

## PERSONNEL POLICIES GOALS

The personnel employed by the Board are a very important resource for effectively conducting a quality educational program. The District's program functions best when it employs highly qualified personnel, conducts appropriate staff development activities and establishes policies and working conditions which are conducive to high morale and enable each staff members to make the fullest contribution to District programs and services.

The goals of the personnel program include:

1. developing and implementing strategies and procedures for personnel recruitment, screening and selection which result in employing the best available candidates: those with the highest capabilities, strongest commitment to quality education and greatest probability of effectively implementing the educational program;
2. developing a general deployment strategy which makes the greatest contribution to the learning program, and to utilize it as the primary basis for determining staff assignments;
3. developing a climate in which optimum staff performance, morale and satisfaction are produced, resulting in maximum achievement for every student;
4. providing positive programs of staff development designed to contribute both to improvement of the educational program and to each staff member's career development aspirations;
5. providing for a genuine team approach to education, including staff involvement in planning, decision making and evaluation;
6. providing attractive compensation and benefits as well as other provisions for staff welfare;
7. developing and utilizing for personnel evaluation positive processes which contribute to the improvement of staff capabilities and the learning program and
8. encouraging all employees to be cognizant of their roles in instilling ethical principles and democratic ideals in all students.

Adoption date: June 30, 2008

LEGAL REF.: ORC 124.11  
3313.602  
3319.01; 3319.02; 3319.081; 3319.11; 3319.111  
Chapter 4117

CROSS REFS.: GBB, Staff Involvement in Decision Making (Also ABB)

## EQUAL OPPORTUNITY EMPLOYMENT

The District provides equal opportunities for employment, retention and advancement of all personnel.

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 regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status *ancestry* or disability.

Original Adoption Date: June 30, 2008

Re-Adoption Date: December 14, 2009

Re-Adoption Date: September 12, 2011

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d  
Executive Order 11246, as amended by Executive Order 11375  
Equal Employment Opportunity Act, Title VII; 42 USC 2000e et seq.  
Education Amendments of 1972, Title IX; 20 USC 1681  
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.  
Rehabilitation Act; 29 USC 794  
Age Discrimination in Employment Act; 29 USC 623  
Immigration Reform and Control Act; 8 USC 1324a et seq.  
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.  
ORC Chapter 4112.02

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACAA, Sexual Harassment  
ACB, Nondiscrimination on the Basis of Disability

## **STAFF INVOLVEMENT IN DECISION MAKING**

The District functions best when all personnel are informed of the major activities and concerns. There should be an exchange of ideas and pertinent information among all elements of a school district.

Problems and unfavorable attitudes develop when employees are denied information essential for the performance of their respective assignments or when they feel that their ideas and concerns are not heard.

Morale is enhanced when employees are assured that their voices are heard by those in positions on administrative authority.

A pattern of decision making and problem solving close to the task also contributes to efficiency and high morale.

While all employees have the opportunity to bring their ideas or grievances to the Board, they are expected to proceed through the recognized administrative channels. Final authority for all decisions rests with the Board.

Adoption date: June 30, 2008

LEGAL REF.: OAC 3301-35-05

CROSS REFS.: BCE, Board Committees  
BF, Board Policy Development  
CCB, Staff Relations and Lines of Authority  
CD, Management Team  
CE, Administrative Councils, Cabinets and Committees  
DBD, Budget Planning  
GCD, Professional Staff Hiring  
GDD, Support Staff Hiring  
IE, Curriculum Development

## **STAFF CONFLICT OF INTEREST**

Employees shall not engage in, nor have a financial interest in, any activity which conflicts with their duties and responsibilities in the District.

Employees shall not engage in work of any type in which information concerning customer, client or employer originates from any information available to them through District sources.

Employees shall not sell textbooks, instructional supplies, equipment, reference books or any other products to the District. They shall not furnish the names of students or parents to anyone selling these materials.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time shall any administrator responsible for the supervision and/or evaluation of an employee be directly related to that employee.

Employees must not use their influence or authority to secure authorization of a public contract including an employment contract, for a family member.

Original Adoption date: June 30, 2008

Revised Adoption Date: December 14, 2009

LEGAL REFS.: ORC 2921.42  
3313.811  
3319.21  
3329.10  
4117.20

CROSS REFS.: GBL, Personnel Records  
JO, Student Records  
KBA, Public's Right to Know

## **STAFF CONDUCT**

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the state of Ohio and the negotiated agreement, the policies of the Board and the administrative regulations designed to implement them.

The Board expects staff members to conduct themselves in a manner that not only reflects credit to the District, but also presents a model worthy of emulation by students. Unless otherwise permitted by law, staff members are not permitted to bring a deadly weapon or dangerous ordnance into a school safety zone.

All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing operations and the instructional program are the following specific responsibilities, which are required of all personnel:

1. faithfulness and promptness in attendance at work;
2. support and enforcement of policies of the Board and regulations of the administration;
3. diligence in submitting required reports promptly at the times specified;
4. care and protection of District property and
5. concern and attention toward their own and the District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

Original Adoption Date: June 30, 2008

Re-Adoption Date: December 14, 2009

Re-Adoption Date: September 12, 2011

Re-Adoption Date: April 10, 2017

Re-Adoption Date: May 13, 2019

LEGAL REFS.: Gun-Free Schools Act; 20 USC 7151  
Gun-Free School Zones Act; 18 USC 922  
ORC 124.34  
2923.1210; 2923.1212; 2923.122  
3319.081; 3319.16; 3319.31; 3319.36

CROSS REFS.: GBCA, Staff Conflict of Interest  
GBCC, Staff Dress and Grooming  
GBH, Staff-Student Relations (Also JM)  
JFC, Student Conduct (Zero Tolerance)  
JHF, Student Safety  
KGB, Public Conduct on District Property

*NOTE: Ohio's concealed-carry gun law enable an individual with a valid concealed-carry license or temporary emergency license who is either a driver or passenger in a motor vehicle in a school safety zone to have a loaded handgun if one of the following applies: (1) the loaded handgun is in a holster on the person's person; (2) the loaded handgun is in a closed case, bag, box or other container that is in plain sight and that has a lid, cover or closing mechanism with a zipper, snap or buckle, which lid, cover or closing mechanism must be opened for a person to gain access to the handgun or (3) the loaded handgun is securely encased by being stored in a closed glove compartment or vehicle console or in a case that is locked.*

*Senate Bill 199 revisions to Ohio Revised Code Section (RC) 2923.122, effective March 19, 2017 now allow a person who has a valid concealed handgun license to leave the firearm in a motor vehicle while in a school safety zone, so long as the vehicle is locked.*

*In addition, new RC 2923.1210 states that a public or private employer may not establish, maintain, or enforce a policy that prohibits a person who has a valid concealed handgun license from transporting or storing a firearm or ammunition when both of the following conditions are met:*

- Each firearm and all of the ammunition remains inside the person's privately-owned motor vehicle while the person is physically present inside the motor vehicle, or each firearm and all the ammunition is locked within the trunk, glove box, or other enclosed compartment or container within or on the person's privately-owned motor vehicle and*
- The vehicle is in a location where it is otherwise permitted to be.*



## **BOARD-STAFF COMMUNICATIONS**

The Board wishes to maintain open channels of communication with the staff. The basic line of communication is through the Superintendent. Staff members should utilize the Superintendent to communicate to the Board or its subcommittees, while recognizing that Board meetings are public meetings and that employees can participate in Board meetings.

Accordingly, all official communications, policies and directives of staff interest and concern are communicated to staff members through the Superintendent. The Superintendent develops appropriate methods to keep staff members informed of the Board's issues, concerns and actions.

Board members must recognize that their presence in school buildings could be subject to a variety of interpretations by school employees. If a visit to a school or classroom is being made for other than general interest, Board members shall inform the Superintendent of such visit and make arrangements for visitation through the principal of the particular school. Board members will indicate to the principal the reason(s) for the visit. Official visits by Board members are carried out only under Board authorization.

Adoption date: June 30, 2008

LEGAL REF.: ORC 3313.20

CROSS REFS.: BDDH, Public Participation at Board Meetings (Also KD)  
GBM, Staff Complaints and Grievances  
KK, Visitors to the Schools



## **STAFF HEALTH AND SAFETY**

Through its overall safety program and various policies pertaining to school personnel, the Board attempts to ensure the safety of employees during their working hours and assist them in the maintenance of good health.

All employees are expected to observe commonly recognized practices that promote the health and safety of school personnel.

Bus drivers will have an annual physical examination in compliance with State law. The results of all such examinations are filed with the Superintendent.

Employees who are required by State or Federal law to have respiratory protection are required to have two physical examinations. The first examination must take place prior to the individual's wearing a respirator. The second examination must take place after the individual's exposure to any hazardous material (within 30 days if it is a one-time exposure, and at least annually if it is ongoing exposure).

The Board may require an individual examination of an employee whenever, in its judgment, it is necessary to protect the health and safety of students or other employees. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board assumes the cost of the examination. All health examinations required of employees are made by one of the physicians approved for this purpose by the Board.

Any genetic information acquired as a result of individual examinations will be handled in accordance with Federal law.

### Workers' Compensation

In case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Workers' Compensation Act of Ohio.

Any employee who is injured while at work should immediately report such injury to the central office and request the necessary forms to make application for payment under this act.

The injured employee may be requested to undergo chemical testing, as established by law and administrative regulation. The employee must prove that the injury was not proximately caused by the employee being intoxicated, ~~or~~ under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana). The results of, or the employee's refusal to submit to, any of the requested chemical tests may affect the employee's eligibility to receive worker's compensation benefits.

Original Adoption Date: June 30, 2008  
Revised Adoption Date: September 12, 2011  
Revised Adoption Date: September 12, 2016  
Re-Adoption Date: September 9, 2019

LEGAL REFS.: Asbestos School Hazard Abatement Act; 20 USC 4011 et seq.  
Asbestos Hazard Emergency Response Act; 15 USC 2641 et seq.  
Comprehensive Environmental Response, Compensation and Liability Act;  
42 USC 9601 et seq.  
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.  
ORC 3313.643; 3313.71; 3313.711  
3327.10  
4113.23  
4123.01 et seq.  
4123.35  
4123.54

CROSS REFS.: EB, Safety Program  
EBBC, Bloodborne Pathogens  
EEACD, Drug Testing for District Personnel Required to Hold a  
Commercial Driver's License  
GBCB, Staff Conduct  
GBP, Drug-Free Workplace  
GBQ, Criminal Records Check  
GCBC, Professional Staff Fringe Benefits  
GDBC, Support Staff Fringe Benefits

## STAFF HEALTH AND SAFETY

### Workers' Compensation Benefits Eligibility – Chemical Testing

Under Ohio's Workers' Compensation Law, every employee who is injured in the course of employment is entitled to benefits, if necessary, to compensate him/her for lost work time, payment for medical, nursing and hospital services, medicines and funeral expenses, unless the injury was proximately caused by the employee being intoxicated, under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana).

### Testing Procedures

An injury is deemed to have been proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana) if any of the following apply.

1. Within eight hours of the injury, the employee's blood alcohol level tests equal to or greater than .08%\*.
2. Within eight hours of the injury, the employee's breath alcohol level tests equal to or greater than .08g/210L\*.
3. Within eight hours of the injury, the employee's urine alcohol level tests equal to or greater than .11g/100 ml\*.
4. Within 32 hours of the injury, the employee tests above both the following levels established for an enzyme multiplied immunoassay technique (EMIT) screening test and above the following levels established for a gas chromatography/mass spectrometry test, or in the alternative, above the levels established for a gas chromatography/mass spectrometry (GC/MS) test alone as follows, for substances not prescribed by a physician or marihuana (marijuana):
  - A. for amphetamines, 1000 ng/ml of urine for the EMIT test and 500 ng/ml of urine for the GC/MS test;
  - B. for cannabinoids, 50 ng/ml of urine for the EMIT test and 15 ng/ml of urine for the GC/MS test;
  - C. for cocaine, including crack cocaine, 300 ng/ml of urine for the EMIT test and 150 ng/ml of urine for the GC/MS test;
  - D. for opiates, 2000 ng/ml of urine for the EMIT test and 2000 ng/ml of urine for the GC/MS test and
  - E. for phencyclidine, 25 ng/ml of urine for the EMIT test and 25 ng/ml of urine for the GC/MS test.

5. The employee, through a chemical test administered within 32 hours of the injury, is determined to have barbiturates, benzodiazepines, methadone or propoxyphene in the employee's system that tests above levels established by laboratories certified by the U.S. Department of Health and Human Services (HHS).
6. The employee refuses to submit to a requested chemical test.

Legal Protections

All testing will be conducted by a qualified, federally certified testing laboratory or a laboratory that meets or exceeds HHS standards for laboratory certification selected by the Board, and any positive test result will be confirmed by a medical review officer.

Confidentiality

All test results will remain confidential as between the employee, the Board and the Bureau of Workers' Compensation.

\*This represents the minimum testing level used to establish intoxication under current State law prohibiting the operation of a motor vehicle while intoxicated, otherwise known as the State "OMVI" law.

Original Approval Date: September 12, 2016

Re-Approval Date: September 9, 2019

## **STAFF PARTICIPATION IN POLITICAL ACTIVITIES**

Employees have the same fundamental civic responsibilities and privileges as other citizens, among these are campaigning for an elective public office and holding an elective or appointive public office.

The terms and conditions under which the employee may continue employment as he/she seeks or holds such office are determined by the Board and law.

Employees are not permitted to use District time, moneys, facilities, equipment or supplies to campaign, nor are the employees to actively campaign while on duty.

Consistent with the Ohio Revised Code, no employee of the District shall be compensated for any time spent on any activity intended to influence the nomination or election of a candidate for public office, the investigation, prosecution or recall of a public official, or the passage of a levy or bond issue; however, an employee may be compensated for attending a public meeting during the employee's regular working hours for the purpose of presenting information about school finances and activities and Board actions or participating in such presentations in a manner that is not designed to influence the outcome of the election levy or bond issue, even if the election, levy or bond issue is discussed or debated at the meeting.

Adoption date: June 30, 2008

LEGAL REF.: Intergovernmental Personnel Act; 42 USC 4701 et seq.  
ORC 124.57  
3315.07

## **STAFF-STUDENT RELATIONS**

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines.

1. Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Staff members shall not send students on personal errands.
10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

11. Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

### Social Media

1. District staff are prohibited from posting data, documents, photographs or inappropriate information on any social media platform that might result in a disruption of classroom activity or that violates State or Federal law relating to staff and student privacy. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
2. District staff are prohibited from providing personal social media passwords to students.
3. Fraternalization between District staff and students via the internet, personal email accounts, personal social media and other modes of virtual technology is also prohibited.
4. Access of personal social media during school hours is prohibited.

Violation of the prohibitions listed above will result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff negotiated agreements. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social media created for curricular, cocurricular or extracurricular purposes.

