

**OHIO STATE  
SCHOOL  
FOR THE BLIND**



**2007-2008  
STAFF HANDBOOK**

## **The State Board of Education**

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Marilyn Troyer, *Senior Associate Superintendent of Programs*



## **The Ohio State School for the Blind**

Cynthia Johnson, *Interim Superintendent*

Patricia D. Mobley, *Executive Secretary*

Eric S. Algoe, *Chief Operating Officer*

Mary C. Ball, *Youth Leader Supervisor*

Cheryl Boley, *CISAM Administrator*

Carl Brown, *OSB/OSD Building Maintenance Superintendent*

Dawn C. Henslee, *Administrator of Student Services*

Charles E. Hood, *Maintenance Supervisor*

Cynthia M. Johnson, *Educational Clinic/Outreach Administrator*

Gerard T. Marcum, *Principal*

Charles C. Rudolph, *Director of Human Resources*

Marc H. Tyler, *Youth Leader Supervisor*

Robert J. Zoldak, *Food Service Manager*

## **Explanation Of Terms Used In This Handbook**

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

## **Organization Of The Staff Handbook**

The effective date of this staff handbook is August 17, 2008.

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

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

For details regarding any policy/procedure, refer to the Policy and Procedure Manual. Reference example: (Ref. 310.1-B-03 of the Policy and Procedure Manual). A copy will be located in the library, the Superintendent's Office and your Administrator's Office for your review.

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

## **This Handbook Is Not A Contract**

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

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

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## **100.0 INTRODUCTION**

To support OSSB's mission and commitments, Human Resources promote an environment of respect, empowerment, and learning for all individuals. Through effective leadership, consultation, and support, Human Resources provide its services proactively and are a solution-provider for staff and OSSB customers. In addition, we provide the best staff members and resources within a customer-driven human resource system that empowers its users and provides value-added services to all customers.

### ***Mission Statement***

The Ohio State School for the Blind, a publicly-funded educational facility is dedicated to the intellectual, social, physical and emotional growth of students with visual impairments, including those with multiple disabilities.

Our mission is to work cooperatively with students, families, and the community to provide an effective, enjoyable educational experience through specialized curriculum, equipment, materials, and individualized, disability-specific instruction to develop our students' unique potential.

### ***Commitments***

- To engage all students actively in the learning process in a safe, clean, healthful environment and a caring, supportive, respectful atmosphere.
- To monitor and manage students' health care needs, encourage physical activity and provide good nutrition.
- To provide guidance in collaboration with each child's family to facilitate a satisfying transition to adult life.
- To promote integrity and values that foster positive relationships and cooperation, as well as independence and productivity.
- To nurture self-esteem and build self-discipline needed to make wise life decisions.
- To involve students at all developmental levels to achieve they're potential.
- To promote continuity and consistency through the residential experience and extracurricular activities.
- To promote life-long learning to help students meet the challenges of a culturally diverse, technologically complex society.

## ***Background Information***

Since its establishment in 1837 as the nation's first public school for the visually impaired, the Ohio State School for the Blind has helped thousands of children and adults prepare for productive, meaningful and independent lives. A wide variety of programs and services provided on the 99-acre campus at 5220 North High Street in Columbus promote the academic, physical, social and emotional growth of the school's students.

## ***Educational Programs***

The school offers day and residential programs to approximately 130 students during the regular school year (September to June). Approximately 75 students live in the school's dormitory, group home and cottages. Youth leaders provide structured activities for all residential students during non-class hours, Monday through Thursday, with students returning home for weekends and holidays. Additionally, the school offers a variety of extracurricular sports and clubs. Students who choose to join the wrestling, swimming, track or cheer leading teams compete with students from other states' schools for the blind. Other extracurricular activities include Key Club, forensics team, bell choir, and varsity choir.

Any Ohio child ages 5 to 21 whose visual impairment adversely affects his or her educational performance is eligible to attend the Ohio State School for the Blind. The superintendent of the school district in which the student resides must recommend placement in the school. Each prospective student is administered a multi-factored evaluation that measures students':

- Academic achievement
- Social and emotional status
- General intelligence
- Speech and hearing
- Motor skills and abilities
- Orientation and mobility

The school district in which any visually impaired student resides may request such an evaluation by OSSB at no cost to the district or parents. As a service to students' families, a "Parent Mentor" is on staff to provide support and help navigate the Individualized Educational Plan process.

The operation of the Ohio State School for the Blind is overseen by the Ohio Department of Education, which reviews the school's programs and administration to ensure that services, policies and procedures comply with state and federal laws.

### ***Social Development***

Elementary, Middle and high school academic programs that meet the state's minimum requirements, the school offers its students pre-vocational and daily living skills programs in which students are taught the skills they will need to become the most independent adults possible. Some of the vocational courses taught include industrial arts, sign engraving and vending management. Students also have the opportunity to take courses in word and data processing as well as computer science and programming. The daily living skills program focuses on those skills students will need to live independently (i.e., mobility and orientation training, home economics, organizational skills and time management).

Music is an integral part of the curriculum and students are encouraged to take advantage of a variety of opportunities ranging from choral groups and a bell choir to individual and group instructional music. A full program of adaptive physical education is provided to students as well, including swimming at the school's own pool and track and field events at the running track.

### ***Additional Services***

Additional services provided at the school include speech, hearing and language therapy, physical therapy, psychological counseling and guidance counseling. The school is equipped with its own student health services facility and is staffed at all times by a registered nurse.

The Ohio State School for the Blind employs the most appropriate technology available for each student. Many students use Braille and large-print texts, and students have a wide exposure to using personal computers as well as other specialized equipment, including:

- Braille n' Speak
- Type n' Speak
- Kurzweil Reading Edge Electronic Reader
- Franklin Language master
- JAWS for Windows
- Zoom Text
- Duxbury Braille Translator
- OCR Technology
- CCTV
- Braille Blazers

### ***Food Service Program***

The food service administrator along with staff plans, prepares, and serves nutritionally balanced meals for students attending OSSB. Three meals are served daily; breakfast, lunch and dinner.

### ***Student Health Services***

The nurse administrator along with staff provides a variety of medical services. OSSB employs nurses, a general practitioner, and an optometrist. The clinic monitors all sick or injured students, manages communicable disease programs, performing health appraisals, counseling, and referrals.



# The Ohio State School for the Blind

## 2008-2009 Teacher Calendar

20-21-22 = Professional Days  
 25 = Professional Day  
 26 = Registration at 1:00 pm  
 26 = First Day of School

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

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

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

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

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

16 = Presidents' Day (No School)

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

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

13 = Columbus Day (No School)

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

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

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

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

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

25 = Memorial Day (No School)

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

19 = Early Dismissal at 12 Noon  
 22-31 = Winter Break (No School)

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

5 = Graduation/Last Day of School  
 8 = Professional Day



   = No School

180 School Days  
 5 Professional Days  
 185 Total Days

# Ohio State School for the Blind

## Administration



Cynthia Johnson  
Interim Superintendent



Tricia Mobley  
Executive Secretary

## Educational Program



Jerry Marcom  
Principal



Carol Whitis  
Secretary

## Residential Program



Dawn Henslee  
Residential Administrator



Julie Newland  
Secretary



Mary Ball (2<sup>nd</sup> Shift)  
Youth Leader Supervisor



Marc Tyler (3<sup>rd</sup> Shift)  
Youth Leader Supervisor

## Outreach Programs & Services

### Braille Production Center

### Center for Instructional Supports and Accessible Materials (CISAM)

Cynthia Johnson  
Outreach/Intake Clinic  
Administrator

Please See  
ADMINISTRATION



Dorsey Vandecar  
Secretary



Cheryl Boley  
Administrator



Paula Mauro  
Director



Sherry Offenbaker  
Secretary

# Ohio State School for the Blind

## Agency Support Services

### Facilities Management



Eric Algoe  
Chief Operating Officer



Carl Brown  
Building Maintenance  
Superintendent



Howard Duarte  
Building Maintenance  
Supervisor

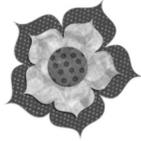


Charles Hood  
Building Maintenance  
Supervisor

### Fiscal Services



Martha Dineen  
Business Administrator



Belva Goins-Ramsey  
Business Administrator



Joshua West  
Management Analyst

### Food Services



Bob Zoldak  
Food Services Manager

### Human Resources



Charles Rudolph  
Director

### Safety & Security



Diane Geisler  
Director  
Safety & Security

### Student Health Services

Dawn Henslee  
Residential Administrator

Please See  
RESIDENTIAL PROGRAM



### Technology Services

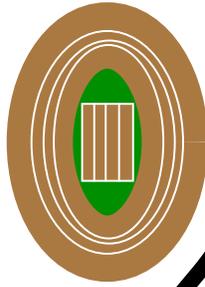


Pam Estes  
Technology Systems  
Administrator



Ralph Maravola  
Systems Analyst

Track



Service Buildings



Natatorium



Cottage D-2



Cottage D-1

Student Health Services

Intake/Outreach Clinic & Related Services

Parking

Cottage C-3



Vocational Workshop

Intermediate

Cottage C-2



Parking

Vocational

Kitchen & Dining Rooms

Elementary



OCALI- C-1

Parking

Auditorium

Gymnasium

Main Office & Library

Parking



Sensory Garden

Cottage B-4



Cottage B-3



Cottage B-2



Cottage B-1



Parking

Parking



5200 North High Street  
Columbus, Ohio

Parking

Staff Building

# CAMPUS MAP

This employee handbook was designed to answer general questions and provide a continuing source of reference. Human Resources will be glad to help answer any questions that are not answered by this manual. **Employees who are members of the union should review their union contract for terms, benefits, and condition of employment.**

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

#### ***110.0 Intent***

The purpose of this manual is to describe basic policies and procedures that apply, except when noted, to all OSSB employees. The manual also contains general information regarding employee responsibilities.

#### ***120.0 Work Unit Policies and Procedures***

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

#### ***130.0 Manual Implementation and Review***

Human Resources are responsible for the content of the OSSB Staff Handbook and has the responsibility for distributing timely revisions and additions. Human Resources review the manual at least every two (2) years.

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

#### ***140.0 Changes or the Development of New Policies***

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

## **200.0 How We Do Business**

### **205.0 *Open-Door Policy***

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

### **210.0 *Employment Ethics Policy***

Employees of OSSB hold a position of trust; therefore, they are expected to maintain the highest ethical standards. (Ref. 210.0-B-03 of the Policy and Procedure Manual.)

#### **210.1 *Misuse of Official Position***

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

#### **210.2 *Revolving-Door Policy***

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

#### **210.3 *Sale of Goods and Services***

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

#### **210.4 *Confidential Information***

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

#### **210.5 *Licensing and Ratemaking***

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

#### **210.6 *Interest In Public Contract***

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

#### **210.7 *Soliciting/Receiving Improper Compensation***

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

#### **210.8 *Clarification of Ethic Issues***

OSSB does not claim to represent the entire scope of potential conflict of interest or ethics issues. Therefore, any employee who has any concerns should contact Human Resources or the Ohio Ethics Commission for clarification or additional information. (Ref. 210.0-B-03 of the Policy and Procedure Manual.)

#### **215.0 *Political Activity***

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

All State of Ohio Employees are strictly prohibited from using State time, facilities or resources for political purposes. Unclassified employees who wish to participate in political activity during normal business hours must utilize administrative leave without pay, vacation, or personal leave. No compensatory leave or any other type of leave, except as listed above, and may be used to participate in political activity. (Ref. 215.0-B-03 of the Policy and Procedure Manual.)

#### **215.1 *Classified Employees***

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

#### **215.2 *Unclassified Employees***

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

#### **215.3 *Running for Elective Office***

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

#### **220.0 *Nepotism Policy***

OSSB employees may not authorize employment or use the authority or influence of their positions to secure employment for or to benefit a person closely related by blood, marriage or other significant personal or business relationship. Relatives or close associates may not be employed in the same department if one supervises or otherwise has personnel authority over the other.

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

If you have any questions regarding the practical application of the nepotism policy, please see Human Resources or contact the Ohio Ethics Commission. (Ref. 220.0-B-03 of the Policy and Procedure Manual.)

### **225.0 *Child Support Enforcement Policy***

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

Any employee who needs assistance in collecting child support may contact the Ohio Department of Human Services Child Support Hotline. Employees who are behind May also contact that department for advice or assistance in establishing a payment plan. (Ref. 225.0-B-03 of the Policy and Procedure Manual.)

### **230.0 *Discrimination/Harassment Policy***

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

#### **230.1 *Employment Discrimination***

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

Persons who believe that OSSB has discriminated against them may file a discrimination complaint, *Complaint Form/Complaint Procedure, ADM 4400*. Every effort will be made to resolve the complaint within the time frames as established by the Ohio Administrative Rules.

All personnel of OSSB are asked to assist in this effort to achieve Equal Employment Opportunities. Any willful or deliberate violation of this policy by an employee of OSSB will be cause for disciplinary action. **A copy of OSSB's Equal Employment Opportunity (EEO) Strategic Plan can be obtained from Human Resources.** (Ref. 230.1A-B-03 and 230.1B-B-03 of the Policy and Procedure Manual.)

### 230.2 *Persons With Disabilities*

OSSB will not discriminate against any qualified individual because of a disability with regard to application, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

All vacancy advertisements for jobs will include the essential functions. OSSB will reasonably accommodate people who are disabled. Accommodations may not create an undue hardship for OSSB or other employees. Benefits provided to individuals with disabilities who are qualified to perform the work are no different from the benefits provided to other employees. Persons who believe that OSSB has discriminated against them may file a discrimination complaint. (See Human Resources for details.) (Ref. 230.2-B-03 of the Policy and Procedure Manual.

### 230.3 *Harassment*

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

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

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

Other harassing conduct in the workplace, whether physical or verbal, committed by administrators or others is also prohibited. This includes: slurs, jokes, or degrading comments concerning sex, age, race, national origin, religion, sexual orientation, marital status, or membership in other protected groups; repeated offensive sexual flirtation, advances, or propositions; continual or repeated abuse of sexual nature; graphic verbal comments about an individual's body; and the display in the workplace of sexually suggestive objects or pictures.

Employees who have complaints of harassment should report such conduct to Human Resources for counseling or the filing of a formal complaint.

To file a discrimination complaint, contact your EEO Officer at 614/644-5968. (Ref. 230.3-B-03 of the Policy and Procedure Manual.)

#### **240.0 Workplace Violence**

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

- A petition to seek the order
- Any temporary protective or restraining order which is granted
- Any permanent, protective or restraining order

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

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

Employees shall refer any questions regarding their rights and obligations under this policy to their administrator or to Human Resources. (Ref. 240.0-B-03; 812.0-B-03 of the Policy and Procedure Manual.)

#### **250.0 Immigration Law**

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

#### **260.0 Dealing With the Media**

When an employee is contacted directly by a newspaper, radio or television reporter, the employee shall refer them to the Superintendent's Office at 752-1152. It is important that an employee not speak with any reporter unless they are working in conjunction with the School Superintendent and the Ohio Department of Education (ODE) Communications Office. (Ref. 260.0-B-03 of the Policy and Procedure Manual.)

### **270.0 *Work Rules***

Work rules shall be all those written policies, regulations, procedures, and directives, which regulate conduct of employees in the performance of OSSB's service and programs. Work rules will be made available to employees 15 days prior to their effective dates. In cases of emergency, the agency may not adhere to this practice.

### **280.0 *Purchases***

All employees are expected to follow the purchasing practices of OSSB. Only the Business Administrator and/or the superintendent's designee may make purchases on the behalf of the school. Employees who wish to make purchases must fill out a *requisition form* and submit it to their immediate administrator for approval. All purchases over \$1000, unless on state contract, must have three bids submitted along with requisition. Contact Business office for further details.

### **285.0 *Labor Management Meetings***

OSSB and the unions (AFSCME, 1199, OEA) recognize that the character and quality of the union-management relationship has an impact upon productivity and quality services. OSSB supports joint labor-management meetings that contribute to increased union-management understanding and cooperative relationships.

### **289.0 *Advance Coursework Policy***

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

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

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

Pay raises will be granted for the academic school year.

## **300.0 General Employment Information**

### **305.0 Types of Employees**

The State of Ohio utilizes classification identifiers to group employees into civil service and at-will (unclassified) employment categories.

#### **305.1 Unclassified Civil Service Employees**

An employee who is hired as an unclassified employee serves at the pleasure of the State Board of Education and/or the School Superintendent and is not subject to a civil service examination. The employee or employer can terminate the employment relationship at any time for any reason. No statement in this manual will be interpreted or applied as a contract of employment.

