

# **TRI-COUNTY EDUCATIONAL SERVICE CENTER**

## **EMPLOYEE HANDBOOK**



741 Winkler Drive  
Wooster, Ohio 44691  
Phone: 330.345.6771  
Fax: 330.345.7622

Web: [www.tricountyesc.org](http://www.tricountyesc.org)

Hours: 7:30 a.m. to 4:30 p.m. ~ Monday thru Friday

# **TABLE OF CONTENTS**

Section A.	General Philosophies and Policies	4
	Disclaimer	5
	Mission Statement	6
	General Philosophies and Policies	7
	Tri-County ESC Website	8
	Equal Employment Opportunity	9
	Title IX Coordinator	10
	Anti-Harassment	11-12
	Copying Copyrighted Materials	13
	Reporting Accidents	14-15
	Individual Tri-County ESC Related Communications	16
	Computer Use	17
	Technology Privacy	18-19
	Disaster Recovery Plan	20
	Frequent Flyer Miles	21
Section B.	Employment and Orientation Process	22
	Job Descriptions	23
	Individual Professional Development Plan (I.P.D.P)	24
	Contracts and Salary Notices	25
	E-Mail	26
	Horizontal Movement on Salary Schedule	27
	Severance Pay – Certificated and Classified Staff	28
	Payroll Related Issues	29-30
	FAQ’s - Email Direct Deposit	31-32
	Payroll Schedule	33
	Winkler Staff Extension Numbers	34
	Exit Requirements	35
Section C.	Leave Policies	36
	Jury Duty	37
	Sick, Personal, and Vacation Leave	38-44
	Calamity Leave	45
	Holidays	46
	Family Medical Leave	47
	Adoption Leave	48
Section D.	Insurance Policies	49
	Insurance Benefits	50-51
	Group Health Insurance	52
	Cafeteria Plan/Tri-County ESC Choice Benefit Plan	53-58
	Health Insurance Deduction Rates	59
	HIPAA Privacy Practices	60-62
	Liability Insurance	63
Section E.	Professional Growth and Travel	64
	Professional Growth and Travel	65-66
	College Credit Reimbursement	67

# **TABLE OF CONTENTS**

Section F.	Purchasing Procedures	68
	Tri-County ESC Employee Purchasing Procedures	69-70
Section G.	Forms (Found Online)	71

**SECTION A.**

**GENERAL PHILOSOPHIES  
AND POLICIES**

## **DISCLAIMER**

This Handbook was developed to provide information to employees of the Tri-County Educational Service Center concerning their employment. The provisions in this handbook are not to be deemed a provision or condition of your contract of employment. The Governing Board specifically reserves the right to modify or abrogate any provision in this handbook at any time and without any notice to its employees. This handbook is intended only for informational purposes and is not to be construed as imposing any obligation, contractual or otherwise, upon the Governing Board with respect to any subject it contains.

## **MISSION STATEMENT**

Tri-County Educational Service Center will provide evidence-based innovative services that meet the changing individual and collective needs of the educational community.

## **GENERAL PHILOSOPHIES AND POLICIES**

The Tri-County Educational Service Center (ESC) Governing Board is an elected nine member Board representing three counties – Ashland, Holmes, and Wayne. The Board holds its regular meetings the second Tuesday of each month at 7:30 p.m. at the ESC Office of Education, 741 Winkler Drive, Wooster. The Board office telephone number is (330) 345-6771.

The Governing Board adopts Board Policies that regulate the administration of the ESC. Many of those policies or excerpts of those policies are contained in this Handbook. The By-Laws and Policy Manual of the Tri-County Educational Service Center can be found in their entirety at the Tri-County ESC website [www.tricountyesc.org](http://www.tricountyesc.org) / Intranet / Policies and Procedures / Tri-County ESC By-Laws and Policy Manual. This Handbook is intended for the general guidance of ESC employees and not as a substitute for the ever-changing school law or the By-Laws and Policy Manual previously mentioned.

In its ever-continuing endeavor to improve, the Tri-County ESC Governing Board has adopted a Continuous Improvement Plan. The written plan is available in the administrative offices.

Departmental Handbooks are available through department supervisors.

## **TRI-COUNTY ESC WEBSITE\***

The official website for Tri-County ESC is located at [www.tricountyesc.org](http://www.tricountyesc.org). The website is a forum to provide information to our customers whether they are school districts, parents, organizations, or community members. The website also contains information for Tri-County ESC employees through the Intranet link.

ESC personnel are encouraged to use the site to convey appropriate newsworthy items by contacting their immediate supervisors with items to be considered for posting. Such items may be, but are not limited:

- Announcements
- Event details
- Notable state and national policy changes affecting our clients
- Details on newly added resources
- New ESC services
- Narratives on existing services
- ESC and affiliates' accomplishments
- Outcomes/results (academic competitions, district ratings, testing, state report cards, etc.)
- Links to and comments on outside articles relating to education; and
- Employment opportunities

The Intranet link is located on the main page and provides information and announcements pertinent to Tri-County ESC employees.

\*Reference Board Policy 7540.2



## **EQUAL EMPLOYMENT OPPORTUNITY\***

The Tri-County Educational Service Center Governing Board complies with all federal laws and regulations prohibiting discrimination and other applicable U.S. Department of Education requirements and regulations.

The Governing Board will not discriminate on the basis of race, color, religion, national origin, creed or ancestry, age, gender, marital status or disability.

The Governing Board provides equal employment opportunities to all qualified individual and provides equal employment opportunity in hiring, employment, promotions, wages and all terms and conditions of employment. The Governing Board asserts that no professional staff member or candidate for such position at the Tri-County ESC shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity for which the Governing Board is responsible or for which it receives federal financial assistance.

\*Reference Board Policy 2260; 2260.01; 3122

# **TITLE IX COORDINATOR\***

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principle objective of Title IX is to avoid the use of federal money to support sexually discriminatory practices in education programs such as sexual harassment and employment discrimination, and to provide individual citizens effective protection against those practices. Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs or activities. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance. *Title 20 U.S.C. Sections 1681-1688.*

The Title IX regulations require recipients to designate a Title IX coordinator, adopt and disseminate a nondiscrimination policy, and put grievance procedures in place to address complaints of discrimination on the basis of sex in educational programs and activities. The Governing Board appoints a Title IX Coordinator to assure compliance with the regulations.

Title IX Coordinator: Rich Thomas, Director of Operations  
School District: Tri-County Educational Service Center  
Address: 741 Winkler Drive, Wooster, OH 44691  
Telephone: 330-345-6771, ext. 230  
E-mail: tesc\_rthomas@tccsa.net

\*Reference Board Policy: 3122; 3139; 4122; 4139

## **ANTI- HARASSMENT\***

Sexual harassment is a form of discrimination, in the United States, that violates *Title VII of the Civil Rights Act of 1964*.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or participating in educational programs; or (2) submission to or rejection of such conduct is used as a basis for employment or academic decision affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or student's academic performance creating an intimidating, hostile, or offensive working or learning environment.

The Tri-County Educational Service Center Governing Board recognizes the members of the ESC staff's right to freedom from employment discrimination includes the condition to work in an workplace which is untainted and free from sexual harassment. The Governing Board maintains that sexually offensive speech and conduct and threatening behavior consisting of any words or deeds that intimidate an employee are wholly inappropriate to the harmonious employment relationships necessary for the effective operation of the ESC; further, such speech and conduct are intolerable in a workplace where students are present. The sexual harassment of any ESC staff member or student is strictly prohibited.

The Governing Board will hold subject to discipline any ESC staff member or agent of the ESC who is found guilty of sexually harassing any other staff member, student or ESC employee.

The Governing Board appoints a Sexual Harassment Compliance Officer to receive and investigate reports of incidents of sexual harassment.

Sexual Harassment Compliance Officer: Rich Thomas, Director of Operations

Sexual Harassment  
Compliance Officer: Rich Thomas, Director of Operations

School District: Tri-County Educational Service Center

Address: 741 Winkler Drive, Wooster, OH 44691

Telephone: 330-345-6771, ext. 230

E-mail: tesc\_rthomas@tccsa.net

## **COPYING COPYRIGHTED MATERIALS\***

The Educational Service Center Governing Board encourages professional staff members to make judicious use of appropriate printed materials, sound recordings, and electronic programs in their work. It recognizes, however, that Federal law, applicable to public school districts, protects authors and composers from the unauthorized use of their copyrighted work.

Employees are responsible for familiarizing themselves with the guidelines for fair and reasonable use and adhering to those guidelines.

\*Reference: Board Policy 2531

# Accident/Incident Reporting\*

The Governing Board is committed to the health and safety of its employees; and directs that all reasonable efforts be made to ensure a safe work and learning environment for all ESC employees and students.

