



Pike County CTC Employee Handbook



Note The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between Pike County CTC and any of its employees.

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1 INTRODUCTION

This document has been developed by the Treasurer and Superintendent in order to familiarize employees with Pike County CTC and provide information about working conditions, key policies, procedures, and benefits affecting employment at Pike County CTC.

1.1 Welcome

Welcome to Pike County CTC! We are happy to have you as a member of our family!

The mission of Pike County CTC is to dedicate itself to instill in every one of its students the importance of the work ethic regardless of the diversity of the population – allowing the resulting graduates to become contributing members of society and to be ethical, honest and complete individuals.

We ask that you do your job the best you can and to always remember that all of us are here to make a difference in the lives of our students

1.2 History

50 years ago educational and community leaders came together to do something that no one else in Ohio had done to that point. It all started with the idea that “together we can do great things”. From this single idea the concept of Joint Vocational School was born. Local and City school districts found it very expensive and often impossible to provide students career and technical experience but joining together they found a way to accomplish something very significant in our community; something that has made a positive impact on lives and the local economy for half of a century. The Pike County CTC continues to be a leader in the field of Career and Technical Education and more importantly we continue to make a difference in the lives of the students we serve.

1.3 Changes in Policy

The role of the Board is to set policy. Policies are principals adopted by the Board to chart courses of action. They are broad enough to indicate a line of action to be taken and narrow enough to give administration clear guidance. Think of policies as guidelines.

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, Pike County CTC Board reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in the manual with or without prior notice to employees.

1.4 Organizational Chart – please see appendix B. Staff needs to follow the organizational chart at all times.

2 EMPLOYEE DEFINITION AND STATUS

An “employee” of Pike County CTC is a person who regularly works for Pike County CTC on a wage or salary basis.

2.1 Employment Classification

The Pike County CTC Board Policy adopted September 21, 2009 recognizes three types of employees:

- Professional Staff -1 : Applies to teaching staff
- Professional Staff -2 : Applies to administration
- Classified Staff: Applies to all those not covered in the professional classification.

Employees of Pike County CTC are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek.

In addition to the above overtime classifications, every employee is assigned an employment status classification: regular full-time, regular part-time, temporary (full-time or part-time), regular hourly, contingent hourly, etc.

3 EMPLOYMENT POLICIES

3.1 Equal Employment Opportunity

The Pike County CTC is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, weight, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

3.2 Nondiscrimination

The Pike County CTC Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age or disability.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

No one shall retaliate against an employee or student because he/she files a complaint, assist 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.

3.3 Americans with Disabilities Act

It is the policy of Pike County CTC to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Pike County CTC will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

3.4 Employee Background Check

The Pike County CTC shall request from the Superintendent of the Bureau of Criminal Identification (BCII) criminal record checks of candidates under final consideration for employment or appointment in the District. The District may require, at its expense, a background check for personnel who work in the District less than 25 hours per week.

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

After taking adverse action, the applicant or employee will be given a written adverse action notice which includes the name, address and telephone number of BCII, a statement that BCII did not make the decision to take adverse action and cannot give specific reasons for it, the individual's right to dispute the accuracy or completeness of any information furnished by BCII and the individual's right to an additional free record check from BCII upon request within 60 days. Any person conditionally hired who fails to pass a BCII criminal background check may be released from employment.

3.5 Volunteers

Current and prospective volunteers who have or will have unsupervised access to students on a regular basis may, at any time, be subject to a criminal records check (BCII)

Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated.

3.6 New Employee Orientation

The formal welcoming process, or "employee orientation," is conducted by Pike County CTC administration, and includes an overview of the organization. New teaching staff will be expected to participate in the Ross-Pike Entry Year Program. Successful completion of this program meets ODE requirements for licensure

3.7 Personnel Records

The task of handling personnel records and related administration functions at Pike County CTC has been assigned to the Superintendent. The Superintendent develops and implements a comprehensive and efficient system of personnel records. Personnel files will be kept confidential at all times and include some or all of the following information: compensation, payroll and others that may be required by the state or federal government.

The public has access to all public records in the personnel file with the following exceptions:

- Medical records
- Records pertaining to adoption, probation or parole proceedings
- Trial preparation records
- Confidential law enforcement investigatory records
- Social Security number
- Records of which the release is prohibited by State or Federal Law

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. Any written objection must be signed by the staff member and becomes part of the file. Personnel records should only be reviewed only within the confines of the Superintendent's office or Board office.

3.8 Change of Personal Data

Any change in an employee's name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported in writing without delay to the Superintendent and Treasurer.

