

THE LAKE COUNTY
EDUCATIONAL SERVICE CENTER

EMPLOYEE
HANDBOOK & GUIDELINES



8221 Auburn Road
Concord Twp, OH 44077
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Welcome to Employment with the Lake County Educational Service Center

The Lake County Educational Service Center is committed to promoting leadership and providing quality services that support teaching and learning opportunities for Lake County school districts. The Lake County Educational Service Center will support the efforts of these districts to enhance student achievement.

We hope that you will find employment with the Lake County ESC to be personally and professionally rewarding.

*Jennifer Felker
Superintendent*

General Philosophies and Policies

This handbook was developed in order to provide information to employees of the Lake County Educational Service Center (LCESC) concerning their employment. The provisions of this handbook are not to be deemed a provision or condition of your contract of employment. The Governing Board specifically reserves the right to modify or abrogate any provision in this handbook at any time and without any notice to its employees. This handbook is intended only for information purposes and is not to be construed as imposing any obligation, contractual or otherwise, upon the Governing Board with respect to any subject it contains.

The *Staff Handbook & Guidelines* is designed as a guide to policies and procedures of the Lake County Educational Service Center and is assembled from the official *Policy Manual* of the LCESC and accompanying *Administrative Guidelines*. This handbook is intended for the general guidance of LCESC employees and not as substitute for ever-changing school law or the *Policy Manual*.

All policies contained in this document may not be inclusive of the entire policy officially adopted by the Governing Board of the LCESC. Employees should refer to the office *Policy Manual* for further explanations.

The *Policy Manual* is available in the Lake County Educational Service Center main office. **The Policy Manual is also available via the internet at www.esc-lc.org .**

The Superintendent or Director of Human Resources are available to address any questions or concerns regarding policies of this handbook. **It is the intent of the LCESC to produce this document on an annual basis.**

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ABSENCES

A. FAMILY & MEDICAL LEAVE (FMLA)

Under the provisions of the Family and Medical Leave (FMLA) and Governing Board Policy/Bylaws 1630.01/3430.01/4430.01, employees are eligible for FMLA if they have worked for the Board for at least one year, for 1,250 hours over the previous 12 months. A 12 month calendar year is a 12 month period measured forward from the first date the employee takes FMLA leave. If the employee qualifies for FMLA leave, and has FMLA leave available, it will run concurrent with any use of sick leave under this provision and/or any subsequent unpaid leave of absence.

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Birth and/or care of a newborn child of the employee, within one year of the child's birth;
- Placement with the employee of a child for adoption or foster care, within 12 months of the child's placement;
- The employee is needed to provide physical and/or psychological care for spouse, child or parent with a "serious health condition";
- The employee's own serious health condition makes him/her unable to perform the functions of his/her job;
- Qualified Exigency Leave; and
- Military Caregiver Leave

MILITARY FAMILY LEAVE ENTITLEMENTS. Eligible employees with a spouse, son, daughter, or parent on covered active duty or with an impending call or order to covered active duty, in the Armed Forces may use their 12-week leave entitlement to address certain qualifying exigencies.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employee must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees are required to use accrued sick leave while taking FMLA leave.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may also be required to provide a certification and periodic recertification supporting the need for leave. The LCESC will notify you if your absence qualifies as an FMLA event.

Questions regarding FMLA should be directed to the Director of Human Resources at (440) 350-2563, Ext. 727.

B. MATERNITY LEAVE

Following the birth of a child, employees may utilize accrued sick leave for a period of up to six (6) weeks. Sick leave may be continued thereafter due to the incapacity of the mother or child upon certification from the attending healthcare provider (i.e., physician). If the employee qualifies for FMLA leave, and has FMLA leave available, it will run concurrent with any use of sick leave under this provision and/or any subsequent unpaid leave of absence related to the birth of the child (See FMLA section above).

