



## **Butler County Educational Service Center**

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WWW.BCESC.ORG

# **PERSONNEL POLICY MANUAL**

### **Mission Statement:**

**The Butler County Educational Service Center provides exemplary services to improve learning so that children can lead successful lives.**

### **Vision Statement:**

**The Butler County Educational Service Center is a progressive, visionary, premier, inclusive organization that supports world-class learning through leadership and collaboration.**

**August 2011**

## TABLE OF CONTENTS

<b>1. THE BUTLER COUNTY ESC</b>	
	Page
A. A Word from The Superintendent	5
B. Providing Leadership and Service	6
C. Philosophy	7
<b>2. SELECTION OF PERSONNEL</b>	
A. Creating a Position	7
B. Vacancies	7
C. Equal Employment Opportunity	8
D. Orientation	9
<b>3. EMPLOYMENT OF PERSONNEL</b>	
A. Employment Approval	9
B. Nepotism	9
C. New Hire Requirements	9
• Tuberculin Test	9
• Criminal Record Check	10
D. Appearance	10
E. Attendance	10
F. Assignments and Transfers	11
G. Resignation or Termination	11
H. Reduction in Force of Personnel	11
I. Job Descriptions	12
J. Evaluation of Personnel	12
K. Exit Interviews	13
<b>4. EMPLOYEE CLASSIFICATIONS AND COMPENSATION</b>	
A. Employee Status	13
B. Compensation	14

• Salary Program	14	
• Pay Day	14	
• Time Sheets/Calendars		15
• Leave Request Forms	15	
• Garnishment of Wages	15	

**5. EMPLOYEE BENEFITS AND LEAVE TIME**

A. Benefits Overview	15
B. Group Insurance Programs/Benefits	16
1. Medical/Dental Insurance	16
2. Group Life Insurance	16
3. Tax Deferred Compensation Pension Plans (403B, 457)	16
4. Employee Assistance Program	16
5. Flexible Benefits Plans	16
C. Family Medical Leave (FMLA)	17
D. Uncompensated Leave	18
E. Sick Leave	18
• Severance Pay	19
F. Vacation	19
G. Holidays	20
H. Maternity, Paternity, and Adoption Leave	20
I. Personal Leave	21
J. Assault Leave	22
K. Jury Duty and Military Service	22
L. Unrequested Leaves of Absences	23
M. Job Related Expenses	23
• Mileage	23
• Professional Meetings	24

**6. PERSONNEL RECORDS**

A. Personnel Records	25
B. Confidentiality	26
C. Code of Conduct	27

<b>7.</b>	<b>DISCIPLINE AND GRIEVANCE PROCEDURES</b>	
	A. Disciplinary Action	29
	B. Employee Complaints	29
	C. Community Complaints	30
<b>8.</b>	<b>MISCELLANEOUS</b>	
	A. Drugs and Alcohol	30
	B. Use of Tobacco	31
	C. Gifts and Gratuities	31
	D. Outside Activities of Personnel	31
	E. Harassment/Sexual Harassment	31
	F. Accidents On-the-Job	32
	G. Violence in the Workplace	33
	H. Emergency Closing	34
	I. E-Mail	34
	J. Dangerous Weapons	34
	K. Child Abuse and Neglect Reporting	35
	L. Staff Safety Practices	35
<b>9.</b>	<b>CONTROL OF BLOOD-BORNE PATHOGENS</b>	36
<b>10.</b>	<b>DRUG-FREE WORK PLACE</b>	36
<b>11.</b>	<b>APPROVAL</b>	37

**FORMS**

- **Employee Accident Report (Form 8442)**
- **Local Travel Expense Statement**
- **Professional Meeting Attendance and Reimbursement**
  - **Tax Exempt Form**
  - **Traveling Credit Card Receipt Form**

## 1. THE BUTLER COUNTY EDUCATIONAL SERVICE CENTER (ESC)

### A. A Word From the Superintendent

As a result of the significant transition from a historical county school board to an Educational Service Center we are committed to Statement of Values that were developed through our Strategic Plan (2003).

**Statement of Values: The Butler County Educational Service Center is a child-centered, responsive, empathetic organization that is dedicated to collaborative, mission-driven problem solving that adds excellent value with integrity.**

#### **Our values are defined:**

**Child-centered** – Being child centered includes valuing children, promoting healthy development of children, reducing barriers to serving children, and assuring that children have a strong foundation that is healthful, protected, and safe.

**Collaborative** – Being collaborative includes cooperation, synergy and a heightened involvement.

**Dedicated/Mission Driven** – Being dedicated and mission-driven includes commitment, fortitude, consistency, focus, resilience, intensity, drive, and a proactive, positive attitude.

**Efficient** – Being efficient includes financial stability, competitiveness with other agencies, and good stewardship of tax dollars through cost effectiveness.

**Empathetic** – Being empathetic includes showing compassion, being attentive and nurturing to others, and supporting educators.

**Excellent** – Being excellent includes competence, credibility, quality, leadership, comprehensiveness, and a dedication to proven practices.

**Integrity** – Having integrity includes maintaining honesty, loyalty, respect, and trustworthiness.

**Problem-solving** – Being problem-solving includes continuous learning, continuous improvement, objectivity, creativity, innovation, and resourcefulness.

**Responsive** – Being responsive includes adaptability, flexibility, accountability, timeliness, customer orientation, and entrepreneurship.

**Value-adding** – Being value-adding includes providing perspective and people that impact the community in a valuable way.

We value the relationships we have with students and families and the partnerships we have with the school districts and agencies throughout the county. We are committed to being a responsible, high quality service provider in Butler County.

## **WELCOME TO THE BCESC TEAM!**

### **B. PROVIDING LEADERSHIP AND SERVICE**

8-1-11

Services provided to the Butler County schools and the community through the Butler County Educational Service Center are presented in this document. All inquiries for service may be directed by phone at 887-3710, or by e-mail to the appropriate person through our web address of [www.bcesc.org](http://www.bcesc.org).

