures. Only employees of the Board who are licensed health professionals or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board can administer prescription drugs to students. Each building principal will maintain a list of employees permitted to administer medication. All employees must review the policies and regulations for administration of general medication and student use of asthma inhalers or epinephrine auto injector.

Applicable board policy 5330 and administrative guideline 5330 can be found here: <http://www.neola.com/wyomingcity-oh/>.

## **Anti-Harassment**

All persons associated with the District, including, but not limited to, the Board, the administration, the employees and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. Illegal harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated.

Please refer to applicable Policies 4362 and 4362.01 and Administrative Guidelines 4362 and 4362a which can be found here: <http://www.neola.com/wyomingcity-oh/>.

## **Attendance**

Regular attendance is essential to the District's efficient operation and is a necessary condition of employment. When employees are absent, essential work falls behind and other employees must assume additional workloads. All employees are expected to report to work on time every day that they are scheduled to work and to maintain a satisfactory record of attendance. If an employee is unable to report to work, he/she is required to follow the procedures set forth in the Absence Notification section included in this handbook.

Employees may be subject to discipline up to and including termination for any of the following reasons listed below but not limited to:

1. Failure to follow report-in procedures;
2. Pattern abuse of sick leave;
3. Failure to provide physician's verification when required;
4. Being absent without proper authorization or
5. Misuse of sick leave.

## **Calamity Days**

Notification of closings or changes to starting or ending times shall be provided on the district's website, through email, automated contact system and through news outlets. Key employees, as defined by the Superintendent or designee, may be expected to maintain regular working hours in some situations.

The Superintendent may provide for making up some or all of the days a school is closed or evacuated by increasing the length of other school days in increments of one-half hour. Hours due to closings will be scheduled and employees are expected to report to work.

Applicable board policies 8210 & 8220 and guideline 8220 can be found here: <http://www.neola.com/wyomingcity-oh/>.

## **Cash in School Buildings**

Monies received at cash collection points throughout the District must be deposited in accordance with Policy 6600 and ORC 9.38. Cash collection points are any areas within a school where money flows into the District. Currently identified cash collection points are admission fees to athletic events, classroom fees, student activities/fundraisers, and miscellaneous money coming through the Treasurer's Office such as grants, interest, donations, sale of fixed assets, and taxes.

Persons who receive monies at cash collection points in the District are required to deposit all monies received with the Treasurer on the next business day after the day of receipt, if the total amount of monies exceeds \$1,000. If the monies received do not exceed \$1,000, the person shall deposit such monies with the Treasurer not more than three (3) business days following the day of receipt. Persons who receive money at cash collection points are responsible for its safekeeping until the money is deposited with the Treasurer. Ordinarily, the money should be secured in a locked desk, file cabinet, safe or other secure room on school property, and it should not be taken home. If an employee believes it is safer to take the money home, she/he must obtain permission to do so from his/her supervisor, building principal, or other appropriate administrator. Documentation of receipts and expenditure of public monies will be done in accordance with the guidelines of the Auditor of State.

## **Certification/Licensure**

Employees working in positions for which a certificate/license or aide permit is required must provide a valid certificate/license or aide permit to the district HR Department. It is the employee's responsibility to maintain proper certification/licensure or aide permit and to initiate the renewal process in sufficient time to receive the updated certificate/license or aide permit prior to the expiration of the present certificate/license.

Employees whose job requires a Commercial Driver's License (CDL) are responsible for maintaining the appropriate CDL and endorsement. They also are responsible for maintaining valid state certification and other certifications as required.

Any individual hired to direct, supervise or coach an athletic pupil-activity program must have a criminal records check with no disqualifying offenses, substantive knowledge of the pupil-activity program and any applicable rules and regulations of the district, and have completed the National Federation of State High School Associations fundamentals of coaching course. Any individual hired to direct, supervise or coach an athletic or nonathletic pupil-activity program is required to obtain a pupil-activity permit, which requires them to demonstrate that they are of good moral character and have completed approved CPR and first aid courses.

## **Child Abuse**

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect shall immediately report such information to the public children services agency or the local law enforcement agency.

To ensure prompt reports, building administrators shall inform their employees of reporting procedures. Employees should follow the reporting procedures for their building. A person who participated in making such reports is immune from civil or criminal liability, provided the report is made in good faith.

Applicable board policy 8462 and guideline 8462 can be found here:  
<http://www.neola.com/wyomingcity-oh/>.

### **Classified Staff Members' Children**

The Wyoming Board of Education shall offer a fifty percent (50%) waiver of tuition to all children of full-time employees for the duration of their employment (35 or more hours weekly). This waiver of tuition shall be limited to the regular tuition rate established for the district by the Ohio Department of Education. Any cost incurred beyond and above the regular tuition rate becomes the obligation of the employee.

Approval and assignment of the enrollment of employee's children shall be determined by the following criteria:

- A. Order of application.
- B. Application deadline will be June 1 of each calendar year.
- C. Maximum grade level enrollment as determined by building principal.
- D. Consideration of previous expulsion status or discipline concerns regarding potential enrollees.

