2008 - 2009 Staff Handbook

THE OHIO SCHOOL FOR THE DEAF

The Ultimate in Total Education for over 175 Years

500 Morse Road
Columbus, Ohio 43214-1899

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Explanation Of Terms Used In This Handbook

The generic language adopted for this handbook is intended to make the policies easy to read and apply. **Human Resources** is used to define the variety of services and specialties within the Ohio School for the Deaf (OSD). **Administrator** is used rather than **supervisor** or other management titles because it is applicable to a broad range of management positions and responsibilities.

Organization Of The Staff Handbook

The effective date of this staff handbook is August 20, 2008.

This handbook is divided into seven sections. A description of the policies and information contained in each section is included in the *Table of Contents*. The *Table of Contents* is located at the beginning of the staff handbook.

Each section is numbered. For example, section 300 contains policies and information related to employment. All policy titles within this section will begin with a 300 number. The policy on recruitment, for example, is *305.0, Types of Employees*. Subsections within a policy are similarly numbered. Subsection *310.1, Position Description*, is within the recruitment policy.

An index at the end of the handbook lists general topics in alphabetical order and serves as a cross-reference to related topics. The index includes the section number and title for each topic referenced.

All form names are *italicized* within this manual. To obtain copies of forms, please contact the Human Resource Office.

This Handbook Is Not A Contract

This handbook is designed to provide the employee with an **outline** of OSD policies, procedures, and benefits. For more detailed information, please consult your administrator, union representative, and/or call Human Resources at 614/644-5968.

This handbook should not be considered a contract between the agency and an employee. All policies and practices may be changed as conditions or trends warrant.

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100.0 INTRODUCTION

110.0 Purpose

The Employee Handbook has been prepared by the Human Resource Office as an easy-to-read reference describing the variety of services and programs available to OSD employees. If has been designed to help both current and prospective employees become more familiar with OSD and the roles and responsibilities of those employed at OSD. Employees are encouraged to read this handbook thoroughly. Questions regarding the information provided should be referred to your immediate administrator or to the Human Resource Office.

The Employee Handbook will prove useful in answering many of the common questions that may arise during your employment at OSD. Contents concerning OSD's policies and procedures are presented as summaries of OSD Policies and Procedures manual. Guidelines set forth in this handbook are provided to assist in the consistent application of OSD policies and procedures for all employees. OSD reserves the right to modify this handbook and policies summarized herein, in whole or in part, as needed.

This handbook is not all-inclusive and does not create a contract, implied or expressed, with any OSD employee. No employee or representative of OSD, other than the Appointing Authority, has the authority to enter into any agreement with a present prospective employee for any specified period.

For more information or questions regarding this handbook, please contact the Human Resource Office.

115.0 Work Unit Policies and Procedures

Work units may have policies and procedures in addition to the policies and procedures in this handbook. These policies exist to provide more specific direction to the employee in the work area. However, these policies and procedures may not conflict with policies in this handbook unless the Superintendent has approved an exception in writing.

120.0 Handbook Implementation and Review

Human Resources is responsible for the content of the OSD Staff Handbook and has the responsibility for distributing timely revisions and additions. The handbook is reviewed by Human Resources at least every two (2) years.

Successful implementation of this employee handbook is a shared responsibility between OSD and its employees. Human Resources is responsible for advising and counseling all members of the management team regarding implementation. Assistance in the interpretation and implementation of this manual is available from Human Resources.

125.0 Change or the Development of New Policies

Proposed new or revised policies are to be presented to the Superintendent in writing with supporting documentation.

The agency reserves the rights to modify, revoke, suspend, or change any or all of its policies or procedures, in whole or in part, at any time.

130.0 OSD Mission Statement

The mission of the Ohio School for the Deaf is to ensure that all of Ohio's deaf and hard of hearing students achieve their maximum potential and become successful citizens.

At the Ohio School for the Deaf, we believe…

- All children are born ready to learn
- Relationships are essential and influential
- Communication is critical
- Environments matter

132.0 Belief Statements

Faculty and staff members at OSD Value:

…Family involvement in the educational process.

…Early literacy development.

…Relevant and individualized education.

…Families' right to make informed choices and decisions.

…Collaboration among agencies, schools, teachers, parents, and other professionals.

…An environment where communication is accessible.

…Opportunities that technology can provide for learning.

…Extra-curricular activities that facilitate personal growth.

…Our role as a center of the Deaf community in the State of Ohio.

…Learning happens 24 hours a day, in the classroom and after school.

…Children deserve a stimulating environment 24/7

…Continuous improvement to our educational approaches.

…Accurate measurements that track student progress

135.0 Commitment of Human Resources

To support OSD's mission, beliefs and commitments, The Office of Human Resources and the administrative staff will promote an environment of respect, empowerment, and learning for all individuals. Through effective leadership, consultation, and support, Human Resources provides its services proactively and is a solution-provider for staff and OSD customers.

140.0 Background of OSD

The birth of OSD as a public educational facility was tied to Ohio's early commitment to education for all children as evidenced in 1829 when the Ohio legislature created the OSD. It is the fifth school of its kind in continuous operation in the United States. Currently, the school is located seven miles north of downtown Columbus, on a 137.08-acre campus.

Educational Program

The educational program provides instruction and student support services to students ranging in age from 3 to 22 years old. The students represent a wide cross-section of ability levels, achievements, degrees of hearing loss, and communication modes. Eighty-five percent of the students attending OSD are residential students.

The educational program is chartered by the State Board of Education as elementary, secondary and career-technical school programs that comply with the minimum standard established by the State Board of Education. Vocational and career exploration classes are available in six technical and trade areas (auto maintenance, business office education, desktop publishing, food service, masonry, and print shop). Currently the school employs an administrative staff (principals and support staff), teachers (academic and vocational), specialist providing student support services (physical education, art, library, speech therapy, psychology, counseling, mental health counseling, audiology, occupational therapy, vocational assessment/job placement, transition services, and behavior intervention).

The major challenge of the educational program has always been to help students acquire the cognitive growth and linguistic skills necessary to learn content information. Since deaf students cannot acquire these skills auditorially, they generally must be taught the grammatical and conceptual structures of American Sign Language visually in addition to English. Since one's self-esteem and culture are learned through language, the educational program must also devote considerable time to social and emotional development.

Social Developmental Program

What makes OSD unique is the comprehensive residential educational programming that provides students with a homelike atmosphere in the dormitories, a variety of recreational activities, wholesome meals, and 24-hour health clinic services.

The administrative staff of Student affairs along with youth leaders works with the students on developing daily living skills and social/recreational skills. The variety of developmental activities that address the independent living skills, social and recreational needs, include: Ohio High School Athletic Association sanctioned extramural sports (soccer, baseball, softball, volleyball, boys and girls basketball, track, and wrestling), intramural sports, tournaments, captioned movies/videos, swimming, bowling, arts, and crafts, special interest activities and supervised field trips. At present, OSD has eight dormitories (four males and four females) in operation. Each dormitory has at least one full-time youth leader with two shifts daily.

Dr. Edward E. Corbett, Jr.
Superintendent
Ohio School for the Deaf

Bobbie Huebner
Administrative Asst.
to the Superintendent

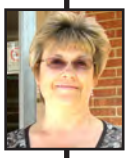
Janet Dobecki
Administrative Asst.
to the Superintendent

Eric Algoe
Chief Operating Officer
Agency Support Services

Tamara Burnett Penny
Director of Education
Program Development & Implementation of Svcs

Cheryl Prusinski
Director of Student Life
Residential Program and Services

Pam Brodie
Director of Outreach Program & Services
Outreach Programs and Services



Business & Fiscal Services
Martha Dinneen
Business Manager

Kim Stewart
Admin. Asst.
to the Director

Terry Lineberry
Admin. Asst.
to the Director

Cindy Whicker
Admin. Asst.
to the Director

Maintenance & Custodial Services
Carl Brown
Building Maintenance Superintendent

Alice Cogswell Preschool
Janet Lineberry
Coordinator

Student Life Services
Lonnie Pitt
Assistant Director

Interpreting & Sign Language Resources
Jean Parmir
Assistant Administrator

Food Service
Juli Carvi
Manager

Multi-Factored Evaluation Clinic & Assessment Svcs
Barbara Stahl
Coordinator

Human Resources, Labor Relations & EEO
Charles Rudolph
Human Resource Manager

CAFS, Telecommunication Services, & Facilities Mgr.
David Wojonowski
Asst. to the Superintendent

Technology Services
Pam Estes
Technology Systems Administrator

Safety & Security Services
Diane Geisler
Director

Student Health Services
Dawn Henslee
Administrator

The Ohio School for the Deaf Organizational Chart

160.0

SUMMARY OF THE OSD STRATEGIC PLAN 2008

GOAL ONE: *Students will demonstrate one year's growth in reading, writing and mathematics levels as measured on an annual basis.*

Strategies:

1. Annual evaluation of each student enrolled at OSD in the areas of reading, writing and mathematics.
2. Yearly progress in reading, writing and mathematics will be compiled and disaggregated for all students.
3. An annual report card committee will be assigned the responsibility of aggregating and disaggregating achievement data and reporting the results to all stakeholders.
4. The school's curriculum coordinator, principal, and department chairpersons will review achievement data and adjust instructional time, goals and resources in light of the previous years' learning results.
5. The dormitories will adopt a literacy program using the Accelerated Reading and Developmental Reading Inventory guidelines set forth by the school in which all students will read a minimum of 20 minutes nightly, with the minutes increasing to 30 minutes nightly at the high school level.
6. *Adjust the working day of one certified teacher to coordinate the after school tutor center in concept with student life personnel.*
7. Identification of students who have not met annual growth and may need additional intervention services will be conducted by the math and reading department chairs along with recommended interventions in addition to the regular academic day.
8. Mathematics lab and literacy lab individual and small group services will be in place as intervention tools for students who have not made adequate yearly progress by the math and reading specialists.
9. OSD will provide a supplemental literacy program to provide additional learning opportunities for student as an Extended School Year resource statewide during the summer months.

Measures:

1. Students attending OSD will exceed the national averages of reading and mathematic levels for deaf and hard of hearing students upon graduation. Goal 70%
2. The percentage of students that demonstrate at least one year's growth as measured by an annual pre-test and post test in mathematics. Goal: 80%
3. The percentage of students that demonstrate at least one year's growth as measured by an annual test in reading. Goal 70%
4. The percentage of students that demonstrate at least one year's growth as measured by an annual test in writing. Goal 70%
5. The percentage of students that demonstrate at least .5 percent growth in all three areas as measured by individualized annual testing. Goal 90%

Ultimate Outcome: Students will have the skills needed for post secondary schooling or for entering the work force.

GOAL TWO: *Deaf and hard of hearing students throughout the state of Ohio will individually demonstrate successful transition from the school environment to post secondary options, employment and adult life.*

Strategies:

1. OSD will implement an extended transitional program for deaf and hard of hearing individuals and their families focusing on transition, employment and independent living areas.

2. OSD will implement a school to work based (4-Plus) program, with on campus and off campus internship possibilities for students who have met most of the traditional four year high school graduation credit requirements.
3. OSD will locate supported or independent work placements for all program participants and offer college preparatory academic skill development for participants seeking enrollment in post-secondary training programs.
4. OSD will appoint a Transition Specialist as a job coach and placement coordinator for 4-Plus participants.
5. OSD will utilize available dormitory housing and off-campus housing to support independent living skill development of 4-Plus participants, including the senior apartment living program.
6. OSD will appoint an independent living program coordinator to oversee all aspects of the 4-Plus independent living program and the senior apartment participants.
7. OSD will link participants with support services, possible employers, as well as independent living and community resources, upon completion of their transitional 4-Plus program at OSD.
8. OSD's transition program will build capacity to provide services statewide by collaborating with career and technical centers, independent living centers, public school programs and other stakeholders.

Measure:

1. The number of deaf or hard of hearing participants securing gainful employment or transitioning to formal post secondary programs successfully at the programs' completion will be 70% by the year 2009; 80 percent by the year 2010 and 85% by the year 2011.
2. The number of students maintaining gainful employment or enrollment in post-secondary education after 1, 3, and 5 years will be documented and compared with past baseline data.

Objective 1: OSD will provide increased extended learning opportunities for school-age deaf and hard of hearing students throughout the state, focusing on transition, during the summer months.

Strategies:

1. OSD will collaborate with local school districts, the Ohio State School for the Blind, Ohio Center for Deafblind Education, Bureau of Vocational Rehabilitation and other agencies to determine how summertime transitional activities and opportunities could be structured for students.
2. OSD will provide a two week long driver's education program for students, in cooperation with a local driver's education agency, in recognizing the role that transportation plays in maintaining gainful employment.
3. OSD will develop an operational plan in cooperation with BVR that provides a transition immersion experience that deaf students may attend for up to six weeks of programming in the summer months.
4. OSD will facilitate opportunities for deaf or hard of hearing students to participate in short term learning opportunities to learn employability skills and meet gainfully employed deaf adults in a variety of employment sectors.

Measure:

1. Students leaving the extended learning programs will have met their transitional objectives as established at the beginning of the program.

GOAL THREE*: OSD will support a wide variety of educational programs and philosophies to meet the needs of deaf and hard of hearing students throughout Ohio.*

Strategies:

1. Develop a Community of Practice with interested professionals throughout the state, utilizing the Deaf Educators Network, to discuss formation and structure of regional services.
2. OSD will support and consult with state support teams, school districts and education agencies that provide instruction of deaf and hard of hearing students in their district of residence.
3. OSD will provide family-focused learning opportunities in a variety of formats throughout the year.
4. OSD will provide an annual summer institute and a wide variety of ongoing training and education opportunities for professionals and interpreters statewide.

Measure:

1. Increase the baseline of participants completing in each program annually based on the baseline established in July 2007.

Objective 1: OSD will provide oral and aural communication resources and services for deaf and hard of hearing students throughout the state of Ohio while maintaining a philosophy that sign language enhances learning provided by these avenues.

Strategies:

1. Consultation will be continued on a statewide basis by trained and qualified outreach specialists.
2. OSD will consult with other stakeholders to provide staff training and other capacity-building opportunities for service providers in public schools to gain skills in supporting the oral and aural development of children who are deaf or hard of hearing.
3. OSD will consult with other residential schools and stakeholders in determining and developing kinds and levels of additional services and classroom modifications needed to support deaf and hard of hearing children who have cochlear implants.
4. Development and implementation of sign language classes for parents and families on campus and through distance learning opportunities statewide.
5. OSD will establish a committee to collect, review and communicate information on supporting students with cochlear implants from other schools and stakeholders. The committee will draft a plan for implementation from the results.
6. In collaboration with parents, alumni, current staff and other stakeholders, OSD will implement an educational model for students identified as benefiting from oral-aural instruction based on the committee's findings.
7. Provide at least two Visual Phonics training opportunities each school year, and at least two other training opportunities for oral/aural options.
8. Disseminate and train on Cochlear Implant Best Practices document to school districts.

Measure:

1. Number of training opportunities provided
2. Workshop evaluations and number of participants
3. Scheduled meetings of the Deaf Educators Network and meeting minutes
4. Draft proposal for regional program structure

Objective 2: OSD will increase the number of course offerings through distance learning for deaf and hard of hearing students statewide.

Strategies:

1. Continuation of ASL courses 1-4 through distance learning for deaf and hearing students statewide as a foreign language elective.
2. OSD will increase the number of distance learning classes available to deaf and hard of hearing students in the public school, taught by OSD's teachers.
3. OSD will increase the number of distance learning classes available to OSD's students accessing classes in a regular education setting on an annual basis.
4. OSD will develop and publish a catalog and brochure listing the OSD IVDL program and disseminate to public schools and other stakeholders.

Measure:

1. The number of students receiving instruction through IVDL, at the school and through the public school system will increase annually by 25%, compared to baseline data as of September 2007. The number of sites providing IVDL courses to OSD's students will increase annually by 10%, compared to baseline data as of September 2007.

Objective 3: OSD will partner with stakeholder groups to create and expand classroom, dormitory and life skills instruction for students with cognitive disabilities and multiple handicapping conditions, including behavioral challenges.

Strategies:

1. OSD will study the students who have inquired about admission to the school to determine the service needs of those students whom OSD previously was not able to serve.
2. OSD will collaborate with various stakeholder groups to determine how services and classroom settings might be modified to serve those students whom OSD has not been able to serve in the past.
3. OSD will implement changes in programmatic and service provisions on campus and off campus that will better meet the needs of students with additional disabilities in the classroom and residential living areas.
4. OSD will generate a proposal for service delivery demonstrating the service needs and partnerships necessary to deliver a program for students needing social/emotional programming beyond the realm of the school's abilities.

Measure: The percentage of students with additional handicapping conditions receiving support and educational resources from OSD will increase by 50% based on internal measure using a baseline established on September 2007.

Objective 4: OSD will review, enhance and implement a school-wide behavioral management system that seeks to increase pro-social behaviors, independence and safety, and to decrease behavioral infractions.

Strategies:

1. OSD will continue to gather data and reinforce the implementation of the Positive Behavior Support system which provides rewards and reinforcements for socially appropriate behaviors and expectations.
2. OSD will implement a child abuse prevention curriculum for all elementary and pre-school students on an annual basis to promote individual safety of students.
3. OSD will re-establish a peer mentoring system among the middle and high school student bodies which promotes conflict resolution and anti-bullying responses among one another.
4. OSD will continue developing support opportunities for students who are in need of additional medical and psychological intervention and those who are in crisis.
5. OSD will conduct annual training on crisis intervention and prevention for all direct care staff members.

