

# **EMPLOYEE HANDBOOK**

**Version: June 2008**



**ASHLAND CITY SCHOOL DISTRICT  
416 ARTHUR STREET/P.O. BOX 160  
ASHLAND, OHIO 44805  
419-289-1117**

# Ashland City School District Employee Handbook

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### FORWARD

Welcome to the Ashland City Schools! We believe that our people are our greatest asset and recognize that the success of our employees determines to a large extent whether or not we fulfill our mission and aims.

#### **Mission Statement**

“Preparing students for a lifetime commitment to learning”

#### **Aims of the District**

- High Student Achievement
- Safe School Environment
- Efficient and Effective Operations
- Clear and Open Communication

This Employee Handbook is provided to foster clear and open communication between the Board and all employees by establishing one document that you can refer to in order to answer the most common questions pertaining to your employment. The handbook does not cover every possible scenario, however most topics are addressed in detail. The handbook is not a contract or written promise of any kind so you should not construe it as such. The school district publishes other documents that must be referred to for contractual language including but not limited to:

1. Ashland City School District Bylaws and Policies of the Board of Education
2. Ashland City Teachers Association Master Agreement
3. Ohio Association of Public School Employees Local # 233 Negotiated Agreement
4. Ashland City School District Administrative Guidelines
5. Memorandums of Understanding
6. Individual Contracts of Employment

If any language that appears in this Employee Handbook is inconsistent with that which appears in any of the above referenced agreements, the language in the agreements would take precedence. This is a living document that may require periodic revision in order to ensure synchronization with state and federal labor laws, collective bargaining agreements, and Board policies.

We hope that you find this document to be a useful reference tool during your tenure as an employee of Ashland City Schools. You may direct any questions or comments concerning this document to the Business Office at (419) 289-1117 extension 2228.

### CRIMINAL RECORDS CHECKS/FINGERPRINTING

All licensed educators are required to submit to a State and Federal criminal history/fingerprint check prior to being issued their teaching license in accordance with rules established by the Board of Education. This includes any individual registering for student teaching, practicum or internship as a

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teacher, or administrator who has not submitted to a criminal records check under the regulations in effect at the time of application.

Additionally, all classified employees, including classified substitutes and coaches, are required to complete a State and Federal criminal history check and be fingerprinted.

Fingerprinting and background checks can be done by the Ashland County Sheriff's Office or another certified organization.

All persons newly employed with the district in regular, temporary and/or coaching positions are required to successfully pass a drug screen as required by Board policy and law. Persons employed in the transportation department (i.e., bus drivers) are additionally required to submit to random drug and alcohol tests.

Employment will be offered pending the return and disposition of such checks. All offers of employment are contingent upon the successful results of such checks.

Fees for all individuals subject to such checks and/or fingerprinting, including licensed teaching staff, shall be paid by the individual. District-hired employees are responsible for the drug testing fees.

All newly licensed or registered educators and those applying for reinstatement of a license that has expired for more than three years, are required to submit to nationwide criminal records check and fingerprinting in accordance with rules and procedures as set forth by TSPC.

The following procedures will be used for all newly hired, non-licensed and non-registered employees subject to criminal records checks and/or fingerprinting:

### **Processing/Reporting**

1. The individual shall go to the Ashland County Sheriff's Office or other certified organization for fingerprinting
  - a. Individuals must bring: Exact cash or money order for the fingerprinting (see the Business office for pricing), current Photo ID, mailing address for Ashland City Schools (see Business Office).
2. Individuals subject to fingerprinting will be required to be fingerprinted before beginning to work.

### **Termination of Employment**

1. Any individual required to submit to criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from employment or contract status by the superintendent immediately upon the following:
  - a. Refusal to consent to a criminal records check and/or fingerprinting; or
  - b. Notification by the Superintendent or his/her designee that the employee has made a false statement as to conviction of a crime or conviction of crimes prohibiting employment with the district as specified in law.

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### Appeals

1. A non-licensed individual may appeal a determination that prevents his/her employment or eligibility to contract with the district to the Superintendent. Individuals who are eligible to appeal as a contested case will be so notified in writing by the Superintendent.

## DIRECT DEPOSIT

Ashland City School District requires all employees to have a checking or savings account for payroll direct deposit. Employees' first paycheck will be a live check, followed by direct deposit. At anytime, should the employee's account information change they should contact the Payroll Clerk in the Treasurer's Department immediately.

## HOURS OF OPERATION

### Buildings

Each building supervisor, or designee, will determine the hours of operation. The building is accessible to staff during the course of the school year, during summer and other times when not in session as determined by the building administrator.

### District Office

The district office is open between the hours of 7:30 a.m. and 4:00 p.m. during the regular school-year. During winter break, spring break, summer break and other times when school is not in session the district office hours may vary and times will be posted.

## PROBATIONARY PERIOD

There is a 90 working day probationary period for all newly hired employees. All employees, regardless of status or duration of employment, are required to meet and maintain the Ashland City School District's standards for job performance and behavior. Completion of probation period does not guarantee employment for any specific period of time, however; management does reserve the right to extend the probationary period up to an additional 90 days. If an employee is off work during any days of probationary period, the probation is extended for the number of days the employee was off work.

