

# Employee Handbook

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**2023-2024**



**Warren County  
Educational Service Center**

**1879 Deerfield Road · Lebanon, OH 45036**

**(513) 695-2900 · Fax (513) 695-2961**

**<http://www.warrencountyesc.com>**

**IRN # 050401**

**NOTE: Employees of the Southwest Ohio Council of Governments (SWO-COG) are required to follow the WCESC policies as listed in this handbook**

**Individual programs/departments have posted a staff policies and procedures handbook in addition to this document via Public School Works. Please read and verify receipt of all related to your assignment as listed in your online PSW course schedule.**

## TABLE OF CONTENTS

|  |       |
|--|-------|
| WCESC Governing Board and Administrative Leadership Team   | 2     |
| Executive Directors, Directors, Department Supervisors, Title IX Compliance Officers and Primary Support Contacts  | 3-5   |
| Preface from the Superintendent  | 6     |
| Introduction, Vision/Mission Statement and ODE Aligned School Districts  | 7     |
| General Policies and Procedures (in alphabetical order)  | 8-28  |
| Benefits and Employee Brochure   | 29-30 |
| Financial Guidelines and Fiscal Information<br>(Fundraising, Collection of Money, Purchasing Payroll, Petty Cash,<br>Timesheets, Travel, and Expense Reimbursement)                                    | 31-33 |
| Health and/or School Safety Guidelines (Emergency, Fire/Tornado Drills, Evacuation Procedures)   | 34    |
| MARCS Radio Information  | 35    |
| Network Privacy and Acceptable Use Policy (Acceptable/Unacceptable Uses, Security/Integrity,<br>Right of Access, Social Media Use)   | 36-37 |
| Miscellaneous Information (Internet, Phones, Email, Change of Address, Name, or Beneficiary, Injury on<br>the Job, Business Cards, ODE Licensing/Permits, LPDC, Compliance Officers, WCESC Facilities) | 38    |
| WCESC Calendar for Main Campus Administrative Offices  | 39    |

**All Board approved**  
**WCESC by-laws and policies**  
**are posted in their entirety on the**  
**WCESC website**  
[CLICK HERE](#)



## ***WCESC Governing Board***

Mr. Fred Anness, Board President  
Mr. Chad Bridgman, Vice President  
Mrs. Nona Cress, Board Member  
Mr. Jiles Farley, Board Member  
Mrs. Sally Williams, Board Member



Fred Anness



Chad Bridgman



Nona Cress



Jiles Farley



Sally Williams

## ***WCESC Leadership Team***

|   |  |
|---|--|
| Tom Isaacs, Superintendent  | <a href="mailto:tom.isaacs@warrencountyesc.com">tom.isaacs@warrencountyesc.com</a>       |
| Cary Furniss, Chief Financial Officer   | <a href="mailto:cary.furniss@warrencountyesc.com">cary.furniss@warrencountyesc.com</a>   |
| Christy Even, Assistant Superintendent<br>(Student Services & Programming)    | <a href="mailto:christina.even@warrencoutyesc.com">christina.even@warrencoutyesc.com</a> |
| Pat Paré, Assistant Superintendent<br>(Human Resources & Business Operations) | <a href="mailto:pat.pare@warrencountyesc.com">pat.pare@warrencountyesc.com</a>           |
| Scott Wilson, Assistant Treasurer   | <a href="mailto:scott.wilson@warrencountyesc.com">scott.wilson@warrencountyesc.com</a>   |
| Katie Brown, Assistant Treasurer  | <a href="mailto:katie.brown@warrencountyesc.com">katie.brown@warrencountyesc.com</a>     |



Tom Isaacs



Cary Furniss



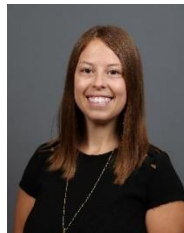
Christy Even



Pat Paré



Scott Wilson



Katie Brown

## ***WCESC Senior Executive Directors of Programming***



**Mike Bidwell**

Senior Executive Director of Social Emotional Learning Programs

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**Kara Dirksing**

Senior Executive Director of Special Education Programs

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**Dr. Kathie MacNeil**

Senior Executive Director of Cognitive and Behavioral Health Programs

[kathie.macneil@warrencountyesc.com](mailto:kathie.macneil@warrencountyesc.com)