Any employee shall notify the Board of Education when their child is being withdrawn from the district. Said employee's child may be re-enrolled in the district only through a re-application process.

### **COBRA/HIPAA Laws**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees (or former employees), their spouses and dependents with a temporary extension of group health insurance when coverage is lost due to certain "qualifying" events.

The Health Insurance Portability and Accountability Act (HIPAA) protects individuals and their dependents from losing their health insurance coverage based on pre-existing condition exclusions in the event of job change or loss.



Applicable board policy 4421 and guideline 4421 can be found here:  
<http://www.neola.com/wyomingcity-oh/>.

## **Conflict of Interest**

The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by Board of Education's employees. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopted policy 4113 to assure that conflicts of interest do not occur. This policy can be found here: <http://www.neola.com/wyomingcity-oh/>.

## **Discipline**

The Board of Education retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be in proportion to the employee's offense or misconduct, consistent with appropriate procedural and substantive due process and State law.

All employees are expected to abide by all applicable laws, local ordinances, Board policies and work rules and District and building regularions. Violations of any of these shall be regarded as cause for disciplinary action.

All newly hired classified employees (including promotion or transfer to another classification) shall serve a probationary period of one (1) year (365 calendar days). During such one year the Board may suspend, demote or terminate the employee, or ratify the Superintendent's suspension or demotion of the employee with or without pay, for any legitmate reason.

Non-probationary employees may be disciplined for violating Board policies and procedures, administrative guidelines and work rules and regulations. The principles of progressive discipline shall be followed except when the severity of the offense merits a higher level of discipline or termination.

Pursuant to state law, a non-probationary classified employee may be suspended, demoted or terminated for a violation of the Board's written rules and regulations or for incompetency, inefficiency, dishonesty, unsatisfactory performance, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, any other acts of misfeasance, malfeasance or nonfeasance, or other failure of good behavior, or conviction of a felony while employed in a classified position..

The employee will be advised in summary of the charges levied against them and any evidence available at the time, in writing, prior to a disciplinary hearing which could result in a written reprimand placed in a personnel file, suspension, or temination. The

hearing shall be scheduled at a time when the employee and the employee's representative or legal counsel, if any, can attend.

If evidence for disciplinary charges is unfounded or found to be immaterial, the charges will be dropped immediately and removed from the employees file.

Applicable board policy 4139 can be found here: <http://www.neola.com/wyomingcity-oh/>.

## **District Calendar**

The district calendar can be found here: <http://www.wyomingcityschools.org/news-events/calendars/board-approved-school-calendar/>.

## **Dress and Grooming**

Classified staff members set an example in dress and grooming for students to follow. Staff members who understand this precept and adhere to it enhance the performance of their tasks and present an image of dignity and professionalism.

The board specifies the following dress and grooming guidelines for staff to prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all classified staff members shall:

- A. Be physically clean, neat, and well groomed;
- B. Dress in a manner consistent with their assigned responsibilities;
- C. Dress in a manner that communicates to students a pride in personal appearance;
- D. Dress in a manner that does not cause damage to District property;
- 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.

The Board/Superintendent or designee retains the right to address any dress and grooming issues that are deemed inappropriate.

Applicable board policy 4216 can be found here: <http://www.neola.com/wyomingcity-oh/>.

## **Drug-Free Workplace**

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined

by law, or presence on school grounds or at a school activity manifesting signs of having consumed controlled substance or alcohol by any employee of the District's classified staff at any time. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

Applicable board policy 4122.01 and guideline 4122.01 can be found here: <http://www.neola.com/wyomingcity-oh/>.

## **Employee Assistance Plan (EAP)**

EAP is a service available to employees and members of their household at no extra costs. It is designed to help employees with everyday problems and questions, big or small.

Employees can call 1-800-999-7222

## **Employment of Classified Staff**

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent personnel.

Relocation of classified staff may become necessary to meet load conditions, building or program requirements, or for other good reasons.

The employment of a classified staff member may, upon a majority vote of the Board of Education, be suspended and/or terminated for violation of Board policies and in accordance with the criteria and procedures set forth in the Civil Service rules, when applicable and Ohio Revised Code, as appropriate.

Please refer to applicable Policies 4120, 4130 and 4120 and Administrative Guideline 4120, 4130 and 4140 which can be found here: <http://www.neola.com/wyomingcity-oh/>.

## **Equal Opportunity Employment / Nondiscrimination**

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.

The District's Compliance Officers shall handle inquiries regarding the Board's nondiscrimination policies and address any complaint of discrimination.

Please refer to applicable Policy 2260 and Administrative Guideline 4122, which can be found here: <http://www.neola.com/wyomingcity-oh/>.

## Evaluations

All employees shall receive an annual end of the year evaluation. Applicable board policy 4220 and guideline 4220 can be found here: <http://www.neola.com/wyomingcity-oh/>.

## Expense Reimbursements

Expenses which are incurred by classified staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in the board's policies and administrative guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a classified staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business. For out-of-state travel, consideration shall be given to relevant cost-of-living differences.