C. INCLEMENT WEATHER

On days of inclement weather, district assigned employees are to follow procedures of the district to which they are assigned. Reasonable tardiness caused by weather conditions shall not be penalized. Failure to report to the assigned district, when the district is open, for inclement weather reasons shall result in the use of a vacation, personal or sick day (where appropriate) or use of leave without pay. Notification of your absence must be made to your immediate supervisor as soon as possible. In the event the District closing falls on a professional development day, staff are expected to report unless notified otherwise by their supervisor. The LCESC administration reserves the right to require staff to report on inclement weather days. If your work for the day is cancelled due to inclement weather, employees that submit timesheets must enter a calamity day via HR Kiosk to be paid.

The Lake County Educational Service Center will remain open. Employees will be contacted if there is an occasion to close the LCESC. When in doubt, check with your supervisor. For clarification of specific circumstances contact the Director of Human Resources.

D. JURY DUTY

Staff members who are called for jury duty should inform their supervisor. Employees serving on jury duty will not be penalized for doing so. They will receive their regular pay and time spent on jury duty will not be charged against vacation or personal leave. Endorsed court-issued checks for jury duty service are to be turned in to the Treasurer's Office at the LCESC, or the employee may pay the amount shown on the records slip less travel allowance and other related expenses within fifteen (15) days of return from jury duty.

Each day while on jury duty, employees are to report to their supervisor as to their schedule for the following day and must report to work when excused from jury duty for one (1) or more days.

Upon completion of jury duty, the employee must submit a leave request via HR Kiosk with the appropriate court document indicating the number of days served.

E. PERSONAL LEAVE

Up to three (3) full days of emergency leave may be used each contract year by employees who work 5 days per week and at least 5.5 hours per day. Personal leave must be approved by the Superintendent or designee. Personal leave is not cumulative. Unused personal leave will be converted to sick leave at the end of each year (Governing Board Policy/Bylaws 3436/4436).

Procedures to request such leave are as follows:

1. Follow your District's process for obtaining a substitute immediately, if applicable to your position.
2. Submit a leave request via HR Kiosk to your supervisor, including the reason for the leave. All requests should be submitted as soon as you plan to take the day but no less than 48 hours prior to taking the personal day, if less than 48 hours see Immediate Emergencies below.

3. In cases of immediate emergencies, notify your supervisor for verbal approval and to discuss any work-related matters that will be affected by your absence.

If your supervisor is not available, leave a message **and** then contact the appropriate secretary. It is important that you report your absence directly to your director or appropriate secretary rather than just leave a voicemail message. A leave request must be submitted via HR Kiosk upon your return to work.

4. Personal leave will not be granted immediately preceding or following a holiday break, to extend vacation periods, for other employment or for recreational purposes without special permission from your supervisor.

F. PROFESSIONAL MEETINGS/DEVELOPMENT

Continued professional growth of all staff is an expectation. To that end, participation in staff development activities and attendance at professional meetings is encouraged. Professional meetings include educational conventions, conferences or workshops related to the work activities, duties or responsibilities of staff as determined by the Superintendent. Such meetings must provide a direct value for the person in attendance for later use in the performance of LCESC duties.

Individuals wishing to attend a professional meeting or staff development program must complete the *Professional Leave Request* via HR Kiosk no later than (2) weeks in advance of the meeting and submit it to his/her immediate supervisor for approval. District-assigned personnel are to follow the procedures as authorized by the school district in which they are assigned.

LCESC Program-assigned staff wishing to attend a professional meeting or staff development program must follow Administrative Guidelines 3440/4440 – Job Related Expenses.

G. SICK LEAVE

Sick leave may be used for reasons stated in Governing Board Policy/Bylaws 1432/3432/4432. All sick leave requests should be submitted for approval via HR Kiosk as soon as they are known. When employees of the LCESC are not reporting to work for any reason other than a pre-approved absence such as vacation, sick or personal leave, and the employee is required to report their emergency absence according to the following procedures:

1. Follow your District's process for obtaining a substitute immediately, if applicable to your position.
2. Call your supervisor where you are assigned to report your absence and to discuss any work-related matters that will be affected by your absence.

