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INTRODUCTION

The Trumbull County Educational Service Center has designed this handbook as a guideline of our policies and procedures. It is your responsibility to be aware of the policies and procedures outlined in this handbook and to follow them. Please read this handbook carefully and keep it in a location where you can easily reference it.

This handbook is not your only source of information about TCESC. The Trumbull County Classified Staff Association Agreement and the Trumbull County Professional Staff Association Agreement both outline specific operating procedures. Also, your supervisor and the Human Resources Department are available to assist with questions about TCESC policies, procedures and benefits.

This handbook does not include each policy officially adopted by the Governing Board in its entirety. Employees should refer to the official Policy Book for further explanations. Copies of the Policy Manual are housed in the offices of the superintendent, treasurer and directors.

This handbook supersedes all prior handbooks. However, its contents are a living document and are subject to change at any time. The contents are not intended, nor should they be considered, a contract between you and TCESC.

TRUMBULL COUNTY EDUCATIONAL SERVICE CENTER

6000 Youngstown Warren Road

Niles, Ohio 44446

Phone: 330-505-2800

Fax: 330-505-2814

Hours: 8:00 a.m. to 4:00 p.m., Monday thru Friday

Web: www.trumbull.k12.oh.us

ORGANIZATIONAL OVERVIEW

The Trumbull County Educational Service Center provides educational leadership and instruction in the areas of curriculum development, special education and technology. The Center employs teachers, classroom assistants, therapists, psychologists and other specialists who work directly with students in 20 school districts. In addition, the Center conducts professional growth seminars for teachers, paraprofessionals and administrators. The Trumbull County Educational Service Center works in conjunction with the school districts to provide programs that promote the highest level of learning for children in Trumbull County, Ohio.

GOVERNING BOARD

The Governing Board consists of five elected representatives of the public who have oversight responsibility for TCESC operations. The Governing Board is the final and legal authority that makes decisions affecting the organization and its employees. Each January, the Governing Board elects a president and a vice president.

DEPARTMENTS

- Superintendent's Office
- Treasurer's Office
- School Improvement
 - Curriculum & Instruction Division
 - STEM Division
- Pupil Services
- Human Resources

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TCESC provides equal employment opportunities to all qualified individuals. TCESC's Governing Board policy states that it will not discriminate on the basis of race, color, religion, national origin, creed or ancestry, age, gender, marital status or disability. TCESC will provide equal employment opportunity in hiring, employment, promotions, wages and all other privileges, terms and conditions of employment.

QUALITY INITIATIVE

TCESC's Quality Initiative provides a framework for leading change and guiding the improvement of educational services and programs. This process provides us with direction for strategic planning and continuous improvement. A Quality Leadership Team, composed of approximately 25 individuals from all levels of the organization, meets regularly to analyze the strategic plan and review quality standards. TCESC has approximately 15 Quality Teams that work together to analyze data, set goals and develop action plans each year. The Quality Teams help to bring the organization together ensuring that everyone is working toward the same

goals and mission.

ABSENCES & LEAVES

TCESC maintains collective bargaining agreements with both the Trumbull County Professional Staff Association and the Trumbull County Classified Staff Association. These agreements outline the requirements for sick leave, bereavement leave, assault/battery leave, association leave, personal leave, jury duty/court appearance, FMLA, leave of absence without pay, parental leave, work related physical injury leave, and leave of absence for professional improvement. The procedures for the most commonly used leaves are outlined below. For additional information, employees should consult their agreements.

REPORTING LEAVE TIME

All employees will report all leaves in hours used, not days. Time will be reported in quarter hour segments. For example, an absence from 1:15 p.m. to 3:30 p.m. equates to 2.25 or 2 1/4 hours. An 8-hour per day employee who misses 2 1/2 days should report 20 hours.

An employee is responsible for completing an Absence Request Application (also called a green sheet) within seven (7) days upon returning to work following an illness, bereavement or jury duty. (Personal leave and vacation should be requested in advance.) The form must be submitted to the program supervisor. In the case of scheduled appointments, green sheets must be completed in advance and approved by the supervisor. Employees are also required to submit green sheets during extended leaves. **The Treasurer has been directed by the State Auditor and by negotiated agreement to deduct pay for failure to submit the Absence Request Application within seven (7) days of return to work.**

Absence Request Applications must be completed during any long term leave including an extended sick leave/parental leave, FMLA or any unpaid leave.

There are only two cases when an employee does not submit an Absence Request Application: approved professional development days and non-contract days.

REPORTING OFF WORK

Employees who need a substitute are to follow the current procedures for reporting off work. The call off times and directions change each year. You must follow the current guidelines.

You must tell the substitute caller if you are using sick, personal or professional time for your absence from work. If you are calling off in advance for personal or sick leave, please call the sub caller as soon as you know the dates you will be absent.