This section does not apply to members of the Ashland City Teachers Association.

## PERSONNEL RECORDS

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records related to compensation, payroll deductions, evaluations, complaints and written disciplinary actions. All charges resulting in disciplinary action shall be considered a permanent part of an employee's personnel

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file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

All records containing medical condition information such as workers' compensation reports and release/permission-to-return-to-work forms will be kept confidential, in a separate file from personnel records. All other personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

1. The individual employee. An employee or designee may arrange with the Superintendent's office to inspect the contents of his/her personnel file;
2. Other designated in writing by employee;
3. The comptroller or auditor, when such inspection is pertinent to carry out his/her respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection;
4. A Board member when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent and member of the central administrative staff;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Business Department staff
8. An attorney for the district or the district's designated representative on matters of district business.

The superintendent may permit persons other than those specified above the use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access.

## RETIREMENT

To assist the district in its planning efforts, staff members considering retirement are encouraged to notify the district as early as possible preferably at the beginning of the school year in which the retirement will take place.

An employee who retires will be continuing Health and Life Insurance benefits through the remainder of the month in which they retire. Termination of health and life insurance will be effective the first day of the following month. This process will be maintained whether the employee is retiring during the school year or at the end of the contract year.

## TERMINATION OF EMPLOYMENT

A resigning staff member is required to deliver a written and signed notice of resignation to the Superintendent and Business Office, which will be submitted to the Board for approval. If the Board decides to accept the resignation, acceptance shall be by letter from the superintendent or designee to the employee. The resignation shall be effective as of the date specified in the notice. If no effective

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date is specified in the notice, the resignation shall be effective as of the date specified in the superintendent's acceptance letter.

A certified staff member who wishes to resign from his/her position with the district must give written notice at least 60 days prior to the date he/she wishes to leave the district employment. The Board may accept the resignation effective the day it is received and either release the teacher immediately or inform the teacher that he/she must continue teaching for part or all of the 60 day period.

A classified employee is expected to submit a written and signed notice of resignation to the Business Department at least two weeks prior to the date he/she wishes to leave district employment.

### EMPLOYMENT-AT-WILL

The Ashland City School District is an "At-Will" employer. The exceptions to "At-Will" employment are:

- Employees who have a separate written individual employment contract with Ashland City Schools for a specific fixed term of employment, and
- Employees who are members of a recognized bargaining unit. The Ashland City Board of Education currently recognizes the Ashland City Teachers Association and The Ohio Association of Public School Employees Local # 233.

At-Will employees may resign from the School District at any time, for any reason, with or without notice. At-Will employees may be terminated by the School District at any time, for any reason, with or without notice.

### EQUAL EMPLOYMENT OPPORTUNITY

The Ashland City School District will provide equal opportunities for employment, retention and advancement of all personnel and students regardless of race, color, gender, creed, religion, national origin, citizenship status, political affiliation, age, or disability.

This Board encourages all personnel to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all personnel and students regardless of race, color, gender, creed, religion, national origin, citizenship status, political affiliation, age, or disability. The Board has adopted policy No. 2260-NonDiscrimination and Access to Equal Educational Opportunity and Policy No. 2260.01 – Section 504/ADA Prohibition against Discrimination Based on Disability. Any member of the Ashland School community who feels that discrimination has occurred should immediately contact the principal of the school, or district Title IX Coordinator.

### Sexual Harassment

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile or abusive educational environment; or substantially or unreasonably interfere with an individual's education; or limit an individual's ability to participate in or



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benefit from the education program. The district has adopted Policy No. 3362-Anti-Harassment containing rules and procedures for reporting sexual harassment and pursuing remedies.

Any member of the Ashland School community who feels that harassment has occurred should immediately contact the principal of the school, or district Title IX Coordinator. If the concern is not resolved through informal means, or the student grievance procedure, a formal complaint may be initiated at the school or by directly contacting the district Title IX Coordinator.

### Title IX

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The Title IX Coordinator or the school principal should be contacted regarding complaints related to Title IX.

### Hazing/Intimidation/Bullying Menacing

Hazing, intimidation, bullying or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated by the district. Employees who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Individuals may also be referred to law enforcement officials and licensed staff will be reported to the Teacher Standards and Practices Commission (TSPC).

Any allegations of harassment between an employee and a student will be immediately reported to the Superintendent.