## ***WCESC Department Supervisory Staff (in alphabetical order)***

|                   |   |
|-------------------|---|
| Brandon Anness    | Program Coordinator of Transportation, PSSBDTP<br><a href="mailto:brandon.anness@warrencountyesc.com">brandon.anness@warrencountyesc.com</a>  |
| Dan Baker         | Assistant Supervisor of John Lazares Alternative School<br><a href="mailto:daniel.baker@warrencountyesc.com">daniel.baker@warrencountyesc.com</a>   |
| Jason Boone       | Supervisor of Warren County Learning Center (St. Mary Campus)<br><a href="mailto:jason.boone@warrencountyesc.com">jason.boone@warrencountyesc.com</a>   |
| Steve Bowman      | Supervisor of Maintenance Department<br><a href="mailto:stephen.bowman@warrencountyesc.com">stephen.bowman@warrencountyesc.com</a>  |
| Jill Buffenbarger | Supervisor of Nursing<br>Supervisor of <del>Mason</del> Multiple Disabilities Programming<br><a href="mailto:jill.buffenbarger@warrencountyesc.com">jill.buffenbarger@warrencountyesc.com</a> |
| Kari Burris       | Director of Related Services and Preschool Programming<br><a href="mailto:kari.burris@warrencountyesc.com">kari.burris@warrencountyesc.com</a>  |
| Jason Byrge       | Program Safety Coordinator<br><a href="mailto:jason.byrge@warrencountyesc.com">jason.byrge@warrencountyesc.com</a>  |
| Jeannie Camery    | Supervisor of Student Transportation<br><a href="mailto:jeannie.camery@warrencountyesc.com">jeannie.camery@warrencountyesc.com</a>  |
| Wiley Collett     | Supervisor of Warren County Learning Center/Laura Farrell Campus<br><a href="mailto:wiley.collett@warrencountyesc.com">wiley.collett@warrencountyesc.com</a>                                  |

|                      |  |
|----------------------|--|
| Laura Collier        | Special Education Supervisor (Wayne Local Schools)<br><a href="mailto:Laura.Collier@warrencountyesc.com">Laura.Collier@warrencountyesc.com</a>               |
| Terri Elam           | Supervisor of Nursing<br><a href="mailto:terri.elam@warrencountyesc.com">terri.elam@warrencountyesc.com</a>  |
| Tara Gee             | Supervisor of Phoenix Academy<br><a href="mailto:tara.gee@warrencountyesc.com">tara.gee@warrencountyesc.com</a>  |
| Dustin Goldie        | Supervisor of John Lazares Alternative School<br><a href="mailto:dustin.goldie@warrencountyesc.com">dustin.goldie@warrencountyesc.com</a>                    |
| Kim Gregory          | Lead BCBA/Collaborative Coach<br><a href="mailto:kimberly.gregory@warrencountyesc.com">kimberly.gregory@warrencountyesc.com</a>                              |
| Angela Hensley       | Assistant Supervisor of Early Intervention and Help Me Grow<br><a href="mailto:angela.hensley@warrencountyesc.com">angela.hensley@warrencountyesc.com</a>    |
| Alana Jacobs         | Lead Speech Language Pathologist<br><a href="mailto:alana.jacobs@warrencountyesc.com">alana.jacobs@warrencountyesc.com</a>                                   |
| Jared Kaiser         | Director of Deerfield Campus/Wellness Center<br><a href="mailto:jared.kaiser@warrencountyesc.com">jared.kaiser@warrencountyesc.com</a>                       |
| Molly Leicht         | Supervisor of Social Communication Program<br><a href="mailto:molly.leicht@warrencountyesc.com">molly.leicht@warrencountyesc.com</a>                         |
| Becky Miller         | Lead Physical Therapist<br><a href="mailto:becky.miller@warrencountyesc.com">becky.miller@warrencountyesc.com</a>  |
| Amanda Pennix        | Supervisor of Transition Services (TLC, PAES)<br><a href="mailto:amanda.pennix@warrencountyesc.com">amanda.pennix@warrencountyesc.com</a>                    |
| Stefanie Post        | Supervisor of Early Intervention and Help Me Grow<br><a href="mailto:stefanie.post@warrencountyesc.com">stefanie.post@warrencountyesc.com</a>                |
| Lauren Sheets        | Special Education Supervisor (Kings Local Schools)<br><a href="mailto:lauren.sheets@warrencountyesc.com">lauren.sheets@warrencountyesc.com</a>               |
| Kimberly Steele      | Lead Occupational Therapist<br><a href="mailto:kimberly.steele@warrencountyesc.com">kimberly.steele@warrencountyesc.com</a>                                  |
| Kevin Stevens        | Supervisor of Coordinated Care/Diversion<br><a href="mailto:kevin.stevens@warrencountyesc.com">kevin.stevens@warrencountyesc.com</a>                         |
| Kristie Strittmatter | Lead School Psychologist<br><a href="mailto:kristie.strittmatter@warrencountyesc.com">kristie.strittmatter@warrencountyesc.com</a>                           |
| Katelin Strubbe      | Director of Western Row Campus<br><a href="mailto:katelin.strubbe@warrencountyesc.com">katelin.strubbe@warrencountyesc.com</a>                               |
| Erica Thompson       | Director of Warren County Learning Center<br><a href="mailto:erica.thompson@warrencountyesc.com">erica.thompson@warrencountyesc.com</a>                      |
| Pam Tone             | Director of Support Staff<br><a href="mailto:pamela.tone@warrencountyesc.com">pamela.tone@warrencountyesc.com</a>  |
| Jessica Woody        | Lead Mental Health Therapist<br><a href="mailto:jessica.woody@warrencountyesc.com">jessica.woody@warrencountyesc.com</a>                                     |
| Rachelle Yakumithis  | Assistant Supervisor of Social Communication Program<br><a href="mailto:rachelle.yakumithis@warrencountyesc.com">rachelle.yakumithis@warrencountyesc.com</a> |