#### **Staffing Support**

Curriculum and Instruction Personnel, Special Education Administrative Personnel, Special Education Preschool Services, Speech Therapists, School Psychologists, Work Transition Coordinator, Clinical Social Workers, Attendance Officers, and Other Support Personnel.

#### **Consulting Services**

Organization Development Services (services to improve the effectiveness of groups and teams), Continuous Improvement Process Training, , Ohio Resident Educator Training, Education Management Services, Administrative Staff Search Assistance, Literacy Services, Data-based Inquiry and Decision-making Practices, Lesson Study Groups, , School-based Support Services, and Standards, Instruction, and Assessment Services.

#### **Services Provided On Site at the ESC**

Teacher Application Center, Substitute Teacher Master List, Home Schooling Coordination, EMIS Management, and Bus Driver Certification, and Associated Services.

#### **Contract Services to Schools**

Therapeutic Day Program grades 2-12, Progressive Program (Alternative School grades 9-12) School Program Management, Adolescent Residential Chemical Dependency Treatment School Program Management, Butler County Success Program, and Legal Assistance Services Consortium.

#### **Other Contract Services Available to Schools and Communities**

##### **Early Childhood Programs**

Head Start (Comprehensive preschool programming for children (age 3-5) and families); Public School Preschool Program; Therapeutic Interagency Preschool Program; Public School Special Education Preschool Programs; Early Head Start; Help Me Grow Services (birth to age 3).

##### **Family and Children First Council**

Kinship Navigator; Community Wraparound Services; Pooled Funding Services.

## **C. PHILOSOPHY**

Butler County Governing Board will continue to develop and maintain personnel policies designed to ensure fair and consistent treatment for every employee. Responsibility is assumed to provide the best working conditions, pay, and benefits that can be afforded. As an individual, each of you will be treated with respect and given the opportunity for advancement and job security. Through our working together BCESC will be a strong organization.

It is believed that our policies and procedures are designed to prevent and help resolve concerns, and you are strongly encouraged to bring your concerns to your immediate supervisor or the appropriate person in the chain of command. You will be heard and given the best possible response.

## **2. SELECTION OF PERSONNEL**

### **A. CREATING A POSITION**

The BCESC Governing Board reserves the right to create new positions and specify the number of staff members in each category. The ESC has contractual relationships with various school districts, agencies and programs, and will continue to support the positions and staff necessary to conduct those programs efficiently and effectively. (BCESC Policy 4111)

### **B. VACANCIES**

Guidelines have been established for the interviewing and screening of potential staff members.

1. Notification of all openings shall initially be posted internally.
2. Employment priority shall be given to current staff members with required qualifications and satisfactory work records.
3. If necessary, job openings shall be advertised in the most widely circulated newspaper in the service area in which the position is located. Positions

will be advertised in the community via newspapers, Ohio Bureau of Employment Services, area school districts, and other educational and community organizations.

4. Applications are to be made in writing to the Board Office by submitting a resume and or completing an application.
5. Applicants may be granted an interview if their qualifications meet the criteria for the position.
6. Checking of credentials may include direct telephone calls to immediate supervisors and listed references of the person being considered, and other background checks; employment is contingent upon successful check.

### **C. EQUAL EMPLOYMENT OPPORTUNITY**

The Governing Board shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no employee or candidate for such a position in this District shall, on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or handicap, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be 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.

The Superintendent shall serve as the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. *S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 The Americans with Disabilities Act, and the Age Act is provided to staff members and the general public. Any sections of the District's collectively bargained, negotiated agreements dealing with hiring, promotion needs to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.* (BCESC Policy 4122)

**D. ORIENTATION**

1. All new employees shall receive a complete orientation that explains job responsibilities, personnel policies, and related information.
2. Each employee shall receive the orientation packet that includes personnel policies, job description, tax forms, health insurance forms, and any other related policies.
3. Each employee is responsible for understanding and following the personnel policies.

**3. EMPLOYMENT OF PERSONNEL**

**A. EMPLOYMENT APPROVAL**

The Governing Board shall approve the employment of and, establish the compensation and terms of employment for each person employed. The Treasurer will issue an employment contract after Board approval. (BCESC Policy 4120)

**B. NEPOTISM**

Relatives of current employees may be employed by the BCESC Governing Board, provided the staff member being employed is not placed in a position in which he/she is selected, hired, or supervised directly by the relative staff member. (BCESC 4120)

**C. NEW HIRE REQUIREMENTS**

**1. TUBERCULINE TEST**

All employees and substitute personnel are required to be free from communicable diseases. A tuberculin screening must be administered not more than 90 days prior to the first day of employment. The results shall be made part of the employee's confidential personnel file. Persons with or infected with a

communicable disease which may be transmitted are prohibited from working in any areas related to children or food handling.

## **2. CRIMINAL HISTORY RECORD CHECK**

State law requires each new employee to submit to a criminal background check. A fingerprint search by the Ohio Bureau of Criminal Information and Investigation (BCII) and the Federal Bureau of Investigation (FBI) will be conducted on new employees. This requirement includes all substitutes, persons employed on a part-time basis, and regular volunteers who may have care, custody, or control of students. Current State law requires these background checks be conducted for all employees every five (5) years. The Superintendent may employ the person on a provisional basis until the report is received. (BCESC 4121)

### **D. APPEARANCE**

BCESC maintains high standards in personal appearance, dress, health, and hygiene. As an employee, you create an impression of and represent the entire organization regardless of the amount of contact with the public. It is important that you present a well-groomed appearance at all times and use good judgment in dressing appropriately for your position. All employees should adhere to the following general guidelines: Avoid any clothing with any reference to violence, sex, drugs, alcohol, concert t-shirts, jokes or other material inappropriate for children. Any garment exposing the mid-section of the body is considered inappropriate. All tattoos must be covered. Body piercing will not be permitted while performing duties except for pierced ears for earrings. Staff who have direct contact with children and families should also observe the following guidelines: hats, shorts, halter tops, mini-dresses/skirts, sweat pants should not be worn.