Measure:

1. The percentage of behavioral infraction write ups will decrease 10% annually.

165.0 Map of OSD

The Ohio School for the Deaf

2008-2009 Teacher Calendar

10 = Football conditioning begins
17 = Volleyball conditioning begins
20-21-22 = Professional Days
20 = *DACC classes start
25 = Professional Day
25 = Registration at 12 Noon
26 = First Day of School

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 = Labor Day (No School)
4 = ACC Curriculum Night
11 = Elem/Middle School Curr. Night
20 = Homecoming

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

13 = Columbus Day (No School)
25 = OSD vs. Missouri (Senior Day)

OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 = OSD vs. Mississippi
10 = Veteran's Day (No School)
26 = Early Dismissal at 12 Noon
27-28 = Thanksgiving (No School)

NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5-6 = Spartan Basketball Classic
18 = SignFest
19 = Early Dismissal at 12 Noon
22-31 = Winter Break (No School)

DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

180 School Days
5 Professional Days
185 Total Days

= No School

JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 = Winter Break (No School)
19 = M. L. King Birthday (No School)

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

6-7 = Alumni Weekend/Hall of Fame
16 = Presidents' Day (No School)

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 = Spring Break (No School)
13-17 = Spring Break (No School)

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 = Memorial Day (No School)

JUNE

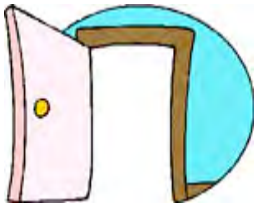
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4 = Elem & Middle School Awards
4 = High School Awards
5 = Graduation/Last Day of School
8 = Professional Day

*= Delaware Area Career Center

200.0 General Policies and Procedures

201.0 Open-Door Policy



In most cases, an employee's immediate administrator is most appropriate and best prepared to address job-related issues. However, there may be times that employees will want to discuss a concern with someone other than the immediate administrator. In these situations, the employee may discuss the concern with the next level administrator, Human Resources or any administrator that the employee feels is appropriate. Administrators are expected to support this policy so that the employee may pursue a concern without fear of repercussion.

203.0 Employment Ethics Policy

Employees of OSD hold a position of trust; therefore, they are expected to maintain the highest ethical standards. (Ref. 203.0-D-03 of the Policy and Procedure Manual.)

203.1 Misuse of Official Position

Employees may not use their position to gain personally from their decisions or influence. In addition, the employee may not secure anything of value from persons or entities with which they have a relationship that would impair their objectivity, such as family members, business associates, employer or others.

203.2 Revolving-Door Policy

An employee may not represent another person or business before any public agency (including OSD or former employer) in any matter in which there were dealings as an employee. This is effective while serving as a public official or employee and for one year or more after leaving state employment. Any concerns should be directed to Human Resources or the Ohio Ethics Commission.

203.3 Sale of Goods and Services

An employee cannot be paid by anyone other than OSD for services rendered in any matter pending before a state agency. An employee who wants to sell goods or otherwise do business with a government agency must contact State Purchasing and the Ohio Ethics Commission to be sure that proper bidding and selection requirements are met.

203.4 Confidential Information

An employee may not use or release information acquired as a result of public service employment if it is confidential by statutory provision or officially designated as confidential.

203.5 Licensing and Rate-Making

An employee with a personal interest in the matter may not participate in license or rate-making proceedings.

203.6 Interest In Public Contract

An employee is prohibited from having any interest in a public contract of the state entity with which they are connected. In addition, an employee may not use their authority or influence to get approval of a public contract or secure investment of public funds if they, their family or any business associate has an interest in the transaction. For clarification, the employee should contact the Ohio Ethics Commission.

203.7 Soliciting/Receiving Improper Compensation

An employee may receive no additional compensation or any other thing of value to perform his/her duties. An employee may not solicit or accept anything of value in exchange for appointing, promoting or transferring any person to any public position.

203.8 Clarification of Ethic Issues

OSD does not claim to represent the entire scope of potential conflict of interest or ethics issues. Therefore, any employee who has any concerns should contact Human Resources or the Ohio Ethics Commission for clarification or additional information.

204.0 Serving on Boards/Commissions/Taskforces Policy

Employees may be appointed or serve on boards, commissions, or taskforces. It is important that the employee adhere to the duties established by the State Superintendent of Public Instruction and follow common sense summary provided by the Ohio Ethics Commission. If in doubt, contact your administrator or ODE legal counsel for clarification if necessary or call the Ohio Ethic Commission at 466-7090 or review the Commissions website at www.ethics.state.oh.us. (Ref. 204.0-D-04 of the Policy and Procedure Manual.)

205.0 Political Activity Policy

Employees of OSD may register and vote, make voluntary financial contributions to political candidates or organizations, circulate non-partisan petitions, sign nominating petitions in support of individuals and attend political rallies.

All State of Ohio employees are strictly prohibited from using State time, facilities or resources for political purposes. Unclassified employees who wish to participate in political activity during normal business hours must utilize administrative leave without pay, vacation, or personal leave. No compensatory leave or any other type of leave, except as listed above, may be used to participate in political activity. (Ref. 205.0-D-03 of the Policy and Procedure Manual.)

205.1 Civil Service Classified Employees

The employee may not engage in partisan political activities, e.g., soliciting contributions for a party or candidate, or circulating nominating petitions for a partisan campaign.

205.2 Civil Service Unclassified Employees

The employee may generally participate in any political activities, but may not do so during regular work hours.

205.3 Running for Elective Office

There are prohibitions against employees running for elected office. Employees considering doing so should first contact Human Resources or the Ohio Ethics Commission regarding the requirements for state employees running for elective office.

207.0 Nepotism Policy

OSD employees may not authorize employment or use the authority or influence of their positions to secure employment for or to benefit a person closely related by blood, marriage or other significant personal or business relationship. Relatives or close associates may not be employed in the same department if one supervises or otherwise has personnel authority over the other. (Ref. 207.0-D-03 of the Policy and Procedure Manual.)

Any applicant being considered for a position will be required to fill out a Relative Form to determine if there is a violation of the State Nepotism Policy. Human Resources and the administrator will be responsible for assuring that the *Supplemental Nepotism Statement, ADM 4173,* is completed and returned to Human Resources along with the employee's application. **No offer of employment will be made until a review of the** *Supplemental Nepotism Statement, ADM 4173,* **has been completed**.

If you have any questions regarding the practical application of the nepotism policy, please see Human Resources or contact the Ohio Ethics Commission.

209.0 Child Support Enforcement Policy

Every OSD employee should fully meet his or her child support obligations; therefore at the time of hire, the employee is required to complete a *Supplemental Employment Agreement, ADM 4288,* affirming their obligation to pay child support, if applicable. Any employee who is behind on child support payments must make every effort to become current. Disciplinary action may be taken against any employee who refuses to take steps to become current in child support payments.

Any employee who needs assistance in collecting child support may contact the Ohio Department of Human Services Child Support Hotline. Employees who are behind may also contact that department for advice or assistance in establishing a payment plan.

211.0 Anti-Discrimination/Anti-Harassment Policy

OSD adheres to all state and federal laws and guidelines regarding discrimination and harassment.

211.1 Employment Discrimination Policy

It is the policy of OSD to maintain an affirmative action plan in accordance with all applicable federal and state laws, rules, regulations, and guidelines. Discrimination against employees, applicants, contractors, and individuals receiving services due to race, color, religion, sex [including sexual harassment, national origin, disability (ADA), and age (40 years or more)] is prohibited. (Ref. 211.1A-D-03 of the Policy and Procedure Manual.)

Persons who believe that OSD has discriminated against them may file a discrimination complaint, *Complaint Form/Complaint Procedure, ADM 4400.* Every effort will be made to resolve the complaint within the time frames as established by the Ohio Administrative Rules. (Ref. 211.1B-D-03 of the Policy and Procedure Manual.) To file a complaint call the EEO Officer at 644-5968.

All personnel of OSD are asked to assist in this effort to achieve Equal Employment Opportunities. Any willful or deliberate violation of this policy by an employee of OSD will be cause for disciplinary action. **A copy of OSD's Equal Employment Opportunity (EEO) Strategic Plan can be obtained from Human Resources.**

211.2 Americans With Disabilities Act Policy

As provide under the Rehabilitation Act of 1973 and the Americans with Disabilities Act, OSD will reasonably accommodate all employees/applicants with disabilities, where to do so does not impose an undue burden on the employer. A reasonable accommodation may include the purchases of special equipment, changing the physical layout of the workplace, restructuring specific job responsibilities or duties, modifying the work schedule, etc. To request a reasonable accommodation, the employee or applicant should contact the Human Resource Office.

OSD is obligated to provide reasonable accommodation only if an individual properly identifies him/herself as a person with a covered disability and supplies the necessary documentation. Federal law does not require a reasonable accommodation that creates an "undue hardship" for the employer. However, what constitutes either a reasonable accommodation or an undue hardship is contingent upon a number of variables. The Appointing Authority will determine what constitutes a reasonable accommodation and reserves the right to request additional medical examinations, evaluations, or other appropriate information OSD. (Ref. 211.1B-D-03 of the Policy and Procedure Manual.)

211.3 Sexual Harassment Policy

It is the policy of OSD that all employees have a right to work in an environment free from harassment, whether that harassment is based on **sex, age, race, national origin, religion, sexual orientation, marital status, or membership in other protected groups**. The Ohio Department of Education/OSD prohibits harassment of its employees in any form – by administrators, co-workers, students, parents, guardians, customers, or suppliers.

Such conduct may result in disciplinary action up to and including dismissal of the employee who harasses others.

Specifically, no administrator shall threaten or insinuate either explicitly or implicitly that any employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other harassing conduct in the workplace, whether physical or verbal, committed by administrators or others is also prohibited. This includes: slurs, jokes, or degrading comments concerning sex, age, race, national origin, religion, sexual orientation, marital status, or membership in other protected groups; repeated offensive sexual flirtation, advances, or propositions; continual or repeated abuse of sexual nature; graphic verbal comments about an individual's body; and the display in the workplace of sexually suggestive objects or pictures. Employees who have complaints of harassment should report such conduct to Human Resources for counseling or the filing of a formal complaint. (Ref. 211.3-D-04 of the Policy and Procedure Manual.)

214.0 Workplace Violence Policy

OSD is committed to providing its employees with a work environment that is safe, secure and free of harassment, threats, intimidation and violence. OSD recognizes that workplace violence is a growing problem that should be addressed by all state employers and therefore has adopted a zero-tolerance policy for workplace violence. Consistent with this policy, threats or acts of physical violence occurring on state property, including intimidation, harassment, and/or coercion, that involve or affect OSD employees **will not be tolerated**. This policy also requires all individuals obtaining a protective or restraining order that lists our facilities as being protected areas to provide Human Resources with a copy of the following:

- a petition to seek the order
- any temporary protective or restraining order which is granted
- any permanent, protective or restraining order

The Ohio Department of Education/OSD understands the sensitivity of the information requested and has developed confidential procedures that recognize and respect the privacy of the reporting employee.

In carrying out these policies, it is essential that all personnel understand that no existing policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life threatening situation from developing.

Employees shall refer any questions regarding their rights and obligations under this policy to their administrator or to Human Resources. (Ref. 214.0-D-03 of the Policy and Procedure Manual.)

217.0 Immigration Law Policy

The Immigration Reform and Control Act of 1986 requires the Ohio Department of Education and OSD to verify U.S. citizenship of all new employees. All new employees are required to fill out and sign an *Employment Eligibility Verification Form (I-9)* to certify that they are eligible for employment. Human Resource will retain this form for three (3) years or one year past the end of employment of the employee, whichever is longer. If you have any questions regarding this policy, please contact Human Resources for further details.

219.0 Dealing With the Media Policy

When an employee is contacted directly by a newspaper, radio or television reporter, the employee shall refer them to the Superintendent's Office at 728-1556 and ODE Communications Office at 728-2765. It is important that an employee not speak with any reporter unless they are working in conjunction with the School Superintendent and the Ohio Department of Education (ODE) Communications Office.
(Ref. 219.0-D-03 of the Policy and Procedure Manual.)

220.0 Work Rules Policy

Work rules shall be all those written policies, regulations, procedures, and directives, which regulate conduct of employees in the performance of OSD's service and programs. Each year, your Administrator will cover your work unit's work rules.

222.0 Purchasing Policy

All employees are expected to follow the purchasing practices of OSD. Only the Business Administrator or his/her designee may make purchases on the behalf of the school. Employees who wish to make purchases must fill out an on-line purchase order and submit it to their immediate administrator for approval. For those employees who have OSD credit cards, they must follow business office policies and procedures regarding the use of the credit cards. Contact Business office for further details.

225.0 Appearance Policy

Each employee as a representative of the Department/School is responsible for personal appearance appropriate to the work environment and occasion. The first impression that visitors and outside team members have of the Department/School, and often of state government, is formulated by the personal appearance of the staff. Each staff member should come to work dressed in a manner appropriate to his/her position, professionalism, common sense, good judgment, and the work environment.

Professional Work Environment Attire

Professional work environment attire could be described as including combinations of the following, according to the activities of the day:

- Suit, tie, blouse/shirt/sweater, skirt/slacks,
- Blazer/jacket, dress, and dress-type
- Shorts/skorts/jeans

Professional work environment attire is appropriate, and expected, each workday throughout the school year. Attire for professional meetings generally does not include shorts/skorts/jeans.

Each employee is responsible for wearing professional work environment attire. Administrators are responsible to insure that employees are dressed appropriately. (Ref. 225.0-D.04 of the Policy and Procedural Manual.)

226.0 Required Uniforms and Provided Clothing Policy

Whenever OSD requires uniforms to be worn by employees, OSD will keep the uniforms in good repair and will replace them when the uniforms are ruined through normal wear and tear. If the uniforms need repair or replacement due to the negligence of an employee, the employee will bear the cost of the repair or replacement. All required uniforms or clothing provided by OSD are to be returned at separation. Administrators shall collect employee's required uniforms/provided clothing at the time of separation. If required uniforms or provided clothing are not returned, OSD reserves the right to withhold the employee's last warrant until such items are returned.
(Ref. 226.0-D-04 of the Policy and Procedural Manual.)

227.0 Communication Policy

OSD's philosophy is that Deaf people are members of a linguistic and cultural minority whose binding force is the use of American Sign Language. OSD recognizes that, for most deaf students, ASL is the primary language most accessible for communication and cognition. ASL, when fully developed as a primary language, can facilitate the acquisition of a second language, English, which is used by the linguistic majority in the United States. While the majority of people in the U.S. speak, read and write a majority language, English, this majority comprises diverse cultural backgrounds. OSD seeks a bilingual/bicultural approach through which deaf students can achieve competency in American Sign Language and English. **Therefore, all employees are required to sign in the presence of students based on employee's level of competency of ASL.**

When direct communication is impossible, the employee should rely on the professional interpreters who work for OSD. In addition, all employees are encouraged to enroll in ASL classes to carry out the mission of the bilingual/bicultural philosophy.
(Ref. 227.0-D-03 of the Policy and Procedure Manual.)

229.0 Bulletin Boards Policy

In order to maintain an effective avenue for communicating with employees, OSD maintains official bulletin boards located throughout the facility. OSD bulletin boards are used to communicate official government information on EEO, wages, and hours, health and safety, and other issues. The bulletin boards are also used to communicate information regarding OSD policy, business, and announcements including, but limited to, job vacancies, safety rules, health items, benefit programs, and special events.

The official OSD bulletin boards may not be used by employees or outside parties for posting commercial notes and advertisements, announcements, sales of personal property, or any other matters.

However, the bulletin board's postings should not be regarded as a substitute for regular face-to-face communication between an administrator and an employee. All notices to be placed on bulletin boards must be cleared through the Superintendent's office. Union bulletin boards are reserved for communicating union business or providing information that affects the union membership.

233.0 Facility Usage Policy

The School Superintendent must approve private/personal use of OSD facilities.

235.0 Keys Policy

Employees **MUST** return all keys to their immediate administrator before the last day of employment. All **LOST** keys **MUST** be reported to the immediate administrator or the Director of Safety and Security within 24 hours. A fee will be a charge for replacement keys. Administrators are to collect keys of employees at separation. If keys are not returned, the administrator is to notify the Director of Safety and Security and Human Resources. OSD reserves the right to withhold the employee's last pay warrant until such keys are returned or identified as lost. (Ref. 235.0-D-04 of the Policy and Procedure Manual.)

237.0 Security Notification Policy

Employees working past 5:30 p.m., unless on assigned work schedule, or returning to work in the evening, morning, or weekends **MUST** notify security of your presence on campus.

238.0. Solicitation Policy

The unauthorized sale of tickets, solicitation of contributions, sporting pools, sales of products, or distribution of handbills can cause disruptions in the workplace. Therefore, such activities shall be allowed only in exceptional circumstances and then only with the prior approval of the School Superintendent.