Unauthorized expenses include but are not limited to alcohol, movies, supplemental insurance on rental cars, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Accrual of personal frequent flyer miles, hotel "bonus" points, credit card "rewards", or any other reward under similar affinity programs (including credit points or rewards directed to non-profit organizations) is strictly prohibited.

Applicable board policy 4440 and guideline 4440 can be found here: <http://www.neola.com/wyomingcity-oh/>.

## Field Trips

All employees must receive supervisor approval to chaperone a field trip. If a field trip occurs during normal work hours, an employee must take an acceptable form of leave in order to volunteer to chaperone the field trip.

Applicable board policy 2340 and guidelines 2340a, 2340c, 2340d, 2340e & 2340f can be found here: <http://www.neola.com/wyomingcity-oh/>.

## Fraud Reporting System (Auditor of State)

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any public official or public office. The system allows all Ohio citizens, including public employees, the opportunity to make

anonymous complaints through a toll-free number, the Auditor of State's website or through the United States mail.

Employees may use any of the following methods to report suspected fraud to the district Treasurer:

Telephone: 513-206-7012

District email:

Employees may use any of the following methods to report suspected fraud to the Auditor of State:

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

US Mail: Ohio Auditor of State's office  
Special Investigations Unit  
88 East Broad Street  
P.O. Box 1140  
Columbus, OH 43215

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

## Hazing and Bullying

It is the policy of the board of education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school district operations, programs and activities. All students, administrators, teachers and staff, and all other school district personnel, share responsibility for avoiding discouraging and reporting any form of unlawful harassment.

Applicable board policies 4362, 5516, 5517 & 5517.01 and guidelines 4362, 4362a, 5517, 5517.01 & 5517.02 can be found here: <http://www.neola.com/wyomingcity-oh/>.

## Health and Safety

### Accidents

Any accident that results in an injury to a student, employee of the Board or a visitor to the schools must be reported promptly and in writing to the District business office. Employee accidents must be reported through PublicSchoolWorks within a reasonable amount of time. Injured persons shall be referred immediately to school nurse or appropriate personnel for such medical attention as may be appropriate. Refer to policy

8442 (link). The failure of an employee to comply with this mandate may result in disciplinary action.

### Emergency Procedure

If a student or staff member requires immediate attention for an accident or illness, call 911 and request a paramedic, if needed. Be sure to be the last to hang up. The person in charge is to give clear, precise directions to those who need to be involved in the emergency and to clear the area of all unnecessary persons.

### First Aid

- A. The school nurse or other trained person is responsible for administering first aid in each building. An emergency medical service will be called in case of serious illness or injury.
- B. The parents/guardian of all students are asked to sign and submit an emergency medical authorization form that indicates the procedure they wish to be followed in the event of a medical emergency involving their child. The forms are kept readily accessible in the front office of each school.
- C. Only emergency care and first aid are provided. Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.
- D. In cases in which the nature of an illness or an injury appears serious, the parent(s)/guardian shall be contacted and the instructions on the student's emergency card shall be followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent(s)/guardian can be reached.
- E. No elementary student who is ill or injured shall be sent home alone. Junior and senior high students may be sent home if the illness is minor and the parents/guardian, who have authorized such dismissal on the emergency medical forms, have been informed in advance.
- F. Board-approved procedures shall be followed to guard against athletic injuries and to provide care and emergency treatment for injured athletes.

### Food Allergies

Employees shall familiarize themselves with the building-specific plan for food allergy management. Care should be taken to not draw undue attention to students with food allergies. Employees should strive to create a healthy, allergy conscious environment in the individual classrooms.

## Use of Automated External Defibrillators (AEDs)

Employees should familiarize themselves with the locations of the AEDs within each building. The District will provide annual AED training.

Applicable board policy 4217, 5772, 7217, 8400, 8452 & 8420 and applicable guidelines can be found here: <http://www.neola.com/wyomingcity-oh/>.

## **Holidays**

The following holidays have been established by law as paid holidays: New Year's Day, Memorial Day, Martin Luther King Jr. Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If Independence Day, Christmas Day, or New Year's Day falls on a Saturday, employees will not be required to work on the preceding Friday. When any of these days falls on a Sunday, employees will not be required to work on the following Monday. Employees are eligible for paid holidays only if they work the day before and the day after the holiday.

The following holidays are paid based on the number of days worked per year. If you are unsure of your number of work days, please refer to your salary notice or contact your immediate supervisor.

### **Classified Employees Working less than 220 Days (10 Month or less Employees):**

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

### **Classified Employees Working 220-239 Days (11 Month Employees):**

New Year's Day  
Martin Luther King Jr. Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving day  
Christmas Day

### **Classified Employees Working 240 Days or Greater (12 Month Employees):**

New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Good Friday

Memorial Day  
 Independence Day  
 Labor Day  
 1-2 Board Recognized Holidays in September/October  
 Thanksgiving Day  
 Day after Thanksgiving  
 Christmas Day

Applicable board policy 4434 can be found here: <http://www.neola.com/wyomingcity-oh/>.

