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County Career Center

"Your choice for a future of opportunities"

**Overview of Your Rights
and
Responsibilities/Employee
Handbook**

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Dear WCCC Staff:

On behalf of the Warren County Career Center Board of Education, it is my pleasure to welcome you all, new or returning, to a new school year. The 2020-2021 school year brings great excitement and expectations for all of us at WCCC as we continue our efforts to increase student learning and ensure our students, secondary or adult, leave with the necessary knowledge, skills and a plan for their future.

Our employees are our most valuable strength in service to our students, families, and community. We believe that each employee contributes directly to the success of our students, and we hope you will take pride in being a member of our team. We work diligently to foster a positive climate in each of our buildings and in all of our activities, and this climate is an important part of working in our school district. We expect you to strive to maintain respectful and professional relationships with parents, students and all those who rely on us to create this positive impact for our students and the community.

While this guide provides important information relative to aspects of your employment at WCCC, it cannot be used as the basis for all decisions. If anything is unclear, please discuss the matter with Human Resources or your supervisor. You are responsible for reading and understanding all information contained in the guide and adhering to the policies outlined in the document. In addition to clarifying responsibilities, we hope this guide also gives you an indication of our interest in the welfare and safety of all who work here.

We hope that your experience working here will be challenging, enjoyable and rewarding. Thank you for joining our shared commitment to students, staff and the community. On behalf of the WCCC Board of Education, I wish you a great deal of success as you join us in challenging students to believe...achieve...succeed.

Sincerely,

Rick Smith
WCCC Superintendent

Vision Statement

WCCC is the valued partner of choice within the educational and economic systems of our communities, by providing quality academic and career technical education. We pave the way for a future of opportunities unique to each of our learners.

Mission

To prepare youths and adults to make informed career choices and to successfully enter, compete, and advance in a changing world.

Values

- Treating each other with respect, dignity, trust and mutual value
- Communicating openly and honestly
- Taking ownership of personal actions and being held accountable for results
- Upholding and demonstrating high ethical, educational and fiscal standards
- Exhibiting high levels of professionalism
- Providing high quality instruction and highly qualified staff to ensure success for all learners
- Embracing educational opportunities for change and diversity
- Making quality customer service a high priority
- Promoting partnerships and a team environment
- Celebrating team and individual achievements
- Using data to drive planning, decision-making and actions

Forward

If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department. Neither this guide nor any other school document

confers a contractual right, either expressed or implied. Second, the procedures, practices, policies and benefits described here may be modified. We will try to inform you of any changes as they occur. However, the Warren County Career Center reserves the right to change this guide at any time, with or without notice. Finally, some of the subjects described here are covered in detail in official board policy and administrative guidelines. You should refer to the Board of Education Policy Manual for specific information. You may review board policy manual through the District's website via Board Docs. A paper copy is also available in the central office. Please note that the terms of the written insurance policies are controlling.

Attendance, Punctuality and Dependability

As a career technical school it is important to set a standard for students to prepare for success in the work force. Regular attendance is also a critical element for District operations to run efficiently and effectively. Because the Warren County Career Center depends heavily upon its employees, it is essential that employees attend work as scheduled.

Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected to be at work on all scheduled workdays, during all scheduled work hours, and to report to work on time.

When it is necessary for an employee to be absent, such employee is required to notify his/her immediate supervisor on the date of absence and by a time specified in the administrative guidelines. The employee also must submit an absence report in the appropriate electronic system (Absence Management).

In the case of an absence due to injury or illness of more than three days, a signed statement by the attending physician or surgeon may be requested to verify the period of absence. If the absence is for 10 or more days, the attending physician or surgeon shall certify the

employees' ability to return to work. The Superintendent may request a physician's statement for all subsequent absences should there be evidence of frequent or unusual use. The Superintendent shall provide the employee a written warning prior to making such request. An employee is expected to remain off school property unless the employee receives approval from a supervisor or district administration in advance to attend a school activity or event.

Falsification of sick leave or other types of leave, and failure to report it accurately, is considered grounds for termination of employment. Unexcused absence as determined by the superintendent or his/her designee shall result in loss of salary, based upon the employee's per-diem/hourly rate, and may result in discipline up to and including termination of your employment with the District.