3.9 Safety

The safety and health of employees is a priority. Pike County CTC makes every effort to comply with all federal and state workplace safety requirements. Pike County CTC's workplace safety rules and regulations are the following:

All employees share in the responsibility for safety and security of themselves, fellow employees, students and guests and maintain reasonable care of the Pike County CTC property. Unsafe conditions and suspicious situations should be reported to supervisors and administration.

The Pike County CTC currently utilizes a safety management system called Public School Works. This system is an on-line tool that helps the district provide and manage required safety training for its employees. All employees will be expected to start and complete required safety training in the time frame provided.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities.

3.10 Building Security

Each and every employee must follow the building security rules and regulations listed here:

- All personnel are responsible at all times for building and equipment security.
- Video cameras monitor student behavior and the recordings are hereby stipulated as admissible evidence in student disciplinary proceedings. The video recordings may be student records subject to confidentiality and are subject to Board Policy and administrative regulations.
- Instructors in programs that have outside building walk –through or overhead doors have additional responsibility of seeing that the doors are secured prior to leaving the lab area. Lights and equipment must be turned off.

Employees are not allowed on Pike County CTC property after hours without prior authorization from the Director.

3.11 Personal Property

The Pike County CTC Main Office maintains a lost & found system. Persons seeking information about lost or found property may do so by contacting Barb Goode at 2892721 X2203. The Pike County CTC assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss of personal property left at the office and/or work area.

3.12 Health-related Issues

Employees should report all work-related injuries and accidents immediately to the Director. An accident report should be completed if necessary.

3.13 Employee Requiring Medical Attention

Any Pike County CTC employee who requires medical attention should immediately inform the Director and School Nurse for coordination of possible treatment and transportation.

3.14 Visitors in the Workplace

The Pike County CTC Board encourages parents and other citizens of the district to visit classrooms to observe the work of the school and to learn what the school is doing.

To ensure that no unauthorized persons enter the buildings, all visitors must first sign in at the security post and then receive approval from the Director in the Main Office or the Intervention Specialist in the Student Office to visit other locations in and around the building.

For safety, insurance, and other business considerations, only authorized visitors are allowed in the workplace. When making arrangements for visitors, employees should request that visitors enter through the main reception area and sign in and sign out at the security station. Visitors must be approved 3 days prior to the visit by the director, no exceptions.

3.15 Employment of Relatives

The Pike County CTC will consider for employment qualified applicants who are related to employees. When Pike County CTC employs more than one member of a family, one family member may not supervise the other. If the supervisor is directly related to the employee, then the Superintendent will perform the evaluation.

3.16 Weather-related and Emergency-related Closings

The Pike County CTC serves adult and secondary students from four school districts in Pike County and others from open enrollment districts from surrounding counties. These students often travel long distances and during travel will have varied weather conditions. School closing resulting from adverse travel conditions may be complicated.

When two or more of the home schools are closed, the Pike County CTC will be closed. In most cases this decision will be made on or before 6:00AM. Staff will be contacted via the emergency all call system. In most cases, this decision will be made on or before 6:00AM

Prior to September 1 of each year, the Board will adopt a resolution specifying a contingency plan under which the district's students will make up days because of calamity. Make up schedules may differ by district.

4 STANDARDS OF CONDUCT

4.1 General Guidelines

All employees are urged to become familiar with Pike County CTC rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs. The Pike County CTC Board expects staff members to conduct themselves in a manner which not only reflects credit to the school, but also presents a model worthy of emulation by students.

4.2 Attendance and Punctuality

The Pike County CTC expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete their duties by the end of assigned work hours. Please contact your supervisor when leaving the building.

All employees will swipe into the mailroom and check their mailbox upon arrival.

4.3 Work Schedule

The Pike County CTC school calendar is approved each year by the Pike County CTC Board of Education. Work schedules will differ based on employee category.

Typical staff work hours are 7:40am – 2:40pm (Teachers), 7:30am – 3:30pm and/or 7:00am – 3pm (Other). Custodial hours may vary depending on need. Any deviation from your work schedule must be pre-approved by the Director/Superintendent or your immediate supervisor. No exceptions.

T&I – 189 Days (5 extended days to be worked as approved by director)

Academic – 184 Days

*There are three mandatory days outside of the 180 day school contract.

New student orientation

Begin of the year teacher in-service

End of year teacher in-service

There are 2 evenings.