In order to expedite legitimate compensation claims, employee/student must file a written accident/incident report (received and signed by their program supervisor) to the Director of Operations. Employees/students are to submit the report on the Accident Analysis Worksheet form located in the FORMS section of the Employee Handbook and in the administrative offices. Administrative staff will refer the injured person to the appropriate personnel for direction regarding medical attention and other related information. In the case of an accident/incident to a student, the ESC employee responsible for the student's supervision at the time of the accident/incident shall promptly complete all sections of the Accident Analysis Worksheet including but not limited to the following:

- Date, time, and location of the incident
- Names of all persons involved;
- The nature of the injury to the extent that is known;
- A description of all relevant circumstances; and
- Other essential/requested information.

The employee shall submit the worksheet to his/her immediate supervisor who will verify all information and then sign the worksheet and forward the report to the Director of Business Operations.

Any employee who suffers a job-related injury must report the injury and circumstances surrounding it to his/her immediate supervisor as soon as possible following the injury. The employee must complete the Accident Analysis Worksheet and submit it to his/her immediate supervisor who verifies all information signs the worksheet and submits it to the Director of Business Operations. Any employee who fails to comply with this reporting mandate is subject to disciplinary action.

If an injury occurs at an off-site workplace, we want to ensure that all attending parties are adequately informed for promptly addressing the injured employee's needs and taking corrective action to prevent a reoccurrence. Therefore, it is essential that the injured staff member and his/her immediate supervisor review the accident/incident and submit the Accident Analysis Worksheet to the Director of Business Operations for review, conduct necessary follow-up do document evidence of "what has been or is being done to prevent a reoccurrence" and file appropriately. Further, it is important that the injured employee and his/her supervisor work closely to develop and activate a plan to prevent reoccurrence of the accident/incident.

# **INDIVIDUAL TRI-COUNTY ESC RELATED** **COMMUNICATIONS\***

Employees must secure prior approval from their immediate supervisors before releasing any official communications in the name of the Tri-County ESC or any of its programs to the public or ESC clients.

\*Reference: Board Policy 3231.01



## **COMPUTER USE\***

Tri-County ESC Governing board makes every effort to provide quality computer equipment to applicable employees. Although normal wear and tear is expected, the ESC makes every attempt to maximize the usable life of equipment and software. Users must also be responsible for helping the ESC maintain the quality of its computer hardware inventory by taking responsible precautions with the equipment and avoiding situations in which equipment could be damaged, lost or stolen. Examples of such situations include but are not limited to the following: opening the hardware case and removing parts; leaving the equipment exposed to weather conditions; and setting food or drinks on or around the computer risking spills and electrical damage. The ESC will bill employees for repairs beyond normal wear and tear and the replacement of any lost or missing parts required to restore the computer hardware to a useful state.

Computers are primarily for ESC business use. Family members are not approved users.

Check with the Technology Coordinator before installing ANY hardware and software, including Internet downloads.

\*Reference: Board Policy 7540.01; 7540.04

## **TECHNOLOGY PRIVACY\***

The Governing Board recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used for business and educational purposes. Staff members are encouraged to keep their personal records and personal business at home.

Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the Board. Staffs members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on Board equipment without the prior approval of the Superintendent. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

## **DISASTER RECOVERY PLAN\***

The Governing Board recognizes the necessity of having procedures in place to insure the rapid and efficient recovery of our automated operations should our equipment malfunction or become disabled due to a natural disaster or a terrorist attack. The following policies and procedures will facilitate that recovery plan:

- The Tri-County ESC servers are backed up nightly.
- Each employee maintains programs and files on individual workstations. If backups are required, it is the responsibility of each employee to perform the backup.
- As a member of the Tri-County Computer Service Association (TCCSA) the Tri-County ESC coordinates its recovery plan with the TCCSA Disaster Recovery plan.
- In the event our connectivity is lost with TCCSA, the Tri-County ESC has made arrangements with TCCSA to use their facilities to maintain connection and operation of required services, i.e. payroll, payment of bills, EMIS submission. The Wayne County Schools Career Center would be used if the problem were wide spread throughout the City of Wooster.
- Off-site programs maintain copies of payroll sensitive documents for one month. Fiscal office services (payroll, purchases, warrant checks) are performed daily as applicable to contain the loss of documents to one-day's business.

\*Reference: Board Policy 7541

## **FREQUENT FLYER MILES**

No Tri-County Educational Service Center official, employee or its representative may accumulate “frequent flyer” miles earned on official travel which is paid for or reimbursed by the ESC. Any miles earned as a result of ESC paid or reimbursed official travel must be used for future official travel for that employee or another employee of the ESC, or must be forfeited.

## **SECTION B.**

# **EMPLOYMENT AND ORIENTATION PROCESS**

## **JOB DESCRIPTIONS\***

Each employee will receive their job description at the time of employment and any revisions thereto.

Employees will be evaluated, in part, based on their job descriptions.

\*Reference: Board Policy 14

# **INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN**

## **(I.P.D.P)\***

Employees must maintain active licensure applicable to their individual job descriptions.

The Governing Board appoints a Local Professional Development Committee (LPDC) to assist employees in maintaining appropriate licensure. Educators who are transitioning or renewing certificates/licenses must work with the LPDC to complete the renewal process.

Educators who are working under professional eight-year certificates or professional five-year licenses are responsible for meeting requirements for renewing those certificates/license.

Each employee is responsible for renewing his/her certificates/licenses and must complete the following steps in this process:

- Develop an Individual Professional Development Plan (IPDP) which is based on the ESC Standards for Professional Development, the district's needs to which he/she is assigned and the goals of the educator;
- Electronically submit the IPDP to the LPDC for approval at the beginning of the licensure cycle;
- Maintain an electronic IPDP folder on the ESC Intranet documenting activities completed;
- Maintain hard copies of all professional development documentation (transcripts, certificates of attendance, etc.);
- Download and complete a license renewal application from the ODE Website;
- Submit the completed license renewal application along with a check for the appropriate fee and copies of all professional development documentation to the Chairperson of the LPDC; and
- Complete a Bureau of Criminal Investigation (BCI) background check (fingerprint) and a Federal Bureau of Investigation (FBI) background check if applicable.

\*Reference: Board Policy 3242



## CONTRACTS AND SALARY NOTICES

In accordance with Ohio law and for the mutual protection of the ESC and the employee, every staff member shall be required to enter into a written employment contract. Renewals of contracts for administrators are issued in March of each year and for all other staff in April. Salaries are not stated at this time. However, the contract shall not be reduced unless such reduction is a part of a uniform plan affecting the entire district.

While the Governing Board makes every attempt to adopt annual salary schedules as soon as possible for the next year, financial data is not always available until late in the fiscal year. Therefore, Salary Notifications are issued no later than July 1st of each year in accordance with Revised Code. Training and years of awarded experience on which the salary is based are stated on the Salary Notification along with the number of work days in the contract if applicable.

Beginning work dates for applicable contract types are as follows:

- 9 / 9¼ month - per program supervisor
- 10 month – August 15th or the first Monday after if on a weekend
- 10½, 11, 12 month – August 1st or the first Monday after if on a weekend
- Timesheet employees – per payroll schedule

Ending work dates vary each year and are the following for the **2013-2014 school year only**:

- 9 / 9¼ month – per program supervisor
- 10 month certificated – June 10, 2014
- 10 month classified – per program supervisor
- 10½ month – June 30, 2014
- 11 month certificated – June 26, 2014
- 11 month classified – June 30, 2014
- 12 month contract – August 1, 2013-July 31, 2014

## **E-MAIL\***

All employees will be given an ESC e-mail account after signing the Tri County Computer Services Association (TCCSA) Acceptable Use Policy. All direct deposit information will be sent to each individual's e-mail account. You will receive from TCCSA your e-mail username and temporary password. Upon receipt of this information, you should immediately change your password to your own.

The following steps should be followed to access your email:

- Go to the TCCSA home page (<http://www.tccsa.net>)
- Click on the Red TCCSA banner in the right hand column.
- Clicking on the Red Web E-mail Login banner will take you to the Outlook Web Access login screen.
- Once you have logged into Outlook Web Access, you can change your password at any time by going to the bottom of the left hand column and clicking on the Options icon. It is the last icon on the right side. Scroll to the bottom of the Options page, click on the "Change Password" button and change your password.

For tutorials on logging in and the additional functionality of Outlook Web Access, go to TCCSA's homepage (<http://www.tccsa.net>) under the red SOFTWARE SUPPORT banner at the top of the middle column. Click on TCCSA Online Tutorials.

