



HR 411

ESC CONTACT INFO:

8221 Auburn Rd, Concord, Ohio 44077

Phone: 440-350-2563

Hours: school year 8am to 4:30pm; summer 8am to 3:30pm

Staff Resources page: www.esc-lc.org > Human Resources

General HR e-mail: HR@lakeesc.org

Reporting an Absence

If you require a sub, you must log the absence in HR Kiosk <https://kiosk.mcoecn.org/> as soon as you know about the absence.

*****If requesting a substitute within 24 hours of the absence you must call the Renhill Sub Center at 1-800-776-8722 or 419-254-2837 AND update HR Kiosk. If no answer, leave a message*****

Time & Attendance System >>Questions<<: Jessica Dowd ext. 8165 or Becky Tressler ext.726

Please log in at <https://veritime.aesonline.com/> and select Time & Attendance. Please complete timesheet by the end of each week and submit for approval each week.

Injury/Workers Comp >>Questions<<: Becky Tressler at ext. 726 or rtressler@lakeesc.org

Work Related Injury: To report a work related injury, go to Public School Works. Access Public School Works at www.esc-lc.org> Human Resources>Staff Information & Resources>click on Report Employee Accident.

Please visit a Lake Health urgent care center for treatment and provide a copy of the Sheakley UniComp card. A Lake Health site list is available on the website www.esc-lc.org> Human Resources>Staff Information & Resources>click on Report Employee Accident

IT Help Desk: For IT assistance, password resets call 440-358-8050.

Licensure/LPDC: Refer to the LCESC website, www.esc-lc.org and to the Ohio Department of Education <http://education.ohio.gov/> >>Questions<<: Becky Tressler ext.726 or rtressler@lakeesc.org

IPDP: Certified Staff - The IPDP and coursework are entered at <https://kiosk.mcoecn.org/>. IPDP not required for RESA.

Resident Educator Program (RESA):

>>Questions<<: Angela Terella 330-945-5600 x511275 or angelat@summitesc.org

LPDC Meetings are held the 2nd Monday of each month. A new IPDP must be submitted to the LPDC by October 1st following the latest license issued

License Renewal: Apply as early as January 1st for a license expiring June 30 of the same year; FBI required every 5 years for renewal.

Administrators/Teaching Staff – After approval of all coursework, submit application to ODE via personal SAFE account
Related Service Staff (OT, PT, SLP) – Renew license with State Board then submit application to ODE.

Classified Staff – submit application to ODE via personal SAFE account.

>>Questions<<: Please refer to the LCESC Website: www.esc-lc.org/LPDC.aspx

Social Media, Website and Marketing

Have an event or announcement to be tweeted, posted or photographed, contact Michelle Hart at mhart@lakeesc.org

Wellbeing Team

The 2017-18 Wellbeing team is: Deb Burke, Amy Caldwell, Denise DiMatteo, Mary Kline, Kelly Minnick, Julie O'Neil, Meghan Province, Julie Sokol, and Becky Tressler. wellbeing@lakeesc.org

Public School Works Online training for new hires and staff as required>>Questions<<: Becky Tressler ext.726 or rtressler@lakeesc.org

MISSION STATEMENT

To excel in providing innovative programs and quality services that add value to our education community.

TREASURER'S OFFICE-PAYROLL

>>Questions<<: Jessica Dowd 440-350-2563 ext. 8165 or jdowd@lakeesc.org

Pay Periods: 10th and 25th of each month -- if the date falls on a weekend or holiday, the payday will be the previous business day.

Employee electronic timesheets are due each Friday, submit via Time & Attendance to supervisor for signature. **Substitute timesheets are due each Friday.** Email completed timesheets to Tamara Hall tamara.hall@renhill.com

Payroll schedule as follows:

DATES	DUE IN PAYROLL	PAY DATE
6/26/17 - 7/10/17	7/11/2017	7/25/2017
7/11/17 - 7/25/17	7/26/2017	8/10/2017
7/26/17 - 8/10/17	8/11/2017	8/25/2017
8/11/17 - 8/25/17	8/28/2017	9/8/2017
8/26/17 - 9/10/17	9/11/2017	9/25/2017
9/11/17 - 9/25/17	9/26/2017	10/10/2017
9/26/17 - 10/10/17	10/11/2017	10/25/2017
10/11/17 - 10/25/17	10/26/2017	11/10/2017
10/26/17 - 11/10/17	11/13/2017	11/24/2017
11/11/17 - 11/25/17	11/27/2017	12/8/2017
11/26/17 - 12/10/17	12/11/2017	12/22/2017
12/11/17 - 12/25/17	12/26/2017	1/10/2018
12/26/17 - 1/10/18	1/11/2018	1/25/2018
1/11/18 - 1/25/18	1/26/2018	2/9/2018
1/26/18 - 2/10/18	2/12/2018	2/23/2018
2/11/17 - 2/25/18	2/26/2018	3/9/2018
2/26/18 - 3/10/18	3/10/2018	3/23/2018
3/11/18 - 3/25/18	3/26/2018	4/10/2018
3/26/18 - 4/10/18	4/11/2018	4/25/2018
4/11/18 - 4/25/18	4/26/2018	5/10/2018
4/26/18 - 5/10/18	5/11/2018	5/25/2018
5/11/18 - 5/25/18	5/29/2018	6/8/2018
5/26/18 - 6/10/18	6/11/2018	6/25/2018
6/11/18 - 6/25/18	6/26/2018	7/10/2018
6/26/18 - 7/10/18	7/11/2018	7/25/2018
7/11/18 - 7/25/18	7/26/2018	8/10/2018
7/26/18 - 8/10/18	8/13/2018	8/24/2018