Open house

Awards ceremony

4.4 Absence and Lateness

From time to time, it may be necessary for an employee to be late or absent from work. The Pike County CTC is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact their supervisor and all affected parties if they will be absent or late. It is the responsibility of all employees to first contact the director's secretary then the director when you will be late or absent with the reason for tardiness/absence. You can contact the director via text, email or phone call. This policy goes for all other areas. You must contact your supervisor. Employees must coordinate the scheduling of substitutes with the director and obtain prior approval.

4.5 Harassment Policy

The Pike County CTC does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. All workplace and/or sexual harassment complaints shall be filed with district complaint officers (Kim Conley and Pete Lambert). The Board approved policy established to address such complaints will be followed in an attempt resolve such conflict.

4.6 Sexual Harassment Policy

All persons associated with the Pike County CTC, including, but not limited to, the Board, the administration, the staff and students, are to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of Pike County CTC buildings, on other District-owned property or at school- sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

The Pike County CTC does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position.

The Pike County CTC Board has appointed a sexual harassment complaint officer who is vested with the authority and responsibility for processing all sexual harassment complaints in accordance with the procedure.

4.7 Confidential Information and Nondisclosure

By continuing employment with the Pike County CTC, employees agree that they will not disclose or use any of Pike County CTC's confidential information, either during or after their employment. The Pike County CTC sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment with Pike County CTC assumes an obligation to maintain confidentiality, even after an employee is no longer working for the Pike County CTC.

4.8 Ethical Standards

The Pike County CTC insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind the Pike County CTC's great success story. When faced with ethical issues, employees are expected to make the best/right professional decision consistent with The Pike County CTC's principles and standards.

4.9 Dress Code

Employees of the Pike County CTC are expected to present a clean and professional appearance while conducting business, in or outside of the school.

Classified Employees: Expected to wear professional attire or approved uniform.

Certified Employees: **Male employees** are expected to wear either appropriate slacks with shirt and tie or appropriate slacks with school logo attire. **Female employees** are expected to wear appropriate business attire or business casual slacks or skirts with school logo attire. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects the Pike County CTC's reputation or image is not acceptable.

4.10 Use of Equipment

The Pike County CTC will provide employees with the equipment needed to do their job. No school equipment of any type will be permitted to be used for business or personal reasons by any Pike County CTC employee. No school equipment of any type will be permitted to be used for business or personal reasons by any Pike County CTC employee unless approved by the director and superintendent. Please complete form. See appendices

4.11 Use of Computer, Phone, and Mail

Pike County CTC property, including computers, phones, electronic mail, and voice mail, should be used only for conducting school business. Incidental and occasional personal use of school computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages. Business and personal use

4.12 Use of Internet

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with employee productivity. All employees are subject to the Pike County CTC Board approved Acceptable Use Policy. Employees will be asked annually to sign a new acceptable use agreement.

4.13 Use of Computer Software

The Pike County CTC does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117).

4.14 Smoking Policy

No smoking of any kind is permitted inside any Pike County CTC office. Smoking may take place only in designated smoking areas outside Pike County CTC facilities.

4.15 Alcohol and Substance Abuse

It is the policy of the Pike County CTC that the workplace be free of illicit drugs and alcoholic beverages, and free of their use. In addition to damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver damage, and kidney damage, the abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. This could have tragic consequences where demanding or stressful work situations call for quick and sound decisions to be made.

4.16 Solicitations and Distributions

The Superintendent annually approves all solicitations which are to be permitted in the school. No organization may solicit funds of staff members in the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without prior approval of the Superintendent. No staff member is to engage in the sale of products to the school, even if the proceeds of such sale are for charitable or civic purposes. No staff member is to collect money or distribute any fund-raising literature without the approval of the Superintendent.

4.17 Complaint Procedure

Employees who have a job-related issue, question, or complaint should first discuss it with their immediate supervisor. If the issue cannot be resolved at this level, The Pike County CTC encourages employees to contact the superintendent who will attempt to assist in resolving outstanding issues

4.18 Corrective Procedure

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners: (a) Oral Reminder, (b) Counseling, (c) Written warning (d) other appropriate action.

4.19 Crisis Suspension

An employee who commits any serious violation of the Pike County CTC's policies at minimum will be suspended with or without pay pending an investigation of the situation. Following the investigation, the employee may be terminated without any previous disciplinary action having been taken.

4.20 Employment Termination

The contract of a professional staff member may be terminated for gross inefficiency or immorality, for willful and persistent violations of reasonable regulations of the Board or for other good and just cause. The procedure for termination is outlined in the Pike County CTC Policy Manual.