If your supervisor is not available, leave a message **and** then contact the appropriate secretary. It is important that you report your absence directly to your director or appropriate secretary rather than just leave a voicemail message.

3. Calls to notify the LCESC or district of your absence should be placed before the start of your regularly scheduled work day. Call in each day that you are absent, if not on an approved leave.
4. Immediately upon return to work, it is your responsibility to complete and submit a *Leave Request* form via HR Kiosk
5. In the event you are absent due to personal or family illness for more than 3 consecutive days, a physician's statement may be required stating the reason for the absence and/or authorization to return to work.
6. Newly hired non-teaching and regular non-teaching employees may be credited with up to five (5) days sick leave in advance, which shall be part of the fifteen (15) days that can be accumulated for the year. Regular

part-time employees shall be entitled to sick leave in proportion to the time actually worked. Sick leave may be used for individuals as defined by Ohio Administrative Code 123:3:147-01 (39).

H. VACATION LEAVE

Employees who work twelve (12) months may earn vacation days. Vacation days are established by the Superintendent at the time of hire and are based on position and experience. Employees are awarded vacation as follows: 1st Year –1 week; 2nd - 5th Years – 2 weeks; 6th - 10th Years – 3 weeks; 11+ Years – 4 weeks.

Vacation days are earned on a monthly basis accumulating up to the employee's vacation entitlement. Vacation days may be taken as they are earned. Supervisors may approve use of vacation prior to being earned. In the event of separation, any vacation days that had been advanced may be deducted from your final pay. Half of your allotted vacation days for the year may be rolled over to the next year with a maximum of 10 days. Exceptions to this policy must be approved by the Superintendent.

Requests for vacation must be submitted via HR Kiosk *Leave Request* form. Requests for vacation leave for five (5) days or more must be submitted four (4) weeks in advance of the desired leave. Requests for vacation leave of less than five (5) days must be submitted as far in advance as possible. All vacation requests are subject to final approval by the Superintendent (Governing Board Policy/Bylaws 3433/4433).

FISCAL OPERATIONS

A. ANNUITY INVESTMENTS & DEFERRED COMPENSATION PLANS

Employees may choose to contribute to an annuity fund or participate in a deferred compensation plan. Deductions are made directly from an individual's paycheck. Several funds are available. Information about annuity investment funds and deferred compensation plans are available from Human Resources.

B. FRINGE BENEFITS

Full-time employees are eligible for the following benefits (Governing Board Policy/Bylaws, Health Care (3420/4420) :

- 100% of the premium paid for group life insurance policy of \$75,000.
- Selection of three (3) health care insurance options
- Prescription, vision and dental insurance
- Employee Assistance Program (EAP)

Part-time employees who have a regular schedule of ten (10) or more hours per week are eligible for the following benefits:

- 100% of the premium paid for group life insurance policy of \$75,000.
- Employee Assistance Program (EAP)

Part-time employees working less than ten (10) hours per week, excluding substitutes, are eligible for the following benefits:

- Employee Assistance Program (EAP)

Benefit changes for qualifying events must be made within thirty (30) days of the following events:

- Birth or adoption of a child
- Change in marital status

- Death of spouse, child or other dependent

These qualifying events will require the completion of several forms. Contact the Human Resources at (440) 350-2563, Ext. 726 for information.

C. MILEAGE REIMBURSEMENT

The Governing Board will provide for the payment of the actual and necessary expenses, including traveling expenses, of any staff member of the Center incurred in the course of performing services for the Center, whether within or outside the Center, under the direction of the Board and in accordance with the Superintendent's administrative guidelines. (Governing Board Policy/Bylaws Administrative Guideline 3440A/4440A).