#### **305.2 Civil Service Classified Nonexempt (Member of the Union)**

The employee is represented by a labor union and placed in a bargaining unit. In addition, employees are subject to a civil service examination and have employment protection under the terms of the Ohio Civil Service Laws. No statement in this manual will be interpreted or applied as a substitute for the negotiated agreement between the State of Ohio and the union.

#### **305.3 Civil Service Classified Exempt (Not a Member of the Union)**

The employee is not represented by any labor union. Administrators, supervisors, or employees working in positions of a confidential nature are usually hired as classified exempt. No statement in this manual will be interpreted or applied as a substitution for civil service rules and regulations. In addition, employees are subject to a civil service examination and have employment protection under the terms of the Ohio Civil Service Laws.

#### **305.4 Certified or Provisional Employees**

Under the civil service structure, classified (exempt and non-exempt) employees are either certified or provisional.

**“Provisional”** means an employee was hired without taking a formal civil service examination and has not been in the same classification series for two years.

**“Certified”** means that an employee has either passed a civil service exam or been appointed from an eligible list or has been in the same classification series for two years without an opportunity to take an exam.

#### **305.5 School Year Employees**

OSSB employs classified nonexempt employees to work according to an academic school year calendar (185 days). See *Academic School Year Calendar* for further details.

### **310.0 Recruitment**

Human Resources monitors staffing, implements position control mechanisms and works with a hiring administrator. In addition, Human Resources reviews recruitment options with administrator(s) that may include the provisions of collective bargaining, external advertising, civil service certification lists, screening, interviewing and other recommendations. All new employees must complete the employment process to ensure required documents are completed and the employee is added to the payroll.

Every reasonable effort is made by Human Resources or work unit administrators to obtain staff promptly. However, anticipating staff needs to prevent disruption of work activity is the responsibility of the administrator.

#### **310.1 Position Descriptions**

It is the responsibility of Human Resources to assist administrators in developing job descriptions that reflect the essential functions required. It is the responsibility of the work unit administrator to provide each employee with a copy of his/her job description. The administrator will review the job description with the employee and answer any questions regarding expectations and job duties. Job descriptions are to be completed on the *Position Description Form (ADM 4107)* and filed with Human Resources prior to the posting of any vacancy. The School Superintendent must sign and the Labor Relations Officer (LRO) must initial all job descriptions. Job descriptions will be forwarded to the Superintendent of Public Instruction or designee or final signature. (Ref. 310.1-B-03 of the Policy and Procedure Manual.)

#### **310.2 Definition of a Vacancy**

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

#### **310.3 Job Postings**

Human Resources post vacant positions for a minimum of ten (10) days. The posting includes, but is not limited to, deadline date, classification, PCN, work site, job duties, minimum and/or agency specific qualifications, EEO statement, type of appointment, and conditions of employment. Human Resources and the School Superintendent will coordinate advertising of the posting with appropriate minority organizations and outreach sources. (Ref. 310.3-B-03 of the Policy and Procedure Manual.)

#### **310.4 Authority to Hire**

An administrator has the authority to interview and select applicants for authorized, vacant positions. The hiring administrator must contact Human Resources when a selection is made. Human Resources confirm salary and benefits and approve terms of employment before the position is offered to the candidate.

If the position requires a degree, applicants must present their credentials as required by the job minimum qualifications to Human Resources to be placed in their personnel file.

### 310.5 *Verification of Employment*

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

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

### 310.6 *Criminal Background Investigation/Fingerprinting*

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

### 310.7 *Drug and Alcohol Screening*

OSSB desires a workplace that is free from the adverse effects of alcohol and other drugs. Newly hired employees, unless exempted by the bargaining agreement, will be required to submit to a urine analysis for testing for the presence of drugs. Employment is contingent upon the results of the tests, though a positive reading may not automatically result in disqualification from employment. Human Resources will schedule all appointments for testing. OSSB will be notified by the Department of Administrative Services (DAS), Drug Free Unit, of the test results. (Ref. 310.8-B-03 of the Policy and Procedure Manual.)

### 310.8 *Random Drug Testing*

OSSB randomly test for drugs and alcohol of employees (youth leaders, teachers) who have direct contact with youth. Any drug and alcohol testing shall be conducted pursuant to appropriate union contract. (Ref. 310.8 B-03 of the Policy and Procedure Manual.)

### 310.9 *Driving Record Verification*

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

### *310.9 Driving Record Verification (Continued)*

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

### *315.0 Hiring Procedure*

To initiate the hiring process, for **unclassified** and **classified exempt** positions, the administrator/Human Resources will recruit from appropriate applicant pools and other resources. Administrators recruiting for **classified non-exempt** positions must recruit in the following manner.

- Step 1** State Recall List - Applications from laid-off state employees shall be considered before any other application except for internal promotional opportunities as defined by union contract. If no state recall list exists, proceed to step 2.
- Step 2** Bargaining Unit Agreement - The administrator must first consider bids of applications from applicants within ODE in the following order: (a) promotions, (b) transfers, and (c) demotions. If no selection is made from this pool, the administrator can consider all other employees of the state. If no applicants are found, proceed to step 3.
- Step 3** DAS Certification List - Human Resources will contact DAS, Certification Unit, to obtain a certification list. The administrator has the right to select any of the top 10 available candidates on this list. If no certification list exists, proceed to step 4.
- Step 4** External Applicants - Administrator can initiate recruiting effort to fill the position externally from other sources.

### *320.0 Selection of Employees*

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

#### *320.1. Unclassified and Classified Exempt Positions*

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

### 320.2 *Classified Nonexempt*

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

### 325.0 *Pre-Employment Assessment*

Pre-employment assessment may be used for unclassified and classified exempt positions that require the employee to have specific skills, abilities and knowledge to perform the essential functions of the job. If an administrator decides to use such an instrument, the Human Resources/Labor Relations Officer should be notified to review the instrument for Equal Employment Opportunity (EEO) compliance.

The administrator may use a proficiency test to determine if a **classified non-exempt** applicant meets minimum qualifications. Proficiency testing shall be used only to determine whether or not a candidate meets the minimum qualifications of the classification specification or position description and shall not be used for purpose of determining relative skills and abilities of the candidates applying for the position. Administrators must receive approval from Human Resources before using such an instrument.

### 330.0 *Dates Related to Employment*

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

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

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

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

Termination Date: The termination date is the actual last day worked, including any notice period, paid or unpaid. The date is used for purposes of employment verification, benefit eligibility, calculating any final leave payouts, and calculating length of service. The termination date for an employee who is on a leave of absence is the last day worked prior to leave of absence.

**335.0 Appointment Types**

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

<b>Hours of Work</b>		<b>Schedule</b>	
	<b>Weekly</b>	<b>Yearly</b>	
<b>Full-time</b>	40 Hours	2,080 Hours	<b>Regular</b> Typically, this is five consecutive 8-hour days per week, but this may vary according to an approved work schedule.
<b>Full-time School-Year Employee</b>	40 Hours	1,480 Hours Or According To The Assigned Work Schedule	<b>Regular</b> Typically, this is five consecutive 8-hour days per week, but this may vary according to an approved school year calendar.
<b>Part-time</b>	Less than 40 Hours	Less Than 2,080 Hours	<b>Regular</b> According to approved work schedule.
<b>Seasonal</b>	40 Hours	14 Consecutive Weeks	<b>Regular Seasonal</b> Work regular hours for a part of the year only.
<b>Intermittent</b>	Varies	Generally Less Than 1000 Hours	<b>Irregular</b> Work only when needed, e.g., being called in because an extra person is needed that week.
<b>Interim</b>	Varies	For Limited Time Period	<b>Indefinite</b> Work when another employee is absent, e.g., filling in for someone who has a long-term illness.
<b>Temporary</b>	Varies	60 days	<b>Limited</b> Extra work or fill-in as authorized by the employer.
<b>Emergency</b>	Varies	Limited To 30 Days	<b>Limited</b> To meet special demands.

### **340.0 *Classifications and Compensation for Unclassified and Classified Employees***

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

#### **340.1 *Unclassified Civil Service Employees***

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

#### **340.2 *Classified Civil Service Employees***

The DAS classification unit groups jobs that are similar enough in duties and responsibilities to be described by the same title, to have the same pay assigned and to require the same qualifications. Therefore, the employee's class title and pay compensation are established by the State of Ohio. Annual step increases are given after each year of employment until the employee reaches the maximum class step. For further information about your assigned classification, pay range or step increase, contact Human Resources. Also a copy of pay ranges and class titles for classified non-exempt employees can be obtained from the appropriate union contracts.

### **345.0 *Payroll System***

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

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

- Your paycheck is accompanied by an earnings statement, which gives an account of the pay period and a cumulative record of your earnings, deductions and leave balances for the year to date. See *Payroll Earning Statement Key*. (Ref 345.0-B-03 of the Policy and procedure Manual.)

#### *345.1 Payroll Deductions*

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

#### *345.2 Electronic Fund Transfer (Direct Deposit)*

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

#### *345.3 ePay*

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

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

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

345.4 *Prorated Salary Continuation Program*

**Employees who work according to a school year calendar may elect to prorate his/her annual earnings over twenty six (26) pay periods. The following classifications are eligible to participate:** (Ref 345.3-B-03 of the Policy and Procedure Manual.)

Class. No.	Class. Title
46611	Youth Leader
42341	Food Service Worker
18112	Teacher Aide
42351 42352	Cook 1 Cook 2

Class No.	Class Title
44211	General Activities Therapist
44213	Activity Therapy Specialist

**355.0 *Probationary Periods of all Employees who are Newly Hired, Promoted, and Laterally Transferred to Different Classifications***

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

**355.1 *Probationary Period (AFSCME Members)***

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

All employees newly hired, promoted, or laterally transferred into a different classification, working according to a school calendar year and providing direct contact to students shall serve a 120 scheduled workday probationary period. The affected classifications at the Ohio State School for the Blind are Youth Leader and Teacher Aide.

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

*355.2 Probationary Period (OEA Members)*

Each employee in this bargaining unit shall serve a probationary period of one (1) year following the date of hire.

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

*355.3 Probationary Period (1199 Members)*

All newly hired and laterally transferred employees shall serve a probationary period.

The probationary period shall be one hundred twenty (120) days for classifications paid at grades 1 to 7 and grades 23 to 28 or one hundred eighty (180) days for classifications paid at grades 8 to 12 and grades 29 to 36. Any employee awarded a promotion will serve a probationary period of one hundred eighty (180) days.

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

*357.0 Performance Evaluations*

Employees who have completed a probationary period shall be evaluated once a year.

The annual evaluation shall measure the employee's performance for the year or school calendar year immediately preceding the evaluation date or for that portion of that year after the completion of the probationary period. For employees working according to the school calendar, evaluations may be made in the second half of the academic year.

Human Resources and the administrator will be responsible for monitoring deadlines associated with probationary periods and performance evaluations. The timeliness of this feedback is important, and the employee is encouraged to ask the administrator to schedule the review if there has been a delay. Employees must be informed, in advance, if their probationary period will be extended. The employee should contact Human Resources for assistance if he/she did not receive a performance review. Human Resources will be responsible for providing the administrator with the appropriate performance evaluation forms according to the employee's classification. The performance evaluation dates are to be given to the employee by Human Resources during his/her initial orientation. (Ref 357.0-B-03 of the Policy and Procedure Manual.)

*360.0 Trial Periods for Nonexempt Employees*

Internal employees who are laterally transferred or demoted may serve a trial period.

*360.1 Lateral Transfers/Demotions*

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

### **365.0 *Terminating Employment***

Employees can be separated from OSSB in several different ways.

#### **365.1 *Voluntary Termination Policy: Resignation***

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

#### **365.2 *Involuntary Termination Policy: For Just Cause***

Involuntary termination for just cause refers to the discharge of an employee who has violated OSSB policies, rules, or regulations, or has demonstrated behavior not consistent with the organization's mission or values. The administrator initiates release after consultation with Human Resources to assure that applicable civil service rules, just cause standards, and/or union agreements are followed. In some cases, ODE/OSSB may permit employees to resign in lieu of termination pursuant to DAS Directive 97-12. (Ref 365.2-B-03 of the Policy and Procedure Manual.)

#### **365.3 *Job Abandonment***

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

### **370.0 *Processing of Terminations***

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

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

The employee must return any state property issued to the employee.

#### **370.1 *Exit Interviews***

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

### **375.0 *Reinstatement and Rehire***

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

#### **375.1 *Reinstatement***

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

#### **375.2 *Rehire***

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

### **380.0 *Human Resources' Records***

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

#### **380.1 *Personnel Files***

Human Resources maintain a personnel file for each employee, which is the official record of the employee's work history. The file may contain information related to benefits, payroll, performance reviews and other information specific to the employee. The personnel file is the property of OSSB. The information in this file is confidential and access is restricted. Except as may be specifically provided by law, only materials maintained in an employee's official personnel file shall be available to the public. An employee may review and copy documents in their file by appointment and in the

presence of a representative from Human Resources. Employee may not remove information from the file. An employee may place a written response to a performance review or progressive discipline in the file with knowledge of Human Resources and the employee's administrator. Personnel files are retained for seven (7) years after an employee leaves OSSB. (Ref 380.1-B-03 of the Policy and Procedure Manual.)

### 380.2 *Placing Material into an Employee's Personnel File*

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

### 380.3 *Administrator's File*

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

### 380.4 *Personal Information Changes: Employee Responsibilities*

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

Current information is essential for notification in an emergency, insurance claims, government reports, and other administrative procedures that depend upon the accuracy of information contained in the personnel file.

An employee is required to notify Human Resources as soon as possible for the following changes:

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

### 380.5 *Administrator's Responsibility*

Failure to add accurate and timely information to the personnel file can have serious consequences for OSSB. Information changes or other events requiring formal documentation must be sent to Human Resources immediately. Although copies of performance reviews, progressive discipline, and other Human Resources' forms may be retained in the administrator's file.

### **385.0 Photo Identification Badges**

Upon employment, all newly hired employees will be photographed and issued identification badges for security reasons. Employees are to wear and display their photo identification badges at all times when on school campus. In the event that the photo identification badge is lost or stolen, the employee must immediately report the lost or stolen identification badge to the building superintendent. A temporary identification badge will be issued until the replacement badge can be made available. (Ref 385.0 -B-03 of the Policy and Procedure Manual.)

### **386.0 Orientation Training**

OSSB provides an orientation program for new employees. All employees must attend new hire orientation. Human Resources will determine whether a rehired employee must attend orientation. Human Resources and the administrator will be responsible for assuring that all newly hired employees attend orientation.

#### **386.1 Work Unit Orientation Training**

During the initial weeks of employment or school opening, employees receive an orientation, which includes a review of the work unit and site-specific policies and procedures and their job description. After the work environment orientation is completed, the administrator will be responsible for notifying Human Resources.

### **387.0 Inservice Training**

When OSSB requires an employee to participate in in-service training programs, they shall be given time off from work with pay to attend such programs, including any travel time needed. Any costs incurred in such training shall be paid by OSSB. Administrators will make reasonable efforts to notify employees of training opportunities through available channels of communication.

### **389.0 Training Records**

Employees, upon completing training/continuing education program shall forward a certificate or other appropriate recognition of course completion to Human Resources for placement in the employee's personnel file. If such evidence is not received, additional requests for release time will not be approved.

### **391.0 Work Force Development Fund**

The union maintains a Work Force Development Fund for the purpose of developing and supporting a comprehensive program of work force training initiatives, including but not limited to the following:

1. Basic skills development;
2. Technical and computer skills training
3. Tuition assistance, reimbursement and vouchers;
4. Workplace redesign and technological change;
5. Labor-Management relationships and problem-solving;
6. Agency-specific projects.

For additional information, contact your union steward or 1-888-800-0074 or [www.wdonline.org](http://www.wdonline.org)

## 400 Attendance and Leaves

### 402.0 Attendance

Each employee's work is essential to carrying out OSSB's mission; therefore, employees are expected to work their scheduled hours.

### 402.1 Report-To-Work Expectations

All employees are expected to report ready to commence work at their starting time. In the event an employee is unable to report because of an illness, he or she must notify their immediate administrator or designee. The following depicts the notification requirements in the event that you are ill and unable to report to work.

