

# Classified Employee Handbook



2021 - 2022 School Year

- \* Office Personnel
- \* All Assistants (Non-OAPSE)
- \* Custodial/Maintenance
- \* Food Service

# Northwest Local School District

## Our Mission

The Northwest Local School District will create a responsive learning community where all students are valued, challenged and guided along a pathway to success

## Our Vision

Teaching and learning in the Northwest Local Schools will:

- Provide learning experiences that empower students to contribute to a future not yet imagined
- Inspire learners to adapt, be resilient, collaborate and problem solve
- Create a supportive social-emotional culture
- Provide a foundation to cultivate healthy relationships

## Our Beliefs

We believe students and staff excel best when they feel welcomed in the building, safe in their classrooms and trustful of each other

- We believe all students and staff can learn and deserve opportunities to show and achieve success
- We believe valuing diversity and working to understand one another is vital and important
- We believe a high priority should be placed on providing holistic support to ensure success for all
- We believe building and maintaining collaborative relationships with community members is foundational to teaching and learning in NWLSD

## Our Strategic Plan

### Student Achievement

- We're going beyond to ensure that all of our students thrive: in life, in school and in the classroom. That's our top priority. Our District provides an education to approximately 9,000 students, and our administrators and teachers are going beyond to reach all of them. Our goal is to empower students to achieve success and exceed their ambitious expectations

### Social Emotional Support

- We know that every child is different and that every student has different needs. That is why NWLSD is going beyond to reach them, ensuring that every child flourishes academically, physically, cognitively, socially and emotionally. The best educated child is one that thrives in their element. Our goal is to empower individuals to identify social-emotional needs and safely navigate their environments

### Diversity and Equity

- The NWLSD is made of many diverse groups. That's what makes our District special. We're committed to creating an environment that reflects the beautiful communities in which our families live. Our goal is to develop cultural competency that embraces diversity, ensures inclusivity and creates equitable opportunity for all.

### Financial Stability

- NWLSD recognizes that strong schools are built on a stable financial foundation. Having financial stability allows our District to continue offering strong academic programs. We're committed to that. Our goal is to create a stronger foundation of financial stability that ensures an optimal learning experience for all.

### Culture of Trust

- The Northwest Local School District understands the importance of building a strong relationship with our community. Our stakeholders are valuable and we know that strong community support is the backbone of our success. Our District is committed to working with our stakeholders to create a school system that meets our communities' needs. We're here to listen, to be open and to be transparent in our communication. Our goal is to establish a sustained commitment to people, initiatives and plans.

# CLASSIFIED EMPLOYEE HANDBOOK

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# **CLASSIFIED EMPLOYEE HANDBOOK**

This handbook represents the personnel policies of the Northwest Local School District. These policies are only guidelines. They do not represent an employment contract or a guarantee to continued employment and should not be construed as such. Employees are responsible for becoming familiar with the contents of this handbook and the approved negotiated agreement (if applicable). The District also has Board Policies that are accessible on the district website under the Board of Education tab. Employees should refer to these policies if they have questions. If there are any inconsistencies between this handbook, adopted board policies or the negotiated contract, the Board Policies and the contract supersedes this handbook.

## **ASSIGNMENTS AND TRANSFERS\***

Classified personnel may be transferred to positions in the District other than those to which they were originally assigned if such transfer is to the advantage of the District and if the transferees are duly qualified for the new positions. Promotional transfers are made only by the Board upon the recommendation of the Superintendent. General employee transfer requests will not be granted. The administration reserves the right of transfer for all classified employees.

Reductions in force may happen. Employees whose jobs are eliminated will be given priority based on seniority to fill positions that have been held open. Once that procedure is finalized denoted by the date of the transfer letter to the employee, the employee will only be considered for positions that are lateral positions that open in his/her home school from that point through the last student day.

From the day after the last student day of each school year through October first of the following school year, lateral transfers to positions in the same classification or lesser, may not be granted. In other words if a position opens in that timeframe, an employee who was transferred due to reduction in force procedures may not move back to his/her homeschool. Employees may apply for positions that open if they result in a promotion to a position of a higher class, or a job type who hourly/year salary is greater. Employees may not be considered for positions based on increased hours in a job type with same pay rate. After October first of each year through April first of each school year, employees may be considered for posted positions through the typical hiring procedures.

Ten working days prior to the start of each school year, classified employees may be denied for a job opening due to lateral movement. Classified employees may apply for certified positions and be considered in the candidate pool for positions in which they are properly licensed.

### **Assignments to Nonpublic Schools**

Persons employed by the District and assigned to nonpublic schools are considered employees of the District. Such persons fulfill and meet all regulations as are required for any other classified staff employees in the District.

## **ATHLETIC PASSES**

District employees may be admitted to district events by showing their employee ID badge.

## **ATTENDANCE POLICY**

If an employee has been absent on paid or unpaid leave for more than ten (10) days within their work year, the employee may be required to meet with Human Resources which may result in the institution of an attendance plan, a letter of counseling, or the imposition of discipline. Personal leave, vacation leave, adoption, childbirth, military leave, jury duty, work related injury (verified through Public School Works accident report) and Worker's Comp claims do not count toward the days. No discipline shall be issued if a valid doctor's note is submitted.

The Board reserves the right to accelerate disciplinary measures when an employee fraudulently reports the use of sick leave.

Employees may use sick leave for absence in the following situations:

1. Personal illness, injury or pregnancy.
2. Exposure to a contagious disease which could be communicated to others.
3. Illness, injury or death in the employee's immediate family. "Immediate family" means spouse, child/children, father, mother, brother(s), sister(s), member(s) of the immediate household, and person(s) who have assumed a similar legal responsibility to the employee and/or his/her spouse.
4. In the event of an illness, injury or death of an employee's father-in-law, mother-in-law, brothers-in-law, sisters-in-law, grandmother(s), grandmother-in-law, grandfather's), grandfather-in-law, grandchild/grandchildren, the employee is limited to a leave of a maximum of five (5) days absence with full pay. Additional days beyond the five (5) days may be granted by the Superintendent or his/her designee.
5. Leave of two (2) days may be granted with pay to an employee because of death of any other person, with approval of the Superintendent or his/her designee. Additional days may be granted by the Superintendent or his/her designee.

The Board encourages all employees to have good attendance. Absenteeism and tardiness hurts the students and their families, the employees involved, and their co-workers.

## **ATTENDANCE INCENTIVE**

Employees shall receive an attendance incentive for achieving perfect attendance in the work calendar year. Perfect attendance shall be no absences during the work calendar year. For the purpose of the incentive, an absence shall include, but not be limited to, the following: sick leave, medical leave, leave of absence without pay, military leave, assault leave, jury duty, FMLA, workers' compensation. Vacation leave shall not be counted as absence in terms of the incentive.

The financial incentive shall be tiered as follows:

- For employees working 212 days or more in their contract
  - \$1,000.00
- For employees working less than 212 days in their contract
  - \$800.00 for employees working 6 or more hours per day
  - \$600.00 for employees working 4 or more hours per day but less than 6 hours per day
  - \$400.00 for employees working less than 4 hours per day

The attendance incentive shall be calculated based on attendance from July 1 – June 30. To be eligible for the incentive, an employee must be employed and working no later than August 31. The District may prorate the incentive based on participation if the total amount exceeds the budgeted allocation.

## **CALENDARS**

Work schedule calendars for classified positions can be found on the NWLSD Intranet. Calendars will be given at employee orientation.

## **CLASSIFIED EMPLOYEE MANAGEMENT COUNCIL (CEMC)**

The Classified Employee Management Council (CEMC) is a group of classified representatives and District administrators who meet approximately five times each school year. The members of the committee are a representation of classified positions and school buildings, including the Administrative Offices and the Service Centers.

The purpose of the CEMC is to improve communication and provide a formal method for input on district-wide policies, procedures and issues that have an effect on classified employees. The members of the CEMC gather input, on various policies and district matters, from others in their building to present for discussion at the meetings. The results of issues presented to the CEMC will be communicated to all classified staff members.

## **CLASSIFIED EMPLOYEES**

The Board of Education and administration are committed to recruiting and employing the best qualified applicants available for all classified positions regardless of race, creed, color, national

origin, political affiliation, or sex.

All new classified staff positions are approved by the Board. It is the Board's intent to maintain a sufficient number of positions to accomplish its goals and objectives.

Although positions may remain temporarily vacant, or the number of persons holding the same type of position may be reduced in the 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.

### **CLASSIFIED EMPLOYEES' QUALIFICATIONS**

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

### **CONCEALED CARRY LAW**

**Amended Sub. House Bill #12 Ohio Revised Code 2923.122**

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.



## **CONDUCT - STAFF**

### **Policy #4210**

An effective educational program and successful operation of the District requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all classified staff members to maintain high standards in their working relationships, and in the performance of their duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. refuse to accept anything of value offered by another for the purpose of influencing judgment;
- H. refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation;
- I. refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

## **CONFLICT OF INTEREST**

### **Policy#4113**

- A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by Board of Education's members, and the District's employees, officers and agents. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers and agents.
  1. No employee, officer or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.
  2. Employees, officers and agents shall not engage in business, 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 or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee
  - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's or agent's employment or professional relationship with the District through his/her access to School District records
  - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
  - d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
3. Employees, officers and agents shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Exceptions to Part A of this policy shall be approved by the Superintendent **before** entering into any private relationship.
- C. Employees, officers and agents cannot participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- Employees, officers and agents can not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- D. To the extent that the District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.
- E. Employees, officers and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- F. Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable Board policy.

Additional information regarding ethics may be found at the Ohio Ethics Commission website, [www.ethics.ohio.gov](http://www.ethics.ohio.gov).

## **CONTRACT YEAR**

The work day, work week, and work year of classified personnel shall be approved by the Board upon recommendation of the Superintendent.

## **CONTRACTS**

All newly hired, regular classified staff employees, enter into written contracts for their employment, which are for a period of not more than one year. If such employees were hired prior to November 2, 2018, and are rehired at the end of their first contracts, their subsequent contract is for a period of two years. After the expiration of the two-year contract, if the contract of an employee is renewed, the employee receives a continuing contract.

\*\*Based on Senate Bill 216, any contracts issued after November 2, 2018, will be issued as a one year, three two year contracts, and then continuing contract.

The salary (wages) provided in the contract may be increased but not reduced unless such reduction is a part of a uniform plan affecting the classified staff employees of the entire District.

## **COMPENSATION PLANS**

In determining and developing salary schedules for classified staff other than administrators, the Board considers the responsibilities of the position, the qualifications needed, past experience of the individual and years of service credit.

Salaries for classified staff are reviewed and established by the Board upon the recommendation of the Superintendent.

In compliance with State law, employees are notified in writing by July 1 of their salary for the following school year.

## **CRIMINAL RECORD CHECK**

The Board shall request from the Superintendent of the Bureau of Criminal Identification and Investigation (BCII) criminal records checks of all candidates under final consideration for employment or appointment in the District. The BCII criminal records checks include information from the Federal Bureau of Investigation (FBI).

The Board may employ persons on the condition that the candidate submit to and pass a BCII criminal records check in accordance with State law. Any person conditionally hired who fails to

pass a BCII criminal records check is released from employment. Applicants are given a separate written statement informing them that the Board uses a criminal records check as part of the initial hiring process and at various times during the employment career. This notice must be on a separate document which only contains this notice. The applicant's written authorization to obtain the criminal records check will be obtained prior to obtaining the criminal records check.

Prior to taking an adverse action against an applicant or employee (such as declining to employ, reassigning an employee, denying a promotion, suspension, nonrenewal or termination) based in whole or in part on a criminal records check, the applicant or employee is given a written pre-adverse action disclosure statement which includes a copy of the criminal records check and the Federal Trade Commission's notice titled "A Summary of Your Rights Under the Fair Credit Reporting Act."

After taking an adverse action, the applicant or employee is given a written adverse action notice which includes the name, address and telephone number of the BCII, a statement that the BCII did not make the decision to take the adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by the BCII and the individual's right to an additional free criminal records check from the BCII upon request within 60 days.

An applicant for employment may provide a certified copy of a BCII 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 BCII.

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.

## **DATING POLICY**

The Northwest Local School District strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business and enhancing productivity. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Individuals in supervisory or managerial roles, and those with authority over others' terms and conditions of employment, are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the

terms and conditions of employment of individuals in subordinate positions.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable statute concerning the employment relationship.

#### Procedures

1. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
2. During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in non-work areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on company premises, whether during working hours or not.
4. Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to the appropriate provisions of The Northwest Local School District's disciplinary policy, including counseling for minor problems. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
5. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
6. Any supervisor, manager, executive or other company official in a sensitive or influential position with The Northwest Local School District must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the immediate supervisor or Human Resources (HR). This disclosure will enable The Northwest Local School District to determine whether any conflict of interest exists because of the relative positions of the individuals involved.
7. With regard to Paragraph 6, when a conflict-of-interest problem or potential risk is identified. The Northwest Local School District will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer to other positions or departments.
8. With regard to Paragraph 6, if one or both parties refuse to accept a reasonable solution or to offer of alternative position, if available, such refusal will be deemed a

voluntary resignation.

9. Failure to cooperate with The Northwest Local School District to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors or others in positions of authority over another employee in a mutually agreeable fashion may be deemed insubordination and cause for immediate termination. The disciplinary policy of The Northwest Local School District will be followed to ensure fairness and consistency before any such extreme measures are undertaken.
10. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
11. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments on the basis of the overall spirit and intent of this policy.
12. Any concerns about the administration of this policy should be addressed to Human Resources

## **DISCIPLINE**

Standards of progressive discipline will be applied in normal circumstances when disciplining employees. If the infraction is of a serious nature, any or all of these steps may be waived. The steps are:

1. Verbal warning (but will be written down to ensure compliance with progressive discipline procedure)
2. Written reprimand-sent to HR
3. One day suspension without pay
4. Five to 10 day suspension
5. Termination

The Superintendent/designee may suspend a classified employee without pay for just cause. The following are infractions of a serious nature for which an employee may be suspended without pay for 5 to 10 days by the Superintendent or discharged by the Board, regardless of length of service or prior record:

1. Incompetence, i.e. inability or unwillingness to safely and effectively perform the essential functions of the position.
2. Inefficiency, i.e. poor performance that interferes with the safe and timely education/transportation of students, or threatens to do so.
3. Dishonestly, including: a) removing or attempting to remove property belonging to the School District or another from District property or vehicle without authorization; b) falsification of records or supplying false information (time, payroll, medical, insurance, employment application, etc.); c) offering to take, or taking a bribe or kickback; or d) any other work-related deception.
4. Violation of School District's Drug & Alcohol Policy.