The validity of payments for job-related expenses shall be determined by the Superintendent or designee. Pre-approval for estimated travel expenses by the Superintendent/designee is required. The Board shall pay the expenses of staff members when they attend professional meetings with prior approval in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Staff members are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed. Unauthorized expenses include but are not limited to alcohol, movies, supplemental insurance on rental cars, fines, for traffic violations, and the entertainment/meals/lodging of spouses or guests.

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

Mileage to your first assignment within the LCESC Region (Lake & Geauga Counties) will not be reimbursed. Other travel necessary during the day for business purposes will be reimbursed with supervisor approval. Travel outside of the LCESC Region will be reimbursed. The mileage accumulation will start from the closest point (home or office) to your destination. Mileage is reimbursed at the Internal Revenue Service approved rate. Supervisor-approved *Mileage Reimbursement* forms are to be filed in the Treasurer's office **within 30 days**. Mileage to and from professional meetings is to be reported on the *Absence/Professional Leave Request* form via HR Kiosk.

This policy does not address every issue, exception, or contingency that may arise in the course of travel.

D. PAYROLL INFORMATION

Paydays are scheduled on the 10th and 25th of each month. Time sheets (if applicable) are due **every Friday** via the Time & Attendance system in order for you to receive a paycheck.

All employees are required to be on direct deposit for payroll.

Payroll deductions are made from an employee's paycheck (Governing Board Policy 6520).

Address Changes need to be submitted to the Human Resources Department via HR Kiosk or in writing immediately to HR@lakeesc.org

E. PURCHASING PROCEDURES

No employee shall make purchases for the LCESC or enter into contracts with consultants/presenters or vendors without following the established procedures. A Purchase Request form must be completed and submitted for approval to the appropriate supervisor. All Purchase Orders will be processed by the Treasurer's office and signed by the Superintendent or designee. Only upon receipt of such approval can the purchase proceed. Employees may be held personally responsible for anything purchased without a properly signed Purchase Order or the necessary authorization (Governing Board Policy/Bylaws 6320).

F. REPORTING WORK-RELATED ACCIDENTS

All reasonable efforts are made to ensure a safe learning and working environment for the employees of and visitors to the LCESC. The Governing Board requires that any accident that results in an injury, however slight, to an employee of the Board or a visitor to the LCESC must be reported promptly. To submit an employee incident report, go to the district website www.esc-lc.org put your mouse cursor on Human Resources, click on Staff Information & Resources, click on Report an accident or Hazard, and then click on Submit Accident Report. Enter all information requested and follow the steps to submit your report.

Injuries that happen to an LCESC employee while performing job-related duties and responsibilities in a district or some other location must also be reported promptly. To submit an employee injury report, go to the district website www.esc-lc.org put your mouse cursor on Human Resources, click on Staff Information & Resources, click on Report an accident or Hazard, and then click on Submit Accident Report. Enter all information requested and follow the steps to submit your report. In addition, the employee should contact the administrative offices of the district in which the accident happened to make a report.

Prompt reporting of work-related injuries is important. It is also essential that appropriate medical attention is sought in a timely fashion. When medical care is urgent, seek treatment first. A list of Occupational Health Care Facilities is available on the LCESC website: www.esc-lc.org > Staff Information & Resources>Report a Work-related Injury>Lake Health Occupational Services or you may contact the Human Resources Department. Be sure to let the medical facility know it is a Worker's Compensation situation – do not present your medical insurance card to the doctor or hospital, provide them with the LCESC Bureau of Workers Compensation (BWC) medical card. Employees need to submit an employee incident report. Go to the district website www.esc-lc.org put your mouse cursor on Human Resources, click on Staff Information & Resources, click on Report an accident or Hazard, and then click on Submit Accident Report. Enter all information requested and follow the steps to submit your report.

All employees are covered by BWC while in the performance of work-related responsibilities. Injuries which occur during that performance may be covered under BWC. It is essential to complete the *Employee Accident Report* as soon as possible.