The substitute shortage is critical. If the sub caller cannot find a substitute to replace you, she will inform the program supervisor as quickly as possible. If you are unclear about these procedures, please contact your program supervisor. We appreciate your consideration and cooperation.

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Employees who do not need a substitute are to call their secretary to report off on days that are not scheduled as vacation/non-contract.

SICK LEAVE

Sick leave accrues at a rate of 1 ¼ days per month.

Employees may use sick leave for the following reasons:

- Personal illness or injury.
- Illness, injury or death in the immediate family. Immediate family is defined as: father, mother, brother, sister, spouse, child, parent-in-law, grandparent, grandchild, foster child, and/or any relative or member of the household clearly standing in the same relationship to the employee as any of those named.
- Exposure to contagious disease.
- Illness or disability by reason of pregnancy.

An employee who has been on sick leave may be required to furnish the name and address of the employee's physician. The employee shall authorize the physician to release a confirmation.

SICK LEAVE BANK: Use of a sick leave bank is for Professional or Classified Association members and non association members only as per the collective bargaining agreement. Forms are available from the Professional Staff Association or Classified Staff Association.

PERSONAL LEAVE

Employees receive three (3) personal leave days each school year to be used in accordance with terms detailed in both the Professional Staff Association and Classified Staff Association agreements.

Personal leave is any absence from duty for the purpose of discharging an *essential personal obligation* that cannot be discharged at any time other than school time and that is not otherwise permissible as sick leave or other leave according to the appropriate collective bargaining agreement. A request for personal leave should be submitted to the supervisor on the Absence Request Application (also called a green sheet) at least five (5) days prior to the date of leave and in accordance with collective bargaining agreements. A signed, approved copy of the request for leave will be returned to the employee. The five (5) days will be waived in cases of emergency; however, the employee must still notify the supervisor immediately.

BEREAVEMENT LEAVE

Provisions for Bereavement Leave are outlined in the Trumbull County Professional Staff Association and Trumbull County Classified Staff Association collective bargaining agreements. Immediate family is defined as: father, mother, brother, sister, spouse, child, parent-in-law, grandparent, grandchild, and/or any relative or member of the household clearly standing in the same relationship to the employee as any of those named.

Employees must submit an Absence Request Application (also called a green sheet) immediately upon return to work.

JURY DUTY/COURT APPEARANCE

If an employee is served with a lawfully issued subpoena for a court appearance of jury duty, the employee will be granted court or jury duty leave during normal working hours. The employee will be paid his/her regular salary for the leave. These days will not be deducted from any other leave days. However, the employee must remit to TCESC the amount of money earned for serving on jury duty minus the necessary and documented expenses that were incurred. Fees earned for jury duty or court service on an employee's day off or during the summer months do not have to be remitted to the treasurer's office.

Employees must submit an Absence Request Application (also called a green sheet) in advance if possible or immediately upon return to work. All other documentation must be submitted to the treasurer within 20 workdays of the completion of the duty.

BATTERY/ASSAULT LEAVE

Provisions for Battery Leave are outlined in the Trumbull County Professional Staff Association Agreement. Provisions for Assault Leave are outlined in the Trumbull County Classified Staff Association Agreement.

FAMILY MEDICAL LEAVE

Provisions for Family Medical Leave are outlined in the Professional and Classified Staff collective bargaining agreements. Administrative staff should contact the human resources department for further details.

FMLA entitles employees to up to 12 weeks of unpaid leave with benefits. During this leave there is no accrual of sick leave, personal leave and or vacation time. To be eligible for FMLA, an employee must have been employed by TCESC for at least 12 months before the leave request and have worked at least 1,250 hours during those last 12 months.

FMLA may be taken for one or more of the following circumstances:

- The birth and care of an employee's child or placement for adoption or foster care of a child with an employee.
 - Care of an immediate family member (spouse, child or parent) who has a serious health condition.
 - Care of an employee's own serious health condition.
 - Any qualifying exigency involving an employee's military spouse, child or parent.
- FMLA also allows up to 26 weeks of leave to care for a spouse, child, parent or next of kin who is a service member recovering from a serious illness or injury sustained in the line of duty and who is still in the military.

FMLA leave runs concurrently with all other paid and unpaid leaves. For example, if you are taking sick leave and then plan to apply for FMLA, your sick leave will be counted as part of the 12 weeks FMLA leave.

EXTENDED SICK LEAVE

Extended sick leaves are granted in accordance with the timelines and requirements detailed in the Trumbull County Classified Staff Association agreement or the Trumbull County Professional Staff Association agreement.