## Hours of Work/Work Schedules

Work week is defined as the seven (7) day period of time beginning on Sunday at 12 a.m. and continuing to the following Saturday at 11:59 p.m. Covered, non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours in a given work week will receive premium pay (i.e., one and one half (1 ½) times the employee's regular hourly rate of pay) for all hours worked in excess of forty (40).

The Superintendent or his/her designee shall determine the necessity and availability of overtime work. Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

A bona fide meal period of thirty (30) minutes or more that occurs during the scheduled workday is not hours worked if the employee is completely relieved of duty for the purpose of eating a meal.

Time spent in paid leave status is not considered hours worked, unless it is a holiday or personal day.

All classified, hourly employees who are non-exempt from the provisions of the Fair Labor Standards Act (FLSA) will submit timesheets per pay period. All timesheets must be approved by supervisor prior to being submitted to the Treasurer's Office.

## Insurance

### Hospitalization Insurance

The Board shall pay eighty-five percent (85%) and employees shall pay fifteen percent (15%) of the premiums under the plan offered by the Greater Cincinnati Insurance Consortium. The cost of such insurance in August 2017 is allocated as follows:

<u>Health Benefits</u>	<u>Employee Share</u>	<u>Board Share</u>	<u>Total</u>
Single Plan	\$75.58	\$428.27	\$503.85



Family Plan	\$187.43	\$1,062.12	\$1,249.55
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Less than 34 hours/week	\$821.28	\$428.27	\$1,249.55
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Less than 25 hours/week (single or family) = Total Premium Paid by Employee

<u>Dental Benefits</u>	<u>Employee Share</u>	<u>Board Share</u>	<u>Total</u>
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The Board shall pay eighty-five percent (85%) and employees shall pay fifteen percent (15%) of the premiums for coverage under the Cincinnati Insurance Consortium.

Single/Family	\$12.14	\$68.77	\$80.91
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Less than 25 hours/week (single or family) = Total Premium Paid by Employee

An employee employed on at least a .5 contract will be eligible for dental insurance on a pro rate bases.

Any premiums paid by the employees for medical/hospitalization insurance and dental insurance shall be deducted pre-tax in order to reduce the employees' income for state and federal taxation.

### **Group Term Life Insurance**

The Board shall provide each employee who works 35 hours or more weekly, at no cost, group term life insurance in the amount of fifty thousand dollars (\$50,000) with a double indemnity feature.

## **Leaves**

### **ASSAULT LEAVE**

The Board assures classified employees that it will provide its full support and all necessary assistance in the administration of its discipline procedures.

A classified employee who is absent due to disability, as defined in ORC 3319.143, resulting from a civil or criminal physical assault upon said classified employee, which assault occurs on Board premises, or while in attendance at an official school function,

and in the course of said classified employee's employment, shall, subject to the approval of the Superintendent or his/her designee, be granted assault leave up to a maximum of twenty days.

No day of assault leave will count against the number of sick days a classified employee has accrued.

During such assault leave, said classified employee shall be maintained on full pay basis.

Assault leave, which may be approved, will not be granted under this policy unless:

- A. The classified employee or designee in question has signed a written statement on forms provided by the Board justifying the request for granting and use of assault leave;
- B. The employee in question provides, if medical attention is required, a signed statement from the classified employee's licensed attending physician, stating the nature and duration of disability and the necessity of absence from regular employment; and
- C. A police report regarding the incident will be filed by the employee in question, school district, a local enforcement agency, or an individual legally responsible for an incapacitated classified employee unless this criterion is waived by mutual agreement of the employee and the superintendent.

When requested and/or subpoenaed to testify against the person or persons involved, the classified employee shall do so without the loss of pay.

Falsification of either the aforesaid signed Board form or physician's statement shall be grounds for suspension or termination of employment.

The cost and arrangement of any protective security on site and during the school day mutually agreed upon by the classified employee and the Superintendent as a result of an assault will be assumed by the school board.

## **CALL TO ACTIVE DUTY LEAVE**

Please refer to applicable board policy 4430.03 which can be found here:  
<http://www.neola.com/wyomingcity-oh/>.

## **CHILDBIRTH/ADOPTION LEAVE**

Employees may use up to six (6) consecutive weeks of accrued paid sick leave surrounding the birth of a child.

- A. Six (6) consecutive weeks are calculated from the date of the birth. If it is medically necessary for an employee to begin leave prior to the birth, the six (6) weeks begin upon the date it becomes medically necessary, and the classified employee will provide medical documentation at the earliest possible opportunity.
- B. Six (6) consecutive weeks include all breaks and holidays; however, accrued sick leave days will only be deducted for work days actually missed.
- C. Classified employees may be eligible for Family Medical Leave in accordance with the Family Medical Leave Act section of this handbook.
- D. Medical return to work documentation must be submitted to the Superintendent prior to a classified employee's return to work.
- E. Use of sick leave beyond six (6) weeks must be approved by the Superintendent. If absence due to a child birth exceeds six (6) weeks, the classified employee must submit a written request to the Superintendent at the earliest possible opportunity and provide medical documentation.