Appearance

All staff members are expected to serve as role models for students and co-workers with regard to dress and grooming. The District retains the authority to develop apparel and grooming guidelines and notify individual staff members where dress and/or grooming are deemed objectively inappropriate or will have an adverse impact on the operation of the District.

Benefits

The Board recognizes benefits as an integral part of the total compensation plan for staff members. Our benefits are designed to promote employees' present and future economic security. Except as may be provided by any applicable collective bargaining agreement, employees who are regularly scheduled to work 30 or more hours per week are eligible for health insurance on their first day of employment. This benefit is available on a pro-rated basis for employees scheduled to work 30 hours or more but less than 40 per week.

Employees must apply within the first 30 days of employment in order to be initially eligible. If the employee fails to apply during this 30-day window, the employee must wait until the open enrollment period unless a Qualifying Life Event dictates otherwise.

Additionally, any other benefits offered by the Board for staff employees working 30 or more hours per week but less than 40 hours per week may be available on a pro-rated basis. Employees may be eligible for the following benefits:

- **Medical Health Care Benefits (PPO & HDHP)**
- **Health Savings Account**
- **Life Insurance**
- **Vision Insurance**
- **125 Plan**
- **Credit Unions**
- **Dental Insurance**
- **Flexible Spending Accounts**
- **Prescription Drug**
- **COBRA**
- **Sick days**
- **Nine paid holidays or as per department schedule**
- **Employee Assistance Program**
- **Vacation days**
- **Adult Education Classes**
- **Personal Days**
- **Tuition Reimbursement**

Please check with the Human Resources Department and/or the Treasurer’s Office for additional information. Please note: Some benefit programs are employer driven, some employee driven. Some require contributions from the employee and employer.

Equal Employment Opportunity Statement (Board Policy 1220, 1310, 1520, 3120, and 4120)

The Warren County Career Center is an equal opportunity employer. It is the policy of the District not to discriminate, in violation of federal or state law, on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic

information.

The Board encourages all personnel to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the District's compliance officers. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination would be subject to disciplinary action by the Warren County Career Center Board of Education.

Grievance Policy and Objectives

The Board and the Association recognize that in the interest of effective personnel management, a procedure is needed whereby teachers can be assured of a prompt, impartial, and fair hearing on alleged misapplication, misinterpretation or violation of the collective bargaining agreement. The objective of such a procedure is to secure, at the lowest administrative level and in the shortest period of time, equitable resolutions to grievances.

A. Definitions

A "grievance" is an alleged misapplication, misinterpretation or violation of the collective bargaining agreement.

A "grievant" is the teacher or teachers alleging a misapplication, misinterpretation, or violation of the collective bargaining agreement; or the Association alleging a misapplication, misinterpretation, or violation of the collective bargaining agreement on behalf of itself or members of the bargaining unit.

A "day" shall be a calendar day. If the deadline to take an action

falls on a day when the Board offices are closed, the deadline shall be extended to the next day the Board offices are open.

B. Time Limits

The number of days indicated at each level of the grievance procedure is to be considered a maximum. However, the time limits specified at each level may be extended by written agreement of the parties involved, provided such extension is agreed to within the time limits provided at the level to be extended. If appropriate action is not taken by the grievant within the time limits specified herein or as extended by mutual agreement, the grievance will be deemed settled on the basis of the disposition at the proceeding level. If the Board or its administrators, or representatives, fail to take action within the timelines provided, or as extended by mutual agreement, the grievance shall be automatically advanced to the next Level.

C. Procedure

An employee who believes that he/she has a grievance shall discuss the matter informally with the teacher's immediate supervisor within seven (7) days after the date of occurrence or date when the teacher became aware of the event upon which the grievance is based.

-Level One

If the grievance was not resolved at the informal stage, the grievant shall submit the form in Appendix A to the Director of Secondary Education and a copy to the WCVSTA Grievance Committee within ten (10) days of the occurrence of the grievance. The Grievance Form shall state the specific violation and article violated. Within ten (10) days of the receipt of the grievance, the Director of Secondary Education shall meet with the grievant, and issue a decision regarding the grievance.

-Level Two

If the grievance was not resolved at Level One, the grievant shall submit the form in Appendix A to the Superintendent and a copy to the WCVSTA Grievance Committee within ten (10) days of the conclusion of Level One. Within ten (10) days of the receipt of the grievance, the Superintendent shall meet with the grievant, and issue a decision regarding the grievance.