### ***Title IX Compliance Officers:***

Pat Paré, Assistant Superintendent [pat.pare@warrencountyesc.com](mailto:pat.pare@warrencountyesc.com) or 513-695-2900, x2314  
Christy Even, Assistant Superintendent [christina.even@warrencountyesc.com](mailto:christina.even@warrencountyesc.com) or 513-695-2900, x2917

### ***Technology:***

|               |                        |  |
|---------------|------------------------|--|
| Tyler McCall  | Technology Coordinator | <a href="mailto:tyler.mccall@warrencountyesc.com">tyler.mccall@warrencountyesc.com</a>   |
| Dylan McGrath | Technology Coordinator | <a href="mailto:dylan.mcgrath@warrencountyesc.com">dylan.mcgrath@warrencountyesc.com</a> |

### ***Support Staff Contacts***

|                  |  |  |
|------------------|--|--|
| <b>MAIN</b>      | <b>Pam Tone, Director of Support Staff</b> | <a href="mailto:pamela.tone@warrencountyesc.com">pamela.tone@warrencountyesc.com</a>               |
| <b>CAMPUS</b>    | Kim Cochran, Special Education Support     | <a href="mailto:kim.cochran@warrencountyesc.com">kim.cochran@warrencountyesc.com</a>               |
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|                  | Amanda Greer, Front Office                 | <a href="mailto:amanda.greer@warrencountyesc.com">amanda.greer@warrencountyesc.com</a>             |
|                  | Cindy Loesch, EMIS                         | <a href="mailto:cindy.loesch@warrencountyesc.com">cindy.loesch@warrencountyesc.com</a>             |
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|                  | Joyce Roe, Accounts Payable                | <a href="mailto:joyce.roe@warrencountyesc.com">joyce.roe@warrencountyesc.com</a>                   |
| <b>OTHER</b>     | John Lazares Alternative School            | <a href="mailto:peggy.ludwig@warrencountyesc.com">peggy.ludwig@warrencountyesc.com</a>             |
| <b>ESC SITES</b> | Phoenix Academy                            | <a href="mailto:nikki.mckinney@warrencountyesc.com">nikki.mckinney@warrencountyesc.com</a>         |
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|                  | Western Row Campus                         | <a href="mailto:jennifer.melzer@warrencountyesc.com">jennifer.melzer@warrencountyesc.com</a>       |



See page 38 for all WCESC facility addresses and primary phone numbers.

## **PREFACE**

### ***from the Superintendent***

It is a privilege to serve the children, parents, and employees who reside in Warren County and all our client school districts.

The intention of this employee handbook is to communicate important information to all employees about WCESC operations.

Employees should know and understand in addition to this employee handbook there are additional important sources of information:

1. Policy Manual of the Warren County ESC Governing Board. Board approved policies are available on the WCESC website under “About” dropdown and then “Info”.
2. Employee guidelines and handbooks that may be available for each program.
3. Student Handbooks in each school or ESC program.

This handbook has been provided to you as a means of communicating general district information, rules, and regulations. It is not intended to either enlarge or diminish any board policy, or administrative regulation or guideline. Material in this handbook may be superseded by such board policy, administrative regulation, or changes in federal or state laws. Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time without notice.

Please speak with your supervisor or me should you have any questions about the material in this employee handbook.



A handwritten signature in black ink that reads "Tom Isaacs". The signature is fluid and cursive.