### Filing a Complaint

Any member of the Ashland School community who believes that they have been discriminated upon or harassed may file either an informal (oral) or formal (written) complaint. Both forms of complaint will be investigated thoroughly and timely (generally within 31 Days) by the building principal and/or Title IX Coordinator. If a complaint involves only students, the principal may elect to use the **Student Grievance Procedure**. To initiate a formal complaint, the complainant must submit a written complaint detailing the facts of the incident including the date of occurrence, place of occurrence, detail description of the occurrence, and the names of any witnesses to the Title IX Coordinator. After completing the investigation, the Title IX Coordinator will file a report to the Superintendent who will make a ruling on the complaint. If the complainant wishes to appeal the Superintendent's decision, the complainant may file a request for appeal to the Board of Education within (10) days. Upon receiving the request, the Board of Education will meet to review the complaint in executive session at its next regularly scheduled board meeting. Following that meeting, the Board will issue a final ruling. Complaints will be kept confidential. This policy does not limit the rights of the complainant to file a complaint with any other governmental agency.

The district prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

The Ashland City Schools Title IX Coordinator is:

**Derek Cluse**  
**Business Manager**

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416 Arthur Street  
Ashland, Ohio 44805  
419-289-1117

### **FAIR LABOR STANDARDS ACT (FLSA)**

Regular working hours for all classified staff will be set by the building principal or immediate supervisor. Classified employees are not to work before, beyond or outside their established working hours and are not to work overtime without prior authorization from a supervising administrator.

All time sheets must be a true reflection of all time worked, whether it is more or less than regularly scheduled work hours.

Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations and collective bargaining agreements.

Administrators, directors and/or supervisors shall give written notification to nonexempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations:

- What constitutes normal working hours;
- That employees are not to work before, beyond or outside their normal working hours or are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over 8 hours in a day or 40 hours in one week. A week is defined as seven consecutive days covering Sunday through Saturday. Overtime will be compensated at not less than one and one-half times the employee's rate of pay.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The district will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

"Protected health information" means individually identifiable health information that is: (1) transmitted by electronic media; (2) maintained in electronic media; (3) TRANSMITTED OR MAINTAINED IN ANY OTHER FORM OR MEDIUM. The electronic exchange of financial and administrative transactions related to an individual's protected health information will meet the requirements of HIPAA, including national standards for transactions designed to ensure the security of health information created or received by the district.

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Individuals with questions about how medical information may be used and disclosed and how to get access to this information, or with complaints about district compliance with HIPAA, should contact the Business Office.

### PARTICIPATION IN POLITICAL ACTIVITIES

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and assigned duties.

On all controversial issues, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint. No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

### CALAMITY DAYS

The Ashland City School District defines a Calamity Day as a scheduled school day in the school calendar that has been cancelled by the Superintendent due to extreme weather conditions or other emergency situations.

- All classified and certified employees in the bargaining unit will be paid at their regular rate of pay for their daily contract hours if they do or do not work. (calamity day pay)
- Principals should report using their own safety judgment and stay until 1:00 p.m. on a calamity day and report using their own safety judgment on a delayed day.
- Central Office and Supervisors (non-OAPSE) should report using their own safety judgment on both delayed and calamity days.

In addition, classified employees who are required to work by the Superintendent or designee or their supervisor shall receive their regular pay for all hours actually worked, during their normal scheduled shift, with a two (2) hour minimum and their regular pay for the remaining hours of their regular shift when the employee is not working.

If eight (8) hour per day classified employees are called in to work outside of their regular work hours, they will receive pay at 1.5 times their regular pay for the work performed. All employees working under eight (8) hours per day will be paid at regular pay until eight (8) hours a day or forty (40) hours per week are met.

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In the event of a delayed start of school, employees shall be required to be at work on their normal schedule.

Should Ashland City School District utilize all available calamity days, classified staff on 260 day contracts must do one of the following options:

1. Report to work
2. Take vacation time
3. Take personal time
4. Take time off without pay

All reasonable measures will be taken to ensure that buildings are accessible and safe. If weather conditions are so severe that travel to work would be unsafe, the Superintendent does have the option of closing the buildings. If that option is exercised, Option 1 above will not be available and employees will be notified through the phone tree not to report to work.

## FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)

### Eligibility

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave.

If a husband and wife work for the Ashland City School District, they can each take twelve (12) weeks for the birth and care of the newborn child, adoption, foster care, and placement or to care for an immediate family member who has a serious health condition.

### Length/Purpose of Leave

Employees eligible for FMLA leave under federal law are entitled to take 12 work weeks of leave within a 12-month period of time for the:

1. Birth of the employee's child (eligibility expires 12 months after the birth);
2. Placement of a child for adoption or foster care when the child is under 18 or older than 18 if incapable of self-care (eligibility expires 12 months after placement);
3. Care of immediate family member with a serious health condition;
4. The staff member's own serious health condition.

### Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition involving any of the following: hospital care (inpatient care in the hospital, hospice or residential care facility); absence plus treatment (period of incapacity of more than three (3) consecutive calendar days that also involves treatment two (2) or more times by a health care provider, or a one-time treatment resulting in a regimen of continuing treatment under the supervision of the health care

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provider); or pregnancy, chronic conditions requiring treatment, and permanent/long term conditions requiring supervision.

### Calculating the 12-Month Period of Leave

The district will use the same method for calculating the 12-month period in which the 12-work week FMLA leave entitlement occurs for all employees. The district will use the 12-month period measured forward from the date the employee's leave begins. FMLA leave of absences may not be used back to back.