Class. Title	Call-In Requirements	Comments
<b>Youth Leaders</b>	90 minutes prior to the start of shift.	<ul style="list-style-type: none"> <li>Call Office of Student Services and/or immediate administrator or designee pursuant to internal procedures.</li> <li>Supervisor will call employee back to ascertain type of leave employee will be using (FMLA, etc.)</li> </ul>
<b>Child Care Workers</b> <b>Teachers</b>	½ hour prior to beginning of work schedule	<ul style="list-style-type: none"> <li>The principal or the principal's designee is available to receive your call until 9:00 p.m. of the evening prior to the absence.</li> <li>The school office is available to receive your call between 7:00 a.m. and 7:30 a.m.</li> </ul>
<b>Custodial Laborers</b> <b>Maintenance Account Clerks</b> <b>Office Assistants</b> <b>Admin. Assts.</b> <b>Storekeepers</b>	½ hour prior to the beginning of work schedule	Contact immediate administrator or designee

402.1 *Report-To-Work Expectations (Continuation)*

Class. Title	Call-In Requirements	Comments
Security Food Service Workers	90 minutes prior to beginning of work schedule and each day thereafter.	<ul style="list-style-type: none"><li>• Contact immediate administrator or designee</li></ul>

402.2 *Reporting Absenteeism*

Administrators are responsible for maintaining records on chronic absenteeism and reporting the individual to Human Resources and the Labor Relations Office. Chronic absenteeism is defined as an individual being tardy or absent from work for more than five (5) days within a 30-day period. Administrators should take progressive action and hold a private counseling session to ascertain the reasons for the employee's chronic absenteeism. All counseling sessions should be documented and a copy sent to Human Resources for follow-up. . (Ref 402.2 -B-03 of the Policy and Procedure Manual.)

404.0 *Workday/Work Schedule*

OSSB maintains the right to establish work schedules and workdays for its employees according to the school's operational needs.

404.1 *Standard Work Year*

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

404.2 *Standard Work Week*

A standard work week for school employees is 40 hours per week. A work week consists of five (5) consecutive work days followed by two (2) consecutive days off.

404.3 *Hours of Work*

Hours of work are hours during which an employee's presence and/or efforts are directed or required by OSSB. **Employees who do not report to work on time may be subject to lost of pay for time not worked.**

404.4 *Work Schedules*

OSSB establishes work schedules to assure that the school operates efficiently and provides adequate coverage for operational needs and/or services.

404.5 *Scheduled Breaks*

Employees who are entitled to a rest break may not use the break period to arrive late to work or to leave work early.

#### 404.6 *Meal Period*

The meal period should be taken at the mid-point of his/her scheduled work shift. No employee will be required to work during his or her meal period unless mandated because of operational needs of the school. Employees, because of operational needs and/or union agreement will be paid for their lunch period.

#### 404.7 *Video Display Terminals*

Employees who work extended periods of time on the VDT should make an effort to schedule themselves 15 minutes of non-VDT work every two hours. The administrator should not deny this time. (See section 816.0)

#### 406.0 *Requests for Leave*

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

Whenever an employee calls in to request leave, it is the responsibility of the employee to indicate the type of leave requested. The administrator will make a notation and follow up on the type of leave taken. Each work unit will have a call-in system to assure that leaves are being recorded properly. Administrators may call you to determine if sick leave requested is FMLA related.

#### 408.0 *Types of Leave*

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

#### 410.0 *Summary of Leave Types*

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

- Adoption/Childbirth Leave
- Adopt-A-School/Partners Leave
- Bereavement Leave
- Compensatory Leave
- Civic Duty Leave
- Disability Leave
- Educational Emergency Leave
- Extended Illness Leave
- FMLA Leave
- Holiday Leave
- Jury Duty Leave
- Leave of Absence Leave
- Military Leave
- Occupational Injury Leave
- Organ Donor Leave
- Personal Leave
- Sick Leave
- Pregnancy Leave
- Leave Donation
- Vacation Leave
- Witness Duty Leave
- Weather Emergency Leave
- Workforce Development/PETE Leave (Available only to classified nonexempt employees.)

#### **412.0 *Adoption/Childbirth Leave***

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

#### **414.0 *Adopt-A-School/Partners Leave***

Adopt-A-School/Partners in Education are integral components in educating the children of the State of Ohio. During business hours, employees are permitted no more than two (2) hours per two-week pay period to participate in either program or four (4) hours to participate in both programs.

In cases where employees need more than two (2) hours (four hours in case of dual participation) to assure meaningful participation in either program, employees must obtain prior approval from their administrator. (Ref 414.0 -B-03 of the Policy and Procedure Manual.)

#### **416.0 *Bereavement Leave***

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

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

Part-time employees shall receive bereavement leave with pay for the hours they are normally scheduled to work.

#### **418.0 *Compensatory Leave (Overtime)***

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

#### **419.0 *Disability Leave***

(See 540.0-Disability Benefits)

#### **420.0 *Emergency Service Leave***

Emergency Service leave is intended to provide state employees paid leave when the employee must be absent from work in order to provide volunteer emergency service. At the beginning of each calendar year, eligible state employees will receive forty (40) hours of paid leave for use when providing emergency medical service in accordance with the statutory duties as defined by R.C. 4765.01 (G). At the end of each calendar year, any unused hours will not carry forward and will not be eligible for cash conversion. (Ref. 420.0-B-03 of the Policy and Procedure Manual.)

#### **421.0 *Extended Illness Leave***

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

#### **422.0 *Family Medical Leave***

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

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

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

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

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

<i>Family Leave Can Be Taken For:</i>	<i>To Be Eligible You Must:</i>
<ul style="list-style-type: none"> <li>• <i>the birth of a child,</i></li> <li>• <i>the placement of a child with you for adoption or foster care,</i></li> <li>• <i>the necessity of caring for your spouse, child or parent with a serious health condition.</i></li> <li>• <i>your own serious health condition.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>have worked for the state at least 12 months,</i></li> <li>• <i>have worked at least 1250 hours in the 12 months immediately preceding the start of FMLA leave.</i></li> </ul>

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

#### **424.0 Leave of Absence**

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

1. **Pregnancy** -When all applicable leave is used, a pregnant employee is entitled up to six (6) months leave.
2. **Extended Illness** - When an employee has exhausted all other paid leave, the employee may request up to one (1) year of unpaid leave. The employee shall provide periodic, written verification by a medical doctor showing the diagnosis, prognosis and expected duration of the illness. Employees requesting such leave must contact Human Resources for appropriate procedures and documentation.
3. **Other Unpaid Leave** - OSSB may grant unpaid leave of absence to union employees not to exceed one (1) year for, but not limited to, education, parenting (if greater than ten (10) days), or family responsibilities. Non-union employees may be granted unpaid leave up to six (6) months.

#### **426.0 Military Leave**

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

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

#### **426.1 Federal Duty**

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

#### **426.2 *State Duty***

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

#### **426.3 *Evidence of Military Duty***

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

#### **427.0 *Occupational Injury Leave***

OSSB employees who suffer bodily injury inflicted by a student(s) in the facility while lawfully carrying out assigned duties of his/her position shall be paid his/her rate of pay during the period that he/she was disabled. The leave is not to exceed 120 days. (Ref. 427.0-B-03 of the Policy and Procedure Manual.)

#### **428.0 *Organ Donor Leave***

Living Organ and Bone Marrow Donor leave (Donor leave) is intended to provide an opportunity for State employees to receive approval for a specified amount of paid leave immediately after donating their kidney, a portion of their liver, or bone marrow in order to recuperate. (Ref. 428.0-B-03 of the Policy and Procedure Manual.)

#### **429.0 *Personal Leave Policy***

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

#### **429.1 *Nonexempt Employees (Union Employees), Excluding 1199 Employees***

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

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

#### **429.2 *Nonexempt Employees (1199 Union Employees)***

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

429.3 *Exempt Employees*

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

429.4 *Summary Chart of Accrual of Personal Leave*

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

429.5 *Personal Leave Requests for Non-High Impact Days*

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

**Note: See Section 436.0 regarding Personal/Vacation Request for “High Impact” Days**

#### **430.0 Sick Leave**

Employees shall be granted sick leave for the following reasons:

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

**Immediate family is interpreted for this leave as spouse or significant other ("significant other" to mean one who stands in place of a spouse and who resides with the employee), child, stepchild, grandchild, parent, stepparent, grandparent, great-grandparent, brother, sister, step sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or legal guardian or other person who stands in place of a parent.**

#### **430.1 Notification for Utilizing Sick Leave**

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

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

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

#### **430.2 Accrual of Sick Leave Excluding 1199 Employees**

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

#### **430.3 Accrual of Sick Leave for 1199 Employees**

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

430.3 *Accrual of Sick Leave for 1199 Employees (Continued)*

**Summary Chart**

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

432.0 *Vacation*

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

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

432.1 *Notification of Vacation Request for Non-High Impact Days*

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

**434.0 Summary of Eligibility and Vacation, Sick, and Personal Leave Use**

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

#### **436.0 *Request for Personal and Vacation Leave During High Impact Days***

Requests for personal/vacation leave during “high impact” days will not be granted unless an emergency occurs and is approved by the School Superintendent. The following weeks/days are defined as “high impact” days for operational needs of the school:

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

#### **437.0 *Staffing Requirements***

Each work unit, which utilizes interim or substitute employees, must maintain at least one of these employees in reserve in case of last minute sick leave when considering personal or vacation leave requests. In work units where interim or substitute employees are not utilized, it is the responsibility of the administrator to determine whether appropriate staffing is available when considering personal/vacation leave requests. OSSB administrators will not unreasonably deny the use of personal/vacation leave.

#### **438.0 *Religious Holiday Leave***

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

#### **439.0 *Pregnancy Leave***

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

#### **440.0 *Leave Donation Program***

The purpose of this leave is to allow employees to provide assistance to co-workers who are in critical need of leave due to the serious illness or injury of the co-worker or a member of his/her immediate family. Employees with over 80 hours of combined accrued leave are eligible to participate in this program. Donated leave will be administered on a pay-period by pay-period basis. See Human Resources for details regarding how to donate or qualify to receive donated leave. *See Leave Donation Program – Donor Application Form.* (Ref. 440.0A-B-03 and 440.0B-B-03 of the Policy and Procedure Manual.)

#### **442.0 *Weather Emergency Leave***

The Director of the Department of Public Safety is the Governor's designee to declare a weather emergency, which affects the obligation of state employees to travel to and from work. The authority to declare a weather emergency rests solely with the Director of the Department of Public Safety.

When a weather emergency is declared, the Superintendent of Public Instruction or his/her designee will notify the OSSB/OSD Superintendent of the declared emergency: The OSSB/OSD superintendent will notify his/her Administrative Staff regarding the weather emergency. The Administrative Staff will initiate the OSSB/OSD weather emergency procedures for the notification of essential employees to operate the school.

## **DESIGNATING ESSENTIAL EMPLOYEES**

**Each year, by the first day of October**, OSSB/OSD will create and maintain a list of essential employees. Essential employees are those employees whose presence at the work site is critical to maintaining operations during any weather emergency. Essential employees normally consist of a skeletal crew of employees necessary to maintain essential office functions, such as those state employees who are essential to maintaining security, health and safety, and critical office operations.

Employees, who are designated as essential employees, must be advised of the designation. Essential employees should be advised that they should expect to work during weather emergencies unless otherwise advised. Nothing in this procedure prevents the OSSB/OSD Superintendent from using his or her discretion in sending essential employees home or instructing them not to report for work once a weather emergency has been declared.

## **Granting Leave to Non-Essential Employees**

During the year, extreme weather conditions may exist and roadway emergencies (level 1, 2, and 3) may be declared by local sheriffs in certain counties, yet no formal weather emergency is declared by the Director of the Department of Public Safety and state public offices remain open. Should this situation occur, the OSSB/OSD Superintendent will exercise his/her judgment and discretion to permit non-essential employees to use any accrued vacation, personal or compensatory leave if such employees choose not to come to work due to extenuating circumstances caused by extreme weather conditions. Non-essential employees with no or inadequate accrued leave may be granted leave without pay. Nothing in this procedure prevents the OSSB/OSD Superintendent from using his/her discretion to temporarily reassign non-essential employees to indoor job duties, consistent with their job classification, so that such employees are not performing unnecessary road- or travel-related duties during days or shifts of especially inclement weather.

## **Compensation**

During a weather emergency, AFSCME, 1199, and SCOPE/OEA employees who are not working receive leave with pay. AFSCME, 1199, and SCOPE/OEA employees required to work during a weather emergency receive will receive a stipend of \$8.00 per hour on their total rate of pay for each hour worked.

Any employee who is on scheduled leave (vacation, personal, sick, etc.) during a declared weather emergency shall be charged leave regardless of the declared weather emergency.

## **PROCEDURES**

### **Employees Responsibilities**

Employees are to contact their immediate supervisor to determine if a weather Emergency has been declared. Employees are to monitor their TV and radio stations for up-to-date news coverage. (Ref. 442.0A-B-03 and 442.0B-B-03 of the Policy and Procedure Manual.)

#### *442.1 Phone Tree*

The School Superintendent's Office will be responsible for maintaining the administrative phone list as well as contacting appropriate administrators in the event of an emergency. Each administrator will be responsible for developing an emergency list and contacting appropriate staff regarding the emergency.

#### *444.0 Workforce Development/PETE*

This program is available for union members only. Union members should refer to their Workforce Development or PETE representative for further details.

## 500 Benefits

### 505.0 *Benefits*

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

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

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

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

### 507.0 *Health Care Benefits*

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

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

The following dependents are eligible for coverage:

1. The employee's current legal spouse;
2. The employee's unmarried children until the end of the month in which they reach 19 (including legally adopted children, children for whom the employee has been appointed legal guardian, and dependent stepchildren and foster children who normally reside with the employee);
3. The employee's unmarried children who are attending an accredited school and are primarily dependent upon the employee for maintenance and support until the end of the month in which they reach age;
4. Children of divorced or separated parents not residing with the employee but who are required by law to be supported by the employee;
5. Unmarried children of any age who are incapable of self-support due to mental retardation, severe mental illness or a physical handicap, whose disability began before age 23 and who are principally dependent on the employee. When there is an unsuccessful attempt at independent living, a child covered pursuant to this provision will be re-enrolled for coverage, provided application is made within five (5) years following the loss of coverage;
6. Dependent children placed for adoption in an employee's home shall be eligible for coverage under the same conditions as children born to an employee or the spouse of the employee, whether or not the adoption has become final. When both spouses in a family are employed by the State, each may elect single coverage, or one may elect family coverage provided that the spouse who elects single coverage may not be listed as a dependent under the family coverage. A child who is eligible as an employee of the State is not also eligible as the dependent of a parent who is also a state employee.

*Open Enrollment* — OSSB conducts an open enrollment period every two years at which time employees shall be able to enroll in a health plan, continue enrollment in their current plan, or switch to another plan, subject to plan availability in their area.

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

1. Changes from single to family and family to single may occur if requested within thirty-one (31) days of any of the following events:
  - a. After marriage, death of a spouse, divorce, legal separation, or annulment, in which case coverage becomes effective the first day of the month following the month of application.

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

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

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

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

### **520.0 Mental Health Coverage**

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

### **525.0 Dental and Vision Care**

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

### **530.0 Option for Continuation of Group Benefits (COBRA)**

Employees and their dependents are given the opportunity to continue group health, dental and vision care coverage for up to 18 months after coverage ceases due to separation from state service. Dependents may continue health, dental and vision coverage for up to 36 months when their coverage is lost due to changes in dependent status.

To continue coverage, the former employee must fill out the *COBRA Eligibility Notification*. The employee will be responsible for 100% of the premium cost plus a 2% administrative fee. Notice of this option and instructions for enrollment will be sent if employment status changes. Changes in family or dependent status (e.g., divorce) must be reported to Human Resources. For additional information, see Human Resources.

### **535.0 Life Insurance**

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

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

#### **540.0 Disability Program**

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

- A. Any full-time permanent employee with a disabling illness, injury, or condition that will last more than fourteen (14) consecutive days AND who has completed one (1) year of continuous state service immediately prior to the date of the disability may be eligible for disability leave benefits.
- B. To be eligible for disability leave benefits, an employee must be: (1) in active pay status on approved sick leave, (2) on approved disability leave, (3) on approved leave of absence without pay for personal medical reasons or (4) disability separated. Employees alleging conditions precluded by OAC 123:1-33-14 are not eligible for disability benefits, unless the exceptions of the section are met. An application for disability benefits based on a diagnosis of a mental disorder, including but not limited to, psychosis, mood disorders, and anxiety, must be confirmed by a licensed mental health provider authorized by the Employer's mental health administrator. Where the initial application is accompanied by the opinion of such provider, it shall be processed accordingly. However, where the diagnosis is submitted by any other medical professional, the Employer shall make expeditious arrangements for the required examination by the licensed mental health provider. Approval of the application will be contingent upon receipt of substantiation from such provider. In the event the examination is outside the parameters of the employee's mental healthcare plan, the cost of the examination shall be borne by the Employer.
- C. Part-time or established term regular and established term irregular employees who have worked fifteen hundred (1500) or more hours within the twelve (12) calendar months preceding disability shall be entitled to disability benefits based upon the average regular weekly earnings for weeks worked over that twelve (12) month period.
- D. Effective for all claims filed on or after March 1, 2006, disability benefits period allocated to that disability claim, the lifetime maximum limits or termination of employment. Thereafter any claim filed shall be administered in will be paid at 70% of the employees base rate of pay for the first three (3) months, and 50 % for the next nine (9) months, and shall be entitled to receive disability leave benefits up to a lifetime maximum of twelve (12) months. (Read your union contract for grandfathering language)
- E. The employer agrees that transitional work programs will not violate the provisions of the Family and Medical Leave Act.
- F. Pursuant to OAC rule 123:1-33-14, employees who have been denied Workers' Compensation lost time benefits for in initial claim, may file an application for disability leave benefits twenty (20) days from the notification by the Bureau of Workers' Compensation of the denial of an initial claim.