Tom Isaacs, Superintendent  
Warren County Educational Service Center

## Introduction

The elected members of the Governing Board and Administrative Leadership Team of Warren County Educational Service Center believe that education is a cooperative process that involves administrators, teachers, students, parents, and the community in promoting excellent educational programs through a constant cycle of diagnosis of need, implementation, and evaluation. Through cooperation, collaboration, and partnerships we are able to provide high quality programs for students.

We recognize that each school district is unique and diverse, and our programs and services are designed to enhance the sharing of resources and working together cooperatively. Our ultimate goal is for all students to have positive learning opportunities which we strive to achieve through teamwork, effective leadership, and mutual support.

## Vision

We are innovative leaders committed to providing customized solutions and high-quality services with collaborative partnerships.

## Mission Statement

At the Warren County Educational Service Center, we believe in being a resource to our community partnerships through a holistic life span approach by:

- Collaborating with school districts and communities to develop customized programming for at risk individuals and families
- Delivering high-quality services in a cost-effective manner
- Establishing a supportive environment that promotes growth opportunities, encourages leadership, and embraces diversity and inclusion
- Providing safe learning environments for the community we serve
- Enhancing the quality of life for a diverse population of learners with opportunities for growth and transformation

**WCESC provides services to numerous school districts and related student entities as contracted, however, these districts are aligned with Warren County ESC per Ohio Department of Education funding:**

Carlisle Local  
Franklin City  
Kings Local  
Lebanon City  
Little Miami Local  
Springboro Community  
Wayne Local



## GENERAL PROCEDURES and POLICIES (alphabetical by topic)

### ◆ **ABSENCES and ATTENDANCE of STAFF (Policy #3432, 3433, 3436, 4432, 4436, 4438, 4439)**

All WCESC employees are expected to maintain regular attendance, as students need all staff to be present. All employees have the responsibility to be on the job on time for every scheduled workday. Staff absence reporting is conducted through FRONTLINE'S ABSENCE MANAGEMENT. All absences must be reported before the start of the workday in FRONTLINE'S ABSENCE MANAGEMENT for approval by supervisor, superintendent (or designee) and payroll. Failure to enter absences in Frontline will result in progressive discipline. Absences may be taken in ¼ day increments. Employees assigned to school districts are required to follow that district's calendar for the purposes of vacations, holidays, and days off. Absenteeism, even when justified for medical reasons, may be cause for non-renewal or termination of employment.

#### **TYPES OF LEAVE**

**SICK LEAVE:** Sick leave is accrued per board policy. Sick leave requests can be taken in whole, half, and quarter day increments only. Sick leave may be taken for personal illness, family illness, medical appointments for the employee and their immediate family, and bereavement of immediate family members. Immediate family is defined as spouse/partner, children, parents, siblings, grandparents, grandchildren, in-laws and shall be inclusive of stepfamily. Excessive sick leave may require physician documentation and result in a letter placed in your personnel file.

**PERSONAL DAYS:** Full-time employees are provided with up to 3 personal days a year that can be taken in whole, half day, and in some instances, quarter-day increments.

***NOTE:** PLEASE REMEMBER, PERSONAL DAYS CANNOT BE TAKEN RIGHT BEFORE OR RIGHT AFTER A VACATION, HOLIDAY or SCHOOL DAY OFF TO EXTEND THE BREAK and SHOULD BE TAKEN TO CONDUCT BUSINESS UNABLE TO BE DONE OUTSIDE OF THE WORKDAY.*

LEAVES OF ABSENCE in accordance with Policy #3430 (Professional Staff) and #4430 (Classified Staff).

### ◆ **ADMINISTERING MEDICINES TO STUDENTS (Policy #5330, 5330.02, 5336)**

Designated employees may administer medications to students according to Board policy. Students must have a completed medical form on file to take any medicines at school. Non-prescription medicines may be administered only with written permission of the parent, and prescription medicines may be administered only with a written prescription from a physician. The school nurse, the building principal, and other designated office personnel are primarily responsible for administering medicines to students. At no time should any school employee provide over-the-counter medication like an aspirin or Tylenol to a student who is complaining of not feeling well.

### ◆ **ASBESTOS NOTIFICATION (Policy #8405)**

Asbestos management plans are located in the central office and are available for inspection. WCESC contracts for an annual asbestos inspection to keep these records current. All asbestos is properly documented and maintained for safety.

### ◆ **ATTENDANCE OFFICERS**

The Warren County ESC employs Attendance Officers (O.R.C. 3321.15) who work closely with Warren County Juvenile Court to enforce Ohio Compulsory Education/Attendance Laws in our client school districts.