### Paid/Unpaid Leave

Family leave under federal and state law is generally unpaid. Ashland City School district does not require the employee to use any accrued sick leave, vacation or personal leave days before taking FMLA leave without pay for a leave period. However, employees may choose to use accrued sick, personal, and vacation leave concurrently with FMLA Leave.

The district will notify the employee that the requested leave has been designated as FMLA leave. Such notification will be given to the employee prior to the commencement of the leave or within two working days of the employee's notice of an unanticipated or emergency leave.

When the district does not have sufficient information to make a determination of whether the leave qualifies as FMLA leave, the district will provide the required notice promptly when the information is available, but no later than two working days after the district has received the information. Oral notice will be confirmed in writing no later than the following payday. If the payday is less than one week after the oral notice is given, written notice will be provided no later than the subsequent payday.

### Application

Staff members requesting FMLA leave shall submit to the district a written request at least 30 days prior to the anticipated leave date, if the leave is foreseeable based on planned medical treatment. The notice shall include the anticipated starting and ending dates of the requested leave and an explanation of the need for leave. Staff members are expected to schedule treatment, including intermittent leave and reduced hours, so as to not unduly disrupt the operation of the district.

If advance notice of FMLA leave, under federal law, is not possible, for example due to a change in circumstances or medical emergency, notice must be given as soon as practicable. "As soon as practicable" means at least oral notification within one or two business days of when the leave becomes known to the employee.

Failure to provide the required notice for FMLA leave may result in the district delay in staff member's leave for up to 30 days after the notice is ultimately given.

### Medical Certification

If the staff member provides 30 or more days notice when applying for FMLA leave, he/she shall be required to provide medical documentation when appropriate to support the request for leave. The district will provide written notification to employee of this requirement within three working days of the staff member's requested for leave. If the staff member provides less than 30 days notice,

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he/she is required to submit such medical certification no later than 15 calendar days after receipt of the district's notification that medical certification is required.

Under federal law, a second medical opinion at the district's expense may be required whenever the district has reason to doubt the validity of the initial medical opinion. The health-care provider may be selected by the district. The health-care provider shall not be an individual employed by the district on a regular basis. Should the first and second medical certifications differ, a third opinion may be required. The district and the employee will mutually agree on the selection of the health-care provider for a third medical certification. The third opinion will be final. Second and third opinions and the actual travel expenses for a staff member to obtain such opinion will be paid for by the district.

***If the leave is for the purpose of an employee's own serious health condition, he/she must also provide a fitness-for-duty medical release from the health-care provider before returning to work.***

### Continuation of Health Insurance Benefits

Under FMLA leave, group health insurance benefits and premium payments must be continued on the same basis as coverage would have been provided and premiums paid in the absence of the leave. The district will continue to pay the district's contribution toward the employee's premium. The employee will continue to pay the employee's share of premiums, if any. A 30-day grace period will be allowed for receipt of employee contributions. The district's obligation to maintain the employee's benefits will cease if the employee's contribution is more than 30 days late. The district will provide written notice that the premium payment is more than 30 calendar days late. Such notice will be provided within 15 calendar days before coverage is to cease.

### Return to Work

Following an FMLA leave, a staff member is generally entitled to be returned to his/her former position, or to an equivalent job with equivalent benefits, pay, and other terms and conditions of employment with certain exceptions. See the Business Department for details of this or any other provisions of FMLA leave.

### MATERNITY LEAVE

Sick leave may be used only for the period of time when the employee, or the baby, or both are under doctor's care. (A typical delivery usually is eligible for six weeks of doctor's care.) The six-week maternity leave period begins with the first day of absence (i.e., birth of the baby) and continues without interruption. That is, it continues to be counted through summer break and holiday periods. If school is in session, sick leave may be used for up to six weeks or for the time the employee is under doctor's care. If the birth occurs during the summer months or during a break, sick leave is not needed for classified and certified employees who are not contracted over summer or a break. An employee may, at their request, use an additional (3) three weeks of accumulated sick leave for care of a well child. The employee shall notify their immediate supervisor of this election at least one week prior to the end of the initial leave period. The employee must complete the appropriate sick leave forms and provide a statement from the physician for the period of time in question.

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FMLA begins on the first day of the leave. It runs concurrent with sick time and will last for a total of 12 weeks. However, FMLA will not be counted during major holidays and break periods. If an ACTA employee begins FMLA toward the end of the school year and does not exhaust his or her 12 week period, s/he may choose to take the balance of the 12 week period at the beginning of the following school year. (Paid sick leave is unavailable beyond the six weeks following delivery unless medical reasons are documented by the doctor.)

While sick leave is restricted to use for the medical needs of the mother and/or baby, an employee may use the entire FMLA period, even if it means using unpaid leave. S/he will maintain Board-paid benefits while on FMLA under the same conditions that would have been provided if not on leave.