TCESC employees anticipating surgery or other medical procedure should notify the immediate supervisor and the human resources department as early as possible. If there is an emergency situation, the employee should contact the supervisor and human resources department immediately to initiate the necessary paperwork. The human resources department will assist in planning the leave and initiating the required paperwork.

The steps involved in taking an extended sick leave are outlined below:

1. Employees must complete a Request for Parental Leave & Extended Sick Leave at least 45 days prior to the requested beginning date of the leave. This form details what type of leave(s) (sick, FMLA or unpaid) will be taken and how many days each leave is charged with.
2. Employees must provide a written recommendation from the attending physician that states the date of surgery, recommended time of recovery and any other specific health concerns that impact the leave. If leave is being taken because of the illness of a family member, the employee must provide a physician's statement regarding the health of the family member. This written statement can be a letter from the physician or a completed TCESC Physician's Medical Statement form.
3. The TCESC Governing Board must approve unpaid leaves.
4. The employee must notify the human resources department of any changes in the original Request for Parental Leave & Extended Sick Leave form. These changes include: last work date, actual first date of leave, expected date of return to work and the actual date of return to work.
5. An employee must complete Absence Request Applications (green sheets) during the leave. An employee may submit one sheet prior to the leave for the entire leave or may submit sheets every two weeks during the leave.
6. The employee must provide a written declaration of intent to return to work to the human resources office 60 days prior to the end of the leave.
7. The employee must notify the supervisor and the human resources department again one week prior to returning to work.
8. If leave was due to an employee's health concern, the employee must submit a physician's statement of release upon return to work. This release must indicate that the employee is able to perform the essential functions of her/her job and outlining any necessary restrictions. This release may be given on the Physician's Medical Statement

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form.

PARENTAL LEAVE

Parental leaves are granted in accordance with the timelines and requirements detailed in the Trumbull County Classified Staff Association Agreement or the Trumbull County Professional Staff Association Agreement.

TCESC employees anticipating the birth or adoption of a child should notify the immediate supervisor and the human resources department as early as possible. The human resources department will assist in planning the leave and initiating the required paperwork.

The steps involved in taking a Parental Leave are outlined below:

1. Employees must complete a Request for Parental Leave & Extended Sick Leave at least 45 days prior to the requested beginning date of the leave. Parental leave *may* involve up to three types of leave: sick, FMLA and unpaid leave. The form details what type of leave(s) will be taken and how many days will be charged to each leave.
2. Employees must provide a written recommendation from the attending physician that states the expected date of delivery, recommended time of recovery and any other specific health concerns that impact the leave. This written recommendation can be a letter from the physician or a completed TCESC Physician's Medical Statement form.
3. The TCESC Governing Board must approve the unpaid leave.
4. The leave shall begin on the date of birth/adoption unless sick leave is used prior to delivery because of medical complications. Leaves beginning earlier than delivery require a physician's excuse.
5. The employee must notify the human resources department of any changes in the original Request for Parental Leave & Extended Sick Leave form. These changes include: last work date, actual first date of leave, actual date of delivery, expected date of return to work and the actual date of return to work.
6. An employee must complete Absence Request Applications (green sheets) during the leave. An employee must submit sheets every two weeks during the leave.
7. The employee must provide a written declaration of intent to return to work to the human resources office 60 days prior to the end of the leave.
8. The employee must notify the supervisor and the human resources department again one week prior to returning to work.
9. Upon return to work, an employee must submit a physician's statement of approval to return to work to the human resources department upon return to work. This applies in cases in which the leave was due to the employee's illness or health status.

EXTENDED UNPAID LEAVE

Extended unpaid leaves may be granted according to the terms detailed in both the Professional Staff Association and Classified Staff Association Agreements. Requests for unpaid leave shall be submitted according to the association's collective bargaining agreement. Leave without pay should not be expected or planned until granted by the Superintendent. In all cases, the superintendent will make all judgments weighing the situation with both the good of the employee and TCESC in mind.

PROFESSIONAL IMPROVEMENT LEAVE

Certified staff may request a leave of absence for professional improvement. Employees must comply with the terms detailed in the Professional Staff Association Agreement, which outlines timelines and requirements. Employees must submit their request on the Request for Professional Improvement Leave of Absence form.

TCESC PROCEDURES

SIGNING IN/CHECKING OUT

All employees are to immediately notify their department secretary of their presence when entering the Trumbull County Educational Service Center office and at the time they depart the office. Central Office Support Staff are to report to the receptionist when entering and leaving the building. This information is critical in case of any type of emergency or disaster drill in the building.

PURCHASING PROCEDURES

All purchases for the ESC are made by purchase orders. No employee shall make purchases for TCESC or enter into contracts with consultants/presenters or vendors without following the established procedures. A purchase order must be completed, submitted and approved by both the superintendent and the treasurer before a purchase is made. Only upon receipt of such approval can the purchase be made. Employees may be held personally responsible for anything purchased without a properly signed purchase order or the necessary authorization.

