



OFFICIAL MEMO

To: Northwest Board of Education

From: Susan Bunte, Director of Human Resources

Re: 2025-2026 Classified Handbook

Date:

The following is a summary of changes to the Classified Handbook for the 2025-2026 school year:

1. Sub-Title updated from 2024-2025 School Year to 2025-2026 School Year.
2. Table of Contents updated (pg. 2-3)
3. Updated Attendance Incentive to reflect perfect attendance incentive given by semester instead of whole school year. (pg. 5)
4. Attendance incentive language updated to include vacation time for the counted absences per new ODE policies, which include vacation now being counted towards absences. (pg. 5)
5. Added requirement of Rapback Enrollment (*ORC 3319.316*) for non-licensed staff (pg. 11).
6. Inclement Weather language added to include specification for Snow Day vs Cold Day procedures (pg. 33-34).
7. Updated Benefit Repayment information under FMLA guidelines. (pg. 37)
8. Northwest Central Support Offices' address updated from 3240 Banning Road, Cincinnati, OH 45239 to 3377 Compton Road, Suite 110, Cincinnati, OH 45251 throughout document.
9. Added the SBOE Pillars of Professional Conduct (pg. 48).
10. Tik Tok specifically added to list of Social Media terms under Video and Photo Sharing Websites (pg. 61).
11. Vacations: updated language for paid accumulation leave of vacation based on separation on or prior to June 30th (pg. 71).
12. Updated Worker's Compensation Representative Information (image replaced) (pg. 72)
13. Appendix D: Personal Leave Roll Over Request form updated to include form must be completed annually (pg. 77).
14. Minor space, spelling, and grammar corrections throughout document.