While on maternity leave, an employee can use a combination of sick leave and FMLA to continue his/her health insurance coverage at the rate prior to the leave. During sick leave, insurance premiums will continue to be deducted from the employee's paycheck. If the employee runs out of sick leave, they may continue health benefits on unpaid leave during the remainder of the twelve weeks of FMLA. When the employee is no longer receiving a check, health insurance will be calculated using an average daily rate. The employee will receive an invoice from the Treasurer's Office showing the monthly premium charges. Dental, vision, and life insurance will continue to be paid for by the Board at 100% for the duration of FMLA.

Once both sick leave and FMLA are exhausted and the employee is on unpaid leave, the daily rate for health insurance will increase to 100%. If the employee continues on unpaid leave for more than six months, COBRA rules will apply. The employee also will be responsible for the cost of life insurance. Maternity leave that uses only sick leave (and may include some combination of other paid leave) does not require Board approval. Only unpaid leave requires Board action. ACTA employees need to complete an application for leave which can be found in the ACTA Negotiated Agreement and which should be turned into the Superintendent or Designee for approval prior to the leave, if possible. The availability of sick leave varies, and is determined first by the total number of days accumulated by the specific employee. An employee may also, under some circumstances – such as illness of baby, request to borrow additional sick leave. Requests for borrowed sick days must be made in writing to the Treasurer.

### **BEREAVEMENT LEAVE**

Ashland City School District provides bereavement leave for all full-time employees for deaths occurring in their immediate families. Employees may use accrued sick leave upon approval of their supervising administrator as compensated time off for bereavement. Immediate family shall include: spouse, children, father, mother, brother, sister, in-laws, aunts, uncles, nieces, nephews, grandparents, grandchildren, or other persons who have clearly assumed similar positions, regardless of residence.

### **HOLIDAYS**

Ashland City School District and their employees observe holidays each year as outlined by the school calendar. Eligible employees will be paid for holidays that are observed.

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To receive holiday pay, an employee must be at work, or on an authorized absence, on the work days immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on one or both of these days because of an illness or injury, the school district reserves the right to verify the reason for the absence before approving holiday pay. A full time employee must have performed some work during the ninety (90) days prior to the holiday in order to receive the holiday pay.

Time sheeted/non-contracted employees are not entitled to holiday pay.

Classified employees may be required to work on a holiday by the Supervisor, Superintendent and/or designee. If any employee is required to work on any holiday he/she shall be paid at the rate of one and a half (1 ½) times his/her hourly equivalent. Such time shall be in addition to the holiday pay.

Holidays that fall on Saturdays or Sundays may be observed on either the preceding Friday or the following Monday. The school district reserves the right to change, with prior notice, any of the observed holidays.

Paid Holidays for employees working less than 12 months:

Labor Day	Memorial Day
Thanksgiving Day	The Day After Thanksgiving
Christmas Day	2 Other Days During Christmas Holiday
New Year's Day	Martin Luther King Day
Good Friday	2 Other Days During Easter or Spring Break

Paid Holidays for 12 month employees:

Labor Day	Memorial Day
Thanksgiving Day	the Day After Thanksgiving
Good Friday	Martin Luther King Day
July 4 <sup>th</sup>	

\*All 12-month employees will get days off according to the school calendar for Christmas Holidays and Spring and Easter Break.

## JURY DUTY

An employee called for jury duty or subpoenaed as a witness shall be granted a leave of absence for the period of jury service or witness service, and will be compensated for work absences necessarily caused by the jury duty or witness duty. To be eligible for jury duty pay or witness pay, an employee shall turn in to the Treasurer's Office a jury pay voucher or a witness pay voucher showing the period of jury service or witness service and the endorsed check received for jury pay or witness pay. Employees shall return to work the next scheduled work day after their jury or witness service has ended. Such leave shall not be deducted from any other type of leave.



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Jury and witness pay leave will apply only to cases where the employee is not a defendant in a criminal, traffic or civil case, felony or misdemeanor.

When an employee's presence is required in a court of law on a school-related matter, whether the occurrence takes place in school or outside, to be the result of the performance of official duties or is subpoenaed to appear as a result of other specific incidents that are not related to personal matters, the employee shall be compensated for work absences at his/her regular salary for the number of days involved. An employee shall turn in to the Treasurer's Office the endorsed check from the court. Such leave shall not be deducted from any other type of leave.

### LEAVES OF ABSENCE

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and law. Please refer to your negotiated contract for details regarding rules and types of leaves available.

A leave of absence is understood to mean a period of unpaid extended absence from duty by an employee for which written request has been made and formal approval has been granted by the Board. Leave of absence may be granted for illness or disability. A written application must be made to the Superintendent or designee requesting the leave of absence at least ten (10) days prior for members of OAPSE and non-union and forty-five (45) calendar days in advance for Certified staff. Without request, the Board of Education may grant a leave of absence to an employee because of physical or mental disability. A leave of absence will be granted only to persons who have completed two (2) continuous years of service to the Ashland City School District and can not extend for a longer period of time than two (2) calendar years.