\*Reference: Board Policy 6510; 7540.04

## **HORIZONTAL MOVEMENT ON SALARY SCHEDULE\***

Horizontal movement on the salary schedule may be granted if the following conditions are met:

- courses shall have been given at an accredited institution and approved by the LPDC as applicable
- courses must have been taken after the award of the last obtained degree other than the attainment of 150 semester hours
- successful completion of the course(s) shall be designated by an official transcript as submitted to the superintendent

Changes in the salary due to horizontal movement will be made by October 1 and February 1 upon compliance with these regulations:

- Any transcripts received until October 1st will be effective the beginning of the current contract year
- Any transcripts received between October 1st and January 31st will be effective February 1st
- Any transcripts received after January 31st will not be honored until the next contract year

\*Reference: Board Policy: 3412

## **SEVERANCE PAY\***

In accordance with statute, all employees who present evidence of retirement from active service with the Tri-County Educational Service Center Governing Board shall be granted severance pay for their accrued but unused sick leave days. This policy specifies the manner for doing so.

The Governing Board authorizes the payment to a retiring employee of 1/4 of the unused sick leave days to a maximum of fifty (50) days under the conditions hereinafter specified. An employee must be employed for a minimum of three (3) years to qualify.

For purposes of this policy "retirement" means retirement under State Teachers Retirement System and does not include disability retirement.

- A. In order to qualify for severance pay, an employee shall have made application within one month following the effective date of retirement which shall be no later than ninety (90) calendar days after the final day of service with this Governing Board.
- B. Calculation of severance pay shall be on the basis of fifteen (15) days of yearly accrued sick leave per year of service to the Tri-County Educational Service Center Governing Board up to a maximum of 260 days.
- C. If approved, severance pay will be made by the Governing Board in the following manner.
  1. Payment shall be made no later than sixty (60) days after the application is filed and the employee's retirement is verified to the office of the Treasurer by the retirement system
  2. Employees who are retired from any of the state retirement systems will not be eligible for severance pay
  3. Such payment shall be made only once to an employee.
  4. Payment shall be based upon the employee's daily rate of base pay based on the days of service at the time of retirement exclusive of overtime or any supplemental pay.

Payment of severance pay shall eliminate all obligations of the employer at the time of retirement from any further payment or restoration of sick leave unused.

\*Reference: Board Policy 3415; 4415

## **PAYROLL RELATED ISSUES**

The following is a list of answers to frequently asked questions relating to the payroll process:

- Contract and payroll forms will only be issued after official employment by the Tri-County ESC Governing Board.
- Paychecks are issued on a 24-pay per calendar year basis – every 5<sup>th</sup> and 20<sup>th</sup>.
- The Governing Board authorizes the withholding of salary or wages for unapproved time off in accordance with Governing Board Policy or State Law.
- Paychecks are issued in the form of electronic transfer (direct deposit) which is mandatory for all employees. Unless otherwise advised by the payroll officer, direct deposit begins on the second payroll for new employees and the second payroll after an employee makes any bank or bank account changes. The first payroll is used to test the accuracy of the bank routing number and bank account numbers provided by the employee.
- All employees will receive their paycheck information (direct deposit notification) in the form of email. New employees will be assigned a TESC email account address upon their completion of the Network Privacy and Acceptable Use Policy form. The employee may receive the email notification of the paycheck any time during payroll week, but the funds will never be available before 12:01 AM the day of payday. Frequently asked questions about this process follow on page 26-27 of this Handbook.
- The ESC is permitted to act on behalf of individual employees to deduct a certain amount from the employee's paycheck and remit to an agent designated by the employee. The ESC is required to make deductions from the wages of employees for:
  - Federal income tax, state income tax, municipal income tax, if applicable, and school district income tax – as designated by the employee on the applicable payroll form
  - STRS – 11%
  - SERS – 10%
  - Medicare – 1.45%
- The employee's share of STRS/SERS is tax-sheltered (Federal and State income tax only) and reported as such on the employee's annual W-2 statement.
- The Governing Board contributes 14% of each employee's gross earnings to the applicable retirement system in the employee's name. Further questions regarding retirement system policies may be directed to:

STRS – 1-888-227-STRS or [www.strsoh.org](http://www.strsoh.org)

SERS – 1-866-280-7377 or [www.ohsers.org](http://www.ohsers.org)

- The ESC further allows that employees may authorize deductions for the following:
  - United Way
  - Employee's share of group health insurance (current rates are located in the Insurance Section of this Handbook)
  - Tax-deferred Contributions to the Tri-County ESC 403B Annuity Plan.
  - Participation in the Tri-County ESC Cafeteria Plan
  
- In the event of an address change, please complete the ADDRESS CHANGE FORM located in the FORMS Section of this handbook and send to the payroll officer.
  
- Group Saving Plus - Due to an alliance the Ohio ESC Association has formed with the Liberty Mutual Insurance Company, you may purchase auto and home insurance at special discounted rates and with convenient payment options. To receive a quotation, contact Liberty Mutual at 800-253-7211, ext. 204.



# Tri-County Educational Service Center

## Frequently Asked Questions

### E-Mail Direct Deposit Notification

In an effort to reduce costs, Tri-County Educational Service Center has moved to an email delivery of direct deposit notifications. Tri-County Computer Services Association (TCCSA) maintains in network e-mail accounts for all Ashland, Wayne & Holmes county member districts. If you currently have an in network e-mail address your direct deposit notification will be delivered to that address. If you currently do not have an in network e-mail account established it will be necessary to complete a Network Privacy and Acceptable Use Policy form to establish a new account. Those employees who do not establish an e-mail account will no longer receive notification of direct deposits.

**Q:** What if I want a hard copy of my notice?

**A:** If you prefer to maintain a hard copy of your notification, you may simply print your notification using the print icon on your computer (the same as you would print any other document).

**Q:** How secure is e-mail notification of direct deposit?

**A:** TCCSA provides secured connections to e-mail within the TCCSA network and from outside the network through E-Mail using Secured Socket Layers (SSL).

**Q:** Should my financial institution ever require a copy of my most recent pay stub, what do I need to do?

**A:** If for any reason your financial institution does not accept a copy of your e-mail notification please notify the Treasurer's Office in writing and we will be happy to forward a written document to them.

**Q:** During the summer months I don't have access to a computer. How will I get my notifications?

**A:** Your e-mail notifications will remain in your inbox until you delete or file them. At any time you are unable to receive your e-mail notifications you may call your financial institution to verify your deposit amounts.

**Q:** When will I receive my e-mail notification?

**A:** Payroll deadlines dictate that e-mail notifications be sent electronically no later than the Wednesday before the Friday pay-date. For most of you, receiving e-mail notifications will provide you with your pay information earlier than the hard copy would reach you.

**Q:** Will my social security number appear in my e-mail notification?

**A:** For security reasons your social security number will NOT appear in your e-mail notification.

**Q:** Will my bank account number appear in my e-mail notification?

**A:** For security reasons your bank account number will NOT appear in your e-mail notification. Reference will be made to either a checking account or savings account and the dollar amount associated with that account will be indicated.

**Q:** Will a virus compromise my email Direct Deposit Notification in any way?

**A:** Your DD Notification is automatically generated by the payroll system that resides on the mainframe computer at TCCSA. The resulting e-mail notification is contained in a secure and virus free environment as long as it remains and is viewed in your TCCSA.NET E-Mail account. Printing a copy of your Direct Deposit Notification will not expose your Notification to a virus.

**Q:** What if I have trouble with my TCCSA email account password?

**A:** You can view your E-Mail from any computer that is capable of connecting to the Internet. Inside your Outlook Web Access you can change your password at the bottom of the options page. You must know your current password to change to a new one. It is never advisable to allow any computer to remember your password for you.