MILEAGE REPORTING

Routine mileage is that which occurs as a part of daily service to school districts. The Monthly Mileage Report form may be used for professional meeting mileage when mileage is the only cost associated with attending a professional meeting. Mileage rates are negotiated and appear in the Trumbull County Classified Staff Association Agreement and in the Trumbull County Professional Staff Association Agreement.

An employee who travels during the work day from one assigned work station to another to perform work duties will be reimbursed mileage. Work stations are the employee's assigned school buildings or other related educational locations approved by the employee's supervisor. Mileage will be recorded from the first work station of the day to the last work station of the day. Mileage will not be reimbursed for travel to and from the employee's residence nor to locations other than work stations.

Employees must submit purchase orders for mileage reimbursement on a quarterly basis. Purchase orders must be submitted to and approved by the treasurer's office prior to the first day of the quarter for which the mileage is requested.

Mileage must be recorded each month on the Monthly Mileage Report form. A copy of the Monthly Mileage Report form should be submitted to the treasurer's office with the yellow copy of the previously approved purchase order.

Mileage to locations that are not a regular part of the employee's assignment must be approved by the immediate supervisor. For these trips, the employee must complete a Professional Meeting Request Form and submit it to his/her supervisor prior to the meeting date.

ACCIDENT/INCIDENT REPORTING PROCEDURE

TCESC is committed to the safety and health of its employees. We make every effort to comply with relevant federal and state occupational health and safety law. We ask all employees to:

- Exercise maximum care and good judgment at all times to prevent accidents and injuries.
- Contact your supervisor and seek first aid for all injuries, regardless of how minor.
- Report unsafe conditions, equipment or practices to your supervisor.
- Use safety equipment provided for your use.
- Conscientiously observe all safety rules and regulations at all times.

If you are involved in an accident or are injured while working, you should:

- Seek prompt medical attention or first aid, even if the injury appears minor.
- Immediately (within 24 hours) report the incident to your supervisor, complete the Employee Accident/Battery Report and return the report to the human resources department.
- If the injury requires emergency medical treatment, seek the treatment first. Then contact your supervisor and complete the Employee Accident/Battery Report as soon as possible. TCESC maintains a safety committee that meets regularly to address safety issues.

PROFESSIONAL MEETING/STAFF DEVELOPMENT

Continued professional growth of all staff is an expectation. Participation in staff development activities and attendance at professional meetings is encouraged. Professional meetings include educational conventions, conferences or workshops related to the work activities, duties or responsibilities of the staff as determined by the superintendent. In general, professional meetings are meetings conducted outside of Trumbull County that you do not regularly attend. Professional meetings must be directly related to job duties and benefit TCESC and/or the school districts.

Individuals must complete the Request for Short Term Professional Development Form for approval before attending professional development activities such as a conference or seminar. Leave definitions and reimbursement information are on the reverse side of the form. The form contains explicit directions that must be followed before the leave is approved and expenses are reimbursed. Proper purchase order procedures must be followed both before and after the event. Reimbursement for the costs incurred will be made when the form is returned, accompanied by a purchase order and original receipts.

CHANGE OF NAME, ADDRESS AND/OR PHONE NUMBER

It is your responsibility to notify the human resources department of any name, address and phone number changes. This information may be reported using the TCESC Employee Personal Changes form. All requests for changes in direct deposit and insurance should be made by placing a phone call to the assistant to the treasurer at 330-505-2800 ext. 121.

COMMUNICATIONS WITH PUBLIC

Communication with the public is important and helps to mold our image. Marketing and public relations responsibilities belong to everyone. All written communication should be done in accordance with the TCESC Style Guide. A copy of the Style Guide is available from the human resources/communications supervisor. Please be sure to proofread your writing to ensure that it is grammatically correct and clearly written. TCESC stationery and note cards are available for staff members. Staff members making presentations to outside audiences should prepare materials according to the TCESC style guide. TCESC should always be acknowledged in presentations.

TCESC employees who are contacted by the media should direct all calls to the superintendent and/or the human resources/communications supervisor.

PROFESSIONAL ATTIRE RECOMMENDATIONS

TCESC is a service organization. As such, we believe that we must dress appropriately to meet the expectations of the public we serve. Appropriate dress creates a professional image for job responsibility and contact with the public. Employees should have an appropriate, well-groomed appearance. Good personal hygiene is expected at all times.

SOME EXAMPLES OF PROFESSIONAL ATTIRE INCLUDE:

- A dress shirt, tie and dress slacks for men.
- Conservative dresses, dress slacks and hosiery.
- Sport coats and suits are always appropriate.