Leaves of absences do not count as years of service, continuous or otherwise, for purposes of vacation, longevity pay or placement of the salary schedule.

Employees who take a leave of absence shall be eligible to continue in Board-provided insurance plans by paying the regular premiums to the treasurer prior to the due date.

### PERSONAL LEAVE

The Ashland City School District extends two (2) forms of Personal Leave to their employees – Unrestricted Leave and Restricted Leave.

**“Unrestricted”** leave may not be used for the expressed purpose of extending a personal vacation or a holiday. Therefore, leave may not be utilized the day before or after a scheduled holiday or vacation period. Employees using unrestricted leave may not be paid by another employer during this period.

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Requests for “Unrestricted” leave must be applied for at least five (5) workdays in advance and have the advanced written approval of the Superintendent or designee and will be limited to two (2) day per school year.

“**Restricted**” leave will be granted for one of the reasons listed below:

- Business which cannot be conducted during non-school hours
- Observance of religious holidays
- Unanticipated emergencies

Requests for “Restricted” leave must be applied for at least five (5) workdays in advance and have the advanced written approval of the Superintendent or designee and will be limited to one (1) day per school year. In case of an emergency an employee has 48 hours from the time the restricted day was taken to submit the request form to the Superintendent or designee.

### Stipulations:

No personal leave days may be taken during the first five school days or the last five school days in any year.

Unused personal leave days will be purchased by the Board of Education at the rate negotiated into the union contracts, not to exceed three (3) days in a given contract year or be added to sick leave balance.

## VACATION

OAPSE and exempt non-union employees who work full time eleven (11) or more months per year shall earn or be granted vacation. An eleven-month employee shall be defined as a person assigned to work two hundred twenty-three (223) or more days in a school year. For an employee who is working under a contract for less than eleven (11) months and who transfers into a job that requires a contract or greater than eleven (11) months, that employee shall be entitled to all vacation rights as described below. This benefit does not apply to employees on extended time or casual employment.

Employees on probationary status shall earn paid vacation from the day of hire at the rate of one (1) day for each month worked not to exceed ten (10) days.

Vacation with pay will be as follows (unless otherwise stated):

- Up to two (2) weeks pro-rated based on date of hire with the school district
- Three (3) weeks after seven years continuous service with the school district
- Four (4) weeks after eleven years continuous service with the school district

Vacations may be taken anytime after it is posted with five (5) workdays advance notice and approval of the Superintendent/designee except in cases of emergency. Vacation schedules may be adjusted by the Superintendent/designee where the employee is needed to work because of peak workloads.

Earned vacation shall be taken within twelve (12) months of the last day of the fiscal year and shall not be cumulative beyond that time.

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Vacation days begin to be accrued one day per month after September 1<sup>st</sup> of each year through June 30<sup>th</sup>. Vacation days will be posted in no less than one-half (½) day increments only and will be accrued at an even monthly fractional amount.

Years of credit towards vacation shall only be earned for service in the district in a position which earns vacation. Time spent on board-approved leave of absence shall not count toward years of service for the purpose of earning vacation, but shall not interrupt continuous service for seniority purposes.

Please note that Certified employees are not eligible for vacation leave.

### **SICK LEAVE**

Each contracted employee will receive fifteen (15) days of sick leave at the rate of 1.25 days for each month of actual service under contract, 12 months per year. Members who work less than full time will receive full sick leave credit at the fractional rate of their employment.

Employees who exhausted their accumulated days of sick leave shall be advanced ten (10) days (twenty (20) for certified employees). If an employee leaves the district owing advanced sick leave days, the employee will be required to repay the district.

Employees transferring to the Ashland City School District from other public school or public employment in Ohio shall be permitted to transfer accrued sick leave up to three hundred (300) days for classified employees and two hundred (200) for certified into the Ashland City School District.

Employees may use sick leave, upon approval of the Superintendent/designee, for absences due to illness, pregnancy, injury, exposure to contagious disease which could be communicated to other employees, and to illness, injury, or death in the employee's immediate family. Sick leave for pregnancy shall be for the period of disability as certified by the attending physician.

Regarding illness or injury, the person's immediate family shall include: spouse, children, parents, siblings, or anyone who has clearly held same relationship to the employee.

Sick leave may also be utilized for donating blood for open heart surgery, but not for normal Red Cross blood collection programs.

### **Sick Leave Notification Procedure:**

In general employees who are too sick to report to work shall call their immediate supervisor as soon as possible but at least two (2) hours prior to your normal start time.

Certified professionals and playground paraprofessionals who become ill on short notice may utilize the substitute hotline to arrange for substitute workers. This service is generally utilized for emergency situations when less than fourteen (14) hours notice is available. The sub line can only be called after 4:00 p.m. the day prior and until 7:45 a.m. the day of an emergency sick day. If more than fourteen (14)

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hours prior notification is available, please call your immediate supervisor or their designee. The substitute hotline phone number is (419) 281-7764.