If a newborn is ill, up to ten (10) days sick leave shall be granted to fathers for the purpose of providing care.

Within 30 calendar days after the approval of leave, the employee will receive a written explanation of how salary will be paid for the remainder of the contract year.

An employee shall return from leave at the beginning of any quarter, or at another time deemed by the building administrator to be educationally sound.

### **LEAVE FOR NEW FATHERS**

A father may be granted up to five (5) accrued sick leave days in a school year for the purpose of providing care for a newborn.

### **ABSENCE DUE TO ADOPTION OF A CHILD**

A classified employee may be granted up to five (5) accrued sick leave days in a school year for the purpose of providing care.

### **JURY DUTY**

Employees who are called for jury duty are encouraged to serve unless excused by the appropriate judicial authority. Please refer to applicable Administrative Guideline 4235 which can be found here: <http://www.neola.com/wyomingcity-oh/>. An employee who serves on a jury shall sign a statement and file it with the Board Treasurer upon return from duty, stating the amount of compensation which was received. The employee shall then remit the compensation received to the office of the Board Treasurer within ten

(10) calendar days after he/she receives it. Reimbursement of expenses for mileage, parking, meals, etc., shall be retained by the employee. Adherence to this procedure will result in no loss of salary or fringe benefits.

## **PERSONAL LEAVE AND EMERGENCY LEAVE**

Each employee shall be entitled to two (2) days of personal leave each work year without loss of pay and fringe benefits.

- A. Personal leave shall be used for the observance of religious holiday(s) or for personal business that cannot be conducted at a time other than during the school day.
- B. Personal leave may not be requested before or after a school break/Board holiday or in May or June. However, for an appropriate uncontrollable event, the classified employee may request personal leave that may be approved upon the recommendation of the principal and at the sole discretion of the superintendent. Documentation may be required.
- C. Application for personal leave shall be made by following the process noted in the Absence Notification section of this handbook. Application for such leave shall be submitted no less than three (3) work days prior to the day of the requested leave. At the administrator's discretion, the personal leave request can be made closer to the date of the requested leave.
- D. If the request for personal leave is denied, the classified employee may request unpaid leave. The request for unpaid leave will be approved at the sole discretion of the superintendent.

One emergency leave day may be granted in the event of an unforeseen circumstance upon recommendation of the principal and at sole discretion of the Superintendent, assuming that both personal leave days have been allocated or exhausted.

Falsely representing a personal leave emergency situation by the classified employee to the building principal is grounds for discipline. Continued misuse can be grounds for dismissal.

## **SICK LEAVE**

Each full-time classified employee shall be granted fifteen (15) sick leave days each school year.

- A. Sick leave days shall be accumulated at the rate of one and one-fourth (1 and 1/4) days per calendar month of completed service.

- B. Part-time employees shall be granted sick leave in accordance with ORC Section 3319.141.
- C. Each employee's cumulative total of unused sick leave days shall be limited to 190 days.
- D. Any employee using a total of sixteen (16) or more days of sick leave over a two (2) consecutive year period may be required to furnish a physician's statement justifying the use of any absence beyond seven (7) days in the third year. Failure to furnish a physician's statement may result in the loss of pay for those days.
- E. After 5 consecutive days, the employee should notify the treasurer's department for purposes of FMLA.
- F. Misuse of sick leave shall be grounds for dismissal.

Application for sick leave shall be made -through AESOP. Please refer to the Absence Notification section of this handbook for further information about AESOP.

Sick leave shall be used for:

- A. Absence due to illness, injury, pregnancy, quarantine, and for illness or injury of the classified employee's spouse, children, step children, and parents, or a member of the classified employee's immediate household.
- B. A death in the classified employee's immediate family defined as spouse, children, parents, siblings, grandparents, grandchildren, parents-in-law, step parents, or a member of the classified employee's immediate household. If more than three (3) days will be necessary, prior approval will be required.
- C. Sick leave use for reasons other than those defined in A and B may be granted only at the discretion of the Superintendent.

In the case of foreseen and unforeseen extended sick leave, the employee must submit to the Superintendent documentation of medical necessity at the earliest possible opportunity.

Upon exhaustion of sick days, the employee may be eligible for unpaid FMLA benefits as referenced in this contract.

No less than one-half (1/2) day shall be deducted from an employee's accumulated sick leave.

Pursuant to the Ohio Revised Code, any employee having terminated employment with the Board shall have his/her accumulated sick leave reinstated upon reemployment within ten (10) years of the termination of his/her employment, provided he/she has not

used such sick leave while in the employment of another board of education and/or other public agency(ies) of the State of Ohio as shown in the records of the last employing organization to the maximum of the sick leave accumulation permitted by the Board at the time of said employee's employment or reemployment.