-Level Three

The parties may mutually agree to submit the matter to mediation through Federal Mediation Conciliation Services. The request to submit the matter to mediation must be made within ten (10) days of the Superintendent's decision at Level Two.

-Level Four

If the Superintendent's decision is not satisfactory to the grievant and to the Association, or if one of the parties does not agree to submit the matter to mediation if requested, within ten (10) days after that decision, the Association may thereafter appeal the decision to arbitration by requesting a list of arbitrators from the FMCS. The Superintendent and the Chairman of the Association's Grievance Committee, or their respective designee(s), shall select the arbitrator from the list of seven (7) arbitrators obtained from the FMCS by alternately striking names from the list. A coin shall be tossed to determine who shall strike first. At least ten (10) days prior to the date of the arbitration, the parties shall meet to exchange exhibits and witness lists. No additional witnesses or exhibits will be permitted at the arbitration, except as rebuttal to the other parties' case. The arbitrator shall not make any decision that is contrary to law or to the provisions of this agreement and shall have no power to add to, or subtract from, the terms of this agreement as written. The decision of the arbitrator shall be final and binding upon the parties unless, within thirty (30) days

following the receipt of the decision of the arbitrator, either party determines to file an action in a court of law of competent jurisdiction challenging the award of the arbitrator at which time said court shall have the authority to determine the issues and render judgment upon said issues between the parties.

D. Miscellaneous Provisions

A grievance may be withdrawn at any level without prejudice. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is consistent with the terms of this agreement.

No reprisals of any kind shall be taken by or against any teacher for filing a grievance or participating in the grievance process.

No records, documents, or communications concerning a grievance shall be placed in the personnel file of any teacher. At all times, such material will be maintained as confidential information and will be available only to the grievant, members of the Board and administrative personnel on a need-to-know basis.

Forms for filing and processing grievances shall be designed by the Association and shall be given appropriate distribution to facilitate the operation of the grievance procedure.

The Board and the Association will share any costs and expenses, which may be incurred in securing and utilizing the services of the arbitrator.

Nondiscrimination, Access to Equal Educational Opportunity, and Anti-harassment (Nondiscrimination Policies: Board Policy 1422/1422.02, 3122/3122.02, 4122/4122.02; Anti-harassment

Policies: 1662, 3362, 4362)

The Warren County Career Center has dedicated itself to providing equal employment and educational opportunities to all people. The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. . The Board does not discriminate on the basis of legally acquired genetic information, and further does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information.

The Board views harassment as a form of discrimination. All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from all forms of harassment. Harassment is defined as any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Sexual Harassment is a form of unlawful harassment and is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Unwanted physical and/or sexual contact.
- Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually

degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

- Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.
- Employees or students who engage in discrimination or harassment of another employee or student shall be subject to disciplinary action.

The Board designates the following individuals to serve as the District's Civil Rights and Anti-Harassment Compliance Officers.

Jennifer Bailey
Director of Human
Resources Warren County
Vocational School

3529 North State Route 48
Lebanon, OH 45036
513-932-5677

Ken McHone
Assistant Director of
Secondary & Satellites
Warren County Vocational
School

3529 North State Route 48
Lebanon, OH 45036
513-932-5677

The names and titles of these individuals will be published annually on the District's web site.

Any employee who directly observes unlawful harassment or discrimination is obligated, in accordance with board policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment.

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed.

Retaliation is prohibited. Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy. No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

Employees with Disabilities and Reasonable Accommodations **(Board Policy 1623)**

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board does not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board does not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board does not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" includes a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working. Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs

and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

The Board provides reasonable accommodations to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability. An employee should contact the Director of Human Resources if he/she would like to discuss what reasonable accommodations may be provided to assist the employee with the performance of his/her essential job duties.

Conduct and Staff Ethics (Board Policy 3210, 4210)

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the state of Ohio, the policies of the Board and the administrative guidelines designed to implement them, the Licensure Code of Professional Conduct for Ohio Educators (for all staff who have a license or permit issued by the Department of Education), and where applicable the provisions of the Collective Bargaining Agreement (bargaining unit).

The Board expects staff members to conduct themselves in a manner which not only reflects credit to the District but also presents a model worthy of emulation by students.