### INSURANCE

The Ashland City School District continues to provide hospitalization, surgical, and major medical insurance, along with RX, dental and vision insurance, through a carrier licensed by the State of Ohio, for members and their dependants. Insurance is deducted from all participating employees' paychecks on a pre-taxed basis, unless the employee signs the necessary form from the Business Office requesting the deduction to be taken after taxes.

#### Medical/Rx, Dental, and Vision Insurance

Ashland City School employee's insurance becomes effective upon the date of hire. Unless the employee is hired the 16<sup>th</sup> or after in the hiring month, then the employee's insurance program will become effective on the 1<sup>st</sup> of the month following the hiring month.

Classified employees working less than 20 hours per week are not eligible to participate in the insurance program. Classified employees working 20-29 hours per week in a recognized classification and with a regular assigned work schedule will receive sixty percent (60%) of the current insurance premium. The Board shall pay sixty percent (60%) of the individual or family premium, whichever the member elects. Classified employees working thirty or more (30+) hours a week in a classification and with a regular assigned work schedule will receive ninety percent (90%) of the individual or family premium, whichever the member elects. (Dental and Visual Insurance coverage is paid at 100% by the Board for 30+ hour employees.)

Certified staff employed at least 0.20 but less than 0.50 FTE, pay 50% of the individual or family premium, whichever the member elects. Certified staff employed at 0.50 FTE, or greater, pay 10% of the individual or family premium, whichever the member elects. (Dental and Visual Insurance coverage is paid at 100% by the Board for employees employed at least 0.50 FTE.)

Please note that employees do not have to elect Medical/RX to receive Dental and/or Vision Insurance.

#### Life Insurance

The Board shall provide eligible employees with a term life insurance policy providing for 1) a death benefit of fifty thousand dollars (\$50,000); and 2) an additional benefit of fifty thousand dollars (\$50,000) based upon accidental death and dismemberment coverage. (Unless otherwise noted.)

#### Always Secondary Coverage

Full and part-time employees eligible for Board-paid contributions toward health insurance coverage, who waive the right to primary coverage for one (1) full premium year, will receive a lump-sum payment on the first pay period following the completions of that premium year, per the schedule listed below:

- Full-time or part-time employees waiving primary individual coverage
  - Certified employees - \$300.00
  - Classified and non-union employees - \$200.00
- Full-time employee waiving primary individual and family coverage

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- All eligible employees - \$500.00
- Part-time employees waiving primary individual and family coverage
  - Certified employees - \$400.00
  - Classified and non-union employees - \$300.00

All members accepting this option will be paid 100% of family premium paid by the Board. All new hires will be prorated during the first year of employment.

The benefits paid under the above agreements are based upon the health care benefits in this section. The benefits provided under this plan are secondary to all other plans under which the individual or any member of his/her family may be insured. It is further agreed that the benefits payable under this agreement are not subject to the deductible requirements of the health care benefits offered by the Board, and will be paid in full provided that the claim is covered by the health care plan and does not exceed normal maximums.

For start-up purposes, the lump sum payment to an eligible employee selecting this option will be prorated based on the number of months remaining in the current premium year following the implementation date of this program.

In the event of a change in the need for primary insurance, the member may reinstate coverage, provided he/she has filed the proper application card with the treasurer. Such re-entry into the insurance program shall preclude the member from receiving the health insurance waiver payment in lieu of as indicated above.

If the employee elects to participate in this program, the member must complete the waiver of primary coverage during the open enrollment period beginning November 1<sup>st</sup> of each year. A member who withdraws from the program may not re-enter until the following premium year.

### Opting Out of Insurance Coverage

Eligible employees for any Board paid premium for insurance may opt to not take the insurance coverage and receive a yearly stipend equal to \$3,500 family or 30% of the amount of the premium single. Opting out of the insurance program(s) can only take place during the open enrollment period (November 1 – 30). Any employee opting out of any insurance program must sign an agreement that will hold the Ashland City School District and the Board of Education harmless before they will be permitted to opt out. Employees opting out of the insurance program must wait until the next open window period to re-enroll into the insurance program, unless permitted by law or by the District's Cafeteria Plan (Section 125 Plan) to enroll later because of a change of status. Employees who are hired after the open enrollment period in any year may not elect to waive hospitalization/major medical insurance under this provision until the following open enrollment period.

Certified staff will receive a lump sum payment on the second pay period in December for the following year. Whereas, the Classified staff stipends will be paid in two installments. One half of the amount paid first pay in June and the second half payment the last pay of December.

This waiver shall not apply where a member's spouse is also employed by the District.

### Flexible Spending Account (FSA)

Under the Cafeteria Plan, each member will be allowed to make a pre-tax "salary reduction" election up to a maximum amount of \$5,000 per year (exclusive of member contributions for health coverage), and

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receive a corresponding credit under a dependent care FSA. Under the dependent care FSA, reimbursement may be received for dependent care expenses described in IRC Section 129.

In addition, each member will be allowed to make a separate pre-tax “salary reduction” election up to a maximum amount of \$6,000 per year, and receive a corresponding credit under a health care FSA. Under the health care FSA, reimbursement may be received for medical expenses (Under IRC Section 213) that are not otherwise reimbursable by the health care plans of the Board or of another employer.