<b>Period Begin Date</b>	<b>Period End Date</b>	<b>Timesheets Due to Payroll Officer</b>	<b>Last Pay</b>	
July 6, 2013	July 20, 2013	July 25, 2013	10 ½ , 11, 12	August 5, 2013
July 21, 2013	August 5, 2013	August 10, 2013	10, 9 ¼	August 20, 2013
August 6, 2013	August 20, 2013	August 25, 2013	9, 9 ¼	September 5, 2013
August 21, 2013	September 5, 2013	September 10, 2013		September 20, 2013
September 6, 2013	September 20, 2013	September 25, 2013		October 4, 2013
September 21, 2013	October 5, 2013	October 10, 2013		October 18, 2013
October 6, 2013	October 20, 2013	October 25, 2013		November 5, 2013
October 21, 2013	November 5, 2013	November 10, 2013		November 20, 2013
November 6, 2013	November 20, 2012	November 25, 2013		December 5, 2013
November 21, 2013	December 5, 2013	December 10, 2013		December 20, 2013
December 6, 2013	December 20, 2013	December 25, 2013		January 3, 2014
December 21, 2012	January 5, 2013	January 10, 2013		January 17, 2014
January 6, 2014	January 20, 2014	January 25, 2014		February 5, 2014
January 21, 2014	February 5, 2014	February 10, 2014		February 20, 2014
February 6, 2014	February 20, 2014	February 25, 2014		March 5, 2014
February 21, 2014	March 5, 2014	March 10, 2014		March 20, 2014
March 6, 2014	March 20, 2014	March 25, 2014		April 4, 2014
March 21, 2014	April 5, 2014	April 10, 2014		April 18, 2014
April 6, 2014	April 20, 2014	April 25, 2014		May 5, 2014
April 21, 2014	May 5, 2014	May 10, 2014		May 20, 2014
May 6, 2014	May 20, 2014	May 25, 2014		June 5, 2014
May 21, 2014	June 5, 2014	June 10, 2014		June 20, 2014
June 6, 2014	June 20, 2014	June 25, 2014	Midland, HMG	July 3, 2014
June 21, 2014	July 5, 2014	July 10, 2014		July 18, 2014
July 6, 2014	July 20, 2014	July 25, 2014	10 ½, 11, 12	August 5, 2014
July 21, 2014	August 5, 2014	August 10, 2014	9, 9 ¼ & 10	August 20, 2014
August 6, 2014	August 20, 2014	August 25, 2014	9 & 9 ¼	September 5, 2014
August 21, 2014	September 5, 2014	September 10, 2014		September 19, 2014

## **TRI-COUNTY EDUCATIONAL SERVICE CENTER STAFF EXTENSION NUMBERS**

Ed Swartz 232  
Dave Denbow 242  
Deborah Williams 231  
Bobbie Singleton 275  
Rich Thomas 230

Bellanco, Rich 283  
Bender, Tracey 222  
Berger, Keri 257  
Burkett, Karen 272  
Coen, Pat 227  
Derflinger, Jennifer 228  
DiDonato, Kevin 405  
Fletcher, Addy 403  
Imhoff, Jamie 243  
Kestner, Judy 265  
Mast, Kathy 294

Muro, Michelle 253  
Oswald, Carolann 247  
Pertee, Janis 256  
Rohr, Jill 233  
Ruedisueli, Ashley 407  
Rupp, Pat 248  
Snowbarger, Mark 250  
Spotts, Tami 236  
Stoler, Debbie 270  
Styer, Jeff 276  
Wilson, Allen 273  
Workroom 281

## **EXIT REQUIREMENTS**

As stated on each employee's employment contract, all final reports required by the appropriate Director, all keys, all equipment, supplies, furniture and fixtures, and all resources owned by the Tri-County ESC must be returned to the immediate supervisor before final payment of the employment contract will occur.

**SECTION C.**  
**LEAVE POLICIES**

## **JURY DUTY**

Employees who serve on jury duty will not be penalized in any way for doing so. They will receive full pay, if they endorse the check received from the court or pay the amount shown on their record slip less travel allowance. The time spent on jury duty will not be charged against personal leave and will count as time on the job.

## **SICK, PERSONAL, AND VACATION LEAVE**

It is the responsibility of each employee to report to and submit appropriate leave forms to their immediate supervisor in accordance with Governing Board policies and State Law. Forms may be obtained in the Forms Section of this handbook, from department secretaries, or from the central office supply, or on-line. Please copy as needed. You will only receive a copy back if disapproved. Please use current forms.

Sick, personal, and vacation leave requests are deducted in increments of  $\frac{1}{2}$  or 1 whole units. The appropriate forms must be completed by the employee, approved by the employee's appropriate supervisor, and forwarded to the Superintendent for final approval. The approval is pending the Treasurer's certification that the employee has available accrued leave.

1. Sick leave for doctor or dentist appointments, if less than  $\frac{1}{2}$  day, may be accumulated until the total time absent is  $\frac{1}{2}$  day or 1 day. Each absence must be itemized on the sick leave form. The form should be turned in immediately upon reaching  $\frac{1}{2}$  day or 1 day. Notification must still be given all supervisors in advance of absence. If the leave is not taken after approval is obtained, please notify the Payroll Officer in the Treasurer's Office and the leave will not be deducted.

2. It is the employee's responsibility to monitor their leave usage and the balances. Due to payroll software restrictions, all days used will be posted concurrent with each payroll's period dates. If for some reason a leave form with a date used before the current payroll period dates is received, it will be posted on the next payroll. A payroll schedule, with all pay dates and their respective period dates, is in Section B, page 28 of this Handbook.

Leave days earned will be added to the employee's balance after the first payroll of the month and before the second payroll of the month following earned leave. For example, the leave earned for September will appear on the second payroll direct deposit notification of October. This will allow for a more current posting of days used.

## **SICK LEAVE\***

The Governing Board recognizes its statutory duty to pay employees of this ESC in full for days on which they are absent from work for reasons of personal disability or pregnancy, and illness, injury or death in the employee's immediate family.

All employees of the ESC eligible for sick leave shall receive fifteen (15) such sick leave days annually at the rate of one and one-quarter a month. Unused sick leave shall be cumulative up to 260 days. Regular part-time employees shall be entitled to sick leave in proportion to the time actually worked.

The Governing Board shall accept by transfer the accumulated sick leave up to 260 days which any new employee has acquired in another position of public service in Ohio.

A. USE OF SICK LEAVE - Sick leave may be used for the following purposes and must have the approval of the Superintendent:

1. For absence of the employee due to personal illness, injury, pregnancy, or exposure to a contagious disease which could be communicated to other employees or to students.
2. For absence of the employee due to illness or injury of someone in the employee's immediate family. In this section the employee's immediate family is defined to mean a member of the immediate family of the employee residing in the home of said employee and shall also include the employee's parents, brother, sister, son or daughter, father-in-law and/or mother-in-law, and spouse if not residing with the employee.

The exact number of days granted under this section shall be determined by the circumstances.

3. For absence due to death in the immediate family of an employee. In this section the immediate family of an employee is defined to mean the father, mother, brother, sister, son, daughter, husband, wife, grandmother, grandfather, father-in-law, mother-in-law, brother-in-law, or sister-in-law, and any other relative of the employee as approved by the Superintendent.

The exact number of days granted shall be determined by the family relationship and the circumstances surrounding the death.



- B. VERIFICATION OF SICK LEAVE - An employee requesting use of sick leave shall furnish a written signed statement to justify the use of sick leave. The filing, by an employee, of any willfully false statement concerning the cause or duration of an absence shall be considered by the Educational Service Center Governing Board as grounds for suspension or dismissal.
- C. ELIGIBILITY FOR SICK LEAVE - A sick leave of absence shall commence when the employee or agent, if the employee is sufficiently disabled, reports the absence. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, has participated in a concerted work stoppage, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.
- D. RECORDS OF SICK LEAVE - The personnel records of this ESC shall show the attendance of each employee, and such days as that employee may be absent shall be recorded with the reason for such absence noted. A record shall be made of the unused sick leave days accumulated by each employee.
- E. RETIREMENT COMPENSATION - Upon retirement an employee may be compensated a portion of the unused sick leave in accordance with Governing Board policy on severance pay.

## **PERSONAL LEAVE\***

The Governing Board shall, pursuant to the provisions of this policy, provide for an employee's absence for personal necessity.

The Governing Board reserves the right to specify within the limits of law, the manner of proof of personal necessity, the type of situations in which such leave will be permitted and the total number of days which may be used in any school year for personal leave.

Up to three (3) full days of personal leave with pay may be used, if approved by the Superintendent, each contract year by full-time employees. Personal leave is not cumulative.

Personal leave days may be used for personal obligations that are necessary and compelling which involve family events, community events, business transactions or legal transactions, subject to the following conditions:

Request shall be in writing on a prescribed form.

Request shall be presented to the Superintendent at least twenty-four (24) hours in advance, except in the event of an emergency.

Day(s) shall not be used preceding or following student or legal holidays.

Days(s) shall not be used in an unprofessional manner so as to project a poor image of the employee to the schools or communities.

Day(s) shall not be used when a regularly scheduled school meeting or previously announced meeting has been called.

Day(s) shall not be used for vacation or recreation, personal pleasure such as shopping or hunting, etc.

Must be for activities that can be conducted on a school day only. If the activity can be arranged on a weekend or evening, it is not eligible for personal leave.

Number of persons granted personal leave for any one (1) day will be limited to the demands of the Educational Service Center Office as determined by the Superintendent.

Scheduled daily assignments shall be adjusted by the employee and confirmed by the Superintendent in advance of the day requested.

\*Reference: Board Policy 3436; 4436

# **VACATION**

## **CERTIFICATED STAFF\***

The Governing Board believes that it is beneficial to the ESC that personnel be given periodic relief from the responsibilities of their job without loss of compensation.

The Governing Board reserves the right to specify the conditions under which vacation time may be taken.