EXAMPLES OF ITEMS THAT ARE NOT TO BE WORN INCLUDE:

- Jeans (Unless required for job duties for the day).
- Sweatsuits or sweat pants (Unless required to carry out job duties).
- Sneakers (Unless required for job duties for the day).
- Purposely exposed undergarments.
- Sagging pants.
- Excessively short or tight garments.
- Bare midriff shirts.
- Strapless shirts, tank tops, halter tops or muscle shirts.
- Attire with inappropriate messages.
- Provocative, revealing, profane, vulgar, offensive or obscene clothing.
- Torn clothing.
- Flip flops or hiking boots.
- Hats.

A variation from these norms may be appropriate for health reasons, job duty, temperature, etc.

Business casual dress is permitted for the central office staff for the summer months and for Fridays throughout the year. However, business casual is not a license to wear any of the prohibited items or to dress in an inappropriate manner. The final judgment in all cases is left to the Superintendent or designee regarding determination of what is considered professional attire for TCESC employees.

COMPUTER/ON-LINE SERVICES

Technology can greatly enhance TCESC's communication, efficiency and instructional programs. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to abide by the following guidelines will result in the revocation of the user's access privilege.

1. Users shall not violate the conditions of the Ohio Revised Code 3319.32.1.
2. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
3. Keep messages brief and use appropriate language. Do not use profanity, obscenity or other language that may be offensive to other users.
4. Illegal activities are strictly forbidden. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
5. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
6. The employee in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their own account numbers.
7. Use of the computer and/or network is not for financial gain or for any commercial purpose.
8. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
9. The network should not be used in such a way that it disrupts the use of the network by others. Users shall report any security problem or misuse of the network to the teacher, principal or immediate supervisor.
10. Electronic mail (e-mail) is not guaranteed to be private. Individuals operating the

system have access to all messages. Messages relating to or in support of illegal activities may be reported to the authorities.

11. Do not reveal your personal home address or phone number or those of students or colleagues.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Copying commercial software in violation of copyright law is not permitted. Downloading of freeware or shareware programs is not permitted.
14. Rules and regulations of on-line etiquette are subject to change by the administration.

Users (and parents of users who are under 18 years old) must understand that neither TCESC nor individual school districts can control the content of the information available through the internet. Some of the information available is controversial and sometimes offensive. TCESC does not condone the use of such materials. On-line privileges are withdrawn from users who do not respect the rights of others or who do not follow the established rules and regulations. Employees must sign a user's agreement to acknowledge the risks and regulations of computer and on-line services use.

HEPATITIS, LYME DISEASE AND LICE INFESTATION

TCESC employees may elect to receive the Hepatitis B vaccine on a voluntary basis. TCESC will provide a group rate option to employees, in accordance with the Trumbull County Classified Staff Association Agreement and the Trumbull County Professional Staff Agreement. TCESC will pay for Lyme Disease Inoculation for employees involved in environmental work. The superintendent will determine which employees, if any, qualify for the Lyme Disease Inoculation. TCESC also will provide lice control products to employees in the event of an infestation.

COURIER

The TCESC courier delivers mail daily Monday through Friday. Mail delivered via courier must be properly addressed including name of recipient, local district and building. Most individual sheets of paper should be placed in an envelope. The current courier schedule is posted on the TCESC web site at <http://www.trumbull.k12.oh.us> under the Current Events section.

CALENDAR

Administrative employees and other employees whose work days are not determined by a school district calendar complete a yearly calendar. This calendar must be completed, approved by the director and submitted to the treasurer's office prior to any school year. You must also give your department secretary a copy of your work calendar.

All ESC recognized holidays are outlined in the Trumbull County Classified Staff Association Agreement and the Trumbull County Certified Staff Association Agreement.

FLOWER FUND

Employees have the option of participating in the TCESC flower fund. As part of the flower fund, flowers or contributions are sent in the event of a death, hospital stay, outpatient surgery, extended illness or the birth of a baby. The flower fund encompasses the following family members: husband, wife, child, father, mother, brother, sister, parent-in-law, grandparent, grandchild or any other relative/person in the same standing. Enrollment materials are distributed each year at convocation and the drive ends in October.

CALAMITY DAY

In case of a calamity day (snow, no heat, etc.) in the employee's assigned district, the employee reports to any of his/her work station(s) that are open, providing an appropriate working space is available at the site. If the TCESC central office is open, all employees who have a work station at the TCESC central office must report to work. If all of the employee's assignment locations are closed, the employee does not report to work.

JOB POSTINGS

Job vacancies are filled in accordance with the Trumbull County Classified Staff Association Agreement and the Trumbull County Certified Staff Association Agreement. Job postings are distributed via U.S. mail, email and interoffice mail. Jobs are also posted on the bulletin board in the TCESC lobby.