5. Immoral or indecent conduct on or in School District property or vehicle or during work hours.
6. Insubordination, including refusal or intentional failure to perform assigned work.
7. Abusive conduct, including a) assault, or deliberate attempt to injure another;
8. b) threatening another with injury to person or property; c) fighting; d) possession of explosives, firearms or other weapons on or in School District property or vehicles; e) intentional abuse or destruction of property belonging to the School District or another; f) any other act that is intended to cause or threaten injury to person or property; g) deliberate interference with the transportation of students or the work of another District employee; or h) verbal abuse or other discourteous treatment of another while on or in District property or vehicle or during work hours.
9. Neglect or duty that interferes with the safe and timely transportation of students.
10. To protect privacy, employees may not use cameras or other visual or recording devices on or in School District property or vehicle without authorization.
11. Commission of a crime on or in School District property or vehicle, during work hours, or (if job related) otherwise; any other act of misfeasance, malfeasance or nonfeasance; or any other act or omission that is grounds for termination under Ohio Revised Code Section 3319.081 (or its successor).

## **DRESS CODE**

### **Policy #4216**

The Board of Education believes that classified staff members, like professional staff members, set an example in dress and grooming for students to follow. Staff members who understand this precept and adhere to it enlarge the importance of his/her task and present an image of dignity and professionalism.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all classified staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their assigned responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;
- E. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

All staff members will wear photo identification, in such a way that it is visible, during work hours. Jeans, t-shirts, warm up suits and shorts will not be worn by employees, excluding bus drivers and custodians, while performing their contractual duties without the prior consent of the employee's building principal. Playground assistants may wear warm up suits and shorts when weather warrants.

The Northwest Local School District permits employees to wear jewelry or to display tattoos at the workplace within the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include:

- Personal safety of self or others, or damage to company property.
- Productivity or performance expectations.
- Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
- District or societal norms.
- Customer complaints.

If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict.

An environment of mutual cooperation, respect, and fair and consistent treatment for all employees is the district's goal. Nonetheless, the District is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment. As an initial step toward resolution of any complaint or offense under this policy, supervisors and managers will be responsible for explaining the policy and answering employee questions. If an agreeable solution cannot be reached at that stage, Human Resources will follow district procedures to resolve the issue.

### **DRUG FREE POLICY AND AWARENESS PROGRAM**

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 non-user, as well as the user.

Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, sell, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and Federal law, 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. 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. Failure to satisfactorily participate in such program may be reason for disciplinary action or termination of employment in accordance with State law, District policy and administrative procedures and/or the terms of the District's negotiated agreements.

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.

## **EDUCATIONAL AIDE PERMITS**

Assistants, excluding cafe, must obtain an Educational Aide Permit or other appropriate license through the State of Ohio - Department of Education. Fingerprint reports are required for all initial permits and periodically as required by the Department of Education. Failure to obtain/maintain the proper permit/license will result in termination of employment. Educational Aide Permits expire on June 30 and will need to be renewed prior to contracts being issued for the next school year (even though they don't expire until June 30). Contracts are typically issued in May.

## **EDUCATIONAL PREROGATIVE**

Biological children or adopted children of full-time employees (6.5 hours per day) shall be permitted to attend the Northwest Schools tuition free in grades K through 12 and the inclusion preschool if there is space available in grades K through 12 and the inclusion preschool as determined by the Superintendent in his/her sole discretion. Employees who wish to utilize this benefit must make application to do so prior to the start of each school year. However, if a resident employee's children are enrolled in the school district and the employee subsequently resides outside of the district during the school year, his/her children will be permitted to complete the school year tuition free. If a child requires special services due to a disability, the child will be offered a free appropriate public education within the District, consistent with available resources and applicable federal law. However, this does not obligate the district to pay for services to a child who resides outside the district that are unavailable within the district.

No child shall be admitted to the district if they are currently expelled from a public school in the State of Ohio or any private school.

## **EMERGENCY PLANS**

Building principals shall comply with the following state law for drills:

The principal or person in charge of a public or private school having an average daily attendance of fifty or more pupils is required to instruct and train such children by means of drills or rapid dismissals at least once each month while such school is in operation, so

that such children in a sudden emergency may leave the building in the shortest possible time without confusion. Doors and exits of school buildings must be unlocked during school hours.

Employees are responsible for being aware of the safety plans for their particular school building.

## **EQUAL OPPORTUNITY EMPLOYMENT**

### **Policy #4122**

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, citizenship status, religion, sex, economic status, age, disability, military status or ancestry.

## **EVALUATIONS**

All classified personnel are subject to annual conferences and evaluations by their immediate administrative supervisor.

Regular evaluation of all classified 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 classified staff. The program includes written evaluations and a means of making the results known to the evaluated employee.

The services of all classified staff employees are evaluated.

The administration shall evaluate the performance of all classified employees. Classified employees shall be made aware in advance of the contents of the instrument used to evaluate them.

## **CLASSIFIED EMPLOYEES EVALUATION FORM**

### **Philosophy**

The classified employees of the Northwest Schools are vitally important to the overall success of the educational program of the school district. In order to develop a better understanding of the importance of the employee's contribution and as a motivation for self-improvement, this evaluation instrument has been devised. It is believed that this evaluation system will foster a positive working relationship between the employee and the supervisor.

### Objectives

1. To enable classified staff to understand their accomplishments and their potential for improvement.
2. To provide a permanent record of employee growth and efficiency.
3. To provide a uniform and systematic instrument for continuous evaluation.
4. To provide a measuring scale for specific skills.
5. To promote a better working relationship between all employees and their supervisors.
6. To provide an orderly procedure to recommend improvements in performance skills, personal characteristics, and working relationships.
7. To provide a positive and efficient environment where education can take place.

The evaluation will be continuous. It will be based upon observation of the employee in the areas under supervision, in the total school setting, and in relation to their designated duties. Records will be kept to support the evaluation. For the purpose of communication, a written report following the initial conference at the beginning of the evaluation period, a mid-term written progress report (if contract expires in current year), and a final written evaluation will be required.

### Evaluation Process

A classified employee shall be evaluated during each year.

### Procedure

"Evaluation", as used in this form, refers to the processes involved in rating a classified employee on competence and effectiveness in the present position. Evaluation is based on data accumulated from all observations, recommendations, and reactions to recommendations.

### Guidelines

1. Employees shall be notified prior to October 1 to set goals for the year.
2. If the evaluator sees a need for improvement, he should immediately plan with the employee ways to correct the deficiency.
3. Unsatisfactory evaluations resulting in no offer of a contract must be completed by April 1.
4. The evaluation should be completed by the employee's immediate supervisor.
5. Areas that do not apply to a particular individual's performance are to be marked "not applicable."
7. Qualities or characteristics which are rated "ineffective" on the evaluation form are to be substantiated by comments.
8. The evaluator should comment on noteworthy achievements.
9. The employee shall receive a duplicate copy of the evaluation report.
10. When possible, employee and evaluator should agree on some definite goals to be attained during the year.
11. The evaluation rating should be based on, but not limited to, the description provided for each category on the evaluation form.
12. Explanations and comments may be attached to the evaluation document by the evaluated employee.

## CLASSIFIED EMPLOYEE EVALUATION DEADLINE DATES

### **Prior to:**

October 1	Evaluator and evaluatee meet to discuss measurable goals.  *If an employee is being considered for a non-renewal, Human Resources must be consulted.
January 10	For those up for contract renewal, a preliminary mid-year evaluation conference must be held and written narrative and evaluation document completed.
April 30	Any employee whose contract expires this year must be given a final evaluation. The final evaluation must contain the superintendent's recommendation as to future contract status. A copy of that evaluation must be given to the employee at least five days prior to board action on the contract
June 15	Classified employees whose contract will not expire will be given a final evaluation report (no midyear is necessary).

## EXPOSURE CONTROL PLAN - BLOODBORNE PATHOGENS

The Occupational Safety and Health Administration has determined that some employees in the workplace face a significant health risk to bloodborne pathogens, due to their job duties. To ensure that employees are aware of the risks of occupational exposure to bloodborne pathogens, Northwest Local School District has developed an exposure control plan.

The District exposure control plan is designed to minimize or eliminate employee contact with human blood or other body fluids, which may contain bloodborne pathogen, such as the Hepatitis B Virus and Human Immunodeficiency Virus. Limiting worker exposure will be achieved through the implementation of the following controls:

- ◆ Engineering controls
- ◆ Work practice controls
- ◆ Personal protective equipment
- ◆ Procedures for disposal and handling of contaminated waste
- ◆ Housekeeping procedures
- ◆ Training and education program
- ◆ Immunization program
- ◆ Post-exposure follow-up

The control plan will be reviewed and updated on an annual basis or whenever necessary to reflect a change in procedures, any new modified job assignments or change in employee position. This plan will be made accessible to employees and made available if requested to the Assistant Secretary for OSHA and to the Director of the National Institute for Occupational Safety and Health (NIOSH) for examination and possible distribution.

## I. EXPOSURE DETERMINATION

The Superintendent or designee is assigned the overall responsibility of coordinating and maintaining an exposure control program at the facilities located at ALL OF THE NORTHWEST LOCAL SCHOOLS.

The Superintendent or designee's responsibility will include determining and reviewing job classifications within the work environment to identify which employees may be exposed to bloodborne pathogens. All employees may be exposed at some time to bloodborne pathogens.

## II. CONTROL METHODS

The Northwest Local School District's primary method for minimizing and eliminating workplace exposure is through engineering and work practice controls. Employees who may be exposed to blood or body fluids will practice universal precautions, which means considering all body fluids to be potentially infectious material.

### A. Engineering and Work Practice Controls

The engineering controls implemented by the Northwest Local School District will attempt either to remove or isolate the bloodborne pathogen hazards or isolate the employee from exposure.

The following is a list of engineering controls provided:

1. Puncture resistant containers labeled or color-coded
  - leakproof on the sides and bottom
  - cleaned and decontaminated after contact with blood or other potentially infectious diseases
2. Contaminated needles and other contaminated sharps
  - recapping or removal of needles must be accomplished through the use of a mechanical device or a one-handed technique

These controls will be implemented to reduce the likelihood of employee exposure, by altering and specifying how a procedure and/or a job task may or may not be performed.

Work practice controls and procedures that will be observed and followed by employees who are exposed to human blood or other body fluids are:

1. Facilities are available for use by any exposed employee to wash hands and any other skin with soap and water. This should be accomplished immediately after the removal of protective gloves or other personal protective equipment as soon as feasible. These facilities are located in restroom and locker rooms.
2. If employees are in an area where a washing facility is not available, employees should use antiseptic hand cleaner in conjunction with a clean cloth/paper towel or antiseptic towelettes, which can be found in each first aid kit or station and/or

- custodial storage.
3. Contaminated needles and other contaminated sharps shall not be bent. Shearing or breaking contaminated needles is strictly prohibited.
  4. Eating, drinking, smoking, applying of cosmetics, or handling of contact lenses is prohibited in work areas where there is reasonable likelihood of occupational exposure.
  5. Employees shall not keep food and drink in refrigerators, freezers, shelves, cabinets, countertops or benchtops where blood or other potentially infectious materials are present.

C. Personal Protective Equipment

The Northwest Local School District shall provide, at no cost to the employee, the appropriate personal protective equipment to reduce occupational exposure to blood and other body fluids. The district will ensure the appropriate sizes are readily accessible at all times, including hypo-allergenic gloves, if necessary, powderless gloves, or other alternatives for employees who may be allergic to the gloves normally provided. Employees shall follow procedures for cleaning and disposal of personal protective equipment.

Through an appropriate training program employees will be taught how and when to wear the appropriate equipment to prevent blood and other potentially infectious materials from passing through or coming in contact with work or street clothes, undergarments or skin.

The Superintendent or designee will have the overall responsibility of maintaining the personal protective equipment program. Ensuring equipment is readily accessible includes ordering equipment and handling the repairs of all equipment.

The following is a list of the personal protective equipment that will be on hand at all times:

**Clean-up kits, disposable gloves, eye protection when required.**

D. Handling and Disposal of Contaminated Waste

All regulated waste - blood, body fluids, contaminated personal protective equipment, contaminated towels, rags, clothing, etc., shall be placed in a primary container (i.e.: plastic bag). Used sharps shall be placed in containers which prevent leakage during collection, handling, processing, storage, transport or shipping. If the outside of the primary container is contaminated, it must be placed within a second container. Primary or secondary containers shall be labeled and closed prior to being stored, transported or shipped.

Contaminated regulated waste must be discarded according to all local, state and federal regulations. The Superintendent or designee will be responsible for disposing of contaminated waste that is covered by government regulations.

## E. Housekeeping

Good housekeeping at any facility is a must, required to ensure a safe and healthy workplace environment. This is even more important in a work environment where there is a potential exposure to bloodborne pathogens. The Northwest Local School District has developed and implemented a cleaning program to ensure a clean and sanitary workplace. The program will outline the cleaning schedule to be followed and the procedures and methods to be used when an area is to be decontaminated after there has been an exposure to blood and other infectious materials.

The schedule will be based upon the location within the facility, type of surface to be cleaned and the type of soil or contaminants present in the area. A designated employee will be responsible for making sure housekeeping procedures are followed.

The following is a list of housekeeping procedures:

1. All equipment, contaminated environments and working surfaces, shall be cleaned and decontaminated with the appropriate disinfectant immediately after the exposure to blood or other potentially infectious materials.
2. Appropriate staff shall inspect and decontaminate, on a regular basis, reusable receptacles such as bins, pails, and waste cans that have a likelihood of becoming contaminated. When contamination is visible, clean and decontaminate receptacles immediately, or as soon as feasible.
3. Employees shall handle contaminated clothing, laundry, bandages, and personal protective equipment as little as possible. Contaminated clothing and laundry shall be contained or bagged at the location where used.
4. Employees shall not manually open, empty, or clean reusable contaminated sharps disposal containers.
5. Employees shall use protective coverings such as plastic wrap, aluminum foil or imperviously-backed absorbent paper to cover equipment and environmental surfaces, which have become contaminated. These coverings shall be removed and replaced during the work shift of exposure or as soon as feasible.