4.21 Exit Interview

In a voluntary separation situation, the Pike County CTC administration would like to conduct an informal exit interview to discuss the employee's reasons for leaving and any other impressions that the employee may have about the Pike County CTC.

4.22 Return of Company Property

Any Pike County CTC property issued to employees, such as computer equipment, keys, or company credit card, must be returned to the Pike County CTC at the time of separation or termination. Employees will be responsible for any lost or damaged items.

5 COMPENSATION POLICIES

5.1 Compensation Information

It is the Pike County CTC's desire to pay all employees' wages or salaries that are competitive with other employers in the marketplace and in a way that will be motivational, fair, and equitable. Compensation for professional staff members will be provided based on the salary schedules included in this manual. Salary schedules may vary based on experience and educational attainment in compliance with all applicable laws.

The Pike County CTC Board of Education beginning August 24, 2009 will recognize only Ohio Department of Education approved college coursework for pay increases and advanced degree attainment. Staff members starting an advanced degree program after that date will be required to fulfill this new requirement. All employees who have obtained advanced degrees or started a degree program from colleges or universities which are not approved by the Ohio Department of Education prior to August 24, 2009 will be "grandfathered" under the old system and not be responsible to meet this new requirement.

5.2 Payroll and Paydays

The Pike County CTC distributes payroll on a twice monthly schedule. The Pike County CTC Board of Education pays its employees on the 15th and the 30th of each month. There are occasions when pay periods vary based on pay dates falling on weekends or holidays. Payroll will be processed through Direct Deposit at the financial institution of choice.

5.3 Performance Evaluation

The Pike County CTC wants to help employees to succeed in their jobs and to grow. In an effort to support this growth and success, The Pike County CTC has a performance review that conforms with the framework for the evaluation of teachers developed by the Ohio Department of Education under R.C. 3319.112. Generally, all staff members will be evaluated at least once a year, with two or three formal observations as well as walkthroughs. The evaluation will be completed by May 1 and the evaluation report will be provided to the staff member by May 10.

Teachers rated accomplished or skilled beginning in 2014-2015

- A board of education may elect to evaluate a teacher receiving a rating of accomplished on the teacher's most recent evaluation every three years as long as the teacher's student academic growth measure for the most recent school year for which data is available is average or higher, as determined by the Ohio Department of Education.
- A board of education may elect to evaluate a teacher receiving a rating of skilled on the teacher's most recent evaluation every two years as long as the teacher's student academic growth measure for the most recent school year for which data is available is average or higher, as determined by the Ohio Department of Education.
- In any year in which a teacher who has not been formally evaluated as a result of having previously received a rating of accomplished or skilled, a credentialed evaluator shall conduct at least one observation of the teacher and hold at least one conference with the teacher.

Teachers on leave or retiring

- A board of education may elect not to conduct an evaluation of a teacher who:(1) was on leave for 50 percent or more of the school year as calculated by the Board: or (2) has submitted notice of retirement and that notice has been accepted by the Board on or before Dec.1 of the school year in which the evaluation is scheduled to be conducted.
- For the 2014-2015 school year, and thereafter, we will use 50 percent teacher performance and 50 percent student growth measure framework ORC 3319.112)

5.4 Opportunities for Advancement and Transfer

The Pike County CTC would like to provide employees with every opportunity for advancing/transferring to other positions or opportunities within the organization. Approval of transfers/promotion depends largely upon experience, licensure, work record, and school needs. However, the Pike County CTC reserves the right to look outside the district for potential employees as well.

6 GROUP HEALTH AND RELATED BENEFITS

6.1 Benefits Summaries and Eligibility

The Pike County CTC sponsors a comprehensive benefits program for eligible employees. Detailed information regarding each benefit is listed below.

6.2 Health Insurance

All eligible staff members may elect coverage through United Health Care Inc. The Pike County CTC Board pays 90% of the total premium for single and family medical and prescription coverage. A “Cafeteria Plan” is available to those employees who have family plan for medical, dental, vision and prescription insurance which shelters dollars from federal and state income tax.

6.3 Dental Insurance

The Pike County CTC has made every effort to find a comprehensive dental plan that will meet the needs of both families and individuals. Superior Dental Care is the company that provides coverage for our staff members and the Pike County CTC Board pays for 100% of the premium cost.

6.4 Visual Care Insurance

The Pike County CTC vision plan covers employees’ standard eye examinations, lenses, frames, or contacts. VSP Inc. provides coverage for eligible staff members and the Pike County CTC Board pays for 100% of the premium cost.