RESIGNATIONS

Staff members who wish to resign from TCESC must submit a written letter of resignation to the superintendent and a copy to their direct supervisor. The letter should state the employee's intent to resign and the effective date of his/her resignation.

In most cases, certified and administrative staff members should set the effective date of their resignation at the end of their contract term (at the end of the school year).

Certified/administrative staff members may resign their contract prior to or on July 10. After July 10, employees wishing to resign must contact the superintendent for approval.

Classified staff members under contract may resign by filing a written resignation with the superintendent at least two (2) weeks prior to the effective date of resignation.

Upon resignation, TCESC staff members must complete an exit interview with the human resources department as part of their final check-out. Employees must return all materials, supplies, equipment and keys before the resigning/retiring employee will receive his/her last check.

SUPPLEMENTAL CONTRACTS

Staff members may be issued supplemental contracts to perform work beyond contract expectations and/or beyond the normal contract day/year.

INSURANCE

HEALTH CARE INSURANCE

TCESC provides insurance to employees based upon the terms outlined in the negotiated agreements. Summary plan descriptions are available to all participants.

COBRA

COBRA permits employees, upon termination, resignation, retirement, leave of absences, etc., to continue their insurance coverage at their own cost. For additional information about COBRA, contact the treasurer's office.

APPRAISAL PROCEDURES

CERTIFIED STAFF APPRAISAL PROCEDURE

GOALS

The certified staff appraisal process is linked to professional performance. The goals are to work together to provide quality services to students and to promote a positive relationship between the employee and the supervisor.

DEFINITIONS

Formal Appraisal: The entire staff appraisal process includes a Goal Statement, an Observation Form, the Evaluation Form and an Employee Performance Improvement Plan.

Evaluator: The supervisor or administrator designated by the superintendent to conduct the staff appraisal.

Goal Statement: A part of the appraisal process to be completed by the employee that states the goal(s) the employee will work on during the year.

Observation Form: A written communication completed by the supervisor and reviewed with the employee. This is not an evaluation but a record of what the supervisor observed.

Evaluation Form: A written communication completed by the supervisor and reviewed with the employee. It includes specific performance criteria based on the employee's job description.

Evaluation Conference: A meeting held between the supervisor and the employee to discuss the Observation and Evaluation Forms.

Employee Performance Improvement Plan: A written communication completed by the supervisor and reviewed with the employee. It includes an action plan to be followed for each item on the Evaluation Form that was given a rating of Below Expectations (BE).

Work Days: The days when employees are required to be in attendance whether or not students are in attendance.

PROCEDURES

1. The entire Certified Appraisal Process consists of four separate forms:
 - a. Goal Statement
 - b. Observation Form
 - c. Evaluation Form
 - d. Employee Performance Improvement Plan
2. The focus of the appraisal process is to be on professional performance and those characteristics that affect the individual's ability to effectively perform professional services for the employer.
3. The appraisal shall be conducted by the designated supervisor as stated in the employee's job description. The evaluator may consult with others who are in contact with the employee. The Evaluation Form shall be completed by the supervisor and be based upon items in the employee's job description or reasonably related thereto.
4. On TCESC Convocation Day of each year, the employee will receive a Goal Statement to complete. The goal(s) is an agreed-upon statement(s) of what an employee will work to achieve in a specified period of time. The goal(s) should be measurable and aimed at improving the performance of the employee. The attainment of the goal(s) will be a part of the formal appraisal process and will be addressed during the evaluation conference.
5. In the year of an employee evaluation and as required by O.R.C. 3319.111, the supervisor shall conduct two (2) evaluations of the employee.
6. By September 30th of each year, the supervisor and the employee shall meet to initiate the appraisal process. At this conference the employee shall receive a copy of the job description and appraisal forms. The individual's goal statement(s) will be reviewed at this time.
7. Certified staff members on limited contracts shall have at least two 30-minute observations and a written evaluation. Observations shall be followed by an evaluation conference with the employee to review the observation forms and complete the evaluation process. (This provision shall supersede the O.R.C. 3319.111 provision requiring one written report for each of two observations.)
8. The first observation shall be conducted by the 1st Wednesday of December and the follow-up evaluation conference with the employee shall be completed by the 3rd Wednesday of December.
9. The second observation shall be conducted by the 1st Wednesday of March and the follow-up evaluation conference with the employee shall be completed by the 3rd Wednesday of March.
10. The supervisor shall give the employee prior notice of one of the two required formal

observations as referenced in #7 above. In all cases, the employee shall be aware the observation is occurring.