### **E. ATTENDANCE**

You are expected to be on site ready to work at the scheduled time every scheduled workday. If you are late it may disrupt work schedules and cause undue hardships for other employees and customers. This is expected of you at

all times. If you cannot avoid being late, contact your immediate supervisor to inform them of your situation. Persistent failure to arrive on time will result in disciplinary action.

If you must be absent, notify your immediate supervisor in advance and *in accordance with the procedures outlined by your supervisor*. You must complete and submit the appropriate request for leave form within 48 hours of your absence. Each employee must keep his/her immediate supervisor informed of his/her location at all times during operational hours.

**F. ASSIGNMENTS AND TRANSFERS**

All assignments and reassignments shall be made by the Superintendent in accordance with the law.

**G. RESIGNATION OR TERMINATION**

Staff members desiring to resign should do so in writing as early as possible by providing at least a two-week notice. Upon the Superintendent's acceptance, the resigning individual's contract is terminated effective the date stipulated in the verbal and/or written resignation.

An employee may be suspended or terminated for violation of the policies of the Governing Board or for the reasons set forth in law. Gross inefficiency, immorality, willful and persistent violations of Board guidelines or other good and just causes shall be grounds for termination.

Normally, any employee who desires to take another position shall be released from their contract. (BCESC Policy 4140)

**H. REDUCTION IN FORCE OF PERSONNEL**

It is the responsibility of the Governing Board to provide staff necessary for the implementation and operation of the programs of Butler County and to do so efficiently and economically. The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of

students, a substantial reduction in the funds available to the Board, or other good causes warrant.

The Superintendent shall recommend to the Governing Board for their deliberation, the necessity to abolish any or all existing positions. All personnel shall be selected for reduction in force in accordance with the law.

Employees on layoff shall be permitted to carry group medical, hospitalization and dental insurance in accordance with COBRA regulations. (BCESC Policy 3131)

## **I. JOB DESCRIPTIONS**

Each employee will receive a copy of his/her job description that clearly outlines the employee's essential functions. Employees will be evaluated, at least in part, by their job descriptions. Each job description shall include the following provision: "The employee shall remain free of any alcohol or nonprescribed controlled substance use in the workplace throughout his/her employment in the District." Each job description shall also include the requirement that the staff member "serve as a role model in how to conduct themselves as citizens and as responsible, intelligent human beings". (BCESC Policy 1400)

## **J. EVALUATION OF PERSONNEL**

The goals of the evaluation of personnel are to improve and reinforce the skills, attitudes and abilities that enable an employee to be effective in achieving assigned job goals. Evaluations will be conducted annually by the staff member's immediate supervisor.

In the case of a recommendation of the Superintendent for non-renewal of an employee's contract, said employee may be given the opportunity to meet in executive session with the Governing Board to discuss reasons for non-renewal of his/her contract. Nothing in this procedure shall prevent the Governing Board from making the final determination regarding the renewal or non-renewal of an employee's contract. (BCESC Policy 4220)

## **K. EXIT INTERVIEWS**

As employees leave the agency it is important to have feedback regarding the experiences they have had both professionally and personally. All employees should have an exit interview with the Human Resources Department to discuss final details of employment and to complete an exit questionnaire.

## **4. EMPLOYEE CLASSIFICATIONS AND COMPENSATION**

### **A. EMPLOYEE STATUS**

#### **Full Time**

Full time employees are those who are regularly scheduled to work 30 hours or more per week and 120 days or more per year.

#### **Part Time**

Part time employees are those regularly scheduled to work less than 30 hours per week on a yearly contract.

#### **As Needed/Hourly Employees**

Hourly personnel shall be defined as those persons employed to work, as needed, not to exceed forty (40) hours per week.

#### **Work Hours**

The hours of work required of employees shall be clearly specified for each position and is dependent upon the district or program assigned. The standard work week for central office staff is 37.5 hours, not including meal periods. The Superintendent reserves the right to specify the working hours for employees.

#### **Overtime**

No one shall work more than his or her regularly scheduled number of hours in a week. Overtime is prohibited except with prior approval of the supervisor.

**B. COMPENSATION**

The salary program will be in accordance with availability of funds.

**1. Salary Program**

The agency has a specific range of starting salaries for each position. Each employee will be categorized into a position at the time of employment. Initial placement will be based on the level of education, previous job related experience, and labor market forces that may be considered in hiring the best qualified candidate in filling a vacancy. Subsequent increases in salary will be approved by the Governing Board and will be based on such factors as cost of living, performance evaluations, job responsibilities and other factors deemed appropriate including availability of funds. The Governing Board has the authority to specify the salary of new positions.

**2. Pay Day**

Paychecks are issued every two weeks on Friday, 26 pays per contract year. Checks are not issued in advance of a regular payday and checks or direct deposit notifications are emailed or mailed to each employee's home. Direct deposit is strongly suggested and is required of all employees hired after July 1, 2001.

Payroll deductions are made for the following:

- |                                       |  |
|---------------------------------------|--|
| * <b>Federal Income Tax</b>           | * <b>Medicare</b>                      |
| * <b>City Income Tax</b>              | * <b>Health/Dental Insurance (opt)</b> |
| * <b>Ohio State Income Tax</b>        | * <b>United Way (opt)</b>              |
| * <b>Retirement(STRS/SERS)</b>        | * <b>Life Insurance (opt)</b>          |
| * <b>Tax Shelter Annuity (opt)</b>    | * <b>Credit Union (opt)</b>            |
| * <b>Section 125 Deductions (opt)</b> | * <b>YMCA (opt)</b>                    |

**3. Time Sheets/Calendars**

You will be responsible for keeping an accurate record of the time you work on a monthly *calendar*. These calendars are available on the Human Resources Office web site and should reflect the contract days worked during that month and must be signed by your local supervisor and submitted to the ESC supervisor monthly.