#### ◆ **AUDITOR OF STATE FRAUD REPORTING SYSTEM (Policy #8900)**

Pursuant to Ohio Revised Code 117.103(b)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office. Each new employee has thirty days after beginning employment to confirm receipt of this information. The sign-off sheet is available in the new employee packet.

#### ◆ **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) (Policy #8452)**

Each WCESC facility has an onsite AED. All employees should become familiar with its location in your assigned facility and complete the Public School Works required course regarding AED usage.

#### ◆ **BELL SCHEDULES**

Employees are expected to know and abide by the bell schedule of whatever facility they are assigned.

#### ◆ **BLOODBORNE PATHOGEN TRAINING (SEE PUBLIC SCHOOL WORKS)**

#### ◆ **CALAMITY DAYS (Policy #3437, 4437)**

The Tec 911 system is used for announcements about school closings and delays. Each employee must register for these notifications.

#### ◆ **CALENDARS and WORKDAY SCHEDULES**

All employees are required to work the schedule/hours of the district or building of assignment. Main Campus employees will work the schedule assigned by the superintendent. All employees have a work grid that is provided by their supervisor and this work grid must be followed.

#### ◆ **CARE OF WCESC PROPERTY AND EQUIPMENT**

All employees are expected to respect and use property and equipment properly. Damaged property and equipment must be reported to your supervisor. WCESC employees who supervise students are required to abide by the property and equipment guidelines of that school district.

#### ◆ **CHILD ABUSE AND NEGLECT OF STUDENTS REQUIRED REPORTING (Policy #8462)**

All WCESC employees are state-mandated reporters of student abuse and/or neglect. Warren County Children's services or local law enforcement must be notified. All employees are required to complete the child abuse training that is provided by Public School Works.

#### ◆ **CLASSROOM, OFFICE and FACILITY SECURITY (Policy #7440)**

Every facility operated by WCESC must remain locked and all visitors must enter the locked front doors that are controlled by an administrative assistant or designated staff member. Employees may not keep any exterior doors fully open, propped with an object, or unlocked. Staff members are requested to turn out the lights and secure all windows and doors when leaving a classroom or office. Personal items of value are not a good idea at work and should be locked in a secure location when present. The last employee to leave for the day is responsible for securing the building and setting the alarm as appropriate.

#### ◆ **COLLABORATIVE BEHAVIOR COACHING TEAM**

In order to better serve students with intense behavior needs in a variety of educational environments, the Warren County Educational Service developed the Collaborative Behavior Coaching Team. The team provides instructional and behavioral coaching services to school-based teams. Services include analyzing and developing supports within

specific environments, modeling instructional techniques, problem-solving with teams to develop and/or modify behavior support plans, building capacity through presentations to school faculty and support staff, providing technical supports, consulting with teams and families on specific students. Majority of the team consists of individuals that are Board Certified Behavior Analysts (BCBA). BCBA's are experts in conducting functional behavior assessments and developing behavior intervention plans for the most complex student. BCBA's also provide supervision to the Registered Behavior Technicians (RBTs) that are placed through the Warren County ESC educational programs and various school districts in the region.

#### ◆ **COMMUNICATION AND PUBLIC RELATIONS**

Positive public relations are the responsibility of every WCESC employee. WCESC employees are encouraged to have positive interactions with the employees in client school districts. WCESC employees are prohibited from any actions that may be perceived as critical of leaders in client school districts. Positive news should be submitted for the WCESC newsletter and should be shared with school district leaders. All employees must constantly attempt to communicate good news to the public.

#### ◆ **COMMUNITY and BUSINESS PARTNERSHIPS**

Warren County ESC provides a closer partnership between K-12 schools and local colleges and universities including graduate credit and professional development opportunities; development of joint grants; communication with local industry for their support of K-12 schools; and serves as a liaison with OBOR and DOE.

#### ◆ **COMMUNITY INVOLVEMENT**

Employees are encouraged to participate and volunteer in community activities as good will ambassadors of WCESC.

#### ◆ **COMMUNITY USE OF WCESC FACILITIES**

The Conference facility in the main WCESC Lebanon offices may be available for community use when the facilities are not being used by WCESC groups. School facility gymnasiums are not available for rent. The superintendent is solely authorized to approve usage of WCESC facilities. Requests should be referred to the superintendent or his designee via email to request a building usage form. All requests should include who is making the request and for what purpose, date, timeframe, and group size for determination of space. Designee's email: [pamela.tone@warrencountyesc.com](mailto:pamela.tone@warrencountyesc.com)

#### ◆ **COMPLAINTS**

*Student/Parent Complaints:* WCESC recognizes that complaints regarding staff performance, discipline, grades, student progress, homework assignments, and similar issues will be made by students and parents from time to time. In general, WCESC requires complaints to go through normal chain of command processes for successful resolution. That is, the student/parent should first confer with the teacher/employee to resolve the issue, and then proceed to the supervisor, the superintendent, and the Governing Board of Education, in that order. This process may not always be possible, given the severity of the complaint, or other special circumstances may require other processes to successfully resolve the issue.