Original Adoption Date: June 30, 2008

Revised Adoption Date: December 14, 2009

Revised Adoption Date: September 12, 2011

Revised Adoption Date: September 9, 2019

LEGAL REF.: ORC 3313.20

CROSS REFS.: GBC, Staff Ethics  
GBCA, Staff Conflict of Interest  
GBCB, Staff Conduct  
GBI, Staff Gifts and Solicitations  
IIBH, District Websites  
JFC, Student Conduct (Zero Tolerance)  
JG, Student Discipline  
JHF, Student Safety  
JHG, Reporting Child Abuse  
JL, Student Gifts and Solicitations  
JO, Student Records  
KBA, Public's Right to Know

## STAFF GIFTS AND SOLICITATIONS

### Gifts

The Board authorizes the expenditure of public funds to purchase meals, refreshments and tokens of appreciation for employees and Board members in the completion of their responsibilities. The Board believes that such expenditures are necessary, on occasion, to further a public purpose in the general operation of the District. Such public purpose includes, but may not be limited to, employee development activities, employee recognition activities and certain routine meetings that may be enhanced by such amenities.

Such expenditures shall be consistent with the Board's purchasing policy and within the appropriation limits established by the Board.

Presentation of gifts to, and the arrangement of social affairs for, employees leaving the District are governed by the following.

1. Each building principal appoints, or employees may volunteer for, a small social committee to plan social affairs.
2. Any gifts to be presented to departing employees by their respective groups are at the discretion of the group involved.

### Vendor Compensation

Any compensation paid by a vendor to a District official or employee, after the official or employee has participated in selecting the vendor, is considered "public money" and must be returned to the District.

### Solicitations

The Superintendent annually approves all solicitations that are to be permitted in the schools. No organization may solicit funds of staff members in the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without the prior approval of the Superintendent.

Employees may not engage in the sale of products to the schools, even if the proceeds of such sales are intended for charitable or civic purposes. No staff member is to collect any money or distribute any fundraising literature without the expressed approval of the Superintendent.

Staff members are prohibited from soliciting funds in the name of the school or District through the use of online fundraising or a crowdfunding campaign without approval of the Superintendent. All crowdfunding campaigns must comply with District policies and procedures.

Original Adoption Date: June 30, 2008

Re-Adoption Date: December 10, 2018

LEGAL REFS.: ORC 124.11  
3313.602  
3319.01; 3319.02; 3319.081; 3319.11; 3319.111  
Chapter 4117

CROSS REF.: GBB, Staff Involvement in Decision Making (Also ABB)



## ONLINE FUNDRAISING CAMPAIGNS/CROWDFUNDING

The Board believes that online fundraising campaigns, including crowdfunding campaigns, may support and further the interests of the District.

All crowdfunding campaigns must be reviewed by and receive prior approval from the Superintendent.

In order for a crowdfunding campaign to be approved, the campaign must:

1. be conducted in compliance with all State and Federal laws, as well as relevant District policies and procedures, including those governing the confidentiality of student information. No information that could personally identify a student, including student names or images, may be used without the prior written consent of parents or adult students. The Superintendent must review all images and text used as part of the campaign.
2. be compatible with the District's educational philosophy, needs, technical infrastructure, and core values. The organizer must submit in writing to the Treasurer a statement identifying the purpose(s) for raising the money. All online fundraisers must be conducted in accordance with District policies and procedures.
3. be in the name of the school or District with all donations being sent, paid or contributed directly to the school or District. Staff are prohibited from establishing campaigns that are directly sent, paid or contributed to a staff member in lieu of the District or school.
4. be reviewed to determine whether the crowdfunding site obligates the District to assume any responsibility to file required reports of charitable activities.

The Superintendent maintains a documentation of campaign approval, details of the campaign, a printed copy of the website, copies of all related agreements and permission forms, copies of any checks donated and any inventory listing non-monetary donations.

No donations of money, property, equipment, or materials are accepted without Board approval and all donations accepted are the property of the District. Upon acceptance, donations are promptly entered into the District property inventory or deposited into District bank accounts and are subject to normal fiscal oversight and auditing. Donations are used solely for the purpose(s) stated in the campaign provided the purposes are lawful and do not remove the authority of the Board.

Original Adoption Date: December 10, 2018

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC Section 1232g  
ORC 9.38  
2921.43  
3313.51  
3319.321

CROSS REFS.: GBCA, Staff Conflict of Interest  
GBI, Staff Gifts and Solicitations  
IGDF, Student Fundraising Activities  
KH, Public Gifts to the District  
KI, Public Solicitations in the Schools

## **SMOKING ON DISTRICT PROPERTY BY STAFF MEMBERS**

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well.

Recognizing these health issues, the Board prohibits smoking in all District-owned, leased or contracted buildings and vehicles. The Board may designate legally compliant outdoor smoking areas.

The Board prohibits the use of electronic cigarettes in all District-owned, leased or contracted buildings and vehicles. These devices may be used in any Board-designated legally compliant outdoor smoking areas.

The Board directs the Superintendent to educate all staff members concerning the mandate of this policy, as well as implementing, as appropriate, educational programming concerning smoking and, if needed, resources available to those who wish to discontinue their smoking habit.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

Original Adoption Date: June 30, 2008

Re-Adoption Date: February 2, 2015

Re-Adoption Date: March 12, 2018

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
Goals 2000: Educate America Act; 20 USC 6081 through 6084  
ORC 3313.20  
3794.01; 3794.02; 3794.04; 3794.06  
OAC 3301-35-02; 3301-35-05

CROSS REFS.: JFCG, Tobacco Use by Students  
KGC, Smoking on District Property

## **PERSONNEL RECORDS**

The Superintendent develops and implements a comprehensive and efficient system of personnel records. The Secretary to the Superintendent is hereby designated as the employee directly responsible for the personnel records system. The following guidelines govern such records.

1. Personnel files contain records and information relative to compensation, payroll deductions, evaluations and such information as may be required by State or Federal law or considered pertinent by the Superintendent. Anonymous material or material from an unidentified source are not placed in a staff member's file.
2. A personnel file for each employee is accurately maintained in the District office in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees. Employees will be notified whenever personal information concerning them is placed in their file.
3. State law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. Upon request, the person directly responsible for personnel records is required to make copies available at cost, within a reasonable period of time.
4. The public has access to all records in the personnel file with the following exceptions:
  - A. medical records;
  - B. records pertaining to adoption, probation or parole proceedings;
  - C. trial preparation records;
  - D. confidential law enforcement investigatory records;
  - E. Social Security number and
  - F. records of which the release is prohibited by State or Federal law.

Additional exceptions are listed in Ohio Revised Code Section 149.43.

5. The District is required to keep reports of investigations of employee misconduct in the employee's personnel file, unless the State Superintendent of Public Instruction or his/her designee determines that the report does not warrant taking action against the employee. If the State Superintendent of Public Instruction or his/her designee determines no action is warranted, the investigation report must be moved from the employee's personnel file to a separate public file.
6. Each employee has the right, upon written request, to review the contents of his/her own personnel file. If a document is not disclosed to the employee because it is determined by a physician, psychiatrist or psychologist to be likely to have an adverse effect upon the employee, the document will be released to the designated medical authority. Requests are made to the Superintendent and scheduled for a time convenient for the parties involved.

7. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and becomes part of the employee's personnel file after the appeal procedure outlined in State law. The appeal procedure permits any employee who disputes the accuracy, relevance, timeliness or completeness of information maintained in his/her file to compel the District to investigate the current status of the information.
8. Personnel records should be reviewed only within the confines of the Superintendent's office or the Board's office.

Original Adoption Date: June 30, 2008

Re-Adoption Date: December 14, 2009

Re-Adoption Date: September 12, 2011

Re-Adoption Date: July 29, 2013

Re-Adoption Date: September 12, 2016

LEGAL REFS.: Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.

ORC 9.01; 9.35

111.41; 111.42; 111.43; 111.46; 111.47; 111.99

149.011; 149.41; 149.43

1347.01 et seq.

3317.061

3319.311; 3319.314

4113.23

CROSS REFS.: EHA, Data and Records Retention

KBA, Public's Right to Know

## **STAFF COMPLAINTS AND GRIEVANCES**

The Board encourages the administration to develop effective means for resolving differences that may arise among employees, reducing potential areas of grievances and establishing and maintaining recognized channels of communication.

Grievance procedures should provide for prompt and equitable adjustment of differences at the lowest possible administrative level; each employee should be assured the opportunity for an orderly presentation and review of complaints and concerns.

The machinery established for the resolution of grievances in contracts negotiated with recognized employee bargaining units applies only to “grievances” as defined in the particular contract(s).

Adoption date: June 30, 2008

LEGAL REFS.: ORC 4117.09; 4117.10

CROSS REFS.: GBB, Staff Involvement in Decision Making (Also ABB)

## **DRUG-FREE WORKPLACE**

The Board endeavors to provide a safe workplace for all employees, realizing that the use/abuse of drugs and alcohol can endanger the health, safety and well-being of the nonuser, as well as the user.

Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, in the workplace. The Board also prohibits the use and possession of legally acquired medical marijuana in the workplace.

"Workplace" is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. When the District has reasonable suspicion an employee is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, the employee may be subject to testing in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement and may be considered in violation of this policy. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

All employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties.

A list of local drug and alcohol counseling, rehabilitation and re-entry programs and services offered in the community is made available to employees.

Original Adoption Date: June 30, 2008  
Revised Adoption Date: September 12, 2016  
Revised Adoption Date: September 9, 2019

LEGAL REFS.: Drug-Free Workplace Act of 1988; 41 USC 701 et seq.;  
20 USC 3474, 1221e-3(a)(1)  
Drug-Free Campus and Schools Act; 20 USC 3224(a)  
ORC 3796.28  
4123.01 et seq.; 4123.35; 4123.54

CROSS REFS.: EB, Safety Program  
EEACD, Drug Testing for District Personnel Required to Hold a  
Commercial Driver's License  
GBCB, Staff Conduct  
GBE, Staff Health and Safety  
GBQ, Criminal Records Check

## **CRIMINAL RECORDS CHECK**

The Board shall request from the Superintendent of the Bureau of Criminal Investigation (BCI) criminal records checks of all candidates under final consideration for employment or appointment in the District. The BCI criminal records checks include information from the Federal Bureau of Investigation (FBI), unless the individual can demonstrate that he/she has been a resident of the state for the preceding five years and has previously been subject to a BCI check, in which case only a FBI check is required.

At the time of candidates' initial application for employment, applicants are given a separate written statement informing them that each must provide a set of fingerprint impressions as part of the criminal records check process and that the Board uses a criminal records check as part of the initial hiring process and at various times during the employment career. The Board may employ persons on the condition that the candidate submit to and pass a BCI criminal records check in accordance with State law. Any person conditionally hired who fails to pass a BCI criminal records check is released from employment.

An applicant for employment may provide a certified copy of a BCI criminal records check to the District in compliance with State law. The District may accept this criminal records check in place of its own records check if the date of acceptance by the District is within one year after the date of issuance by the BCI.

State law requires subsequent criminal records checks every five years for all school employees except bus drivers. For currently employed bus drivers, a new report is required every six years.

Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. Criminal records checks are not public records for purposes of the Public Records Law. Any applicant not hired because of information received from the records check shall be assured that all records pertaining to such information are destroyed.

### Volunteers

The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check may be conducted at any time.

### Contractors

Criminal records checks are required for contractors who meet the following four criteria: (1) the contractor is an employee of a private company under contract with the District to provide "essential school services"; (2) the contractor works in a position involving routine interaction with a child or regular responsibility for the care, custody or control of a child; (3) the contractor is not licensed by the Ohio Department of Education and (4) the contractor is not a bus driver.

Original Adoption Date: June 30,  
2008 Re-Adoption Date:  
December 14, 2009 Re-Adoption  
Date: May 14, 2012  
Re-Adoption Date: July 29, 2013



Re-Adoption Date: November  
13, 2017 Re-Adoption Date: July  
9, 2018

LEGAL REFS.: ORC 109.57; 109.572; 109.575: 109.576  
2953.32  
3301.074  
3314.19; 3314.41  
3319.088; 3319.089; 3319.22; 3319.222; 3319.29; 3319.291  
3319.303; 3319.311; 3319.313; 3319.315; 3319.39;  
3319.391; 3319.392  
3327.10  
OAC 3301-83-06

CROSS REFS.: EEAC, School Bus Safety Program  
GBL, Personnel Records  
GCBB, Professional Staff Supplemental Contracts  
GCD, Professional Staff Hiring  
GCPD, Suspension and Termination of Professional Staff Members  
GDBB, Support Staff Pupil Activity Contracts  
GDD, Support Staff Hiring  
GDPD, Suspension, Demotion and Termination of Support Staff Members  
IIC, Community Instructional Resources (Also KF)  
IICC, School Volunteers  
KBA, Public's Right to Know  
LEA, Student Teaching and Internships

## FAMILY AND MEDICAL LEAVE

The Board provides leave to eligible employees consistent with the Family Medical Leave Act (FMLA). Eligible employees are entitled to up to 12 workweeks (or 26 workweeks to care for a covered servicemember) of unpaid family and medical leave in a 12-month period. The Board continues to pay the District's share of the employee's health benefits during the leave. In addition, the District reinstates the employee to the same or an equivalent position after the employee's return from leave.

In complying with the FMLA, the District adheres to the requirements of applicable State and Federal law.

Additional information is contained in the regulations, which follow this policy.

Original Adoption Date: June 30, 2008

Re-Adoption Date: December 14, 2009

Re-Adoption Date: September 12, 2011

Re-Adoption Date: July 29, 2013

LEGAL REFS.: Family and Medical Leave Act of 1993; 29 USC 2601 et seq.; 29 CFR Part 825  
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.  
ORC 124.38 (for city school districts only)  
3319.13; 3319.141

CROSS REFS.: G CBD, Professional Staff Leaves and Absences  
G DBD, Support Staff Leaves and Absences

**NOTE:** *Genetic information acquired in relation to FMLA and its certification process falls into an exception to the prohibition against acquisition of genetic information under the Genetic Information Nondiscrimination Act of 2008. Although acquisition of genetic information is not prohibited in this instance, employers are still prohibited from discriminating based on such genetic information.*

## **FAMILY AND MEDICAL LEAVE**

### Eligibility

An employee who has worked for the District for at least 12 months and who has worked at least 1,250 hours in the 12 months preceding the beginning of the leave is eligible for leave under the Family and Medical Leave Act (FMLA). The 12 months an employee must have been employed by the District do not need to be consecutive months. The 1,250 hours of service do not include vacation leave, sick leave, holidays or other paid leaves of absences. However, an employee returning from fulfilling his/her Uniformed Services Employment and Reemployment Rights Act (USERRA) covered service obligation shall be credited with the hours of service that would have been performed but for the period of military service in determining whether the employee worked the 1,250 hours of service.

### Leave Entitlement

An eligible employee is allowed to take up to 12 workweeks of leave during a 12-month period. The District has chosen the following method to determine the 12-month period in which the 12 workweeks of leave entitlement occurs:

1. any fixed 12-month “leave year”

An employee may be eligible for 26 workweeks of FMLA leave during a single 12-month period to care for a covered service member with a serious injury or illness. The District will determine the “single 12-month period” using the 12-month period measured forward from the date an employee’s first FMLA leave to care for the covered service member begins.