## III. INFORMATION AND TRAINING

The Superintendent or designee will ensure that all employees listed in job classifications with occupational exposure to blood and other infectious material are informed and trained about the risk, as well as the controls that have been developed to limit their exposure. The Superintendent or designee will maintain all training records and coordinate the proper training of exposed employees. The district will provide training and information at the time of initial assignment or within 90 days after the effective date of the standard and on an annual basis thereafter. Additional training and information will be provided as modification of job assignments or procedures or the institution of new job assignments or procedures affect the employee's occupational exposure. This additional training may be limited to addressing the new exposures created.

The District training program will cover the following essential components:

1. Employees will be informed of the OSHA standard 1910.1030, how to obtain a copy of the standard and an explanation of it.
2. An explanation of the following:
  - a. Information on the epidemiology and symptoms of bloodborne diseases and ways in which they are transmitted.
  - b. The Northwest Local School District exposure control plan and how to obtain a copy of it.
  - c. Methods for recognizing job assignments that may involve exposure to blood and other potentially infectious materials.
  - d. The use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, and personal protective equipment.
  - e. The basis of selection of personal protective equipment.
  - f. The procedures to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow up that is available.
  - g. Signs and labels and/or coding to be used to identify contaminated materials.
3. Employees shall receive information on the following:
  - a. The types, selection, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
  - b. The Hepatitis B vaccine, including information on its efficacy, safety methods of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge to selected employee classifications.
  - c. The appropriate action to take and persons to contact in an emergency involving blood exposure.
  - d. The post-exposure evaluation and follow up.

District will maintain training records (Appendix A) for 3 years from the date of the training. Employees may obtain a copy of their records upon request.

#### IV. HEPATITIS B VACCINATION AND POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Northwest Local School District will make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure as well as provide a post-exposure evaluation and follow-up to all employees who experience an exposure incident. All vaccine medical treatments and evaluations are at no cost to employees and are provided at a reasonable time and place. Vaccinations will be administered according to current recommendations of the U.S. Public Health Service. Records of employee vaccinations will be recorded and kept on file. If an employee declines the vaccination, he/she must sign a declination form (see Appendix A). The employee may request and obtain the vaccination at a later date and at no cost, if he/she continues to be exposed.



## A. Hepatitis B Vaccination

The Hepatitis B vaccine and vaccination series shall be offered within 10 working days of initial assignment to employees who have occupational exposure to blood or other potentially infectious materials unless:

1. The employee has previously received the complete Hepatitis B vaccination series;
2. Antibody testing reveals that the employee is immune; or
3. Medical reasons prevent taking the vaccinations.

Prescreening will not be required before receiving Hepatitis B vaccine.

Any booster dose(s) of the Hepatitis B vaccine recommended by the U.S. Public Health Service will be provided.

## B. Post Evaluation and Follow up

The post-exposure medical evaluation and follow-up will be made available immediately to employees who have had an exposure incident. At a minimum, the evaluation and follow-up will include the following elements:

1. Document the routes of exposure and how exposure occurred.
2. Identify and document the source individual, unless the employer can establish that identification is not feasible or prohibited by state or local law.
3. Obtain consent and test source individual's blood as soon as possible to determine HIV and HBV infection and document the source's blood test results. (If consent is not obtained, then it will be shown that legally required consent could not be obtained.)
4. If the source individual is known to be infected with either HIV or HBV, testing need not be repeated to determine the known infection.
5. Provide the exposed employee with the source individual's test results and information about applicable disclosure laws and regulations concerning the source identity and infectious status.
6. After obtaining consent, the Health Care Professional will collect exposed employee's blood as soon as feasible after the exposure incident and test blood for HBV and HIV serological status.
7. If employee does not give consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days.
8. Provide HBV and HIV serological testing, counseling, and safe and effective post-exposure prophylaxis following the current recommendations of the U.S. Public Health Services.

## C. Healthcare Professional

Good Samaritan Occupational Health Department is the healthcare professional responsible for

the employee's Hepatitis B vaccination and has been given a copy of this written program. After an exposure incident, the healthcare professional is provided with the following information:

1. A copy of the program.
2. A description of the exposed employee's duties as they relate to the exposure incident.
3. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
4. Results of the source individual's blood testing, if available.
5. All medical records relevant to the appropriate treatment of the employee including vaccination status which are maintained by the Business Office.
6. Copy of the Exposure Incident Report. The form is located at the end of this procedure.

Within 15 days after evaluation of the exposed employee, a copy of the written opinion from the healthcare professional will be provided to the employee.

The written opinion for Hepatitis B vaccination is limited to whether the vaccine is indicated and if it has been received.

The written opinion for post-exposure evaluation and follow-up will be limited to the following information:

1. The employee has been informed of the results of the medical evaluation.
2. Any medical conditions resulting from the exposure incident that may require further evaluation or treatment.
3. All other findings or diagnoses will remain confidential and not be included in the report.

#### D. Recordkeeping

It will be the responsibility of the office of Business Services to maintain and preserve for each employee an accurate record of occupational exposure according to OSHA's rule governing access to employee exposure and medical records. 1910.20. This record shall include:

1. Name and social security number of the employee.
2. A copy of the employee's Hepatitis B vaccination status including the dates of all the Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
3. A copy of all results of examinations, medical testing, and follow-up procedures.
4. Healthcare professional's written opinion.
5. A copy of the information provided to the healthcare professional.

Medical records will be kept confidential and maintained for at least the duration of employment plus 30 years.

Medical records will be made available, upon request, to the Director of the National Institute for Occupational Safety and Health (NIOSH) and to the Assistant Secretary of Labor for Occupational Safety and Health.

**NORTHWEST LOCAL SCHOOL DISTRICT  
EXPOSURE INCIDENT REPORT**

	(Date)
(Employee Exposed)	(Date of Exposure)
(Job Assignment)	(Social Security No.)

DESCRIPTION OF EXPOSURE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Route of entry: \_\_\_\_\_

Action taken: \_\_\_\_\_

Has source individual been identified?  Yes  No

If yes, give name. \_\_\_\_\_

Will the source individual consent to HBV or HIV serological testing?  Yes  No

Will the exposed employee consent to HBV or HIV serological testing?  Yes  No

Has employee been offered Hepatitis B vaccine?  Yes  No

If yes, when. \_\_\_\_\_

(Date)

Did employee accept the Hepatitis B vaccine?  Yes  No

If yes, when? \_\_\_\_\_

(Date)

If the exposed employee consents to a baseline blood collection, but does not give consent for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident the exposed employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

\_\_\_\_\_  
(Coordinator's Signature)

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The following information is a summary of the Family Educational Rights and Privacy Act (FERPA), which is a federal law. For more information regarding other aspects of FERPA or for specific language, access the U.S. Department of Education website at [www.ed.gov](http://www.ed.gov).

### 1. What is FERPA?

FERPA is the acronym for the Family Educational Rights and Privacy Act. The purpose of the Act is two-fold – to assure that parents have access to their child’s educational records, and to protect such individuals’ rights to privacy by limiting the transferability of their records without their consent.

FERPA is not a version of the Federal Freedom of Information Act made applicable to education records. It creates no right to public access.

### 2. Who has rights under FERPA?

Generally speaking, parents of children who attend or have attended a school or facility that receives federal funding have rights under FERPA. Parents, however, transfer their rights under FERPA to their child when he or she has attained the age of eighteen years of age or is attending an institution of postsecondary education.

### 3. Who is bound by FERPA?

FERPA applies to an educational agency or institution that receives federal funds Administered by the Secretary of Education. In this case it means the Northwest Local School District and all employees of the district must abide by the guidelines of FERPA. This further includes PTA members and/or volunteers who may have access to student information.

### 4. What are the rights granted by FERPA?

There are three basic rights granted to parents (or eligible students):

- The right to inspect and review the education records relating to the student maintained by the schools the child attends or has attended.
- The right to challenge and require the school to amend any portion of the education records concerning the student that are inaccurate, misleading or otherwise in violation of the student’s privacy rights.
- The right to require the school to obtain written consent prior to the disclosure of personally identifiable information, except in those instances specifically noted in the statute.

5. What are education records?

The term “education records” refers to those records, files, documents, and other materials which contain information directly related to a student and are maintained by an educational agency or institution.

6. What is personally identifiable information?

Personally identifiable information is the information about a student contained in his or her education records that cannot be disclosed without consideration of the requirements of FERPA. It is information that relates to, or concerns, just the student, or a grade. It need not only be embarrassing information, or “private” in any such sense. An “A” in the course is just as much personally identifiable information as an “F.”

7. Are education records limited to written materials?

Not necessarily, but it is clear that the records must be in some tangible forms, or susceptible to reproduction in a tangible form. Otherwise, a parent’s rights of inspection would be difficult to enforce.

A “record” is defined as any information recorded in any way, included, but not limited to handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche.

Generally, oral information based on personal information or knowledge is not an education record subject to FERPA. But, FERPA does restrict the oral communication of personal information about students that is contained in or derived from education records.

8. What are the implications for the end-of-year videos and other recognition projects?

Teachers, PTAs, and other staff members will have to monitor these projects closely to ensure that the end product is not in violation of FERPA. In addition, parents may deny permission to have their child’s photo and/or name included in such publications and/or videos. The Student Services Office maintains a list of parents who have submitted requests to exclude such information.

When in doubt, it is recommended that information be kept confidential. FERPA has implications for discussions that take place in the staff workroom, in the main office, in telephone conversations, etc. In addition, care must be exercised when it comes to posting confidential information in newsletters, on web pages, etc., or other such avenues for sharing information. If you have any questions regarding whether information is protected by FERPA, please feel free to contact the Student Services Office.

## **FRAUD REPORTING**

The Auditor of the State of Ohio has established a reporting system whereby public employees can file complaints of fraud and misuse of public funds by public offices or officials. 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 United States mail. The contact information of the Auditor of State for fraud reporting is:

Telephone: 1-866-FRAUD OH (1-866-972-8364)  
Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)  
U.S. Mail: Ohio Auditor of State's Office  
Special Investigations Unit  
88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43215

Employees who file a complaint with the new fraud-reporting system receive some protections under Section 124.341 of the Revised Code. If a classified or unclassified employee becomes aware of a situation and reports it to the Auditor of State's fraud-reporting system, the employee is protected against certain retaliatory or disciplinary actions. If retaliatory or disciplinary action is taken against the employee, the employee has the right to appeal with the State Personnel Board of Review.

## **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 system are governed by the following.

1. Each building principal appoints, or employees may volunteer for, a small social committee to plan social affairs such as teas and luncheons.
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. Failure to disclose by an employee may result in disciplinary action.

### Solicitations

The Superintendent/designee annually approves all solicitations which 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/designee.

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 fund-raising literature without the expressed approval of the Superintendent/designee.

Additional information regarding ethics may be found at the Ohio Ethics Commission website, [www.ethics.ohio.gov](http://www.ethics.ohio.gov).

## **HAZING AND BULLYING**

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

### School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;

4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
  - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using websites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

#### Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

#### Complaints

##### 1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment,



intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

## 2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

## 3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

## Intervention Strategies

### 1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

### 2. Administrator Responsibilities

#### A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

**B. Non Disciplinary Interventions**

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

**C. Disciplinary Interventions**

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

#### Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

#### Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

#### Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

## **HOLIDAY PAY**

In addition to the vacation leave provided for by statute, regular non-teaching personnel are also entitled to certain enumerated paid holidays. Non-teaching school personnel employed on a nine or ten month basis are entitled to the following holidays with pay: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day (if school is in session), Labor Day, Veterans Day (if observed) Thanksgiving Day, and Christmas Day. Those employed on an eleven or twelve month basis are given an additional paid holiday on Independence Day. In addition to the above holidays, personnel employed on an eleven (11) or twelve (12) month basis will be given Independence Day and two (2) unspecified holidays, The two unspecified holidays will be designated by the administration and included in the employee's work calendar for the next year which he/she will receive by June 30. Regular non-teaching school employees who are employed less than nine months are entitled to those enumerated holidays which fall within their period of employment. In order to qualify for such holidays, the employee must work on the immediately preceding and following scheduled work days or be properly excused on those days (sick leave, FMLA or other approved leave).

## **INCLEMENT WEATHER**

Inclement weather plans will be announced as follows:

1. Northwest Schools will be closed.
2. Two hour delay with limited transportation  
This means there will be a two-hour delay with limited transportation. Limited transportation means that our school buses will not go down roads in the district that are steep, snow covered and/or icy.
3. Two hour delay  
This means there will be a two-hour delay with full transportation. Full transportation means that the buses will travel all roads.
4. Remote Learning Day  
Staff will be required to work from home that day. All staff have an expectation of work based on duties assigned by their supervisor. Staff unable to complete the expectations are required to take appropriate leave

### **Special Note Concerning Preschool:**

*On days when there is a two-hour delay, morning preschool will be cancelled, and afternoon preschool will be held at the regular time.*

**\*\*WHEN A TWO-HOUR DELAY IS ANNOUNCED, BE SURE TO CONTINUE MONITORING SCHOOL CLOSING ANNOUNCEMENTS SINCE THE DELAY COULD BE CHANGED TO CLOSED.**

## SNOW DAY PROCEDURES FOR STAFF

When school is delayed, please note the following:

- Maintenance and custodians are expected to report to the office/building at their regular starting time or as directed.
- Cafeteria personnel should report to work one hour after their regular starting time. However, they should review inclement weather procedures with their manager as it is sometimes necessary to adjust work times depending upon the lunch serving time.
- Staff, excluding maintenance and custodians, who normally report to work at the beginning of the school day, are expected to report to work two hours after their normal starting time. For example: If they normally report to work at 7:30 AM, on a two-hour delay they would report to work at 9:30 AM.
- Any employee who is expected to report but is not able to come to work must use a personal day.

**When school is cancelled for a snow day, please note the following:**

- Educational assistants and cafeteria personnel do not report to work and will be paid for the day.
- Supervisors, coordinators, technicians, maintenance, office personnel, mechanics and custodians are expected to report to the office/building as soon as possible depending upon road conditions.
- Any employee who is expected to report but is not able to come to work must use a personal day or vacation day.
- Any person who is not expected to report will not have pre-arranged personal days and sick leave deducted.

## INTRANET

Employees are encouraged to access the district intranet for information and various forms.

To access the intranet go to [www.nwlsd.org](http://www.nwlsd.org). Under Additional Information, Click on NWLSD Intranet. Enter your username and password.