11. Certified staff members must submit an application for a certified continuing contract by September 30 of the school year in which they are making application. The form is available on the TCESC website and must be submitted to the human resources department.
12. A letter requesting a continuing contract must be submitted before March 1st to the human resources department. Continuing contract status will be considered for the following school year.
13. Certified staff members on continuing contracts will be observed and receive a written evaluation in, but not limited to, every second and fourth year after the receipt of the continuing contract.
14. At a minimum, every certified staff member shall meet with his/her supervisor to review the Goal Statement Form by the 1st Wednesday of May.
15. A follow-up conference will be conducted with the employee to review the evaluation. If the employee disagrees with any item, he/she must submit a written rebuttal within ten workdays of the evaluation conference. The employee must submit an original and two copies of the rebuttal to the supervisor.
16. When an employee receives a rating of Below Expectations (BE) on the Evaluation Form, an Employee Performance Improvement Plan will be completed by the supervisor and reviewed with the employee. Both individuals will sign the plan and a copy will be given to the employee.
17. Both the supervisor and the employee shall sign the Evaluation Form. Three (3) copies shall be made and distributed as follows: the original will be given to the human resources department to be placed in the employee's personnel file; one copy will be given to the employee; one copy will be given to the superintendent or designee; and one copy will be kept by the supervisor.

CLASSIFIED STAFF APPRAISAL PROCEDURE

PURPOSES

The classified staff appraisal process is linked to professional performance. As stated in the Classified Bargaining Agreement, the purposes are to:

1. Assess an employee's work performance.
2. Help employees improve the quality of and delivery of service by employees of the Governing Board.
3. Improve the competency of the employee and provide reliable information for use in determining employee assignments.
4. Provide uniform employment relationships among employees, the administrative staff and the Governing Board.
5. Ensure that all employees understand the work-related performance expectations and responsibilities.
6. Provide the administration and employees with objective criteria in decisions regarding continuation or termination of employees.

DEFINITIONS

Formal Appraisal: The entire classified staff appraisal process includes a Goal Statement, the Evaluation Form and an Employee Performance Improvement Plan.

Evaluator: The TCESC employee designated by the superintendent and named in the employee's job description to conduct the staff appraisal. Other employees may be consulted to provide input into the evaluation.

Goal Statement: A part of the appraisal process to be completed by the employee that states the goal(s) the employee will work on during the year.

Evaluation Form: A written communication completed by the supervisor and reviewed with the employee. It includes specific performance criteria based on the employee's job description.

Evaluation Conference: A meeting held between the supervisor and the employee to discuss the evaluation form.

Employee Performance Improvement Plan: A written communication completed by the supervisor and reviewed with the employee. It includes an action plan to be followed for each item on the evaluation form that was given a rating of Below Expectations (BE).

Work Days: The days when employees are required to be in attendance whether or not students are in attendance.

PROCEDURES

1. The entire Classified Appraisal Process consists of three separate forms:
 - a. Goal Statement
 - b. Evaluation Form
 - c. Employee Performance Improvement Plan
2. The focus of the appraisal process is to be on professional performance and those characteristics that affect the individual's ability to effectively perform professional services for the employer.
3. The designated TCESC employee as stated in the employee's job description shall conduct the appraisal. The supervisor may consult with others who are in contact with the employee. The Evaluation Form shall be completed by the supervisor and be based upon items in the employee's job description or reasonably related thereto.
4. On TCESC Convocation Day of each year, the employee will receive a Goal Statement to complete. The goal(s) is an agreed-upon statement(s) of what an employee will work to achieve in a specified period of time. The goal(s) should be measurable and aimed at improving the performance of the employee. The attainment of the goal(s) will be a part of the formal appraisal process and will be addressed during the evaluation conference.
5. By September 30th of each year, the supervisor and the employee shall meet to initiate the appraisal process. At this conference the employee shall receive a copy of the job description and appraisal forms.
6. In the initial full year of employment, employees will receive a written evaluation prior to the midpoint and prior to the end of the year.
7. All other classified staff will receive a written evaluation based upon his/her approved goal(s) at least once a year prior to March 1st of each year.
8. A follow-up conference will be conducted with the employee to review the evaluation. If the employee disagrees with any item, he/she must submit a written rebuttal within ten workdays of the evaluation conference. The employee must submit an original and two copies of the rebuttal to the supervisor.
9. Both the supervisor and the employee shall sign the Evaluation Form. Three (3) copies shall be made and distributed as follows: the original will be given to the human resources department to be placed in the employee's personnel file; one copy will be given to the employee; one copy will be given to the superintendent or designee; and one copy will be kept by the supervisor.
10. When an employee receives a rating of Below Expectations (BE) on the Evaluation Form, an Employee Performance Improvement Plan will be completed by the supervisor and reviewed with the employee. Both individuals will sign the plan and a copy will be given to the employee.