**4. Leave Request Forms**

To request personal leave, vacation, and sick leave you must complete the appropriate form in accordance with outlined procedures (see Attendance). These requests must be approved by your supervisor and must be submitted with corresponding calendars at the end of each month.

**5. Garnishment of Wages**

You are expected to keep your financial affairs in order and protect your credit rating. We are required to honor wage garnishments. You will be notified immediately if we receive a notice of garnishment.

**5. EMPLOYEE BENEFITS AND LEAVE TIME**

**A. BENEFITS OVERVIEW**

Your paycheck is only part of what you earn as an employee of BCESC. A wide range of benefits is available.

Our benefit programs are designed to protect you and your family from financial loss because of illness or injury and to allow you time off with pay for other needs. (BCESC Policy 4421)

## **B. GROUP INSURANCE PROGRAMS/BENEFITS**

### **1. Medical/Dental Insurance**

The BCESC will make available to its full time personnel *group medical and dental* insurance program. Participation in these programs is optional. Medical and Dental benefit coverage begins on the first work day of employment. The employee's contribution to the premium cost shall be reviewed periodically (currently 10%). Part-time or hourly employees may purchase these insurance programs through a payroll deduction plan.

### **2. Group Life Insurance**

The Governing Board will make available to its full-time support personnel a *group life insurance* program in an amount set by the Board. The Board shall pay the premium for the coverage in this program for all full-time support personnel.

### **3. Tax Deferred Compensation Pension Plans (403B, 457)**

The Governing Board will make available optional tax-deferred compensation pension plans (403B and 457). The plans allow employees to save for their retirement while lowering their taxable income currently.

### **4. Employee Assistance Program**

The Governing Board will provide an *Employee Assistance Program* for all employees, and shall pay the premium for the coverage of this program for all full-time employees. (BCESC Policy 4421.01, 4421.02)

### **5. Flexible Benefits Plans (Section 125)**

You may allocate specified amounts of monthly salary or wages for the reimbursement of medical care expenses, dependent day care expenses, or both. You must elect to participate prior to the beginning of each plan year (currently August 1). There is no allowance for late enrollment. Your medical expense reimbursement account may be used to reimburse yourself for expenses incurred

for services rendered during the current plan year for treatment of yourself, your spouse, and your eligible dependents. Your dependent day care account may be used to reimburse for dependent care expenses incurred to allow you (and your spouse if you are married) to work or look for work.

### **C. FAMILY MEDICAL LEAVE (FMLA)**

A staff member who has worked for the agency at least one year, has worked 1,250 hours in a one year period, and in accordance with the Federal law regarding the Family Medical Leave Act, is eligible for up to twelve (12) weeks of unpaid leave in any twelve (12) month period for one of the following reasons:

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

In addition, an eligible staff member who is a spouse, son, daughter, parent, or next of kin of a covered service member may take up to a total of twenty-six (26) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, during a "single twelve (12) month period" to provide physical and/or psychological care for the covered service member ("Military Caregiver Leave").

During the leave, the Board shall maintain the staff member's current coverage under the District's health insurance program, but the staff member shall not accrue any sick leave, vacation, or other benefits during the leave period. *Federal*

*law is extensive regarding the FMLA; therefore please consult with the Human Resources Department for appropriate forms and details regarding your leave.*  
(BCESC 4430.01)

#### **D. UNCOMPENSATED LEAVE**

The Governing Board recognizes that, in certain instances, an employee may wish to have extended leave for personal reasons and that the agency could benefit from the return of said employee.

The Governing Board may grant a leave of absence for up to one (1) year for various reasons, including Child Care Leave, Medical/Educational Leave and Family and Medical Leave. Any employee desiring such leave shall present his/her request in writing to the Superintendent, stating clearly the reason and purpose. The Superintendent will transmit the request together with his recommendation to the Governing Board at the next regular meeting.

The employee granted an uncompensated leave shall inform the Governing Board at least 3 months in advance the return date as to his/her intentions.

- \* If said notification is not received, action may be taken to terminate employment.
- \* Upon return from leave for health reasons, the employee will furnish physician's certificate stating that she/he is able to resume normal duties.
- \* During the time on uncompensated leave, an employee shall be entitled to insurance benefits provided he/she pays the premiums and insurance carrier approves. (BCESC Policy 4431)

#### **E. SICK LEAVE**

All staff members eligible for sick leave shall accrue sick leave at the rate of 1 1/4 days a month. Unused sick leave shall be cumulative up 260 days. Regular part-time staff members shall be entitled to sick leave in proportion to the time actually worked. Employees who have sick time earned through another SERS/PERS agency may transfer the unused sick leave to the ESC by contacting their former employer.

Sick leave may be used for the following reasons: 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. Immediate family as defined for sick leave purposes shall include spouse, children, father, mother, grandparents, grandchildren, stepparents and stepchildren. Immediate family as defined for sick leave purposes due to death shall include, in addition to the relations listed above, an employee's brother, sister, mother-in-law, and father-in-law.

A staff member may be requested to furnish written justification for the use of sick leave. The filing of any false statement concerning the cause or duration of absence shall be considered grounds for suspension or dismissal.

**Severance Pay**

Severance pay will be calculated for a retiring employee who has completed three (3) years of continuous full-time employment at the rate of 1/4 of his/her unused sick leave days to a maximum of 65 days. Retiring employees should contact the Fiscal Department as soon as possible. Final severance payment will be made upon receipt of documentation of actual retirement status. (BCESC 4432)

**F. VACATION**

All personnel employed for 260 days will be eligible for vacations according to the following schedule:

<b>Years of Service</b>	<b>Accrual per month</b>	<b>Per year</b>	<b>Maximum</b>
1	.83 days	10 days	15 days
6	1.25 days	15 days	20 days
12	1.66 days	20 days	25 days

Vacations must be taken in the calendar year of time earned except that up to a maximum of five (5) days may be carried over to the next calendar year.