In some instances, the collection of money for presents, flowers, parties, donations, or cases of particular hardship can be considered appropriate. In these exceptional cases, such collections may be permitted with the approval of the work unit administrator. All such approved solicitations should be made during regularly scheduled rest and lunch periods. (Ref. 238.0-D-04 of the Policy and Procedural Manual.)

241.0 Employee/Visitor Identification Policy

The issuing and wearing of an I.D. badge identifies that the wearer has official and regular business at the OSD facility. The absence of an I.D. badge will indicate that the person is a visitor. Staff is encouraged to ask if assistance is required, direct that person to a location to obtain assistance or notify security that someone is wandering around the facility/grounds. Our effort should be viewed as presenting a user-friendly environment where visitors are quickly directed to their destinations while also alerting security to people who do not have a specific destination. This will require the cooperation of all staff members since security is everyone's business.

It is the administrator's responsibility to make certain that visitors in his/her work section, whether an employee of another section or outsider, are authorized to be there. All visitors must obtain a visitors I.D. badge from the School Superintendent, Principal, or the Student Life office. The immediate administrator must be notified of any visitors appearing at the workplace. **It is the responsibility of the employee to assure that their visitor properly checks in and checks out.** (Ref 241.0-D-04 of the Policy and Procedure Manual.)

244.0 Use of OSD Pool Vehicles Policy/Procedure

In accordance with OSD and the State of Ohio policies concerning the operation of state owned/rented vehicles, employees may request and use state vehicles for official school business. All employees must be certified by their immediate administrator and/or Student Life Services and/or the Maintenance Superintendent (Van Certification). The certification will be based no the need of transportation (individual and/or group/students transportation needs). Certification processing includes the verification of a valid drivers license and having a motor vehicle record check done annually. (Ref. 244.0-D-04 of the Policy and Procedural Manual.)

244.1 Requesting and Use of School Vehicles

If an employee needs to request a school vehicle to carry out school activities, the employee must adhere to the following procedure:

- Obtain approval from their administrator.
- Complete and submit a *Vehicle Transportation Request Form* four (4) business days in advance to the School Superintendent's office for approval.
- Must present Vehicle Transportation Request Form to supervisor or designee before picking up keys for vehicle.
- When picking up and returning vehicle, complete Driver Inspection Report on Drivers Vehicle Transportation Request Form and submit it to the appropriate administrator/designee for processing.

NOTE: Authorization of use of state vehicle is not transferable to any party without written consent of the superintendent. Violation of any part of this policy may be grounds for disciplinary action. (Ref. 244.0-D-03 of the Policy and Procedure Manual.)

Employees may request the use of an OSD vehicle by completing *a Transportation Request Form* or request a state vehicle from the office of state fleet management for department business by completing a *Request for State Vehicle Form (DMS-11)*. The request form must be forwarded it to the School Superintendent's Office for processing.

245.0 Auto Accident Reporting Policy

In the event an employee is in a car accident while on official state business, it is to be reported immediately to the administrator. If the accident occurred while using a state vehicle, an Employee Automobile Accident Report Form (ADM 4702), found in the glove compartment of the vehicle, must be completed and forwarded to the Department of Administrative Services, Office of State Insurance Programs, 30 East Broad Street, Columbus, Ohio 43266-0821. Traffic violations are to be reported immediately to the Administrator/Superintendent's Office. (Ref. 244.0-D-03 of the Policy and Procedure Manual.)

246.0 Parking Policy

Employees are permitted to park in specified parking areas on OSD grounds. All employees are subject to the traffic policies of OSD and traffic and parking regulations and definitions, as enacted in the motor vehicle laws of the State of Ohio. Employees not following OSD parking policies are subject to have parking privileges revoked. OSD regulations and motor vehicle laws will be enforced on OSD grounds at all time. The posted speed limit is **15 mph in all parking areas and roadways**.

The employer cannot assume responsibility for the care, damages incurred by other employees or visitor's vehicles, or protection (e.g., weather, fire, acts of nature, etc.) of any vehicle or its contents at any time it is operated or parked on OSD property. Owners should ensure that unattended vehicles are locked at all times. Employees parking or driving on OSD grounds do so at their own risk.

All employees must display OSD parking stickers on the left side of their front and back windshield. If an employee does not have a parking sticker, they must contact the Safety and Security Director immediately to obtain parking privileges on OSD grounds. (Ref. 246.0-D-04 of the Policy and Procedural Manual.)

246.1 Handicapped Parking Policy

OSD has reserved parking spaces for employees and/or visitors with handicaps and/or those with disabling illnesses and/or injuries to assure that our facility is accessible and barrier free. Only employees who have parking cards or special handicapped license plates are eligible to utilize these parking spaces. Parking cards must be displayed where they can be easily seen; on the dashboard or hung on the inside rearview mirror. Failure to display appropriate cards or license plates will subject the employee and/or visitor to ticketing by the Ohio State Highway Patrol. (Ref. 246.0-D-04 of the Policy and Procedural Manual.)

261.0 Record Retention Policy

Records under Ohio law is defined as a document, devise, or item in a form (i.e. paper, photocopy, computer record, e-mail, disk, photograph, drawing, audio, video tape, etc.) that is created by or received by a public office. A public record serves to document the organization functions, policies, decisions, procedures, operations or other official activities of the office. The work unit that directly receives a record is responsible for retaining it pursuant to the General Schedules or to individual retention schedules. Copies of documents received by others within OSD need only be retained for as long as administratively necessary then can be destroyed. (Ref. 261.0-D-04 of the Policy and Procedural Manual.)

No administrator shall destroy any document they directly receive pursuant to the definition stated above without written permission from the Record Officer

262.0 Inventory Policy and Procedure

To protect OSD assets, it is important that all employees adhere to the inventory policy and procedures to assure that proper use and documentation of assets are maintained. In addition, the Inventory Control Specialist along with all employees are responsible for the auditing of our assets and ensuring the citizens of Ohio that OSD assets are used accordingly to state laws and regulations and DAS Directives.

On occasion, employees may have a need to remove OSD assets from the workplace for carrying out assigned duties/personal use (e.g., personal computers, tools, equipment, etc.). The employee must document the removal of such items and receive approval from the immediate administrator before any item is removed from OSD grounds.

The documentation should include a description of the item; date being removed, expected date of return, and the name of the person borrowing the item. Administrators must monitor the return of OSD items. For items checked out for long periods of time, the documentation must be forwarded to the Inventory Control Specialist for filing and auditing purposes. Employees not following these procedures will be subject to disciplinary action. Before the last day of separation, all assigned items must be returned.

In the event that the employee is negligent which causes damage or destruction or refuses to return the OSD asset, the employee will be held responsible for repair or replacement. (Ref. 262.0-D-04 of the Policy and Procedural Manual.)

263.0 Lost and Found Policy

In the event an employee loses or finds personal items, contact the Safety and Security Director at 774-0528 or the Superintendent's Office at 8-1556.

280.0 Travel Expenses Policy

It is recognized that certain employees are required to travel in order to satisfy the responsibilities of their job. The Office of Budget and Management (OBM) has established the following travel reimbursement policy for those employees traveling on state business.

280.1 General Requirements

- All travel must be authorized by your administrator as appropriate state business.
- The dollar amounts described are reimbursements for money you spend while traveling. They are not "per diem" or entitlement amounts, regardless of whether receipts are required.
- All travel expenses for reimbursement must be documented on the *Travel Expense Form (OBM 7148).* Such requests for reimbursement should be submitted at the end of the pay period during which the travel occurred.
- Employees in the bargaining unit should refer to their union contract, which supersedes the OBM Travel Rule (OAC 126-1-02).

280.2 Prohibitions

State employees are not entitled to the following reimbursements:

- Entertainment or alcoholic beverages.
- Lodging or meals (except conference meals) within 45 miles of the residence and headquarters.
- Lodging or meals (except conference meals) within the county of the headquarters.
- Conference lodging within 30 miles of both the residence and headquarters.

280.3 Transportation

Travel by common carrier (bus, railroad, airline, etc.) may be reimbursed at the lowest available rate. Business class air travel is allowed for some specified international travel. Air travel within Ohio is available only to administrators; other employees may fly within Ohio only if flying is more economical than any other type of travel.

280.4 Voluntary Use of Personal Auto

The use of a personal automobile in the performance of state business is entirely voluntary. Employees using their personal cars will be reimbursed at the rate specified by OBM Travel Rule (OAC 126-1-02) or the union contract agreement. For detailed information regarding mileage rates, contact the accounting office. **NOTE: An employee may use a private vehicle only if the owner is insured under a liability insurance policy that complies with ORC 4509.51.**

280.5 Conference Expenses

The following are special rules for attending authorized conferences:

- Registration fees are reimbursable.
- Lodging at the conference site is reimbursable at actual cost as long as the conference site is at least 30 miles from the home and headquarters and the cost is reasonable and authorized by the administrator.
- Conference meals are reimbursable if they are an integral part of the conference. This means they are served at the conference site as an organized activity for all participants.
- Receipts are required for all conference expenses.
- A copy of the conference program must be attached when submitting a travel expense report to the business office.

285.0 Recognition Awards Policy

OSD has several awards to recognize exemplary employees. See Human Resources for details concerning any of these awards.

285.1 Innovation Ohio

The purpose of Innovation Ohio is to reward all state employees, or groups of employees, who contribute ideas that reduce the cost or improve the quality of state services. Cash awards up to $5,000, as well as a variety of non-cash awards may be granted for adopted suggestions. In order to make a suggestion, an employee must fill out the *Employee Suggestion Form, ADM 4037,* and submit it to the School Superintendent for processing. If you have any questions, please contact the Innovation Ohio office at 614/466-0368 or 1-800-422-IDEA.

285.2 Employee of the Month

The Superintendent of Public Instruction along with the School Superintendent can recognize school employees who have shown exemplary service in carrying out the school mission and/or belief statements.

287.0 Outside Employment Policy

Employees are cautioned to consider carefully the demand that additional work activity will create before seeking or accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness or leaving early.

If the employee's outside work interferes with performance or the ability to meet the requirements of OSD, normal disciplinary procedures will be followed to address the specific problem. In some circumstances, the employee may be asked to terminate the outside employment if he or she wishes to remain with OSD.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside OSD for materials produced or services rendered while performing their jobs. If you are not sure whether a conflict exists, you are encourages to discuss it with your administrator and the Human Resource Office.

289.0 Advance Coursework Policy

Teachers need to inform the Superintendent 12 months in advance of any anticipated pay raise that stems from completing 20 graduate semester hours beyond a bachelor degree (BA+20); a masters degree (MA), or 20 graduate semester hours beyond a masters degree (MA+20). Written notification the previous July is expected.

Coursework needs to be in education-related areas, including increasing content knowledge, improving technology knowledge/skills, teaching strategies/techniques, teaching students with disabilities, and improving classroom management. Coursework may include on-line classes from institutions of higher education recognized by the Ohio Department of Education for licensure purposes.

The teacher needs to have the university submit an official transcript record which indicates completion of the required hours or degree in acceptable coursework areas to the Superintendent.

If requesting a salary adjustment due to educational achievement, you must provide official notice 12 months in advance and provide evidence of achievement on or before June 30 for approval by the superintendent for the upcoming school year.

Example:

- July, 2009 — Teachers provide written notification that he/she anticipates completion of coursework in June, 2010.
- July, 2010 — University provides official transcript
- August 2010 — Teacher receives pay increase

300.0 General Employment Information

305.0 Exempt and Nonexempt Employees

You may be referred to as an exempt employee because you are not represented by labor union. Employees are usually exempt from union representation because they type are administrators, seasonal employees, or work for elected officials, boards of elections or courts, or in positions of a confidential nature. Other employees may be referred to as nonexempt or bargaining unit employees because they are represented by a labor union. Employees are part of a bargaining unit when they are represented by a labor union, which, as a result of an election and certification process, is certified to represent them.

305.1 Unclassified Service Employee

An unclassified employee is not subject to examination and serves at the pleasure of the appointing authority. An unclassified employee was appointed by the officer, commission, board or body having the power to hire him or her, and may be dismissed by the appointing authority. Unclassified employees usually hold policy-making or principal managerial positions with significant authority to act for the agency.

305.2 Classified Civil Service Employee

A classified employee is subject to examination and has employment protection under the terms of Ohio civil service laws. If you are classified, you will also be either certified or provisional. A certified employee has either passed a civil service exam and been appointed from an eligible list or has been in the same classification series for two years without an opportunity to take an exam. A provisional employee is hired without taking a formal civil service examination and has not been in the same classification series for two years.

307.0 School Year Employees

OSD employs classified nonexempt employees to work according to an academic school year calendar (185 days). See *Teacher Calendar* for further details.

310.0 Hiring Process

OSD's EEO Strategic Plan has been adopted to comply with Equal Employment Opportunity guidelines to ensure non-discriminatory hiring practices. The Superintendent and his/her administrative staff have been assigned the responsibility of developing policies and procedures that assures compliance with the Ohio Revised Code (e.g., classification system, salary structure, benefits, EEO requirements, collective bargaining agreements, etc.) and Department of Administrative Service Directives. Employees are to familiarize themselves with the hiring process. (Ref. 310.0-D-04 of the Policy and Procedural Manual.)

All new employees must complete the employment process to ensure required documents are completed and the employee is added to the payroll.

310.1 Position Descriptions

It is the responsibility of Human Resources to assist administrators in developing job descriptions that reflect the essential functions required. It is the responsibility of the work unit administrator to provide each employee with a copy of his/her job description. The administrator will review the job description with the employee and answer any questions regarding expectations and job duties. Job descriptions are to be completed on the *Position Description Form (ADM 4107)* and filed with Human Resources prior to the posting of any vacancy. The School Superintendent must sign and the Labor Relations Officer (LRO) must initial all job descriptions. Job descriptions will be forwarded to the Superintendent of Public Instruction or designee for final signature. (Ref. 310.0-D-04 of the Policy and Procedure Manual.)

310.2 Vacancies and Job Postings

A vacancy exists when an employee vacates a budgeted position that OSD is intending to fill, or when the School Superintendent authorizes a new position. The vacancy will not be created or posted until it has been approved by the School Superintendent and an updated job description has been provided to Human Resources.

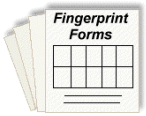
Vacant positions are posted by Human Resources for a minimum of ten (10) days. The posting includes, but is not limited to, deadline date, classification, PCN, work site, job duties, minimum and/or agency specific qualifications, EEO statement, type of appointment, and conditions of employment. The EEO Officer, hiring administrator and the School Superintendent will coordinate advertising of the posting with appropriate minority organizations and outreach sources.

310.3 Reference Checks/License Renewal

A Reference check is completed for each newly hired employee to ensure information provided on the application is correct. An employee, who provides false information on the application during the job interview or to maintain employment, is subject to dismissal. Human Resources will verify degrees, educational certifications, and work experience**.**

If a license or certificate is required for a position, the employee is responsible for providing information regarding periodic recertification or renewal of license. Administrators are responsible for verifying the timely renewals of licenses and/or certifications within their area and forwarding a copy of the documentation to Human Resources.

310.4 Criminal Background Investigation/Fingerprinting



All newly hired employees must submit to a background investigation. Employment is contingent upon the results of a standard background check. A prior conviction on a record will not automatically result in disqualification from employment. To initiate a criminal background investigation, unclassified employees must submit to a standard Bureau of Criminal Investigation (B.C.I.) fingerprinting and background check through the Ohio State Highway Patrol and the Ohio Department of Taxation by completing a *Background Information Form.* Classified non-exempt and classified exempt employees will have to submit to a B.C.I. and/or F.B.I. fingerprinting check. Confidentiality will be maintained throughout this process.

310.5 Drug and Alcohol Screening/Random Drug Testing

OSD desires a workplace that is free from the adverse effects of alcohol and other drugs. Newly hired employees, unless exempted by the bargaining agreement, will be required to submit to a urine analysis for testing for the presence of drugs. Employment is contingent upon the results of the tests, though a positive reading may not automatically result in disqualification from employment. Human Resources will schedule all appointments for testing. OSD will be notified by the Department of Administrative Services (DAS), Drug Free Unit, of the test results.

In addition, employees may be tested when there is reasonable suspicion that they are using or have used alcohol or illegal drugs. The aim of such testing is to identify employees with substance abuse problems and assist them in seeking treatment. Some employees (Teachers, Direct Care Staff) at OSD are subject to **random drug testing by the Office of a Drug Free Workplace (ODFW).** Any drug and alcohol testing shall be conducted pursuant to appropriate union contract and ODFW regulations.
(Ref. 310.5-D-03 of the Policy and Procedure Manual.)

310.6 Driving Record Verification

An employee whose job description requires the operation of a state motor vehicle for OSD must maintain a valid Ohio driver's license and a good driving record. A good driving record is interpreted as having four (4) points or fewer and no unacceptable violations such as Operating Motor Vehicle under the Influence (OMVI), reckless operation, or leaving the scene of an accident. Human Resources will request the employee's driving record from the Bureau of Motor Vehicles every six (6) months.

An employee who loses his/her driver's license or fails to maintain a good driving record must notify his/her administrator immediately. In this case, the employee may not continue working in a position that requires a driver's license and therefore may be terminated.

320.0 Selection of Employees

The School Superintendent and the Superintendent of Public Instruction will approve employees who are selected for **unclassified, classified exempt and classified non-exempt positions.** All applicants must submit an *Ohio Civil Service Application* before being selected for employment. The candidate may also submit his/her resume along with the application. (Ref. 310.0-D-04 of the Policy and Procedural Manual.)