ADMINISTRATIVE STAFF APPRAISAL PROCEDURE

GOALS

The administrative staff appraisal process is linked to professional performance. The goals are to work together to provide quality services to school districts and to promote a positive relationship between the employee and the evaluator.

DEFINITIONS

Formal Appraisal: The entire administrative appraisal process includes a Goal Statement, the Evaluation Form and an Employee Performance Improvement Plan.

Evaluator: The administrator designated by the superintendent to conduct the staff appraisal.

Goal Statement: A part of the appraisal process to be completed by the employee that states the goal(s) the employee will work on during the year.

Evaluation Form: A written communication completed by the evaluator and reviewed with the employee. It includes specific performance criteria based on the employee's job description.

Evaluation Conference: A meeting held between the evaluator and the employee to discuss the Observation and Evaluation Forms.

Employee Performance Improvement Plan: A written communication completed by the evaluator and reviewed with the employee. It includes an action plan to be followed for each item on the Evaluation Form that was given a rating of Below Expectations (BE).

Work Days: The days when employees are required to be in attendance whether or not students are in attendance.

PROCEDURES

1. The entire Administrative Appraisal Process consists of three separate forms:
 - a. Goal Statement
 - b. Evaluation Form
 - c. Employee Performance Improvement Plan
2. The focus of the appraisal process is to be on professional performance and those characteristics that affect the individual's ability to effectively perform professional services for the employer.
3. The appraisal shall be conducted by the designated administrator as stated in the employee's job description. The evaluator may consult with others who are in

contact with the employee. The Evaluation Form shall be completed by the evaluator and be based upon items in the employee's job description or reasonably related thereto.

4. On TCESC Convocation Day of each year, the employee will receive a Goal Statement to complete. The goal(s) is an agreed-upon statement(s) of what an employee will work to achieve in a specified period of time. The goal(s) should be measurable and aimed at improving the performance of the employee. The attainment of the goal(s) will be a part of the formal appraisal process and will be addressed during the evaluation conference.
5. By September 30th of each year, the evaluator and the employee shall meet to initiate the appraisal process. At this conference the employee shall receive a copy of the job description and appraisal forms. The individual's goal statement(s) will be reviewed at this time.
6. All administrators shall receive a written evaluation twice in the last year of their contract.
7. The timeline for the administrative appraisal process abides by the ruling in O.R.C. 3319.02 and is as follows:
 - a. If the administrative contract does expire this year, one preliminary and one final evaluation will be conducted. The preliminary evaluation will be conducted at least 60 days prior to March 31 and prior to any Governing Board action on the administrator's contract. The final evaluation will be conducted at least five (5) days prior to the Governing Board taking action on employment of the administrator.
 - b. If the administrative contract does not expire this year, the administrator will be evaluated once prior to July 31st of this year.
 - c. The deadline for Governing Board administrative contract action is March 31st of any year.
8. A follow-up conference will be conducted with the employee to review the evaluation. If the employee disagrees with any item, he/she must submit a written rebuttal within ten workdays of the evaluation conference. The employee must submit an original and two copies of the rebuttal to the evaluator.
9. Whenever an employee receives a rating of Below Expectations (BE) on the Evaluation Form, an Employee Performance Improvement Plan will be completed by the evaluator and reviewed with the employee. Both individuals will sign the plan and a copy will be given to the employee.

10. Both the evaluator and the employee shall sign the Evaluation Form. Three (3) copies shall be made and distributed as follows: the original will be given to the human resources department to be placed in the employee's personnel file; one copy will be given to the employee; one copy will be given to the superintendent or designee; and one copy will be kept by the evaluator.

TCESC POLICIES

All TCESC bylaws, policies and administrative guidelines are available on the TCESC website under the Overview section. This website is updated regularly and should be the resource that is used when referencing bylaws, policies and administrative guidelines.

TCESC employees should familiarize themselves with the following policies:

- Administrator Ethics/1200
- Staff Ethics/3210
- Conflict of Interest/1130
- Copyrighted Works/2531
- Drug/Alcohol-Free Workplace/3122.01
- Use of Tobacco/3215
- Staff Dress and Grooming/3216
- Use of Medications/5330
- Anti-Harassment/5517
- Bullying and Other Forms of Aggressive Behavior/5517.01
- Staff Use of Cellular Telephones/7530.01
- Computer Technology and Networks/7540
- Personal Use of Center Technology/7540.01A
- Technology Privacy/7540.01
- Staff Network and Internet Acceptable Use and Safety/7540.04
- Mandatory Reporting of Misconduct by Licensed Employees/8141
- Student Abuse and Neglect/8462
- Student Transportation in Private Vehicles/8660

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