Eligible employees must apply for vacation to their supervisor at least two weeks in advance of the desired start date; vacation requests submitted less than two

weeks in advance may be approved at the sole discretion of the supervisor.  
(BCESC Policy 4433)

## **G. HOLIDAYS**

All non-certified staff shall be paid in full for approved holidays if such employees have worked the scheduled work day before and after a holiday or were properly excused from attendance at work on either or both of these days. Certified staff will receive paid holidays only if contracted to work 260 days. The BCESC will recognize the following as paid holidays, for all personnel who are under employment contract on the date of said holiday(s);

- |                                     |                        |
|-------------------------------------|------------------------|
| * <b>New Year's Day</b>             | * <b>July Fourth</b>   |
| * <b>Martin Luther King Jr. Day</b> | * <b>Labor Day</b>     |
| * <b>President's Day</b>            | * <b>Thanksgiving</b>  |
| * <b>Memorial Day</b>               | * <b>Christmas Day</b> |

(BCESC Policy 4434)

## **H. MATERNITY, PATERNITY, AND ADOPTION LEAVE**

Pregnancy, miscarriage and complications related to pregnancy shall be treated as any other disability for which sick leave days and disability benefits can be used. Additionally, a leave of absence without pay may be granted for maternity, paternity, or adoption of a pre-school age child.

The employee shall notify the Superintendent in writing at least thirty (30) days in advance of the date the employee intends to start the requested leave. Written notice shall include the anticipated dates that the employee shall commence and end the said leave. After the leave, the employee will return to the same position, if that position exists; or, if it does not exist due to cuts in the job position, program funding, or enrollment, another position for which he/she is qualified.

(BCESC Policy 4435)

## I. PERSONAL LEAVE

Up to three (3) days of personal leave with pay may be used, if approved by your supervisor, each contract year by full-time employees. Employees hired between January 1 and April 30 shall be entitled to two (2) days; employees hired after April 30 will be eligible for one (1) day. Such leave shall not accumulate. Personal leave not used by the end of the current school year (defined as June 30<sup>th</sup> of each year) will be added to the employee's sick leave to the extent that the addition does not cause the total sick leave to exceed 260 days.

Personal leave is to be used to fulfill an obligation that the employee cannot accomplish outside the workday. This leave **cannot** be used in lieu of sick leave or vacation leave. Personal leave is to be used for the purpose of transacting business or attending to affairs or problems of a personal nature which cannot be scheduled or attended to outside the employee's work hours. There are six areas as examples:

**Funeral Leave** This is granted when you need to attend a funeral of a person that does not fall into the category of the immediate family. Those persons are identified under "sick leave".

**Legal or Financial** This is for the completion of legal or financial business that cannot be scheduled outside working hours. Examples would be: house closing, legal commitments, mortgage applications, etc.

**Civic Responsibility** This is used for the necessity of attending civic functions. This could include: receiving an award from a civic organization, serving on a community committee, being a speaker at a civic or community meeting, giving presentations, etc.

**Court Appearance** This is used when you are required to be in court as either a witness or defendant. This does not apply to jury duty (it is covered elsewhere). If you receive a witness fee, you are to endorse the payment over to the BCESC in order to be paid for the day.

**Religious Observance** This is for a person to attend church or synagogue services for special holy days.

**Family Responsibility/Emergency** This is for any family responsibility or emergency. This includes things like: taking a child back to college, visiting prospective colleges with your child, attending special ceremonies with your child in which a member of your family is involved, attending special business involving family matters that cannot be scheduled other than during working hours. An emergency day might involve having no one to baby sit your children, a car wreck or home catastrophe, no transportation, etc.

Examples of things you may not use emergency/personal leave: shopping, attending sports events, going on vacation with your family, engaging in other business ventures, or entertainment purposes. You may be request days off for other reasons, but if approved, they will not be paid days. (BCESC Policy 4436)

**J. ASSAULT LEAVE**

The Governing Board believes that a professional staff member, who suffers a physical disability as a result of an assault which occurs in the course of employment in the District and which is clearly unprovoked, shall be maintained on full pay during the resulting absence from assigned duties. And, such leave shall not be charged to the sick leave entitlement of the staff member. The leave shall be for a maximum of twenty (20) days per year. (BCESC Policy 4439)

**K. JURY DUTY AND MILITARY SERVICE**

The BCESC will ensure all full-time employees against loss of pay occasioned by a call to jury duty and military service. Should an employee be called for jury duty/military service he/she shall report it to their immediate supervisor.

While on jury duty staff members are required to report daily to their immediate supervisor their schedule for the following day. The staff member must report back to work if a full day of jury duty is not required. All pay to employees for jury duty shall be surrendered to the Fiscal Department upon return.

Employees call for jury duty shall be permitted to serve and will not be penalized in any way for doing so. Employees shall make every effort to schedule his/her period of military service when the program is not in session.  
(BCESC Policy 4437, 4235)

#### **L. UNREQUESTED LEAVES OF ABSENCES**

The Governing Board reserves the right to place an employee on sick leave or suspend an employee for a physical or mental disability rendering them unable to perform assigned duties. The employee will be offered the opportunity for a hearing, which shall be conducted in accordance with law governing termination hearings. Such employees may be required to successfully complete a fitness for duty exam prior to returning to work. (BCESC Policy 4161)

#### **M. JOB RELATED EXPENSES**

##### **Mileage**

BCESC will provide for the payment of the actual and necessary expenses, including traveling expenses, incurred in the course of performing services.

Mileage shall be paid, with the approval of the supervisor, to any employee who is required to use his/her own vehicle in order to perform his/her job duties.

Guidelines for reimbursement of travel expenses include:

1. Travel shall be by the most direct and economical route.
2. Reimbursement shall be made only upon presentation of original receipts for all expenses submitted. Taxes incurred are not reimbursable pursuant to state law. Costs for mileage are the only reimbursable expense that does not require a receipt, but strict mileage reporting shall be maintained and submitted with the reimbursement request.
3. Mileage must be computed as actual miles driven at the rate currently approved by the IRS.
4. Mileage may be submitted any time that the mileage totals at least 100 miles or whenever three (3) months have elapsed. Mileage older than three months may not be reimbursed.
5. The following guidelines should be followed when claiming mileage:
  - a. Mileage will not be paid for driving to or from your daily work assignment, nor lunch.