*Staff Complaints:* Employee complaints contending a violation, misinterpretation, or inappropriate application of district policies or administrative guidelines should be directed to the immediate supervisor for informal discussion and resolution. The same concept of using the chain of command to resolve issues applies. Staff complaints about services to students must be reported to Children's Services if abuse or neglect are suspected.

### ◆ **CONFIDENTIALITY OF STUDENT INFORMATION AND RECORDS – FERPA (Policy #8330)**

Any student records, including reports of abuse and neglect, test results, psychological examinations, disciplinary action reports, correspondence concerning students and family, educational, or medical histories are strictly confidential. Confidential information about students may not be accessed or maintained from employee's personal electronic devices. Student privacy will be rigidly protected by all employees of the district. Failure to do so will result in disciplinary action, up to and including, termination.

### ◆ **COMMUNITY-BASED OUTINGS AND EXPERIENCES**

All community-based outings and experiences must be approved by the administration prior to the event being planned. All trip requests must be made at least 4 weeks prior to the event and include all pertinent information including: date, time, location, transportation method, number of professional staff attending, and purpose.

A community-based outing shall be defined as any planned journey by one or more students away from Center premises, which is an integral part of a course of study and is under the direct supervision and control of a professional staff member or any advisor as designated by the Superintendent. A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip. In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

All students participating in the school community-based outing must have a signed permission slip from legal guardian. Professional staff members on the community-based outing must have with them the students' signed permission slips and emergency contact forms.

### ◆ **CONTROVERSIAL ISSUES (Policy #2240)**

It is not possible to avoid all issues that will offend some students, parents, or some members of the community. Exposure to controversial issues can be an important learning tool for students, especially as they get older and closer to voting and other rights and obligations of citizenship. Teachers must receive prior permission to discuss or teach controversial issues from the supervisor and are encouraged to share such information with parents before doing so. As a general rule, WCESC employees must avoid instructional materials that use profanity, vulgarities, and sexual themes. Employees must demonstrate respect for various religious and political views, and the ultimate right of parents to determine their child's exposure to these issues. From time to time, it may be necessary to provide alternative educational materials to students whose parents object to a particular educational topic. **Most importantly, WCESC employees are required to avoid all actions and behaviors that may offend our client school districts.** Staff must comply with the Governing Board's Controversial Issues policy.

### ◆ **COORDINATED CARE PROGRAM**

The Coordinated Care Program is dedicated to providing prevention, support and intervention to Warren County youth and their families struggling with emotional and behavioral needs so that they may remain in their home. Coordinated Care serves three types of youth:

- Unruly
- High Risk
- Multi-need

The Coordinated Care Team provides wraparound services, intervention and prevention services to high risk and multi-need children and their families with the goal of helping youth remain in their own home and avoid residential

placement. We work with direct service providers to coordinate an individualized plan for the youth with whom we work. The programs that the Coordinated Care Team provides include:

- Diversion
- Parent Success
- Resource Coordinators (placed in the schools)

#### ◆ **COPIES (Policy #2531)**

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and is contrary to ethical standards required of school employees.

#### ◆ **COVID**

WCESC works closely with the Warren County Combined Health District and all matters associated with student and staff health issues are resolved with Health Department input.

#### ◆ **CRIMINAL BACKGROUND CHECK (Policy #3121, 4120)**

Every employee of Warren County Educational Service Center must pass both a state and federal criminal background check prior to employment. This fingerprinting can be done by appointment only at WCESC Main Campus with a cost as follows: State - \$30.00 Federal – \$36.00 Both - \$61.00 Payment via credit card only.

You will be required to present your driver's license/photo ID at your appointment. For further information, refer to our website at [www.warrencountyesc.com](http://www.warrencountyesc.com) under "Quick Links". If you still have questions call 513-695-2900 for assistance.

To comply with the Ohio Department of Education licensure renewal requirements, criminal background checks must be less than five years old. For new employment, background checks must be less than one-year-old. All non-certified staff members must have an FBI criminal background check every five years. In most cases, background checks are completed at the employee's expense.