If you have any questions regarding waiting periods and/or completion of *Disability Benefit Forms* etc., contact Human Resources. (Ref. 540.0-B-03 of the Policy and Procedure Manual.)

#### **542.0 *Transitional Work Program***

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

#### **545.0 *Workers' Compensation***

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

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

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

#### **545.1 *CareWorks Identification Card***

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

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

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

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

**550.0 *Injured Worker Rehabilitation Program***

An employee with a recognized job-related injury or disability may be eligible for the Industrial Commission of Ohio's Rehabilitation Program. This program provides for the physical, psychological and vocational rehabilitation of injured and/or disabled Ohio workers so that they may return to employment. This is a voluntary program for injured workers and has been designed so that there are no costs to them. Employees may contact the Injured Worker Rehabilitation Program at 1-800-282-4536.

**555.0 *Ohio Employee Assistance Program***

The Ohio Employee Assistance Program (EAP) is a support and referral service for state employees and their families. On a completely confidential basis, this program provides information and assistance regarding problems that may affect an employee's happiness or well being such as depression, stress, substance abuse, and financial or legal issues. Employees or family members may call to discuss problems and find appropriate assistance through the Employee Assistance Program at 1-800-221-6327.

**560.0 *Child Care Voucher Program***

Permanent full-time or part-time employees may qualify for a voucher up to a family maximum of \$1000 per year for childcare expenses. To be eligible, the combined adjusted gross income of the employee and spouse must be less than \$35,000.

Employees may apply for a voucher for the previous year's expenses each year between January 1<sup>st</sup> and April 15<sup>th</sup>. Income tax documents for the previous year must be included with the application. Check with Human Resources for details.

**565.0 *Dependent Care Spending Account***

Permanent full-time and part-time employees may set up a dependent care spending account.

This program allows the employee to have up to \$5000 of his/her pay deducted, before federal or state taxes are calculated, and placed in an account to pay expenses for the care of eligible dependents. The open-enrollment application period for this benefit runs from mid-October to mid-November of each year. For further information, contact Human Resources or refer to the Dependent Care Benefit Booklet.

### **570.0 Long Term Care (LTC) Insurance**

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

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

### **575.0 Deferred Compensation Program**

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

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

### **580.0 Credit Unions**

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

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

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

### **585.0 Retirement**

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

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

**Summary Chart for PERS and STRS**

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

## **600 Compensation**

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

### **605.0 *Wage and Salary***

The School Superintendent and Human Resources administers salary schedules for four types of employees. They are: 1) Unclassified Employees (Positions established by the State Superintendent of Public Instruction); 2) Exempt Employees (Not members of a bargaining unit); 3) Classified Non-Exempt Employees excluding Teachers (Employees who are members of a bargaining unit); and 4) Classified Non-Exempt Teachers pursuant to the Ohio Revised Code, Section 124.15(L).

#### **605.1 *Unclassified Civil Service Employees***

The salary schedules of employees who are hired and promoted into unclassified positions (Educational Consultants, Assistant Directors, Associate Directors, etc.) are determined by the State Superintendent of Public Instruction based on qualifications of an employee. For details regarding qualification standards and salary schedules, contact Human Resources.

#### **605.2 *Classified Civil Service Exempt Employees***

The salary schedules of employees who are hired and promoted into exempt positions are established by the Ohio Revised Code and paid according to the class schedule created and administered by the Director of Administrative Services. See Human Resources for details regarding salary schedules.

#### **605.3 *Classified Civil Service Nonexempt Employees***

The salary schedules of employees who are hired and promoted into bargaining unit positions are negotiated between the Office of Collective Bargaining (OCB) and union representatives and are ratified by the union membership. To review salary schedules, see the union contract. Pay scales for teachers are established by the Ohio Revised Code and not negotiated between the union and OCB.

### **610.0 *Pay Supplements***

Employees may qualify for different types of pay supplements established by section 124.181 of the Ohio Revised Code. For further details, contact Human Resources. General explanations of pay supplements are given below.

### 610.1 *Longevity*

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

### 610.2 *Professional Achievement Incentive Levels (PAIL)*

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

### 610.3 *Other Pay Supplements*

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

### 615.0 *Rest Breaks*

If applicable, will be observed according to work unit work rules or procedures.

### 620.0 *Holiday Pay*

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

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

### 620.1 *How Holidays Are Observed*

- When a holiday falls on a Sunday, the holiday is observed on the following Monday.
- When a holiday falls on a Saturday, the holiday is observed on the preceding Friday.
- A holiday shall start at 12:01 a.m. or with the work shift that includes 12:01 a.m.

School year employees shall observe Veterans' Day either on a Friday or a Monday when the actual day of the holiday falls on a Tuesday, Wednesday, or Thursday. The day Veteran's Day will be observed shall be set forth in the school calendar.

**625.0 Personal Leave Pay**

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

**630.0 Sick Leave Pay, Carry-Over, Conversion, and Cash-Out**

Sick leave pay, carry-over, conversions, and cash-outs are compensated according to sections 124.38 to 124.39; 123:1-32-01 to 123:1-32-12, 123:1-33-01 to 123:1-33-16 of the Ohio Revised Code. For further details, see Human Resources or refer to your union contract.

**630.1 Sick Leave Pay, Excluding 1199 Employees**

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

***Rate of Pay for Sick Leave Usage (12 Months)***

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

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

**630.2 Sick Leave Pay for 1199 Employees**

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

***Rate of Pay for Sick Leave Usage (12 Months)***

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

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

**630.3 Sick Leave Carry-Over and Conversion at the End of Usage Period (One Year), Excluding 1199 Employees**

At the end of the usage period (one year), the employee will be given an opportunity to carry-over their unused sick leave or cash it in at the following rates:

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

**630.4 Sick Leave Carry-Over and Conversion at the End of Usage Period (One Year) for 1199 Employees**

At the end of the usage period (one year), the employee will be given an opportunity to carry-over their unused sick leave or cash it in at the following rates:

<b>Number of Hours Subject to Cash Conversion</b>	<b>Percent of Regular Rate</b>
<b>72</b>	<b>75%</b>
<b>64 to 71.9</b>	<b>70%</b>
<b>56 to 63.9</b>	<b>65%</b>
<b>48 to 55.9</b>	<b>60%</b>
<b>47.9 and less</b>	<b>55%</b>

**630.5 Sick Leave Cash Out at the End of Service**

An employee who has a balance of sick leave will be paid at the rate of 50% of unused sick leave at the end of their employment.

**635.0 Vacation**

The State of Ohio provides paid vacation and upon separation pays 100% of the unused vacation to its employees.

635.1 *Paid Vacations*

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

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

635.2 *Vacation Payment Upon Separation*

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

640.0 *Summary of Cash Conversions for Sick, Personal, and Vacation*

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

Type of Leave	Year End Cash Out	Cash Out Rate	Maximum Hours of Accrual
<b>SICK LEAVE</b>	Yes	50%	None
Less than three years and retirement	Yes	55%	None
<b>PERSONAL LEAVE</b>	Yes	100%	40
<b>VACATION (AFTER 1 YEAR)</b>	No*	100%	240

**640.0 Continuation of the Summary of Cash Conversions for Sick, Personal and Vacation**

<b>Type of Leave</b>	<b>Year End Cash Out</b>	<b>Cash Out Rate</b>	<b>Maximum Hours of Accrual</b>
<b>VACATION (AFTER 5 YEARS)</b>	No*	100%	360
<b>VACATION (AFTER 10 YEARS)</b>	No*	100%	480
<b>VACATION (AFTER 15 YEARS)</b>	No*	100%	540
<b>VACATION (AFTER 20 YEARS)</b>	No*	100%	600
<b>VACATION (AFTER 25 YEARS)</b>	No*	100%	720

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

**645.0 Civic Duty Pay**

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

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

**650.0 Jury Duty Pay**

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

### **655.0 *Witness Duty Pay***

Employees subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses shall be granted leave with pay at regular rate, where the employee is not a party to the action, which includes, but is not limited to, criminal or civil cases, traffic court, divorce proceedings, custody proceedings, or appearing as directed as parent or guardian of juveniles. (Ref. 645.0-B-03 of the Policy and Procedure Manual.)

### **660.0 *Overtime Pay for Eligible Employees***

Employees classified as nonexempt under the Fair Labor Standards Act shall be compensated for overtime worked as follows:

- Hours in an active pay status more than (40) hours in any calendar week shall be compensated at the rate of one and one-half (1½) times the regular rate of pay for each hour of such time over forty (40) hours except for teachers.
- Teachers shall be compensated at the rate of one and one-half (1½) times the regular rate of pay for any authorized hours in active pay status beyond forty-two and one-half (42.5) in a calendar week.

Active pay status is defined as the conditions under which an employee is eligible to receive pay and includes, but is not limited to, vacation leave and personal leave. Sick leave shall not be considered as active pay status. (Ref. 660.0-B-03 of the Policy and Procedure Manual.)

**Note: Employees classified as exempt (unclassified positions/classified administrators), under the Fair Labor Standards Act and pursuant to state rules and regulations, are not eligible for overtime pay. See Human Resources for further details.**

### **665.0 *Compensatory Time for Eligible Employees***

Employees **who are eligible** for overtime pay may elect to accrue compensatory time off in lieu of cash overtime payment. Employees in active pay status may elect to accrue compensatory time after they have worked more than 40 hours during a calendar week. Compensatory time off will be earned on a time and one-half (1½) basis. The maximum accrual of compensatory time shall be 240 hours. When the maximum hours of compensatory time accrual are rendered, payment for overtime work shall be made. Compensatory time not used within 270 days shall be paid to the employee at the employee's current rate of pay.

Upon termination of employment, an employee shall be paid for unused compensatory time at a rate, which is the higher of the final regular rate received by the employee; or the average regular rate received by the employee during the last three years of employment. (Ref. 665.0-B-03 of the Policy and Procedure Manual.)

**670.0 *Compensatory Time for Overtime Exempt Employees***

Employees who are exempt from collective bargaining and are overtime exempt will be eligible to earn compensatory time. Overtime exempt will be defined as positions that are exempt from the overtime pay provisions of the Fair Labor Standards Act and O.R.C. 124.18 by virtue of the assigned position duties being designated as executive, administrative or professional in nature. (Ref. 670.0-D-03 of the Policy and Procedure Manual.)

**670.1 *Authorization for Compensatory Time***

The School Superintendent may grant compensatory time to overtime exempt employees for all hours assigned on weekends and holidays when such extra work hours are necessary for the operation of OSSB. If compensatory time is necessary during the week, only the School Superintendent may approve such requests. **Any requests for compensatory time must be approved in advance and no employee may authorize his/her own compensatory time.**

**670.2 *Accrual and Usage of Compensatory Time***

Employees working over a 40-hour week will earn compensatory time off on a straight-time hour-to-hour basis. Compensatory time may be accrued in one-half hour increments not to exceed 120 hours for any calendar year. Compensatory time in excess of 120 hours will not be added to the employee's balance. Compensatory time not used within 180 calendar days of the date earned will be deleted from the employee's balance.

**670.3 *Transfer/Separation/Change of Status***

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

- 1) No compensatory time accrued in another state agency will be transferable.
- 2) Cash payment for any compensatory time balance is not permitted under any circumstance.
- 3) At the time of separation, an available compensatory time balance may not be converted for payment and may not be carried forward at the time of re-employment. All compensatory time balances will be forfeited upon termination.
- 4) Compensatory time may not be used to extend the date of separation.
- 5) When an employee's status is changed from overtime eligible to overtime exempt, any existing compensatory balance earned while in the status of overtime eligible will automatically be paid to the employee at the time of the status change.

**675.0 *Requesting and Reporting of Compensatory and Overtime by Employees***

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

After the overtime is worked, employees who are eligible for overtime payments have the option to request overtime pay or compensatory time. If the employee is requesting compensatory pay, he/she must complete the *Invoice for Compensatory Time in Lieu of Regular Overtime Pay or Holiday Pay Form*. In the event the employee is qualified for overtime payment and elects to receive payment, he/she must complete the *Invoice for Regular Overtime Pay or Holiday Pay*. All forms must be signed by the employee and the appropriate administrator and accompany the work unit's attendance sheets for processing.

The reporting of the employee's used overtime and compensatory time shall be recorded on the work unit's biweekly attendance for payroll. The official compensatory time balances or overtime payoff will be maintained in the on-line pay files and will be reflected on the employee's biweekly pay statement.

Employees requesting use of their earned compensatory time must complete a request form and submit it in advance to their administrator for approval. The request must be mutually agreed upon between the administrator and the employee.

#### **680.0 Travel Expenses**

It is recognized that certain employees are required to travel in order to satisfy the responsibilities of their job. The Office of Budget and Management (OBM) have established the following travel reimbursement policy for those employees traveling on state business. (Ref. 680.0-B-03 of the Policy and Procedure Manual.)

#### **680.1 General Requirements**

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

**Please contact your school business administrator or designee for travel reimbursement allowances.**

#### **680.2 Prohibitions**

State employees are not entitled to the following reimbursements:

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

### 680.3 *Transportation*

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

### 680.4 *Voluntary Use of Personal Auto*

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

**Employees who do not have a valid driver's license or personal vehicle insurance must report such to the School Superintendent prior to the use of their vehicle when conducting state business. Failing to report such may be grounds for discipline.**

For detailed information regarding mileage rates, contact the school business office.

### 680.5 *Use of State Vehicles*

Employees may request the use of a state vehicle from the office of state fleet management for department business by completing a *Request for State Vehicle Form (DMS-11)* and forwarding it to the School Superintendent's Office for processing. (Ref. 680.5-B-03 of the Policy and Procedure Manual.)

### 680.6 *Requesting and Use of School Vehicles*

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

- Obtain approval from their administrator.
- Complete and submit a Trip Request Form ten (10) business days in advance to the Building Maintenance Office for approval.
- Must present Trip Request Form to Maintenance before picking up keys for vehicle.
- Drivers must possess valid State of Ohio Driver's License and proof of insurance.
- Employees driving state vehicles requiring a CDL and/or van certification must be board certified. (Ref. 680.6-B-03 of the Policy and Procedure Manual.)

**Employees who do not have a valid driver's license and/or vehicle insurance must report such to the School Superintendent prior to the use of school vehicles. Failing to report such may be grounds for discipline.**

### 680.7 *Conference Expenses*

The following are special rules for attending authorized conferences:

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

Contact school business office for further details.

### 685.0 *Recognition Awards*

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

#### 685.1 *Innovation Ohio*

The purpose of Innovation Ohio is to reward all state employees, or groups of employees, who contribute ideas that reduce the cost or improve the quality of state services. Cash awards up to \$5,000, as well as a variety of non-cash awards may be granted for adopted suggestions. In order to make a suggestion, an employee must fill out the *Employee Suggestion Form, ADM 4037*, and submit it to the School Superintendent for processing. If you have any questions, please contact the Innovation Ohio office at 614/644-5222.

#### 685.2 *Employee of the Month*

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

#### 685.3 *Service Awards*

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

## **700 General Conduct and Corrective Action**

**This section is not intended to cover all work rules related to your work unit. Please refer to your work unit work rules for specific work expectations.**

### **702.0 General Conduct**

All employees are expected to perform their work duties in a professional manner. However, there are expectations that need to be expressed between the employer and employee. The following expectations are set forth to assist employees in understanding their role and obligations in the workplace.

### **704.0 Fraternalization Policy**

The Superintendent of OSSB will review an employee's conduct/activity, on-or off-duty, when such conduct/activity has the potential to negatively impact the school, employees, parents, and/or students.

In cases where the School Superintendent believes that there are safety, health, or welfare issues or the appearance of inappropriateness by an employee, the employee will receive an order to have no contact with the student(s) involved. A violation of this order will be grounds for disciplinary action up to removal.