- b. If traveling to a location out of county, mileage may be calculated door-to-door.
- c. If traveling to a location different than the normal daily assignment, exclude typical mileage to work when calculating. (For example, typical assignment is ESC Office (9 miles to work from home); today you travel to the Ross Board office first (24 miles). Claim 24 – 9= 15
- d. Car pooling is recommended when possible; the lead driver will be paid from the pick-up point, to and from the final destination.  
(BCESC Policy 4440)

### **Cell Phones**

Staff members required to maintain a cell phone according to the qualifications in their job description will receive a monthly cell phone stipend. Cell phone stipends are classified in tiers as follows:

- 1. Tier 1 = \$20.00 per month
- 2. Tier 2 = \$35.00 per month
- 3. Tier 3 = \$65.00 per month

Upon an employee's hire, supervisors will determine whether an employee will be required to maintain a cell phone and which tier the employee will be assigned. Cell phone stipend payments will be divided among paychecks.

### **Professional Meetings**

Staff members shall be excused from the performance of their duties and shall receive compensation during the days they are excused for attendance at the following types of professional meetings:

- A. Conferences/trainings that are conducted in the local area and/or state that pertain specifically to the duties assigned to the individual as outlined in their job description.
- B. Participation in committees representing the Butler County Educational Service Center or assigned district or program.

The following conditions must be met prior to attendance at meetings, trainings and conferences.

1. Requested trainings/conferences must pertain to job duties.
2. Present a Request for Leave Form to appropriate supervisor for approval at least three weeks prior to event. Local/city district personnel must have approval of immediate supervisor and/or authorized person from district.
3. Requests to attend professional meetings outside of the State of Ohio must be submitted to the Governing Board for approval prior to attending.
4. No overnight stays will be granted if the training/conference is within fifty (50) miles of the location of the office/home.
5. Number of staff requesting to attend conferences will be based on needs of the program and total cost.
6. If a group of four or more is attending the same conference planning meetings will be held prior to the event with the purpose of organizing attendance at training sessions, travel, room arrangements, etc. (BCESC Policy 3243)
7. The Treasurer's office has a "Traveling Mastercard" for your use if needed. Contact the office for details.
8. Guidelines for registration and reimbursement for related expenses are found in the FORMS section of this manual.

## **6. PERSONNEL RECORDS**

### **A. PERSONNEL RECORDS**

During the period of employment 3 separate personnel files will be maintained for each employee. The following data shall be maintained in each personnel file:

#### **Personnel File**

current name, address, telephone number  
applications, resume, work record and educational data  
record of assignment, rate of compensation  
evaluation of performance  
disciplinary incidents  
special awards or distinctions

**Payroll File**

W-4 forms  
retirement registration  
other applicable payroll information

**Confidential File**

applications for health insurance  
record of TB test results  
history of medical treatment and other health related data  
criminal history record

Any changes in your name, address, phone, marital status, number of dependents, or other pertinent information must be reported to the Treasurer's Office.

Although most information in personnel files is a matter of public record, only verification of employment may be provided by telephone request. Any other information about an employee should be requested in writing and addressed to the appropriate authorized employee.

Your personnel file will remain confidential. Only those with legitimate needs may examine personnel files. The Human Resources and Fiscal Departments will closely monitor such activities. The following are guidelines instituted to maintain confidentiality:

1. You may examine your file in the presence of another staff person. This request must be submitted in writing to Human Resources.
2. Supervisors may examine personnel files of the employees they supervise.
3. Personnel files may not under any circumstances be taken from the premises.
4. No item in the individual's personnel file may be removed from that file.
5. Staff members may appeal documented items in their personnel file. This request must be submitted in writing to the Superintendent. (BCESC Policy 8320)

## **B. CONFIDENTIALITY**

In order to protect the confidentiality of records maintained by the BCESC the following guidelines will be observed:

1. adherence to the Family Privacy Act
2. adherence to the BCESC policies related to records
3. adherence to the State and Federal guidelines addressing records

## **C. CODE OF CONDUCT**

Each employee is viewed as a representative of the BCESC; thus everyone is responsible for maintaining the public image of the agency. You are expected to comply with all policies and procedures, to conduct yourself properly and be courteous at all times to everyone you come in contact with, in person and on the telephone. This applies not only to your conduct toward children, families, and visitors, but also to the manner in which you conduct yourself with fellow employees. Personal conversations and discussions concerning clients or work should not be carried out in lounges, restrooms, or other places where the public may over hear.

The following is a partial list of some of the actions considered detrimental to children and/or the agency, and may be cause for disciplinary procedures including termination of employment.

**This list is not intended to be all-inclusive.**

- a. Refusal to obey the directives of a supervisor.
- b. Disregard for safety rules or common safety practices.

- c. Conveying or distributing false, malicious, or indecent statements detrimental to any BCESC programs, to a fellow employee of BCESC or anyone else in general.
- d. Defacing BCESC property or posting unauthorized printed material on any of BCESC premises.
- e. Providing BCESC equipment, property, funds in his/her official possession, authority or influence with the agency so as to affect the result of an election of nomination of a candidate for public office.
- f. Use of abusive language.
- g. Engaging in horseplay, practical joking, malicious mischief or other conduct interfering with the rights of, endangering the safety of other employees, or tending to disrupt orderly operation.
- h. Habitual tardiness or absences.
- i. Use of, or being under the influence of intoxicants on BCESC premises while in the performance of BCESC duties.
- j. Giving false information for employment.
- k. Possession, sale, attempted sale, use, or being under the influence of a non-prescribed drug on BCESC premises or while engaged in BCESC business. BCESC may require testing for suspected drug/alcohol use.
- l. Unauthorized possession of firearms or other weapons on BCESC premises.
- m. No employee shall engage in fighting, immoral or disorderly conduct on the agency's premises at any time, nor shall any employee assault, attack, strike or threaten any other employee, BCESC Board Member, or service recipient.
- n. Falsifying any BCESC records or documents, including time or mileage sheets.