### Types of Leave

An eligible employee may take FMLA leave for the following purposes:

1. birth and care of a newborn child;
2. placement with an employee of a son or daughter for adoption or foster care;
3. care for a spouse, child or parent with a serious health condition. An employee may not take FMLA leave to care for a parent-in-law;
4. recovery from a serious health condition that keeps the employee from performing the essential functions of his/her job;
5. to respond to a “qualifying exigency” that arises because a spouse, child or parent is a military member on covered active duty or
6. to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the covered service member.

An eligible employee may elect to use any accrued and unused paid vacation, personal or sick leave concurrently with unpaid FMLA leave, subject to the District’s policies governing such leave.

An employer cannot compel an employee to use, nor may an employee elect to use, accrued medical/sick leave in any situation for which the leave could not normally be used.

#### Spouses Employed by the District

If spouses eligible for leave are both employed by the District, either spouse is entitled to the full amount of FMLA leave even if their spouse has already exhausted leave for a qualifying event.

#### Intermittent and Reduced Leave

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason.

Reduced leave is a leave schedule that reduces the employee's usual number of hours per workweek or hours per workday.

Intermittent or reduced leave is available for the employee's own serious health condition; to care for a parent, spouse, son or daughter with a serious health condition; to care for a covered service member's serious injury or illness or for leave taken due to a qualifying exigency. Such leave may be used for the birth or adoption/placement of a child only if the Board agrees.

If an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the employer's operations.

If the employee needs intermittent leave or leave on a reduced schedule that is foreseeable, the Superintendent may require the employee to temporarily transfer during the period that the intermittent or reduced leave schedule is required to an available position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

If an eligible instructional employee (i.e., those whose principal function is to teach and instruct students in a class, a small group or an individual setting) needs intermittent leave or leave on a reduced leave schedule due to foreseeable medical treatments, and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, the District may require the employee either to:

1. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment or
2. transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

#### Benefits

The Board maintains the employee's health coverage under the group health insurance plan during the period of FMLA leave on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period. Prior to the beginning of the FMLA leave, the employee should make arrangements with the Treasurer to pay the employee's share of health insurance.

File: GBR-R

An employee may, but is not entitled to, accrue any additional benefits or seniority during unpaid FMLA leave. Benefits accrued at the time leave began (e.g., paid vacation, sick or personal leave to the extent not substituted for unpaid FMLA leave), however, must be available to an employee upon return from leave.

The Board is entitled to recover health care premiums paid during the leave if the employee fails to return from leave. Recovery cannot occur if the employee fails to return because of the continuation, recurrence or onset of a serious health condition or due to circumstances beyond the control of the employee.

Notice

When the FMLA leave is foreseeable, the employee must notify the Superintendent at least 30 days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical. An employee shall provide at least verbal notice sufficient to make the District aware that the employee needs FMLA-qualifying leave, and the anticipated timing and duration of the leave.

The Board may deny the leave if the employee does not meet the notice requirements.

Certification

The Board may require the employee to provide a complete and sufficient certification from a health care provider containing specific information if he/she requests a medical leave. If there is a question concerning the validity of such certification, a second and, if necessary, a third opinion can be required, both at the expense of the District.

Upon the employee's return to work from FMLA leave occasioned by the employee's own serious health condition, the Board requires that the employee present a fitness statement from the employee's health care provider certifying that the employee is able to return to work.

Reinstatement

When the employee returns from the leave, the Board reinstates the employee to the same or an equivalent position with equivalent benefits, pay, terms and conditions of employment. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Instructional Employees

Special leave rules apply to instructional employees. Instructional employees are those employees whose principal function is to teach and instruct students in a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors and special education assistants such as signers for the hearing impaired. It does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel such as counselors, psychologists or curriculum specialists. It also does not include cafeteria workers, maintenance workers or bus drivers.

The following limitations also apply to instructional employees who take leave near the end of a semester for purposes other than the employee's own serious health condition.

1. When an instructional employee begins leave more than five weeks before the end of a semester, the Board may require the employee to continue taking leave until the end of the semester if the leave will last at least three weeks and the employee would return to work during the three-week period before the end of the semester.
2. When an instructional employee begins leave less than five weeks before the end of a semester, the Board may require the employee to continue taking leave until the end of the semester if the leave will last more than two weeks and the employee would return to work during the two-week period before the end of the semester.
3. When an instructional employee begins leave less than three weeks before the end of a semester and the leave lasts more than five working days, the Board may require the employee to continue taking leave until the end of the semester.

In all cases, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the Board is not counted as FMLA leave. However, the Board is required to maintain the employee's group health insurance and restore the employee to the same or equivalent job upon the conclusion of the leave.

Original Approval Date: December 14, 2009

Re-Approval Date: October 11, 2010

Re-Approval Date: July 29, 2013

Re-Approval Date: May 11, 2016

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

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District, and sets forth the individual's rights and the District's legal obligations with respect to protected health information. The purpose of this policy is to assist the District in complying with the HIPAA privacy standards, to ensure that individuals receive adequate notice of the District's practices with regard to the dissemination and use of protected health information, and to protect the confidentiality and integrity of protected health information.

### Confidentiality of Individually Identifiable Health Information

All officers, employees and agents of the District must preserve the confidentiality and integrity of individually identifiable health information pertaining to any individual. Individually identifiable health information is protected health information and shall be safeguarded to the extent possible in compliance with the requirements of the security and privacy rules and standards established by HIPAA.

The District and its employees will not use or disclose an individual's protected health information for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under State or Federal law or this policy, unless an emergency exists or unless the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual.

Prior to releasing any protected health information for the purposes set forth above, the District representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver's licenses, workplace identity cards, credentials or other relevant forms of identification or verification.

All employees of the District are expected to comply with and cooperate fully with the administration of this policy. The District will not tolerate any violation of the HIPAA privacy or security standards or this policy. Any such violation constitutes grounds for disciplinary action, up to and including termination of employment.

Any employee of the District who believes that there has been a breach of these privacy and security policies and procedures or a breach of the integrity or confidentiality of any person's protected health information shall immediately report such breach to his/her immediate supervisor or the Board-appointed privacy/security officer. The privacy/security officer shall conduct a thorough and confidential investigation of any reported breach and notify the complainant of the results of the investigation and any corrective action taken.

The District will not retaliate or permit reprisals against any employee who reports a breach to the integrity or confidentiality of protected health information. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment



Following the discovery of a breach of unsecured health information, the privacy/security officer will notify each individual whose unsecured protected health information has been, or is reasonably believed to have been accessed, acquired, used or disclosed as a result of a breach. Any individual responsible for the unauthorized use or disclosure is referred to the Superintendent or his/her designee for appropriate disciplinary measures.

#### Privacy/Security Officer

The Treasurer shall be the privacy/security officer for the District. The privacy/security officer is responsible for overseeing all ongoing activities related to the development, implementation, maintenance and adherence to the District's policies and procedures concerning the security and privacy of protected health information.

#### Notice

The District shall distribute a Notice of Privacy Practices to individuals at the time of their enrollment in the health plan and within 60 days of any material revision. The notice shall also be posted in a clear and prominent location in each facility in the District and be printed in staff handbooks and the health plan booklet. The District will also notify individuals covered by the health plan of the availability of and how to obtain the notice at least once every three years.

#### Training

All employees shall receive training regarding the District's privacy policies and procedures as necessary and appropriate to carry out their job duties. Training shall also be provided when there is a material change in the District's privacy practices or procedures.

#### Documentation

Documentation shall be required in support of the policies and procedures of the District and all other parts of the HIPAA privacy regulations that directly require documentation, including, but not limited to, all authorizations and revocations of authorizations, complaints and disposition of complaints. All documentation is kept in written or electronic form for a period of six years from the date of creation or from the date when it was last in effect, whichever is later.

Original Adoption Date: June 30, 2008

Re-Adoption date: February 2, 2015

LEGAL REFS.: Health Insurance Portability and Accountability Act; 29 USC 1181 et seq.  
45 C.F.R.  
ORC 9.01; 9.35  
149.41; 149.43  
1347.01 et seq.  
4113.23

CROSS REF.: KBA, Public's Right to Know

## **PROFESSIONAL STAFF POSITIONS**

All professional staff positions are created only with the approval of the Board. It is the Board's intent to maintain a sufficient number of positions to accomplish its goals and objectives.

Before any new position is established, the Superintendent presents a job description for the position for the Board's approval.

Although a position may remain temporarily unfilled or the number of persons holding the same type of position may be reduced in the event of staff reductions, only the Board may abolish a position it has created.

The Superintendent keeps all job descriptions current and presents recommended changes to the Board for approval.

Adoption date: June 30, 2008

LEGAL REFS.: ORC 3319.02; 3319.03; 3319.09; 3319.10; 3319.22  
4117.01  
OAC 3301-35-01; 3301-35-03

## PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (Teachers)

The Board believes that a fair teacher compensation plan, which includes an adequate base salary, increments and employee benefits, is necessary to attract and retain properly certified or licensed men and women to provide a quality educational program.

As required by law, notice of annual salary is given to each certificated/licensed employee by July 1.

### Teacher Contracts

Written contracts of employment are issued to all certified/licensed teaching personnel. Contracts are by and between the staff member and the Board.

The basic types of contracts are as follows:

1. Limited Contract

A limited contract is one to five years in length. It may be entered into by a teacher who has not been an employee of the Board for at least three years and must be entered into, regardless of length of previous employment, by a teacher who holds a provisional or alternative license or who holds a professional license and is not eligible to be considered for a continuing contract.

Any teacher employed under a limited contract and not eligible to be considered for a continuing contract is, at the expiration of the contract, considered re-employed at the same salary plus any increment provided by the salary schedule, unless acted upon by the Board.

The Board may, acting on the Superintendent's written recommendation that the teacher not be re-employed, not renew a limited contract so long as evaluation procedures have been completed in compliance with law. The Board must give the teacher written notice of its intent not to re-employ on or before June 1.

2. Extended Limited Contract

An extended limited contract of one or two years in length is given to a teacher who is eligible for consideration for, but not awarded, a continuing contract.

3. Continuing Contract

Teachers who have taught in the District for at least three years within the last five years and teachers who have attained continuing contract status elsewhere and have served two years in the District are eligible for continuing contracts.

A continuing contract may be issued to eligible teachers who:

- A. Hold a professional, permanent or life teaching certificate or

- B. Any teacher who was initially issued a teacher's certificate or educator's license prior to January 1, 2011 who meets the following conditions:
- 1) Holds a professional educator license or a senior professional educator license or lead professional educator license;
  - 2) Has completed the applicable one of the following:
    - a. If the teacher did not hold a master's degree at the time of initially receiving the license, 30 semester hours of course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.
    - b. If the teacher held a master's degree at the time of initially receiving his/her license, six semester hours of graduate course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.
- C. Any teacher who never held a teacher's certificate and was initially issued an educator license on or after January 1, 2011 who meets the following conditions:
- 1) Holds a professional educator license or a senior professional educator license or lead professional educator license;
  - 2) Has held an educator license for at least seven years;
  - 3) Has completed the applicable one of the following:
    - a. If the teacher did not hold a master's degree at the time of initially receiving an educator license, 30 semester hours of course work in the area of licensure or an area related to the teaching field since the issuance of the license.
    - b. If the teacher held a master's degree at the time of initially receiving his/her license, six semester hours of graduate course work are required in the area of licensure or in an area related to teaching since the initial issuance of the license.

Upon the recommendation of the Superintendent that a teacher eligible for continuing contract service status be re-employed, a continuing contract is granted unless the Board rejects the recommendation by three-fourths vote. A continuing contract remains in effect until the teacher resigns, elects to retire, is retired for reasons consistent with law or until he/she is terminated or suspended.

If the Board rejects the recommendation for re-employment of the teacher, the Superintendent may recommend re-employment of the teacher under an extended limited contract for a term not to exceed two years, if continuing service status has not previously been attained elsewhere. Written notice of the Superintendent's intention to make such a recommendation must be given to the teacher with reasons directed at the professional improvement of the teacher on or before June 1. Upon subsequent re-employment of the teacher, only a continuing contract may be entered into.

The Board may reject the Superintendent's recommendation for re-employment of the teacher under an extended limited contract by three-fourths vote of its full membership.

The Board declares its intention not to re-employ the teacher by giving the teacher written notice on or before June 1. If evaluation procedures have not been completed in compliance with law or if the Board fails to give the teacher written notice of its intent not to re-employ by the aforementioned date, the teacher is re-employed under an extended limited contract for a term not to exceed one year at the same salary plus any increment provided by the salary schedule.

The Superintendent's recommendation is considered in all contracts pertaining to certificated/licensed individuals.

Original Adoption Date: June 30, 2008  
Re-Adoption Date: September 12, 2011  
Re-Adoption Date: April 8, 2013  
Re-Adoption Date: July 29, 2013  
Re-Adoption Date: December 10, 2018

LEGAL REFS.: ORC 3313.53  
3317.13; 3317.14  
3319.07; 3319.08; 3319.09; 3319.10; 3319.11; 3319.111; 3319.12;  
3319.22; 3319.227; 3319.24; 3319.26

CROSS REFS.: GCBA, Professional Staff Salary Schedules  
GCBB, Professional Staff Supplemental Contracts  
GCBC, Professional Staff Fringe Benefits  
GCBD, Professional Staff Leaves and Absences  
GCBE, Professional Staff Vacations and Holidays

**PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS  
(Administrators)**

Fair compensation plans are necessary in order to attract and retain properly certified or licensed administrators to provide and manage a quality educational program.

The Board may establish a salary schedule for its administrators, with the exception that the salary of the Superintendent is usually determined by the employee contract. Notice of annual salary is given to each administrator by July 1.

All administrators shall be issued written limited contracts. The contract specifies the administrative position and duties, the salary and other compensation to be paid for performance of such duties, the number of days to be worked, the number of days of vacation leave and any paid holidays in the contractual year.

The term of the administrator's contract will not exceed three years, except that an individual who has been employed as an administrator for three years or more shall be entitled to receive a contract of not fewer than two nor more than five years. The Superintendent may recommend employment of an individual who has served as an administrator in the District for three years or more under a one-year administrative contract once during such individual's administrative career in the District.

An administrator who has earned teacher tenure in the District retains such status while serving as administrator. Any administrator who previously obtained teacher tenure in another district achieves teacher tenure in the District after re-employment with two or more years' experience as an administrator in the District.

The Superintendent's recommendation is considered in all contract renewals. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed and a written copy is given to the administrator no later than the end of the administrator's contract year as defined by his/her salary notice.

In the year an administrator's contract does expire, two evaluations are completed: one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to any Board action on the employee's contract, and a written copy of the preliminary evaluation is given to the administrator at this time.

The final evaluation includes the Superintendent's intended recommendation for the employee's contract. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. If the Board fails to take action on the expiring contract, then the administrator is renewed. If the administrator has been in the District for two years or less, he/she will receive a one-year contract. If the administrator has been in the District three years or more, he/she will receive a two-year contract.

Before June 1, any administrator whose contract expires at the end of the school year is notified by the

Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his/her contract. Also prior to June 1 of the year in which the employment contract expires, any administrator whom the Board intends to nonrenew receives written notification of the Board's intent not to re-employ.

The Board may request an alternative administrative license valid for employing a superintendent or any other administrator, consistent with State law.