In general, it is against school policy for an employee to have social or family relationships with students or to exercise unauthorized control.

### **Definitions**

**Social Relationships** – Includes dating, intimate relationships, and regularly hosting social events. Frequent attendance at social gatherings is prohibited unless approved by the School Superintendent and parents.

**Family Relationships** – Employees having direct influence on decisions made by a parent or guardian that negatively impact a family issue regarding the safety, health and welfare (physical and mental) of a student and/or the mission of the school.

**Unauthorized Control of Students** – Employees engaging in unauthorized behaviors/activities to control/discipline behavior of a student on or off campus.

Other examples of off-duty conduct that may result in discipline are sexual harassment and the supplying of illegal intoxicants and/or pornographic material. Providing intoxicants/pornographic material to legally aged students may result in the restriction of the staff member's contact with that student.

Employees who work a school year calendar will adhere to this policy during yearly school breaks. (Ref. 704.0-B-03 of the Policy and Procedure Manual.)

### **706.0 *Appearance***

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

#### **706.1 *Professional Work Environment Attire***

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

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

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

Each employee is responsible for wearing professional work environment attire. Administrators are responsible to insure that employees are dressed appropriately.

### **708.0 *Beepers/Pagers***

OSSB beepers/pagers are for business purposes. It is recognized that some family pages may occur, but these should be kept to a minimum. All beeper/pager records are subject to audit.

### **712.0 *Bulletin Boards***

It is our policy to use bulletin boards as a supplementary form of communication that provides quick dissemination of information to employees. The bulletin boards are reserved for information concerning major subjects of a business nature such as school policies and plans, job postings, operational changes, and other topics that concern or affect the majority of OSSB employees. However, the bulletin board's postings should not be regarded as a substitute for regular face-to-face communication between an administrator and an employee. All notices to be placed on bulletin boards must be cleared through the School Superintendent's office.

The union bulletin boards are reserved for communicating union business or providing information that affects the union membership.

### **714.0 *Cellular Phones***

OSSB cellular phones are for business use only. It is recognized that some personal telephone calls are necessary, but these should be as brief as possible. Long-distance personal toll calls should not be charged to OSSB's cell phones, but it is accepted that employees who live outside the cell phone calling area do have occasional need to place such personal calls. Employees are to keep track of personal toll calls and reimburse OSSB. All cell phone records are subject to audit. (Ref. 714.0-B-03 of the Policy and Procedure Manual.)

### **716.0 Computer Software**

The employee is prohibited from making or using unauthorized software copies under any circumstances. The OSSB business office will provide legal, required software to meet legitimate software needs in a timely fashion and in sufficient quantities for OSSB computers. OSSB complies with all license or purchase terms regulating the use of any software the school acquires or uses. Employee-owned licensed or registered software and shareware is not allowed on OSSB equipment (including computer games and other non-business applications). **Note:** Employees may not use software purchased for or by OSSB for personal use. (Ref. 716.0-B-03 of the Policy and Procedure Manual.)

### **718.0 Drug and Alcohol Policy**

It is the policy of OSSB to maintain a drug/alcohol free work environment. The unlawful manufacture, distribution, dispensation, possession, or use of a drug on state premises is absolutely prohibited.

If two administrators agree that there is a reasonable suspicion that an employee has been using illegal drugs or alcohol, the employee will be subject to drug/alcohol testing. An employee's administrator along with an administrative witness has the right to conduct an on-the-spot evaluation of an employee or others when they have a reasonable belief that the employee or others are in direct violation of the state's drug/alcohol free policy.

All employees are to cooperate with any investigation under this policy. Failure to cooperate, providing false information or omitting information may subject any employee to disciplinary action. (Ref. 310.8-B-03 of the Policy and Procedure Manual.)

### **720.0 Fitness for Duty**

All employees are expected to be physically and mentally fit to perform their jobs in a safe manner and to the expected standard at all times. Employees who are not able to do their job or who are taking any medication which might affect their ability to do their job, are to inform Human Resources immediately. If an administrator believes an employee is not fit to perform his/her duties, the employee may be sent home, relieved of certain duties, assigned to different duties, assigned to light duty, requested to take a medical examination, or asked for an explanation.

An employee who is not fit for duty may be eligible for benefits such as sick leave, family leave, intermittent leave, workers' compensation, group health care, or others. If an employee is not able to perform some duties but can perform others, an attempt will be made to reasonably accommodate the restriction

### **722.0 Facility Usage**

The School Superintendent or his designee must approve private/personal use of OSSB facilities.

### **724.0 Facsimile**

Employees are expected to use common sense with the use of facsimiles. Our paramount goal is to communicate efficiently and effectively with our clients and vendors. In keeping with OSSB policy of treating everyone with respect for their dignity, facsimile transmissions may not be used to harass or embarrass anyone. Anyone who is subjected

to harassing facsimiles or anonymous facsimiles should report such events to his or her administrator or contact Human Resources. All facsimile messages are to be accompanied by a coversheet identifying the person receiving the facsimile. Facsimile transmissions are for business use only. Personal facsimiles received are subject to review.

#### **726.0 *Use of Internet, Electronic Mail, Online Services and Other IT Resources***

OSSB has established an Internet, email and IT resources use policy in compliance with the state policy established by the State Chief Information Officer. OSSB will define and implement such a policy based on the business requirements of the school and require that all staff members adhere to this policy.

Use of State Provided IT Resources. The State of Ohio provides computers, services, software, supplies and other IT resources to employees, contractors, temporary personnel and other agents of the state for supporting the work and conducting the affairs of Ohio government. Personal use, if permitted by an agency, shall be strictly limited and can be restricted or revoked at an agency's discretion at any time.

- Use of State Provided Telephones and Services. Restrictions on the use of IT resources outlined in this policy apply to wired and wireless telephone devices and services, mobil communication equipment, including, text messaging, e-mail, and instant messaging, and facsimile machines connected to the state's telephone service. Additional restrictions on the use of state telephones and services are covered by Ohio IT Policy ITPH.2, "Use of State Telephones."
- Use for Collective Bargaining Purposes. In addition to this state policy, collective bargaining contract provisions control the use of state provided IT resources for contract enforcement, interpretation and grievance processing.

Unacceptable Personal Use. Any personal use of IT resources that disrupts or interferes with government business, incurs an undue cost to the state, could potentially embarrass or harm the state, or has the appearance of impropriety is strictly prohibited. Personal use that is strictly prohibited includes, but is not limited to, the following:

- Violation of Law. Violating or supporting and encouraging the violation of local, state or federal law is strictly prohibited.
- Illegal Copying. Downloading, duplicating, disseminating, printing or otherwise using copyrighted materials, such as software, texts, music and graphics, in violation of copyright laws is strictly prohibited.
- Operating a Business. Operating a business, directly or indirectly, for personal gain is strictly prohibited.

- Accessing Personals Services. Accessing or participating in any type of personals ads or services, such as or similar to dating services, matchmaking services, companion finding services, pen pal services, escort services, or personals ads is strictly prohibited.
- Accessing Sexually Explicit Material. Downloading, displaying, transmitting, duplicating, storing or printing sexually explicit material is strictly prohibited.
- Harassment. Downloading, displaying, transmitting, duplicating, storing or printing material that is offensive, obscene, threatening or harassing is strictly prohibited.
- Gambling or Wagering. Organizing, wagering on, participating in or observing any type of gambling event or activity is strictly prohibited.
- Mass Emailing. Sending unsolicited emails or facsimiles in bulk or forwarding electronic chain letters in bulk to recipients inside or outside the state environment is strictly prohibited.
- Solicitation. Except for agency approved efforts, soliciting for money or support on behalf of charities, religious entities or political causes is strictly prohibited.

Participation in Online Communities. Any use of state provided IT resources to operate, participate in, or contribute to an online community including, but not limited to, ***online forums, chat rooms, listservs, blogs, wikis, peer-to-peer file sharing, and social networks***, is strictly prohibited unless organized or approved by the agency.

- Internet Security. A public servant participating in an online community organized or approved by the agency shall adhere to the security requirements as outlined in Ohio IT Policy ITPB.6, "Internet Security."

Unauthorized Installation or Use of Software. Installing or using software including, but not limited to, instant messaging clients and peer-to-peer file sharing software, or personally owned software, without proper agency approval is strictly prohibited. Installation and use of unlicensed software is strictly prohibited.

Unauthorized Installation or Use of Hardware. Installing, attaching, or physically or wirelessly connecting any kind of hardware device to any state provided IT resource, including computers and network services, without prior authorization is strictly prohibited. Connecting or attempting to connect a wireless device to the state's wireless service without proper agency approval is strictly prohibited.

No Expectation of Privacy. This policy serves as notice to public servants that they shall have no reasonable expectation of privacy in conjunction with their use of state provided IT resources. Contents of state computers may be subject to review, investigation and public disclosure. Access and use of the Internet, including communication by email and instant messaging and the content thereof, are not confidential, except in certain limited cases recognized by state or federal law. The state reserves the right to view any files and electronic communications on state computers, monitor and log all electronic activities, and report findings to appropriate supervisors and authorities.

- Impeding Access. Impeding the state's ability to access, inspect and monitor IT resources is strictly prohibited. A public servant shall not encrypt or conceal the contents of any file or electronic communications on state computers without proper authorization. A public servant shall not set or manipulate a password on any state computer, program, file or electronic communication without proper authorization.

Misrepresentation. Concealing or misrepresenting one's name or affiliation to mask unauthorized, fraudulent, irresponsible or offensive behavior in electronic communications is strictly prohibited.

Restrictions on the Use of State Email Addresses. Public servants shall avoid the appearance of impropriety and avoid the appearance of leveraging the stature of the state in the use of their assigned state email address. State email addresses, such as "firstname.lastname@ohio.gov" or "firstname.lastname@agency.state.oh.us," shall not be used for personal communications in public forums such as or similar to listservs, discussion boards, discussion threads, comment forums, or blogs.

Violations of Systems Security Measures. Any use of state provided IT resources that interferes with or compromises the security or operations of any computer system, or compromises public trust, is strictly prohibited.

- Confidentiality Procedures. Using IT resources to violate or attempt to circumvent confidentiality procedures is strictly prohibited.
- Accessing or Disseminating Confidential Information. Accessing or disseminating confidential information or information about another person without authorization is strictly prohibited.
- Accessing Systems without Authorization. Accessing networks, files or systems or an account of another person without proper authorization is strictly prohibited. Public servants are individually responsible for safeguarding their passwords in accordance with Ohio IT Policy ITPB.3, "Password and PIN Security."
- Distributing Malicious Code. Distributing malicious code or circumventing malicious code security is strictly prohibited. Ohio IT Policy ITPB.4, "Malicious Code Security," outlines requirements for protecting IT resources against threats from malicious code.

Penalties. Violation of this policy may result in disciplinary action or contractual penalties, and may be cause for termination. In addition, public servants may be subject to a civil action or criminal prosecution as a result of inappropriate use or misuse of IT resources. The Ohio Revised Code (ORC) makes certain misuses of IT resources criminal offenses:

- ORC Section 2909.04 – knowingly using a computer system, network or the Internet to disrupt or impair a government operation.
- ORC Section 2909.05 – causing serious physical harm to property that is owned, leased, or controlled by a government entity.
- ORC Section 2913.04 – accessing without authorization any computer, computer system, or computer network without consent of the owner.
- ORC Section 2921.41 – using a public office to commit theft which includes fraud and unauthorized use of government computer systems.

Compliance. OSSB shall undertake measures to ensure that public servants adhere to this policy.

- Education and Awareness. OSSB shall ensure that restrictions and controls on personal use of IT resources are addressed by education and awareness programs. Public servants shall be made aware of this policy. The policy shall adhere to applicable local, state and federal laws and any applicable collective bargaining agreement provisions. OSSB shall provide their employees, contractors, temporary personnel and other agents of the state under their employ a copy of the agency's Internet, email and IT resources use policy.

State Registry. OSSB will provide the the Ohio Office of Information Technology Investment and Governance Division Statewide IT Policy Program a copy of their IT policy for review and approval.

All staff must have a signed exceptionable use policy on file to gain access to (LAN) Local Area Network). (Ref. 726.0-B-03 of the Policy and Procedure Manual.)

### **728.0 Keys**

Employees **MUST** return all keys to their immediate administrator before the last day of employment. All **LOST** keys **MUST** be reported to the immediate administrator or the building superintendent within 24 hours. No keys are to be given to other personnel for use.

### **730.0 Security Notification**

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

### **732.0 Sick Leave Abuse**

It is the policy of OSSB to not unreasonable deny sick leave to employees when requested. It is also the policy of OSSB to take corrective action for unauthorized use of sick leave and/or abuse of sick leave. It is further the policy of OSSB that when corrective and/or disciplinary action is taken, it will be applied progressively and consistently.

An administrator may require an employee to furnish a satisfactory written, signed statement which may include a certification from a licensed physician, to justify the use of sick leave or other authorized leave for medical reasons. **Falsification of either the signed statement or a physician's certificate shall be grounds for disciplinary action.**

### **734.0 Smoke Free Workplace Policy**

It is, therefore, the policy of OSSB to prohibit smoking in school buildings and on school grounds.

Specifically, smoking is prohibited in all OSSB buildings, including classrooms, offices, work areas, study areas, reception areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas, lounges, and restrooms.

Furthermore, smoking is prohibited in all partially enclosed areas such as covered walkways, breezeways, walkways between sections of buildings, exterior stairways and landings. Smoking is also prohibited in all State vehicles.

In addition to instituting the above regulations, the OSSB on an ongoing basis makes available to employees and students information about the effects of smoking and secondhand smoke and about smoking-cessation programs--primarily through the Student Health Center.

Employees shall be permitted to use reasonable amounts of accrued leave (sick leave, personal leave, or vacation leave) to travel to and attend bona fide smoking cessation programs in their geographic area. The granting of such leave is subject to reasonable verification and is subject to the operational needs of the employer, but such granting of leave will not be unreasonably withheld.

Employees who complete a smoking cessation program, upon presentation of a certificate of completion or other verification, shall be restored with leave used for travel to and attendance of such a program. The maximum amount of leave that can be restored to an employee under this provision is eight (8) hours. Employees are eligible for this leave restoration for completion of initial and follow-up cessation classes. Restoration of leave shall occur within thirty (30) days of presentation of a certificate of completion or other verification.

Effective implementation of the Smoking Policy depends upon the courtesy, sensitivity, and cooperation of all members of the campus community. It is a normal and reasonable duty of all employees of OSSB and expected conduct by all students, to comply with this policy.

All members of OSSB--students, faculty, and staff--as well as campus visitors are expected to comply with the provisions of the policy.

This policy will be displayed throughout the school and the general public will be notified that OSSB is a tobacco and smoke free campus.

### **736.0 *Solicitation***

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

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

### **738.0 *State Vehicle Use***

- Employees must have authorization to use state/OSSB vehicles before leaving campus.
- Employees must present the authorization form to maintenance before receiving keys to vehicles and the form must be kept in glove compartment of vehicle.
- Stops are permitted at rest periods or scheduled meals while in route. No other stops should be made unless there is an emergency (gasoline, breakdown).
- Employees must observe all state laws and have a valid driver's license.
- Employees using state/OSSB vehicles to transport students must report all traffic violations to the School Superintendent.
- No smoking is permitted in state/OSSB vehicles. (Ref. 680.5-B-03 of the Policy and Procedure Manual.)

### **740.0 *Strikes***

Employees identified by Section 4117.01(H) of the Ohio Revised Code shall not instigate, participate in or cause any strikes at OSSB. If an employee participates in or promotes a strike as determined by the State Employment Relations Board pursuant to Section 4117.23 of the Ohio Revised Code, the employee may be subject to the penalties outlined in Section 4117.23.

### **742.0 *Telephone Use***

Telephone calls shall be permitted for business use only. However, OSSB recognizes that the employee may need to receive incoming emergency calls and make emergency calls on a state phone. Personal long distance calls must be charged to a personal credit card, prepaid telephone card or a third party number.

Telephone calls are subject to monitoring by the administrator and DAS, Office of Information Systems. Periodically, OSSB/work unit administrator audits its local and long distance calls to determine if there has been any abuse of the telephone system. Such abuse includes charging long distance calls to OSSB and excessive personal calls. The work unit administrator should report any abnormal telephone activity to the School Superintendent. Employees are prohibited from circulating their State telephone number as a phone number at which they can be reached for personal business. (Personal cards and other business materials shall not have a state telephone number listed as the contact number.)