Pursuant to the Ohio Revised Code, an employee reemployed or newly employed by the Board who has been continuously employed by other boards of education and/or by any public agency(ies) of the State of Ohio, shall receive full credit for sick leave accumulated, both in the prior employ of the Board and in the employment of the other public agency(ies) of the State of Ohio as shown in the records of the last employing organization to the maximum of the sick leave accumulation permitted by the Board at the time of said employee's employment or reemployment.

### **FAMILY MEDICAL LEAVE ACT (FMLA)**

The Board complies with the requirements of the Family Medical Leave Act of 1993 and adheres to the additional benefits provided within this agreement. Family Medical Leave Act provides twelve (12) weeks of unpaid leave for all employees that meet eligibility requirements as defined within the Act. Additional information may be obtained through the Department of Labor website.

- A. Family Medical Leave Act benefits run concurrently with all paid leave absences that meet FMLA eligibility requirements.
- B. There will be no loss of medical, dental or term life insurance benefits during this twelve (12) week period. The existing premium payment structure will apply to these twelve (12) weeks.

A copy of the federal FMLA Rights and Responsibilities can be viewed using the following link. (<https://www.dol.gov/whd/regs/compliance/posters/fmla.htm>)

### **EXTENDED FAMILY LEAVE**

In addition to the benefits provided by FMLA, classified employees may also be eligible for the following extended family leave benefits.

A classified employee may be granted an extended family leave of absence for the purpose(s) of family care without pay if approved by the Board in its sole discretion.

- A. If the employee's need for leave is foreseeable, he/she must provide at least thirty (30) calendar days' notice. If the employee's need for leave is not foreseeable, he/she shall submit written notification of the need for leave as soon as practicable.

- B. The employee shall remain on leave until the completion of the leave (if and as approved by the Board) or until a time mutually agreed to by the Board and the employee. However, in either case, the length of extended family leave shall be for no more than one (1) year.
- C. At a classified employee's request, extended family leave may commence at the termination of twelve (12) weeks of FMLA and sick leave benefits due to childbirth.
- D. An employee shall return from leave at the start of a quarter, or at another time deemed by the building principal to be educationally sound.

An employee shall confirm in writing to the Superintendent at least forty-five (45) calendar days prior to the termination of the approved leave, or by April 1st, whichever is earlier, that he/she shall return to work or resign at the completion of the leave.

The employee returning from extended family leave shall be returned to his/her former position or to a position consistent with that employee's certification and or licensure.

An employee on extended family leave may continue thereafter to participate in the group insurance plan(s) as allowable by the insurer(s) provided the employee pays one hundred percent (100%) of his/her premium(s) for the length of his/her leave.

A minimum of 120 paid days within a school year is necessary to qualify for a full year of service on the seniority list. In addition, SERS requires 120 paid days within a school year in order to earn one (1) year of service credit.

### **UNPAID LEAVE OF ABSENCE**

The Board may grant requests for Unpaid Leaves of Absence according to the following criteria:

- A. The classified employee shall have five (5) or more years of service in the District.
- B. Not more than five percent (5%) of the staff shall be on unpaid leave at any one time.
- C. A substitute, satisfactory to the Superintendent, shall be available for the period of requested leave of absence.

In considering requests for leaves due to illness, other disabilities, child rearing related to adoption, or child rearing at the termination of maternity leave, the above criteria (A, B, C) shall not apply to the Board's decision.

Approved unpaid leaves of absence shall be limited to not more than one (1) school year except for leaves due to illness or other disability.

Except in the case of personal or family illness or other disability, a classified employee shall request unpaid leave as far in advance as possible. A classified employee requesting a full year of unpaid leave shall file the request in writing to the Superintendent no later than April 15th of the year preceding the requested leave. Included in the request shall be the dates of the requested unpaid leave and reasons for the request.

During the period of an approved unpaid leave of absence, the classified employee shall be eligible for employee fringe benefits provided that the classified employee fully assumes and pays for all of his/her fringe benefit premiums during the period of such unpaid leave.

Upon termination of said leave and return to employment, the classified employee shall be placed on the salary schedule at a level not less than the level held at the time the leave commenced. The classified employee shall not lose the seniority status held at the time the leave commenced, but shall not accrue seniority or sick leave during the period of the leave. The classified employee returning from leave shall be returned to his/her former position or to a position consistent with his/her certification and/or licensure.

## **VACATION LEAVE**

Classified personnel will be eligible for vacation after the first full year of employment. Those employed for eleven (11) or twelve (12) months will receive vacation with pay in compliance with State law. An 11-month employee is defined as a full-time employee who is contracted to work at least 220 days per contract year, not including holidays.

The supervisor or building principal will give final approval of vacation schedules for the nonteaching staff. It will be his/her responsibility to see that vacations are scheduled so that the least interference with the operation of the school's results.

## **INSURANCE BENEFITS WHILE ON LEAVE**

Any classified employee on any approved leave may continue to participate in any/all insurance programs at the group rates, provided he/she pays that amount to the Board Treasurer during the school year in monthly allotments in advance.