#### ◆ **CUSTOMER SERVICE and TELEPHONE ETIQUETTE**

It is vital for every customer and/or client interaction to be extremely professional and positive. This is a great opportunity to defuse an unhappy or disgruntled individual and to provide a great impression of the WCESC. Ask appropriate questions to better assist the individual. Let the person know you are transferring their call and to whom. Suggest leaving a voice mail if the individual is not available. If this is not sufficient, attempt to help in some other way (written message, attempting to contact the person needed, etc.). Avoid giving out personal cell phone numbers or sharing personal information about why the individual is unavailable (vacation, sick, etc.) unless otherwise granted permission.

#### ◆ **DISPLAY AND BULLETIN BOARDS**

Bulletin boards and display areas are located throughout the offices and classrooms of WCESC. This is a great way to create an attractive and positive learning climate, and to share good news with the public who visit the schools. Required employee notices should also be posted. At no time should any classroom door window be covered. Given the captive audience of students the ESC serves, classroom postings and displays must be informative and related to the curriculum being taught. Such postings and displays should not include religious, political, quasi-political, or controversial issues unless a staff member believes such material relates to his or her curriculum, in which case approval must be obtained from his or her supervisor before such material is posted or displayed. Refer to Policy No. po2240 for more information regarding controversial issues.

## ◆ DIVERSITY, INCLUSION and BELONGING (Policy #1422, 3122, 4122)

WCESC employees are required to demonstrate respect for differences including race, color, religion, national origin, gender, disability, or age. The listed policies are adopted by the Board but respect for cultural competency goes well beyond nondiscrimination and equal employment opportunities. We expect all employees to demonstrate respect for each other, students, parents, and community members at all times. Any employee who experiences any issues in this regard is encouraged to report the issue to compliance officers per policy. (see **HARRASSMENT AND BULLYING** section of this handbook). Compliance Officers: Pat Paré and Christy Even

## ◆ DRESS CODE

The ESC serves Ohio's most vulnerable students. These students receive special education services and focused intervention and support and include students who have severe emotional and physical disabilities, students with troubled home lives, students who cannot learn in a traditional educational setting, and students who have committed violent crimes. These requirements on professional dress and appearance while on duty are intended to do the following:

- Foster respect and earn the confidence of ESC students, parents, the public, customers, vendors and fellow employees
- Promote a positive work and learning environment and limit distractions for students
- Ensure safety and security while working

Teachers and staff who work with students are professionals who have advanced degrees and/or training and are expected to maintain a professional learning environment for students. Employees who work with students in buildings operated by the ESC are expected to abide by the following standards. ESC employees who work in buildings not operated by the ESC shall abide by the dress code standards of the school district/schools in which they are working.

Employees to whom this policy applies shall:

- Present a neat, clean, and professional appearance in their performance of duties at all times
- Dress in a manner that will not hinder their ability to effectively complete their work assignments
- Practice personal hygiene that does not interfere with students, the public and co-workers in their work environment
- Photo identification badges and uniforms (where required) should be worn in the performance of ESC business and in ESC facilities in order to identify employees as legitimate ESC representatives
- **Appropriate Clothing:**
  - Business and business casual is the baseline standard of attire for employees while they are on duty. Anything less than business casual attire is acceptable only if an employee works in a manual labor capacity and has been informed that business or business casual dress is not appropriate for those duties.
  - Examples of business and business casual attire include but are not limited to:
    - Business suit or dress
    - Dress slacks, khakis or skirts
    - Buttoned down dress shirts
    - All shirts with collars, business casual crewneck or v-neck shirts, blouses, golf and polo shirts
    - Blazers, sport coats, sweaters or cardigans

- Casual slacks and trousers without holes, tears, frays
- Casual slip-on or tie shoes, dress shoes, support shoes.
- Warren County ESC issued clothing with a Warren County ESC logo

- **Not Appropriate Clothing**

- Business and business casual attire does not include:

- Denim or jeans regardless of color
    - Jeggings, leggings or yoga pants
    - Tight or short pants or skirts
    - Shorts
    - Skorts
    - T-shirts or tank tops
    - Sweat suits
    - Spaghetti straps, strapless, backless or halter dresses or tops
    - Low-cut blouses or tops showing midriffs
    - Flip-flops, sandals, open toe, no-back, construction or hunting boots
    - Hats, caps or other head coverings
    - Clothes or adornments with large logos, letters, words, graphics, or images (Warren County ESC issued clothing with a Warren County ESC logo is permitted)
    - Clothing or adornments supporting or opposing any candidate, candidates, slate of candidates, or political organizations/committees

- Exceptions to this dress code may be made for employees with disabilities and those with sincerely held religious beliefs or practices. They are considered on a case-by-case basis. Please contact the Director of Human Resources to request an exception.
- Supervisors may notify employees that this dress code is relaxed on certain days. For example, a supervisor may allow jeans to be worn on casual Fridays.