G. SALARY SCHEDULE

The Governing Board retains the authority to specify the salary of a new position and to determine credit to be awarded for placement on an existing salary schedule. The Superintendent is authorized to credit past service of an applicant for salary and vacation schedule placement. Official documentation supporting educational and past service credit must be submitted prior to final placement on the salary schedule no later than October 1st the year of hire, (Governing Board Policy/Bylaws 3411/4411).

The Governing Board allows current employees to progress from the BA schedule to the MA schedule upon the conferment of a Master's degree. Official transcripts must be submitted no later than October 1 or March 1 for credit back to the beginning of the current semester.

H. CONTINUING CONTRACTS

Licensed Staff

Licensed Staff must meet the Continuing Contract requirements per ORC 3319.08 and submit a request with all required documentation by March 1 of the school year prior to seeking a continuing contract.

Classified Staff

Classified Staff per ORC 3319.081 will receive a 1 year contract their first year of employment; a 2 year contract for a subsequent three years of employment, and on their 8th year of employment a continuing contract will be issued contingent upon evaluations outcomes.

I. SEVERANCE PAY

Employees who present evidence of retirement from active service and meet the requirements of the Governing Board Policy shall be granted severance pay for their accrued but unused sick days per maximum allowed (Governing Board Policy/Bylaws 1415/3415/4415). Notification of intent to retire is required at least 120 days prior to the effective date.

J. STAFF EMAIL

All LCESC employees are assigned an email account at the time of hire. Employees are required to use their assigned email address (firstinitiallastname@lakeesc.org) for payroll information/direct deposit notification, personnel notifications and other office communications. Employees are required to check their account daily on scheduled work days in order to ensure timely receipt of office communications.

PERSONNEL

A. ACCEPTABLE USE OF TECHNOLOGY

All computers, telephone systems, electronic mail systems and voicemail systems are the Board's property and are intended to be used for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members shall be notified that they have no expectation that any information contained on such systems is confidential or private. All employees shall be required to sign the "Staff Education Technology Acceptable Use and Safety Agreement" at the time of hire and as the Agreement may be changed from time to time.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to an including discharge.

Computers, electronic mail, and voice mail are to be used for business and educational purposes.

Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic or voice mail messages.

Staff members are encouraged to keep their personal records and personal business at home.

The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the files/e-mail/voice mail constitute a public record or if the Board's interest have been compromised. Any information discovered will be limited to those who have a specific need to know the information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on any Board equipment without the prior approved of the Superintendent and/or designee. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software (Governing Board Policy/Bylaws 7540).

LCESC-owned cell phones are also governed by these stipulations. Use of LCESC cell phones for personal calls is prohibited.

To ensure the proper, safe and secure transportation and handling of mobile devices (such as laptops, projection equipment, cameras, PDAs, etc.) all such devices are to be stored in a safe, secure, and out of sight location (trunk of car, covered in the backseat of a locked vehicle). Mobile devices used in the performance of daily duties should remain in the employee's possession or locked in a secure location during the work day. The devices should be returned to the office or carried into the employee's home at the end of the work day.

B. SOCIAL MEDIA

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Center's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined. (Governing Board Policy/Bylaws 7540).

C. ANTI-HARASSMENT

It is the policy of the Governing Board to maintain an education and work environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Center operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry or genetic information (collectively, "Protected Classes") that are protected by Federal and Ohio civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School Center community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. All complaints should be made to the Director of Human Resources (Governing Board Policy 1662, 3362, 4362 and 5517).

D. HARASSMENT, INTIMIDATION, BULLYING

Harassment, intimidation or bullying behavior by any student/school personnel in the Lake County ESC is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student's personal property; and,
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

All complaints will be promptly investigated. Any complaints, allegations or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Governing Board official. Complaints against the building principal shall be filed with the Superintendent (Governing Board Policy/Guidelines 5517.01).