All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing operations and the instructional program are the following specific responsibilities, which are required of all personnel:

- Conducts and presents self in a professional manner;

- Promptly and consistently attends all assigned work shifts;
- Supports enforcement of policies of the Board and regulations of the administration;
- Diligently submits required reports that contain accurate information promptly at the times specified;
- Provides care and protection of District property; and
- Demonstrates concern and attention toward their own and the District’s legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

Licensure Code of Professional Conduct for Ohio Educators – State Board of Education

The Licensure Code of Professional Conduct for Ohio Educators provides the framework for professional conduct for all individuals who hold a license or permit issued by the Ohio Department of Education, including teachers, coaches, educational aides, and administrators.

Educators are entrusted by the public with the responsibility of providing a high-quality education to every student. The professional conduct of every educator affects attitudes toward the profession.

Educators are trustees of the profession and share with the broader community the responsibility of providing high-quality public education. Educators behave in a professional manner, realizing that one’s actions reflect directly on the status and substance of the profession. Below are the eight guiding principles:

1. Educators behave in a professional manner, realizing that one’s actions reflect directly on the status and substance of the profession.
2. Educators maintain a professional relationship with all students at all times, both in and outside the classroom.

3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law. (i.e. child abuse, bullying, hazing).
4. Educators adhere to federal, state and local laws and statutes regarding criminal activity.
5. Educators comply with state and federal laws related to maintaining confidential information.
6. Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs.
7. Educators ensure that school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain.
8. Educators fulfill all of the terms and obligations in their employment contract.

The Board of Education has a duty to report violations of the Code of Conduct in certain circumstances. The Board administration reserves the right to submit a report of possible violations promptly to the Ohio Department of Education.

Maintaining Licenses/Permits

It is an employee's responsibility to maintain all licenses and permits that are required by state law for the employee to perform the duties of his/her assigned job. An employee who fails to obtain or maintain a required license/permit may be placed on an immediate unpaid leave status and may be subject to discipline up to and including termination. An employee may be held personally liable for the value of all salary and benefits paid during the period of time when an employee fails to hold a required license/permit.

Criminal Record Check (Board Policy 3121 and 4121)

The Board of Education requires every candidate who is offered a

position for employment with the District, whether full-time or part-time to complete a criminal background check in accordance with R.C. 109.572. The criminal history check will include information from both the Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI).

All staff members with a license, certificate or permit issued by ODE is required to submit to criminal record checks for initial licenses, certificates or permits at the time of application. State law requires subsequent criminal records checks every five years for all school employees except bus drivers, and every six years for bus drivers.

Under State law, no person who is responsible for the care, custody, and/or control of a student may be employed if the applicant has been convicted of any of the disqualifying offenses listed under R.C.3319.39. Any person employed by the District without the District having first received a criminal records report is conditionally employed pending receipt of a satisfactory report. Conviction of or a plea of guilty to any of the offenses prescribed by the pertinent statutes shall result in disqualification from or termination of employment. Falsification of any information on an employment application shall result in disqualification from or termination of employment

Any and all records obtained by the Board as part of the criminal history check are not considered public records. These records are maintained in a confidential manner and shall not be released or disseminated.

The Superintendent will immediately suspend a licensed employee from all duties that require the care, custody, or control of a student during any pending criminal action for which the staff member is arrested, summoned and/or indicted for a disqualifying offense.

Drug Free Workplace (Board Policy 3122.01 and 4122.01)

The Board strives to provide a safe workplace for all employees and recognizes that the use/abuse of drugs and alcohol can endanger the health, safety and well-being of the nonuser, as well as the user.

Because of the Board's commitment to provide a safe workplace, no employee shall manufacture, possess, use, distribute, or dispense any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the terms of the Collective Bargaining Agreement. "Workplace" is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees who violate policies and guidelines of a drug-free workplace shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State and Federal law and/or the Collective Bargaining Agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

Emergency/Safety Plans (Board Policy 8400 and 8420)

An emergency is defined as an event which threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies include but are not limited to fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

The Board directs the Superintendent/designee to prepare emergency/safety plans for use by staff and students. The plans are posted in each classroom and other areas accessible to students. Surveillance cameras may be used both inside and outside of building and in school vehicles to assist in the security of students, staff and property. Any information about a potential safety or security issue must be reported to the district's Director of Facilities Operations immediately.