## **LEAVES**

**Classified employees are entitled to specific types of leaves as defined in the following sections. However, authorization for leave requests must be submitted within the pay period. Failure to do so will result in an employee's wages to be "docked".**

### **ASSAULT LEAVE**

Any service-connected case of physical assault on an employee occurring while performing his/her contractual duties shall be reported immediately to the principal or other administrator in charge who shall initiate an investigation of the incident not later than twenty-four (24) hours after receipt of the report.

When such an assault results in absence from duty for medical reasons, such absence shall be at no loss in pay and shall not be chargeable to sick leave to a maximum of forty (40) days per employee each employee work year.

Medical verification shall be furnished to the human resources administrator for all such absences requiring more than five (5) days of leave.

The board shall have the right to require a medical examination by a physician of its choice after the employee is absent for five (5) school days per occurrence. In such event, the board shall pay the full cost of the examination.

The physician conducting the examination shall supply a statement to the superintendent and the board which states only whether:

- a. The employee has an injury which was caused by a service-connected assault.
- b. The service-connected assault prohibits said employee from performing his/her contractual duties.
- c. The period of time which the physician estimates said employee needs for recovery from the assault.

Absences due to court appearances resulting from an assault shall be chargeable to assault leave. However, if an employee is required to be absent from work because of court appearance(s) from an assault(s) and he/she requires assault leave days exceeding forty (40) during any school year, additional days equivalent to the number of days used for court appearances shall be granted to that employee.

Each employee who is assaulted agrees to cooperate fully with police and the administration in their investigation of said assault unless otherwise advised by his/her legal counsel.

The employee returning from assault leave shall be returned to a comparable position, shall suffer no loss of seniority, and shall be placed on the salary schedule as he/she would have been had he/she not taken assault leave.

### CHILD CARE LEAVE

The Board of Education shall grant a leave of absence, without pay, for child care of an infant up to six (6) weeks of age and/ or for the care of a newly adopted child to each classified employee who notifies the Board of the intent to take said leave. Any female employee(s) who notifies the Board of her intent to use child care leave and is medically unable to perform her contractual duties, because she is in need of further sick leave (after the infant is six (6) weeks of age), her child care leave shall commence at the expiration of her use of sick leave if she so requests in accordance with District procedures for child care leave.

When requesting child care leave, the employee shall notify the Superintendent or a designee in writing at least thirty (30) calendar days prior to the date that the leave is to commence, indicating the anticipated starting and ending dates of the leave. An employee's child care leave shall not exceed three hundred sixty-five (365) consecutive calendar days in length or the expiration of his/her limited contract whichever occurs first.

An employee on child care leave may continue to participate in the group insurance plans provided the members pay 100% of his/her premiums for the remainder of the child care leave.

If, prior to the date set for initiation of child care leave, the Superintendent believes that a classified employee is medically unable to perform her duties adequately as a result of pregnancy, the Superintendent may request the employee to submit a statement from her physician attesting to her ability to continue working.

The classified employee may return to service upon providing the Superintendent or a designee with a medical statement from her physician that she is able to resume her duties. The Superintendent and the Board have discharged their responsibility under this policy by offering the returning employee a position.

The notice requirements herein shall be waived in the case of adoption provided the employee notifies the Superintendent or a designee within five (5) days of the receipt of confirmation of a pre-adoption placement.

The administration shall establish procedures and forms for requesting child care leave. These forms are available in the Human Resources Office.

### FAMILY AND MEDICAL LEAVE

Employees may be granted or placed on Family and Medical leave under the following guidelines.

## **EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT**

### Basic Leave Entitlement

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

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

#### Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

#### Benefits and Protections

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

#### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months (any leave taken during the prior year is deducted from the 1250 hours. The hours must be “worked” hours and not paid leave hours), and if at least 50 employees are employed by the employer within 75 miles.

#### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health



care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

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. Employees 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.

### Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

### Employee Responsibilities

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 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 health care 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 also may be required to provide a certification and periodic recertification supporting the need for leave.

### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

### Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**For additional information:** 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627 **WWW.WAGEHOUR.DOL.GOV** U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division WHD Publication 1420

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 service member) of unpaid family and medical leave in any 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 restores the employee to the same or a similar position after the termination of the leave in accordance with Board policy.

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

Additional information is contained in the regulations that follow this policy.

An employee who has worked for the District for at least 12 months is eligible for 12 workweeks of FMLA leave during a 12-month period, provided the employee worked at least 1,250 hours in the 12 months preceding the beginning of the leave (approved paid leave is deducted from the hours worked for calculations). An employee may be eligible for 26 workweeks of FMLA leave during a 12-month period to care for a covered service member with a serious injury or illness.

#### Types of Leave

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

1. birth and care for a newborn child;
2. care for, or spend additional time with, an adopted child or foster child;
3. care for a spouse, child, parent or, in limited circumstances, next of kin with a serious health condition (if person cared for is a "covered service member," then leave allowed is 26 weeks);
4. recovery from a serious health condition that keeps the employee from performing the essential functions of his/her job or
5. response to a "qualifying exigency" that arises because a spouse, child or parent is on active duty or has been called to active duty as a member of the National Guard or Reserves in support of a contingency operation.

An employee may elect, or the Board may require an employee, to use accrued paid vacation, personal or sick leave for purposes of a family leave. An employer cannot compel an employee to use accrued medical/sick leave in any situation for which the leave could not normally be used.

### Spouses Employed by the District

If a husband and wife eligible for leave are employed by the District, their combined amount of leave for birth, adoption, foster care placement and parental illness may be limited to 12 weeks. An employee may not take FMLA leave to care for a parent-in-law.

If a husband and wife eligible for leave are employed by the District, their combined amount of leave to care for a covered service member is limited to 26 weeks.

### Intermittent and Reduced Leave

Intermittent leave is leave taken in separate blocks of time due to a single illness or injury.

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 only for the employee's own serious health condition or to care for a seriously ill spouse, child or parent. Such leave may not be used for the birth or adoption/placement of a child.

The employee who wishes to use intermittent or reduced leave must have the prior approval of the Board/designee. Although the Board/designee and employee may agree to an intermittent or reduced leave plan, the employee who uses family leave is not automatically entitled to use such leave on an intermittent or reduced leave schedule.

The Board may provide such leave for medical purposes, but the Superintendent may transfer the employee to a position which is equivalent, but more suitable for intermittent periods of leave. The employee must furnish the Board with the expected dates of the planned medical treatment and the duration of the treatment. The Superintendent must authorize such leave in writing.

### Benefits

The Board maintains the employee's health coverage under the group health insurance plan during the period of FMLA leave. The employee should make arrangements with the Treasurer to pay the employee's share of health insurance (e.g., family coverage) prior to the beginning of the FMLA leave.

The employee will not lose any other employment benefit accrued prior to the date on which leave began but is not entitled to accrue seniority or employment benefits during the leave period. Employment benefits could include group life insurance, sick leave, annual leave, educational benefits and pensions.

### Notice

When the FMLA leave is foreseeable, the employee must notify the Superintendent of his/her request for leave 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. When the employee requests medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the District's operations.

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

#### Certification

The Board may require the employee to provide certification from a health care provider containing specific information required under the law 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, 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.

#### Restoration

When the employee returns from the leave, the Board restores the employee to the same or an equivalent position with equivalent benefits, pay, terms and conditions of employment in accordance with Board policy.

Under certain circumstances, the Board may deny restoration to a key employee. The Board complies with the notice requirements of the FMLA in denying restoration. A key employee is one who is among the highest paid 10 percent of the employees and whose absence would cause the District to experience a substantial and grievous economic injury.

#### 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.

Limitations apply to instructional employees who take intermittent or reduced leave. If the leave requested is:

1. to care for a family member or for the employee's own serious health condition;
2. foreseeable based on planned medical treatment and
3. the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend.

#### Failure to Return

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.

### JURY DUTY LEAVE

If a classified employee is called for jury duty, they must submit a copy of the jury duty summons to Human Resources. Classified employees shall receive regular rate of pay while serving on jury duty. Each day that is served on jury duty should be documented by a certification letter by the court and turned in to the immediate supervisor. The supervisor will then turn it into the HR department. Only days certified will be excused as "jury duty". Any employee who is subpoenaed by a court of law, may first use personal leave, and then be granted unpaid leave, in order to appear in said court. The employee would be required to turn in a copy of the subpoena. If on paid leave the employee would be required to turn in any money received for jury duty or a subpoena appearance.

### MEDICAL LEAVE

Classified employees who are unable to work because of illness and/or other disability, including, but not limited to pregnancy, and who have exhausted or chosen not to utilize their sick leave benefits, shall be placed on an unpaid medical leave of absence for the period of time they are medically unable to perform their duties to a maximum of two (2) consecutive years at their request. Upon subsequent request, the Board may grant a medical leave and renewal(s) thereof to any employee because of illness and/or other disability in accordance with the Ohio Revised Code.

Each employee on such medical leave may continue to participate in any and all of the group insurance plans provided that the employee pays 100% of all his/her premiums of his/her choice for the remainder of his/her medical leave.

At the expiration of a medical leave, the Superintendent or a designee shall require returning employees to provide a medical statement from their physicians that they are able to resume their duties.

If the Superintendent believes that employees are medically unable to perform their duties, the Superintendent may request that the employees submit a written statement from their physician attesting to their ability to continue working. Nothing in this policy shall be construed to waive the physician-patient privilege provided in the Ohio Revised Code. Upon the return to service at the expiration of such leave, the employee shall resume the contract status which was held prior to such leave.

Medical leave shall be administered in accordance with section 3319.13 of the Ohio Revised Code.

### MILITARY LEAVE

The Board shall re-employ former classified employees who left employment for the purpose of entering military service of the United States. Such re-employment will be in accordance with O.R.C. 3319.085. Upon re-applying with the District, such employees shall be re-employed at the first of the next school semester, if such application is made not less than thirty (30) days prior to the first of such next school semester, in which case such employees shall be re-employed the first of the following school semester, unless the Board waives the requirement of such thirty (30) day period.

For the purposes of seniority and placement on the salary schedule, years of absence in the service of the armed services of the United States or the auxiliaries shall be counted as though classified services had been performed during such time.

The Board may suspend the contract of the classified employee whose services become unnecessary by reason of the return of the employee from service in the armed services or auxiliaries thereof, in accordance with section 3319.17 of the Revised Code.

### PERSONAL LEAVE

Each classified employee shall be entitled to three (3) days of leave annually with pay for the following purposes:

1. To conduct necessary personal business which cannot be conducted during off-duty hours.
2. To attend family events (weddings, graduations, one-day field trips within reason, award ceremonies, etc.) which conflict with duty hours.
3. To observe religious holidays which call for abstinence from work.
4. To provide leave for such reasons as may be approved by the administrator in charge of human resources.

During their first year, new hires who start before November 1 shall be entitled to three days of leave with pay, those who start from November 1 through January 31 shall be entitled to two days of leave with pay, and those who start on or after February 1 shall be entitled to one day of leave with pay, for the above purposes. "Start date" is the first day of contracted employment.

Personal leave may not be used for recreation, for extending a weekend, vacation or holiday period, for pursuing or engaging in gainful employment elsewhere or for accompanying a friend(s) or spouse or other relative on a pleasure or business trip unless approved by Human Resources. Employees needing a personal leave day(s) on the work day(s) immediately preceding or following a holiday or vacation period; or on a district scheduled full day in-service day which falls on a Friday shall submit written reasons for such request to the administrator in charge of human resources if so requested.

Requests for personal leave may be denied based on personnel shortages or the scheduling of special events.

If the administrator in charge of human resources or a designee acting in sole discretion approves the request, it shall be granted.

Except under unusual circumstances and/or emergencies, an employee's request for personal leave shall be submitted to the supervisor at least three (3) days prior to the date(s) of usage.

At the end of a work year, an employee's unused personal leave will be rolled into his/her sick leave accumulation to the maximum accumulation allowed by the Board of Education. If an employee has reached his/her maximum sick leave accumulation, the member shall be paid \$40.00 for each personal leave day that could not be rolled into the sick leave accumulation.

In lieu of the above, the employee may notify Human Resources in writing by June 1, of their decision to roll up to one (1) unused personal leave day into the next school year so that the employee can carry a maximum total of five (5) personal days in a school year. In order for this exception to apply the employee must have had (5) days or less of absence in the currently ending school year.

**Additional requests for time off of work, “LEAVE WITHOUT PAY”- are not permitted. Sole discretion will be given to the Superintendent and Human Resources to determine if exceptions are permitted. Taking leave without pay after it is denied will result in discipline.**

### SICK LEAVE

Pursuant to the Ohio Revised Code, each classified employee shall be granted sick leave with pay at the rate of one and one-fourth (1¼) days per month of completed service to a maximum of fifteen (15) days per year. Each classified employee employed by the District on a part-time basis shall be granted sick leave for his/her time employed at the same rate as that granted to members who are employed on a full time basis. Sick leave shall be cumulative to a maximum as determined by the Board of Education.

The Board of Education will advance sick leave to any employee who has either exhausted his/her accumulation or is newly hired and has no accumulation to credit. Such advancement will be up to 5 days and will be charged against the employee’s subsequent accumulation. The number of days advanced will be limited to those that can be earned during the balance of the school year. In the event an employee would leave the district prior to the end of the school year, any leave advanced must be repaid to the Board of Education.

Classified employees may use sick leave for absence in the following situations:

6. Personal illness, injury or pregnancy.
7. Exposure to a contagious disease which could be communicated to others.
8. Illness, injury or death in the employee’s immediate family. “Immediate family” means spouse, child/children, father, mother, brother(s), sister(s), member(s) of the immediate household, and person(s) who have assumed a similar legal responsibility to the employee and/or his/her spouse.
9. In the event of an illness, injury or death of an employee’s father-in-law, mother-in-law, brothers)-in-law, sisters)-in-law, grandmother(s), grandmother-in-law, grandfather's), grandfather-in-law, grandchild/grandchildren, the employee is limited to a leave of a maximum of five (5) days absence with full pay. Additional days beyond the five (5) days may be granted by the Superintendent or his/her designee.
10. Leave of two (2) day may be granted with pay to an employee because of death of any other person, with approval of the Superintendent or his/her designee. Additional days may be granted by the Superintendent or his/her designee.

After a member has been absent from work and utilizing sick leave for more than five (5) consecutive days, that member must provide the superintendent or designee a doctor's statement justifying the need to use sick leave for each day thereafter until the employee returns to work. If a doctor's statement is not presented as required by this provision, he/she will not be paid for time missed after the fifth day.