320.1. Unclassified and Classified Exempt Positions

The applicant with the relevant skills, knowledge, education, and documented record of effective job performance will be considered. Nondiscriminatory employment practices will be maintained throughout the selection process.

320.2 Classified Nonexempt Positions

Applicants will be selected based on state seniority unless OSD can show that the junior employee is demonstrably superior to the senior employee. If the job is assigned to a pay range 28 or higher, the job shall be awarded to an eligible bargaining unit employee on the basis of qualifications, experience and education related to the essential job functions of the job. When these factors are substantially equal, state seniority shall be the determining factor.

330.0 Hire Dates

Hire Date: The first day on payroll for current employment is the employee's hire date. An employee has only one hire date, which may or may not coincide with the benefit date or performance review date.

Fringe Benefit Eligibility Date: The benefit date for health insurance is the first day of the month following the date of hire. For dental, vision, group life and disability benefits, the employee is eligible **one year** from the date of hire.

Initial Ending Probationary Date: All newly hired classified employees serve a probationary period. The probationary period shall be one hundred twenty (120) days from the employee's hired date for classifications paid at grades 1 to 7 and grades 23 to 28 or one hundred eighty (180) days for classifications paid at grades 8 to 12 and grades 29 to 36. Youth leaders serve a one year probationary period pursuant to the AFSCME contract. **Unclassified employees do not serve a one year probationary period.**

Performance Review Date: The performance review date occurs on the anniversary of the hire date and may or may not be associated with a pay increase or any other compensation.

Seniority Date: Employees in bargaining units may bid for jobs and overtime opportunities based on his/her seniority date. In addition, your seniority date is used in the reduction of force process.

335.0 Appointment Types

Newly hired employees can be hired under one of the following appointment types. Human Resources will inform employees of appointment type.

	Hours of Work		Schedule
	Weekly	**Yearly**	
Full-time	40 Hours	2,080 Hours	Regular Typically, this is five consecutive 8-hour days per week, but this may vary according to an approved adjusted work schedule.
Part-time	Less than 40 Hours	Less than 2,080 Hours	Regular According to approved work schedule.
Seasonal	40 Hours	Less than 2,080 Hours	Regular Seasonal Work regular hours for a part of the year only.
Intermittent	Varies	Generally Less Than 1000 Hours	Irregular Work only when needed, e.g., being called in because an extra person is needed that week.
Interim	Varies	For Limited Time Period	Indefinite Work when another employee is absent, e.g., filling in for someone who has a long-term illness.
Temporary	Varies	For Limited Time Period	Limited Extra work or fill-in as authorized by the employer.
Emergency	Varies	Limited to 30 Days	Limited To meet special demands.

340.0 Classifications and Compensation

The State of Ohio groups employees according to their classification designation. Compensation is determined within these categories.

Unclassified Service Employees — The Superintendent of Public Instruction classifies and assigns newly hired employees according to the duties performed, expected responsibilities, educational attainment and work experience. Annual step increases may be given after each year of employment until the employee reaches the maximum class step whenever an employee receives a satisfactory performance review. For further information about your assigned classification, pay range or step increase, contact the Human Resource Office. ODE Human Resources is responsible for preparing the salary schedule for unclassified employees and notifying them of any changes. Revised unclassified salary schedules are distributed to staff in their paycheck envelope. A copy of the salary schedule can be obtained from Human Resources.

Classified Civil Service Employee s— The DAS classification unit groups jobs that are similar enough in duties and responsibilities to be described by the same title, to have the same pay assigned and to require the same qualifications. Therefore, the employee's class title and pay compensation are established by the State of Ohio. Annual step increases are given after each year of employment until the employee reaches the maximum class step **whenever an employee receives a satisfactory performance review.** For further information about your assigned classification, pay range or step increase, contact Human Resources. Also a copy of pay ranges and class titles for classified nonexempt **employees is located in the union contract.**

345.0 Payroll System

The state's payroll system is based on a two-week (80-hour pay period). There are twenty-six (26) pay periods per year. Paychecks are issued every other Friday. If an employee wishes to pick-up their check on Thursday, they must sign an *Early Release Statement* indicating that they will not cash their check until Friday. The state auditor will monitor this procedure. (Ref. 345.0-D-03 of the Policy and Procedural Manual.)

- Because there is a two-week time lag in the state system, the check received on Friday is for the 80-hour pay period ending two weeks before.
- New employees are usually scheduled to begin work on the first day of a two-week pay period, which means the first paycheck is normally received **four weeks after beginning work.**
- Employees are to initial their *Payroll Sheet* every two weeks to acknowledge the accuracy of the time worked for the two-week period. In the event the employee is absent, the administrator will initial for the employee. The employee is responsible for verifying the accuracy of their time upon returning to work.
- When you leave state service, your last paycheck will be released two weeks after the last working day of the pay period.
- Your paycheck is accompanied by an earnings statement, which gives an account of the pay period and a cumulative record of your earnings, deductions and leave balances for the year to date.

345.1 Payroll Deductions

A number of payroll deductions are required by law, such as federal tax, state tax, municipal tax (where applicable), child support and retirement. Some of the voluntary deductions are health insurance, charity pledges, credit unions, U.S. Savings Bonds, deferred compensation and consumer credit. If you are interested in any voluntary deductions, you should contact Human Resources for assistance in completing the necessary payroll form.

345.2 Electronic Fund Transfer (Direct Deposit)

To have your pay automatically deposited into your bank account, complete the *Authorization for Direct Deposit of Pay Card, ADM 4286.* In addition, travel reimbursements may be directly deposited into your bank account. Employees hired June 5, 2002, will be required to use direct deposit. (345.0-D-03 of the Policy and Procedure Manual.)

345.3 ePay

ePay, or "electronic pay," is a self-service online product designed to allow State of Ohio employees to safely, securely and conveniently view their paycheck information; including earnings, taxes, deductions, leave balances and net pay distribution.

You will access ePay with your new Employee ID and password at ePay.Ohio.gov. For assistance, you may contact Human Resources or call 1-888-OhioOAKS or 644-6625.

For employees who do not have access to a computer, Human Resources will provide computer access during normal business hours.

350.0 Prorated Salary Continuation Program

Employees who work according to a school year calendar may elect to prorate his/her annual earnings over twenty six (26) pay periods. The following classifications are eligible to participate: (Ref. 350.0-D-04 of the Policy and Procedural Manual.)

Classification Title	Classification Number
Youth Leader	46611
Food Service Worker	42341
Activity Therapy Specialist	44213

Classification Title	Classification Number
General Activities Therapist	44211
Cook 1, 2	42351 42352

355.0 Probationary Periods

The probationary period is intended to give the employee, through management feedback and support, the opportunity to succeed in a new work environment. At the middle and end of the probationary period, the administrator will conduct a performance review, which includes a review of the job description, performance accomplishments, and future expectations.

The probationary period may be extended once if mutually agreed to by the employer and the union.

355.1 AFSCME Members

All newly hired, promoted and laterally transferred **nondirect care** employees working 12 months shall serve a probationary period. The probationary period shall be one hundred twenty (120) days for classifications paid at grades 1 to 7 and grades 23 to 28 or one hundred eighty (180) days for classifications paid at grades 8 to 12 and grades 29 to 36.

All employees providing direct care to students, working according to a school calendar year shall **serve a 120 scheduled workday probationary period**. The affected classifications at the Ohio School for the Deaf are Youth Leader, Teacher Aide, and General Activity Therapist.

Employees who transfer from another agency or from an exempt position shall also serve a probationary period pursuant to union contract.

355.2 SCOPE/OEA Members

Each employee in this bargaining unit shall serve a probationary period of **one (1) year** following any original appointment or promotion to a permanent position. Employees who transfer from another agency or from an exempt position shall also serve a probationary period pursuant to union contract.

355.3 1199 Members

All newly hired employees shall serve a probationary period of one hundred eight (180) days, except where the union agrees to classification specifications which indicate a probationary period of more than on hundred eighty (180) days. Employees who transfer from another agency or from an exempt position shall also serve a probationary period pursuant to union contract.

357.0 Performance Evaluations

All employees receive at least one performance review each year. New employees and those who recently have been promoted also receive reviews midway through and at the end of their probationary periods. The annual evaluation shall measure the employee's performance for the year or **school calendar year.** For employees working according to the school calendar, evaluations may be made in the second half of the school calendar year. **Employees who do not receive a satisfactory performance rating will not be eligible for a step increase.**

Human Resources and the administrator will be responsible for monitoring deadlines associated with probationary periods and performance evaluations. **The timeliness of this feedback is important, and the employee is encouraged to ask the administrator to schedule the review if there has been a delay.** Employees must be informed, in advance, if their probationary period will be extended.

357.1 Performance Evaluation Review Policies and Procedure

Human Resources will be responsible for providing the administrator with the appropriate performance evaluation forms according to the employee's classification. All administrators are to adhere to the state evaluation process. **The performance evaluation dates are to be given to the employee by Human Resources during his/her initial orientation.** (Ref. 357.0-D-03 of the Policy and Procedure Manual.)

360.0 Trial Periods for Nonexempt Employees

Internal employees who are laterally transferred or demoted may serve a trial period of one-half of the regular probationary period of the classification.

360.1 Lateral Transfers/Demotions

Where a single classification varies substantially, the administrator can request the employee to serve a trial period equal to one-half of their classification probationary period. The employee's trial period agreement should be in writing and a copy given to the employee during their work environment orientation. **During the trial period, the employee may elect to return to his/her previous position or, if the employee fails to perform the job requirements of the new position to the employer's satisfaction, the employer may place the employee back in the position the employee previously held.**

365.0 Terminating Employment

Employees can be separated from OSD in several different ways.

365.1 Voluntary Termination Policy: Resignation

Resigning employees are required to give sufficient notice to their administrator in order to give OSD time to secure a replacement. Insufficient notice places a burden on the organization and other employees. All employees are expected to give a minimum of two weeks notice to their administrator. The resignation should include the effective date and reason for leaving employment. A resignation may not be withdrawn without written approval by the employee's administrator.

365.2 Termination/Resignation Policy

Involuntary termination for just cause refers to the discharge of an employee who has violated OSD policies, rules, or regulations, or has demonstrated behavior not consistent with the organization's mission or values. The administrator initiates release after consultation with Human Resources to assure that applicable civil service rules, just cause standards, and/or union agreements are followed. In some cases, ODE/OSD may permit employees to resign in lieu of termination pursuant to DAS Directive 04-12. (Ref. 365.2-D-03 of the Policy and Procedure Manual.)

365.3 Job Abandonment

An employee absent from work for three (3) consecutive workdays without notifying the administrator is considered to have abandoned the job and will be terminated unless there are extenuating circumstances that are acceptable to OSD. The administrator, after consultation with Human Resources, should notify the employee of the termination by certified mail. Former employees who were terminated for job abandonment may not be entitled to unemployment compensation.

370.0 Termination Procedures

The administrator and Human Resources are accountable for timely and accurate completion of procedures related to the termination of an employee. Delays or errors in completing the process can have serious consequences in terms of liability to OSD and costs to the former employee.

Human Resources should be immediately notified of any anticipated termination so departmental staffing needs and transitional needs of the employee can be met and an exit interview can be scheduled and the employee must return any state property issued.

370.1 Check-Out Procedures

Check-out appointments with the Personnel Officer and/or your administrator are normally scheduled for outgoing employees after the administrator receives notice of resignation or intent to retire and for employees whose termination is initiated by OSD. The purpose of this meeting is to review eligibility for benefit continuation and conversion, to ensure that all necessary forms are completed, to collect all OSD property that may be in the employee's possession (e.g., keys, equipment, uniforms, wireless communication equipment, etc.) and to arrange for distribution of final paychecks, and to provide employees with an opportunity to discuss their job-related experiences. **NOTE**: Any outstanding debts or charges to OSD will be deducted from the employee's pay warrant.

370.2 Exit Interviews

An employee will be provided the opportunity to complete a *Confidential Exit Questionnaire,* regardless of the position within the organization or reason for termination. The Human Resource Office will be responsible for conducting the exit interviews. (Ref. 370.1-D-03 of the Policy and Procedure Manual.)

375.0 Reinstatement and Rehire

OSD will consider the rehire of a former employee who has proven his/her skills and abilities during previous periods of employment if there is no violation of civil service regulations or the collective bargaining unit agreement. OSD is not obligated to rehire a former employee.

375.1 Reinstatement

An employee may be reinstated up to one (1) year from the date of resignation if they had served their required probationary period prior to leaving. The employee will be given a new hire date based on the date of their reinstatement. In addition, the employee will be eligible to reinstate their accrual rate for vacation and sick leave based on their total years of service. Reinstated employees will not be eligible for dental, vision, group life and disability benefits until one (1) year after their reinstatement date. An employee who has questions about reinstatement should contact Human Resources.

375.2 Rehire

An employee who is hired one (1) year or more after the date of their resignation will be considered a newly hired employee. Human Resources will determine if the employee must attend orientation.

380.0 Human Resources' Records

Human Resources is responsible for gathering, maintaining, and protecting the confidentiality of information related to employment. OSD complies with state and federal regulations regarding record-keeping requirements. In the absence of regulatory requirements, OSD reserves the right to manage content, access, and retention of records according to routine business practice.

380.1 Personnel Files

Human Resources maintain a personnel file for each employee, which is the official record of the employee's work history. The file may contain information related to benefits, payroll, performance reviews and other information specific to the employee. The personnel file is the property of OSD. The information in this file is confidential and access is restricted. Except as may be specifically provided by law, only materials maintained in an employee's official personnel file shall be available to the public. An employee may review and copy documents in their file by appointment and in the presence of a representative from Human Resources. Employee may not remove information from the file.

An employee may place a written response to a performance review or progressive discipline in the file with knowledge of Human Resources and the employee's administrator. Personnel files are retained for seven (7) years after an employee leaves OSD. (Ref. 380.1-D-03 of the Policy and Procedure Manual.)

380.2 Placing Material Into an Employee's Personnel File

An administrator who wishes to place material in an employee's personnel file that might lead to disciplinary action or negatively affect an employee's job security or advancement must provide a copy of this material to the employee. If material is placed in an employee's personnel file without following this procedure, the material will be removed from the file and returned to the employee at their request. Such material cannot be used in any disciplinary proceeding. An employee can place documents relevant to their work performance in their personnel file.

380.3 Administrator's File

An administrator's file, for the administrator's reference only, can be maintained for each employee in his or her work area. The file typically contains attendance records, administrator notes, and performance evaluations. If an employee transfers or terminates employment, the administrator's file is forwarded to Human Resources. Copies should not be retained in the work unit or forwarded to other administrators.

380.4 Personal Information Changes: Employee Responsibilities

The organization depends upon each employee to furnish information regarding changes in marital status, number of dependents, beneficiaries, address, telephone number, and withholding exemptions.

Current information is essential for notification in an emergency, insurance claims, government reports, and other administrative procedures that depend upon the accuracy of information contained in the personnel file. An employee is required to notify Human Resources as soon as possible for the following changes:

- Name, address, telephone number (*Change of Address Notice Card)*
- Marital status: marriage, death of spouse, divorce
- Person to be notified in an emergency
- School district
- Withholding exemptions (for tax purposes)
- Changes affecting health insurance
- Changes in beneficiary for deferred compensation, life insurance, and retirement plan
- Change in name or number on social security card

385.0 Photo Identification Badges

Upon employment, all newly hired employees will be photographed and issued identification badges for security reasons. **Employees are to wear and display their photo identification badges at all times when on school campus.** In the event that the photo identification badge is lost or stolen, the employee must immediately report the lost or stolen identification badge to Human Resources. A temporary identification badge will be issued until the replacement badge can be made available. The employee will be assessed a fee of $6.00 for a lost or stolen identification badge. (Ref 241.0-D-03 of the Policy and Procedure Manual.)

386.0 Orientation

OSD provides an orientation program for new employees. All employees must attend new hire orientation. Human Resources will determine whether a rehired employee must attend orientation. Human Resources and the administrator will be responsible for assuring that all newly hired employees attend orientation.
(Ref. 386.0-D-03 of the Policy and Procedure Manual.)

386.1 Work Unit Orientation

During the initial weeks of employment or school opening, employees receive orientation that includes a review of the work unit and site-specific policies and procedures and their job description.

388.0 Service Awards

Employees are annually recognized for their length of service working for the Ohio Department of Education and the Ohio School for the Deaf. Service awards are based on 10, 15, 20, 25, 30, 35, and 40 years of service. Retirees are also recognized.

400.0 Attendance and Leaves

402.0 Work Schedules

OSD expects all employees to assume diligent responsibility for their attendance and promptness. Reporting to work at the scheduled time is crucial to the overall efficiency and operation of the school.

402.1 Schedules

OSD establishes standard work schedules to assure that the school operates efficiently and provides adequate coverage for operational needs and/or services, and maintains the right to change work schedules of its employees. Employees are to check with their Administrator for their appropriate work schedule.

A standard workweek for full-time employees is 40 hours per week and consists of five (5) consecutive work days followed by two (2) consecutive days off. In some cases, direct care employees may be scheduled to work longer than a 40-hour week based on the operational needs of the employer. Part-time and intermittent employees will be scheduled to work according to the operational needs of the work unit.