E. BCI/FBI CRIMINAL RECORDS CHECKS (FINGERPRINTING)

For Classified Staff: BCI/FBI fingerprinting is required at the time of hire and every five (5) years thereafter.

For Certified/Licensed Staff: BCI/FBI fingerprinting is required at the time of hire and for every license/certificate renewal. Results must be sent electronically to the Ohio Department of Education. A copy must also be provided to the LCESC.

Fingerprinting is done at the LCESC. Appointments are requested. Please call (440) 350-2563, Ext. 0 for more information.

F. AUDITOR OF STATE'S FRAUD REPORTING SYSTEM

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)
US Mail: Ohio Auditor of State's Office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215

Website: www.ohioauditor.gov

G. CALENDAR

LCESC-assigned staff members follow the calendar developed by the Personnel office. This calendar is made available to staff members as soon as possible following completion.

Employees assigned to a district follow the school calendar of that district. A copy of the district calendar and the employee's specific work calendar showing the days to be worked throughout the school year as agreed by the director, supervisor or building principal should be submitted to the Treasurer's office by September 1 of each year. Staff employed on an extended contract should indicate those days on their calendar. Extended time also requires approval from the appropriate director, supervisor or building principal and the LCESC Governing Board.

LCESC will be closed on the following holidays:

New Year's Eve	*Independence Day (July 4)
*New Year's Day	*Labor Day
*Martin Luther King Day	*Thanksgiving Day
Presidents Day	Day after Thanksgiving
Good Friday	Christmas Eve
Day after Easter	*Christmas Day
*Memorial Day	

*The above are paid holidays for eligible employees only if it is a scheduled work day and they work their last and next scheduled work day and provided they meet the requirements of ORC 3319.087

H. CERTIFICATION/LICENSURE

It is required that personnel meet the requirements for certification/licensure as an expectation of employment. It is also required that personnel meet the requirements for renewal and updating of their license by following the procedures in the LCESC's LPDC (Local Professional Development Committee) manual. The schedule of the LCESC's LPDC meetings are posted on the website under Professional Development (www.esc-lc.org). All new IPDPs filed after June 1, 2107 must be submitted via the HR Kiosk. Please see the IPDP guide in HR Kiosk. These meetings are subject to Ohio's Sunshine Law.

Obtaining (including the associated costs), updating, and filing of valid licenses/certificates/permits with the Human Resources Office is the responsibility of the employee. LCESC staff will provide assistance, but it is ultimately the responsibility of the employee to have a valid license/certificate on file.

I. CONFLICT OF INTEREST

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by LCESC employees is essential. To that end, no employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the system. Employees shall not engage in business or private practice of their profession. The rendering of services or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the Educational Service Center is prohibited (Governing Board Policy/Bylaws 1130 and 6460).

J. COPYRIGHTED MATERIALS

Employees are to make judicious use of appropriate printed materials, sound recordings, software and electronic programs in their work and may do so only in accordance with the provisions of Federal law, applicable to public school districts. Such laws are intended to protect authors and composers from the unauthorized use of their copyrighted work. Employees are responsible to follow the guidelines providing fair and reasonable use for educational purposes (Governing Board Policy/Bylaws 2531).

K. DRESS CODE

When assigned LCESC duties, all staff shall:

- be physically clean, neat and well groomed;
- dress in a manner consistent with their professional responsibilities;
- dress in a manner that communicates to students a pride in personal appearance;
- dress in a manner that does not cause damage to Center property
- be groomed in such a way that their hairstyle, dress or fragrance does not disrupt the educational process nor cause a health or safety hazard

(Governing Board Policy/Bylaws 3216/4216).

L. DRUG & ALCOHOL FREE WORKPLACE

The LCESC will maintain a setting that meets the requirements in the Drug-Free Workplace Act. The manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the LCESC's staff at any time while on LCESC property or while involved in any LCESC-related activity or event is prohibited. Compliance with this requirement is mandatory (Governing Board Policy/Bylaws 3122.01/4122.01 and the *Drug Free Workplace Act of 1988*).