Pursuant to the Ohio Revised Code, each classified employee who has been separated from public service in the State of Ohio shall have his/her accumulated sick leave reinstated provided he/she has not used such sick leave in the employ of another Board of Education and/or other public agency(ies) of the State of Ohio, and that such reemployment takes place within ten (10) years of the date of his/her separation. Further, each employee who transfers from another public agency in the State of Ohio to the District shall receive credit for up to 120 days of his/her accumulated sick leave. O.R.C. 3319.141

Maximum accumulation of sick leave days:

12 month employees	262 days
10 month employees	250 days

Falsification of sick leave or personal leave is grounds for termination.

## **NOTICE OF NON-DISCRIMINATION**

### **Policy #4122**

The Board of Education is committed to maintaining an academic and work environment that is free of discrimination. The district does not discriminate in employment or in educational programs and activities which it operates on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes") or other characteristics protected by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or other applicable federal and state laws and regulations. The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

All district employees are responsible to help assure that the district does not discriminate. If an individual feels that he/she has experienced, witnessed or has information regarding possible discrimination, the individual should immediately notify the administration of the district. The Board of Education prohibits retaliation against anyone, who in good faith, reports possible discrimination, makes a discrimination complaint, or cooperates in a discrimination complaint investigation or any related proceeding.

The district's policy is to investigate all discrimination complaints promptly and thoroughly. To the fullest extent practicable, the district will keep complaints and the terms of their resolution



confidential. If an investigation confirms that discrimination has occurred, the district will take corrective action including, but not limited to, appropriate disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy. Inquiries or concerns should be directed to the following individuals:

**Coordinator for Title IX of the 1972 Educational Amendment**

Darrell Yater, Superintendent  
Brenda Miller, Director of Curriculum  
Northwest Local School District  
3240 Banning Road  
Cincinnati, OH 45239  
(513) 923-1000  
Since August 1, 2015

**Coordinator for the Americans with Disabilities Act (ADA)**

Michelle Means-Walker, Director of Human Resources  
Brenda Miller, Director of Curriculum  
Northwest Local School District  
3240 Banning Road  
Cincinnati, OH 45239  
(513) 923-1000  
Since August 1, 2015

**Coordinator for Section 504 of the Rehabilitation Act of 1973**

Heidi Stickney, Assistant Director of Curriculum and Special Education  
Northwest Local School District  
3240 Banning Road  
Cincinnati, OH 45239  
(513) 923-1000  
Since August 1, 2015

**OVERTIME (CUSTODIAL/MAINTENANCE)**

Overtime shall be paid at time-and-a half (1½ x regular pay rate) provided the employee has physically worked over 40 hours in one work week. Sick, personal and vacation leave do not count as hours worked. If a holiday falls during the week, it will count as hours worked and overtime will be paid. All Sunday contracts will be paid as overtime.

**PAY PLANS**

Employees shall be paid electronically before the end of the workday on the twenty-four (24) designated paydays. These paydays shall be on the 10th and the 25th of each month. In the event the payday occurs on a weekend and/or Board approved holiday, pay shall be made on the last day prior to the weekend or the holiday.

All employees shall have paychecks deposited electronically. Employees may choose one or two financial institutions for electronic deposit of their paychecks.

## **PAYROLL DEDUCTIONS**

The board shall provide payroll deduction(s) at no charge to the employee for the following items:

1. Taxes/Medicare
2. Annual or continuing association dues
3. Direct Deposit
4. Medical insurance
5. School Employees Retirement System
6. Annuities (403B & 457)
7. Dental (if paying the difference between family & single)
8. Flexible Spending Account
9. HSA Accounts

The payroll deduction(s) of the previous items, when optional on the part of the employee, can be initiated upon written request of that employee and shall remain in effect until written cancellation is received by the board treasurer or for the specific amount of time as stated in the authorization.

Each employee may request payroll deduction(s) during the calendar year for those items that are such that payroll deduction(s) can begin at any time. Each request for changes, additions, and/or deletions of payroll deduction(s) shall be implemented when possible with the first pay date following receipt of said request, but, in no case later than thirty (30) calendar days after request.

## **PERSONNEL RECORDS FOR CLASSIFIED EMPLOYEES**

The Superintendent develops and implements a comprehensive and efficient system of personnel records. 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. Prior to placement in his/her personnel file, an employee shall be shown any material to be placed in his/her file. An employee shall have the right at any time to attach a written reply to any material being placed in his/her 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 advance 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 the Ohio Revised Code. 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. Any material may be removed from an employee's personnel file with mutual consent of both the employee and Superintendent/designee.

9. Personnel records should be reviewed only within the confines of the Superintendent's office or the Board office.

## **PROBLEM SOLVING PROCESS:**

In order to address complaints in a more orderly fashion we will establish the following policy in order to expedite concerns and complaints from all staff.

Complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. In working towards a resolution at the lowest possible level, the Board advises employees that the proper channeling of complaints involving instruction, discipline, learning materials, building assignment as related to master contract, district programs) or facilities is in the following order:

- Subject of concern/problem
- Principal / Administrator
- Superintendent or designee
- Board

Concerns about Board policy or administrative regulations, building Principals, supervisors, or directors should be referred directly to the superintendent.

Policy # 4112

## **POLITICAL ACTIVITIES AND ELECTION CAMPAIGNS – STAFF PARTICIPATION**

These guidelines define the limitations, procedures and guidelines for the participation of students, employees, members of the Board and members of the public in general to engage in political campaigns and partisan or nonpartisan election activities, as well as the limitations, procedures and guidelines for the distribution of political materials upon properties under the jurisdiction of the District or at school-sponsored curricular or extracurricular activities.

### **Definitions**

1. “Distribution” means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material. This includes, but is not limited to posting materials on walls, bulletin boards, other building surfaces or anywhere on District property; placing materials in school mailboxes; placing materials on vehicles parked on District property; disseminating electronic information to student or employee e-mail addresses; or placing material in rooms in a District building.
2. “Political materials” include, but are not limited to any documents, papers, handbills, posters, booklets, pamphlets, brochures, advertisements, electronic message, display, or audio or video presentation that pertain to a political candidate or a political issue.
3. “Political issue” is the subject of public referendum, which is being debated by political candidates or organization.
4. “Political activity” is an act that is of a nature, done with intent, or done in a way to influence or tend to influence, directly or indirectly, voting at a primary or at an election.

5. "Political candidate" is a person who seeks nomination or election to partisan or nonpartisan public office or who has filed as a candidate for election.
6. "School activities" means any curricular or extracurricular school-sponsored activity, whether occurring on or off District property, including but not limited to classroom instruction, library activities, in-school lunch periods, school assemblies or other similar gatherings, school athletic contests, or other extra-curricular activities.
7. "Work hours" for District employees refer to the period between the time an employee is scheduled to begin work and the end of an employee's assigned work day (excluding lunch and break periods) and any paid overtime hours or extra duty hours for which the employee has volunteered or been assigned.
  - A. "Work hours" do not include the pre-approved use of personal leave or vacation days.
  - B. An employee of the District may be permitted to appear at a public meeting during regular working hours for the purpose of presenting information about school finances, activities and Board actions, even if the purpose of the meeting is to discuss or debate the passage of a school levy or bond issue.
  - C. Because the nature of administrator's jobs require them to frequently work evenings and weekends, an administrator may take time during normal "work hours" to speak to the public on a bond or levy issue or a referendum affecting District finance.

#### Guidelines, Limitations and Procedures

1. The District will not expend funds, services, supplies or equipment for the purpose of urging the support or defeat of any political candidate or issue. "Funds, services, supplies or equipment" includes, but is not limited to administrative time (i.e., paid work time), postage, paper, the use of copiers, fax machines, telephones, computers, and the use of District email. However, the District may expend reasonable amounts to apprise voters in the District of facts pertinent to a bond issue, levy or other referendum affecting District funding. In such instance, public funds may be used to inform the District community about the existence of a bond issue, levy or referendum and the District's plans in the event the bond issue, levy or referendum affecting District funding is accepted or rejected.
2. Employees of the District, while acting in the capacity of a District employee, shall not engage in any political activity during work hours or at school activities.
3. District employees are free to engage in political activities, to campaign and to run for political office outside of work hours or outside the scope of their employment while at a school activity. Employees shall not allow such political activities to interfere with the proper performance of their school duties and shall not use work hours, school supplies, or school equipment in these activities. "Work hours" for District employees refer to the period between the time an employee is scheduled to begin work and at the end of an employee's assigned work day (including planning/conference time, but excluding lunch and break periods) and any paid overtime hours or extra duty hours for which the employee has volunteered or been assigned.
4. Employees shall not use their authority or position with the District to influence or compel a person to take part in a political activity, to pay or promise to pay a political

contribution, or apply for membership in or become a member of a political organization.

5. Teachers or other District employees may not use or recruit pupils during work hours or at school activities for either distribution of political materials or other political activities.
6. District employees, while acting within the scope of their employment, shall refrain from any conduct that is intended to be or that reasonably could be perceived as endorsing or opposing specific political issues or political candidates.
7. Political candidates and/or advocates for or against a political or public issue may not campaign on District property or at school activities during the school day, defined as the teacher work day, except as part of a pre-approved forum in which political candidates or advocates from all sides are representing their views.
8. Political candidates and/or advocates for or against a political or public issue may not campaign on District property or at after school activities and events except to distribute political materials outside the venue for the school activity. For example, during after school events and activities, political materials may be distributed:
  - A. Outside a stadium or school during a sporting event.
  - B. Outside a school before a concert or other public event.
  - C. In public access areas like sidewalks during a school sponsored parade.

Political materials may never be distributed:

- A. Inside a stadium or gym
  - B. Inside a school
  - C. By the participants in a parade or other school sponsored event or activity
9. District employees shall not wear buttons or articles of clothing that express political opinions or that express support or opposition to a political candidate or issue during work time or within the scope of their employment at school activities.
  10. Spectators at after school events, including District employees, candidates and other spectators may wear buttons or articles of clothing that express political opinions or that express support or opposition to a political candidate or issue.
  11. Participants in school events, including District employees, candidates and other community members shall not wear buttons or articles of clothing that express political opinions or that express support or opposition to a political candidate or issue. Participants include, but are not limited to: volunteers for school related groups such as PTA or boosters, people on stage at indoor events, people on playing surface level at sporting events and people walking or riding in parades.
  12. All other types of political activities, including large temporary or permanent signage displayed anywhere on school grounds or on vehicles on school grounds, not expressly following exception: Visitors at school events, with political signs on their personal vehicles, may park their vehicles in the regular parking areas while attending the school event.
  13. School related groups, including PTA and Boosters, are expected to follow these guidelines.

14. These guidelines shall be coordinated by the Superintendent. All inquiries regarding these guidelines shall be directed to the Superintendent/designee.
15. Nothing in these guidelines restricts or modifies the rights vested in State or Federal law.

#### Violation of Guidelines

1. Violation of these guidelines by a student will be halted and appropriate disciplinary action will be taken in accordance with the Board's student discipline policy.
2. Violation of these guidelines by an employee will be halted and appropriate disciplinary action will be taken in accordance with any individual contract, collective bargaining agreement, District policy or procedures, and/or governing statute.
3. Any other party violating these guidelines will be asked to immediately cease all political activity on District property or at a school activity. If the party fails to comply with this request, they will be requested to leave District property and, if necessary, the police will be called. In addition, other action may be taken as determined within the discretion of the Superintendent.

#### Notice of Guidelines

A copy of these guidelines will be posted in a central location in each school building. Upon request, the policy will be made available to students, staff, employees and community members in school buildings and the administration office.

### **POSTING OF CLASSIFIED VACANCIES**

All classified vacancies shall be posted by appropriate means. In order to be considered for a vacancy, an online application must be completed.

### **PUPIL ACTIVITY CONTRACTS**

The Board believes that a varied co-curricular 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.

Non-licensed/non-certificated staff members may be awarded pupil activity contracts. Pupil activity contracts shall not disturb regular scheduled work hours. Compensation for the position is at the same Board-approved rate as that paid to licensed individuals. Payable per hours submitted through the electronic time card system at the current minimum wage.

Any non-licensed/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. The Board may terminate or suspend the pupil activity contract if this permit is suspended, revoked or limited by the State Board of Education.

Pupil activity contracts are limited non-teaching contracts in effect for a term not to exceed one year. The Board provides written notice of non-renewal 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, State law and the Ohio Administrative Code.

### **REDUCTION IN FORCE OF NON-TEACHING (CLASSIFIED) EMPLOYEES**

Whenever it becomes necessary to reduce the classified staff because of financial reasons, job abolishment, management re-organization, lack of work or in the interest of economy, the procedures set forth in State law govern the rights of employees affected by the reduction.

If it becomes necessary for the Board to reduce the number of classified employees due to one or more of the permissible reasons set forth in State law, the Board may adopt a resolution ordering the reasonable reduction of non-teaching employees.

In making such a reduction in force, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall, within each pay classification affected, give preference first to employees under continuing contracts and then to employees on the basis of seniority. Employees being laid off shall be notified, in writing, by the Superintendent that their contracts are being suspended.

Seniority lists shall be developed for non-teaching employees: one for limited contract employees and one for continuing service employees. The least senior limited contract employee in an affected area of layoff shall be the first employee to be laid off. If further reductions are necessary, the next least senior employee in an affected area shall be laid off, etc., with continuing service employees being laid off in the order of seniority only after all limited contract employees in the affected area have been laid off.

For purposes of this policy, seniority shall mean all continuous years of regular service (not supplemental) in the District commencing with the first contract day worked. Approved leaves of absence shall not be considered a break in seniority for purposes of this policy. Non-teaching employees who retire, resign or otherwise terminate employment with the Board and who are then reemployed shall begin accumulating seniority for purposes of this policy from their most recent date of hire. In the event that two non-teaching employees of the same contract status and affected area began work on the same day, the following criteria shall be utilized in the order presented to ascertain seniority ranking: 1) date of Board action to employ; 2) date of application for employment; and 3) District needs as determined by the Superintendent.

On a case-by-case basis, in lieu of suspending a contract of employment in whole, the Board may suspend a contract in part so that an employee is required to work under the contract and receive a



commensurate percentage of the full compensation the employee would otherwise receive under the contract.

Any non-teaching employee whose continuing contract is suspended under this policy shall have the right of restoration to continuing service status for a period of 18 months. No non-teaching employees whose continuing contract has been suspended under this policy shall lose that right of restoration to continuing service status by reason of having declined recall to a position requiring fewer regularly-scheduled hours of work than required by the position the employee last held while employed with the Board.