Family and Medical Leave (Board Policy 1630.01, 3430.01 and 4430.01)

The Board provides leave to eligible employees consistent with the Family and Medical Leave Act (FMLA). Eligible employees are entitled to up to 12 work weeks (or 26 work weeks to care for a covered service member) of unpaid family and medical leave in any 12-month period. The Board continues to pay the District's share of the employee's health benefits during the leave. In addition, the District reinstates the employee to the same or an equivalent position, after the employee's return from leave. Employees are "eligible" if they have worked for the District for at least 12 months, **and** at least 1,250 hours over the twelve (12) months prior to the leave request. The twelve (12) month period is defined as 12 weeks measured forward from the date of the employee's first FMLA leave.

The Board may require the employee to provide certification by a health care provider to verify a serious health condition, the date the condition commenced, its probable duration, and other pertinent medical facts regarding the serious health condition.

The Board may allow an employee to take FMLA leave intermittently or on a reduced-leave schedule for reasons permitted under the FMLA. Regardless, the taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken. If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the Board may require the employee to transfer temporarily to an available alternative position, which better, accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties.

An employee is expected to remain off school property unless the employee receives approval from a supervisor or district administration in advance to attend a school activity or event.

Additional information and FMLA forms may be obtained by contacting the Human Resources Department.

In complying with the FMLA, the District adheres to the requirements of applicable Federal and Ohio laws.

HIPAA & Confidentiality of Individually Identifiable Health Information (Board Policy 1619.01, 1619.02, 3419.01, 3419.02, 4419.01, 4419.02)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District, and sets forth the individual's rights and the District's legal obligations with respect to protected health information. The purpose of this policy is to assist the District in

complying with the HIPAA privacy standards, to ensure that individuals receive adequate notice of the District's practices with regard to the dissemination and use of protected health information, and to protect the confidentiality and integrity of protected health information.

All officers, employees and agents of the District must preserve the confidentiality and integrity of individually identifiable health information pertaining to any individual. Individually identifiable health information is protected health information and shall be safeguarded to the extent possible in compliance with the requirements of the security and privacy rules and standards established by the HIPAA.

The District and its employees will not use or disclose an individual's protected health information for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under State or Federal law or this policy, unless an emergency exists or unless the information has been sufficiently redacted that the recipient of the information would be unable to link the information to a specific individual.

All employees of the District are expected to comply with and cooperate fully with the administration of this policy. The District will not tolerate any violation of the HIPAA privacy or security standards or this policy. Any such violation constitutes grounds for disciplinary action, up to and including termination of employment.

Any employee of the District who believes that there has been a breach of these privacy and security policies and procedures or a breach of the integrity or confidentiality of any person's protected health information shall immediately report such breach to his/her immediate supervisor or the Board-appointed privacy/security officer. The privacy/security officer shall conduct a thorough and confidential investigation of any reported breach and notify the complainant of the results of the investigation and any corrective

action taken.

The District will not retaliate or permit reprisals against any employee who reports a breach to the integrity or confidentiality of protected health information. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment.

Prior to releasing any protected health information for the purposes set forth above, the District representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver's licenses, workplace identity cards, credentials or other relevant forms of identification or verification.

If the privacy/security officer determines that there has been a breach of this privacy policy or of the procedures of the District, he/she shall make a determination of the potentially harmful effects of the unauthorized use or disclosure and decide upon a course of action to minimize the harm. Any individual responsible for the unauthorized use or disclosure is referred to the Superintendent or his/her designee for appropriate disciplinary measures.

Personnel Data Changes

It is the responsibility of each employee to promptly notify the Warren County Career Center of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency and educational accomplishment should be accurate at all times. If any data has changed, please notify the Human Resources Department.

Personnel Records - (Board Policy 8320)

The Warren County Career Center maintains a personnel file on each employee. A personnel file for each employee is accurately maintained in the District office in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees.

Ohio law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. The public has access to all records in the personnel file with the following exception: medical records; records pertaining to adoption, probation or parole proceedings, trial preparation records; confidential law enforcement investigatory records; social security number and records of which the release is prohibited by Ohio or Federal law. The District is required to keep reports of investigations of teacher misconduct in the personnel file, unless ODE determines that the report does not warrant taking action against the teacher.