The school CENTREX phone system blocks all 1-900 numbers. All harassing calls received by an employee are to be reported immediately to the School Superintendent's Office for investigation. The employee should record the date and the time of the call. Our phone system is designed so that the extension from which a call is made can be identified. (Ref. 714.0-B-03 of the Policy and Procedure Manual.)

#### *742.1 Public Payphones*

In work units where there is limited access to state telephones, employees will be required to make personal calls using the pay phone located in the front hall of the administration building. Incoming calls will be limited to emergency calls only and incoming non-emergency messages will be attached to the employee's time card.

#### *744.0 Time Cards/Sign In*

In work units where time clocks are utilized, employees must clock-in and clock-out their own time cards. It is the obligation of the employee to notify their immediate administrator when clocking-in late. The employee is required to clock-in and clock-out whenever taking breaks and lunch periods. If you forget to clock-in, the employee and administrator must initial the arriving time.

In work units where sign-in logs are utilized, employees must sign in and out according to work unit procedures.

#### *746.0 Visitors*

It is the administrator's responsibility to make certain that visitors in his/her work section, whether an employee of another section or outsider, are authorized to be there. All visitors must obtain a visitors I.D. badge from the School Superintendent, Principal, or the Student Life Services. The immediate administrator must be notified of any visitors appearing at the workplace. **It is the responsibility of the employee to assure that their visitor properly checks in and checks out.** (Ref. 385.0-B-03 of the Policy and Procedure Manual.)

#### *748.0 Workplace Contraband*

To maintain the safety and security of its employees and clients, OSSB prohibits the possession of weapons on its property at any time, including state vehicles. Additionally, while on duty employees may not carry a weapon of any type.

Pornographic material, including sexually explicit literature or photographs, material depicting either sex in a degrading manner, or any other material that is sexually offensive is prohibited.

## **750.0 STANDARDS OF EMPLOYEE CONDUCT**

### **I. SCOPE:**

This policy applies uniformly to all OSD employees with the following exceptions:

- A.** Unclassified employees, as defined by the Ohio Revised Code, shall be required to comply with the Standards of Employee Conduct set forth in this document, however no provision of this document is to be construed as an employment contract. All unclassified employees are employed at will and serve at the pleasure of the appointing authority.
- B.** Fair Labor Standards Act (FLSA) overtime exempt employees are subject to the Standards of Employee Conduct; however, the schedule of discipline may be adjusted to accommodate the overtime exemption.
- C.** New hire probationary employees may be removed from their positions for violations of any of the Standards of Employee Conduct or other valid reasons.

### **II. DEFINITIONS:**

- A.** VERBAL (ORAL) REPRIMAND: Memorandum to the employee with a copy to the personnel file recording and documenting the nature of the verbal admonishment. The memorandum shall include the date, rule violation and the nature of the violation as well as the proper course of behavior and future consequences, if the behavior is not corrected. (See attached form)
- B.** WRITTEN REPRIMAND: Memorandum to the employee with a copy to the personnel file recording and documenting the nature of the written admonishment. The memorandum shall include the date, rule violation and the nature of the violation as well as the proper course of behavior and future consequences, if the behavior is not corrected.
- C.** SUSPENSION: The loss of a scheduled work day without pay.
- D.** WORKING SUSPENSION: Equal in weight and retention to a suspension, but differs in that the employee continues to work and receive pay.
- E.** FINE: Disciplinary action that results in the employee continuing to work, but not receiving pay for a specified period of time up to a maximum of five (5) days. Fines cannot be implemented without OCB approval.

NOTE: For OCSEA Bargaining Unit Employees: If an employee receives discipline which includes lost wages or fines, OSD may allow the employee to have his/her personal leave, vacation leave, compensatory leave balances or a combination of any of these depleted by a corresponding number of hours under such terms as may be mutually agreed to by OSD the employee and OCSEA.

- F. DEMOTION: Exempt employees may be reduced in pay and position for violations of the Ohio Revised Code [124.34](#).
- G. REMOVAL: The involuntary termination of employment with OSD.
- H. LAST CHANCE AGREEMENT: An agreement that is normally crafted when an employee is facing a major suspension or removal. The Last Chance Agreement requires that the employee not violate any specified standard of conduct for the term of the agreement, usually two (2) years, or face immediate removal without recourse (e.g. grievance, litigation or administrative action).
- I. OVERTIME EXEMPT EMPLOYEES: Employees who are exempted from the overtime pay provisions of the FLSA due to their job duties and responsibilities and/or professional status.

### **III. PROCEDURES:**

#### **A. RESPONSIBILITY**

1. The Office of Human Resources is responsible for ensuring that the Standards of Employee Conduct: Disciplinary Grid are provided and made known to each employee of the schools.
2. It is the responsibility of all employees working at OSD to familiarize themselves with and adhere to the policies and procedures of the schools. In addition, employees are to conduct themselves in such a manner that their activities, both on and off duty, are consistent with the mission of the schools and do not adversely affect their ability to perform their duties.
3. Managers and supervisors are responsible for the appropriate and consistent application of the standards of employee conduct, policies, and procedures of the schools. Supervisors also are responsible for counseling employees when appropriate and initiating the request for disciplinary action as soon as they are aware of a potential situation.
4. Supervisors, managers, and the Office of Human Resources staff are responsible for providing requested advice, guidance, and assistance and may consult with the Office of Legal Services.

## B. GENERAL STANDARDS OF CONDUCT

### 1. Attendance

- a. Each employee is important to the operation of the organization and each job function is vital. Accordingly, it is essential that each employee take personal responsibility for good attendance practices as attendance is a vital concern to the schools. It is recognized that illness, personal matters, and emergencies may occasionally occur which could not have been predicted and that may cause an employee to be away from work.
- b. Abuse or misuse of leave and failure to timely notify a supervisor of one's need for leave adversely impacts and disrupts the orderly operation of the schools. The abuse or misuse of leave can result in excessive costs to the OSD (e.g., overtime to cover absent staff). Several violations are listed in the disciplinary grid to address the various elements of attendance violations.

### 2. Government Property

- a. All government property, including but not limited to automobiles, supplies, equipment, telephones, computer hardware, computer software, electronic mail, OSD information systems, internet usage, and facilities are to be used for **official purposes only**, unless otherwise stated. Loss, theft, damage, or destruction of an employee's government property must be reported to his/her supervisor immediately.
- b. OSD credentials or identification cards shall not be used to coerce, intimidate, or deceive others or to obtain any privilege or article not otherwise authorized in the performance of official duties.

### 3. Personal Conduct

Employees have a responsibility to respect the diversity of our workforce and afford their fellow workers a workplace free from harassment and intimidation. Employees shall recognize the limitations of their authority and at no time use the power of their position for personal advantage or gain. No employee shall accept or solicit bribes, gifts, money, or favors from vendors or agencies/entities with which OSD has a regulatory or fiduciary relationship.

**4. Workplace**

Employees must treat colleagues, coworkers, internal/external customers, and the public with respect. Courteous and positive communication is expected; belittling, rude, hostile, and volatile behavior will not be tolerated. Vulgar language and gestures are not conducive to a reasonable and satisfactory work environment. Disagreements are to be settled by discussion and intervention. Individuals engaging in any type of incivility could face disciplinary action up to and including removal.

**5. Outside Employment**

Employees shall not have a direct or indirect financial interest or other interest that conflicts or appears to conflict with one's government duties and responsibilities. For more information regarding conflicts of interest or outside employment see Chapters [102 \(the Ohio Ethics Law\)](#) and [2921](#) of the Ohio Revised Code.

**6. Illegal Activities**

Illegal activities on the part of any employee, in addition to being unlawful reflect on the integrity of the schools and betray the trust and confidence placed in it by the public. It is expected that employees will obey, not only the letter of the law, but the spirit of the law whether engaged in personal or official activities. An employee convicted of a felony must immediately report it to the Office of Human Resources.

**7. Confidentiality**

Employees working at OSD have access to many different types of information. Each employee may only disclose or release information consistent with applicable law and school policy.

**8. Employee Fraternization**

- a.** Employees will not directly supervise any employee with whom they have an intimate relationship.
- b.** Managers or employees in the supervisory chain of command will not participate in the granting of any discretionary employment action or benefit for employees with whom they have an intimate relationship. The manager or supervisor will disclose the conflict to the Director of the Office of Human Resources in order to disqualify themselves from participating in any disallowed employment action.

## C. INVESTIGATIONS

Allegations of misconduct will be investigated. During the course of an investigation, employees are to cooperate fully by providing all pertinent information. Failure of an employee to answer any inquiry fully, truthfully and to the best of their knowledge will be grounds for disciplinary action. Individuals may also be required to submit to an official search of person or property. An employee may be placed on Administrative Leave during an investigation. Should this action be necessary, it will be coordinated by the Office of Human Resources. An employee has the right to union representation at all investigatory meetings.

## D. CORRECTIVE COUNSELING

Corrective counseling is an option and may be utilized prior to any disciplinary action as well as between various steps of progressive discipline. Corrective counseling is a tool used to communicate, define expectations and provide an opportunity to achieve success. A corrective counseling meeting is not discipline. Counseling should be documented with a written memo noting the inappropriate behavior, steps to avoid the inappropriate behavior and a warning that future incidents may result in discipline. Such memos are not put in the employee's personnel file.

## E. EMPLOYEE ASSISTANCE PROGRAM (EAP)

1. Employees experiencing personal problems which interfere with their duties and responsibilities are encouraged to seek the services of the Employee Assistance Program.
2. Participation by an employee in an EAP program may be considered in mitigating disciplinary action.
3. Imposition of discipline can be delayed until the employee completes an EAP program. Upon notice by the OHIO EAP of successful completion under the provisions of an Ohio EAP Participation Agreement, OSD will give serious consideration to modifying the contemplated discipline.
4. Separate disciplinary action may be instituted for offenses committed after commencement of an EAP Participation Agreement.

## F. DISCIPLINE

1. It is important that disciplinary actions be for just cause and be administered fairly throughout the schools within the guidelines set herein. The discipline shall be commensurate with the offense taking into account the severity of the violation, mitigating circumstances, as well as previous discipline and other aggravating circumstances.

2. OSD is committed to the policy of constructive progressive discipline. Disciplinary actions should be imposed with the intent of giving the employee the opportunity to correct his/her behavior so long as the discipline is commensurate with the offense. If the behavior is not corrected, discipline should become increasingly more severe up to and including removal. However, certain offenses warrant severe discipline to include removal on the first offense.
3. Individual violations are not mutually exclusive. Progressive discipline need not be measured in terms of following the complete progression in each category. The violation of different work rules, the closeness in time and repetitive nature of the violations are examples of circumstances that aggravate the penalty.

#### **IV. GRIEVANCE PROCEDURE**

##### **A. BARGAINING UNIT MEMBERS**

Employees who are members of a collective bargaining unit are to follow the appropriate articles in their bargaining unit agreements.

##### **B. EMPLOYEES EXEMPT FROM COLLECTIVE BARGAINING UNIT AGREEMENTS**

This procedure applies to all permanent employees (classified and unclassified) of OSD who are exempt from collective bargaining and are not currently serving an initial probationary or evaluation period.

##### **C. DEFINITIONS**

1. The term “grievance” is defined as an alleged misinterpretation, improper application, or failure of the agency to comply with existing laws, administrative rules, agency or work unit procedures, regulations, policies, orders, or work rules.
2. An “informal grievance” is when an employee initiates a dialogue (verbally) with their immediate supervisor regarding a matter of concern or dissatisfaction which is subject to the control of the management of OSD.
3. The term “day” as used in this procedure is defined as a calendar day. Days shall be counted by starting with the day after receipt of the grievance and the day after any Step 1, 2, 3, or 4 meeting, as referenced in [\*Section IV A-D\*](#).

## **V. ISSUES NOT COVERED BY THIS PROCEDURE**

- A.** Matters which are subject to direct appeal to the State Personnel Board of Review by the employee and is provided by law (e.g., removal, suspension for more than three days, fines in excess of three days' pay, lay-off, reclassification, reduction in pay or position, permanent transfer).
- B.** Complaints alleging discrimination due to race, color, religion, sex, national origin, handicap/disability, or age (over 40).
- C.** Any matter presently under litigation with any court or other administrative forum.
- D.** A preliminary warning or notice of a specific action (e.g., anticipation of an unsatisfactory performance review, anticipation of leave denial, or corrective counseling).
- E.** Any matter involving compensation, retirement, health benefits, assignments of work unless otherwise reviewable pursuant to law (or pursuant to any rule or regulation that has the force and effect of law).

## **VI. GRIEVANCE PROCEDURES**

- A.** Step 1 – Grievance: An employee having a grievance shall present the grievance form to their immediate supervisor, and attempt to resolve it informally (verbally) within five (5) days of the incident or the situation giving rise to the grievance. The supervisor shall discuss and attempt to resolve the informal grievance within his/her authority. At the conclusion of the informal grievance, the immediate supervisor shall provide the response in writing to the employee on the grievance form indicating the resolution offered. The completed form shall be provided to the employee within three (3) days after the informal discussion. If the employee is not satisfied with this response, the employee may proceed to Step 2.
- B.** Step 2 – Grievance: If the employee is not satisfied with the response in Step 1, the employee has three (3) additional days to submit the grievance form to the next level of supervision. With the grievance form, the employee shall submit copies of any attachments received from the immediate supervisor resulting from the informal grievance meeting (Step 1) and any additional documentation and/or information the employee wants to be considered. The next level of supervisor or designated representative shall schedule a meeting with the employee within five (5) days after receiving the employee's grievance form. The next level supervisor or designated representative may request the attendance of the employee's immediate supervisor to verify the complaint. The next level supervisor shall discuss and attempt to resolve the grievance within his/her authority. The next level supervisor or a designated representative shall respond in writing (on form with or without an attached memo) to the employee within five (5) days after the grievance meeting.

- C. Step 3 – Grievance: If the employee is not satisfied with the response in Step 2, the employee may submit the grievance form to the appropriate administrator within five (5) days after receiving the response in Step 2. With the grievance form, the employee shall submit copies of any attachments received from previous steps and any additional documentation and/or information the employee want to be considered. The administrator may choose if he/she will hear the grievance. If the administrator chooses not to hear the grievance, he/she must respond to the employee within five (5) days of receipt of the grievance. If the administrator chooses to hear the grievance, the grievance meeting must be held within 15 days of receipt of the grievance form. The administrator shall respond to the employee (on form with or without an attached memo) to the employee within five (5) days after the grievance meeting.
- D. Step 4 – Grievance: If the employee is not satisfied with the response in Step 3, the employee may submit the grievance form to the Office of Human Resources within five (5) days after receiving the response at Step 3. With the grievance form, the employee shall submit copies of any responses received from previous steps and any additional documentation and/or information the employee want to be considered. The Human Resources designee will review the matter and investigate the grievance. The Human Resources designee shall conduct a hearing within 15 days of receipt of the grievance form. The employee will receive a written response within five (5) days after the hearing. The outcome of this hearing shall be final.
- F. Any matter over which the agency has no authority.

## **VII. GENERAL GUIDELINES FOR GRIEVANCES**

- A. The submission of the grievance form shall be considered timely if it is postmarked or time stamped within the applicable period. Likewise, the issuance of the answer shall constitute a timely response if it is postmarked or time stamped within the answer period. Employees are not authorized to use state postage to submit grievances.
- B. The agency will make a good faith effort to ensure confidentiality.
- C. The employee may elect to have one other employee (must be an exempt employee) employed at the same location attend the grievance meeting. However, the selected employee may not hold a classification equal to or greater than the supervisor conducting the meeting. This selected employee's attendance must be authorized by his/her supervisor in advance of the meeting.
- D. Witnesses on both sides are encouraged to submit written witness statements in lieu of personal appearances to the maximum extent possible for efficiency and economy.
- E. There shall be no tape recording of the grievance meetings.

- F. Grievances may be withdrawn at any step of the grievance procedure. Grievances not appealed by the employee within the designated time limits will be considered abandonment of the complaint and acceptance of the last answer given.
- F. The time limits may be extended by mutual agreement of the parties involved at that particular step. At any step where a response is not received within the specified timeframe, the employee may proceed to the next step as though the answer was unsatisfactory.
- G. Employees must comply with each step in order, unless it is mutually agreed upon by all parties involved at that particular step.
- H. The original copy of the formal grievance form with the responses from each step, and any memorandums or attachments shall be provided to the employee after each grievance meeting. A copy of the final version of the form shall be forwarded to the Office of Human Resources.

#### **VIII. RULE VIOLATIONS AND PENALTIES**

- A. Standards of Employee Conduct/Disciplinary Grid provides the Rule Violations and Penalties commonly referred to as the disciplinary grid. This is a guideline to inform employees of those actions which are considered unacceptable and the possible corrective action for such.
- B. Where Suspension is used in this grid, it may mean one of the following: Suspension Without Pay, Working Suspension, Reduction of Leave Balance, or Demotion.  
  