No employee can “bump up” into a position of a higher paying salary. Employees must interview and be selected for the position through the interview process.

In order for employee to be considered for positions in all other assistant positions, those that are not interchangeable, they must interview for the open position and be selected through the interview process.

Any employee whose job is eliminated and who is not bumped into another job, and who does not get chosen through the selection of the interview process when applicable will be invited to a “pick day” where any remaining jobs that are considered interchangeable will be offered based on straight seniority in the district.

Group A: Assistant positions that are not specific to programs do not require specific training, and employee qualifications can cleanly fill other similar positions.

Assistants whose job requirements are such that they cannot bump into other job types, other employees cannot “bump” them from another job type, but they are in the bumping pool with Group A and can bump into lesser class types.

## **RESIGNATION**

Any classified staff member may terminate his/her contract of employment with the District by filing a written notice to the office of Human Resources at least two weeks before the last day of service.

## **RETIREMENT PROGRAM**

Any classified employee who becomes eligible for retirement through the School Employees Retirement System by obtaining any one of the eligibility categories as dictated by SERS will receive severance pay from the Board in an amount equal to 50% of his/her unused accumulated sick leave, provided the employee retires at the end of the contract year in which the employee first becomes eligible to retire with unreduced benefits and they have served the district for at least five (5) years. **A classified employee must take advantage of this plan whenever he/she first meets any of the criteria for retirement eligibility set forth in the SERS rules or he/she will forfeit the right to this retirement incentive program forever and shall be eligible for regular severance of 25% of accumulated sick leave.** An employee who has been employed

by the district less than 5 years will only be eligible for 25% severance pay, regardless of when they retire.

Supplemental contract salaries are not included in the calculation for this provision. In addition, employees applying for and/or receiving disability retirement are not eligible to participate in this plan.

In order to implement this provision, an eligible employee must resign for retirement purposes effective the last day of the contract year with said resignation being received by the Human Resources Office at least two weeks prior to this date.

**A classified employee must take advantage of this plan whenever he/she first meets any of the criteria for retirement eligibility set forth in the SERS rules or he/she will forfeit the right to this retirement incentive program forever and shall be eligible for regular severance.** The payment will be made without requiring the District to borrow funds to meet this financial obligation. Upon retirement from the District and participation in and receipt of benefits from the School Employees Retirement System, an employee will receive severance pay in an amount equal to 25% of his/her unused accumulated sick leave at the time of the employee's retirement from the District. This payment shall eliminate all sick leave accumulated by the employee at that time. Such payment may be made only once to an employee.

## **SAFETY AND OCCUPATIONAL HEALTH**

\*It is the responsibility of the employee to report any accident or injury **immediately** to a supervisor and complete an online accident report.

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.

1. It is the responsibility of each employee to prevent injury to him/her and to others, not only at work, but also off the job, to comply with the District's safety policies and standard operating procedures, and to assist fellow employees to achieve the same goal.
2. It is the responsibility of each administrator/supervisor to provide for the safety of the employees working under their supervision, and for the effective administration of the District's safety program in their areas of authority.
3. It is the responsibility of the administrator in charge of Business Services to formulate, coordinate, and direct the District's safety program and to assist employees and management in achieving their safety goals and objectives.
4. It is the responsibility of all employees to support this safety policy and to participate actively in the safety program.

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

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.

### **SALARY SCHEDULE**

Salary schedules for all classified personnel will be reviewed annually. The Superintendent may recommend adjustments to the Board of Education for board action. Employees shall be paid according to the adopted salary schedule. A copy of all the classified salary schedules will be available in the District Human Resources Office and on the district intranet.

### **SCHOOL LEVY ELECTION CAMPAIGNS - STAFF PARTICIPATION**

The Superintendent will develop guidelines for staff participation in school levy election campaigns.

These guidelines establish the limitations and procedures for the participation of students, employees, members of the Board and members of the public in general to engage in political activities associated with school tax levy campaigns and partisan or nonpartisan election activities, as well as the limitations, procedures and guidelines for the distribution of political materials upon properties under the jurisdiction of the District or at school-sponsored curricular or extracurricular activities.

1. The District may not expend funds, services, supplies or equipment for the purpose of urging the support or defeat of any school tax levy. "Funds, services, supplies, or equipment" includes, but is not limited to administrative time (i.e., paid work time), postage, paper, the use of copiers, fax machines, telephones, computers, and the use of District e-mail. However, the District may expend reasonable amounts to apprise voters in the District of facts pertinent to a bond issue, levy or other referendum affecting District funding. In such instance, public funds may be used to inform the District community about the existence of a bond issue, levy or referendum and the District's plans in the event the bond issue, levy or referendum affecting District funding is accepted or rejected.
2. Employees of the District, while acting in the capacity of a District employee, shall not engage in any political activity during work hours or at school activities.

3. District employees are free to engage in political activities, to campaign and to run for political office outside of work hours or outside the scope of their employment while at a school activity. Employees shall not allow such political activities to interfere with the proper performance of their school duties and shall not use work hours, school supplies, or school equipment in these activities. "Work hours" for District employees refer to the period between the time an employee is scheduled to begin work and the end of an employee's assigned work day (including planning/conference time, but excluding lunch and break periods) and any paid overtime hours or extra duty hours for which the employee has volunteered or been assigned.
4. Employees shall not use their authority or position with the District to influence or compel a person to take part in a levy campaign activity, to pay or promise to pay a contribution, or to become a member of any levy campaign organization.
5. Teachers or other District employees may not use or recruit pupils during work hours or at school activities for either distribution of levy campaign materials or other levy campaign activities.
6. District employees, while acting within the scope of their employment, shall refrain from any conduct that is intended to be or that reasonably could be perceived as endorsing or opposing a school tax levy. District employees may provide information concerning the financial status of the District, general information about school tax levies and the effect of passage or failure of school tax levies.
7. Advocates for or against a school levy may not campaign on District property or at school activities during the school day, defined as the teacher workday, except as part of a pre-approved forum in which advocates from all sides are representing their views.
8. Advocates for or against a school levy may not campaign on District property or at after-school activities and events except to distribute political materials outside the venue for the school activity. For example, during after-school events and activities, political materials may be distributed:
  - A. Outside a stadium or school during a sporting event.
  - B. Outside a school before a concert or other public event.
  - C. In public access areas like sidewalks during a school-sponsored parade.
 Levy campaign materials may never be distributed:
  - A. Inside a stadium or gym.
  - B. Inside a school.
  - C. By the participants in a parade or other school sponsored event or activity.
9. District employees may wear buttons that express support or opposition to a school levy during work time or within the scope of their employment at school activities.
10. Spectators at after-school events, including District employees, candidates and other spectators may wear buttons or articles of clothing that express political opinion or that express support or opposition to a school levy.
11. Participants in school events, including District employees, candidates and other community members may wear buttons that express support or opposition to a school levy campaign. Participants include, but are not limited to: volunteers for school related groups such as PTA or Boosters, people on stage at indoor events, people on playing surface level at sporting events and people walking or riding in parades.
12. All other types of school levy campaign activities, including large temporary or permanent signage displayed anywhere on school grounds or on vehicles on school

grounds, not expressly allowed in these guidelines are prohibited on school grounds and at school events, with the following exception: Visitors at school events, with levy campaign signs on their personal vehicles, may park their vehicles in the regular parking areas while attending the school event.

13. Board informational materials and displays, as opposed to campaign materials, may be developed and produced at District expense, and displayed and distributed at District events.
14. School related groups, including PTA and Boosters, are expected to follow these guidelines.
15. These guidelines shall be coordinated by the Superintendent. All inquiries regarding these guidelines shall be directed to the Superintendent/designee.
16. Nothing in these guidelines restricts or modifies the rights vested in State or Federal law.

## **SEXUAL HARASSMENT**

### **Policy #4362**

The Northwest Local Board of Education is committed to providing and maintaining a working environment that is free of sexual harassment and intimidation. Sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, when:

- ◆ Submission to such conduct is made either explicitly or implicitly a term or other condition of employment;
- ◆ Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- ◆ Such conduct has the purpose or effect of unreasonably interfering with an individual or creating an intimidating, hostile, or offensive work environment.

The Northwest Local Board of Education is opposed to sexual harassment by one employee to another. Sexual harassment by any employee will not be tolerated and may be grounds for immediate termination. Sexual harassment undermines the integrity of the employment relationship and may include such behavior as:

- ◆ Sexually-oriented verbal abuse;
- ◆ Sexually-oriented voicemail or electronic mail;
- ◆ Sexually-oriented comments, gestures, pictures or displays in the workplace;
- ◆ Subtle pressure for sexual activity;
- ◆ Physical contact such as patting, pinching, or frequent brushing against another's body;
- ◆ Demands for sexual favors with implied or openly stated promises of preferential treatment or threats about an individual's employment status.

The above conduct is unacceptable in the school environment and while on any school related function or activity taking place either on or off school grounds.

While consenting romantic and sexual relationships between employees are not expressly forbidden, such relationships are considered unwise due to the real or perceived power one

person may have over the other which may override claims of consent raised at some later date.

Any employee who believes he/she is being subjected to sexual harassment should let the offender know immediately and firmly that the behavior is offensive. If the employee does not wish to approach the offender directly, or if the notice does not end the harassment, then the employee should immediately notify the sexual harassment compliance officer or the alternate compliance officer.

The sexual harassment compliance officer is the Director of Human Resources. The alternate compliance officer is the Superintendent.

Any employee with a complaint about alleged sexual harassment from another employee of the district or any other individual should file a written complaint on the form provided by the district with the director of human resources (or the superintendent). The director of human resources shall document the complaint and determine if a formal investigation should be initiated.

All formal investigations shall be supervised by the director of human resources. A final disposition will be recommended in all cases. Disciplinary action, up to and including termination, will be enforced if appropriate.

This procedure has been established for the employee's benefit to assure him/her that the issue will be dealt with promptly and in a fair and confidential manner.

Job-related complaints against employees of sexual misconduct involving non-employees will be investigated under these guidelines.

Any employee found to have engaged in sexual harassment shall be disciplined. Appropriate sanctions may include, but are not limited to, oral or written reprimand, referral to counseling, reassignment, suspension, or termination of employment.

The Board shall not retaliate against an individual who makes a valid report of sexual harassment, nor permit any employee to do so. Any retaliation experienced by the reporting individual should be reported immediately to the director of human resources (or the superintendent). Any employee found to have retaliated against an individual reporting sexual harassment shall be subject to the appropriate disciplinary measures, including, but not limited to, written or oral reprimand, referral to counseling, suspension, or termination of employment.

However, if the investigation reveals that the individual making the complaint has falsely accused another employee of sexual harassment, the complaining individual shall be subject to discipline, including but not limited to, oral or written reprimand, suspension, or termination of employment.

#### Sexual Harassment Procedures

The complainant should fill out the prescribed form and submit it to the director of human resources (or the superintendent). The complaint form can be found at the end of this policy.

The complaint form must be completed as soon as possible. It is important to get all of the information documented and investigated immediately.

The director of human resources will determine the extent of the investigation required and the appropriate personnel to conduct the investigation. Signed statements will be obtained from witnesses or other persons having information related to the complaint.

Upon completion of the investigation, a final report will be made. If the report concludes that the policy has been violated, the superintendent will institute proceedings which may result in disciplinary action up to and including termination.

All information received regarding a sexual harassment complaint will be kept confidential. There will be only one central file maintained. This will be maintained in a confidential status by the director of human resources.

### Sexual Harassment Involving Students - Policy

The Northwest Board of Education is committed to providing a learning environment that is free of sexual harassment and intimidation. Sexual harassment between students and employees, between students, or between any student and an employee of the public visiting the schools will not be tolerated. For the purpose of this policy, sexual harassment shall be defined as follows:

"The solicitation of sexual activity or reference to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer and which is repeated and/or threatening in nature."

The building principal is the compliance officer for sexual harassment involving students. The superintendent is the alternate compliance officer.

Anyone who believes he/she is being subjected to sexual harassment should let the offender know immediately and firmly that the behavior is offensive and not acceptable, or notify the building principal immediately.

Any employee, student, or employee of the public who believes he/ she is being sexually harassed by a student, or any student who believes he/she is being sexually harassed by a district employee or an employee of the general public, whether it be on school property or at a school activity away from school, shall immediately report the incident to the building principal.

Anyone who becomes aware of or suspects that a student is being sexually harassed shall immediately report the information to the building principal.

All information or complaints concerning sexual harassment shall be investigated in a manner which preserves confidentiality to the maximum practical extent possible without compromising the thoroughness of the investigation.

The administration shall take such preventive, remedial or disciplinary action as the circumstances warrant. Disciplinary action may result in suspension or expulsion of students, or written or oral reprimand, referral to counseling, suspension or termination of employees.

The Board shall not retaliate against an individual who makes a valid report of sexual harassment, nor permit any other employee or student to do so. Any retaliation experienced by the reporting individual should be reported immediately to the principal or the superintendent. Any employee or student found to have retaliated against an individual reporting sexual harassment shall be subject to the appropriate disciplinary measures, including, but not limited to, written or oral reprimand, referral to counseling, suspension, expulsion or termination.

#### Sexual Harassment Involving Students - Procedures

Sexual harassment will be viewed as repeated offensive and/or threatening comments with sexual references or overtones made to or concerning the victim; repeated unwanted physical contact; or repeated suggestive comments.

Sexual harassment charges should be the result of repeated occurrences in which the offender's behavior meets the procedural definitions; the victim's request to stop is ignored; and the incidents occur on school property or at school functions.

Normally, a single incident involving sexually harassing behavior would not be serious enough to report as a sexual harassment complaint. Most inappropriate sexual behavior violations should be handled as violations of the discipline code.

One time occurrences which are serious enough to report may fall into other categories of the discipline code such as assault, gross disrespect, use of inappropriate language, or other general violations.

Sexual harassment situations involving students will fall into the following categories:

1. Student offender and student victim
2. Student offender and employee victim
3. Student offender and general public victim
4. Employee offender and student victim
5. General public offender and student victim

Occurrences involving students as offenders will be handled in the same manner as other disciplinary situations. These procedures will include full due process protections, and could result in suspension, expulsion, referral to law enforcement agencies, and/or recommendations for counseling.

Occurrences involving employees as offenders toward students will be investigated by the building principal. If further investigation is warranted, the superintendent will designate an employee of the central office staff to investigate. The information obtained from the investigations will be reported to the superintendent for proper disposition. Occurrences involving members of the general public as offenders toward students will be reported to an appropriate law enforcement agency.