Original Adoption Date: June 30, 2008

Re-Adoption Date: July 29, 2013

Re-Adoption Date: December 10, 2018

LEGAL REFS.: ORC 3319.01; 3319.02; 3319.111; 3319.12; 3319.225; 3319.27  
4117.01  
OAC 3301-24-11; 3301-24-12

CROSS REFS.: GCBA, Professional Staff Salary Schedules  
GCBB, Professional Staff Supplemental Contracts  
GCBC, Professional Staff Fringe Benefits  
GCBD, Professional Staff Leaves and Absences  
GCBE, Professional Staff Vacations and Holidays

**PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS**  
(Administrators)

The Board may request that the Ohio Department of Education (ODE) issue an alternative administrative license valid for employing a principal, superintendent or other administrative specialist as specified by the Board.

ODE may issue a one-year alternative principal license, valid for serving as principal or assistant principal, or a two-year alternative superintendent or administrative specialist license at the request of the District. The individual must:

1. be of good moral character;
2. submit to a BCI background check;
3. have a bachelor's degree (for principals and administrative specialists) with a grade-point average of at least 3.0 or a master's degree (for superintendents) with a graduate grade-point average of at least 3.0 and
4. have two or more years of teaching experience or five years of documented successful work experience in education, management or administration (for principals) or five or more years of documented successful experience in teaching, education, management or administration (for administrative specialists and superintendents).

The District provides a mentoring program for alternatively licensed administrators compliant with State law.

ODE may issue a professional administrative license to an individual with an alternative principal license or alternative superintendent or alternative administrative specialist license in accordance with State law.

For non-educators issued an alternative principal license, the District develops and implements a planned program for obtaining classroom-teaching experience. For non-educators issued an alternative administrative specialist or superintendent license, the District develops and implements a plan that outlines observation or classroom instruction across grade levels and subject areas.

Original Approval Date: June 30, 2008

Re-Approval Date: July 29, 2013

Re-Approval date: May 11, 2016



*NOTE: The State Board of Education (SBOE) adopted requirements for alternative licensure to ensure that qualified individuals have increasing opportunities to become school administrators through alternative routes. The law ensures that alternative routes are standards-based and high quality. Alternative administrative licenses eliminate temporary licenses.*

*Alternative administrator licenses are available to individuals for whom their employing district has a board resolution supporting their position. There are currently two pilot programs assisting alternatively licensed administrators gain licensure. They are operated through the Ohio Hamilton County Educational Service Center and Bowling Green State University.*

*House Bill 64 (15) created the Bright New Leaders for Ohio Schools Program, which is meant to provide an alternative path for individuals to receive training and development in administration of primary and secondary education and leadership, enable those individuals to earn degrees and obtain licenses in public school administration, and promote placement of those individuals in public schools that have a poverty percentage greater than 50%.*

*ODE is required to issue alternative principal or administrator licenses to individuals who successfully complete the program and satisfy the requirements of the SBOE adopted rules. Those rules must be developed by the SBOE, in consultation with the board of directors of the program. The rules adopted under Ohio Revised Code Section 3319.27 must be used as a guide in the SBOE development of rules for this program.*

## PROFESSIONAL STAFF SUPPLEMENTAL CONTRACTS

Certain positions assigned to professional staff members may require extra responsibility or extra time beyond that required of all professional staff members. When the Board and administration determine the need, qualified staff selected for such positions are provided supplemental contracts and additional compensation.

The Board approves the positions and the compensation for these assignments. Supplemental contracts for such assignments are awarded by the Board upon the recommendation of the Superintendent.

Supplemental contracts are limited contracts given for terms not to exceed five years. Supplemental contracts expire automatically at the end of their terms, with or without Board action.

The Board directs the Superintendent/designee to identify those supplemental contract positions that supervise, direct or coach student activity programs that involve athletic, routine/regular physical activity or have health and safety considerations. Individuals accepting these contract positions must complete the requirements established by the Ohio Department of Education and State law.

Original Adoption Date: June 30, 2008

Re-Adoption Date: December 14, 2009

Re-Adoption Date: April 8, 2013

Re-Adoption Date: May 11, 2016

LEGAL REFS.: ORC 3313.53; 3313.539  
3319.08; 3319.11; 3319.111; 3319.303; 3319.39  
3707.52  
OAC 3301-20-01  
3301-27-01

CROSS REFS.: GBQ, Criminal Records Check  
GCB, Professional Staff Contracts and Compensation Plans  
GCKA, Professional Staff Extra Duty  
GDBB, Support Staff Pupil Activity Contracts  
IGD, Cocurricular and Extracurricular Activities  
IGDJ, Interscholastic Athletics

**NOTE:** Concussion Management

*House Bill 143 (effective April 23, 2012) added requirements to State law for concussion management in athletics. The specific requirements are outlined in Ohio Revised Code Section (RC) 3313.539. The law states that if districts are subject to the rules of an interscholastic athletic conference, they will be in compliance if the rules of the organization are substantially similar to that of State law. Districts who are part of the Ohio High School Athletic Association (OHSAA) should already be implementing*

*procedures that are similar to what is now in State law. If your district is not a member of OHSAA, or has sports that are not recognized as OHSAA sports, check with your regulatory organization to ensure compliance with State law.*

*OHSAA has already made a concerted effort to provide educational resources to member schools on concussion management. This information is outlined in the OHSAA Bylaws and sports regulations.*

*Specifically, OHSAA has adopted the following sports regulation:*

*“Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared with written authorization by an appropriate health care professional.” HB 487 (2014) amended the requirements for who can clear a student to return to practice or play, after the student was removed for exhibiting signs or symptoms of a concussion. The requirements are outlined in RC 3313.539.*

*OHSAA has further defined parameters to guide OHSAA licensed officials, medical personnel and member schools in implementing these guidelines. Information is provided by OHSAA on recognizing signs and symptoms consistent with a concussion. Specific guidelines and expectations for coaches, officials, and students for concussion management are outlined in the OHSAA general sports regulations. Details are additionally outlined in these regulations for when athletes can be returned to play and who is able to decide whether a student is fit to return to practice or competition.*

*HB 143 amended the requirements for the issuing or renewal of a pupil-activity program permit to coach interscholastic athletics. These permits are issued by the Ohio Department of Education. To receive a first time permit, each individual must successfully complete a training program that is specifically focused on brain trauma and brain injury management. To renew a permit, individuals must present evidence that they have successfully completed a training program in recognizing the symptoms of concussions and head injuries within the previous three years.*

*OHSAA has a Web page dedicated to sports safety, which includes links to concussion resources. Visit [www.ohsaa.org/medicine/sportssafety.htm](http://www.ohsaa.org/medicine/sportssafety.htm) for more information.*

## PROFESSIONAL STAFF LEAVES AND ABSENCES

A leave of absence is a period of extended absence from duty by a staff member for which written request has been made and formal approval has been granted by the Board. The Board provides a plan for considering leaves and absences for its staff members in accordance with State and Federal law and Board policies.

Compensation, if any, during leaves of absence depends upon the type of leave. Deductions are made in salaries for absence in accordance with regulations developed by the administration and approved by the Board.

Depending on the type of leave and when the group insurance policy permits, an employee may continue to participate in Board-approved insurance programs, provided that the employee pays the entire premium for these benefits.

A staff member terminates his/her affiliation with the Board if, at the expiration of the specified period of leave, he/she declines the position that is offered to him/her. Assuming his/her contract has not expired during a leave of absence, an employee holds the same contract status upon returning to duty as was held on the date on which the leave began.

Original Adoption Date: June 30, 2008

Re-Adoption Date: September 12, 2011

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2601 et seq.  
Americans with Disabilities Act Amendments Act of 2008; 42 USC 12101 et seq.  
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.  
ORC 124.38  
3313.211  
3319.08; 3319.09; 3319.13; 3319.131; 3319.14; 3319.141; 3319.143

CROSS REFS.: GBR, Family and Medical Leave  
GCB, Professional Staff Contracts and Compensation Plans

## **SICK LEAVE**

### **General Provisions:**

1. Employees of the Walnut Township Local Board of education shall be granted sick leave at the rate of one and one fourth (1 1/4) days per month in accordance with Ohio Revised Code.
2. Sick leave shall be cumulative from year to year and shall accrue to an aggregate of two hundred twenty (220) days.
3. Employees may be advanced the balance of sick leave days they would earn during their contract year if requested, provided that all accumulated sick leave has been exhausted.
4. In all cases where the advancement of sick leave days has been granted, a deduction of all unearned sick leave days used shall be made from the final pay of the individual for that contract year. Receipt of payment for sick leave not earned under the law, followed by failure to complete contractual obligations, shall result in a financial obligation to reimburse the Walnut Township Local Board of Education for any overpayment.
5. Deduction of sick leave days used will only be made in whole or half days. Deductions of sick leave days will not be made for days when school is not in session or closed.
6. In all cases of absence, in order for the employee to be compensated, a "Report of Absence" form must be filled out and filed with the building principal or the employee's supervisor.
7. The Treasurer of the Board of Education will report use and accrual of sick leave to employees on a monthly basis

### **Sick Leave May Be Used For:**

#### **1. Personal Illness:**

This includes illness, injury, exposure to a contagious disease which could be communicated to others, incapacitation due to physical or mental condition, and pregnancy disability.

For the purpose of this provision, disability is the period during which the employee is not physically and/or mentally capable of performing all duties and functions of his/her position. The beginning date of the disability and the termination of the disability shall be established by written statement of the employee's physician. Examination and certification by a licensed physician of the Board's choice may be required by the superintendent, at the Board's expense, upon written notice to the employee.

#### **2. Illness or Injury in the Family:**

An employee may use sick leave for illness or injury in the employee's family. Family shall be defined as those residing under the same roof as the employee, blood or marital relatives, or others who are the responsibility of the employee. Blood or marital relatives need not live with the employee.

**3. Death in the Family:**

An employee may use sick leave for death in the employee's family. Family shall be defined as those residing under the same roof as the employee, blood or marital relatives, or others who are the responsibility of the employee. Blood or marital relatives need not live with the employee.

**4. Adoption Leave:**

An employee shall be permitted to use up to ten (10) sick leave days for the purpose of the employee's adoption of an infant child (less than twelve (12) months of age). This adoption leave must be taken immediately following the adoption.

Adoption Date: June 30, 2008

LEGAL REFS.: O.R.C. 124.38; 124.38.2; 124.39;  
3319.13; 3319.14.1

**PERSONAL LEAVE**

1. All full time employees of the Board are entitled to three (3) unrestricted days of personal leave in any school year, without loss of pay, for conduct of personal business.
2. All personal leave granted under this policy shall be for one (1) or for one half (1/2) day.
3. Personal leave shall not be used for absences which are covered by another type of paid leave except that upon the exhaustion of sick leave balance to zero, an employee may use personal leave for absences normally covered under sick leave.
4. Personal leave shall be limited to no more than two (2) certificated and two (2) non-certificated employees per building or division (e.g. transportation) on any one (1) day. Personal leave shall not normally be granted on the day of opening teacher meetings, the first five or the last five work days of the school year, on the school day immediately prior to or following a day when school is closed for holidays, on teacher work days, staff development days, or on parent-teacher conference days, except in case of an emergency as determined by the superintendent.
5. Requests for personal leave in each building or division will be time and date stamped and signed by the principal or division supervisor. The first two (2) certificated and non-certificated allowable requests, for any day per building or division, will be granted by the superintendent.
6. Requests for personal leave shall be submitted to the building principal or division supervisor on the proper form at least forty-eight (48) hours prior to the requested leave except in the case of emergencies. In cases of emergency, the employee shall notify the building principal or division supervisor as soon as possible that he/she is requesting emergency personal leave. It is the responsibility of the employee to document his/her use of personal leave immediately following the emergency use.
7. At the end of each fiscal year (beginning with FY06) each member's unused personal leave days shall be added to the member's sick leave accumulation.\*

\*Note: This will make the policy coincide with the WTEA and the OAPSE contracts.

Adoption Date: June 30, 2008

LEGAL REFS.: O.R.C. 124.386; 124.39(c); 3319.08; 3319.142  
1973 O.A.G. No.084

**BEREAVEMENT LEAVE**

Any employee is entitled to three (3) days leave for death in the immediate family (mother, father, child, spouse). Such leave shall be in addition to any entitlement for use of sick leave.

Adoption Date: June 30, 2008



## **MANDATORY COURT APPEARANCES AND JURY SERVICE**

The Board will grant leave with pay to those non-certificated and administrative employees called for jury duty. If on jury duty, pay for days of such absences shall be based on the difference between the employee's regular compensation and the remuneration received for serving as a juror, exclusive of mileage paid by the court. The Board will also grant leave with pay to those non-certificated and administrative employees when subpoenaed or required to make a court appearance (other than for personal criminal prosecution or as a party in a civil action, unless prior approval is provided by the Superintendent or Board of Education) for Walnut Township Local School related matters provided that the employee's court appearance is not in connection with a matter adverse to the position to the Board.

Adoption Date: June 30, 2008

**MATERNITY/PATERNITY/CHILD CARE/ADOPTION LEAVE**

1. An employee has the right to apply for an unpaid leave of absence for the purpose of maternity/paternity/child care or adoption. Except that during the period of maternity disability, the employee is entitled to use sick leave.
2. An employee requesting unpaid leave for maternity/paternity/child care or adoption may apply for such leave with sixty (60) days notice, or as early as possible, to the Superintendent of the proposed commencement of such leave. Such notification may be amended as circumstances warrant.
3. Such unpaid leave may be renewable, by semester, for up to four (4) semesters, at the employee's option and upon the Superintendent's approval.
4. During such leave, the employee shall have the option to continue any/all benefits at the group rate, provided appropriate payment is made by the employee to the Board treasurer on the first of each month.

Adoption Date: June 30, 2008

## **PROFESSIONAL STAFF RECRUITING**

Because the quality of the staff hired by the Board is the major component of an effective, productive educational program, the Board and the administration of the District make efforts to attract and retain qualified personnel.

The Board expects the Superintendent, with the assistance of the administrative staff, to determine the personnel needs of the District and the individual schools and to recruit the best qualified candidates to recommend for employment from all available sources.

Recruitment procedures include posting all openings so that the talents and potential of individuals already employed by the school system are not overlooked. Any current employee may apply for any position for which he/she has certification and meets other stated requirements. All candidates shall be considered on the basis of their merits, qualifications and the needs of the District.

The appropriate building administrator is expected to be involved in recruiting and interviewing. The Superintendent's recommendation reflects, although not necessarily concurs with, that administrator's appraisal of the candidate's qualifications.

Adoption date: June 30, 2008

LEGAL REFS.: OAC 3301-35-03

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACB, Nondiscrimination on the Basis of Disability  
GBA, Equal Opportunity Employment

## **PROFESSIONAL STAFF HIRING**

The Superintendent determines the District's personnel needs and recommends to the Board properly certified or licensed candidates for employment. Through recruiting and evaluation procedures, the Superintendent recruits and recommends to the Board the employment and retention of personnel.

It is the duty of the Superintendent to see that persons nominated for employment in the schools meet all certification/licensure requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines are used in the selection of personnel.