### A. ELIGIBILITY

Full time employment for 12 months - 19 working days

### B. APPLICATION

Eligible employees must apply for vacation to the Superintendent at least two days in advance of the desired start date. Special consideration shall be given to emergencies.

### C. TIME OF VACATION

Vacations should be taken within one (1) year of the time earned, except that all or part of earned vacation may be carried over to the next year.

### D. TERMINATION OF EMPLOYMENT

An employee who anticipates termination in the ESC may take accrued vacation prior to the termination date with proper approval as noted above. Accrued vacation may be paid to the estate of a deceased employee.

\* Reference: Board Policy 3433

# VACATION

## CLASSIFIED STAFF\*

The Governing Board believes that it is beneficial to the ESC that personnel be given periodic relief from the responsibilities of their job without loss of compensation.

The Governing Board reserves the right to specify the conditions under which vacation time may be taken.

### A. ELIGIBILITY

1. Full time employment for twelve (12) months - fifteen (15) working days
2. Full time employment for eleven (11) months - ten (10) working days
3. Employees with twenty (20) or more years of service in the Center as of July 1<sup>st</sup>, shall be entitled to an annual vacation, exclusive of legal holidays, of twenty (20) working days for twelve (12) month employees and fifteen (15) working days for eleven (11) month employees.

### B. APPLICATION

Eligible employees must apply for vacation to the Superintendent at least two days in advance of the desired start date. Special consideration shall be given to emergencies.

### C. TIME OF VACATION

Vacations should be taken within one (1) year of the time earned, except that all or part of earned vacation may be carried over to the next year.

### D. TERMINATION OF EMPLOYMENT

An employee who anticipates termination from the ESC may take accrued vacation prior to the termination date with proper approval as noted above. Unused vacation will be paid in full to the estate of a deceased employee or a retiring employee. Unused vacation, upon separation from employment, will be paid at the employee's current rate of pay but not to exceed the unused amount accrued in the year prior, plus the prorated portion earned but unused for the current year.

\*Reference: Board Policy 4433

# **CALAMITY LEAVE**

The ESC is generally open during district(s) calamity days. Therefore all staff members are to report to work as follows:

## **ESC Office Staff**

If the decision is made to close the office, staff working out of the ESC office will be notified by communication chain and on local radio stations (Wooster 104.5 FM or Ashland 101.3 FM). On bad weather days (days with area school closings), staff should come to work as soon as the roads are passable (normally by 9:00 a.m.). Staff may also use vacation or personal leave days.

## **District-Assigned Staff**

- Administrative staff and psychologists shall report to the ESC office or to one of their district offices (with their director's approval). Staff may also use vacation or personal leave days.
- Teaching staff and speech therapist should follow the schedule of the district assigned during that day.
- No staff members will be granted more than the number of calamity days currently allowed in Ohio law. Calamity days that exceed this number will need to be made up.

## **HOLIDAYS\***

The Governing Board observes those days declared by statute to be holidays and any such other days enumerated in this policy. Those statutory holidays are:

New Year's Day  
Martin Luther King Day  
Memorial Day  
Labor Day  
Thanksgiving Day  
Christmas Day  
Independence Day (if 12-month employee)

In addition to those holidays prescribed by statute, the Governing Board authorizes for eleven and twelve month contracts payment of the following holidays for all employees who are under employment contract to this ESC on the date of said holiday: the Friday following Thanksgiving, President's Day, and any days that the office is closed by the Superintendent.

All classified staff employees shall be paid in full for applicable approved holidays if such employees have accrued earnings on their next preceding and next following scheduled work days before and after a holiday or were properly excused from attendance at work on either or both of those days.

\*Reference: Board Policy 4434

## **FAMILY MEDICAL LEAVE\***

In accordance with Federal Law, the Governing Board shall provide Family Medical Leaves of up to twelve work weeks of unpaid leave to all qualifying employees. To qualify, an employee must have worked for Tri-County ESC for at least one year, and for 1,250 hours over the immediate previous 12 months. The twelve (12) month period is defined as the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e. the "leave year" is specific to each individual staff member). The Board shall require the staff member to substitute any of his/her eligible sick leave, paid vacation, personal leave for unpaid FMLA leave. Consult Governing Board Policy 3430.01 / 4430.01 for the regulations of the Family Medical Leave Act (FMLA).

\*Reference: Board Policy 3430.01; 4430.01

## **ADOPTION LEAVE**

Although the Board does not provide adoption leave, the Board does recognize the importance of a mother of a newly adopted infant to be with that infant. The Board also recognizes and would support a medical doctor's recommendation that the mother of a newly adopted infant (birth to 2 years) be present in the home to facilitate the well being of the mother and child. Therefore, an employee presenting a medical excuse for a sick leave to care for a newly adopted infant would be eligible for 6 weeks of paid sick leave if such leave was accumulated by the employee. If sick leave were not available, family medical leave may also be utilized when appropriate.



## **SECTION D.**

# **INSURANCE POLICIES**

## **INSURANCE BENEFITS**

Tri-County ESC is a member of the Jefferson Health Plan, (JHP) which is a consortium of 70+ school districts formed to provide economical health care and related insurance benefits to Ohio schools through group purchasing.

JHP retains UMR, Inc. (a Third Party Administrator) to administer different school district health insurance plans and pay appropriate claims.

Tri-County ESC is a member of the discount provider network – United Health Care (UHC). Voluntary use of the UHC providers helps to keep health insurance premiums as low and stable as possible. A list of UHC providers can be found on the UMR website.

JHP contracts with the CVS/Caremark drug network. A mail-order process is available for maintenance drugs.

Health insurance coverage is effective as follows:

If your contract start date is between the first and fifteenth of the month, coverage is effective on the first active day of work.

If your contract start date is after the fifteenth of the month, coverage is effective the first day of the following month.

Coverage ceases at midnight of the effective day of resignation/norenewal.

Plan documents delineating coverage are distributed upon enrollment in the plan and are available on the Tri-County ESC or UMR website.

Employee contributions for health insurance coverage are due the month preceding the month of coverage. Contributions are deducted equally on the first and second payrolls of each month.

Membership cards will be mailed to employees by UMR. If cards are lost the employee may order replacement cards on the UMR website.

A Life Insurance benefit of \$38,000 will be provided to each eligible full-time (as defined by health insurance eligibility) employee at no cost to the employee.

Private policies upon termination of employment with the ESC as per the terms of the agreement are available to any individual who wishes to convert to private coverage.

C.O.B.R.A. permits employees to continue their health insurance coverage when employment ends at their own cost. Information regarding your rights under the federal C.O.B.R.A. law will follow any enrollment in the health insurance plan and upon termination, resignation, retirement, leaves of absence, etc.

## **GROUP HEALTH INSURANCE\***

The Governing Board realizes the concern of its employees for the availability of those protective and personally advantageous benefits beyond an individual's basic salary. It is the Governing Board's desire to make available or provide, within the limits of law and sound fiscal management, those which are beneficial to the employee and the ESC.

The Governing Board shall provide group health insurance for the employees of this ESC eligible to participate in accordance with statute.

Participation in this plan is optional.

Nine (9), ten (10), eleven (11), and twelve (12) month employees who are employed fulltime for 184 or more days respectively shall be eligible for the full program. A full-time employee shall work six (6) hours or more per day. A part-time employee is an individual who is employed for a minimum of 736 hours per year. Persons employed less than 736 hours per year are not eligible to participate.

The Tri-County Educational Service Center Governing Board shall pay eighty five percent (85%) of the group health insurance costs for full-time employees. For part-time employees the Tri-County Educational Service Center Governing Board will pay \$115.00 a month per family, and \$57.00. a month per single for health insurance costs.

Open enrollment periods will be limited to the first 31 days of employment, and the month of May of each year, to be effective July 1st.

\*Reference: Board Policy 3420; 4420

# **CAFETERIA PLAN**

Effective September 1, 2006, the Governing Board is providing a vehicle through which employees can save income tax dollars. The I.R.S. Section 125 Cafeteria Plan offered by the Governing Board is named the TRI-COUNTY ESC CHOICE BENEFIT PLAN. It's complete description follows. The Plan year is July 1 - June 30 of each year. Each employee will be required to complete an election form at the beginning of their employment and every year after. Contact the Treasurer's Office for any additional information that is needed.

## **TRI-COUNTY ESC CHOICE BENEFIT PLAN INTRODUCTION**

Tri-County Educational Service Center is pleased to sponsor The Tri-County Educational Service Center Cafeteria Plan ("Cafeteria Plan"). It is called a cafeteria plan because it lets you choose from several optional benefit plans.