- o. Attempted or accomplished theft of BCESC property or property of fellow employees, or property of any BCESC service recipient, Board member, supplier or contractor doing business with BCESC.
- p. Dress considered inappropriate or unprofessional.
- q. Suspected child abuse/neglect or failure to report such, according to mandatory reporting requirements.
- r. Failure to report to work for more than four hours following the normally scheduled starting time without notification and/or on approved leave of absence.
- s. Conviction for any charges of child abuse/neglect, child sexual abuse, and/or any other issues considered a crime.
- t. Violation of BCESC confidentiality policies.
- u. Loss of inventory for which employee has been assigned responsibility.
- v. Staff members are to maintain a professional relationship with parents and clients as it relates to approved activities and operations. Staff members are not to date or socially engage with parents or clients of the ESC programs and should avoid personal relationships that might have a negative impact on their employment responsibilities and other program personnel, parents, clients, program operations, or services which would negatively impact the image of the program with the community.

## **7. DISCIPLINE AND GRIEVANCE PROCEDURES**

### **A. DISCIPLINARY ACTION**

The Governing Board reserves the right to impose penalties for disciplinary reasons. If an employee fails or refuses to perform contracted work without acceptable reason, they shall be considered insubordinate. The Superintendent may deduct, without further authorization, wages reasonably related to the time not worked. The Superintendent shall provide for progressive penalties where appropriate, which include: Verbal warning, written warning, suspension,

dismissal (termination). The Superintendent may accelerate the disciplinary process if the offense is of a serious nature.

**B. EMPLOYEE COMPLAINTS/GRIEVANCE**

BCESC welcomes your suggestions, complaints, and compliments regarding any of the programs. The first step of a complaint is to address your concern with the staff person directly involved. If you feel the concern was not handled well or resolved the next step would be to forward your concern to your supervisor. We should hope that nothing would reach this point but if after numerous attempts you feel that the situation has not been resolved to your satisfaction please call or write our Superintendent.

**Superintendent  
Butler County Educational Service Center  
400 North Erie Blvd., Suite A  
Hamilton, OH 45011**

**C. COMMUNITY COMPLAINTS**

Any person or group having a legitimate interest in the Butler County Educational Service Center shall have the right to present a request, suggestion, *or* complaint, concerning personnel, the agency, or the operations. At the same time it is the intent of this policy to provide the means for judging each community complaint in a fair and impartial manner and to seek a remedy.

It is the desire of the Board to rectify any misunderstandings between the community and the agency by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

**8. MISCELLANEOUS**

**A. DRUGS AND ALCOHOL**

Drugs, including alcoholic beverages, are not permitted on BCESC work sites. Any illicit drugs or alcoholic beverages brought into or found at work sites will be confiscated. If you must be on any medication that may have side effects that could interfere with your ability to function in your position, contact your immediate supervisor in advance.

Employees found guilty of violating this policy will be subject to mandatory treatment and/or disciplinary action including termination. Refer to the Drug Free Work Place policy in this handbook. (BCESC Policy 4170)

**B. USE OF TOBACCO**

Recent changes in Federal Law dictates a policy statement that prohibits tobacco in all buildings. "Use of tobacco" shall include a cigar, cigarette, pipe, snuff, or any other matter or substance that contain tobacco.

The use of tobacco is prohibited in buildings at all times. Such prohibition also applies on school grounds, in all vehicles, and at program-related events. (BCESC 3215)

**C. GIFTS AND GRATUITIES**

The BCESC considers the presentation of gifts to staff members by students and their parents as an undesirable practice because it tends to embarrass students with limited means and gives the appearance of favoritism.

Employees of BCESC shall not solicit or accept gratuities, favors, or anything of monetary value for their own use or benefit from contractors, potential contractors, parents, or any other persons/agencies doing business with BCESC.

BCESC employees do not have the authorization to make personal purchases from vendors in order to take advantage of special rates. The agency name shall not be used in conjunction with any personal purchases. Violations of any of these rules shall result in disciplinary action. (BCESC Policy 4214)

**D. OUTSIDE ACTIVITIES OF PERSONNEL**

When an employee is employed on a full-time basis, the BCESC becomes the individual's primary employer. No employee shall then obligate or involve him/herself outside his/her position that interferes with the normal employment commitment without approval of the Governing Board. (BCESC Policy 4231)

**E. HARASSMENT/SEXUAL HARASSMENT**

The Governing Board recognizes that all employees should have the opportunity to work in an environment free from all forms of discrimination, including sexual

harassment or harassment based on the race, color, religion, national origin, age, or handicap of the employee. Sexually offensive speech and conduct are wholly inappropriate to the employment relationships necessary lowers morale, but more basically, it is illegal. Therefore the agency will treat sexual harassment and other illegal harassment as any other form of serious employee misconduct- it will not be tolerated.

*Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.*

Any form of harassment should be immediately reported to the supervisor; however, if an employee is not comfortable in reporting it to the supervisor, they may report to any supervisor in the chain of command, the Assistant Superintendent for Human Resources, or the Superintendent.

The Superintendent shall instruct all personnel to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend. (BCESC Policy 4362)

#### **F. ACCIDENTS ON-THE-JOB**

If an employee has an accident while at work, he/she must immediately report the accident to the supervisor **and contact the Assistant Superintendent for Human Resources at (513) 887-3713; if you have an RN at your work location, please visit them for support.**

If the employee is severely injured immediately **call 911**; do not move the employee. If the employee is minimally injured, *even if the employee believes he/she is uninjured*, they must be seen by the nurse (Health Manager) as soon as practically possible.

If the nurse is not available and it is deemed that the employee should seek medical treatment, the supervisor should send the employee directly to Bethesda

Care in Hamilton at 8500 Berk Blvd.. Call (513) 874-3990 for directions. The ESC has a contract for services with this group.