The work year for full-time employees shall be two thousand eighty (2080) hours per calendar year except for employees working according to an academic year (1480 hours).

404.0 Attendance

Absenteeism and tardiness cause a hardship on co-workers who must perform the duties assigned to the absent or tardy employee in addition to causing hardship to the employer.

Any employee reporting to work but not at the scheduled starting time (i.e., beginning of shifts, return from break meal period) is considered tardy. Chronic tardiness may result in disciplinary action, which may include termination of employment. (Ref. 404.0-D-04 of the Policy and Procedural Manual.)

404.1 Calling In Late or Absent

If you are going to be late or absent, please be sure to notify your administrator in advance whenever possible. This allows your administrator time to adjust your work units' work assignments to compensate for your absence. Employees are to follow their work unit policies and procedures regarding call-in time for absenteeism. In the event there is not a policy, the union contract will apply.

404.2 Failure to Call-In

If an employee is late or tardy and does not call in, he/she may be subject to disciplinary action. If an employee is absent for three (3) consecutive scheduled workdays without notifying and receiving approval from the administrator, OSD will consider him/her to have abandoned the position without proper notice resulting in voluntary resignation and termination of employment effective the last day of work.

404.3 Absence of More than One Day

If your absence last for more that one day, you should call each day according to your work unit's policy, unless you make arrangements is advance with your administrator.

404.4 Absences Due to Chronic Illness or Disability

Absences due to serious health conditions, whether continuous or intermittent, may be covered by the Family and Medical Leave Act (FMLA). Short-term absences for medical reasons (usually three days or less) like the flu or a sprained ankle are generally not c considered to be serious health conditions and may not be covered under FMLA. For more information, see the Family and Medical Leave Act Policy under Section 422.0 of this handbook.

404.5 Medical and Dental Appointments

Medical and dental appointments for you and your family should be scheduled for a time that does not cause you to miss work. If this is not possible, notify your administrator as soon as the appointment is schedule. You may use accrued sick time for medical appointments.

404.6 Chronic Absenteeism

Chronic absenteeism is defined as an individual being tardy or absent from work for more than five (5) days within a 30-day period. Administrators are responsible for maintaining records on chronic absenteeism and reporting the individual to Human Resources and the Labor Relations Office. Administrators should take progressive action and hold a private counseling session to ascertain the reasons for the employee's chronic absenteeism. All counseling sessions should be documented and a copy sent to Human Resources for follow-up. (Ref. 404.0-D-04 of the Policy and Procedural Manual.)

406.0 Breaks and Rest Periods

Breaks and rest period provide a recess from an employee's work routine and physical and/or mental work activities.

406.1 Meal Breaks

The meal period should be taken at the mid-point of his/her scheduled work shift. Employee who are entitled to meal breaks are to work 4 ½ consecutive hours or more. This break should be not less than 30 minutes and should not exceed 60 minutes.

The actual time and length of your meal period will be scheduled by your administrator, and may vary according the scheduled hours of the office and working requirements. Mealtime is considered personal time and you are encouraged to leave your immediate work area in order to eat and relax. Time spent during meal breaks is not paid unless it is part of the employee's standard work schedule and has been approved by the Superintendent.

In some cases, the Superintendent may require employees to work during their lunch period because of efficiency and the operational needs of the school. If required to work during a lunch period, the employee will be compensated at their regular rate of pay.

406.2 Rest Periods

Taking a rest period is a privilege, not a right, and depends upon the work unit involved and whether normal work can be continued while employees take rest periods. The needs of the work unit must be met first and, I some areas, rest periods are not possible. Please review your work unit's work rules for further information. Employees who are entitled to a rest break may not use the break period to arrive late to work or to leave work early.

407.0 Leave Requests

Employees who request any type of leave must complete a *Request for Leave Form.* The employee must document the type, amount, and length of time he/she expects to be off. The form should be completed in advance of taking the requested leave. **In the event of illness or extenuating circumstances where the form cannot be completed prior to taking leave, the employee is required to complete this form the first day they report back to work. The administrator must notify the employee as soon as possible if their leave has been approved or disapproved.**

408.0 Leaves

The employer provides numerous types of leave for its employees. However, it is the responsibility of the employee to utilize their leave within all applicable rules, regulations, agreements, and procedures. Any employee who has questions regarding leave should contact Human Resources or refer to their union contract. Employees who violate the intent of any particular leave will be subject to discipline.

408.1 Summary of Leave Types

The following are available to full-time and part-time permanent employees:

- Adoption/Childbirth Leave
- Adopt-A-School/Partners Leave
- Bereavement Leave
- Compensatory Leave
- Extended Illness Leave
- Emergency Service Leave
- FMLA Leave
- Leave of Absence Leave
- Military Leave
- Civic Duty Leave
- Jury Duty Leave
- Witness Duty Leave
- Organ Donor Leave
- Personal Leave
- Sick Leave
- Vacation Leave
- Pregnancy Leave
- Leave Donation
- Weather Emergency Leave

408.2 Adoption/Childbirth Leave

All employees who work thirty (30) or more hours per week are eligible for paid adoption/childbirth leave upon the birth or adoption of a child for care, bonding and/or acclimation of the child. Under this type of leave, the employee will be limited to six (6) weeks. The first two (2) shall be the unpaid waiting period, and the remaining four (4) weeks shall be paid at seventy (70%) percent of the employee's regular rate of pay. The employee can supplement the 70% with other types of leave or may elect to take two thousand ($2,000) dollars for adoption expenses in lieu of taking time off for adoption/childbirth leave. See Human Resources for details. (Ref. 412.0-D-03 of the Policy and Procedure Manual.)

408.3 Adopt-A-School/Partners Leave

Adopt-A-School/Partners in Education are integral components in educating the children of the State of Ohio. During business hours, employees are permitted to participate in either program. Employees interested in participating in the programs may see Human Resources for further information.

(Ref. 414.0-D-03 of the Policy and Procedure Manual.)

408.4 Bereavement Leave

Three (3) consecutive days of leave, paid at the regular rate, because of absence caused by a death in the immediate family are provided to employees.

Immediate family is interpreted for this leave as spouse or significant other ("significant other" to mean one who stands in place of a spouse and who resides with the employee), child, stepchild, grandchild, parent, stepparent, grandparent, great-grandparent, brother, sister, step sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or legal guardian or other person who stands in place of a parent. In addition, bereavement leave will be granted in the case of a stillbirth conditioned upon the tendering of a death certificate.

Part-time employees shall receive bereavement leave with pay for the hours they are normally scheduled to work. Emplyees may be ask to provide evidence for bereavement leave.

408.5 Compensatory Leave (Overtime)

Employees can request compensatory leave for any reason. The accrued time can be taken in 1/10 of an hour. **All requests must be mutually agreed upon between the administrator and the employee.**

408.6 Extended Illness Leave

Employees with an extended illness can request up to one year of leave without pay after they have exhausted all their paid leave. The employee must provide **Human Resources** with periodic, written verification by a medical doctor showing the diagnosis, prognosis and expected duration of the illness. Prior to requesting an extended illness leave, the employee shall inform **Human Resources** in writing of the nature of the illness and estimated length of time needed for leave, with written verification by a physician.

408.7 Emergency Service Leave

Emergency Service leave is intended to provide state employees paid leave when the employee must be absent from work in order to provide volunteer emergency service. At the beginning of each calendar year, eligible state employees will receive forty (40) hours of paid leave for use when providing emergency medical service in accordance with the statutory duties as defined by R.C. 4765.01 (G). At the end of each calendar year, any unused hours will not carry forward and will not be eligible for cash conversion. (Ref. 421.0-D-03 of the Policy and Procedure Manual.)

408.8 Family Medical Leave

In accordance with the Family and Medical Leave Act of 1993 (FMLA), employees are provided family and medical leave. Leaves may not exceed 84 calendar days (60 workdays) in any 12-month period. The leave will end when the need for it is over or upon the expiration of 84 days (60 workdays) in any 12-month period.

Generally, employees are expected to provide a 30-day notice for leave for the birth, adoption, or placement for foster care of a child. Employees are expected to schedule leave for planned medical treatment so as to avoid undue disruption. In any event, employees are to provide as much notice as is practical under the circumstances. **NOTE: Employee will be required to first use any paid vacation, sick, or personal leave before unpaid leave is provided.**

Intermittent leave is provided up to a maximum of 480 hours per 12-month period (8 hours per workday times 60 working days in 12 weeks). Intermittent leave for a serious health condition may be taken only if medically necessary.

Employees who request FMLA will be required to complete the *FMLA Approval Form.* Human Resources will provide all employees requesting FMLA a copy of the policy outlining their benefits and obligations. OSD will reasonably accommodate any employee released to return to work in accordance with the Americans with Disabilities Act (ADA). (Ref. 422.0A-D-03, 422.0B-D-03 of the Policy and Procedure Manual.)

See the following summary chart for eligibility and the type of leave covered under FMLA.

Family Leave Can Be Taken For:	*To Be Eligible You Must:*
• ***the birth of a child,*** • ***the placement of a child with you for adoption or foster care,*** • ***the necessity of caring for your spouse, child or parent with a serious health condition.*** • ***your own serious health condition.***	• ***have worked for the state at least 12 months,*** • ***have worked at least 1250 hours in the 12 months immediately preceding the start of FMLA leave.***

See your Human Resource Office for more detailed information on family and medical leave.

408.9 Unpaid Leaves

Unpaid leaves of absences will be granted to employees for the following reasons:

1. **Pregnancy** — When all applicable leave is used, a pregnant employee is entitled up to six (6) months leave.

2. **Extended Illness** — When an employee has exhausted all other paid leave, the employee may request up to one (1) year of unpaid leave. The employee shall provide periodic, written verification by a medical doctor showing the diagnosis, prognosis and expected duration of the illness. Employees requesting such leave must contact Human Resources for appropriate procedures and documentation.

3. **Other Unpaid Leave** — OSD may grant unpaid leave of absence to union employees not to exceed one (1) year for, but not limited to, education, parenting [if greater than ten (10) days], or family responsibilities. Non union employees may be granted unpaid leave up to six (6) months.

408.10 Military Leave

If an employee enters military service, his/her employment will be separated with the right to reinstatement in accordance with federal statutes. An employee who is a member of the Ohio National Guard or any reserve component of the Armed Forces who is called to active duty for a period greater than twenty-two (22) working days or one hundred seventy-six (176) hours per calendar year shall be granted leave for the period of such active duty.

<u>NOTE</u>: The allowable paid military leave when combined (state and federal duty) will not exceed twenty-two (22) work days or one hundred seventy-six (176) hours per calendar year.

Federal Duty —Any permanent employee who is or becomes a member of the Ohio National Guard or any other reserve component of the Armed Forces shall be allowed military leave with pay not to exceed twenty-two (22) work days or one hundred seventy-six (176) hours per calendar year for federal duty which is directed or caused to occur by authority of the Department of Defense (DOD) or its agent.

State Duty — Permanent employees who are members of the Ohio National Guard, the Ohio Military Reserve and the Ohio National Militia, when ordered to duty by the Governor of Ohio or the Adjutant General, shall be allowed military leave with pay not to exceed twenty-two (22) work days or one hundred seventy-six (176) hours per calendar year.

Evidence of Military Duty —Employees are required to submit to their appointing authority a published military order or a written statement from the appropriate military commander as evidence of military duty.

408.11 Civic Duty Leave

From time to time, the School Superintendent or his/her designee may ask an employee to serve on an advisory board or commission or solicit contributions for charitable organizations approved by payroll deduction.

The employee's paid leave will not exceed the duration of the employee's regular shift and necessary travel expenses for the approved time. (Ref. 645.0-D-03 of the Policy and Procedure Manual.)

408.12 Jury Duty Leave

Employees receive paid leave for jury duty at their regular rate of pay. When not impaneled for actual service and only on call, the employee shall report to work as soon as reasonably possible after notification that his/her services will not be needed. In cases where the employee would not work four (4) hours upon returning back to work, the employee would not need to report. Employees called to jury duty must submit to Human Resources any jury fees that are in excess of fifteen ($15) dollars per day. (Ref. 645.0-D-03 of the Policy and Procedure Manual.)

408.13 Witness Duty Leave

Employees subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses will be granted leave with pay. **NOTE:** Employee must be third party to be entitled to this leave. (Ref. 645.0-D-03 of the Policy and Procedure Manual.)

408.14 Organ Donor Leave

Living Organ and Bone Marrow Donor leave (Donor leave) is intended to provide an opportunity for State employees to receive approval for a specified amount of paid leave immediately after donating their kidney, a portion of their liver, or bone marrow in order to recuperate from the procedure. (Ref. 427.0-D-03 of the Policy and Procedure Manual.)

408.15 Personal Leave Policy

OSD will make all attempts to grant individual personal leave; however, OSD reserves the right to limit the number of employees taking such leave based on operational needs. OSD will not unreasonably deny emergency situations.

Union Members (Excluding 1199 Employees) — Eight (8) hours of personal leave will be credited in the pay period that includes the first day of January, April, July, and October of each year. Full-time employees hired after the start of the quarter shall be credited with personal leave on a prorated basis.

Part-time employees shall accrue personal leave prorated upon a formula of .015 hours per hour of non-overtime work. Non-exempt employees that are on approved leave of absence or receiving Workers' Compensation benefits shall be credited upon their approved return to work with those personal leave hours that they normally would have accrued.

1199 Union Members — Ten (10) hours of personal leave will be credited in the pay period that includes the first day of January, April, July, and October of each year. Full-time employees hired after the start of the quarter shall be credited with personal leave on a prorated basis. Proration shall be based upon a formula of .0192 hours per hour of non-overtime paid for full-time and part-time employees.

Nonunion Employees — On December 1 of each year, exempt employees receive 32 hours of personal leave. Non-exempt employees who are on approved leave of absence or receiving Workers' Compensation benefits shall **NOT** be credited upon their approved return to work with those personal leave hours which they normally would have accrued.

Summary Chart of Accrual of Personal Leave

Type of Leave	Total Hours (Per year of leave)	When Credited	Maximum Hours of Accrual
PERSONAL LEAVE (EXEMPT)	32	Dec. 1st each year	40
PERSONAL LEAVE, *(NONEXEMPT)*	32	Credited 8 hours on January, April, July and October	40
PERSONAL LEAVE (1199 NONEXEMPT)	40	Credited 10 hours on January, April, July and October	60

Personal Leave Requests — Employees who request personal leave must give their administrator a 48-hour notice, excluding 1199 employees (24-hour notice). In case of an emergency, the request shall be made as soon as possible and the administrator will respond promptly. This type of leave will not be unreasonably denied; however, the administrator has the right to require the employee to submit documentation regarding any type of emergency. **It is the responsibility of the employee to verify the approval of the form before taking the leave.**

408.16 Sick Leave Policy

Employees shall be granted sick leave for the following reasons:

- Illness or injury when employee is not able to report to work;
- Illness or injury to members of employee's immediate family residing in their household;
- Employees with parents or children not residing in their household are also granted sick leave for their care; and
- Medical appointments or other on-going treatments for the employee or his/her immediate family.

Sick Leave Requests — When sick leave is being requested, the employee must notify their administrator. See Section 402.1 for employee notification requirements.

If sick leave continues more than one day, the employee must notify their administrator of the duration of the requested sick leave. In addition, the employee will establish a report-in schedule which is acceptable by the administrator for the anticipated duration of the absence.

> **After a three-day absence, the administrator/designee shall record the type of illness/injury and report it to Human Resources so it can be determined if the individual qualifies for FMLA benefits.**

Accrual of Sick Leave Excluding 1199 Employees — Employees accrue sick leave at the rate of 3.1 hours for each **eighty (80) hours** in active pay status, excluding overtime hours, not to exceed eighty (80) hours in one year. The amount of sick leave charged against an employee's accrual will be the amount used; charged in units of one tenth (1/10) hour. Non-exempt employees on approved leave of absence or receiving Workers' Compensation benefits shall be credited upon their approved return to work with those sick leave hours which they normally would have accrued.

Accrual of Sick Leave for 1199 Employees — Employees accrue sick leave at the rate of 2.77 hours for each **eighty (80) hours** in active pay status, excluding overtime hours, not to exceed eighty (72) hours in one year. The amount of sick leave charged against an employee's accrual will be the amount used; charged in units of one tenth (1/10) hour.

Summary Chart

Type of Leave	*Total Hours (Per year of leave)*	*Accumulation Per 80 Hours Worked*	*When Credited*	*Maximum Hours of Accrual*
SICK LEAVE (EXCLUDING 1199 EMPLOYEES)	80	3.1	Each pay period	None
1199 EMPLOYEES	72	2.77	Each pay period	None

408.17 Vacation Accrual and Leave Policy

Permanent employees, excluding teachers, earn vacation leave with pay at their regular rate as prescribed below:

Length of State Service	Hours Earned Per 80 Hours in Active Pay Status Per Pay Period	Maximum Accumulation
Less than 1 year	3.1 hours	N/A
1 year or more	3.1 hours	240 hours with three years of service
5 years or more	4.6 hours	360 hours
10 years or more	6.2 hours	480 hours
15 years or more	6.9 hours	540 hours
20 years or more	7.7 hours	600 hours
25 years or more	9.2 hours	720 hours

Vacation Requests — Employees are expected to notify their administrator 48 hours in advance whenever they are requesting vacation leave. Vacation shall only be taken when it's mutually agreed upon between the administrator and the employee. Administrators will not unreasonably deny vacation. The employee's vacation charge shall be in units of 1/10 of an hour.