### **BENEFIT PLANS**

The following plans are available under the Cafeteria Plan:

**MEDICAL BENEFITS PLAN.** Your medical benefits plan payroll deduction will be taken on a pre-tax basis.

**MEDICAL REIMBURSEMENT PLAN.** You may participate in a Medical Reimbursement Account which allows you to pay for health care expenses not covered by your medical benefit plan with pre-tax dollars.

**DEPENDENT CARE REIMBURSEMENT PLAN.** You may participate in a Dependent Care Reimbursement Account which allows you to pay for dependent care expenses with pre-tax dollars.

### **PRE-TAX DOLLARS**

The Cafeteria Plan gives you the opportunity to use pre-tax dollars to pay your share of the benefits that you want by completing a salary reduction agreement. Then, instead of paying your share with after-tax dollars out of your regular pay, you will pay your share with pre-tax dollars. Paying with pre-tax dollars helps you because you do not have to pay the income taxes associated with the amount of your salary reduction. The following example\* shows the effect on take home pay when pre-tax dollars are used. The example is based on a person who is single, takes one withholding allowance, earns \$30,000 per year and is paid twice per month.

### **PRE-TAX**

Gross Income \$1,250.00  
Pre-Tax Contribution \$ 100.00  
Taxable Income \$1,150.00  
Federal Income Tax \$ 120.00  
  
Take Home Pay \$ 1,030.00

### **AFTER-TAX**

Gross Income \$1,250.00  
Taxable Income \$1,250.00  
  
Federal Income Tax \$ 135.00  
After-Tax Contribution \$ 100.00  
Take Home Pay \$1,015.00

\*The example does not reflect the application of state or local taxes.

You should also be aware that using pre-tax dollars may have an effect on the benefits that you or your family would receive at retirement or in the event of death or disability.

### **CHANGES TO YOUR ELECTION**

**No changes can be made to the Medical Reimbursement Plan during the Plan Year. Changes can be made in your election for coverage under the medical plan or dependent care reimbursement plan during the Plan Year if you experience one of the following events or incur one of the following circumstances:**

- A. You or your dependent experiences **a change in status**. A change in status includes:
- Events that change an employee's legal marital status
  - Events that change an employee's number of dependents
  - Events that change the employment status of the employee, the employee's spouse or the employee's dependent including termination or commencement of employment
  - Events that cause an employee's dependent to satisfy or cease to satisfy eligibility requirements for coverage
  - Such other events that the Plan Administrator determines will permit the revocation of an election (and, if applicable, the filing of a new election) during a Plan Year under regulations and rulings of the Internal Revenue Service.
- B. You may change your election with respect to the medical benefits plan if:
- You or your dependent meets the definition of a special enrollee under the medical plan
  - A judgment, decree or order resulting from a divorce, legal separation, annulment, or change in legal custody requires coverage under an accident and health plan for your child or foster child
  - You, your spouse or dependent becomes entitled to or loses entitlement to Medicare or Medicaid

- C. You may change your election with respect to the Dependent Care Reimbursement Plan if the coverage is significantly curtailed or ceases. The cafeteria plan may permit affected employees to revoke their elections and make a new election on a prospective basis for coverage under an option providing similar coverage.

### **Important Limitations to Changes to Your Election**

If you are permitted to make a change to your election as outlined in this section, your new election must be on account of and correspond with the event or change in status. A new election to receive benefits under the Medical Benefits Plan, the Medical Reimbursement Plan, and/or the Dependent Care Reimbursement Plan, is subject to the provisions of the respective plan. In the event such plan does not permit enrollment at the time of the new election, the new election is not permitted and the election cannot take effect under this Plan. Elections cannot be retroactive, so make sure that you reelect immediately if you experience a change in status.

### **INSTRUCTIONS**

This workbook will explain the costs and the election process for you to follow to participate in the Cafeteria Plan. When you have decided which benefits that you want, write your choices on the Election Form and Salary Reduction Agreement. Return the Election Form and Salary Reduction Agreement to the Treasurer's office. If you have any questions concerning the benefits available under each of the optional benefit plans, refer to your employee booklet/summary plan description or ask the Treasurer's office.

### **MEDICAL REIMBURSEMENT PLAN**

The Medical Reimbursement Plan is designed to let you use pre-tax dollars to pay for medical expenses that you or your family may have, provided that the expenses are not covered by any insurance or health plan. The amount in the Medical Reimbursement Plan on your behalf may be used to pay medical expenses which qualify as a medical expense under the rules of the Internal Revenue Service. Premiums for health care coverage do not qualify for reimbursement. Medical expenses reimbursed under the Medical Reimbursement Plan cannot be claimed as a medical expense on your income tax return. If you choose to participate in the Medical Reimbursement Plan, your pay will be reduced by the appropriate amount each pay period. The total amount that you elect to put into the Medical Reimbursement Plan will be available for use on the later of: the first day of the Plan Year; or the date that you begin participating in the Medical Reimbursement Plan. The Plan Year for the first year of the Medical Reimbursement Plan will run from September 1. . After that, the Plan Year will run from July 1st to June 30th of each year. You may elect to deposit any amount up to the maximum shown on the Election Form and Salary Reduction Agreement.

## USE IT OR LOSE IT

THE TOTAL AMOUNT IN THE MEDICAL REIMBURSEMENT PLAN ON YOUR BEHALF MUST BE USED TO PAY FOR MEDICAL EXPENSES **INCURRED** IN THE PLAN YEAR AND THOSE MEDICAL EXPENSES MUST BE SUBMITTED FOR REIMBURSEMENT WITHIN 180 DAYS AFTER THE END OF THE PLAN YEAR OR ANY FUNDS REMAINING ARE FORFEITED.

## SAMPLE MEDICAL EXPENSES

Medical expenses include amounts paid for the diagnosis, cure, mitigation, treatment, or prevention of disease, and for treatments affecting any part or function of the body. The expenses must be primarily to alleviate or prevent a physical or mental defect or illness. Expenses for solely cosmetic reasons generally are not expenses for medical care. Also, expenses that are merely beneficial to one's general health (for example, vacations) are not expenses for medical care. Many of the following items are medical expenses **only** if they comply with certain Internal Revenue Service (IRS) restrictions. The list is **not** a complete list of medical expenses. Consult your tax advisor and IRS Publication 502 for advice on whether an item is a medical expense. IRS Publication 502 can be ordered from the IRS by calling 1-800-TAX-FORM or can be accessed online at <http://www.irs.gov/pub/irs-pdf/p502.pdf>.

### ALLOWED

Acupuncture  
Alcoholism  
Ambulance  
Artificial limb  
Artificial teeth  
Autoette/wheelchair  
Birth control pills  
Chiropractors  
Christian Science Practitioners  
Contact lenses  
Crutches  
Dental treatment  
Drug addiction  
Eyeglasses  
Guide dog  
Hearing aids

### ALLOWED

Hospital services  
Laboratory fees  
Medical services  
Medicines (prescribed)  
Nursing home  
Nursing services  
Operations  
Osteopath  
Oxygen  
Psychiatric care  
Psychologist  
Sterilization  
Surgery  
Therapy  
Transplants  
X-rays

### DISALLOWED

Baby-sitting and child care  
Cosmetic surgery  
Dancing lessons  
Diaper service  
Electrolysis  
Funeral expenses  
Hair transplants  
Health club dues  
Household help  
Illegal operations/treatments  
Maternity clothes  
Meals not part of inpatient care  
Personal use items  
Swimming lessons  
Vacations

Over-the-counter drugs may now be reimbursed under the Medical Reimbursement Account if they are purchased to alleviate or treat personal injuries or sickness. These drugs are only allowable if they meet the Internal Revenue Code guidelines. You must submit substantiated bills (itemized receipts) to be reimbursed for these charges.



## **DEPENDENT CARE REIMBURSEMENT PLAN**

The Dependent Care Reimbursement Plan is designed to let you use pre-tax dollars to pay for dependent care expenses. A “dependent” means any individual who is (a) a dependent of yours and who is under the age of 13 and with respect to whom you are entitled to a deduction under section 151(c) of the Internal Revenue Code, or (b) a dependent or spouse of yours who is physically or mentally incapable of caring for himself, and (c) as defined under the applicable provisions of the Working Families Tax Relief Act of 2004. In determining whether an individual is a dependent of yours, the special rules of Internal Revenue Code Section 21(e)(5) shall be taken into account, when applicable.

The amount in the Dependent Care Reimbursement Plan on your behalf may be used to pay dependent care expenses which qualify as “work-related dependent care expenses” under the rules of the Internal Revenue Service (IRS). In general “work related dependent care expenses” are those expenses incurred so you (and your spouse, if you are married) can work or look for work. If your spouse is not working or looking for work when the expenses are incurred, then your spouse must be a full-time student or be physically or mentally incapable for caring for himself or herself.