The Disciplinary Grid is a guideline to inform employees and supervisors of those actions which are considered unacceptable and the possible corrective action for such.
- C. These guidelines are not all inclusive and may vary depending upon individual mitigating or aggravating circumstances.

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Attendance: Abuse or misuse of leave and/or failure to notify supervisor in a timely manner.**

<b>VIOLATION OR OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
1. Failure to provide proper call-off	Verbal Reprimand	Written Reprimand	Fine or Suspension	Removal
2. Tardiness, extending lunch hour or leaving early without permission	Verbal Reprimand	Written Reprimand	Fine or Suspension	Removal
3. Use of more leave than available balances on pay stub.	Verbal Reprimand	Written Reprimand	Fine or Suspension	Removal
<b>4. Absent without leave, no notification/no mitigation (i.e., no call/no show)</b> <i>NOTE: The supervisor is required to coordinate with the Office of Human Resources on the first day an employee is absent without notification.</i>				
4a. One day or less	Suspension	Suspension	Removal	*
4b. Two days	Suspension	Removal	*	*
4c. Three days or more (i.e., job abandonment)	Removal	*	*	*
<b>5. Absent without leave, notification given or mitigating circumstances documented</b>				
5a. One day or less	Written Reprimand	Fine or Suspension	Suspension	Removal
5b. Two days	Fine or Suspension	Suspension	Removal	*
5c. Three days	Suspension	Removal	*	*
5d. Four or more days	Removal	*	*	*
6. Abuse or misuse of any approved leave (e.g., sick, FMLA, Disability, etc.)	Determination based upon severity of incident			
7. Failure to obtain supervisor's prior approval for overtime/comp time	Verbal reprimand	Written reprimand	Suspension	Removal

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Dishonesty: Engaging in an act or making a statement which is false, untruthful, and/or misleading.**

<b>VIOLATION OR OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
1. Falsifying or fraudulently altering any official or public document (e.g., work documents, travel report, attendance record, employment application, etc.	Suspension or Removal	Removal	*	*
2. Use of state phones, supplies equipment or state paid time for personal reasons for non-work matters or misuse of state property	Oral reprimand	Written reprimand	Fine or Suspension	Removal
3. Use of state phones, supplies, equipment or state paid time for personal gain	Suspension	Suspension or Removal	Removal	*
4. Intentional misuse or destruction/defacing of state property, public property, or property of another employee	Fine or Suspension	Suspension	Removal	*
5. Interfering with, failing to cooperate with, or providing false information in conjunction with an official investigation or inquiry	Suspension or Removal	Removal	*	*
6. Misuse or unauthorized use of state vehicle	Written reprimand	Fine or Suspension	Removal	*

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Failure of Good Behavior: Behavior contrary to recognized standards of conduct or morality; misconduct or improper conduct.**

<b>VIOLATION OR OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<b>1. Insubordination</b>				
1a. Refusal to carry out and/or follow directions, assignment, written policies, procedures, and/or work rules	Fine or Suspension	Suspension or Removal	Removal	*
1b. Willful disobedience of a lawful direct order	Fine or Suspension	Suspension or Removal	Removal	*
2. Making false, abusive, inflammatory, threatening, or obscene statements or gestures	Written reprimand or Suspension	Suspension or Removal	Removal	*
3. Discourteous and/or rude treatment of another	Verbal reprimand	Written reprimand	Suspensions	Removal
4. Promotion of or participation in gambling activities during working hours	Verbal reprimand	Written reprimand	Suspension	Removal
5. Wearing inappropriate attire in the workplace; violation of OSD dress code	Verbal reprimand	Written reprimand	Suspension	Removal
6. Unauthorized solicitation, display and/or distribution of literature	Verbal reprimand	Written reprimand	Suspension	Removal

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Failure of Good Behavior: Behavior contrary to recognized standards of conduct or morality; misconduct or improper conduct.**

CONTINUED

<b>VIOLATION OR OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
7. Violation of the OSD computer and information systems usage policies	Determination based upon severity of incident			
8. Immoral or indecent conduct	Suspension or Removal	Removal	*	*
9. Posting or displaying obscene material	Suspension or Removal	Removal	*	*
10. Sexual harassment	Suspension or Removal	Removal	*	*
11. Acts of discrimination, insult, intimidation, or harassment on the basis of race, gender, religion, national origin, disability, age, veteran status, or sexual orientation	Written reprimand or Fine	Suspension or Removal	Removal	*
12. Providing preferential treatment to a family member or acquaintance	Determination based upon the severity of the incident			
13. Felony conviction or failure to disclose a felony conviction	Removal	*	*	*

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Failure of Good Behavior: Behavior contrary to recognized standards of conduct or morality; misconduct or improper conduct.**

CONTINUED

<b>VIOLATION OR OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
14. Unauthorized use or abuse of state equipment, property, state paid time, or the property of another	Determination based upon the severity of the incident			
15. Engaging in political activities as prohibited by ORC 124.57	Suspension or Removal	Removal	*	*
16. Participation in a work stoppage or other cessation or disruption of services, either in full or in part (e.g., sick out, slowdown, en masse refusal to work overtime, etc.)	2 Day Suspension or Removal	Removal	*	*
17. Organizing, leading, coordinating, promoting or planning a work stoppage or other cessation of services as defined in 16 (above)	Removal			

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Failure of Good Behavior: Behavior contrary to recognized standards of conduct or morality; misconduct or improper conduct.**

CONTINUED

<b>VIOLATION OR OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
18. Refusal to fully cooperate, interfering with and, or providing false, incomplete, or misleading information in an investigation or inquiry	Determination based upon the severity of the incident			
19. Horseplay	Determination based upon the severity of the incident			
20. Misuse of or removal or providing or discussing confidential material, records or official documents	Suspension or Removal	Removal	*	*
21. Carrying weapons in/on OSD facilities/grounds or on the person of an OSD employee while on duty or in a state vehicle	Removal	*	*	*
22. Smoking and/or tobacco use in/on state property/facilities/vehicles	Oral	Written	Suspension	Removal

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Failure of Good Behavior: Behavior contrary to recognized standards of conduct or morality; misconduct or improper conduct.**

CONTINUED

<b>VIOLATION OR OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
23. Violation of Fraternization Policy	Determination based upon the severity of the incident			
24. Violation of ORC 124.34: Incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public neglect of duty, or acts of misfeasance, malfeasance, or nonfeasance	Determination based upon the severity of the incident			

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Neglect of Duty: Failure to do or carry out, through oversight or carelessness, a service, action, or assigned task.**

<b>VIOLATION OR OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
1. Failure or refusal to carry out and/or follow directions, assignment, policies, procedures and/or work rules	Oral or Written reprimand	Written Reprimand or Fine	Suspension or Removal	Removal
2. Carelessness in the use of state equipment or property	Verbal reprimand	Written Reprimand	Suspension	Removal
3. Leaving work area, extending breaks, or extending lunch periods without authorization	Verbal reprimand	Written reprimand	Suspension	Removal
4. Failure to report accidents or injuries to immediate supervisor and/or Office of Human Resources within 48 hours	Verbal reprimand	Written reprimand	Suspension	Removal
5. Failure to timely and/or accurately complete work assignment(s)	Determination based upon the severity of the incident			
6. Failure to report immediately a violation of any work rule, law or regulation that could jeopardize the safety or security of the work place	Determination based upon the severity of the incident			

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Neglect of Duty: Failure to do or carry out, through oversight or carelessness, a service, action, or assigned task.**

CONTINUED

7. Sleeping while on duty	Written reprimand	Fine or Suspension	Removal	*
8. Performing work duties/assignment at substandard levels	Oral reprimand	Written reprimand or Fine	Suspension or Removal	Removal

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Substance Abuse: Illegal/inappropriate possession or use of alcohol or drugs.**

<b>VIOLATION OR OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
1. Reporting to work under the influence of any intoxicant; unfit for duty	Suspension	Suspension or Removal	Removal	*
2. Possession and/or consumption of alcohol, illegal drugs, or misuse of prescribed drugs while on duty or on OSD property	Suspension	Suspension or Removal	Removal	*
3. Selling or distributing illegal drugs or other controlled substances	Removal	*	*	*
4. Refusal to submit to/failure to pass a properly ordered drug or alcohol test	Suspension or Removal	Removal	*	*

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Workplace Violence: Aggressive or coercive behavior in the context of the workplace**

<b>VIOLATION OR OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
1. Fighting and/or striking another	Suspension or Removal	Removal	*	*
2. Threatening, intimidating, or coercing another whether by action or communication	Suspension	Suspension or Removal	Removal	*
3. Carrying weapons in/on OSD facilities/grounds or on the person of an OSD employee while on duty or in a state vehicle	Removal	*	*	*
4. Deliberate destruction o damage to state property or property of another	Suspension or Removal	Removal	*	*
5. Willful, malicious and/or repeated following of another (also known as stalking)	Suspension or Removal	Removal	*	*

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Workplace Violence: Aggressive or coercive behavior in the context of the workplace**

CONTINUED

<b>VIOLATION OR OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
6. Other actions with the intent to harm or actions that cause harm to another	Determination based upon the severity of the incident			

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Violations specific to supervisors and managers:**

<b>VIOLATION OR OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
1. Failure to discipline subordinates for violations of work rules, OSD policies or ORC/OAC	Determination based upon severity of the incident			
2. Failure to treat all subordinates fairly and in a non-discriminatory manner	Determination based upon severity of the incident			
3. Failure to adequately perform supervisory functions	Determination based upon severity of the incident			
4. Use of one's position for inappropriate or personal gain	Determination based upon severity of the incident			
5. Requiring employees to do personal non-OSD work for the supervisor	Suspension or Removal	Removal	*	*
6. Fraternalization and/or the Appearance of impropriety in the workplace	Determination based upon severity of the incident			

**STANDARDS OF EMPLOYEE CONDUCT  
DISCIPLINARY GRID FOR THE OSD  
RULE VIOLATIONS AND PENALTIES**

**Violations specific to supervisors and managers:**

CONTINUED

<b>VIOLATION OR OFFENSE</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
7. Failure to support and/or administer agency initiatives	Determination based upon severity of incident			

## **800 Health and Safety**

### **800.0 Health and Safety Policy**

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

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

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

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

### **800.1 Responsibility of the Safety Committee**

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

### **800.2 Responsibilities of Administrators and Supervisors**

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

### **802.0 Injury and Sickness Reporting**

Injuries, no matter how minor, are to be reported to the administrator immediately. If circumstances permit, employees should be given permission to see the nurse. In no case shall the injured be moved before the nurse can do an examination if the injury is serious. It is equally important that all spectators be kept away from the scene of an accident. An administrator should not permit his/her employees to leave their work areas to go to the scene of an accident. Employees who sustain an occupational injury or illness will be

compensated in accordance with the State Workers' Compensation Act. In order to receive such benefits, an *Accident or Illness Report (Form 4043)* must be filled out and submitted to Human Resources for processing. For further information, please refer to the Disability, Unemployment and Workers' Compensation Employee Benefits Handbook or contact Human Resources. **Failure to report injuries or illnesses may result in a delay or denial of workers' compensation benefits.** (Ref. 802.0-B-03 of the Policy and Procedure Manual.)

#### **802.1 *Emergencies Regarding Injury and Sickness***

An employee who witnesses an accident or health-related incident that appears life threatening should call 9-1-1. In addition, employees should contact Student Health Services at 752-1502.

The nurse at the Student Health Service unit will immediately go to the accident site and provide first aid. Arrangements will be made to cover the Health Service unit, if needed, between the hours of 4 p.m. - 8 a.m. Emergency vehicles will be directed to the location of the emergency.

If the nurse is not on duty or unavailable, please call:

- ◆ 8 a.m. - 4:45 p.m. - the Superintendent's Secretary (2-1152) and/or the Principal's Secretary (2-1359)
- ◆ 4:45 - 10:00 p.m. - Student Service's Secretary 2-1085) and/or Security (679-2850)
- ◆ 10:00 p.m. - 7:00 a.m. - Security (679-2850)
- ◆ 7:00 - 8:00 a.m. - Security (679-2850) and/or Youth Leader Supervisor (2-1534)
- ◆ Nurse Administrator Beeper 630-3412

#### **804.0 *Auto Accident Reporting***

In the event an employee is in a car accident while on official state business, it is to be reported immediately to the administrator. If the accident occurred while using a state vehicle, an Employee Automobile Accident Report Form (ADM 4702), found in the glove compartment of the vehicle, must be completed and forwarded to the Department of Administrative Services, Office of State Insurance Programs, 30 East Broad Street, Columbus, Ohio 43266-0821. Traffic violations are to be reported immediately to Human Resources. (Ref. 802.0-B-03 of the Policy and Procedure Manual.)

#### **806.0 *Tornado Watch/Warning and High Winds***

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

The main things to remember are:

- ✓ Do not leave the building
- ✓ Do not get on the elevators
- ✓ Stay away from windows
- ✓ In the event of a warning siren or notification, take shelter immediately.

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

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

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

If an employee has concerns on whether a tornado warning has been issued, he/she may call the superintendent’s office at 728-1152.

### **808.0 Fire Drill/Emergency**

The potential for serious loss, both human and economic, resulting from fires has been demonstrated in the past and continues today. Employees should be on the lookout for any potential fire hazards and follow appropriate fire evacuation procedures for themselves and students, if applicable. **Employees must participate in all fire drills that take place at OSSB.** (Ref. 808.0-B-03 of the Policy and Procedure Manual.)

#### *808.1 Instructions to Report any Fire or Smoke*

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

- Fire alarm pull station.
- Office telephone by dialing the School Superintendent at 752-1152 or Security after 5:00 p.m. at 679-2850
- Combination of any of the above.

#### *808.2 Actions to be Taken in the Immediate Area of Fire*

- All persons shall immediately vacate the danger area
- Employees should close their door(s) and turn off all electrical appliances at their workstation before evacuating

### **810.0 Bomb Threats**

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

- Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
- If the call does not indicate the location of the bomb or the time of possible detonation, ask for this information.
- Inform the caller that the building is occupied and the detonation of the bomb could result in death or serious injury of many innocent people.

- Pay particular attention to the background noise such as motors running, sirens, background music, and any other noise that may give clues as to where the call is being made.
- Listen closely to the voice (male/female), voice quality (calm/excited), accents and speech impediments.

Immediately after the caller hangs up, report the call to the Superintendent's Office and/or Security.

They will notify the Ohio State Highway Patrol and other authorities. The Superintendent/designee will notify ODE Human Resources at 466-3763. ODE Human Resources will notify the State Superintendent of Public Instruction/designee. Make yourself available to the Ohio State Highway Patrol personnel, since they will want to talk to you as the person who received the call.

- The employee receiving the call must fill out a *Description of Caller's Voice Form* provided by OSSB.

### **812.0 Reporting of Suspicious Activities**

The following security considerations are offered to assist employees in their responsibility to maintain a secure workplace. We owe it to ourselves and our co-workers to protect our assets and people around us.

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

Clear away your own work area and make sure that your immediate area of accountability is properly secured each day at the close of business.  
(Ref. 812.0-B-03; 802.0-B-03 of the Policy and Procedure Manual.)

**814.0 Natatorium Policy**

All employees must follow the policies and procedures established for the use of the Natatorium. Contact your administrator for a copy of this policy. (Ref. 814.0-B-03 of the Policy and Procedure Manual.)

**816.0 Video Display Terminals**

Employees who work extended periods of time on the VDT should make an effort to schedule themselves 15 minutes of non-VDT work every two hours. The administrator should not deny this time. (See section 404.7)

**820.0 Confidentiality (mail)**

Mail or correspondence labeled “confidential” will not be opened by anyone other than the addressee or a person delegated by the addressee.

**822.0 Removal of Equipment**

Equipment cannot be removed from the facility unless the administrator has given written permission to the employee. The administrator must keep a copy on file and forward a copy to the inventory coordinator located in the business office.

**824.0 Lost and Found**

In the event an employee loses or finds personal items, contact the Superintendent or Principal’s Office.

**826.0 Communicable Diseases**

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

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

**830.0 First Aid, Training, and Medical Concerns**

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



THE OHIO STATE SCHOOL FOR THE BLIND

EMERGENCY

DISASTER

**Quick Reference Guide**

# EMERGENCY DISASTER QUICK REFERENCE GUIDE

## Ohio State School for the Blind

Updated July, 2008

This is a quick reference guide for certain disaster situations that could affect students and staff. Check with your supervisor ahead of time for more specific directions for your department or for other emergency scenarios.