Request for Vacation Leave During Emergencies and/or High Impact Days — Requests for vacation leave during school emergencies/"high impact" days will not be granted unless approved by the School Superintendent. The following weeks/days are defined as "high impact" days for operational needs of the school:

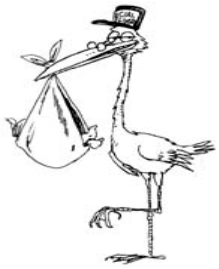
- Work week before and after the opening of school
- Work week school ends
- Work week after school closes
- Days when mandated inservice or training activities occur. Employees will be notified in writing, 60 days in advance, of any dates regarding mandated inservice/training activities.
- Mandated weekends (homecoming, special school events), which is part of the school calendar.

408.18 Leave Usage

Type of Leave	*Accrual*	*When can I use this leave?*	*What units can I use? (Minimum)*	*Notification and Approval*	*What happens if I transfer?*	*What happens if I leave?*
Vacation Leave	Full-time and part-time permanent employees earn in proportion to the length of time they have been working for the state.	For any purpose.	1/10 hour	Approve 48 hours in advance by administrator or designated authority	If you have been employed for 1 year: *You may request payment for all or part of the vacation accrued. *You may transfer the entire amount to your new agency.	If you have been employed for 1 year, you are entitled to pay-merit for all your unused vacation leave OR Any accrued amount over six months.
Sick Leave	Full-time and part-time permanent employees accumulate 3.1 hours for every 80 hours worked OR 2.77 hours for each 80 hours worked for 1199 employees.	*Illness or injury *Contagious disease *Death or serious illness of family member *Medical appointments	1/10 hour	Administrator or designated authority must be notified according to section 402.1 of the OSD Employee Handbook. Doctor's statement may be needed.	If you have been employed for 1 year: *You may request payment at 50% of your base pay. *You may retain the accrued amount allowed by your new agency.	If you have been employed for 1 year, you are entitled to 50% payment of your unused sick leave.
Personal Leave	Full-time permanent employees receive 32 hours per year OR 40 hours per year for 1199 employees	For personal matters such as: *Mandatory court appearance *Legal or business matter *Medical appointment *Wedding *Religious holiday	½ hour for union employees. 1/10 hour for non-union members	Approved 48 hours in advance by administrator or designated authority OR Approved 24 hours in advance for 1199 Employees	*You may be credited with the unused balance up to the maximum permitted by the new agency. *You may receive payment for the unused balance if no leave transfer is permitted by the new agency.	You are entitled to payment of any unused personal leave prorated to the time of your departure. If you have used all your personal leave but depart before the end of the year, you owe a prorated amount to the state.

408.19 Religious Holiday Leave

Upon request, an employee may observe a religious holiday provided that the time off is charged to vacation, personal, compensatory, or leave without pay.



408.20 Pregnancy Leave

When a pregnant employee has used all of the applicable leave, they can request up to six (6) months leave without pay.

408.21 Weather Emergency Policy/Leave (Needs to be fixed)

The Director of the Department of Public Safety is the governor's designated agent to declare weather emergencies for state employees. The authority to declare a weather emergency rests solely with the Governor in consultation with the Director of Public Safety. **Weather emergencies called by county/local officials will not be considered official notification. If an employee should receive a ticket when reporting to work during a locally-called weather emergency, the ticket should be submitted to the Labor Relations Officer immediately who will conduct an investigation on why you received the ticket.**

Under the OSD Weather Emergency Policy, employees can be classified as **essential** or **nonessential** to report to work during a state-declared weather emergency. Employees who are classified as **essential** will receive and display a *Weather Emergency Certificate* in their vehicle when traveling during a declared emergency. The School Superintendent or his designee will notify employees who are required to report to work during an emergency. Administrators must get approval from the School Superintendent before requiring an employee to work during a weather emergency. Under such circumstances the employee(s) would be compensated in accordance with the appropriate collective bargaining agreement or administrative rules. **Employees who elect not to come to work on bad traveling days will be allowed to use vacation time or personal leave. If they do not have vacation or personal time available, they must use leave without pay.**

When a late arrival time has been announced by the Director of Public Safety due to weather conditions and the "not required" employee does not report to work at the designated time, the employee must call in and request proper leave or they will be considered absent without leave. An employee not required to work during a weather emergency who arrives at work later than the designated hour may, with the approval of their administrator, make up one-half hour of such time. However, they may not earn overtime or compensatory time for this half-hour make-up time.

If the immediate administrator or the employee does not desire to have the time made up or if the employee was more than one-half hour late, then vacation, personal leave, or compensatory time must be used. If the employee does not have available leave to cover the absence, then leave without pay must be taken.

Employees who are unsure that a state declared emergency has been called in their county can call the **Statewide Weather Emergency Hotline at (614) 821-9999 or listen to their local radio station for details.**

The OSD Superintendent's Office will be responsible for maintaining the administrative phone list as well as contacting appropriate administrators in the event of an emergency. Each administrator will be responsible for developing an emergency tree and contacting appropriate staff regarding the emergency. (Ref. 442.0-D-04 of the Policy and Procedural Manual.)

410.0 Leave Donation Program

The purpose of this leave is to allow employees to provide assistance to co-workers who are in critical need of leave due to the serious illness or injury of the co-worker or a member of his/her immediate family. Employees with over 80 hours of combined accrued leave are eligible to participate in this program. Donated leave will be administered on a pay-period by pay-period basis. See Human Resources for details regarding how to donate or qualify to receive donated leave. *See Donor Application Form.* (Ref. 440.0-D-04 of the Policy and Procedure Manual.)

500.0 Benefits

500.0 Benefits

The State of Ohio has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness, disability, or death. Benefits are also offered that help employees plan for retirement, provide employees with assistance in dealing with job-related or personal problems, and offer educational assistance. It is important that all employees read the descriptions of the benefit options and plan provisions that govern benefits. New employees will receive benefit handbooks during orientation. Though the benefits handbook is a general overview of benefit programs and an excellent resource tool, the employee is encouraged to contact Human Resources or the Department of Administrative Services or the service provider to answer detailed questions related to the following:

- Eligibility for you and your dependents
- The enrollment process
- Plan options
- Costs involved
- How to file claims

The following are general descriptions of types of benefits offered by the State of Ohio.

- Health Care Benefits
- Mental Health Benefits
- Dental and Vision Care Benefits
- Life Insurance Benefits
- Holiday Benefits
- Disability Benefits
- Ohio Employee Assistance Program
- Dependent Care Assistance Benefits
- Long Term Care Benefits
- Deferred Compensation Program
- Credit Unions
- Retirement Benefits
- Training and Development Benefits
- Computer Purchasing Benefits

503.0 Health Care Benefits

The State of Ohio provides comprehensive health care to all permanent full-time and part-time employees. Each employee will have the opportunity to choose a heath plan in their area to suit their individual needs.

Eligibility —All permanent full-time and part-time employees, including established term regular and established term irregular employees, shall be eligible for health benefits as well as for the benefits provided by the Union Benefits Trust. For new employees, coverage for health care benefits becomes effective on the first day of the month following the month in which the health care enrollment form is signed and submitted by the employee. Changes made during open enrollment will become effective on the first day of the new benefit period.

The following dependents are eligible for coverage:

1. The employee's current legal spouse;

2 The employee's unmarried children until the end of the month in which they reach 19 (including legally adopted children, children for whom the employee has been appointed legal guardian, and dependent stepchildren and foster children who normally reside with the employee);

3. The employee's unmarried children who are attending an accredited school and are primarily dependent upon the employee for maintenance and support until the end of the month in which they reach age;

4. Children of divorced or separated parents not residing with the employee but who are required by law to be supported by the employee;

5. Unmarried children of any age who are incapable of self-support due to mental retardation, severe mental illness or a physical handicap, whose disability began before age 23 and who are principally dependent on the employee. When there is an unsuccessful attempt at independent living, a child covered pursuant to this provision will be re-enrolled for coverage, provided application is made within five (5) years following the loss of coverage;

6. Dependent children placed for adoption in an employee's home shall be eligible for coverage under the same conditions as children born to an employee or the spouse of the employee, whether or not the adoption has become final. When both spouses in a family are employed by the State, each may elect single coverage, or one may elect family coverage provided that the spouse who elects single coverage may not be listed as a dependent under the family coverage. A child who is eligible as an employee of the State is not also eligible as the dependent of a parent who is also a state employee.

Open Enrollment — OSD and the State of Ohio may conduct an open enrollment period at which time employees shall be able to enroll in a health plan, continue enrollment in their current plan, or switch to another plan, subject to plan availability in their area.

In order to maintain premium payment with pre-tax earnings, any changes outside of open enrollment must be in compliance with the applicable rules of the Internal Revenue Code Section 125. Changes outside of open enrollment may include but not be limited to the following:

1. Changes from single to family and family to single may occur if requested within thirty-one (31) days of any of the following events:

    a. After marriage, death of a spouse, divorce, legal separation, or annulment, in which case coverage becomes effective the first day of the month following the month of application.

b. Birth, adoption, placement for adoption, or death of a dependent, in which case coverage becomes effective with the birth, adoption, or placement of a child or date of death.
c. Termination or commencement of employment by the employee, spouse or dependent, in which case coverage becomes effective the first day of the month following the month of application.
d. Reduction or increase in hours of employment by the employee (including layoff or reinstatement from layoff), spouse, or dependent, including a switch between part-time and fulltime, strike, lockout, or commencement, return to work from an unpaid absence, or change in work site in which case coverage becomes effective the first day of the month following the month of application.
e. Return to work through order of arbitration or settlement of a grievance, or any administrative body with authority to order the return to work of an employee.
f. The employee's dependent satisfies or fails to satisfy the requirement of the definition of dependent due to attainment of age, student status or any similar circumstance as provided in the Health Plan under which the employee receives coverage.
g. If the plan receives a Qualified Medical Child Support Order (QMED) pertaining to an employee's dependent, the employee may elect to add or drop the child to the plan depending upon the requirement of the QMED.
h. If an employee, spouse, or dependent who is enrolled in a health plan becomes entitled to coverage (i.e. enrolled) under Part A or Part B of Title XVIII of the Social Security Act (Medicare) or Title XIX of the Social Security Act (Medicaid), other than coverage consisting solely of benefits under section 1928 of the Social Security Act (the program for distribution of pediatric vaccines).
i. If an employee, spouse, or dependent is no longer entitled to coverage (i.e. enrolled) under Part A or Part B of Title XVIII of the Social Security Act (Medicare) or Title XIX of the Social Security Act (Medicaid), other than coverage consisting solely of benefits under section 1928 of the Social Security Act (the program for distribution of pediatric vaccines).

NOTE: Requests for changes pursuant to sections (a) through (i) must be supported by proper documentation.

2. An employee may change health plans if the employee either no longer resides or no longer works in the service area of the employee's current health plan. OSD shall make all reasonable efforts to ensure that open enrollment fairs are held during open enrollment, that such open enrollment fairs are well publicized and subject to the scheduling needs of OSD, to facilitate employee attendance at these health fairs. If more than twelve months pass without an open enrollment period, OSD will provide an opportunity for State employees to add dependents, or for those employees without health plan coverage to choose health plan coverage.

COBRA — If an employee terminates his/her employment or separates from State service (other than for gross misconduct), OSD will notify the employee of their right to choose to continue his/her health plan under the federally mandated COBRA program. Health plans shall make available conversion to an individual medical policy.

505.0 Mental Health Benefits

Mental health and substance abuse benefits are provided to members in all health plans through United Behavioral Health, a managed care program. The contact number to attain such services is 1-800-852-1091.

507.0 Dental and Vision Care Benefits

On the first day of the month following one year of continuous employment (twenty-six consecutive pay periods with no break of more than thirty days) employees are eligible for vision care coverage and may participate in a dental plan. *Dental and Vision Care Enrollment/Claim Forms* will be forwarded to the employee automatically. It is the employee's obligation to complete and forward the enrollment forms to Human Resources for processing 30 days before the effective date of your coverage. **NOTE: If an employee chooses not to enroll before the benefit date (one year from date of hire), he/she will not be eligible for Dental and/or Vision Care benefits until the open enrollment period. Open enrollment occurs every two years.** Contact Human Resources or refer to the Dental and Vision Employee Benefits Handbook for further details. Union members may refer their questions to the OCSEA Benefit Trust Representative.

509.0 Life Insurance Benefits

Group Life Insurance: On the first day of the month **following** one year of continuous state service, permanent full-time and part-time employees are covered by state paid life insurance equal to their annual salary, rounded up to the next highest thousand. A *Beneficiary Card* will be forwarded to the employee automatically. It is the employee's obligation to complete and forward the Beneficiary Card to Human Resources for processing 30 days before the effective date of coverage. For more information, please contact Human Resources.

Supplemental Life Insurance: The state also provides permanent full-time and part-time employees the opportunity to purchase supplemental term life insurance at reasonable rates. Employees must sign up for the supplemental life insurance within 31 days after the date of hire or during open enrollment. For more information, please contact Human Resources.

511.0 Holiday Pay Benefits

Employees receive 10 days of paid holiday leave during a calendar year. Additional days may be proclaimed by the Governor of Ohio or the President of the United States. The following holidays are observed by OSD:

- ☺ New Year's Day – First day in January
- ☺ Martin Luther King Day – Third Monday in January
- ☺ President's Day – Third Monday in February
- ☺ Memorial Day – Last Monday in May
- ☺ Independence Day – Fourth day of July
- ☺ Labor Day – First Monday in September
- ☺ Columbus Day – Second Monday in October
- ☺ Veterans' Day– Eleventh day of November
- ☺ Thanksgiving Day – Fourth Thursday in November
- ☺ Christmas Day – Twenty-fifth day of December

513.0 **Disability Program**

Eligibility and administration of disability benefits shall be pursuant to current Ohio Law and the Administrative Rules of the Department of Administrative Services except for the following modifications and clarifications:

A. Any full-time permanent employee with a disabling illness, injury, or condition that will last more than fourteen (14) consecutive days AND who has completed one (1) year of continuous state service immediately prior to the date of the disability may be eligible for disability leave benefits.

B. To be eligible for disability leave benefits, an employee must be: (1) in active pay status on approved sick leave, (2) on approved disability leave, (3) on approved leave of absence without pay for personal medical reasons or (4) disability separated. Employees alleging conditions precluded by OAC 123:1-33-14 are not eligible for disability benefits, unless the exceptions of the section are met. An application for disability benefits based on a diagnosis of a mental disorder, including but not limited to, psychosis, mood disorders, and anxiety, must be confirmed by a licensed mental health provider authorized by the Employer's mental health administrator. Where the initial application is accompanied by the opinion of such provider, it shall be processed accordingly. However, where the diagnosis is submitted by any other medical professional, the Employer shall make expeditious arrangements for the required examination by the licensed mental health provider. Approval of the application will be contingent upon receipt of substantiation from such provider. In the event the examination is outside the parameters of the employee's mental healthcare plan, the cost of the examination shall be borne by the Employer.

C. Part-time or established term regular and established term irregular employees who have worked fifteen hundred (1500) or more hours within the twelve (12) calendar months preceding disability shall be entitled to disability benefits based upon the average regular weekly earnings for weeks worked over that twelve (12) month period.

D. Effective for all claims filed on or after March 1, 2006, disability benefits period allocated to that disability claim, the lifetime maximum limits or termination of employment. Thereafter any claim filed shall be administered in will be paid at 70% of the employees base rate of pay for the first three (3) months, and 50 % for the next nine (9) months, and shall be entitled to receive disability leave benefits up to a lifetime maximum of twelve (12) months. (Read your union contract for grandfathering language)

E. The employer agrees that transitional work programs will not violate the provisions of the Family and Medical Leave Act.

F. Pursuant to OAC rule 123:1-33-14, employees who have been denied W Compensation lost time benefits for in initial claim, may file an applicat disability leave benefits twenty (20) days from the notification by the Bureau of Workers' Compensation of the denial of an initial claim.

If you have any questions regarding waiting periods and/or completion *of Disability Benefit Forms* etc., contact Human Resources immediately.

515.0 Ohio Employee Assistance Program (EAP)

The Ohio Employee Assistance Program is a screening, information, referral and support service for state employees and their family members. The Ohio EAP is designed to help you cope with personal problems such as family and parenting issues, alcohol and other drug abuse, emotional concerns such as anxiety, anger, grief or depression, and legal and financial difficulties. Personal problems can affect your health and well-being as well as your job performance. These problems can be resolved. Unresolved problems may result in family disruption, job loss, health problems or even death.

All current, disabled or retired State of Ohio employees and their families are eligible to participate.

Professional staff is available when you need someone to talk to, or need help in locating an attorney, a financial advisor, a support group or referral to a mental health professional for ongoing counseling.