6.5 Life Insurance

The Pike County CTC Board provides each eligible staff member a \$30,000 life insurance policy while an employee with our district. The plan is offered through MetLife.

6.6 COBRA Notification

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Pike County CTC or loss of eligibility to remain covered under Pike County CTC's group health insurance program, employees and their eligible dependents may have the right to continued coverage under Pike County CTC's group health insurance program for a limited period of time at their own expense. Consult the Treasurer for details.

6.7 Sick, Personal Leave and Dock Days

The Pike County CTC provides sick leave for each professional staff member which is accrued at a rate of 1.25 days per month. Sick leave may be used during an employee's own illness or for an illness in the employee's immediate family. Sick days are to be utilized for their intended purpose and employees are reminded that the Pike County CTC Board pays out 25% of the total number of sick days accumulated at retirement. The maximum days that can be accumulated is 210. The Pike County CTC Board also provides 3 days of unrestricted personal leave per year which are not accrued. No personal leave will be permitted by any employee the last two weeks of the school year. Effective August 1, 2019 there will be no more dock days.

6.8 Worker's Compensation

All employees are entitled to Workers' Compensation benefits paid by the Pike County CTC. This coverage is automatic and immediate and protects employees from workrelated injury or illness. If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance pays his or her medical bills and provides a portion of his or her income until he or she can return to work.

6.9 State Teachers Retirement System

All professional staff members of the Pike County CTC will participate in the State Teachers Retirement System. (STRS) Employees contribute 10% of their total salary toward a retirement account and the Pike County CTC Board contributes 14% of the total salary towards a retirement account. Please note that staff members are not taxed on the amount they contribute (14%) toward their retirement account.

6.10 Retirement Plans

The Pike County CTC supports employee retirement preparation and investment by providing several annuity plans from various companies. The Pike County CTC also supports payroll deduction to the Atomic Employees Credit Union

6.11 Liability Coverage

The Pike County CTC Board provides for liability insurance coverage for each professional staff member at a rate of \$1,000,000 per occurrence up to \$5,000,000 per employee.

6.12 Training and Professional Development

A specific schedule of basic training and orientation has been established for job and employment classifications. Coaching/Mentoring System provides guidance in professional development and The Pike County CTC Board encourages all interested employees to take advantage of continuing education and professional development to further job specific training. All training and professional development must be approved by the Director, Superintendent and may be subject to further review by the Pike County CTC Local Professional Development Committee.

6.13 Vacation Time

All 12 month professional staff members of the Pike County CTC are eligible to accrue vacation time. Vacation hours accrue on a monthly basis at a rate depending on length of service. The vacation accrual policy for regular full-time employees is as follows:

- 0-9 years of service – 2 weeks
- 10-19 years of service – 3 weeks
- 20 years plus of service – 4 weeks

6.14 Bereavement Leave

Generally, a full-time shall be entitled to Bereavement Leave upon the death of a spouse (including a *de facto* spouse), son, daughter, stepson, stepdaughter, parent, stepmother, stepfather, brother, sister, stepbrother, stepsister, grandson, granddaughter, grandparent, mother-in-law, father-in-law, son-in-law, or daughter-in-law.

6.15 Jury Duty

The Pike County CTC is committed to supporting the communities in which it operates, including supporting Pike County CTC employees in fulfilling their responsibilities to serve as jurors whenever it is possible. When an employee receives notification regarding upcoming jury duty, it is their responsibility to notify their direct supervisor and Human Resources within one business day of receiving the notice. Any reimbursement received while serving as a juror must be given to district to help offset expenses related to employee absence.

6.16 Military Reserves or National Guard Leaves of Absence

Employees who serve in U.S. military organizations or state militia groups such as the National Guard may take the necessary time off to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws.

6.17 Family/Medical Leaves of Absence

Occasionally, for medical, personal, or other reasons, employees may need to be temporarily released from the duties of their job with the Pike County CTC. It is the policy of Pike County CTC to allow its employees to apply for and be considered for certain specific leaves of absence. All requests for leaves of absence should be submitted in writing to the Superintendent and ultimately submitted for approval before the Board.

6.18 Extended Disability Leaves

If a period of disability continues beyond the 12 weeks provided for within the Family/Medical Leaves of Absence section, an employee may apply in writing for an extended disability leave.

6.19 Personal Leaves of Absence

In special circumstances, the Pike County CTC may grant a leave for a personal reason, but never for taking employment elsewhere or becoming self-employed. Personal leaves of absence must be requested in writing and are subject to the discretion of administration and the Pike County CTC Board of Education.