NORTHWEST LOCAL SCHOOL DISTRICT

Complaint of Violation of Board Policy

Prohibiting Sexual Harassment

EMPLOYEE MAKING COMPLAINT                      TODAY'S DATE \_\_\_\_\_

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

WORK LOCATION OF COMPLAINANT \_\_\_\_\_

INCIDENT:

NAME OF PERSON ALLEGED TO HAVE VIOLATED POLICY:  
(Description if name unknown)

JOB TITLE:

DATE OF INCIDENT:  
(If more than one incident, specify all incidents)

PLACE:

WITNESS:

DESCRIBE WHAT HAPPENED:  
(Include any statement made by you, the person charged, and anyone present)

ANY PHYSICAL EVIDENCE AVAILABLE: \_\_\_ YES \_\_\_ NO (If YES, please describe.)

\_\_\_\_\_  
Name of Person Receiving Complaint

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Job Title

State reason complainant  
refused to sign:

\_\_\_\_\_  
Signature and Date

Use reverse side if additional information is necessary.

## **SOCIAL MEDIA**

The term “social media” includes, but is not limited to:

- Social Networking Sites (Facebook, LinkedIn)
- Micro-blogging Sites (Twitter)
- Blogs (including school district and personal blogs, as well as comments)
- Video and Photo Sharing Websites (Flickr, YouTube, Snapchat)
- Forums and Discussion Boards (Google Groups, Yahoo! Groups)
- Online Encyclopedias (Wikipedia, Sidewiki)

Social media is a powerful communication tool that has a significant impact on organizational and professional reputations. Because social media blurs the lines between personal voice and institutional voice, the school district has created the following policy to clarify how best to enhance and protect personal and professional reputations when participating in social media for those who choose to use it.

It is your decision whether or not you will create or participate in online social media, social networking or other online publishing or discussion. The school district prohibits participation in social media for an employee’s personal use during the work day. Social media may be used to advance the educational mission of the school district or otherwise for job-related purposes, but only with school district administration’s knowledge and consent. All information posted by a school district employee on behalf of the district must comply with the school district’s Acceptable Use Policy, and must be approved by the Public Information Officer. Employees are personally liable for anything they post to social media sites.

### **NO EXPECTATION OF PRIVACY**

The school district’s network, email and Internet system (including any software and files downloaded via the Internet onto the district’s network), cellular telephone services, and other information and communication technologies are the property of the school district. Computer files, email messages, browsing histories, text messages, and other information created, downloaded, uploaded or accessed on the school district’s Internet systems or other school district-owned networks are not the private property of any employee. Employees should not have any expectations of privacy. In addition to being subject to this Policy, Employees are subject to the school district’s Computer/Online Services Policy (File: EDEA) when utilizing the school district’s computer networks, files, electronic mail system and Internet system.

### **POLICIES FOR ALL SOCIAL MEDIA SITES**

Employees have the right to participate in social media using personal equipment on their own time. The school district prohibits all conduct, including online activity, that may negatively impact the school district’s reputation, the reputation of its employees, or its educational interests, or that may negatively impact its students or the school community at large. Such activity, even if engaged in on an employee’s own time, may result in discipline up to and including termination of employment.

- **Separate Personal and Professional Accounts.** School district employees shall maintain separate personal and professional accounts while using all forms of social media.

Employees must never use their school district email account or password in conjunction with a personal social networking or social media site. When you might be perceived online as an agent of the school district, you need to be clear that you are sharing your views as an individual and not as a representative of the school district.

- **Do Not Use the School District Logo or Make Endorsements.** Do not use the school district logos, wordmarks, athletic logos, or any other marks or images on your personal online sites. Do not use the school district's name to promote or endorse any product, cause or political party or candidate.
- **Protect Confidential Information.** Do not post confidential or proprietary information about the school district, its students, its alumni or district employees. Use good ethical judgment and follow school district policies, as well as state and federal privacy laws.
- **Be Respectful.** Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the school district community. You should also show proper consideration for others' privacy and for topics that may be considered sensitive – such as politics and religion.
- **Respect Copyright and Fair Use Laws.** When posting, be mindful of the copyright and intellectual property rights of others and of the school district.
- **Be Aware of Liability.** You are responsible for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene. Increasingly, employers are conducting Web searches on job candidates before extending offers. Be sure that what you post today does not come back to haunt you.
- **Comply With the Licensure Code of Professional Conduct for Ohio Educators.** All employees licensed by the State Board of Education must comply with the Licensure Code of Professional Conduct. Online behavior deemed unbecoming the teaching profession will be reported, and may result in suspension or revocation of a teaching license by the state.
- **Think Before You Post.** There is no such thing as a “private” social media site. Search engines can turn up posts and pictures years after the publication date. Comments and pictures can be forwarded or copied. Archival systems save information even after you delete a post. Post only pictures and comments that you would be comfortable sharing with the general public.

## **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 expect.

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 individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

## **TECHNOLOGY PROCEDURES FOR STAFF**

### **Policy #7540.04**

#### **1. Employee Use of Technology**

Electronic services (Internet, network access, and email) are provided by the Northwest Schools for the sole purpose of research, education, and school-related business. Any use of the network that interferes with these processes or adversely affects the performance of the network is prohibited. Inappropriate use may result in disciplinary action up to and including termination.

Employees are expected to maintain proper standards of etiquette in an electronic environment. The following items are deemed inappropriate:

- Profanity or obscene language
- Access to pornographic sites or pictures
- Inflammatory speech, personal attacks, or hate mail
- Violation of copyright laws
- Posting information about or the work of others without prior written consent
- Use of the network for illegal activities
- Purposeful distribution of computer viruses or virus hoaxes
- Downloading of software that is not in keeping with the educational process
- Downloading of excessive material that may adversely affect the operation of the network
- Use of the network for personal financial gain or gambling
- Sharing passwords or other confidential information with students
- Use of the network for political reasons
- Copying or installing of software without legal license (piracy)
- Sending chain letters
- Installation of any personal technology hardware (printers, scanners, copiers, desktop computers, switches, hubs, wireless network devices, etc.)

The network has been developed in such a way that each adult user has a specific account with

restricted access via password. The management of the user resources are the sole responsibility of the owner. It is expressly forbidden to share passwords, account information or network folders, to add hardware to the network or to change network configurations.

Any violation of the above-mentioned may result in disciplinary action up to and including termination.

### Student Management

Teachers will assign students to a particular computer and keep record of the assignment. Seating charts must be kept in the computer lab. This will allow a means of tracking down problems or abuse of the computers. In terms of mobile labs, teachers must record the student name and the laptop number being used.

Students must be actively monitored at all times. Teachers should circulate throughout the lab period. Teachers should not use the lab time for their own work. **Teachers should be the first to enter the lab and the last to leave at the end of the period.**

The Northwest Code of Regulations for Conduct of Pupils refers to inappropriate use of computers and other technologies. "Inappropriate use includes: vandalism, theft, or misuse of the hardware, plagiarism, unauthorized access to files not belonging to the student, tampering with security software or network privileges; logging onto the network with a fraudulent ID or password; using the facilities without proper supervision, installation of software on a computer or network, or unauthorized use, copying, or downloading of programs, files and/or pictures. Violations may result in revocation of access privileges, suspension, expulsion, other school disciplinary actions and/or appropriate legal action."

## **STAFF NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT**

The Northwest Local School District provides access to computer networks, electronic mail ("e-mail") and the internet to certain employees to assist them in the performance of their jobs and to advance the educational mission of the School District. This policy is designed to help employees understand School District's expectation for the use of those resources and to use those resources wisely.

### **Ownership & Privacy**

1. The School District's network, e-mail and internet system, including any software and files downloaded via the internet into School District's network, is the property of the School District, subject to any previously existing trademark or copyright of the originator. Computer files, e-mail messages, history of internet usage, and other information created, downloaded, uploaded or accessed on the School District's internet systems or networks are not the private property of any employee. Employees should not have any expectation of privacy.
2. The School District may limit network, e-mail and internet access to those employees who demonstrate a legitimate, job-related need for such use.

3. The School District reserves the right to monitor, access, read, disclose, and use e-mail without prior notice to the originators and recipients of such e-mail. In addition, e-mail may be monitored and read by authorized personnel of School District to review for any violations of the law or Board policy, communications harmful to the School District and its Board members, employees, students and staff, or for any other reason. You must be aware that email is inherently insecure, and users should not assume any level of privacy.
4. The School District reserves the right to install software and systems that can monitor and record all network, e-mail and internet usage. The School District reserves the right to do so at any time. Additionally, the School District may inspect any and all files stored in private areas of the network to ensure compliance with this Policy.
5. All existing Board policies apply to an employee's conduct with regard to the use of the School District's network, e-mail and internet system.

### **Network, E-mail and Internet Use**

1. The School District's network, e-mail and internet system are to be used to advance the educational mission of the School District and for job-related purposes, and not for an employee's personal use.
2. Notwithstanding the foregoing, incidental use of the network, e-mail and internet system by staff members is permitted as long as such use is limited in frequency and duration, does not interfere with the primary intended use of the system, and is initiated during non-work periods.
3. E-mail and attachments may be scanned for viruses at the mail server.
4. The School District has installed a variety of security systems to assure the safety and security of the School District's network. Any employee who attempts to disable, defeat, or circumvent any School District security system will be subject to disciplinary action up to and including termination and possible criminal prosecution.
5. User ID's, passwords and email addresses maintain individual accountability for network, e-mail and internet usage. Any employee who obtains an ID for network, e-mail or internet access must keep that password confidential. Sharing of user ID's or passwords is prohibited.

### **Prohibited Conduct**

1. Employees may not use the School District's network, e-mail or internet system to view, archive, store, distribute, edit, or record material that is threatening, harassing, fraudulent, pornographic, sexually explicit, profane, obscene, lewd, vulgar, intimidating, defamatory, discriminatory, a violation of civil rights, or is otherwise unlawful or inappropriate.
2. Employees may not knowingly use School District's network, e-mail or internet system to violate the law (including copyright law) or Board policy.
3. Employees may not transmit or otherwise disseminate confidential student information in violation of State or Federal law.
4. The School District may use software and data to identify inappropriate or sexually explicit internet sites. Access from within School District's network may be blocked to all such sites that are known. If you find yourself connected inadvertently to a site that contains sexually explicit, offensive or other content that violates this Policy, you must disconnect

- from that site immediately. Inadvertent access to sites containing such content should immediately be reported to your immediate supervisor.
5. Employees may not use the School District's network, e-mail or internet system to deliberately propagate any virus, worm, Trojan horse, trap door, or any other malicious program code.
  6. Employees may not use the School District's network, e-mail or internet system to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
  7. Employees may not use the School District's network, e-mail or internet system to download images or video unless there is a legitimate, job-related or educational use for the material. Employees may not download entertainment software or games, or play games against opponents over the internet.
  8. Employees may not participate in chat rooms or newsgroups except for those having a legitimate, job-related or educational purpose.
  9. Employees may not use the School District's network, e-mail or internet system for personal commercial or profit-making activities.
  10. Employees shall not connect any wireless devices to the School District network without prior authorization from the School District's network administrator.

### **Discipline**

Misuse of the School District's network, e-mail or internet system in violation of this or any other Board policy, or in violation of the law may result in the revocation of access to the School District's network, e-mail and internet system, along with appropriate disciplinary action, up to and including termination from employment and possible criminal prosecution.

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT**

The Northwest Local School District is pleased to make available access to interconnected systems within the district and to the Internet for the purpose of productivity, research, curriculum delivery, professional development activities and electronic storage in the pursuit of learning. The District Board of Education has policies, which govern the access and use of computer and network systems. This Acceptable Use Policy is a guideline for use and a contractual agreement between the student and the Board of Education. All students must take responsibility for appropriate and lawful use of their access. Misuse under the guidelines of this document may result in disciplinary action under Board Policy and/or the governing code of conduct.

Upon review of this policy and signing this Agreement, each student will be given the opportunity to enjoy access to computer and network systems at school and is agreeing to follow this Policy.

If you have any questions about the guidelines below, please contact your building principal.

#### **I. Personal Responsibility.**

You agree not only to follow the rules in this Policy and Agreement, but also agree to report any misuse of the network to a teacher or building principal. Misuse means any violation of this policy, Board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another person or his or her property.

## **II. Terms of Permitted Use**

Technology and the Internet are integral components of a quality education. They are no longer optional instructional resources. It is the expectation that all students will be instructed in responsible use and have access to technology and the Internet. Students are expected to sign a new Policy each year during which they are students in the District before they are given an access account.

By signing the Agreement, students acknowledge and understand the following regarding the use of the computer/network:

1. Electronic mail (e-mail) is not private. Systems managers have access to all messages relating to or in support of illegal activities, activities not in the best interest of the district, and such activities may be reported to the authorities.
2. All electronic data that passes through a district owned computer or over the district's network is subject to monitoring and seizure and may be handed over to law enforcement officers.
3. All electronic data created for administrative or instructional purposes under the Board approved curriculum for a course or program is the property of the District.
4. The rules and regulations of online etiquette are subject to change by the Administration.
5. The user in whose name a computer account is issued is responsible for its proper use at all times. Users must log off the computer to conclude a session or lock the computer if stepping away. Users retain responsibility for the activity of anyone accessing the computer and/or network under their account. Users shall keep personal account information, home addresses and telephone numbers private. They shall use this system only under the login and password information issued to them by the District. Users shall not grant others access to a computer and/or the network under their login and password.
6. Computer systems and the District network shall be used only for purposes related to education.
7. Violation of this Policy and Agreement may result in the cancellation of user privileges and possible discipline under the student code of conduct.

## **III. Purpose and Use**

### **A. Acceptable Use**



The Northwest Local School District is providing access to its computer network and the Internet for educational purposes only. If you have doubt about whether a contemplated activity is educational, you should ask your teacher or building principal if a use is appropriate.