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with widely varied backgrounds, educational preparation and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination would create an unlawful interest in a public contract.
4. No candidate is hired without an interview and a criminal records check.
5. All candidates are considered on the basis of their merits, qualifications and the needs of the District. In each instance, the Superintendent and others having a role in the selection process seek to recommend the best qualified applicant for the job.
6. All candidates for teaching positions must be properly certified or licensed.

While the Board may accept or reject a nomination, an appointment is valid only if made with the recommendation of the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination would create an unlawful interest in a public contract. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

### Employment of Retired Administrators

The Board recognizes that recruiting and retaining properly certified or licensed administrative personnel has become increasingly difficult in Ohio's competitive marketplace. Therefore, the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best interests of the District. Retired administrators may be employed as administrators on a part-time or full-time basis.

For purposes of this policy, a "retired administrator" is an individual who has retired pursuant to STRS or SERS rules and regulations.

The Board authorizes and directs the Superintendent to develop administrative regulations to implement this policy at the soonest practicable time.

Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment.

Original Adoption Date: June 30, 2008

Re-Adoption Date: February 2, 2015

Re-Adoption Date: July 9, 2018

Re-Adoption Date: December 10, 2018

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
ORC 2921.42  
3307.01; 3307.353  
3313.53  
3319.02; 3319.07; 3319.074; 3319.08; 3319.088; 3319.11; 3319.22  
through 3319.31; 3319.39  
3323.06  
OAC 3301-35-05; 3301-35-06  
3307.1-13-03

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACB, Nondiscrimination on the Basis of Disability  
GBA, Equal Opportunity Employment  
GBQ, Criminal Records Check  
GDD, Support Staff Hiring

## **PROFESSIONAL STAFF HIRING**

When circumstances dictate, and in order to maintain continuity of the District's educational program, the employment of previously retired administrative personnel to fill administrative vacancies may be recommended to the Board so long as all of the following conditions are met.

1. An individual's administrative contract is a one-year agreement only. Such contract contains a resignation clause effective at the end of the one-year period.
2. All individual employment contracts expire at the end of the contract period without action by the Board or notice of expiration to the individual administrative employee.
3. A previously retired administrator must execute a written waiver of any evaluation procedures and potential automatic re-employment pursuant to applicable provisions of law.
4. A previously retired administrator must waive eligibility for continuing contract status as a teacher in the District, no matter his/her length of post-retirement service or the number of administrative contracts issued.
5. No previously retired administrator has any expectation of or right to future employment.
6. No previously retired administrator is eligible to participate in any retirement incentive program offered by the Board including, but not limited to, severance allowance.
7. Previously retired administrators may purchase health and other insurance benefits offered by the Board to its regular employees at the Board's cost, as may be adjusted from time to time.
8. A previously retired administrator must hold a valid license issued by the Ohio Department of Education pursuant to State law.
9. In the event a reduction in force is necessary, previously retired administrators are released before any limited contract administrators and are not eligible for recall. Previously retired administrators affected by a reduction in force may be subsequently rehired at the Board's discretion.
10. Previously retired administrators are entitled to all benefits available to administrative employees, unless otherwise limited by contract or the specific provisions of this regulation.
11. Previously retired administrators return to employment with no sick leave balance, but may accumulate sick leave once re-employed.

Approval date: June 30, 2008

## **PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT**

All professional personnel serving as substitute teachers or in part-time positions are recommended by the Superintendent for appointment by the Board. The rates of pay for such employment are recommended by the Superintendent and established by the Board.

The employment of substitute teachers is centralized for the District in the office of the Superintendent. Candidates selected are recommended to the Board for placement on the list of approved substitutes. Principals assume responsibility for the scheduling of substitutes from the approved list as needed.

Building principals develop regulations for substitute teachers to guide them in the performance of their duties. The regulations are approved by the Superintendent.

Original Adoption Date: June 30, 2008

Re-Adoption Date: July 9, 2018

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
ORC 3317.13  
3319.07; 3319.08; 3319.10; 3319.13; 3319.22 through 3319.31; 3319.39  
3323.06  
OAC 3301-35-05; 3301-35-06

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACB, Nondiscrimination on the Basis of Disability  
GBA, Equal Opportunity Employment  
GBQ, Criminal Records Check

## **PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS**

The assignment and transfer of teachers is the responsibility of the Superintendent. Each teacher is assigned to a specific area and may be transferred to any other position for which he/she is qualified. Transfers may be requested by administrators, supervisor or teachers. The Superintendent may initiate a transfer whenever he/she believes it is in the best interest of the District.

A request for transfer does not guarantee that such a transfer will be made. Teachers are encouraged to discuss transfers or their intention to request transfer with the principal or other appropriate supervisor.

### Administrators

An administrator cannot be transferred during the term of his/her contract to a position of lesser responsibility unless he/she agrees to such a transfer.

Adoption date: June 30, 2008

LEGAL REFS.: ORC 3319.01; 3319.02; 3319.12  
OAC 3301-35-03



## **PROFESSIONAL STAFF TIME SCHEDULES**

### Administrators

The nature of the duties and responsibilities of administrators and supervisors requires their hours of work to vary and extend as necessary to fulfill the requirements of their positions. The work year for administrators is established individually through their contracts.

### Teachers

Efforts are made by the administration to provide a uniform work day for teachers. The work day for teachers shall be established by the Board.

The work year for teachers is established by the Board's adoption of the school calendar.

Adoption Date: June 30, 2008

LEGAL REFS.:           ORC 3313.48; 3313.481; 3313.483  
                                  3319.111  
                                  OAC 3301-35-02(B) (11; 12; 13); 3301-35-03 (A)(12)

CROSS REFS.:           ICA, School Calendar

## **PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES**

Professional staff members are encouraged to pursue and are provided with opportunities for the development of increased competencies beyond those which they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growth are provided through such means as:

1. planning in-service programs and workshops offered within the District from time to time;
2. release time for visits to other classrooms and schools and for attendance at conferences, workshops and other professional meetings;
3. leaves of absence for advanced educational training and
4. staff members shall share information gained from conferences/workshops with other staff in an appropriate setting.

The Superintendent has the authority to approve release time for conferences and visitations and reimbursements for expenses provided that such activities are within budget allocations for that purpose.

Adoption date: June 30, 2008

LEGAL REFS.: ORC 3313.20  
3315.07  
3319.131  
OAC 3301-35-03

CROSS REF.: GCBD, Professional Staff Leaves and Absences

## **EVALUATION OF PROFESSIONAL STAFF** (Ohio Teacher Evaluation System)

A determination of the efficiency and effectiveness of the teaching staff is a critical factor in the overall operation of the District. The Board evaluates teachers in accordance with State law and the standards-based statewide teacher evaluation framework adopted by the State Board of Education (SBOE).

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 24, 2012.

Notwithstanding Ohio Revised Code Section (RC) 3319.09, this policy applies to any person employed under a teacher license issued under RC 3319, or under a professional or permanent teacher's certificate issued under former RC 3319.222, and who spends at least 50% of the time employed providing content-related student instruction. This teacher evaluation policy does not apply to substitute teachers or instructors of adult education.

### Credentialed Evaluators

Evaluations carried out under this policy are conducted by persons holding evaluator credentials established by the Ohio Department of Education (ODE). Evaluators must complete state-sponsored evaluation training and pass the online credentialing assessment. The Board adopts a list of approved credentialed evaluators chosen from ODE's list.

### Effectiveness Rating

Teachers are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% teacher performance and 50% student growth measures. Student growth will be determined through multiple measures.

Annually, the Board submits to the ODE the number of teachers assigned an effectiveness rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated. The name of, or any personally identifiable information about, any teacher reported in compliance with this provision cannot be required.

### Teacher Performance Calculation

Teachers are evaluated via two formal observations and periodic classroom walk-throughs. The teacher performance measure is based on the Ohio Standards for the Teaching Profession.

The Superintendent/designee selects/develops evaluation tools to calculate teacher performance. The Board directs the Superintendent/designee to develop procedures for these evaluation tools.

### Student Growth Calculation

For the purpose of this policy, student growth means the change in student achievement for an individual student between two or more points in time. Student growth is evaluated by a combination of: (1) Value-added data or an alternative student academic progress measure if adopted under RC 3302.03(C)(1)(e);

(2) ODE-approved assessments and/or (3) Board-determined measures. When available, value-added data or an alternative student academic progress measure if adopted under RC 3302.03(C)(1)(e) shall be included in the multiple measures used to evaluate student growth in proportion to the part of the teacher's schedule of courses or subjects for which the value-added progress dimension is applicable.

If a teacher's schedule is comprised only of courses or subjects for which value-added data is applicable, the entire student academic growth factor of the evaluation for such teachers shall be based on the value-added progress dimension.

Students with 45 or more excused or unexcused absences during the full academic year will not be included in the calculation of student academic growth. Data from Board-determined multiple measures will be converted to a score of: (1) Least Effective, (2) Approaching Average, (3) Average, (4) Above Average or (5) Most Effective student growth levels.

### Professional Growth and Improvement Plans

Teachers with a final summative rating of Accomplished must develop professional growth plans and choose their credentialed evaluators from the Board-approved evaluator list.

Teachers with a final summative rating of Skilled must develop professional growth plans collaboratively with their credentialed evaluators from the Board-approved evaluator list and will have input on their credentialed evaluator.

Teachers with a final summative rating of Developing must develop professional growth plans with their credentialed evaluators. The Superintendent/designee approves the professional growth plan and assigns the credentialed evaluator.

Teachers with a final summative rating of Ineffective must develop an improvement plan with their credentialed evaluators. The Superintendent/designee approves the improvement plan and assigns the credentialed evaluator.

### Evaluation Time Line

District administrators evaluate teachers annually. Annual evaluations include two formal observations at least 30 minutes each and periodic classroom walk-throughs. Teachers, who are on limited or extended limited contracts pursuant to State law and under consideration for nonrenewal, receive at least three formal observations during the evaluation cycle.

All teacher evaluations are completed by May 1. Teachers evaluated under this policy are provided with a written copy of their evaluation results by May 10.

### Testing for Ineffective Teachers in Core Subjects

Beginning with the 2015-2016 school year, teachers of core subject areas, as defined by State law, who have received a rating of Ineffective for two of the three most recent school years must register for and take all written examinations of content knowledge selected by ODE.

Retention and Promotion

The Board uses evaluation results for retention and promotion decisions. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

Seniority shall not be the basis for making retention decisions, except when choosing between teachers who have comparable evaluations.

Poorly Performing Teachers

The Board uses evaluation results for removing poorly performing teachers. The Board adopts procedures for removing poorly performing teachers based on evaluation results.

Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

Original Adoption Date: April 14, 2008

Re-Adoption Date: April 8, 2013

Re-Adoption Date: February 2, 2015

Re-Adoption Date: May 11, 2016

Re-Adoption Date: April 10, 2017

Re-Adoption Date: July 9, 2018

LEGAL REFS.: ORC 3319.11; 3319.111; 3319.112; 3319.114; 3319.16; 3319.58  
Chapter 4117

OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment

GBL, Personnel Records

GCB, Professional Staff Contracts and Compensation Plans

**EVALUATION OF PROFESSIONAL STAFF**  
(Administrators Both Professional and Support)

The Superintendent institutes and maintains a comprehensive program for the evaluation of administrative personnel. Administrative personnel are all persons issued contracts in accordance with the Ohio Revised Code. Evaluations should assist administrators in developing their professional abilities in order to increase the effectiveness of District management.

The purpose of administrator evaluations is to assess the performance of administrators, to provide information upon which to base employment and personnel decisions and to comply with State law. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed by the end of the contract year, and a copy is given to the administrator.

In the year an administrator's contract does expire, two evaluations are completed, one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to June 1 and prior to any Board action on the employee's contract. A written copy of the preliminary evaluation is given to the administrator at this time. Evaluations are considered by the Board in determining whether to re-employ administrators.

The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.

The evaluation measures the administrator's effectiveness in performing the duties included in his/her written job description and the specific objectives and plans developed in consultation with the Superintendent.

Evaluation criteria for each position are in written form and are made available to the administrator. The results of the evaluations are kept in personnel records maintained in the central office. The evaluated administrator has the right to attach a memorandum to the written evaluation. Evaluation documents, as well as information relating thereto, are accessible to each evaluatee and/or his/her representative.

This evaluation procedure does not create an expectancy of continued employment. Nothing contained herein prevents the Board from making any final determination regarding the renewal or nonrenewal of an administrator's contract.

Ohio Principal Evaluation System (OPES)

Procedures for evaluating principals and assistant principals are based on principles comparable to the Ohio Teacher Evaluation System, but are tailored to the duties and responsibilities of principals and assistant principals and the environment in which they work. Principals and assistant principals are evaluated under the above system, with the inclusion of the following components.

Principals and assistant principals are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. This rating will be determined based on 50% measures of principal or assistant principal performance and 50% student growth measures. Student academic growth is determined through multiple measures.

Principals and assistant principals are evaluated via two formal observations and periodic building walk-throughs. The 50% principal and assistant principal performance measure is based on the Ohio Standards for Principals. Proficiency on the standards includes consideration of professional goal setting, communication and professionalism, and skills and knowledge.

Student academic growth is evaluated by a combination of: (1) Value-added data; (2) Ohio Department of Education (ODE)-approved assessments and/or (3) Board-determined measures. When available, value-added data shall be included in the multiple measures used to evaluate student growth.

The principal's performance rating is combined with the results of student growth measures to produce a summative evaluation rating according to ODE requirements.

The Superintendent/designee evaluates all principals and assistant principals annually. Annual evaluations include two formal observations at least 30 minutes each and periodic building walk-throughs.

The Board allocates financial resources to support professional development in compliance with State law and the State Board of Education's evaluation framework.

Original Adoption Date: April 8, 2013

Re-Adoption Date: February 2, 2015

Re-Adoption Date: May 11, 2016

Re-Adoption Date: July 9, 2018

LEGAL REFS.: ORC 3319.02; 3319.03; 3319.04; 3319.111; 3319.16; 3319.17; 3319.171;  
3319.22  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records

**EVALUATION OF PROFESSIONAL STAFF**  
(Administrators Both Professional and Support)

To assist administrators in the development of their professional abilities, to provide information for employment decisions and to comply with mandates of state law, the following procedures are employed by the Superintendent/designee in evaluating administrative personnel.

1. An initial meeting is held by the Superintendent prior to the school year with the assistant superintendents and administrators to discuss specific measurable objectives and plans for their achievement. A statement of these objectives and plans is submitted by each administrator to the Superintendent/designee at a time specified. These objectives and plans are written and maintained in each administrator's personnel file.
2. The evaluator employs the evaluation criteria which are designed to measure the administrator's effectiveness in performing the duties set forth in his/her written job description. All administrators will be evaluated prior to the end of their contract year. The evaluator will also assess the administrator's progress in meeting plans and objectives set for that school year. Areas of outstanding, satisfactory and poor performance will be noted. The Superintendent/designee will meet with each administrator to discuss the written evaluation. The evaluatee is given a copy of the evaluation and has an opportunity to discuss it with the evaluator at this second meeting.
3. An ongoing dialogue concerning the administrator's objectives will continue and the evaluator and evaluatee will meet as needed or requested.
4. For those employees whose contracts are expiring at the end of the current school year, two evaluations must be completed. A written copy of the preliminary evaluation must be received by the employee at least 60 days prior to any Board action on the employee's contract. A final evaluation must include the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract.
5. The employee may request a meeting with the Board prior to any Board action on his/her contract. The employee may have a representative of his/her choice at the meeting.
6. Assistant superintendent, business managers, principals, assistant principals and other administrators are automatically re-employed for a period of one year, or for two years if such person has been employed by the District for three or more years, if they are not evaluated according to State law or provided a meeting, if requested, to discuss their renewal or nonrenewal.
7. All evaluation criteria, procedures and written job descriptions are reviewed annually by the Superintendent/designee and revised as necessary.