6.20 Leave Incentive

(Certified Staff)

1st 9 weeks with no absences = \$100

2nd 9 weeks with no absences = \$125

3rd 9 weeks with no absences = \$150

4th 9 weeks with no absences = \$175

All year with no absences = \$550

- Absences are based on schools 9 week schedule.

- If the first 9 weeks a staff member has no absences is in the 3rd 9 weeks of school, that staff member would just receive \$100, because that is THEIR 1st 9 weeks without an absence.
- Absences include both sick and personal leave.

(Non-Certified Staff)

0 Days absent for the year = \$550

1 Day absent for the year = \$450

2 Days absent for the year = \$350

3 Days absent for the year = \$250

- Absences are based on school calendar year. Ex. First day of school –thru- last day of school.

6.21 Calamity Days

All 11 and 12 month employees are excused from work on the first 5 calamity days missed by the school district for inclement weather. Employees must return to work on the 6th calamity day. The work day will be 9am-2pm. If you cannot work, you must take a personal/vacation day. All 10 month employees may be required to work after day 10. If so, you will be given notice prior so that arrangements can be made to work. If you do not work, you will have to take a personal day. The work day will be 9am-2pm. No 10th month employee can work on a calamity day without permission from the director and/or superintendent. Level 2

6.22 Longevity Pay

Longevity Steps will be added as follows:

Year 15 - \$1,500

Year 20 - \$2,000

Year 25 - \$2,500

Year 30 - \$3,000

7 EXPENSES

7.1 Introduction

The following is a comprehensive guide to the Pike County CTC expense policy and procedures for the reporting and reimbursement of expenses. Staff members incurring expenses as a part of their job for the Pike County CTC are reminded that expenses reported need to be legitimate, reasonable, and comply with the Pike County CTC Board policy.

7.2 Purchasing

In order to comply with the regulations set forth in the Ohio Revised Code, the following procedures must be followed when purchasing anything:

1. Complete the requisition on Strategic Solutions with name of company, address, appropriate department codes, and most current price. Follow directions on Strategic Solutions.
2. Submit the requisition to the Director. The Director will be responsible for reviewing the purchase. The Director will then route the requisition to the Superintendent
3. The Superintendent routes the requisition to the Treasurer's Office for final approval
4. When final approval is received from Treasurer, a purchase order will be issued and request order may be placed. **NO PURCHASE ORDER NUMBER WILL BE ISSUED WITHOUT THE DIRECTOR AND SUPERINTENDENTS SIGNATURE**
5. When materials are received, all packing slips, invoices, etc. must be filed with the Treasurer's Office.

Only authorized persons may purchase supplies in the name of the Pike County CTC. Staff members are not permitted to purchase any personal items through any Pike County CTC account for any reason. Even though employees pay for the items ORC regulations prohibit this practice. Without a properly approved purchase order, the Pike County CTC is not obligated for any purchase. If you order anything without following this Pike County CTC Board approved procedure, you will be responsible for payment.

7.3 Expense Reimbursement

Under ordinary circumstances, it is the policy of the Pike County CTC to reimburse travel expenses on the basis of actual expenses involved. Travel requests must be submitted through the appropriate administrators to the Superintendent and Treasurer in advance. If the request is made less than 21 days where there is cost involved, it will be at the discretion of the Treasurer and Superintendent. All approved professional meeting expenses shall be paid by the employees and will be reimbursed by the District upon presentation of receipts and other appropriate forms of documentation. Under some circumstances the Superintendent and Treasurer may authorize pre-payment by the Pike County CTC. Persons traveling on Pike County CTC business are entitled to transportation, hotel accommodation, meals, and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort. The following policy is currently in place for staff member reimbursement:

1. Meals: When on travel status for full calendar day, actual meal expenses may be reimbursed with receipts. Maximum amount for meal expenses is \$50.00 per day. A suggested breakdown would look like this: \$10.00 for breakfast, \$10.00 for lunch and \$30.00 for dinner. If meals have been provided, then the dollar amount allocated for that meal will be subtracted from the total. The Pike County CTC Board does not pay for any taxes on food incurred while traveling. Employees may be reimbursed without receipts for gratuities on meals as long as the tip does not exceed 15% of the cost of the meal. Gratuities count toward the applicable maximum meal rate.
2. Lodging: Maximum reimbursement rates for lodging is \$130.00 including taxes per night. Lodging must be more than 60 miles from the residence or the District. If the staff member is away for more than one week (including weekend) then reimbursement for reasonable miscellaneous expenses such as laundry, dry cleaning, personal phone calls up to \$15.00 and postage may occur. You must submit a receipt for any expense that exceeds \$1.00. During overnight stay, any personal phone calls up to \$3.00 per day will be reimbursed. Any lodging within 60 miles of residence or district will not be reimbursed.
3. Prohibitions: There will be no reimbursement for entertainment, alcoholic beverages, and personal items.