Important communication numbers:

	Phone Number	Cell Phone
Superintendent's Office	614 752-1152	614 679-2637
School Office	614 752-1359	614 679-2849
Maintenance Office	614 752-1509	614 679-2847
Student Health Services	614 752-1464	614 679-2852
Residential Services (1 <sup>st</sup> Shift)	614 752-1085	614 679-2846
(2 <sup>nd</sup> Shift)	614 752-1533	614 778-4088
(3 <sup>rd</sup> Shift)	614 752-1533	614 679-2848
Campus Security Office (2 <sup>nd</sup> & 3 <sup>rd</sup> Shift only)	614 387-3135	614 679-2850

**IMPORTANT COMMUNICATION NUMBERS**

## SUSPICIOUS PERSON PROCEDURES

If you encounter a suspicious person on campus:

1. If the person seems approachable, ask “May I help you?” or say “Let me show you to the Superintendent’s Office”, if the answer is vague or odd, don’t argue; rather respond politely and leave the area; notify the Superintendent’s Office immediately (**614 752-1152**).
2. If the person seems unapproachable, appears threatening, or is uncommunicative, immediately contact **614 752-1152** to report situation.
3. The notified office may lock down the campus if the situation is deemed to be a danger to staff or students.
4. If the suspicious person approaches you, be polite, listen and try to engage another co-worker to contact a supervisor.
5. If it is safe to do so, observe the suspicious person from a distance.

## SUSPICIOUS PERSON PROCEDURES

# HOSTAGE SITUATION PROCEDURES

During a hostage situation on campus, all areas of campus will be placed in *lockdown* mode until the crisis is over. Be patient.

If you find yourself and/or your students in a hostage situation:

1. Try to stay calm and do what the hostage taker says
2. Don't initiate conversation; speak/sign only when spoken to; don't argue
3. Be observant and patient
4. Keep students quiet; minimize communications with students
5. Be prepared to talk on the phone; the police will try to negotiate with the hostage taker
6. If the police assault team arrives, drop to the floor and take cover under furniture

## HOSTAGE SITUATION PROCEDURES

## MEDICAL EMERGENCY PROCEDURES

1. If situation is life or death, call 9-9-1-1 (dialing 9-1-1 from OSSB will go directly to Highway Patrol). Then call 614 752-1464 to report the situation.
2. If not a life or death situation, contact SHS 614 752-1464 and provide the following information:
  - a. Location of injured or ill person
  - b. Name of injured or ill person
  - c. Any details about the accident or illness
3. Do not try to move the person
4. Try to make the person more comfortable
5. Stay with the injured or ill person
  - a. SHS will respond and call 9-9-1-1 (dialing 9-1-1 from OSSB phones will go directly to Highway Patrol) if necessary
  - b. SHS will notify appropriate personnel to escort EMS to the location

	Phone Number	Cell Phone
Superintendent's Office	614 752-1152	614 679-2637
School Office	614 752-1359	614 679-2849
Campus Security Office (2 <sup>nd</sup> & 3 <sup>rd</sup> Shift only)	614 387-3135	614 679-2850

- c. Administration will contact an injured or ill employee's family. SHS will contact an injured or ill student's family.

## MEDICAL EMERGENCY PROCEDURES

# BOMB THREAT PROCEDURES

If you receive a bomb threat via your classroom telephone, office telephone or cell phone, try to remain calm and gather the following information from the caller if possible:

- Details about the bomb—where, what time it might explode, what it looks like, and why he or she set the bomb.
  - Listen for any information about the person—does he or she use a name, voice quality, language usage, voice mannerism, background noise, caller ID number if your phone has this feature.
1. If possible during the phone call, notify a co-worker about the situation and have them contact 614 752-1152 to report the situation. The notified office will call 9-9-1-1 (dialing 9-1-1 from OSSB phones will go directly to the Highway Patrol).
  2. Fire drill alarm will be pulled, and staff and students will evacuate building and congregate in designated fire drill areas until further instruction is given.
    - Take attendance sheets with you
    - Use another exit door if you see a suspicious package near an exit door inside or outside of the building; report suspicion to supervisor or security.
    - Report attendance to school fire captains / wardens, just like in a fire drill.

# BOMB THREAT PROCEDURES

## TORNADO “WARNING” PROCEDURES

Employees and students may continue to work during a “tornado watch” with the exception of off-campus travel; however, a “tornado warning” will trigger an audible alarm in the community. Know your designated shelter area ahead of time.

1. Staff and students who are off campus should seek immediate shelter and notify OSSB as soon as possible.
2. Take students to assigned area (in corridor or basement) at direction of Tornado Warden.
3. Staff should check restrooms, corridors, and other areas where students may be inside the building.
4. Staff should assist students in locating assigned areas and take “roll call”.
  - Cottage—long corridor of cottage
  - Main building—go to basement and sit according to cottage assignments
  - Pool—locker rooms
5. Notify Tornado Warden of any absences.
6. Everyone is seated in Safety Position, (i.e. backs against wall, knees under chin, with heads down, away from doors and windows), and do not talk!

## TORNADO “WARNING” PROCEDURES

# FIRE, EXPLOSIONS, OR FIRE-RELATED INCIDENT PROCEDURES

If you smell or see smoke or a fire:

1. Pull the nearest fire alarm.
2. Evacuate the building, and report to designated area.
3. Do **NOT** try to put out the fire yourself.

If you hear the fire alarm:

1. Check the restroom for students or staff.
2. Close doors and windows and turn off lights.
3. Leave the building with students.
  - a. Fire Wardens take communication devices with you.
  - b. Teachers and direct care staff take attendance sheets with you.
  - c. Do not waste time gathering personal belongings, even coats.
  - d. Report to outside designated assembly area (know your area and exits ahead of time).
  - e. Report attendance information to fire warden.
4. Have students wait in line outside in an orderly manner until “all clear” communication or directions from the fire department.
  - a. Be ready for instructions to move farther away from the building than normal.
5. Do **NOT** go back into the building to look for someone; report missing persons to the fire captain.

**FIRE, EXPLOSIONS, OR FIRE-RELATED INCIDENT PROCEDURES**

# HAZARDOUS MATERIALS EXPOSURE PROCEDURES

If you encounter suspicious materials or someone is exposed to a hazardous material:

1. Notify Office at (614) 752-1152.
  - a. Tell the location, names of the exposed persons, and nature of the substance;
  - b. The Office will call 9-9-1-1 (dialing 9-1-1 from OSSB phones will go directly to the Highway Patrol) and notify staff to avoid the area and/or to evacuate the building;
  - c. Fire department will block off areas when Fire Department arrives.
  - d. The Office will contact SHS nurse if not already involved.
2. **DO NOT** attempt to clean up the materials or spill yourself.

If you receive instructions over intercom to evacuate:

1. Check restrooms for students and employees.
2. Leave the building, avoiding location of the exposed area.
  - a. School fire wardens should take communication devices.
  - b. Take attendance sheets for students and employees with you.
  - c. Cover nose and mouth with a cloth, clothing, or paper towel.
  - d. Take shallow breaths.
  - e. Report attendance to fire wardens.
3. Stay outside until given the “all clear” communication or move to other locations if directed by fire department.
4. Individuals who have been exposed to a hazardous material need to remain outside and away from other students and staff to avoid further possible contamination.
  - a. Wait for further instruction from Fire Department on decontamination procedures.
  - b. SHS nurse will respond for medical emergencies.

**HAZARDOUS MATERIALS EXPOSURE PROCEDURES**

## OFF CAMPUS AND/OR COMMUNITY-WIDE EVACUATION PROCEDURES

An off-campus evacuation may be short term or long term and may involve only our campus or can be community-wide. Campus specific evacuations may occur due to an extended power outage or a localized gas leak, for example. Procedures for evacuating students and staff to a safer or more comfortable area include:

1. Administrative staff will make the decision to evacuate and arrange for transportation using OSD and OSSB buses and vans to OSD or alternate location.
2. Evacuating departure sites will be announced via intercom and/or email.
3. Minimum levels of staff supervision on vehicles allow the most number of students to be evacuated quickly so employees not supervising students should follow in their own personal vehicles.
4. In rare circumstances, staff may be directed to start walking to a designated off-campus pick up location along with students.

Community-wide evacuations REQUIRE coordination with local and state Emergency Management Agencies, which can take extra time to arrange. Directions about boarding locations and time for boarding will be provided via intercom and/or email. Final destinations may be determined by local and state Emergency Management Agencies.

1. Be prepared to wait for evacuation instructions and to wait at the final destination location until essential employees can be notified; help students to be calm and tolerant of waiting.
2. Residential Services and/or school supervisors or designees need to take parent contact information to the evacuation site.
3. SHS personnel need to take medical supplies and students' medicines to the evacuation destination.
4. Food Service staff will take sufficient food and beverage supplies for students and staff.
5. OSSB Administration will notify parents about evacuation plans and when and where parents may pick up students.

**OFF CAMPUS AND/OR COMMUNITY-WIDE EVACUATION PROCEDURES**

# CAMPUS LOCKDOWN PROCEDURES

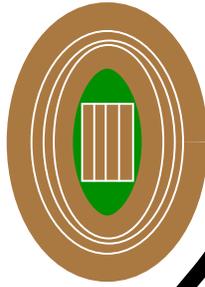
If an employee notices a threatening situation (hostage situation, workplace violence, etc.) the employee should determine if it is a life or death situation.

1. If situation is life or death, call 9-9-1-1 (dialing 9-1-1 from OSSB phones will go directly to Highway Patrol). Then call 614 752-1152 to report the situation. If not life or death, call 614 752-1152 to report the situation.
2. A lockdown situation will be communicated through the PA system and to selected Nextel phones with the following verbal instructions.
  - This is a lockdown
  - Escort all nearby students and staff into your room. **If a situation occurs after school or while you and students are not in a classroom or cottage, go to the nearest room which can be secured, and stay away from windows and doors.**
  - Lock the door
  - Pull shades on door and on windows
  - Go to assigned area in classroom or a place in the room to provide protection from all windows and doors
  - Sit quietly and await further instruction
3. Off campus staff and students will be notified by administrator in charge of campus or designee to report to The Ohio School for the Deaf security office at 500 Morse Road. Security will send to the safest area until the “All Clear” is given.
4. Principal or designee, and Building Maintenance Superintendent or designee, will report to Security Office during first shift. Youth Leader Supervisor or designee will report to Security Office on second shift. Security Office will be utilized as Central Command through duration of lockdown.
5. During 2<sup>nd</sup> and 3<sup>rd</sup> shift, the Administrator in charge of campus is to notify the following individuals of lockdown status:

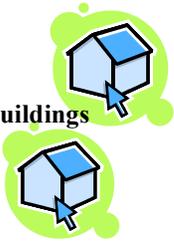
	Cell Phone
Superintendent	614 679-2637
Residential Services	614 679-2846
6. Take attendance of everyone in your room to be collected at the “All Clear” signal. Do not leave your room or allow anyone to leave your room until notified.
7. “All Clear” verbal code given throughout building on PA system and Nextel.
8. General staff meeting called to give status and background alert.
9. If you hear the fire alarm during lockdown, assess your area for smoke or signs of fire. When smoke and signs of fire are evident, evacuate the building immediately. In the absence of smoke or signs of fire, wait until the “All Clear” is given.
10. ODE Public Relations staff to assist with the development of public information for distribution to families and community if needed.

## CAMPUS LOCKDOWN PROCEDURES

Track



Service Buildings



Natatorium



Cottage D-2



Cottage D-1

Student Health Services

Intake/Outreach Clinic & Related Services

Parking

Cottage C-3



Vocational Workshop

Intermediate

Cottage C-2



Parking

Vocational

Kitchen & Dining Rooms

Elementary



OCALI- C-1

Parking

Auditorium

Gymnasium

Main Office & Library

Parking



Sensory Garden

Cottage B-4



Cottage B-3



Cottage B-2



Cottage B-1



Parking

Parking



5200 North High Street  
Columbus, Ohio



Staff Building

CAMPUS MAP

# **IMPORTANT WEBSITE ADDRESSES FOR BENEFITS AND TRAINING**

## **DISABILITY, WORKER'S COMPENSATION, AND UNEMPLOYMENT BENEFITS**

<http://www.das.ohio.gov/hrd/dis/disindex.html#wc>

## **HEALTH CARE BENEFITS & LONG TERM CARE**

<http://das.ohio.gov/hrd/HCB/hcbindex.html>

## **DENTAL AND VISION EMPLOYEE BENEFIT (EXEMPT EMPLOYEES ONLY)**

<http://das.ohio.gov/hrd/dentvisn/denvisidx.html>

## **DENTAL AND VISION EMPLOYEE BENEFIT (UNION EMPLOYEES ONLY)**

<http://www.benefitstrust.org/home.htm>

## **BENEFIT FORMS**

<http://das.ohio.gov/hrd/beneforms.html>

## **LIFE INSURANCE BENEFITS (EXEMPT EMPLOYEES ONLY)**

<http://das.ohio.gov/hrd/life/lifeindex.html>

## **LIFE INSURANCE BENEFITS (UNION EMPLOYEES ONLY)**

<http://www.benefitstrust.org/home.htm>

## **OHIO HEALTH BENEFIT PROVIDERS**

**Aetna HMO**

[www.Aetna.com/stateohioemployee](http://www.Aetna.com/stateohioemployee)

**Ohio Med PPO**

[www.medmutual.com](http://www.medmutual.com)

**The Health Plan HMO**

[www.healthplan.org](http://www.healthplan.org)

**Paramount HMO**

[www.paramounthealthcare.com](http://www.paramounthealthcare.com)

**UnitedHealthcare HMO**

[www.myuhc.com](http://www.myuhc.com)

## **1199 AND SCOPE TUITION REIMBURSEMENT PROGRAM**

<http://www.das.ohio.gov/hrd/Training/tuitionreimbursement.html>

## **OCSEA TUITION REIMBURSEMENT PROGRAM**

<http://www.uedtrust.org/gd/templates/pages/WD/Main.aspx?page=1>

## **PROFESSIONAL DEVELOPMENT, COMPUTER PURCHASE PLAN AND COMPUTER PURCHASE VENDERS (EXEMPT EMPLOYEES ONLY)**

<http://www.das.ohio.gov/hrd/epdp/index.htm>

## **UNION BENEFITS TRUST (UNION EMPLOYEES ONLY)**

<http://www.benefittrust.org/home.htm>

## Telephone Directory

Administrative Services Division of Human Resources 30 East Broad Street, 28 <sup>th</sup> Floor Columbus, Ohio 43215	614/466-3455
Attorney General's Office 30 East Broad Street, 17 <sup>th</sup> Floor Columbus, Ohio 43266-0410	614/466-4320
Child Support Hotline Ohio Department of Human Services 50 West Broad Street, 18 <sup>th</sup> Floor Columbus, Ohio 43215	800-686-1556
Civil Rights Commission, Ohio 220 Parson Avenue Columbus, Ohio 43266-0543	614/466-5928
Deferred Compensation Program, Public Employees Customer Service 555 Metro Place North, Suite 360 Dublin, Ohio 43017	800-327-0201
Employee Assistance Program 106 North High Street, 4 <sup>th</sup> Floor Columbus, Ohio 4326-0525	800-221-6327
Ethics Commission 8 East long Street, suite 1200 Columbus, Ohio 43215-2940	614/466-7090
Equal Opportunity Center Department of Administrative Services 77 South High Street, 24 <sup>th</sup> floor Columbus, Ohio 43266-0408	614/466-8380

Federal Equal Employment Opportunity Commission	
Cleveland	216/522-2001
Cincinnati	513/684-2851

State Library of Ohio	
Reference	614/644-7054
Circulation	614/644-6948
Media Center, Equipment Reservations	614/644-6859
Government Documents	614/644-7051
65 South Front Street, 11 <sup>th</sup> floor	
Columbus, Ohio 43266-0334	

**Retirement Systems**

- Public Employees Retirement System 614/466-2085  
277 East Town Street  
Columbus, Ohio 43215
- State Teachers Retirement System 614/227-4090  
275 East Broad Street  
Columbus, Ohio 43215-37771

State Personnel Board of Review	614/466-7046
65 East State Street, 12 <sup>th</sup> Floor	
Columbus, Ohio 43215-4213	

Suggestion Award Program (Innovation Ohio)	800-422-IDEA
30 East Broad Street, 28 <sup>th</sup> Floor	614/466-0368
Columbus, Ohio 43215	

My Human Resource Contact Person is:

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Telephone Number: \_\_\_\_\_

My Payroll Officer is:

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Telephone Number: \_\_\_\_\_

My EEO Officer is:

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Telephone: \_\_\_\_\_

Other Important Telephone Numbers:

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