Each employee has the right, upon written request, to review the contents of his/her own personnel file. Employees may make written objections to any information contained in the file.

Public's Right to Know

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office.

Any individual who wants to obtain or inspect a copy of a public record may request to have to have the record duplicated.

Weapons (Board Policy 3217 AND 4217)

The Board of Education prohibits employees from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board- owned vehicle, except as permitted by law. Employees must request approval in advance from Board administration to bring an item, which is or appears to be a weapon to use for demonstration purposes if directly related to a school activity.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District shall refer a staff member who violates this policy to law enforcement officials. The staff member will also be subject to disciplinary action, up to and including termination.

Staff members shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Director of Human Resources. Failure to report such information in a timely manner may subject the staff member to disciplinary action, up to and including termination.

Reporting of Hazards (Board Policy 8431 and 8405)

The Board is concerned with the safety of students and staff and,

therefore, complies with all Federal and State laws and regulations to protect students and staff from known hazards that pose an immediate risk to health and safety.

The Superintendent has appointed The Director of Facilities Operations to serve as the District's Toxic Hazard Preparedness (THP) officer.

Resignation/Retirement (Board Policy 1541, 3140, 4140)

If you plan to resign or retire from WCCC, a resignation letter should be given to the superintendent and your immediate supervisor. All equipment and keys must be returned to Human Resources no later than your last day worked. Contact Human Resources to schedule an exit interview to discuss your final pay and other termination details, such as any leave balances you may have, insurance plans and the pension plan.

Teaching Resignation

Any professional staff member who has a contract effective for the next school year is permitted to resign prior to July 10, preceding that year. After that time, the consent of the Board must be given before a staff member may resign his/her position. A teacher who requests to resign after July 10 is submitted to the Superintendent for presentation to the Board.

Teaching Retirement (Teachers' Collective Bargaining Agreement)

At the time of retirement from the District, a severance amount calculated by a prescribed formula applied to the employee's unused sick leave and daily rate of pay at the time of retirement from the District is granted to professional staff employees in compliance with Ohio law. Upon payment of severance pay, the retiring employee's sick leave accumulation is reduced to zero.

Please contact STRS Ohio for information about retirement eligibility. www.strsoh.org

Non-Teaching Staff Resignation (Board Policy 4140)

An employee may terminate his/her employment by submitting a letter of resignation to the Superintendent 30 days prior to the effective date, for any reason including for the purposes of retirement, if qualified. The resignation shall be approved by the Board of Education.

Non-Teaching Staff Retirement

Retirement Bonus

- In the event a non-teaching employee resigns his/her employment with the Board for retirement purposes effective no later than June 30 of the work year that he/she first becomes eligible to retire through the School Employees Retirement System, in addition to the severance pay he/she is entitled to receive, he/she shall also receive a one-time lump sum payment of \$4.00 times the contracted annual work hours per employee work calendar excluding overtime and additional hours worked beyond the scheduled work calendar. Any employee who does not elect to resign his/her employment with the Board by June 30 of the work year in which he/she first becomes eligible to retire through the School Employee Retirement System shall forfeit his/her right to this retirement incentive bonus but shall be entitled to severance pay.
- For the purpose of this provision, eligibility for retirement will be based on the current SERS rules for eligibility of members to receive full retirement benefits. Please contact SERS for information about retirement eligibility. www.ohsers.org
- In order to take advantage of this provision, a non-teaching

employee must tender his/her written resignation for retirement purposes to the Superintendent no later than May 15 of the year the employee first meets any one of the above retirement criteria. The retirement shall be no later than June 30 of the school year in which he/she is first eligible to retire.

- This provision does not apply to any employee retiring on a disability retirement.

At the time of retirement from active service with the District, and the School Employees Retirement Systems, all regular part-time or full-time employees shall be paid one-fourth of the value of accrued but unused sick leave credit. The maximum number of days upon which payment is based shall be the same as for professional staff.

School Bus Transportation

Instructors are to accompany their students on the school bus when transporting students except for daily routine routes to satellite locations. A two (2) week minimum request to the Assistant Director is required when requesting transportation for applied learning, competitions field trips, etc.