- Consultation services are available when you have concerns about a family member, a friend or a co-worker who may be experiencing personal problems.
- Critical Incident Stress Debriefings are arranged and facilitated by Ohio EAP staff following traumatic events, such as a death or serious injury of a co-worker.
- Intervention Services for Organizations in Transition are provided for agencies and institutions that are undergoing reorganization or downsizing.
- Advocacy with the managed mental health care provider, should you need it.
  The Ohio EAP ensures strict confidentiality as governed by State law (Ohio Revised Code 3701.041) and Federal Regulations (42 CFR Part 2) to protect clients. No information regarding an employee's participation in EAP is released unless the employee authorizes it in writing.

  The decision to participate in the Ohio EAP is up to the individual employee or family member. A supervisor, union representative or co-worker may recommend an employee seek help, but the final decision is the employee's.

The Ohio EAP is part of the employee benefit package and there is no charge for using this service. If a referral is made for ongoing counseling, a small co-payment will be charged for each session for which the employee is responsible. **You can call Ohio EAP for services at 1-800-221-6327** regardless of whether you carry health insurance.

517.0 Dependent Care Assistance Benefits

As a state of Ohio employee, you may be eligible to receive financial assistance for the care of your dependents. There are two programs and each program has separate qualifications and benefits. For detailed information regarding the eligibility requirements, qualifications for children and other dependents, and how to apply for dependent care assistance or the Child Voucher Program, contact the Office of Human Resources, and/or the DAS Benefits Section and/or refer to your union contract.

- Dependent Care Spending Account Program—This program allows the employee to have up to $5000 of his/her pay deducted, before federal or state taxes are calculated, and placed in an account to pay expenses for the care of eligible dependents. The open-enrollment application period for this benefit runs from mid-October to mid-November of each year.

- Child Care Voucher Program—Permanent full-time or part-time employees (working at least 1,040 hours per year) may qualify for a voucher of up to $1000 per year in expenses for childcare. To be eligible, the combined adjusted gross income of the employee and spouse must be less than $35,000. Employees may apply for a voucher for the previous year's expenses each year between January 1st and April 15th. Income tax documents for the previous year must be included with the application. Check with Human Resources (payroll) for details.

519.0 Long Term Care (LTC) Insurance Benefits

Full-time and part-time permanent employees may enroll in an LTC insurance program at favorable group rates. Employees who enroll within 60 days of their date of hire may enroll without providing medical information. Employees may also enroll during open enrollment periods, but will be medically underwritten. The employee pays the entire premium for this insurance through payroll deduction. Benefit payments are made directly to the insured party. Spouses, parents and parents-in-law are also eligible to apply, but will be required to provide medical information.

For further information, including rates, refer to the Long Term Care section of your Employee Benefits Handbook or call Aetna Life Insurance Company at 1-800-537-8521.

521.0 Deferred Compensation Program

Under the Ohio Public Employees Deferred Compensation program, employees may save before-tax wages as a retirement investment through payroll deduction.

The employee pays no current federal or state income taxes on money deposited to the program, and such deposits can accumulate with current interest earnings that are also tax deferred. Employees wishing to find out if this program will meet their needs should talk with their tax consultant or the state deferred compensation representative. Contact Human Resources for further details.

523.0 Credit Unions

There are several credit unions available to state employees. All state employees may join the State Employees Credit Union. Depending on the work location, they may also be eligible to join one of the following:

- Columbus BUC Employees Credit Union
- Columbus State School Federal Credit Union
- Ohio Human Services Employees Federal Credit Union
- State Highway Patrol Federal Credit Union

Contact Human Resources to determine which credit unions are available. Employees may also contact the credit union directly.

525.0 Retirement Benefits

Several retirement systems serve state employees. A percentage of the gross salary is deducted from each paycheck and paid into a retirement fund. The amount deposited is matched or exceeded by a state contribution. All of the plans offer other benefits such as survivor and disability benefits.

The following chart is a brief summary of general information on the retirement system. For further details, contact Human Resources or call the Public Employees Retirement System (PERS) at 1-800-222-7377 or the State Teachers Retirement System (STRS) at 1-888-227-7877.

<u>Summary Chart for PERS and STRS</u>

Name of System	What if I leave employment prior to retirement eligibility?	Under what conditions may I retire?	If I withdrew my contributions, how can I re-establish service credit?	How can I purchase additional service credit?
Public Employees Retirement System (PERS)	* You may request a refund of your total contribution during employment (to be paid 3 months after you leave employment), or * You may leave your contributions in the system until you are eligible to retire.	* At age 55, with 25 years service * At age 60, with at least 5 years service * At any age with 30 years service.	After returning to public employment for at least 18 months, you may re-establish service credit. You must pay the withdrawn amount plus interest.	* You may purchase or transfer unlimited service credit for service as a police officer, firefighter or highway patrol officer. * You may purchase up to five years credit for service with the military, federal government, another state or under an Ohio municipal retirement system. * You may purchase up to one-year credit for time on an approved leave of absence.

527.0 Training and Development Benefits

The DAS Office of Training and Development provides employee training and organizational development services for all State of Ohio agencies.

The following opportunities are offered to all State of Ohio employees:

- **Core Skill Builder Program**—This program provides courses which offer specific skill development in math and writing at no cost to State of Ohio employees only.
- **Exempt Professional Development Fund**—The program offers additional educational benefits to state of Ohio employees who are exempt from collective bargaining.
- **Human Resources University (HRU)**—The State of Ohio's Human Resources University is a comprehensive human resources certificate program. Eligible participants work in one of human resources' functional areas and be exempt from collective bargaining.
- **Learning Resource Centers (LCR)**—Assess your individual job skill levels using a computer based learning system and work towards completing performance based skills for improved job performance.
- **Ohio Certified Public Manager Program (OCPM)**—A statewide nationally accredited comprehensive management development program designed specifically for public managers in Ohio in collaboration with Ohio's state colleges.
- **Professional Administrative Support Services (PASS)**—This program provides support staff practical hands-on skills based training that provides integrated soft skills technological courses to enhance and increase skill levels. PASS-Level #1 available at Columbus State and Wright State. Use your Workforce Development or Exempt Professional Development funds for this program!
- **Tuition Reimbursement for Bargaining Unit Employees (non-OCSEA)**—Visit our Bargaining Unit Tuition Reimbursement Program Web page to download program applications and policy documents related to the Tuition Reimbursement Programs for **District 1199 and SCOPE/OEA** bargaining unit employees.
- **Workforce Development**—A joint Labor/Management partnership between OCSEA/AFSCME Local 11 and the state of Ohio, to provide education and training opportunities for OCSEA state bargaining unit employees.

Please note: Permission to attend any of the above on State time will be based solely on operational needs of the school and must be approved by the superintendent.

529.0 ***Computer Purchasing Benefits***

State employees are eligible for an interest free loan to purchase computers and or computer equipment. For further details, exempt employees may contact the Department of Administrative Services, Professional Development Unit. Bargaining unit employees may contact their appropriate union.

550.0 Compensation

550.0 Compensation

In order to attract and retain qualified personnel with the potential to assume responsible positions within the organization and to fill openings at all levels, it is the policy of the Director of the Department of Administrative Services and the Superintendent of Public Instruction to maintain consistent salary schedules and pay supplements based on available funding.

551.0 Wage and Salary Compensation

The Superintendent of Public Instruction and the Director of Administrative Services administers salary schedules for all employees employed by the Ohio School for the Deaf.

Unclassified Service Employees — The Superintendent of Public Instruction establishes and administers salary schedules of employees who are hired and promoted into unclassified positions (i.e., Educational Consultants, Assistant Directors, Associate Directors, etc.) based on qualifications and work experience of an employee. For details regarding qualification standards and salary schedules, contact Human Resources.

Classified Civil Service Exempt and Nonexempt Employees — Employees who are employed as exempt employees (administrative staff, supervisors) are paid according to the Ohio Revised Code and paid according to the class schedule created and administered by the Director of Administrative Services. See Human Resources for details regarding salary schedules.

Employees who are employed as nonexempt employees (bargaining unit members) are paid according to negotiated agreements between the State of Ohio and the employee's union. Refer to your union agreement for detailed information regarding pay schedules.

552.0 Pay Supplement Compensation

Employees may qualify for different types of pay supplements established by section 124.181 of the Ohio Revised Code. The different types of pay supplements are as follows:

Longevity — Beginning on the first day of the pay period within which an employee completes five (5) years of total state service, each employee will receive an automatic salary adjustment (longevity). This salary adjustment will be added to the step rate of pay each year, until the employee has reached 20 years of service. Longevity adjustments are not affected by promotions, demotions, or other changes in classification held by the employee, or by any changes in pay range for the employee's class. (NOTE: Has been discontinued until after June 30, 2005)

Professional Achievement Incentive Levels (PAIL) — Employees who are receiving a financial payment pursuant to the Professional Achievement Incentive Level (PAIL) as of June 30, 1998, shall continue to receive the PAIL payment pursuant to OSD practice. Employees hired after June 30, 1998 will not be eligible to receive PAIL, but may receive longevity pay supplement. **(NOTE: Has been discontinued until after June 30, 2005)**

Other Pay Supplements — Pay supplements may be authorized in unusual circumstances, such as hazardous conditions or when special skills (American Sign Language, manual communications, Braille, certifications, licenses, etc.) are required. Other pay supplements may include **temporary working levels and shift differential.**

554.0 Personal Leave Compensation

Employees receive 32 hours of paid personal leave each year except for 1199 employees. Refer to Personal Leave, Section 428.0, for further details. At the end of the year, employees may elect to carry forward unused personal leave or receive cash payment for the unused leave. The maximum accrual of any personal leave is 40 hours; employees will automatically be paid for hours above 40.

556.0 Sick Leave Compensation, Carry-Over, Conversion, and Cash-Out

Sick Leave Compensation, Excluding 1199 Members — All employees earn 3.1 hours of paid sick leave for every 80 hours worked in active pay status, excluding overtime hours. When an employee uses any portion of their earned sick leave, the State of Ohio pays a percentage of the hours used according to the chart below.

Rate of Pay for Sick Leave Usage (12 Months)

Hours Used Within the Usage Period (12 Months)	Percentage of Pay
The first 1 – 40 hours	**100%**
The second 40.1 hours up to 80 hours	**70%**
Additional sick leave used after 80 hours	**100%**

<u>NOTE</u>: Any sick leave used during the 40.1 to 80 hours for time spend hospitalized overnight by the employee, employee's spouse or child residing with the employee or for those hours of sick leave used before or after the hospital stay that are contiguous to the hospital stay, will be paid at 100%.

Sick Leave Compensation for 1199 Members — 1199 employees earn 2.77 hours of paid sick leave for every 80 hours worked in active pay status, excluding overtime hours. When an employee uses any portion of their earned sick leave, the State of Ohio pays a percentage of the hours used according to the chart below.

Rate of Pay for Sick Leave Usage (12 Months)

Hours Used Within the Usage Period (12 Months)	Percentage of Pay
The first 1 – 36 hours	**100%**
The second 36 hours up to 72 hours	**70%**
Additional sick leave used after 72 hours	**100%**

<u>NOTE</u>: Any sick leave used during the 36.1 to 72 hours for time spend hospitalized overnight by the employee, employee's spouse or child residing with the employee or for those hours of sick leave used before or after the hospital stay that are contiguous to the hospital stay, will be paid at 100%.

Sick Leave Carry-Over and Conversion at the End of Usage Period (One Year), Excluding 1199 Members — At the end of the usage period (one year), the employee will be given an opportunity to carry-over their unused sick leave or cash it in at the following rates:

Number of Hours Subject to Cash Conversion	Percent of Regular Rate
80	**80%**
72 to 79.9	**75%**
64 to 71.9	**70%**
56 to 63.9	**65%**
48 to 55.9	**60%**
47.9 and less	**55%**

Sick Leave Carry-Over and Conversion at the End of Usage Period (One Year) for 1199 Employees — At the end of the usage period (one year), the employee will be given an opportunity to carry-over their unused sick leave or cash it in at the following rates:

Number of Hours Subject to Cash Convers	Percent of Regular Rate
72	**75%**
64 to 71.9	**70%**
56 to 63.9	**65%**
48 to 55.9	**60%**
47.9 and less	**55%**

Sick Leave Cash Out at the End of Service — An employee who has a balance of sick leave will be paid at the rate of 50% of unused sick leave at the end of their employment.

558.0 Vacation Compensation and Accrual

The State of Ohio provides paid vacation and upon separation pays 100% of the unused vacation to its employees who are eligible to accrue vacation leave.

Paid Vacations — Permanent employees are granted paid vacation leave based on length of service, hours earned per 80 hours in active pay status per pay period, and maximum accumulation per years of service. See chart below.

Length of State Service	Hours Earned Per 80 Hours in Active Pay Status Per Pay Period	Annual Accrual Amount Per 2080 Hours in Active Pay Status	Maximum Accumulation That Can Be Earned
Less than 1 year	3.1 hours	80 hours (upon completion of one year of service)	N/A
1 year or more	3.1 hours	80 hours	240 hours with three years of service
5 years or more	4.6 hours	120 hours	360 hours
10 years or more	6.2 hours	160 hours	480 hours
15 years or more	6.9 hours	180 hours	540 hours
20 years or more	7.7 hours	200 hours	600 hours
25 years or more	9.2 hours	240 hours	720 hours

Vacation Payment Upon Separation — An employee or an employee's estate will be paid for accrued vacation upon termination of state service at the time that the employee receives his/her paycheck for the final period of work. Employees separating from employment with less than six (6) months total service will not be paid for any accrued vacation. Vacation may not be used to extend the date of separation upon separation.

560.0 Cash Conversions for Sick, Personal, and Vacation

A summary chart giving the cash-out rates for leaves accrued is provided below.

Type of Leave	Year End Cash Out	Cash Out Rate	Maximum Hours of Accrual
SICK LEAVE	Yes	50%	None
PERSONAL LEAVE	Yes	100%	40
VACATION (AFTER 1 YEAR)	No*	100%	240
VACATION (AFTER 5 YEARS)	No*	100%	360
VACATION (AFTER 10 YEARS)	No*	100%	480
VACATION (AFTER 15 YEARS)	No*	100%	540
VACATION (AFTER 20 YEARS)	No*	100%	600
VACATION (AFTER 25 YEARS)	No*	100%	720

***** Employees at the maximum accrual may cash out the number of hours during the past 12 months.

561.0 Civic Duty Compensation

From time to time, the School Superintendent or his/her designee may ask an employee to serve on an advisory board or commission or solicit contributions for charitable organizations approved by payroll deduction.

The employee's paid leave will not exceed the duration of the employee's regular shift and necessary travel expenses for the approved time. (Ref. 645.0-D-03 of the Policy and Procedure Manual.)

562.0 Jury Duty Compensation

Employees receive paid leave for jury duty at their regular rate of pay. When not impaneled for actual service and only on call, the employee shall report to work as soon as reasonably possible after notification that his/her services will not be needed. In cases where the employee would not work four (4) hours upon returning back to work, the employee would not need to report. Employees called to jury duty must submit to Human Resources any jury fees that are in excess of fifteen ($15) dollars per day. (Ref. 645.0-D-03 of the Policy and Procedure Manual.)

563.0 Witness Duty Pay

Employees subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses will be granted leave with pay. **NOTE:** Employee must be third party to be entitled to this leave. (Ref. 645.0-D-03 of the Policy and Procedure Manual.)

565.0 Overtime Eligible (Compensatory Time/Overtime Pay)

Employees classified as eligible for compensatory or overtime payment as established by the State Superintendent of Public Instruction and the Fair Labor Standards Act shall be compensated for overtime worked as follows:

- Hours in an active pay status more than (40) hours in any calendar week shall be compensated at the rate of one and one-half (1½) times the regular rate of pay for each hour of such time over forty (40) hours except for teachers.
- Active pay status is defined as the conditions under which an employee is eligible to receive pay and includes, but is not limited to, vacation leave and personal leave. Sick leave shall not be considered as active pay status.
- Employees **who are eligible** for overtime pay may elect to accrue compensatory time off in lieu of cash overtime payment. Employees in active pay status may elect to accrue compensatory time after they have worked more than 40 hours during a calendar week. Compensatory time off will be earned on a time and one-half (1½) basis.
- Teachers shall be compensated at the rate of one and one-half (1½) times the regular rate of pay for any authorized hours in active pay status beyond forty-two and one-half (42.5) in a calendar week.

- The maximum accrual of compensatory time shall be 240 hours. When the maximum hours of compensatory time accrual are rendered, payment for overtime work shall be made. Compensatory time not used within 270 days shall be paid to the employee at the employee's current rate of pay.

- Upon termination of employment, an employee shall be paid for unused compensatory time at a rate that is the higher of the final regular rate received by the employee; or the average regular rate received by the employee during the last three years of employment. (Ref. 660.0-D-03 of the Policy and Procedure Manual.)

NOTE: Employees must receive prior approval from administrator and Superintendent before being eligible to accrue compensatory time.

567.0 Overtime Exempt (Compensatory Time)

Employees who are classified as overtime exempt by the Director of Administrative Services and the Superintendent of Public Instruction according to the Fair Labor Standards will be permitted to accrue compensatory time. Compensatory time can be accrued according to the following policy:

- Overtime exempt employees (usually administrators) may receive compensatory time on an hour for hour basis.
- Compensatory time can be accrued up to 120 hours.
- Compensatory time must be taken within 180 days after accrued. Compensatory time not taken shall be deleted from the overall accrual.