Approval date: April 8, 2013



## EVALUATION OF SCHOOL COUNSELORS

Professional school counselors offer students access to high-quality services that support students' academic, career and social/emotional development. The Board evaluates school counselors in accordance with State law and the standards-based statewide counselor evaluation framework adopted by the State Board of Education (SBOE). The framework is aligned with the Ohio Standards for School Counselors.

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The policy becomes operative at the expiration of any collective bargaining agreement covering school counselors that is in effect on September 29, 2015. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 29, 2015.

Annually, the Board submits to the Ohio Department of Education (ODE) a report regarding implementation of this policy. The name of, or any personally identifiable information about, any counselor reported in compliance with this provision cannot be required.

### Effectiveness Rating

School counselors are assigned an effectiveness rating of Accomplished, Skilled, Developing or Ineffective. Each school counselor is evaluated based on multiple factors including performance on all areas identified by the standards for school counselors and the ability to produce positive student outcomes using metrics in order to determine the holistic final summative rating of effectiveness according to ODE requirements. The Choice of metrics for student outcomes will be determined locally and will include information from the school district's report card when appropriate.

### Evaluation Time Line

District administrators evaluate school counselors annually except as otherwise appropriate for high performing school counselors. Annual evaluations include two formal observations of at least 30 minutes each and informal observations. Counselors will be provided with a written report of the evaluation .

The Board evaluates school counselors receiving effectiveness ratings of Accomplished on the counselors' most recent evaluations carried out under this policy and whose metric of student outcomes for the most recent school year for which data is available is skilled or higher on the evaluation rubric every three years. In years when an evaluation will not take place, one observation is carried out and at least one conference with the counselor is held.

### Professional Growth and Improvement Plans

School counselors with a final summative rating of Accomplished must develop a professional growth plan.

School counselors with a final summative rating of Skilled must develop a professional growth plan collaboratively with their evaluator.

School counselors with a final summative rating of Developing must develop a professional growth plan with their evaluator. The Superintendent/designee approves the professional growth plan.

School counselors with a final summative rating of Ineffective must develop an improvement plan with their evaluator. The Superintendent/designee approves the improvement plan.

The District has discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

#### Retention and Promotion

The Board uses evaluation results for retention and promotion decisions for school counselors beginning with the 2017-2018 school year. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

#### Poorly Performing Counselors

The Board uses evaluation results for removing poorly performing counselors beginning with the 2017-2018 school year. The Board adopts procedures for removing poorly performing school counselors based on evaluation results.

#### Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

Original Adoption Date: July 13, 2016

Re-Adoption Date: April 10, 2017

LEGAL REFS.: ORC 3319.113; 3319.61  
3302.03  
Chapter 4117  
OAC 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records  
GCB, Professional Staff Contracts and Compensation Plans

**RESIGNATION OF PROFESSIONAL STAFF MEMBERS**

Any professional staff member who has a contract effective for the next school year is permitted to resign prior to July 10 preceding that year. After that time, the consent of the Board must be given before a staff member may resign his/her position. A teacher or administrator who resigns after July 10 is subject to certification sanctions imposed by the State Board of Education. Resignations are submitted to the Superintendent for presentation to the Board.

Adoption date: June 30, 2008

LEGAL REFS.: ORC 3319.20; 3319.15

## SEVERANCE PAY

All employees covered by Section 3319.141 of the Revised Code, State of Ohio, who present evidence of service retirement from the State Teachers Retirement System or School Employees Retirement System, at the time of retirement from active service with the Walnut Township Local School District shall be granted severance pay for their accrued but unused sick leave days according to the following provisions:

1. To be eligible for severance pay, the employee must apply in writing to the Walnut Township Local Board of Education no later than ninety (90) days after the last paid date of service with the school district.
2. The application must be accompanied by an appropriate document from the retirement system stating that the applicant has been approved to begin receiving a retirement benefit and listing the number of years of retirement credit allowed by the system.
3. Contributions to the employee's retirement system for severance pay will not be made by either the board of education or the employee.
4. Severance pay shall be paid only once to any employee.
5. Payment shall be made only upon service retirement and is not authorized in the event of death of the employee prior to approval of the application for retirement by the appropriate retirement system.
6. The pay shall be subjected to all legal deductions.
7. The payment of severance pay shall eliminate all unused sick leave of the employee in this district.
8. To be eligible to collect severance pay, an employee must have a minimum of ten years service in any State related retirement system. A year of service shall be at least 120 days of employment from July 1 to the following June 30<sup>th</sup> of any year.
9. Severance pay shall be one-fourth (1/4) of the employees accrued, but unused sick leave credit to the maximum of 120 days for those with ten years of service.
10. Payment shall be based upon the employee's regular daily rate of pay at the time of retirement.
11. Severance pay shall be one-fourth (1.4) of the employees accrued, but unused sick leave credit to the maximum indicated in the table for those employees who have eleven to thirty years service.

YEARS OF SERVICE	MAXIMUM USEABLE ACCRUED SICK LEAVE DAYS	MAXIMUM SEVERANCE PAID DAYS
11	124	31
12	128	32
13	132	33
14	136	34
15	140	35
16	144	36
17	148	37
18	152	38
19	156	39
20	160	40
21	164	41
22	168	42
23	172	43
24	176	44
25	180	45
26	184	46
27	188	47
28	192	48
29	196	49
30	208	53
31	208	54

12. Severance pay shall be paid, by check, within sixty (60) calendar days after approval by the Walnut Township Local Board of Education. The employee may request the pay to be paid in January. However, if the retiring employee dies prior to receipt of severance pay, such severance pay shall be made to the deceased retirant's heirs, successors, or assigns as provided by law, will or the courts.

Adoption date: June 30, 2008

LEGAL REFS.: ORC 9.90; 124.39

**RETIREMENT INCENTIVE**

Employees, .50 FTE or greater, of the Walnut Township Local School District, upon retirement under the rules of the State Teachers Retirement System (STRS) or the School Employees Retirement System (SERS), shall receive an additional forty (40) days of severance pay.

To be eligible for this retirement incentive, the employee must be in his/her first year of eligibility under the rules of the State Teachers Retirement System (STRS) or the School Employees Retirement System (SERS) and notify the District in writing of such retirement by March 31 of the year in which he/she intends to retire from the Walnut Township Local Schools.

Adoption date: June 30, 2008

## **SUSPENSION AND TERMINATION OF PROFESSIONAL STAFF MEMBERS**

### Suspension

The Board may suspend a professional staff member pending final action to terminate his/her contract if, in its judgment, the character of the charges warrants such action.

### Termination

The contract of a professional staff member may be terminated for good and just cause. Before terminating any contract, the Board furnishes the professional staff member a written notice signed by the Treasurer of its intention to consider termination of his/her contract and specification of the grounds for such consideration. The Board informs the professional staff member of his/her right to request a hearing by the Board or by an independent referee. At such a hearing, both parties may be represented by counsel and present and cross-examine witnesses.

A stenographic record of the proceedings is made. After the hearing, the Board makes its determination by majority vote. Any order of termination of a contract states the grounds for termination.

Teachers may only be suspended or terminated under the terms of the collective bargaining agreement and/or State law.

Original Adoption Date: June 30, 2008

Re-Adoption Date: October 11, 2010

Re-Adoption Date: July 9, 2018

LEGAL REFS.: ORC 124.36  
3319.02; 3319.11; 3319.16; 3319.161; 3319.17

CROSS REF.: GBQ, Criminal Records Check

## **TUTORING FOR PAY**

No teacher may tutor for pay a student who is a member of his/her class. Tutorial assistance to students is considered a normal responsibility of the teacher, except in extenuating circumstances.

A teacher may tutor other students on school premises for pay only in accordance with the following conditions.

1. An unusual circumstance exists which prevents effective tutoring from being done off school premises.
2. Such tutoring is done outside the school day unless special exceptions are approved by the Superintendent or his/her designee.
3. Tutoring in the school must have the approval of the principal.
4. When tutoring on school premises is approved, it is performed for no more than the hourly rate of pay received by home instructors employed by the Board.
5. The tutor is responsible for paying the fee outlined in regulations governing use of school facilities.

Individuals who are not employees of the District who tutor on school premises may do so only under the following conditions.

1. The individual must file an annual building use permit form with the building principal's office.
2. The principal must give his/her approval annually for the tutoring to occur.

Adoption date: June 30, 2008

CROSS REF.: KG, Community Use of Facilities



## **SUPPORT STAFF POSITIONS**

The Board as employer may grant the Superintendent or other official authority to develop support staff positions for employees who are neither teachers nor administrators on an as-needed basis. The positions may be developed by Board resolution or upon recommendation of the Superintendent and approval by the Board.

Similarly, the Superintendent develops a job description for each position subject to Board approval.

Although positions may remain temporarily unfilled, or the number of persons holding the same type of position may be reduced in event of required staff reduction, only the Board abolishes a position which it has created.

The Superintendent keeps all job descriptions current and presents recommended changes to the Board for approval.

Adoption date: June 30, 2008

LEGAL REFS.: ORC 124.11; 124.18; 124.34  
3319.081  
OAC 3301-35-03

## EMPLOYMENT OF SUPPORT STAFF

### JOB DESCRIPTIONS

Each employee shall be provided with a copy of any or all applicable job descriptions. The Board shall develop job descriptions and evaluation forms for all employees.

### STANDARD WORK WEEK

- A. The standard work week shall be defined as seven (7) consecutive days (**Sunday through Saturday**), of which 5 consecutive days (Monday through Friday) are scheduled for work assignments. All hours worked in excess of forty (40) hours in one (1) week shall be paid at time and one-half (1.5) the employee's regular rate of pay. **Note: All hours worked will be calculated in quarter-hour increments.**

### HOURS OF WORK

- A. All scheduled leaves, calamity days and holidays shall not be counted as days worked for the determination of overtime payment.
- B. All hours worked on holidays shall be paid at two times the regular hourly rate of pay (double time).
- C. A driver who is not notified that a trip has been canceled one (1) hour before departure time shall be paid for a minimum of one and one-half (1.5) hours at the current trip rate. A driver who has given up their regular route for a trip and is not notified of cancellation of said trip one (1) hour before regular route time shall be paid their regular route pay (**not** at one and one-half rate of pay). However, an employee called in immediately prior to his/her next regularly scheduled shift shall be paid only for actual hours worked.

### SENIORITY

#### A. SYSTEM SENIORITY

System seniority shall be defined as the length of employment by an employee with the Board as computed from the employee's most recent date of hire. The most recent date of hire refers to employees who resigned from Walnut Township employment and later returned to Walnut Township employment. In the case of two (2) employees having the same seniority, the tie shall be broken by the following method:

Based on the last four (4) digits of the employee's Social Security number, the lower number is considered the most senior.

#### B. CLASSIFICATION SENIORITY

Classification seniority shall be defined as the length of employment by an employee with the Board as computed from his most recent date of entry into a particular classification as described in the salary schedule.

- C. An authorized leave of absence shall not cause the employee to lose any accumulated system or classification seniority.
- D. Seniority list classification as follows: Each listing will have own seniority list.
  - Custodians
  - Maintenance
  - Bus Drivers
  - Cooks
  - Secretaries

### **SALARY SCHEDULE**

Each Classified employee will receive the same percentage increase in wages as other employees as determined by the Walnut Township Local Board of Education.

### **LUNCH, BREAKS AND APPROVED LEAVE**

All employees working six (6) or more consecutive hours shall receive one-half (1/2) hour for lunch and two (2) ten (10) minute breaks daily. Breaks shall be taken in an approved area.

### **SERS PICK-UP**

The Board will provide all Classified Employees SERS pick-up through the salary reduction procedure as provided by SERS as long as it is accepted by the IRS.

### **MEDICAL AND HOSPITAL INSURANCE**

- 9. Insurance shall be provided by the board as determined by the district plan for employees. Employees who are assigned a position in which he/she works less than six hours per day are not eligible for participation in the district sponsored insurance program, except that those school bus drivers who were employed by the Board and eligible for health insurance on 01/05/2015, will continue to be eligible for health insurance as grandfathered employees (with the employees, but not positions, grandfathered).
  - Employees shall have the premiums paid as follows:
  - Single coverage            90% of the Board approved plan /10% Employee paid
  - Family coverage            80% of the Board approved plan/20% Employee paid
- 10. The Board will implement a 125 premium-only account for those employees with Family Coverage.

## DENTAL INSURANCE

Employees shall have the premiums paid as follows:

Single coverage	100% Board paid/0% Employee paid
Family coverage	80% Board paid/20% Employee paid

## LIFE INSURANCE

The Board will pay 100% of the premium for a group term life insurance and accidental insurance in the face amount of \$30,000 for each employee. An employee has to work a total of **fifteen (15)** hours per week to be eligible for life insurance.

## BEREAVEMENT LEAVE

- A. Classified staff shall be entitled to a collective annual total of five (5) days leave for death in the immediate family, death of relatives not included in the immediate family or a close friend.
- B. This leave shall not be cumulative from one year to the next. Any days beyond the five (5) permitted under this section shall be chargeable against appropriate other leave (first against sick leave if available; secondarily to personal leave).
- C. Special circumstances over and above these days may be approved by the Superintendent.

## SICK LEAVE

Employees shall be granted sick leave at the rate of one and one-fourth (1 1/4) days per month in accordance with Ohio Law.

Sick leave shall accumulate to a maximum of two hundred twenty (220) days. Employees may be advanced up to five (5) days of sick leave days if requested, provided that all accumulated sick leave has been exhausted.

In all cases where an advancement of sick leave days has been granted, deduction for all unearned sick leave days used shall be made from the final pay of the individual for that contract year. Receipt of payment for sick leave not earned under the law, followed by failure to complete contractual obligations, shall result in a financial obligation to reimburse the Board of Education for any such overpayment.

### **Sick leave may be used for:**

Personal illness, illness in the immediate family, injury, exposure to a contagious disease which could be communicated to others, incapacitation due to physical and mental condition, and pregnancy disability.

For the purpose of this provision, disability is the period during which the employee is not physically and/or mentally capable of performing all duties and functions of his/her position. The beginning date of disability and the termination of disability shall be established by written statement of the employee's doctor.

## **PERSONAL LEAVE**

Each employee shall be entitled to three (3) unrestricted personal days in any school year, without loss of pay. **Unused personal days shall rollover to sick leave balance each year.** Personal leave may be used for periods of one (1) full day or one-half (1/2) day. **Personal leave may not be taken to avoid set up or coverage of a major school event.**

## **JURY DUTY**

Any employee who is required to serve on a jury shall, upon submission of proof of jury services, be paid for his/her regularly scheduled work days lost while serving on the jury. The employee will turn into the Treasurer's Office any funds received for jury duty. Such leave shall not be deducted from sick or personal leave.