To comply with the requirement of IRC Section 125, amounts remaining in the FSAs at the end of each plan year will be forfeited. In the event a member separates from employment during a plan year with a remaining balance in the FSA account, the member may continue to receive reimbursements from the account through the end of the plan year.

### Employee Policy Changes

Reasons you can change your contribution for Group Insurance Premiums and the Health Care Reimbursement Accounts are limited. Permissible changes are primarily due to changes in eligibility. The following circumstances are examples of “life events” that may permit an election to be changed: marriage, divorce, death, birth, adoption, change of employment status that affects eligibility, or termination of employment. The change of election must be “on account of the event” and must also be consistent with the request.

## GIFTS AND SOLICITATIONS

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. Staff members are prohibited from accepting items of material value from companies or organizations doing business with the district. Material value is defined by law as \$100 or more from a single source in a single year.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without the approval of the building principal or designee.

The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited without the approval of the building principal or designee. Any solicitation should be reported at once to the building principal or designee.

## INJURY/ILLNESS REPORTS

All injuries/illnesses occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal or designee immediately.

Reports will cover property damage as well as personal injury.

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A completed injury/illness incident report form must be submitted to the building principal or designee within 24 hours or the next scheduled district workday, as appropriate.

Employees seeking treatment for an on-the-job injury will be required to complete the paperwork necessary for worker's compensation. Please see your building principal or designee for necessary forms.

In the event of a work-related illness or injury to an employee resulting in overnight hospitalization for medical treatment other than first aid, the building safety officer will inform the building principal (who will inform the district safety officer and/or Business Manager) within 24 hours as required by law.

Fatalities or catastrophes will be reported within eight hours.

An injury or illness is work related if an event or exposure in the work environment causes or contributed to the condition or significantly aggravated a pre-existing condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treated: visits to a doctor or health-care professional solely for observation or counseling diagnostic procedure, including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid. A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

All work-related injuries/illnesses will be promptly investigated and corrective measures implemented, as appropriate.

### **CHANGE OF STATUS/ADDRESS/PHONE NUMBER**

Accurate employment records are important to assure employees of all their benefits and to comply with government regulations. ACS employees should keep their records up-to-date by notifying the Board in case of any of the following:

- Change of address or phone number
- Change of person to be notified in case of emergency
- Change in your legal name (proof of social security card is needed)
- Change in your marital status
- Change in number of income tax deductions
- Change in insurance beneficiary
- Change of dependent status

### **TELEPHONE/CELL PHONE USAGE**

Personal calls during work hours can interfere with employee productivity and be distracting to others regardless of whether on a cellular or regular telephone. Employees are expected to use discretion in using personal cellular telephones while at work. Employees are asked to make personal calls (including text messages) during breaks and lunch period and to see that friends and family members are aware of

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the board's policy. Cell phone usage during working hours should be District related only. The ringers on the cell phones should be turned to low or set to vibrate so that there are no disturbances in the workplace/classrooms.

### KEYS

Keys are issued to staff by the building principal or Business Office. In order to protect property, students and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

1. The duplication of keys is prohibited.
2. Keys are not to be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys may not be loaned to students or to individuals not employed by the district. Under no circumstances should staff provide keys to students to "run errands," "unlock/lock" doors, etc.
4. Lost or stolen keys must be reported to the building principal or designee within 24 hours of discovery of the loss or theft so the measures may be taken to protect district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed.
5. Upon completion of a lost or stolen key report form, presentation of the broken or damaged key(s) and submission of assessed fees, replacement keys will be issued (within 72 hours).
6. Charges for lost or stolen keys will be made to the staff member to whom the key(s) has been issued, in the following amounts:
  - a. Room or other keys – \$10.00
  - b. Master key - \$45.00
  - c. Maximum charge - \$60.00.

### EMPLOYEE BADGES

Each year employee badges are updated during the District wide meeting held prior to the start of the new school year. At that date, pictures will be taken and sent to a vendor for ACS badges to be processed and returned.

All new employees must have a digital picture taken upon hire and sent to the High School's Guidance Office to have an employee badge created for them.

All employees are required to turn in their expired (previous year) badge upon receipt of the new school year's badge, departure for an extended leave of absence, and/or termination of employment.

### RETURN OF DISTRICT PROPERTY

In the event of transfer, departure for an extended leave of absence, or termination of employment, an employee is required to return all keys, identification badges, credit cards, laptop computers, access



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passes or swipe cards, confidential documents, and any other assigned or possessed District owned property to his/her immediate supervisor.

### POSSESSION OF WEAPONS

The Board of Education prohibits all employees, students, and visitors from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials, regardless of whether such staff member possesses a valid concealed weapon license. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

- Weapons under the control of law enforcement personnel;
- Items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (Working firearms and ammunition shall never be approved.);
- Theatrical props used in appropriate settings;
- Starter pistols used in appropriate sporting events.

Staff members shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.