Security Programs (Board Policy 7440 and 7440.01)

It is the policy of the Board to take precautions to provide for the safety of all students, employees, visitors and others present on District property or at school-sponsored events at other sites. General areas of emphasis will include, but are not limited to in-service training, lab safety, accident record keeping, building inspections, driver and vehicle safety programs; fire prevention; emergency procedures and traffic safety problems relevant to students, employees and the community.

Surveillance cameras may be used both inside and outside of buildings and in school vehicles to assist in the security of students, staff and property.

Tobacco-Free Workplace (Board Policy 3215, 4215 and 7434)

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing non-smoking and a tobacco-free environment is consistent with the responsibilities of teachers and staff to be our positive role models for students.

Recognizing these health issues, the Board prohibits the use of tobacco products on all District-owned, leased or contracted buildings, and vehicles. The term "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substances. A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

Staff Health and Safety

Through its overall safety program and various policies pertaining to school personnel, the Board attempts to ensure the safety of employees during their working hours and assist them in the maintenance of good health.

All employees are expected to observe commonly recognized practices, which promote the health and safety of school personnel. Bus drivers will have an annual physical examination in compliance with Ohio law. The results of all such examinations are filed with the Superintendent.

Employees who are required by Ohio or Federal law to have respiratory protection are required to have two physical examinations. The first examination must take place prior to the individual's wearing a respirator. The second examination must take place after the individual's exposure to any hazardous material (within 30 days if it is a one-time exposure, and at least annually if it is ongoing exposure).

The Board may require an individual examination of an employee whenever, in its judgment, it is necessary to protect the health and safety of students or other employees. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board assumes the cost of the examination. All health examinations required of employees are made by one of the physicians approved for this purpose by the Board. Any genetic information acquired as a result of individual examinations will be handled in accordance with Federal law.

Staff Relations and Lines of Authority (Board Policy 3112 and 4112)

The Superintendent establishes clear understandings on the part of all personnel of the working relationships in the District.

Lines of direct authority are those approved by the Board and are shown on the District's Organizational Chart.

Personnel are expected to refer matters requiring administrative action to their immediate supervisor. The administrator refers such matters to the next higher administrative authority when necessary. All personnel are expected to keep their immediate supervisor informed of their activities by whatever means the person in charge deems appropriate.

Lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order

to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the district.

Staff-Student Relations (Board Policy 3213 AND 4213)

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context.

The Superintendent shall maintain and enforce the following standards:

- A staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- A staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- Each staff member shall immediately report to a building administrator knowledge of threats of violence by students.
- Staff members will immediately report any suspected child abuse or neglect.

- A staff member shall not send students on any personal errands.
- A staff member shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual
- behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- A staff member shall not transport students in a private vehicle without the approval of the principal.
- A student shall not be required to perform work or services that may be detrimental to his/her health.
- Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, Instagram, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval

of the principal.

- Staff members are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, Instagram, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722.
- Staff members shall maintain confidentiality of student records at all times.
- District staff who participate in or have a presence on personal social networking websites are prohibited from posting data, documents, photographs or inappropriate information on any site that might result in a disruption of classroom activity. District staff is prohibited from providing information to students about their personal social networking site(s). Fraternalization between District staff and students via the Internet, personal e-mail accounts, personal social networking sites and other modes of virtual technology is also prohibited. Access of personal content on social networking sites during school hours is prohibited.

Technology (Board Policy 7530.02, 7540, 7540.01, 7540.03, 7540.04, 7540.05, 7542, and 7543) Staff Education Technology Acceptable Use and Safety

Technology can greatly enhance the instructional program as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance

instruction as well as assist in administration. Computer networks allow people to interact with many computers; all technology is to be used in responsible, efficient, ethical and legal manner. Failure to adhere to this policy and guidelines will result in the revocation of the user's access privilege.

Guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or on-line services. The Warren County Career Center reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. Users shall have no expectation of privacy. The user's access of computer systems, the network, and the Internet is a privilege, not a right. A user who violates this policy and breaches his/her agreement, may at the discretion of the Administration, have his/her access terminated. Annually, all staff and students who wish to have access to the computer network and Internet during the school year must read the acceptable use and Internet safety policy and complete the acknowledgement electronically within Public School Works.