## **Meetings**

Employee meetings shall be periodically scheduled throughout the school year by the Superintendent/designee/supervisor. Employees are expected to attend the meetings related to their duties/position. Employees unable to attend an employee meeting shall notify their supervisor in advance.



## **Overtime/Compensatory Time**

Overtime compensation is available to those employees who are non-exempt from the provisions of the Fair Labor Standards Act (FLSA). Employees' overtime eligibility is reflected in their job descriptions.

The Superintendent or his/her designee shall determine the necessity and availability of overtime work. Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

All classified, hourly employees who are non-exempt from the provisions of the Fair Labor Standards Act (FLSA) will submit timesheets per pay period. All timesheets must be approved by supervisor prior to being submitted to the Treasurer's Office.

Overtime is paid at the rate of one and one-half times the employee's regular hourly rate of pay for any hours actually worked over 40 in workweek. "Hours actually worked" shall exclude all paid leave including sick leave and vacation leave.

Compensatory time must take place within the pay period in which it was acquired upon approval of supervisor.

## **Performance of Duties**

Employees are required to perform their normal duties as assigned by the Superintendent or his/her designee. Employees who fail to perform their duties will be subject to disciplinary action up to and including termination in accordance with Board policy and laws. Please refer to applicable policy 4139 which can be found here: <http://www.neola.com/wyomingcity-oh/>.

## **Personnel Files**

Certain information concerning District employees is confidential, to be reviewed on a need-to-know basis and only under conditions which guarantee protection of both management's right to access information and the employee's right to unnecessary invasion of privacy. Most information in the personnel files, however, is not confidential and is available for inspection in accordance with State law. The District shall, however, refrain from disclosing an employee's social security number when releasing personnel records.

In addition, the principal of each building may maintain a file for each employee assigned to his/her building. Material in the principal's file may be used in matters of promotion, commendation, discipline, non-renewal, and termination.

## **Phone Usage**

## 1. Personal Cellular Phones

Employees shall not use cell phones for personal purposes while on duty except in the case of an emergency. Employees may be subject to disciplinary action for inappropriate use of cell phones during their scheduled workday.

## 2. District Phones

In order to permit employees to make necessary personal calls with minimum loss of time, certain District telephones may be used for personal calls. Employees making personal calls are responsible for paying any long distance and/or toll charges.

Use of personal communication devices (PCDs) has become pervasive in the workplace. For purposes of this handbook, PCDs includes computers, tablets, (e.g. iPads and similar devices), electronic readers (“e-readers”, e.g. Kindles and similar devices), cell phones (e.g. mobile/cellular telephones, smartphones, and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of a device or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

## **Professional Development**

The Wyoming City School District encourages employees to participate in professional development to improve their job-related knowledge and skills. All requests for professional development require the immediate supervisor’s approval prior to attending and are at the discretion of the supervisor.

## **Public Records (Public’s Right to Know)**

The School District’s public records are available for public inspection and/or copying in accordance with State law. The Director of Communications shall be the District Records Officer. For more information, refer to policy 8310 and administrative guideline 8310a which can be found here: <http://www.neola.com/wyomingcity-oh/>.

## **Purchase Cards**

The board of education recognizes that bank credit cards (“purchasing cards”) offer an alternative to existing procurement processes and provide a convenient, efficient method of purchasing minor goods and services. Applicable board policies 6423 & 6424 and guideline 6423 can be found here: <http://www.neola.com/wyomingcity-oh/>.

## Search and Seizures

All employees shall abide by the District search and seizure policies and procedures.

Applicable board policy 5771 and guideline 5771 can be found here:

<http://www.neola.com/wyomingcity-oh/>.

## Security

- A. Electronic Surveillance —\_Electronic surveillance may occur on school property and/or in school vehicles in areas where there is no reasonable expectation of privacy.
- B. Weapons and Threats of Violence —\_Possession of weapons on school property or threats of violence by employees will result in appropriate disciplinary action, up to and including termination.
- C. Duty to Report —\_Employees shall report any information concerning weapons or threats of violence by other employees, students or visitors to the appropriate administrator/ supervisor. Failure to report may subject the employee to disciplinary action. Any threat of immediate physical harm shall be reported to the appropriate local law enforcement.

## SERS

The Board agrees to pick-up (salary reduction-restatement method) contributions to the School Employees Retirement System upon behalf of the employees on the following terms and conditions:

- 1. The amount to be picked up and paid on behalf of each employee shall be the current statutory rate of the employee's compensation. The employee's annual compensation shall be reduced by an amount equal to the amount picked up and paid by the Board.
- 2. The pick-up percentage shall apply uniformly to all classified non administrative employees.

## Severance Pay

Severance pay will be a one-time lump sum payment to eligible employees. An employee's eligibility for severance pay will be determined as of the final date of employment. The criteria are:

- A. The employee retires from the school system. Retirement may include either

- disability or service retirement from a retirement system in Ohio.
- B. The employee has ten years' service in Wyoming immediately preceding retirement.
  - C. The employee must be eligible for disability or service retirement as the last date of employment.
  - D. The employee must sign for his/her severance check certifying all eligibility criteria have been met.