M. EMPLOYEE FORMS

Employee forms and reporting systems can be found on our website at www.esc-lc.org (under "ESC Staff Resources") or the HR Kiosk.

N. STAFF DIRECTORY

A complete staff directory can be found on our website at www.esc-lc.org (under "Directory").

O. ETHICS

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, the Governing Board expects all professional staff to maintain high standards of thought and behavior in their working relationships, and in the performance of their professional duties. All employees of the Lake County Educational Service Center are expected to abide by the provisions of the Ohio Ethics Law. A copy of the law is made available to all employees at the time of hire (Governing Board Policy/Bylaws 1200/3210/4210).

P. JOB POSTINGS

Available LCESC jobs may be posted on the LCESC website under Employment Opportunities and/or other websites as appropriate

Q. PUBLIC RECORDS

The Governing Board recognizes its responsibility to maintain the public records of this Center and to make such records available to residents of Ohio for inspection and reproduction. The Educational Service Center's public records are available for inspection and/or copying in accordance with State law (Governing Board Policy/Guidelines 8310).

R. SMOKE FREE WORKPLACE

The use of tobacco, including cigarettes, cigars, pipes, snuff, vapor products or any other matter or substances that contain tobacco, is prohibited in the LCESC and all surrounding grounds. School district policies shall prevail upon LCESC employees regarding smoke free school district buildings and grounds when working in the district (Governing Board Policy/Bylaws 3215/4215).

S. STAFF DISCIPLINE

The Governing Board retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be in proportion to the employee's offense or misconduct, consistent with appropriate procedural and substantive due process, and/or State law (Governing Board Policy 3139/4139).

T. STAFF EVALUATION

Evaluation of staff is the responsibility of the Superintendent or designee and in accordance with the provisions of Ohio Revised Code. The program of personnel assessment is intended to be a process of continuous and systematic evaluation of professional staff to provide for the improvement of the overall LCESC program of services and the continuous improvement and professional development of staff (Governing Board Policy/Bylaws 1530/3220/4220).

U. STUDENT ABUSE AND NEGLECT

The Governing Board is concerned with the physical and mental well-being of the students of this Center and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with the law. Each employee of this LCESC who knows or suspects child abuse or neglect shall be responsible for reporting the suspected abuse or neglect, per ORC Section 2151.421. Such report shall be required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused or neglected or faces the threat of being abused or neglected. A professional or classified staff member shall immediately call the local office of the Department of Job and Family Services, the Children's Services Board, or the appropriate local law enforcement agency and shall secure prompt medical

attention to any such injuries reported. She/he shall also notify the Assistant Superintendent or Superintendent. The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties. Each supervisor should be mindful of the possibility of physical or mental abuse being inflicted on a student or employee. Any such instances, whether real or alleged, requires notification to the Assistant Superintendent or Superintendent (Governing Board Policy 8462).

The Governing Board consists of five (5) members elected at large from Lake County local school districts. Unless otherwise noted, the Governing Board usually meets the first Tuesday of each month at 5:45 p.m. at the
Lake County ESC Offices,
Technology Learning Center, 8221 Auburn Road, Concord, OH 44077

Geoffrey Kent, President
Jean Brush, Vice-President
Susan Culotta, Member
Brian Kolkowski, Member
Eric Walter, Member

*All meetings of the Governing Board of the Educational Service Center
are subject to the Sunshine Law.*

The Governing Board meeting schedule is available on the LCESC website, www.esc-lc.org.

**The Lake County Educational Service Center
is an Equal Opportunity Employer**

It is the policy of the Board that no professional or classified staff member or candidate for such a position in the Center shall, on the basis of race, color, religion, national origin, creed or ancestry, age, gender, marital status, or disability be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.