If the employee chooses to see a medical provider of his/her choice, rather than Bethesda Care, it is advisable that the employee telephone the provider to determine if they are certified by the Ohio Bureau of Workers Compensation in order to be paid for the employee's care. (see <https://www.ohiobwc.com/provider/services/providerlookup/nlbwc/default.asp>).

Inform the physician that the Educational Service Center has a Transitional Work Program whereby he/she may recommend that you return to light duty work.

The "Employee Incident/Accident Report " Form 8442 must be completed and turned in to the nurse assisting the employee *at the ESC* and/or the HR Office *within 48 hours of the occurrence*. The form will be completed by the RN and the Managed Care Organization (MCO) will be called to file a report on behalf of the employee. If you are assigned to another district you must still contact the ESC RN and follow these procedures.

In the event of fire, flood, or other disaster, take measures to protect all individuals by following the directions outlined in the **Butler County Educational Service Center Safety Manual: Fire or Emergency Plan**. Employees should refer to their Ohio Workers' Comp Identification Card for proper procedures. (BCESC Policy 8442)

## **G. VIOLENCE IN THE WORKPLACE**

All staff members should be able to work in an environment free of threatening speech or actions. Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities. (Also refer to Harassment section) (BCESC 4362.01)

## **H. EMERGENCY CLOSING**

In the event of bad weather, each employee will follow the decision for closing of schools for the district in which the employee is located. If your school district closes, specific positions within that district may not be required to report; follow the guidelines established at your assigned district.

Central office staff is required to report to work unless the Superintendent closes the entire district (i.e. "Butler County Educational Service Center").

If a support staff employee cannot safely make it to work a personal/emergency day, or compensatory time will be used. Please make every attempt to safely get to work; please use your best judgment.

## **I. EMAIL**

Email will be used as a primary communication tool for all employees of the district. Employees are, therefore, expected to regularly review work email for information. There should be no expectation of privacy for any messages sent by e-mail. Messages that have been deleted may still be accessible on the hard drive. Messages deleted or otherwise, may be subject to disclosure under the Public Records Act, unless an exemption would apply.

## **J. DANGEROUS WEAPONS**

The Governing Board will not tolerate the possession of weapons or any other device designed to inflict serious bodily harm by any staff member/visitor while on District property, at a school event, or on a school vehicle.

The Superintendent shall ensure that any staff member possessing a weapon or other device designed to inflict serious bodily harm is reported immediately to the appropriate law enforcement agency. As well, the staff member shall be disciplined up to and including discharge consistent with law, due process, and the Board Policy. (BCESC Policy 4217)

## **K. CHILD ABUSE AND NEGLECT REPORT**

The Governing Board is concerned with the physical and mental well-being of the children and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Each employee or contracted provider of this agency who knows or suspects child abuse or neglect shall be responsible for reporting the suspected abuse or neglect in accordance with the Superintendent's guidelines. **In accordance with the Ohio Revised Code 2151.421, no employee or services provider shall fail to immediately report the knowledge or suspicion of abuse or neglect to the Butler County Children Services Board or local police department.** Such reporting shall be required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused or neglected or faces the threat of being abused or neglected. Supervisors are required to assure the proper procedures are followed in a timely manner.

## **L. STAFF SAFETY PRACTICES**

All services of the BCESC should be conducted in a safe manner, whether in the office, in facilities, or when providing services to districts. It is the responsibility of the Agency to provide clean, safe and healthful working conditions, equipment and work methods for its employees. It is the responsibility of employees to bring observed potential hazards to the attention of their supervisors and to follow all health and safety regulations and practices.

All employees are required to use seat belts and shoulder restraints in all personal automobiles and county vehicles, whenever the employee is involved in agency business. Failure to use available restraining devices will result in disciplinary action at the discretion of the Superintendent, up to and including termination. If an agency vehicle has a malfunctioning seat belt, the employee should contact his/her supervisor for assistance. If a restraint is not functioning in a personal vehicle, the employee should have it repaired properly. (BCESC 4218)

**9. CONTROL OF BLOOD-BORNE PATHOGENS**

- The Governing Board needs to protect those staff members who may be exposed to blood-borne pathogens and other potentially infectious materials in their performance of assigned duties. The Superintendent has guidelines which:
- a. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials,
  - b. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member in accordance with Federally-mandated scheduling;
  - c. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
  - d. establish appropriate procedures for the reporting, evaluation , and follow-up of any and all incidents of exposure;
  - e. provide for record-keeping of all of the above which complies with both Federal and State laws.
  - f. and develop an exposure control plan.

*All employees are required to complete training annually in the universal precautions against exposure and/or contamination. Documentation will be maintained in personnel files for verification. (BCESC Policy 8453.01)*

**10. DRUG FREE WORK PLACE**

The Governing Board believes that quality education and a safe workplace is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which meets the requirements set forth in the Drug-Free Schools and Community Act of 1989.

The Board will make available and Employee Assistance Program (EAP) in order to provide to the staff any and all necessary training and educational programs by a qualified professional to ensure compliance with the District's drug-free schools policies.

The Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the Districts' support personnel at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide the appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement. (BCESC Policy 4122)

## **11. APPROVAL**

This policy and procedures guide has been developed in accordance with the Butler County Educational Service Center Bylaws and Policies. (August, 2008).

# FORMS

Butler County ESC Employee Accident/Incident Form 8442

Local Travel Expense Statement

Professional Meeting Attendance and Reimbursement Procedures

# CERTIFICATION

**I have received a copy of the Personnel Policy Manual.**

*I understand it is my responsibility to read and abide by the provisions of the policies. If I have questions concerning these policies I understand that I may approach the Assistant Superintendent for Human Resources for clarification.*

*I have been informed of the Transitional Work Program (pg. 33) and Drug Free Work Place Program (pg. 37).*

**Employee Name (print)** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please return to the Human Resources Office within 10 days.**