Treasurer's Office Procedures

For specifics and forms (i.e.; Requisitions and Property Disposal)
See: *Employee Portal* > *Treasurer's Office Reference Guide*

Suspected Child Abuse Reporting Procedures: (Board Policy 8462)

In compliance with Section 2151.421 of the Ohio Revised Code, any staff member who is acting in his/her official or professional capacity, and knows or suspects that a child under eighteen years of age or a physically or mentally handicapped child under twenty-one years of age has suffered any wound, injury, disability or condition of a nature that reasonably indicates abuse or neglect should immediately report that knowledge or suspicion to the Department

of Human Services by calling 241-KIDS (5437) or to the local law enforcement department where the child resides.

Following or in conjunction with the oral report to the Department of Human Services or the local law enforcement department, a staff member should immediately report the knowledge or suspicion to a supervisor or administrator and to the Director of Human Resources.

After submitting the oral report, staff members should be prepared to send a written report to the agency receiving the oral report and to Human Resources. Any report made as a result of the policy and ORC Section 2151.421 will be maintained as confidential and available only in accordance with section 2151.421 of the Ohio Revised Code.

Fraud Reporting (Board Policy 8900)

Fraud and fraudulent activity are strictly prohibited. Each employee of the District is responsible for reporting any observed or suspected fraud or fraudulent activity to his/her immediate supervisor. If the employee's immediate supervisor is not available, responsive, or is the employee whose behavior is in question, the employee may report such information to the Superintendent. If the reported conduct relates to the Superintendent, the report may then be filed directly with the Board President. Reports will be investigated in accordance with board policy.

In addition to or instead of filing a written report with the supervisor or other District authority, the employee may file a report using the Auditor of State's system for reporting fraud in accordance with Ohio law. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website or through United States mail. The contact information of

the Auditor of State for fraud reporting is:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

Email: fraudohio@ohioauditor.gov

Web: www.ohioauditor.gov/fraud.html

U.S. Mail: Ohio Auditor of State's Office Special Investigations
88 East Broad Street
P.O. Box 1140 Columbus, Ohio 43215

Employees who, in good faith, report suspected fraudulent activity will not be subject to any retaliation as a result of bringing the suspected misconduct forward. They will be subject to protection of the District's Whistleblower's Policy 1411/3211/4211.

Workers Compensation (Board Policy 8442.01)

In case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Workers Compensation Act of Ohio. Refer to board policy 8442.01 for a description of workers' compensation leave and salary continuation.

Any employee who is injured while at work must follow the following procedures:

A. Go to our district website to complete the online "Employee Accident/Exposure Incident Report".

1. Notify immediate supervisor
2. Go to www.mywccc.org
3. Go to employee portal
4. Click on Ohio Public School Works, sign in
5. Click on "Staff Accident Management"
 - a. Report an Accident

B. The injured worker must report the injury and its circumstances to the building principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. A ***First Report of Injury, Occupational Disease or Death***

application ("**First Report of Injury**" or "FROI-1") must be completed and an accident investigation will be conducted in a timely manner. The failure of an employee to comply with this requirement may result in disciplinary action.

C. In addition to reporting the injury and completing an incident/accident report, the employee may file an application for benefits with the BWC. The Director of Human Resources will provide assistance to an employee in filing a workers' compensation claim.

Payment for related medical benefits is the responsibility of the Board's Managed Care Organization (MCO) and the BWC.

The injured employee may be requested to undergo chemical testing, as established by law and administrative regulation, in order to prove that the injury was not proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by a physician.

WCCC Transitional Work Program represents a process to minimize the impact of a work-related injury, illness or disability on any employee's capacity to work safely and productively. It serves as a benefit to protect the employability of workers with restrictions. This program focuses on early return to work strategies designed to control lost time and disability costs. The program requires joint employee and management involvement, support, and accountability.

List of WCCC Contacts:

Superintendent	Rick Smith
Treasurer	Cathy McMonigle
Director of Human Resources	Jennifer Bailey
Harassment, Discrimination, Title IX Compliance Officer for Staff	Jennifer Bailey Ken McHone
Harassment Discrimination, Title IX Compliance Officer for Students	Ken McHone Kim Gates
Toxic Hazard Preparedness (THP) Officer	Kim Fladung
Privacy/Security Officer for HIPAA	Jennifer Bailey