You must show on your federal income tax return (for the year in which the care was provided) the name, address, and (except for churches or other tax-exempt dependent care centers) the taxpayer identification number of any persons or dependent care centers that you pay to provide dependent care. A qualified person to provide dependent care does not include any of your dependents.

The Dependent Care Reimbursement Plan may be used instead of, or in some cases, in addition to the IRS dependent care tax credit. Dependent care expenses reimbursed under the Dependent Care Reimbursement Plan cannot be used to claim any other tax benefit, although the balance of your dependent care expenses may be eligible for the dependent care tax credit.

You need to decide whether you would save more in taxes by using the dependent care tax credit or the Dependent Care Reimbursement Plan. Because determining the best way to handle dependent care expenses depends on a number of factors, such as your tax filing status (married, single, head of household), number of dependents, etc., you will have to determine your tax position individually in order to make the decision between taxable and tax-free benefits. You are encouraged to consult your tax advisor for assistance making the determination and to consult IRS Publication 503. IRS Publication 503 can be ordered from the IRS by calling 1-800-TAX-FORM.

If you choose to participate in the Dependent Care Reimbursement Plan, your pay will be reduced by the appropriate amount each pay period. Only the amount that has been deducted from your pay at the time that you submit a dependent care expense will be available for payment of a benefit. The entire amount that you elect for the Dependent Care Reimbursement Plan is not available on the first day that your election is in effect.

### **USE IT OR LOSE IT**

THE TOTAL AMOUNT IN THE DEPENDENT CARE REIMBURSEMENT PLAN ON YOUR BEHALF MUST BE USED TO PAY FOR DEPENDENT CARE EXPENSES **INCURRED** IN THE PLAN YEAR AND THOSE DEPENDENT CARE EXPENSES MUST BE SUBMITTED FOR REIMBURSEMENT WITHIN 180 DAYS AFTER THE END OF THE PLAN YEAR OR ANY FUNDS REMAINING ARE FORFEITED.

### **CHANGES TO YOUR CAFETERIA PLAN ELECTION**

If you participate in the Dependent Care Reimbursement Plan you cannot change your election during the Plan Year unless you experience one of the events listed in the section entitled “Changes to Your Election.” Remember, under the Dependent Care Reimbursement Plan, only the amount that has been deducted from your pay at the time that you submit a dependent care expense will be available for payment of a benefit. If you have any questions concerning the benefits or operation of the Dependent Care Reimbursement Plan, refer to your employee booklet/summary plan description or ask the Treasurer’s office.

# TRI-COUNTY E.S.C. EMPLOYEE HEALTH INSURANCE

## DEDUCTION RATES

- Effective 7/1/13

		<u>Single</u>	<u>Family</u>
<b>Full-Time</b>	Medical & Dental	\$92.06	\$222.19
	Medical Only	\$87.12	\$209.93
	Dental Only	\$ 4.94	\$ 12.26
<b>Part-Time</b>	Medical & Dental	\$556.74	\$1366.29
	Medical Only	\$526.91	\$1290.92
	Dental Only	\$ 29.83	\$ 75.37

## NOTICE OF HIPPA PRIVACY PRACTICES

Effective Date: April 14, 2003

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

If you have any questions about this notice, please contact, Dave Denbow, Treasurer, at (330) 345-6771 ext. 242.

**Who Will Follow the Requirement of This Notice.** This notice describes Tri-County ESC's practices and those of its employees and business associates. Tri-County ESC, its employees, and its business associates may share medical information with each other for the purposes of treatment, payment, or other operations of Tri-County ESC as described in this notice.

**Privacy of Health Information.** We understand that medical information about you and your health is personal. This notice will tell you about the ways in which we may use and disclose medical information about you. We will also describe your rights and certain obligations that we have regarding the use and disclosure of medical information. We are required by law to:

- Assure the medical information that identifies you is kept private;
- Give you this notice of our legal duties and privacy practices with respect to medical information about you; and
- Follow the terms of the notice that is currently in effect.

**Use and Disclosure of Medical Information.** The following describes the different ways that we may use and disclose medical information. Generally, private health information may be released without your authorization for the purposes of treatment, payment, or other healthcare operations of Tri-County ESC.

Medical information may also be released for the following purposes:

- As required by law.
- For public health services.
- In connection with the investigation of abuse, neglect, or domestic violence.
- To health oversight agencies in connection with health oversight activities.
- For judicial and administrative proceedings.
- For law enforcement purposes.
- To coroners, medical examiners, and funeral directors.

- For research if a waiver of authorization has been obtained.
- To prevent serious and imminent harm to the health or safety of a person or the public.
- For specialized governmental functions.
- For military and veterans activities.
- For national security and intelligence.
- For protective services for the President and others.
- To the Department of the State to make medical suitability determinations.
- To correctional institutions and law enforcement officials regarding an inmate.
- For workers' compensation if necessary to comply with the laws relating to workers' compensation and other similar programs.

**Rights Regarding Medical Information.** You have the following rights regarding medical information that we maintain about you:

- Right to Inspect and Copy. You have the right to inspect and copy medical information that may be used to make decisions about you, including medical and billing records. To inspect and copy medical information about you, you must submit your request in writing to the Treasurer. If you request a copy of this information, we may charge a fee for the costs of copying, mailing, or other supplies associated with your request. We may deny your request to inspect and copy in certain very limited circumstances, and if you are denied access to medical information, you may request that the denial be reviewed.
- Right to Amend. If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for the School District. To request an amendment, your request must be made in writing and submitted to the Treasurer. In addition, you must provide a reason that supports your request. We may deny your request if it is not in writing or properly supported by a reason; or the information was not created by us; is not part of the medical record kept by the Tri-County ESC; is not part of the information that you would be permitted to inspect and copy; or is accurate and complete.
- Right to an Accounting. You have the right to request an accounting of disclosures. This is a list of the disclosures we have made of medical information about you. To request this list, you must submit your request in writing to the Treasurer. Your request must state a time period that may not be longer than six years and may not include dates before April 14, 2003. Your request must also indicate in what form you want the list (for example, on paper or electronically). The first list that you

request within a 12-month period will be free. For additional lists, we may charge you for the cost of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request before any cost is incurred.

- Right to Request Restrictions. You have the right to request a restriction or limitation on the medical information that we use or disclose about you for treatment, payment, or healthcare operations. You also have the right to request a limit on the medical information that we disclose about you to someone who is involved in your care or the payment for your care. However, we are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you with emergency treatment. To request restrictions, you must make a written request to the Treasurer telling us what information you want to limit; whether you want to limit our use, disclosure or both; and to whom you want the limits to apply, for example disclosures to your spouse.
- Right to Request Confidential Communications. You have the right to request that we communicate with you about medical matters in a certain way or at a certain location, for example by mail or only at work. To request confidential communications, you must make your request in writing to the Treasurer and specify how or where you wish to be contacted. We will not ask you the reason for your request and will accommodate all reasonable requests.
- Right to a Paper Copy of This Notice. You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy. You may obtain a copy of this notice by contacting the Treasurer's Office.

**Changes to This Notice.** We reserve the right to make changes to this notice, and to make the revision or change applicable to medical information we already have about you.

**Complaints.** If you believe your privacy rights have been violated, you may file a complaint with Tri-County ESC. To file a complaint, please contact Dave Denbow, Treasurer, Tri-County Educational Service Center, 741 Winkler Dr., Wooster, Ohio, 44691, (330) 345-6771 #242. All complaints must be submitted in writing. You can also complain to the Office for Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W., Room 509F, HHH Building, Washington, D.C. 20201-0004, (800) 368-1019.

**Other Uses of Medical Information.** Other uses and disclosures of medical information not covered by this notice will be made only with your written permission. If you provide us with permission to use or disclose medical information about you, you may revoke that permission in writing at any time. If you revoke your permission, we will no longer use or disclose medical information about you for the reason covered by your written authorization. However, we will not be able to take back any disclosures that we already made during any period in which your permission was in effect.

## **LIABILITY INSURANCE**

The Educational Service Center Governing Board recognizes the risks it faces in the ordinary course of participating in a school program and chooses to insure itself against certain liabilities as a result of said risks.

The Governing Board shall in accordance with law insure its employees against injury or death resulting in the course of their employment and chooses also to insure members of the Governing Board, officers, and employees of the ESC against liability for damages for death, injury to person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of the employee's office or employment.