8 EMPLOYEE COMMUNICATIONS

8.1 Open Communication

Community participation in the Pike County CTC is essential to promote and maintain the quality of education for all students. The Pike County CTC involves the efforts of many people and functions best when all personnel are informed of the major activities and concerns. While all employees have the opportunity to bring their ideas or grievances to the Board, they are expected to proceed through the recognized administrative channels. Final authority for all decisions rest with the Pike County CTC Board

Pike County CTC encourages employees to discuss any issues they may have with a coworker directly with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the concern, problem, or issue is not properly addressed, employees should contact the Superintendent. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing administration to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable.

8.2 Staff Meetings

In order to keep the communication channels open, the Pike County CTC administration will conduct employee staff meetings. These meetings will be held as needed and notice of such meetings will be given as soon as possible. You must attend, other jobs and/or obligations need to be rescheduled. We will try our best to give a 1-2 day notice. However, if situations arise, we can schedule a meeting at the end of the day or morning. If this happens, you must contact the director if you cannot attend.

8.3 Auditor of State – Fraud Reporting

The State of Ohio has established a reporting system whereby public employees can file complaints of fraud and misuse of public funds by public offices or officials. Complaints can be made using any of the following methods:

1. Mail a written complaint to:
Ohio Auditor of State's Office
Special Investigations Unit
88 East Broad Street
Columbus, Ohio 43215
2. Report a complaint online by going to:
<http://www.auditor.state.oh.us/fraudcenter>, then click on "Report Fraud Online".
3. Report a complaint by telephone by calling:
1-866-FRAUD-OH (866-372-8364)

8.4 Suggestions

The Pike County CTC encourages all employees to bring forward their suggestions and good ideas about making the Pike County CTC a better place to work and enhancing service to students. Any employee who sees an opportunity for improvement is encouraged to talk it over with administration. Administration can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

8.5 Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at the Pike County CTC.

9 ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Pike County CTC Employee Handbook and I do commit to read and follow these policies.

I am aware that if, at any time, I have questions regarding the Pike County CTC policies I should direct them to Pike County CTC Administration.

I know that Pike County CTC policies and other related documents do not form a contract of employment and are not a guarantee by Pike County CTC of the conditions and benefits that are described within them. Nevertheless, the provisions of such Pike County CTC policies are incorporated into the acknowledgment, and I agree that I shall abide by its provisions.

I also am aware that the Pike County CTC, at any time, may on reasonable notice, change, add to, or delete from the provisions of the company policies.

Employee's Printed Name

Position

Employee's Signature

Date

10 APPENDICES

Acknowledgement of receipt of Auditor of State Fraud Reporting System information

Pursuant to Ohio Revised Code §117.103(8)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Each new employee has thirty days after beginning employment to confirm receipt of this information.

By signing below you are acknowledging the Pike County Joint Vocational School District provided you information about the fraud-reporting system as described by Ohio Revised Code §117.103(A), and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Ohio Revised Code §124.341 and the protections you are provided as a classified or unclassified employee if you use the fraud reporting system.

I, _____, have read the information provided by my employer regarding the fraud-reporting system operated by the Ohio Auditor of State's office. I further state that the undersigned signature acknowledges receipt of this information.

PRINT NAME, TITLE, AND DEPARTMENT

PLEASE SIGN NAME

Date

ANNUAL 403 (b) Plan Eligibility Notice

The following is intended to provide you with information about the opportunity to participate in the 403(b) Plan, including the maximum amount under the Internal Revenue Code ("IRC") that may be contributed to the 403(b) Plan.

What are elective deferrals?

The 403(b) Plan may permit you to reduce your compensation by electing to contribute a percentage or dollar amount to the 403(b) on a pre-tax (and, if permitted by the 403(b) Plan, on a Roth after-tax) basis.

How much can I contribute annually to the 403(b) Plan?

In general, you may make elective deferrals (including Roth 403(b) contributions) to the 403(b) Plan up to \$20,500 in 2022 and up to \$22,500 in 2023. The Internal Revenue Service ("IRS") may adjust this dollar limit annually for cost of living. In addition, the 403(b) Plan may permit you to contribute additional amounts under the 15 Years of Service Catch-up and/or the Age 50+ Catch-up. Please contact your employer for additional information about these catch-up contributions.