NOTE: Employees must receive prior approval from administrator and Superintendent before being eligible to accrue compensatory time.
(Ref. 670.0-D-03 of the Policy and Procedure Manual.)

569.0 Requesting and Reporting Compensatory and/or Overtime

Employees requesting approval for regular overtime or holiday work must complete the *Request for Overtime Work* or *Holiday Work Pay Form* in advance and submit it to their administrator for approval.

After the overtime is worked, employees who are eligible for overtime payments have the option to request overtime pay or compensatory time. This form must be signed by the employee and the appropriate administrator and accompany the work unit's attendance sheets for processing. Overtime requests are not official until approved by the School Superintendent.

The reporting of the employee's used overtime and compensatory time shall be recorded on the work unit's biweekly attendance for payroll. The official compensatory time balances or overtime payoff will be maintained in the on-line pay files and will be reflected on the employee's biweekly pay statement. (Ref. 660.0-D-03, 665.0-D-03, and 670.0-D-03 of the Policy and Procedure Manual.)

570.0 Overtime Eligible Pay-Off Policy

The following provisions set forth the payoff policy of employees transferring, separating, or changing overtime status pursuant to the Fair Labor Standards Act and other appropriate rules and regulations.

1) No compensatory time accrued in another state agency will be transferable.

2) Cash payment for any compensatory time balance is not permitted under any circumstance.

3) At the time of separation, an available compensatory time balance may not be converted for payment and may not be carried forward at the time of re-employment. All compensatory time balances will be forfeited upon termination.

4) Compensatory time may not be used to extend the date of separation.

5) When an employee's status is changed from overtime eligible to overtime ineligible, any existing compensatory balance earned while in the status of overtime eligible will automatically be paid to the employee at the time of the status change.

600 Health and Safety

600.0 Health and Safety Policy

The administrators and union representatives of the Ohio School for the Deaf holds in high regard the safety, welfare and health of all employees. We believe that…

> **"improving student learning is not so urgent that we cannot take time to do our work safely."**

In recognition of this, and in the interest of the State of Ohio along with the State Superintendent of Public Instruction, we will constantly work toward:

A. The maintenance of safe and healthful working conditions.
B. Consistent adherence to proper safety and operating practices.
C. Conscientious observance of all federal, state and school safety rules and procedures.
D. Implementation and training of safety policy and procedures for all staff.
E. Bringing workers and management together in a cooperative effort through a safety committee.

600.1 Responsibility of the Safety Committee

The safety committee consists of management and employee representatives who have an interest in the general promotion of safety and health for OSD. The committee is responsible for making recommendations on how to improve safety and health in the workplace. They have been charged with the responsibility to define problems and remove obstacles to accident prevention; identify hazards and refer to appropriate department (s) to develop and implement a corrective action plan; help identify employee safety training needs and establish accident investigation procedures and maintain contact with injured employees.

600.2 Responsibilities of Administrators and Supervisors

1. Administrators and supervisors are directly responsible for maintaining safe working conditions and behaviors for all employees.
2. To assist staff and/or safety committee in resolving safety issues, and/or training requirements for their staff.
3. Send all accident reports to Diane Geisler, Safety Director, within 24 hours.

605.0 Injury and Illness Prevention Policy/Program

The Ohio School for the Deaf (OSD) acknowledges and accepts the responsibility for providing a safe and healthful work and study environment for employees, visitors, and students. OSD recognizes that this responsibility cannot be discharged passively but requires the active participation and support of all. This *Injury and Illness Prevention Policy and Program* (IIPPP) serves as the framework for OSD to accomplish its action steps as set forth in our agency BWC 10 Step Plan.

The intent is to encourage employees to communicate openly on safety and health matters. The policy and program allows for communication at all levels throughout the organizational structure by the coordinating efforts of the Safety and Security Director and Safety Committee. (Ref. 242.0-D-04 of the Policy and Procedural Manual.)

610.0 Work Injury and Sickness Reporting

What to do when injured at work:

1. Contact Student Health Services and seek medical attention.
2. Notify your administrator immediately, and then contact the Personnel Officer and CareWorks at 1-888-627-7586.

An Employee's Report and Supervisor's Report of Accident MUST be completed within 24 hours unless there are extenuating circumstances and submitted to the Safety and Security Director. The Safety and Security Director will be responsible for forwarding a copy of the report to the Personnel Officer. In cases where the employee needs immediate medial attention, the Personnel Officer MUST be contacted immediately who in turn will contact CareWorks for follow-up.

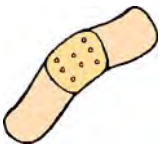
(**NOTE:** It is very important that employees contact the student health service nurse first to assure that first aid is provided immediately. This especially important in life threatening situations such as heart attacks, strokes, etc. Please remember, every minute counts – especially the first five minutes).

An employee who witnesses an accident or health-related incident shall first contact the Safety and Security Director to complete a formal report.

Failure to report injuries or illnesses may result in a delay or denial of workers' compensation benefits. (Ref. 243.0-D-03 of the Policy and Procedure Manual.)

615.0 Occupational Injury Reporting

An employee who believes that they are eligible to apply for Occupational Injury Leave (OIL) should notify their immediate Administrator and the Personnel Officer within 10 days of the injury unless physically unable to do so.



OIL is not available for injuries incurred during those times when an employee was engaged in non-law enforcement activities (e.g., maintenance, activities of an administrative or clerical nature, during meal or rest breaks, or while performing personal business) unless the injury is the result of unprovoked aggressive acts or unforeseen mechanical or vehicular accidents beyond the control of the employee. Aggressive acts may include unprovoked physical injury inflicted by clients, residents, inmates, public citizens, and/or animals. Necessary restraint will not be regarded as provocation.

Employees who sustain an occupational injury will be compensated in accordance with the State Workers' Compensation Act. In order to receive such benefits, an *Accident or Illness Report (Form 4043)* must be filled out and submitted to Human Resources for processing. Failure to report injuries or illnesses may result in a delay or denial of workers' compensation benefits and/or occupational injury leave (OIL). (Ref, 243.1-D-04 of the Policy and Procedural Manual.)

620.0 Communicable Diseases

OSD recognizes that some employees who work with individuals/students infected with hepatitis B virus may be at increased risk of acquiring hepatitis B infection. In accordance with the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) guidelines, hepatitis B vaccinations will be made available to our employees who have high-risk occupational exposure to the virus. Low risk employees will have vaccinations made available post exposure, within the timelines required under federal regulations, i.e., if exposed to blood or other potentially infectious material.

625.0 Blood Borne Pathogens Exposure and Post-Exposure Policy

In the event of a blood borne pathogens exposure to an OSD employee, that employee and the source individual (if known) will be instructed to report to the OSD Student Health Services immediately for services. Post exposure evaluation and follow-up consultations will be made available for all employees who experience an exposure incident. Hepatitis B vaccinations shall be offered within ten (10) working days of initial assignment to employees who have occupational exposure to blood or other potentially infectious materials. (Ref. 243.2-D-04 of the Policy and Procedural Manual.)

Mandatory Tuberculosis screening may be conducted annually or more often for employees with higher incidence of risk.

630.0. First Aid, Training, and Medical Concerns

First aid supplies and training (CPR and etc.) will be provided by OSD. Employees at OSD will have access to Student Health Services for first aid and minor routine medical concerns. Access to the services will be on priority bases and staff availability.

635.0 Emergency Procedures

To maintain a safe work environment, it is essential that all employees participate and follow all emergency and drill policies and procedures. Not participating or following the policies and procedures may result in disciplinary action.

The potential for serious loss, both human and economic, resulting from disasters has been demonstrated in the past and continues today. Employees should be on the lookout for any potential disaster or hazards and follow appropriate emergency procedures for themselves and students, if applicable. When a drill or emergency is in effect the warning notification system (school sirens and flashing strobe lights) will be activated.

All employees are expected to adhere to all warning notifications and follow the appropriate emergency procedure. Employees not adhering with these emergency procedures/drills shall be subject to disciplinary action. Ref. 247.0-D-04 of the Policy and Procedure Manual.)

635.1 Fire Drills and Emergency Evacuation Policy

Employees must participate in all fire drills that take place at OSD.

An individual discovering fire or smoke and the automatic fire system has not been activated, will immediately activate the alarm by one of the following means:

- Fire alarm pull station.
- Office telephone by dialing the Safety and Security Director at 774-0528, School Superintendent at 728-1556 or Security after 5:00 p.m. at 8-0604.
- Combination of any of the above.

Actions to Be Taken in the Immediate Area of Fire

- All persons shall immediately vacate the danger area
- Employees should close their door(s) and turn off all electrical appliances at their workstation before evacuating. (Ref. 247.0-D-04 of the Policy and Procedural Manual.)

635.2 Tornado Watch/Warning and High Winds Procedures

Our state typically has severe weather—heavy thunderstorms, tornado watches and tornado warnings. Employees should take a few minutes to study the work area and exits so they will know the safest place to go.

The main things to remember are:

- ✓ In case of a tornado or tornado drill, employees are to immediately leave their workstations and report to the innermost hallway of the ground floor or designated area of their building away from exterior windows and doors.
- ✓ Do not leave the building
- ✓ Do not get on the elevators
- ✓ Stay away from windows and doors

When a **"Tornado Watch"** is in effect, it means that atmospheric conditions are right for a tornado, but that a tornado has not been sighted.

A **"Tornado Warning"** means a funnel cloud has actually been sighted. In the event of a tornado warning, the city will activate the tornado warning system. Employees will be notified that a tornado alert is in effect. Employees should proceed to assigned areas.

If a tornado watch turns into a warning, all employees and students will be notified to move to the designated safe area in their building. **The safe areas are the inner core hallway area, restrooms, or in the stairwells.**

If an employee has concerns on whether a tornado warning has been issued, he/she may call the Superintendent's Office at 728-1556 or Security at 728-0604. (Ref. 247.0-D-04 of the Policy and Procedural Manual.)

635.3 Bomb Threats

In the event an employee receives a bomb threat over the telephone, he/she should follow the procedure outlined below:

- Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
- If the call does not indicate the location of the bomb or the time of possible detonation, ask for this information.
- Inform the caller that the building is occupied and the detonation of the bomb could result in death or serious injury of many innocent people.
- Pay particular attention to the background noise such as motors running, sirens, background music, and any other noise that may give clues as to where the call is being made.
- Listen closely to the voice (male/female), voice quality (calm/excited), accents and speech impediments.
- Immediately after the caller hangs up, report the call to the Security Office and/or the Superintendent's Office.
- The employee receiving the call must fill out a *Description of Caller's Voice Form* provided by OSD.

640.0 Suspicious Activities Reporting

The following security considerations are offered to assist employees in their responsibility to maintain a secure workplace. We owe it to ourselves and our co-workers to protect our assets and people around us. (Ref. 253.0-D-03 of the Policy and Procedure Manual.)

- Be alert to anyone loitering near the offices for no apparent reason; such places as walkways, entrances/exits; and restrooms are generally where "strangers" might congregate. Report any suspicious persons or activities to your immediate administrator or the Safety and Security Director/Security Personnel or Superintendent's Office.
- Do not advertise the travel plans of the administrator and/or his subordinates or peers. Treat travel itinerary as a confidential matter.
- Maintain control over all lockable files and/or cabinets. Secure them at the close of business or when called away from work area for a prolonged period.
- Do not leave keys to control items in or around the desk or the administrator's desk.
- Do not place valuable personal articles in or around the workstation, which will be accessible to transient employees through the work area.
- Safeguard all agency confidential material/memorandums.
- Clear away your own work area and make sure that your immediate area of accountability is properly secured each day at the close of business.
- Lock up room if you leave the room.

645.0 Natatorium Policy

All employees must follow the policies and procedures established by OSSB regarding the use of their Natatorium. Contact the Superintendent's Office or Student Life Office for a copy of this policy. (Ref. 253.0A-D-03, 253.0B-D-03, and 253.0C-D-03 of the Policy and Procedure Manual.)

650.0 Workers' Compensation

Employees who sustain a job-related illness or injury may be eligible to receive benefits under the Ohio Workers' Compensation program. Employees who wish to file for disability benefits as an advancement of Workers' Compensation benefits must simultaneously file the following forms with Human Resources:

- *Workers' Compensation Lost Time Wage Form*
- *Disability Benefit Form*

Both forms must be filed to apply for disability benefits while the Workers' Compensation claim is pending. If an employee is paid Workers' Compensation and disability benefits for the same period of time, he/she must repay the disability fund for duplicate benefits received. For detailed information regarding Workers' Compensation, please contact Benefits Administration Services at 1-800-409-1205 or the Bureau of Workers' Compensation at 1-800-644-6292. (Ref. 243.0-D-03 and 545.0-D-03 of the Policy and Procedure Manual.)

650.1 CareWorks Identification Card

The State of Ohio has selected CareWorks of Ohio, Ltd., to manage Workers' Compensation medical benefits for our employees. Employees will receive a *CareWorks Identification Card* and should carry their card with them in case they are injured at work.

Employee who are injured at work should take the following steps:

1. Immediately notify their administrator.
2. Complete the ADM-4303 and Medical Release Forms.
3. Seek medical treatment, if necessary. OSD will fax the ADM-4303 and Medical Release forms to CareWorks.
4. Call CareWorks at 1-888-627-0055 to report the details of the injury, if the administrator was not notified at the time of injury.
5. Follow normal emergency procedures if an emergency situation should occur.

Any physician may render initial treatment. For any follow up treatment, the employee may select a network provider. CareWorks uses the Medical Mutual of Ohio network to provide convenient access to a large selection of providers. Employees may also select a BWC-certified provider for their care. The employee's physician or the Bureau of Workers' Compensation can help identify BWC-certified doctors. CareWorks will send the employee's Worker's Compensation claims to BWC within 24 hours.

655.0 Transitional Work Program

You may be offered the opportunity to participate in a transitional work program. A transitional work program is designed to provide employees who have temporary work-related limitations due to an accident, illness or injury with the opportunity to return to work as soon as possible. This is accomplished by providing you with temporary work assignments that you are capable of performing while you complete the recovery process. Program participation is based upon documented medical necessity. A program may be provided for a period of 30 to 90 days. (Ref. 542.0-D-03 of the Policy and Procedure Manual.)

660.0. Rehabilitation Program for Injured Workers

An employee with a recognized job-related injury or disability may be eligible for the Industrial Commission of Ohio's Rehabilitation Program. This program provides for the physical, psychological and vocational rehabilitation of injured and/or disabled Ohio workers so that they may return to employment. This is a voluntary program for injured workers and has been designed so that there are no costs to them. Employees may contact the Injured Worker Rehabilitation Program at 466-9364.

665.0 Fitness for Duty Requirement

All employees are expected to be physically and mentally fit to perform their jobs in a safe manner and to the expected standard at all times. Employees who are not able to do their job or who are taking any medication which might affect their ability to do their job, are to inform Human Resources immediately.

If an administrator believes an employee is not fit to perform his/her duties, the employee may be sent home, relieved of certain duties, assigned to different duties, assigned to light duty, requested to take a medical examination, or asked for an explanation.

An employee who is not fit for duty may be eligible for benefits such as sick leave, family leave, intermittent leave, workers' compensation, disability leave, group health care, or others. If an employee is not able to perform some duties but can perform others, an attempt will be made to reasonably accommodate the restriction. (Ref. 230.0-D-04 of the Policy and Procedure Manual.)

670.0 Property Damage Reporting

Accidents that result in property damage should be reported immediately to an administrator. Failure to report an accident on the job may subject an employee to disciplinary action.

Intentional or negligent acts that result in the loss or damage of property — including property of OSD, co-workers, clients, vendors, etc. — may result in disciplinary action including termination

675.0 Safety Neglect

Behaviors that endanger an employee's safety or the safety of others — such as neglect, disregard for safety procedures, use of drugs or alcohol, disorderly or unprofessional conduct, or horseplay — are grounds for disciplinary action, including termination of employment

680.0 Weapons and Dangerous Ordnance Policy

The possession, wearing, carrying, transporting, or use of offensive or defensive weapons is strictly forbidden on OSD premises (e.g., buildings, controlled parking facilities, surfaced lots, grounds, etc.) or in state vehicles/equipment. This includes employees conducting state business off campus as well as individuals visiting, working, or providing services at OSD (e.g., vendors, personal service/general contractors, transportation providers, etc.). *Employees who have been issued a Permit to carry a concealed weapon in the State of Ohio* ***are not*** *exempt from this policy.*

Offensive or defensive weapons include but are not limited to firearms (including unloaded, inoperable or sawed off firearms, starter pistols, zip guns, pellet guns, etc.), knives, clubs, brass knuckles, martial arts weapons or stun guns. Specifically, prohibited items shall not be stored in personal vehicles parked on OSD premises. **In addition, the storing of weapons on OSD premises is strictly prohibited.**

Dangerous ordnance, incendiary or explosive devises or chemicals, fireworks, or similar items are considered weapons and/or dangerous devices for purposes of this policy and are prohibited.

Administrators and staff are responsible for reporting any violation of this policy immediately to the Superintendent and/or the Safety and Security Director. This includes the threat of using weapons and/or dangerous ordnance against any employee or facilities/equipment.

Any employee who violates this policy or uses or threatens to use any object as a weapon against any person shall be subject to disciplinary action, up to and including removal on the first offense. (Ref. 749.0-D-04 of the Policy and Procedure Manual.)