The benefit will be assessed by the following formula:

The greater of one-fourth of the employee's sick leave accumulation, up to 120 days (i.e., 30 days) or Wyoming years x 3.0 days and Non-Wyoming years employed by an Ohio public school district x 1.0 days = days of severance

Each day of severance pay will be calculated on the employee's base salary during the last year of service.

Payout to occur:

- A. Employees who turn 55 years of age or older in the calendar year of retirement shall have their regular severance amount paid within one (1) month following the completion of all necessary paperwork. The complete severance payout will be deposited in one lump sum into the employee's Accumulated Leave Plan Account.
- B. Employees who are 54 years of age or younger in the calendar year of retirement shall have their regular severance amount included in the final paycheck. Employees who are 54 years of age or younger in the calendar year of retirement, may elect to have their regular severance payout deposited in one lump sum into the employee's Accumulated Leave Plan Account if all retiring employees who are 54 years of age or younger in that calendar year of retirement, agree to participate in the Accumulated Leave Plan.

An employee who notifies the Board of Education in writing on or before March 1 of the year in which they intend to retire will receive a \$400 stipend upon retirement from the district. This applies to those employees who are eligible only for retirement severance and are not eligible for a severance bonus.

## **Severance Bonus**

Those employees who become eligible for retirement are entitled to a bonus severance payout equal to sixty percent of their calculated severance pay under the following conditions and understandings:

- A. The employee elects retirement at the conclusion of the school year in which

they first become eligible for retirement and notifies the Board in writing on or before March 1 of that year.

B. The employee provides the Treasurer with the most recent SERS annual statement indicating eligibility on record with SERS.

C. Payout to occur:

1. Classified employees who turn 55 years of age or older in the calendar year of retirement shall have their bonus severance amount paid by July 15<sup>th</sup> of the year following retirement. The complete bonus severance payout will be deposited in one lump sum into the employees Accumulated Leave Account.
2. Employees who are 54 years of age or younger in the calendar year of retirement shall have their bonus severance amount paid by July 15<sup>th</sup> of the year following retirement. Employees who are 54 years of age or younger in the calendar year of retirement may elect to have their bonus severance payout deposited in one lump sum into the employees Accumulated Leave Plan Account if all retiring employees who are 54 years of age or younger in the calendar year of retirement agree to participate in the Accumulated Leave Plan.

D. Failure to exercise this option as described excludes the employee from further consideration for this retirement bonus or future retirement bonuses.

## **Student Records**

Student records shall be maintained in accordance with Board of Education Policy 8330 and State and Federal laws and regulations.

Please refer to applicable Policy 8330 and Administrative Guideline 8330 which can be found here: <http://www.neola.com/wyomingcity-oh/>.

## **Student Supervision and Welfare**

Classified staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and will not be tolerated.

Employees shall use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, guidelines established in

board policy 4213. Board policy 4213 can be found here:  
<http://www.neola.com/wyomingcity-oh/>.

## **Tobacco Use**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

Employees shall comply with Board policies and procedures regarding tobacco use. Please refer to applicable Policy 4215 which can be found here:  
<http://www.neola.com/wyomingcity-oh/>.

## **Transportation**

Any staff member transporting students shall comply with all applicable provisions of the Ohio Revised Code and the Ohio Administrative Code. Employees should refer to the *Ohio Pupil Transportation Operation and Safety Rules* from the Ohio Department of Education, which is incorporated by reference into this handbook ([Click here for transportation link](#)). Failure to comply may result in discipline up to and including termination.

Please refer to applicable Policies 8650 and 8660 and Administrative Guidelines 865 and 8660 which can be found here: <http://www.neola.com/wyomingcity-oh/>.

## **Vacancies**

It shall be the policy of the Board of Education to employ the best qualified individual for any District vacancy at any level.

Vacancies shall be announced, and all employees of the classified staff shall be eligible to apply for any District vacancy, providing they are properly qualified.

## **Visitors to Classrooms**

In order to protect the educational programs of the schools from undue disturbance, each principal shall establish rules and procedures for visitors. Employees shall comply with Board and district-level policies and procedures regarding visitors and interactions with them.

Please refer to applicable Policy 9150 and Administrative Guideline 9150 which can be

found here: <http://www.neola.com/wyomingcity-oh/>.

## **Workers' Compensation**

The Ohio Bureau of Workers' Compensation (BWC) provides insurance coverage to employees for work-related injuries sustained in the course of and arising out of employment and diseases contracted in the course of employment. It also provides benefits to employees' dependents in those cases of death suffered in the course of and arising out of employment. To that end, if an employee sustains a workplace injury or contracts an occupational disease, s/he may be eligible to receive compensation and benefits under the Workers' Compensation Act for loss sustained on account of an injury or illness.

Please refer to applicable Policies 8442.01 and Administrative Guidelines 8442.01 and 8660 which can be found here: <http://www.neola.com/wyomingcity-oh/>, which include more information on Workers' Compensation, and reporting work-related injuries.