**SECTION E.**

**PROFESSIONAL GROWTH  
AND TRAVEL**



## PROFESSIONAL GROWTH AND TRAVEL

- A. All requests to attend professional meetings and educational courses shall be made seven days in advance of the meeting for which approval to attend is sought, even for zero cost meetings in normal line of duty. The Superintendent may make exceptions if seven-day notice is not possible. Determination of appropriateness and authority to grant permission for attendance at the meeting will rest with the Superintendent. In all cases, permission is contingent on individual contact with the employee's representing district where applicable. The appropriate form – *Meeting Attendance Approval Request* – must be completed and submitted to the Treasurer's office for confirmation of funds available. The *Request* will go through the proper chain of approval. Upon receipt of the yellow copy of the *Request* with appropriate approval, arrangements can be made to attend the function. The employee must initially incur all approved expenses.
- B. The professional meeting (including all educational courses) to be attended must be related to the work of the employee.
- C. Reimbursement will be made for any job-related expenses upon the presentation of original receipts for all expenses submitted for reimbursement. No reimbursement shall be made unless original receipts are presented for all costs except mileage. *All original receipts must be itemized to show the appropriateness of the expense.*
- D. Mileage must be computed as actual miles driven at the currently approved IRS maximum reimbursable non-taxable rate.
- E. There shall be a \$65 limit per month for each month worked for each applicable staff member to use in attending professional meetings. Guidelines and form tutorials are available on the first page of Policies and Procedures.

9 month fiscal year allowance	\$585.00
9 ¼ month	601.25
10 month	650.00
10 ½ month	682.50
11 month	715.00
12 month	780.00

- F. Reimbursement will be made on the first warrant check run following receipt in the Treasurer's office of the approved reimbursement form – *Professional Meetings Expense Report* along with the required documentation. A maximum of \$20 per day is allowed for meals.

- G. Warrant checks are normally processed every Friday. Your reimbursement check will either be mailed to your home or you will be notified by the Treasurer's office that your check may be picked up.

Local travel expenses (mileage) incurred in the execution of duties shall be reimbursed at the rate of the IRS approved maximum non-taxable rate. Mileage must be submitted on forms approved by the Superintendent - *Mileage and Contact Report*. "Effective March 1, 2006, mileage may be paid after completion of a full month, **but no later than 90 days after the mileage is incurred.**

- H. All approved forms may be obtained from the FORMS Section of this Handbook, from department secretaries or in the metal cabinet in the Board Office workroom.

# **TRI-COUNTY EDUCATIONAL SERVICE CENTER**

## **College Credit Reimbursement Guidelines 2013-2014 School Year**

### Amount Reimbursed:

Reimbursement will be based on funding level set by the Tri-County Educational Service Center Governing Board each contract year (July 1 – June 30). The current amount set aside for reimbursement is \$15,000 per year. To be eligible the student must be an ODE certified/licensed employee of the Tri-County Educational Service Center (ESC).

### Rules Governing Reimbursement:

1. Funding will be available to full-time certificated/licensed employees of the Tri-County ESC on a first come basis. Classes will be reimbursed at the rate of \$150 per semester hour or \$100 per quarter hour. A maximum of 8 semester hours or 12 quarter hours will be reimbursed per contract year.
2. Prior request for reimbursement must be submitted before the first class meeting on the appropriate College Credit Reimbursement form. Classes must be related to your current work assignment. The Tri-County Superintendent's approval or denial of course work is final.
3. Upon completion of the class, a receipt of payment (acceptable by the Tri-County ESC Treasurer) and an official grade sheet or transcript showing the grade and hours awarded must be submitted for reimbursement within 60 days of completion.
4. Only classes in which a grade of "B" or above is earned will be eligible for reimbursement. Classes completed under a pass/fail grade option are not eligible for reimbursement.
5. Classes must be completed at a college or university recognized as accredited by the State Department of Education.
6. Participants can only be reimbursed for tuition amounts not being reimbursed by another scholarship or tuition reimbursement funding source.
7. Participants must remain employees of the ESC for two years after the completion of the class. Employees who voluntarily resign from the ESC prior to the two-year window will be required to repay any reimbursed tuition paid within the past two years. Payment must be received prior to the issuance of the employee's last check from the ESC.

## **SECTION F.**

# **PURCHASING PROCEDURES**

# **TRI-COUNTY ESC EMPLOYEE PURCHASING PROCEDURES**

As required by law, all expenditures must be encumbered before the expenditure occurs and as soon as it is known the expenditure will be made. This prevents available resources from being overspent. The following is the required process to follow when requesting any expenditure to be made by the Tri-County ESC Governing Board.

Generally, purchase orders are processed daily. Please allow a reasonable amount of time for the flow of approval and processing. 2-4 days should be adequate under normal circumstances. If a situation occurs which requires expenditures sooner than the normal process, the employee may process the requisition and then hand carry the requisition to obtain appropriate authorization. **Unless an extreme emergency, no purchase may be made without the Superintendent's approval and the signature of the Treasurer verifying availability of funds for the purchase. Expenditures made otherwise may result in non-payment by the Tri-County ESC.** With the telephone, fax machine, email, and US Mail available, there should not be a reason purchase orders cannot be in place before purchases are made.

1. Complete a requisition using the format prescribed by the Treasurer's office. The Accounts Payable Officer, on an individual basis, will give training on requisition processing. Training takes approximately one hour. Individually assigned ESC secretaries will process requisitions if desired. A written form of the requisition is available if it is not possible to process electronically.
  - Vendor information should be complete with address.
  - Include the "ship to" information, if applicable, in the appropriate section.
  - Include an estimate of the shipping & handling charges if applicable.
  - Tabulate the total to insure the prices are stated correctly.
  - "Attached lists" may be used only if there are more than 10 items. The lists must be typed.
2. Forward the completed requisition to the appropriate Director for approval.
3. The Director will forward to the Superintendent for approval. The Superintendent is the only Purchasing Agent for the Tri-County ESC Governing Board and no expenditure is lawful without his/her prior approval.
4. The Superintendent will forward the requisition, if approved, to the Treasurer's Office for purchase order processing. If not approved, the requisition will be returned to the originator with the appropriate notation.
5. The Treasurer's Office will process the purchase order from the approved requisition. The expenditure is not lawful unless the Treasurer signs the fiscal certificate of available funds.
6. The Treasurer's Office will return a copy of the purchase order to the requisitioner to verify approval and verify processing of the subsequent purchase order. This copy may be used in any way needed.
7. Upon completion of services or delivery of goods, the requisitioner must authorize by signature the payment of the invoice via packing slip or personal service contract. Please open supply orders as soon as possible to insure timely payment to the vendor. Any discrepancies must be noted (shortages, damaged item, backorders, etc.). We will make partial payments if shipment is not complete.
8. If "previewing" publications, a purchase order must be processed at time of receipt of the publication. The PO will be canceled if the publication is not ultimately purchased.

## **Petty Cash**

- Petty Cash is available at certain locations (Ashland and Wayne Preschool Sites and the Treasurer's Office) for occasional expenditures of \$20.00 or less.
- In order to receive reimbursement, an original receipt showing each itemized purchase (itemized by the vendor, not the employee) shall be presented.
- No sales tax may be reimbursed.
- Please note the date and purpose of ANY meeting or inservice for which you are buying supplies if applicable.
- It is not appropriate to purchase supplies for in-district meetings. The function should be ESC sponsored.
- Petty cash expenditures should be submitted on a timely basis – up to 30 days past purchase is a reasonable timeframe.
- Please identify an applicable grant or project at the time of reimbursement.

## Employee Professional Development Costs

- All employee professional development requests must be submitted in advance of the event. There should be no exceptions.
- Please submit the Meeting Attendance Approval Request directly to the Treasurer's Office for notation of available funds.
- If you are asked by a Director to attend the function and it is not to be charged against your individual professional development allocation, please note so on the Meeting Attendance Approval Request.
- No material purchases at an event will be reimbursed unless a separate purchase order exists for that purchase.
- To obtain reimbursement submit the Expense Account – Professional Meetings form to your immediate supervisor for approval. Include any applicable original, itemized receipts.
- Mileage incurred for an event may be claimed on mileage statements or on the Expense Account – Professional Meetings.
- Events taking place during the summer will be charged against your allocation for the fiscal year (July - June) in which the event BEGINS.

## Personal Service Contracts

- A Service Contract should be prepared when contracting with an individual for Independent Contractor services.
- The form must contain the contractor's correct name, address, and social security number.
- The exact description of services to be rendered by the contractor should be included in the appropriate section as well as the price agreed upon for the ESC to pay for said services.
- All appropriate signatures should be affixed in advance of the service. Forward the Service Contract to the Treasurer for signature and it will be returned to you as soon as possible.
- A purchase order must be processed at the time of engagement of the contractor.
- The ESC coordinator should hold the Contract until the service has been rendered. After the service has been rendered, the ESC coordinator must approve in writing anywhere on the Contract that payment may be processed. The Service Contract should then be forwarded to the Treasurer's Office.
- If the amount of the Service Contract changes for any reason, the correct amount should be clearly denoted and initialed. If the change is a substantial increase, immediate contact must be made with the Treasurer's Office.

## **SECTION G.**

### **FORMS**

**(Forms are found Online)**