## **CALAMITY DAYS**

All 12 month employees will be required to work on calamity days unless instructed differently by the Superintendent.

## **BUS DRIVER REGULATIONS**

Any and all trips (regular, field trip, and extra-curricular activities) shall be taken on a state approved vehicle using a licensed CDL/Ohio Bus Certification or Van Certification as dictated by Board policy.

All extra trips will be assigned to a driver following a regular rotation beginning with the most senior driver and ending with the least senior driver. If regular bus drivers are unavailable, trips will be offered to sub drivers and/or supervisor. Trip tickets are required for all trips.

New prospective bus drivers will be responsible for any and all costs associated with obtaining their CDL Class B with a PS endorsement. (Note that the OBI is provided only.)

## **New Bus Driver Hires Requirements**

1. Abstract – Board expense
2. Criminal Background Check – Driver expense
3. Drug Test/Screen – Board expense
4. Physical – Board expense
5. Ohio Pre-Service/Bus Training Classes – Board expense

### **Bus Driver Re-certification**

When a bus driver needs to be re-certified, they will be paid their hourly rate of pay when they are with the On-Board Instructor.

### **On Board Instructor**

On Board Instructors (OBI) shall be paid an additional 10%, based on their hourly rate of pay, when performing instructional duties of the OBI as approved by the supervisor or superintendent. The Board will pay the designated OBI their driver's hourly rate of pay to attend classes to maintain their OBI certification. Compensation will be based on the actual time spent in the class.

### **SEVERANCE PAY**

All employees covered by Section §3319.141 of the Revised Code, State of Ohio, who present evidence of service retirement from the State Teachers Retirement System (STRS) or School Employees Retirement System (SERS), at the time of retirement from active service with the Walnut Township Local School District shall be granted severance pay for their accrued but unused sick leave days according to the following provisions:

1. To be eligible for severance pay, the employee must apply in writing to the Walnut Township Local Board of Education no later than ninety (90) days after the last paid date of service with the school district.
2. The application must be accompanied by an appropriate document from the retirement system stating that the applicant has been approved to begin receiving a service retirement benefit and listing the number of years of retirement credit allowed by the system.
3. Contributions to the employee's retirement system for severance pay will not be made by either the Board of Education or the employee.
4. Severance pay shall be paid only once to any employee.
5. Payment shall be made only upon service retirement and is not authorized in the event of death of the employee prior to approval of the application for retirement by the appropriate retirement system.
6. The pay shall be subjected to all legal deductions.
7. The payment of severance pay shall eliminate all unused sick leave of the employee in this district.
8. To be eligible to collect severance pay, an employee must have a minimum of ten (10) years of service in any State related retirement system. A year of service shall be at least one hundred twenty (120) days of employment from July 1 to the following June 30 of any year.

9. Employees will be paid severance pay based on their daily rate of pay at the time of retirement times one-fourth (1/4) of their accumulated days of unused sick leave not to exceed fifty-five (55) days.

### **CONTRACTS**

All newly hired, regular support staff employees, including regular hourly rate and per diem employees, enter into written contracts for their employment, which are for a period of not more than one year. If such employees are rehired at the end of their first contracts, their **three** subsequent contracts are for periods of two years **each**.

After the expiration of the **third** two-year contract, if the contract of an employee is renewed, the employee receives a continuing contract. The salary provided in the contract may be increased but not reduced unless such reduction is a part of a uniform plan affecting the support staff employees of the entire District.

### **DISCIPLINE**

Employees shall be disciplined in accordance with the pertinent provisions of the Ohio Revised Code 3319.081 with a progressive system which includes, but not exclusive of, verbal reprimand, written reprimand, suspension with pay, suspension without pay and termination.

Original Adoption Date: November 15, 2010

Re-Adoption Date: May 11, 2015

Re-Adoption Date: June 12, 2017

Re-Adoption Date: November 13, 2017

Re-Adoption Date: December 10, 2018

Re-Adoption Date: June 24, 2019

## SUPPORT STAFF PUPIL ACTIVITY CONTRACTS

The Board believes that a varied cocurricular program adds depth and richness to the academic program, teaching skills and life lessons not easily learned in the classroom. The Board also recognizes the importance of positive adult leadership in pupil activity programs.

Nonlicensed/Non-Certificated staff members may be awarded pupil activity contracts. Compensation for the position is at the same Board-approved rate as that paid to licensed individuals.

Any nonlicensed/non-certificated staff member desiring to accept a pupil activity contract must hold a valid pupil activity permit issued under rules adopted by the State Board of Education (SBOE). The Board may terminate or suspend the pupil activity contract if this permit is suspended, revoked or limited by the SBOE.

Pupil activity contracts are limited nonteaching contracts in effect for a term not to exceed one year. The Board provides written notice of nonrenewal on or before June 1 of each year.

The Board approves the positions and the compensation for these assignments. Contracts are awarded by the Board upon the recommendation of the Superintendent. The Board meets all requirements of the Fair Labor Standards Act.

The Board directs the Superintendent/designee to identify those pupil activity contract positions that direct, supervise or coach programs that involve athletic, routine or regular physical activity or involve health and safety considerations. Individuals accepting these contract positions must meet the requirements established by the Ohio Department of Education and State law.

Original Adoption Date: June 30, 2008

Re-Adoption Date: December 14, 2009

Re-Adoption Date: April 8, 2013

Re-Adoption Date: April 4, 2016

LEGAL REFS.: ORC 3313.18; 3313.53; 3313.539  
3319.081; 3319.083; 3319.303, 3319.39  
3707.52  
OAC 3301-20-01  
3301-27-01

**NOTE:**

*Concussion Management*

*House Bill 143 (effective April 23, 2012) added requirements to State law for concussion management in athletics. The specific requirements are outlined in RC 3313.539. The law states that if districts are subject to the rules of an interscholastic athletic conference, they will be in compliance if the rules of the organization are substantially similar to that of State law. Districts who are part of the OHSAA should*



*already be implementing procedures that are similar to what is now in State law. If your district is not a member of OHSAA, or has sports that are not recognized as OHSAA sports, check with your regulatory organization to ensure compliance with State law.*

*OHSAA has already made a concerted effort to provide educational resources to member schools on concussion management. This information is outlined in the OHSAA Bylaws and sports regulations.*

*Specifically, OHSAA has adopted the following sports regulation:*

*“Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared with written authorization by an appropriate health care professional.” HB 487 (2014) amended the requirements for who can clear a student to return to practice or play, after the student was removed for exhibiting signs or symptoms of a concussion. The requirements are outlined in RC 3313.539.*

*OHSAA has further defined parameters to guide OHSAA licensed officials, medical personnel and member schools in implementing these guidelines. Information is provided by OHSAA on recognizing signs and symptoms consistent with a concussion. Specific guidelines and expectations for coaches, officials, and students for concussion management are outlined in the OHSAA general sports regulations. Details are additionally outlined in these regulations for when athletes can be returned to play and who is able to decide whether a student is fit to return to practice or competition.*

*HB 143 amended the requirements for the issuing or renewal of a pupil-activity program permit to coach interscholastic athletics. These permits are issued by ODE. To receive a first time permit, each individual must successfully complete a training program that is specifically focused on brain trauma and brain injury management. To renew a permit, individuals must present evidence that they have successfully completed a training program in recognizing the symptoms of concussions and head injuries within the previous three years.*

*OHSAA has a Web page dedicated to sports safety, which includes links to concussion resources. Visit [www.ohsaa.org/medicine/sportssafety.htm](http://www.ohsaa.org/medicine/sportssafety.htm) for more information.*

## SUPPORT STAFF LEAVES AND ABSENCES

Leaves and absences granted to the support staff are for the purposes of helping them maintain their physical health, taking care of family and other personal emergencies and discharging important and necessary obligations.

All requests for long-term leaves of absence are submitted by the Superintendent, together with his/her recommendations, to the Board for its action.

Original Adoption Date: June 30, 2008

Re-Adoption Date: September 12, 2011

Re-Adoption Date: May 14, 2012

LEGAL REFS.: Family and Medical Leave Act; 29 USC 2601 et seq.  
Genetic Information Nondiscrimination Act of 2008; 42 USC 2000ff et seq.  
ORC 124.38 through 124.39  
3313.211  
3319.13; 3319.141; 3319.142; 3319.143

CROSS REFS.: GBR, Family and Medical Leave  
GDB, Support Staff Contracts and Compensation Plans

*NOTE: It is suggested that the same format be used for organizing and coding leave policies for the classified staff as is used for leave policies for the professional staff. For suggestions, see the note following the same policy coded GCBD.*

*In 2011, the biennium budget, HB 153, changed the sick leave accrual language under State law for those school employees who work other than full-time. Now, ORC 3319.141 states that school employees who work part-time, seasonal, intermittent, per diem or hourly will accrue 4.6 hours of sick leave for every 80 hours of service. This change to State law does not supersede conflicting collective bargaining language, so boards with recognized bargaining units who wish to follow the State law must negotiate changes into their collective bargaining agreements. It also is important to note that "part-time" is not defined in State law, so if a board wishes to utilize this language, it will need to define that term.*

*City school districts should also refer to and cite ORC 124.38 and 124.39.*

*Persons employed by the District and assigned to a community school are considered employees of the District in all respects.*

*Should any genetic information be acquired as a result of a request for leave, that information should be kept in a confidential medical file, separate from the employee's personnel file. The employer is prohibited from discriminating against the employee based on the acquired genetic information.*

## **SUPPORT STAFF VACATIONS AND HOLIDAYS**

All vacations for 12-month employees shall be accrued monthly. Employees having served the district 1 through 9 years receiving 2 weeks earned vacation, 10 through 19 years receiving 3 weeks earned vacation and 20 or more years receiving 4 weeks earned vacation.

### Recordkeeping

Earned vacation leave shall be posted to payroll records monthly as accrued and the accrual year shall be July 1st through June 30th annually.

### Limitations

All vacations may be taken at the employee's request with a five (5) day notice up to a maximum of **fifteen (15)** consecutive work days at any one time, subject to the approval of the Superintendent. An employee's vacation leave balance shall not exceed 35 days at any time. An employee may carry over a maximum of **ten (10)** days of accumulated vacation, if not used by the end of the contractual year.

### Payment In Lieu of Vacation

If at the end of the 12-month period an employee has not used all of his/her earned vacation, the employee may request payment in lieu of vacation for up to 5 days maximum per contractual year. The District will pay the employee his/her per-diem regular earnings for such unused vacation up to 5 each year.

### Other

In case of the death of an employee, his/her estate shall receive reimbursement for unused earned vacation leave.

All vacation time must be approved in advance by the Superintendent.

In addition to vacation leave provided by State statute and local policy, regular contract support service employees are entitled to certain paid holidays. The paid holidays are listed below:

### Nine, Ten and Eleven Month Employees

#### State Required

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

### 12-month Employees

New Year's Day  
Martin Luther King Day  
President's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving and Day after  
Christmas Eve and Christmas Day

An employee must work the scheduled workday both before and after a holiday in order to be paid for the holiday with the exception of approved leave.

Approval Date: August 12, 2013

Re-Approval Date: August 8, 2016

Re-Approval Date: April 10, 2017

## **SUPPORT STAFF RECRUITING/POSTING OF VACANCIES/HIRING**

The recruitment and selection of suitable candidates for positions is the responsibility of the Superintendent, who confers with principals and other supervisors before making a selection. An employee may apply for any vacancy for which he/she is qualified.

All appointments to the support staff are made by the Superintendent, subject to confirmation by the Board. In making these appointments, the Superintendent carefully observes all pertinent laws and negotiated agreements, as well as any regulations that may be approved from time to time by the Board.

The Board fixes conditions of employment as well as wages, hours and other benefits for support staff members upon the recommendation of the Superintendent or as determined by the negotiated agreement.

### Rehiring of Retirees

If an employee is retiring and seeks re-employment in the same position, then public notice must be given 60 days prior to the date re-employment is to begin. The notice must state that the person is or will be retired and is seeking re-employment in the District. The notice must include the time, date and location of a public meeting, which must take place 15 to 30 days prior to employment.

Original Adoption Date: June 30, 2008

Re-Adoption Date: February 2, 2015

Re-Adoption Date: July 9, 2018

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
ORC Chapter 124  
3309.345  
3319.031; 3319.04; 3319.081 et seq.; 3319.39  
3327.10  
4141.29  
OAC 3301-35-05; 3301-35-06  
3309-1-61

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACB, Nondiscrimination on the Basis of Disability  
GBA, Equal Opportunity Employment  
GBQ, Criminal Records Check  
GCD, Professional Staff Hiring

## **PART-TIME, TEMPORARY AND SUBSTITUTE SUPPORT STAFF EMPLOYMENT**

Part-time, temporary and substitute support staff are employed as necessary for the efficient operation of the District.

The District maintains lists of persons qualified to serve in various support positions so that substitutes and temporary help may be obtained as needed. The Board approves such persons for substitute and temporary employment on the recommendation of the Superintendent.

Part-time, temporary and substitute support staff employees are paid in accordance with hourly rates established by the Board. Substitute and temporary employees are entitled to sick leave at the rate established by law. Regularly employed, part-time employees are entitled to sick leave on a prorated basis, based on a full-time schedule. Other privileges and benefits may be provided to regularly employed part-time employees.

Original Adoption Date: June 30, 2008

Re-Adoption Date: July 9, 2018

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.  
ORC 124.27  
3319.081; 3319.141; 3319.39  
OAC 3301-35-05; 3301-35-06

CROSS REFS.: AC, Nondiscrimination  
ACA, Nondiscrimination on the Basis of Sex  
ACB, Nondiscrimination on the Basis of Disability  
GBA, Equal Opportunity Employment  
GBQ, Criminal Records Check

## **SUPPORT STAFF ORIENTATION**

Administrators of the District are responsible for the documentation and orientation of new support staff personnel so that they may clearly understand

1. the responsibilities of the position to which they have been assigned;
2. the person or persons to whom they are directly responsible;
3. the objectives of the department to which they are assigned and
4. how to acquire professional and technical assistance when needed.

Adoption date: June 30, 2008

## **SUPPORT STAFF ASSIGNMENTS AND TRANSFERS**

The assignment and transfer of all support staff are the responsibility of the Superintendent. Promotional transfers are made only by the Board upon the recommendation of the Superintendent. A request for transfer may be made in writing to the Superintendent.

### Assignments to Nonpublic Schools

Persons employed by the District and assigned to nonpublic schools are considered employees of the District in all respects.

Such persons fulfill and meet all regulations as are required for any other support staff employees in the District. An employee may be reassigned to serve in any location, either in the public schools or nonpublic schools, as long as the person is qualified to perform such duties.

Original Adoption Date: June 30, 2008

Re-Adoption Date: July 9, 2018

LEGAL REFS.: ORC 124.32  
3319.01  
OAC 3301-35-03(A)

CROSS REF.: GBQ, Criminal Records Check

**SUPPORT STAFF DEVELOPMENT OPPORTUNITIES**

Support staff training and development are essential to the efficient and economical operation of the schools.