What do I need to do to begin contributing elective deferrals or to change my current elective deferral contributions to the 403(b) Plan?

The 403(b) Plan document identified those employees who are eligible to participate in the 403(b) Plan, you may begin contributing to the 403(b) Plan by completing and returning a salary reduction agreement to your employer. In addition to the salary reduction agreement, you must also establish an account with investment provider(s) approved under the 403(b) Plan; you may also need to provide any additional information that may be required to enroll you in the 403(b) Plan.

If you are already currently contributing to the 403(b) Plan, you may be able to increase your pre-tax elective (and Roth 403(b), if permitted under the 403(b) Plan) contributions by completing and returning an updated salary reduction agreement to your employer.

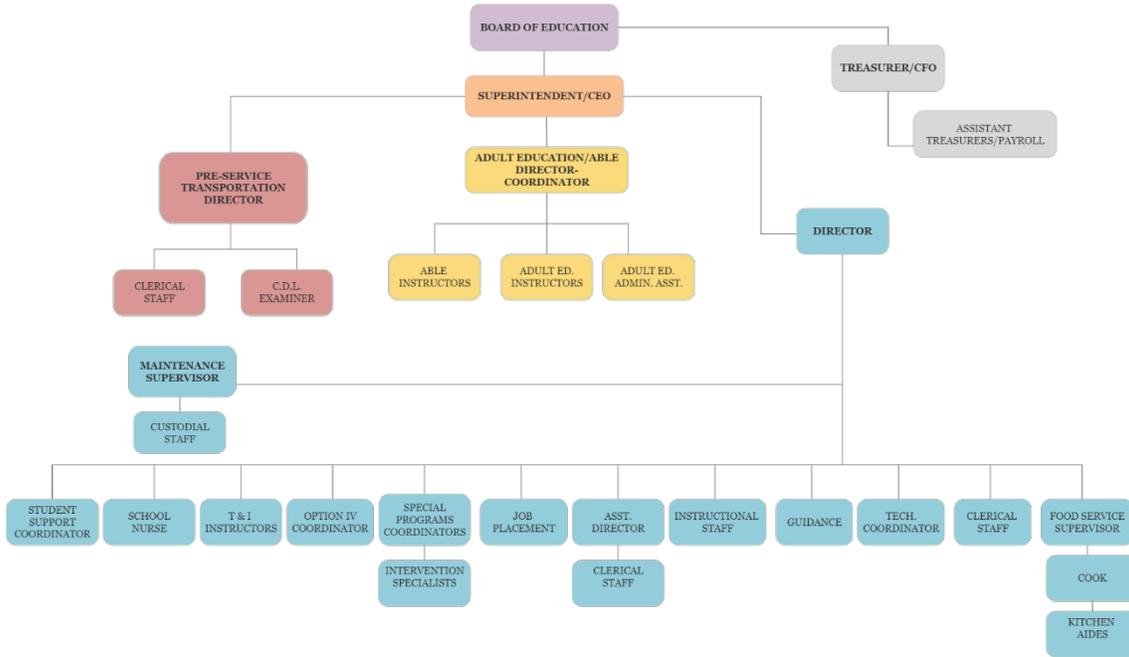
Your employer can also provide you with information about who is eligible to participate under the 403(b) Plan, the forms needed to participate, and any additional protocols.

What is the total amount of employer and employee contribution that can be made annually to my 403(b) account?

In general, the total of all employer contributions, employee contributions (other than the 50+ Catch-up) and forfeitures allocated to your 403(b) account in 2022 cannot be more than 100% of compensation up to \$61,000, 2023 up to \$66,000. That dollar amount is subject to IRS cost of living adjustments each year. If you participate in (1) more than one 403(b) Plan or (2) in another employer's 401 qualified plan (including but not limited to a pension plan or 401(k) plan) or simplified employee pension plan and you have more than 50% ownership interest in that other employer:

*The IRC requires that contributions to those plans be combined with contributions to the 403(b) Plan for a single total contribution annual limit:

*You are responsible for providing this information to the employer that provided this notice to you. The employer may ask you for additional contribution information about those other plans in order to monitor total contributions made to your 403(b) account in accordance with the IRC. Any excess received over the IRS annual contribution limit (including in coordination with other plans) must be corrected via your participant account under this 403(b) Plan.



PIKE COUNTY CAREER TECHNOLOGY CENTER
ORGANIZATIONAL CHART