## **B. Unacceptable Use**

Among the uses that are considered unacceptable are the following:

1. Violating or encouraging others to violate the law or Board Policy.
2. Revealing private information about yourself or others. Private information includes, but is not limited to a person's password, social security number, credit card number or other confidential information that has the potential to harm yourself or others or to violate the law if shared with other persons.
3. Uses that cause harm to others or that cause damage to their property.
4. Uses that constitute defamation (i.e. harming another's reputation by lies), or that harass, threaten or bully others.
5. Using profanity, obscenity or other language, which may be offensive to other users.
6. Uses that are for commercial transactions (i.e. buying or selling or making arrangements to buy or sell over the internet).
7. Use that causes disruption to the use of the computer and/or network by others or that disrupts the educational process of the District.
8. Using the system to encourage the use of drugs, alcohol or tobacco.
9. Viewing, downloading or transmitting material that is threatening, pornographic, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion or political beliefs.
10. Copying or placing copyrighted material or software on the system without the author's permission and/or in violation of law.
11. Reading, deleting, copying or modifying other user's email or files without their permission or attempting to interfere with another user's ability to send or receive electronic mail.
12. Using another person's password or some other identifier that misleads recipients into believing someone other than you is communicating or accessing the network or Internet.
13. "Hacking," gaining, or attempting to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks.
14. Downloading and/or installing freeware or shareware programs without the approval of the Technology Department.
15. Uploading a worm, virus or other harmful form of programming onto the network or Internet.
16. Plagiarizing copyrighted or uncopyrighted materials for personal gain, recognition, or as graded work.

17. Using, installing, or attempting to install peer-to-peer file sharing programs such as Kazaa, Bittorrent, Limewire, Bearshare, and others.
18. Using social network sites such as Myspace, Xanga, and others and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of the district's students or staff on district or personal technology equipment.
19. Using instant messaging, text messaging, and Internet telephony services without the consent of your teacher, supervisor, or director.

### **C. Network and Internet Safety**

When using the District's network or Internet, do not reveal personal information about yourself such as your home address or telephone number. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parents' permission.

## **IV. Privacy**

The Northwest Local School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Northwest Local School District and no user shall have any expectation of privacy regarding such materials.

## **V. Warranties/Indemnification**

The Northwest Local School District makes no warranties of any kind, either express or implied, in the connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. Users take full responsibility of his or her usage and agree to indemnify and hold harmless the Northwest Local School District and its Board members, administrators, teachers, and staff from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the Northwest Local School District in the event of the initiation of an investigation into a user's use or his or her access to its computer network and Internet, whether that use is on a District computer or on another's outside the Northwest Local School District's Network.

## **TIMECLOCK**

The Board has implemented an electronic time clock system for use by employees that are paid hourly. This system must be used by employees to track the number of hours worked. Employees are responsible for entering their own time and recording sick, personal leave or vacation leave. This system allows the Treasurer's office to use approved leave for the employee. Staff are to clock in and out using the systems installed in each building or by using a computer located within their work site. The mobile app is only to be used when a staff member is asked to report to a location outside of the district for the day. Staff should clock in when they are prepared to begin work. Clocking in before regularly scheduled hours is strictly prohibited, unless permission has been granted by a supervisor. Clocking out before the end of regular hours, is not permitted unless the employee has been given permission by a supervisor. Violations or abuse of the time clock system, including but not limited to, clocking in or out before starting or ending times, clocking in/out off of school grounds on the mobile app (unless approved prior) or having another employee clock in or out using your ID, is grounds for discipline, up to and including suspension without pay or termination.

## **TITLE IX/EQUAL OPPORTUNITY**

### **Policy #4122, 4123, and 4362**

The Board of Education shall provide equal opportunities for employment, retention, and advancement to all persons regardless of race, color, creed, national origin, disabilities, political affiliation or sex. The Northwest Local Board of Education provides each eligible school age child in the Northwest Local School District the opportunity to obtain a quality education without regard to ethnic or racial background, religious beliefs, sex, economic or social conditions. Inquiries regarding the application of Title IX may be referred to the Title IX coordinator. The Title IX coordinator will investigate allegations of non-compliance. The district's Title IX coordinator is:

Darrell Yater, Superintendent  
Brenda Miller, Director of Curriculum  
Northwest Administrative Office  
3240 Banning Road  
Cincinnati, OH 45239  
(513) 923-1000

## **TOBACCO-FREE ENVIRONMENT**

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 the use of tobacco, in any form (including but not limited to vaping or e-cigs), by staff members in all District-owned, leased or contracted buildings, vehicles and property, as well as during an employee's work day. Employees may not smoke in their personal cars on district property and may not leave the property during their work day.

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.

Staff members who violate this policy will be subject to appropriate disciplinary action.

## **VACATIONS**

All twelve-month classified employees who are continuing their employment with the District shall be entitled to annual vacation with pay in accordance with the District's vacation procedures.

All classified employees entitled to vacation allowance are permitted to accumulate vacation days up to four (4) years [current year and three (3) preceding years]. Classified employees may not use more than twenty (20) consecutive days of vacation, including cumulative days, in any one (1) year. During the first five (5) full years of employment, each 12-month employee is entitled to ten (10) days of paid vacation. During the fifteen (15) succeeding years of continuous employment, each classified employee is entitled to fifteen (15) days of paid vacation. After twenty (20) full years of continuous service, each 12-month employee is entitled to twenty (20) days of paid vacation annually.

Upon separation from employment with the District, the classified employee may be paid for accumulated vacation leave not to exceed the amount accrued during the last three (3) years of employment. However, they may accumulate up to 4 years vacation and take 1 year's worth prior to leaving.

Classified employees may use earned vacation leave given the following conditions:

1. Vacation leave must be approved by building administrator and/or department supervisor.

2. Prior approval of at least 2 weeks except for special circumstances or emergency situations.
3. One person per classification per building may be on vacation at a time.
4. Vacation requests may be denied based on special circumstances such as previously scheduled district events, testing, and district needs.

Custodial requests for summer vacation should be submitted by March 1. If more than one person per classification per building/department requests vacation at the same time, approval shall be determined by district seniority. No vacations may be taken during the two (2) weeks preceding the start of the school year, and the first week after school is out.

Vacation days are added each month to the employee's check stub as they are earned, and subtracted as they are used. For those receiving 10 days of vacation per year, 0.83 days will be added monthly; 1.25 days will be added monthly for those receiving 15 days of vacation per year; and 1.66 days will be added monthly for those receiving 20 days of vacation per year. Vacation allowances are permitted to accumulate up to four (4) years (current year and three (3) preceding years). For example: If you are earning 15 days of vacation a year, you can accumulate up to 60 days. When you separate from the district you will be paid for 45 days and can take 15 days vacation prior to your separation date.

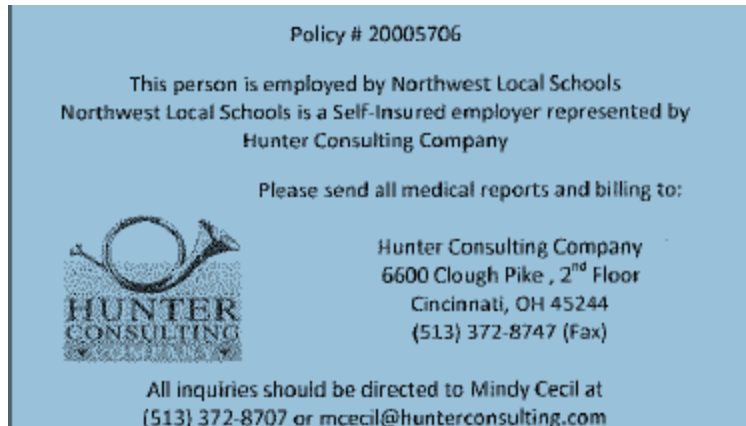
## **WORKERS' COMPENSATION**

All District employees are covered under worker's compensation. Northwest Local Schools is a self-insuring employer, which means the Bureau of Worker's Compensation (BWC) has granted Northwest Schools the right to manage its own worker's compensation program. Your medical bills and compensation benefits are paid directly by Northwest Schools and BWC monitors the self-insuring program. The switch to self-insured worker's compensation was implemented as a cost-saving process. In order to help assist in the process, please follow the steps outlined below:

1. Report your injury to your supervisor and the Treasurer's Office immediately.
2. The employee or supervisor must complete the accident report immediately via the Northwest Schools website ([www.nwlsd.org](http://www.nwlsd.org)) by clicking on the link below which will bring you to the online accident report.



3. If medical attention is needed, notify the Treasurer's Office immediately. Injury packets are available in each building's health room or main office. Take your Worker's Compensation Card (pictured below) to the medical provider.



All district employees receive this card when hired. This card should be carried with you at all times. If it is misplaced, please contact the Treasurer's Office for a replacement card.

4. Northwest School's Transitional Work Program represents a process to minimize the impact of a work-related injury, illness or disability on an employee's capacity to work safely and productively. It serves as a benefit to protect the employability of workers with restrictions. It involves an early intervention process and the timely utilization of internal and external services and interventions. This program focuses on early return to work strategies designed to control lost time and disability costs. The program requires joint employee and management involvement, support and accountability. If there are any questions or concerns regarding work related injuries or safety concerns, please contact the Treasurer's Office.

## **TUITION REIMBURSEMENT**

The Board will partially reimburse classified staff member for college coursework successfully completed from an annual fixed budget of \$30,000 set aside by the Board for this purpose.

The following conditions must be met by any classified staff member wishing to be reimbursed for college coursework:

- A. The coursework must be in one of the following areas:
  - 1. the member's area(s) of degree including work to maintain or upgrade certification/licensure as it relates to their current position;
  - 2. in a teacher education program in other coursework areas approved in advance and in writing by the Superintendent or designee.
  
- B. The member must earn at least a "B" in a graded course, and must pass a pass/fail class in order to receive reimbursement.
  
- C. The classified staff member must be employed with the Northwest Local School District at the time of reimbursement. If the classified staff member leaves the District before the time of reimbursement, the member shall forfeit the reimbursement payment.

College coursework reimbursement amounts will not exceed \$135.00 per semester hour or \$90.00 per quarter hour. A maximum of \$600 per year will be reimbursed. Should the actual tuition reimbursement costs exceed the \$15,000 budget, the amount and number of hours shall be placed in a pool and a prorated reimbursement amount shall be made.

## **STUDENT TEACHING SABBATICAL LEAVE**

Any member who has completed at least three (3) years of service may be granted a sabbatical leave of absence without pay for completion of student teaching for up to one (1) semester. A member shall submit his/her application for sabbatical leave at least sixty (60) calendar days prior to the beginning of said leave. The application for sabbatical leave shall include documentation from the accredited college/university outlining dates of the student teaching assignment. Applications shall be filed with the Superintendent or his/her designee for approval. Each applicant shall be notified within thirty (30) calendar days of the Superintendent's receipt of said request. The decision to grant the leave is the sole discretion of the Superintendent with that decision being final. While the member is on leave, he/she shall have the right to participate, at his/her expense, in the health and dental benefits of the District at group rates. 100% of the premium is due at the first of the month for each month the employee is on leave. Board contributions will resume upon the first of the month following the employees return to work. Each member returning from sabbatical leave shall be returned to a position within his/her area(s) of classification.

**NORTHWEST LOCAL SCHOOL DISTRICT  
CLASSIFIED TUITION REIMBURSEMENT REQUEST**

Staff Member's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Building Assignment: \_\_\_\_\_

**I. DIRECTIONS FOR APPLYING**

- A. Tuition reimbursement is for coursework taken from September 1<sup>st</sup> through August 31<sup>st</sup> at the rate for that given year. Must be employed at NWLSD during coursework.
- B. All tuition reimbursement requests must be received no later than November 1<sup>st</sup>.
- C. Send reimbursement requests to: Director of Human Resources, Northwest Local Schools, 3240 Banning Rd., Cincinnati, Ohio 45239

**II. ATTACHMENTS REQUIRED**

- A. One (1) **original copy** of a transcript. Highlight courses for which you are applying for reimbursement. Electronic transcripts must be sent directly to [kvilas@nwlsd.org](mailto:kvilas@nwlsd.org) by the university or clearing house to be considered original.
- B. Proof of earned credit/grade.
- C. Receipt or proof of payment. If vouchers were purchased, proof of payment must be included.

**Application cannot be processed unless all attachments are included.**

**III. COURSEWORK APPLICATION**

Name of Course	# of Hours	Check One		Reimbursement Amount**
		Sem.	Qtr.	
Total Reimbursement Requested				

\*\* Multiply the number of semester hours by \$135.00 or the number of quarter hours by \$90.00 for your reimbursement amount. A maximum \$600 per year will be reimbursed.

\*\* Should the actual tuition reimbursement costs exceed the \$30,000 budget, the amount and number of hours shall be placed in a pool and a prorated reimbursement amount shall be made.

**NOTE: The following conditions must be met by any classified staff member wishing to be reimbursed for college coursework:**

- A. The coursework must be in one of the following areas: 1) the member's area(s) of degree including work to maintain or upgrade certification/licensure; 2) In a teacher education program in other coursework areas approved in advance and in writing by the Superintendent or designee.
- B. The member must earn at least a "B" in a graded course, and must pass a pass/fail class in order to receive reimbursement.
- C. The classified staff member must be employed with the Northwest Local School District at the time of reimbursement. If the member leaves the District before the time of reimbursement, the member shall forfeit the reimbursement payment.

<b>COMMENTS: For Office Use Only</b>	
_____	_____
Date	Director of Human Resources Signature
<b>REVIEWED FOR PAYMENT: For Office Use Only</b>	
_____	Amount Paid for Approved Courses _____
Date	Treasurer's Signature



**NORTHWEST LOCAL SCHOOL DISTRICT  
PERSONAL LEAVE ROLL OVER REQUEST**

Staff Member's Name: \_\_\_\_\_

Building Assignment: \_\_\_\_\_

**I. DIRECTIONS FOR APPLYING**

- A. One (1) unused personal day may be rolled into the next year to allow a staff member to carry a maximum of five (5) personal days in a school year.
- B. All personal leave roll over requests must be received no later than June 1<sup>st</sup>.
- C. Send requests to: Director of Human Resources, Northwest Local Schools, 3240 Banning Rd., Cincinnati, Ohio 45239
- D. In order to qualify, a staff member will have **no more than five (5) absences** in the currently ending school year. (All absences count regardless of the type or reason)

I would like to roll 1 unused personal day into next year's personal leave balance

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

\_\_\_\_\_  
Date

**II. ATTENDANCE SUMMARY**

Type of leave	Number of days Used
Personal Leave	
Sick Leave	
Unpaid Leave	
<b>Total Days</b>	

**III. LEAVE BALANCE SUMMARY (as of June 30)**

Type of leave	Number of days
Personal Leave	

**IV. APPROVAL STATUS**

Approved	
Denied	

**COMMENTS: For Office Use Only**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

**REVIEWED: For Office Use Only**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payroll Supervisor Signature