All support staff employees are encouraged to grow in job skills and to take additional training which improves their skills on the job. Building principals assist in the training of support staff assigned to their respective buildings.

The Superintendent may grant absences to attend meetings, conventions, conferences or workshops of local, state or national associations which serve to advance the welfare of the District through the upgrading and strengthening of the support service.

Adoption date: June 30, 2008

LEGAL REFS.: OAC 3301-35-03



## EVALUATION OF SUPPORT STAFF

Regular evaluation of all support staff is intended to bring about improved services and to provide a continuing record of the service of each employee and evidence on which to base decisions relative to assignment and re-employment.

The Superintendent establishes a continuing program of performance evaluation for the support staff. The program includes written evaluations and a means of making the results known to the evaluated employee.

The services of all support staff employees are evaluated at least once each year. Procedures used in the evaluation process are subject to Board approval or in accordance with the Negotiated Agreement.

Adoption date: June 30, 2008

LEGAL REFS.: ORC Chapter 124  
Chapter 4117  
3319.081  
OAC 3301-35-02; 3301-35-03; 3301-35-05

CROSS REFS.: AF, Commitment to Accomplishment  
GBL, Personnel Records

**ALCOHOL & SUBSTANCE ABUSE POLICY  
FOR  
EMPLOYEES REQUIRED TO HOLD CDL CERTIFICATION**

**I. General Statement**

The Walnut Township Local School District (hereafter referred to as “the District”) believes that a healthy and productive work force, safe working conditions free from the effects of drugs and alcohol, and maintenance of the quality of products produced and services rendered by the District, are important not only to the District but also to the employees and the general public. The abuse of drugs and alcohol creates a variety of workplace problems, including risk to student safety, increased injuries on the job, increased absenteeism, increased financial burden on health and benefit programs, increased workplace theft, decreased employee morale, decreased productivity, and a decline in the quality of products and services.

Therefore, the District in accordance with Federal Law #382 hereby adopts a policy for the testing of CDL employees and prospective CDL employees for drugs and alcohol in the workplace.

**II. Definitions**

For the purpose of this policy:

- A. “Alcohol” means ethyl alcohol or ethanol.
- B. “Drugs” or “Controlled substances” means any substance recognized as a drug in the United States Pharmacopeia, the National Formulary, the Homeopathic Pharmacopeia, or other drug compendia, or supplement to any of those compendia. This includes, without limitation, narcotics, hallucinogenics, depressants, stimulants or other controlled substances.
- C. “CDL Employee” means any person employed by the District who is involved in the transportation of students as part of their job duties for which a commercial drivers license is required.
- D. “Prospective employee” means any person who has made application for employment with the District for a position that will involve the transportation of students as part of their job duties.
- E. “Sample” means urine, blood, breath, saliva, or hair.
- F. “Prohibited Conduct” means any conduct that is classified as prohibited by the Federal Highway Administration’s controlled substance use and alcohol misuse rules (Federal Law #382).

**III. Testing**

The District intends to test CDL employees or prospective CDL employees for the presence of drugs or alcohol, in accordance with the provisions of this policy, as a condition of hiring or continued employment.

- A. The District will test CDL employees or prospective CDL employees for the following substances:

- Marijuana (Cannabinoids)
- Cocaine
- Phencyclidine (PCP)
- Opiates (Heroin, codeine, Morphine)
- Amphetamine (Benzedrine, Dexedrine)
- Ethanol (Alcohol)

- B. The District will require the collection and testing of samples for the following purposes:

1. Pre-employment. Any prospective CDL employee will be required to test negative for controlled substances prior to CDL employment with the District.

Expenses related to this job requirement shall be borne by the prospective CDL employee. If employed by the District for a period of 12 months these expenses will be reimbursed to the employee.

2. Random. The random pool shall consist of all school personnel who are, as part of their job responsibilities, involved in the transportation of pupils. This shall include, but not be limited to, all school personnel who are certified by the Fairfield County Educational Service Center to drive school buses for the District and all school employees who perform safety-sensitive functions on local district buses.

The District will test 50% the employees in the random pool annually for alcohol and controlled substances. These tests will be unannounced, and spread throughout the school year.

3. Post-accident. Testing will be conducted on any driver involved in any accident which is required to be reported to law enforcement officers as defined on Ohio Revised Code, as well as any accident which is required to be reported by local school district rules and/or regulations.

4. Reasonable suspicion. A CDL employee must submit to alcohol and/or controlled substance testing if a supervisor has belief that the employee has violated the alcohol and controlled substances prohibitions set forth in this policy. The suspicion must be based on observations such as appearance, behavior, speech, or body odors.

5. Return-to-duty. A CDL employee that has been removed from service because of prohibited conduct shall undergo a test for alcohol and/or controlled substances before returning to work. When tested, the alcohol concentration must be less than 0.02, and the controlled substances result must be a verified negative.

When a return-to-duty test is required, the employee must also be evaluated by a Substance Abuse Professional (SAP), and participate in any assistance program prescribed.

5. Follow-up. Once a suspended employee is returned to work, a minimum of six unannounced follow-up alcohol and/or controlled substances tests shall take place in the first 12 months.

- C. In the event a controlled substances test result is challenged, the employee has the right to request the

specimen be retested at a SAMHSA-approved laboratory of his/her choice. Expenses related to this retest shall be borne by the employee. If results from the retest are negative, the employee will be reimbursed.

- D. Any drug or alcohol testing shall occur immediately before, during, or immediately after the regular work period of current employees and shall be deemed work time for purposes of compensation and benefits for current employees up to a maximum of 2 hours except as approved by the Superintendent.
- E. The District shall pay all costs of testing including reimbursement for mileage at District- approved rates if the testing of a current employee is conducted at a place other than the workplace.

All sample collection and testing shall be performed in accordance with federal rules and regulations, as well as the agreement between the District and the provider.

#### **IV. District Action**

Upon receipt of a verified or confirmed positive drug or alcohol test result which indicates a violation of this policy, or upon the refusal of an employee or prospective employee to provide a sample, the District may use that test result or refusal as the basis for disciplinary or rehabilitative actions, which may include the following:

- A. Requirement that the employee enroll in a District approved rehabilitation, treatment, or counseling program, which may include additional drug or alcohol testing as a condition of continued employment;
- B. Suspension of the employee with or without pay for a period of time;
- C. Termination of employment;
- D. Refusal to hire a prospective employee; or
- E. Other disciplinary measures in conformance with the District's usual policies and procedures, including any collective bargaining agreement.

#### **V. Confidentiality**

- A. All information, interviews, reports, statements, memoranda, or test results received by the District through this drug and alcohol testing program are confidential communications and will only be used in a proceeding related to an action taken by the District under Section IV or in defense of any action brought against the District.
- B. The information described in paragraph V-A shall be the property of the District.
- C. The District is entitled to use a drug or alcohol test results as a basis for action under Section IV.

Adoption Date: June 30, 2008

## **SUSPENSION, DEMOTION AND TERMINATION OF SUPPORT STAFF MEMBERS**

The employment of support staff members may be terminated for violation of written policies and regulations as set forth by the Board or for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, sexual battery, certain ethics violations, conflict of interest or any other acts of misfeasance, malfeasance or nonfeasance.

The Board may also suspend an employee for a definite period of time or demote, with or without pay, an employee for these same reasons.

The action of the Board to terminate the contract of any employee or to suspend or demote him/her is done in compliance with all statutory and constitutionally mandated procedures, including the opportunity for a hearing prior to the termination and if a hearing is required, prior to the suspension or demotion.

Original Adoption Date: June 30, 2008

Re-Adoption Date: July 9, 2018

LEGAL REFS.: ORC 124.32; 124.33; 124.34; 124.36  
3319.04; 3319.081; 3319.083

CROSS REF.: GBQ, Criminal Records Check

# WALNUT TOWNSHIP LOCAL SCHOOLS

## SECTION G: PERSONNEL

---

<u>GA</u>	Personnel Policies Goals
<u>GAA</u>	Personnel Policies Priority Objectives
<u>GB</u>	General Personnel Policies
<u>GBA</u>	Equal Opportunity Employment
<u>GBB</u>	Staff Involvement in Decision Making (Also <u>ABB</u> )
<u>GBC</u>	Staff Ethics
<u>GBCA</u>	Staff Conflict of Interest
<u>GBCB</u>	Staff Conduct
<u>GBD</u>	Board-Staff Communications (Also <u>BG</u> )
<u>GBE</u>	Staff Health and Safety
<u>GBE-R</u>	Staff Health and Safety-Regulations
<u>GBEA</u>	HIV/AIDS
<u>GBEB</u>	Chemical Dependency
<u>GBF</u>	Staff Participation in Community Activities (Also <u>KE</u> )
<u>GBG</u>	Staff Participation in Political Activities
<u>GBH</u>	Staff-Student Relations (Also <u>JM</u> )
<u>GBI</u>	Staff Gifts and Solicitations
<u>GBIA</u>	Online Fundraising Campaigns/Crowdfunding (Also <u>IGDFA</u> )
<u>GBJ</u>	Staff Funds Management
<u>GBK</u>	Tobacco Use District Property by Staff Members
<u>GBL</u>	Personnel Records
<u>GBM</u>	Staff Complaints and Grievances
<u>GBN</u>	Extended Group Health Coverage
<u>GBO</u>	Verification of Employment Eligibility
<u>GBP</u>	Drug-Free Workplace
<u>GBQ</u>	Criminal Record Check
<u>GBR</u>	Family and Medical Leave
<u>GBR-R</u>	Family and Medical Leave-Regulations
<u>GBS</u>	Health Insurance Portability and Accountability (HIPAA)
<u>GC</u>	Professional Staff
<u>GCA</u>	Professional Staff Positions
<u>GCB-1</u>	Professional Staff Contracts and Compensation Plans-Teachers
<u>GCB-2</u>	Professional Staff Contracts and Compensation Plans-Administrators
<u>GCB-2-R</u>	Professional Staff Contracts and Compensation Plans-Administrators
<u>GCBA</u>	Professional Staff Salary Schedules
<u>GCBA A</u>	Professional Staff Merit System
<u>GCBB</u>	Professional Staff Supplemental Contracts
<u>GCBC</u>	Professional Staff Fringe Benefits
<u>G CBD</u>	Professional Staff Leaves and Absences
<u>G CBDA</u>	Sick Leave
<u>G CBDB</u>	Personal Leave
<u>G CBDC</u>	Bereavement Leave
<u>G CBDD</u>	Mandatory Court Appearances and Jury Service
<u>G CBDE</u>	Maternity/Paternity/Child Care/Adoption Leave
<u>G CBDF</u>	Professional Staff Assault Leave
<u>G CBE</u>	Professional Staff Vacations and Holidays

<u>GCC</u>	Professional Staff Recruiting
<u>GCCA</u>	Posting of Professional Staff Vacancies
<u>GCD</u>	Professional Staff Hiring
<u>GCD-R</u>	Professional Staff Hiring
<u>GCE</u>	Part-time and Substitute Professional Staff Employment
<u>GCEA</u>	Arrangements for Professional Staff Substitutes
<u>GCF</u>	Professional Staff Orientation
<u>GCG</u>	Professional Staff Probation and Tenure
<u>GCH</u>	Professional Staff Seniority
<u>GCI</u>	Professional Staff Assignments and Transfers
<u>GCI</u>	Professional Staff Time Schedules
<u>GCK</u>	Professional Staff Work Load
<u>GCKA</u>	Professional Staff Extra Duty
<u>GCKB</u>	Professional Staff Meetings
<u>GCL</u>	Professional Staff Development Opportunities
<u>GCLA</u>	Professional Staff Visitations and Conferences
<u>GCM</u>	Supervision of Professional Staff
<u>GCN-1</u>	Evaluation of Professional Staff-Teachers (Also AFC-1)
<u>GCN-2</u>	Evaluation of Professional Staff-Administrators (Prof & Support) (Also AFC-2)
<u>GCN-2-R</u>	Evaluation of Professional Staff-Administrators-Rules (Also AFC-2-R)
<u>GCNA</u>	Evaluation of School Counselor (Also <a href="#">AFCA</a> )
<u>GCO</u>	Professional Staff Promotions
<u>GCP</u>	Professional Staff Termination of Employment
<u>GCPA</u>	Reduction in Professional Staff Workforce
<u>GCPB</u>	Resignation of Professional Staff Members
<u>GCPC</u>	Retirement of Professional Staff Members
<u>GCPCA</u>	Severance Pay
<u>GCPCB</u>	Retirement Incentive
<u>GCPD</u>	Suspension and Termination of Professional Staff Members
<u>GCQ</u>	Miscellaneous Professional Staff Policies
<u>GCQA</u>	Nonschool Employment by Professional Staff Members
<u>GCQAA</u>	Professional Staff Consulting Activities
<u>GCQAB</u>	Tutoring for Pay
<u>GCQB</u>	Professional Research and Publishing
<u>GCQC</u>	Exchange Teaching
<u>GCQD</u>	Professional Organizations
<u>GD</u>	Support Staff
<u>GDA</u>	Support Staff Positions
<u>GDB</u>	Employment of Support Staff
<u>GDBA</u>	Support Staff Salary Schedules
<u>GDBAA</u>	Support Staff Merit System
<u>GDBB</u>	Support Staff Pupil Activity Contracts
<u>GDBC</u>	Support Staff Fringe Benefits
<u>GDBD</u>	Support Staff Leaves and Absences
<u>GDBE</u>	Support Staff Vacations and Holidays
<u>GDBE-R</u>	Support Staff Vacations and Holidays-Rules
<u>GDC/GDCA/GDD</u>	Support Staff Recruiting/ Posting of Vacancies/ Hiring
<u>GDE</u>	Part-Time, Temporary and Substitute Support Staff Employment
<u>GDEA</u>	Arrangements for Support Staff Substitutes
<u>GDH</u>	Support Staff Seniority
<u>GDI</u>	Support Staff Assignments and Transfers

<u>GDF</u>	Support Staff Orientation
<u>GDG</u>	Support Staff Probation and Tenure
<u>GDJ</u>	Support Staff Time Schedules
<u>GDK</u>	Support Staff Work Load
<u>GDKB</u>	Support Staff Meetings
<u>GDKA</u>	Support Staff Extra Duty
<u>GDL</u>	Support Staff Development Opportunities
<u>GDLA</u>	Support Staff Visitations and Conferences
<u>GDM</u>	Supervision of Support Staff
<u>GDN</u>	Evaluation of Support Staff (Also <a href="#">AFD</a> )
<u>GDO</u>	Alcohol & Substance Abuse Policy for Employees Required to Hold CDL Certification
<u>GDP</u>	Support Staff Termination of Employment
<u>GDPA</u>	Reduction in Support Staff Workforce
<u>GDPB</u>	Resignation of Support Staff Members
<u>GDPD</u>	Retirement of Support Staff Members
<u>GDPB</u>	Severance Pay
<u>GDPD</u>	Suspension, Demotion and Termination of Support Staff Members
<u>GDQ</u>	Miscellaneous Support Staff Policies
<u>GDQA</u>	Nonschool Employment by Support Staff Members