### ◆ **DRUG FREE WORKPLACE (Policy #3170, 4170)**

WCESC shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any school district employee, while on district property or at any district event.

### ◆ **EMPLOYMENT BY WCESC (Policy #3120, 4120)**

The Governing Board of the Warren County Educational Service Center shall approve the employment of all personnel as recommended by the Superintendent.

Any staff member's intentional misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Governing Board to constitute grounds for dismissal.

In compliance with O.R.C. 3317.14 and Board approved salary schedules, placement on the salary schedule at the time of employment will be contingent upon verification provided via official college transcripts with degree and date degree conferred posted on the transcript. WCESC degree levels are Bachelors, Bachelors+ (total of 150 semester hours), and Masters. An employee completing coursework or a higher degree which would move them on the salary schedule, must provide verification to the HR Director before the September 15<sup>th</sup> deadline in the form of an official college transcript. The HR Director will provide written verification to the Treasurer. Subject to proper verification



and approval, the salary increase will be effective the first pay in October. The salary increase will be retroactive to workdays on September 16<sup>th</sup> and forward.

The deadline to request movement on the salary schedule is September 15<sup>th</sup> of each year and is the only opportunity to move on the schedule. After this deadline, movement on the schedule will not be implemented until the following school year.

Paraprofessionals obtaining a related Associate or higher degree will receive an appropriate salary increase based upon the Board approved salary schedule. Paraprofessionals must meet the eligibility requirements by providing Human Resources with official college transcripts as verification no later than September 15<sup>th</sup> or January 15<sup>th</sup> of the current school year.

Re-employment of retired personnel is determined according to policy #3120/Professional Staff and #4120/Classified Staff.

#### ◆ **END OF EMPLOYMENT PROCEDURES (HR and Technology)**

Prior to leaving employment, all staff are required to submit a resignation letter to the Human Resources Department and turn in any items provided to them by the WCESC as follows:

- Computer, laptop, and/or printer
- iPad and provided accessories
- Mifi
- Keys
- Key fob
- Phone and charger
- Employee badge
- Other as designated by the HR Director
- Final pay may be withheld until property is returned

Please note: Access to WCESC electronic resources will be ended when an employee resigns, and the former employee may not maintain any student records.

#### ◆ **ENGLISH LANGUAGE LEARNERS**

Students whose primary language is a language other than English are provided appropriate assistance through the district's Limited English Proficient program. Federal law requires these students to be counted in the school district's accountability measure of Adequate Yearly Progress after they have been enrolled for one year. Students will be provided assistance through their district of residence.

#### ◆ **ETHICS (Policy #3210, 4210)**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Governing Board expects all staff members to maintain high standards in their working relationships, and in the performance of their duties to:

- a. Recognize basic dignities of all individuals with whom they interact in the performance of duties;
- b. Represent accurately their qualifications;
- c. Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;



- d. Seek and apply the knowledge and skills appropriate to assigned responsibilities;
- e. Keep in confidence legally-confidential information;
- f. Ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- g. Avoid accepting anything of value offered by another for the purpose of influencing judgment;
- h. Refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protect rights as a citizen.)
- i. Licensure Code of Professional conduct for Ohio Educators

#### ◆ **EVALUATIONS (Policy #1530, 3220, 4220)**

All employees will be evaluated by their supervisor per Ohio Revised Code and Board Policy.

Any employee who is eligible for a continuing contract must notify their supervisor in writing prior to September 1 in order to be evaluated for continuing contract status during that year.

#### ◆ **FACULTY/EMPLOYEE MEETINGS**

Meetings will be held throughout the year to maintain good communications. All employees must attend these meetings unless emergencies prevent their attendance.

#### ◆ **FINES**

Employees are responsible for any equipment provided by the Board. In the event these items are lost, damaged or destroyed compensation may be sought at the discretion of the Human Resources Director. Compensation may be obtained by the Treasurer's Office through invoicing or payroll deduction.

#### ◆ **FOOD SERVICE**

WCESC does not operate a food service department. Vending machines may be available in the offices and employees in school districts are welcome to use the cafeterias in client schools.

#### ◆ **GIFTS TO EMPLOYEES (Policy #3214, 4214)**

Ohio ethics rules prohibit public employees from accepting gifts from any school district vendor that exceeds \$75.00 without filing a written report with the Ohio Ethics Commission. Any employee who may potentially have a conflict of interest with a potential school vendor is required to report that potential conflict to the superintendent before the expenditure of any school district funds.

#### ◆ **HARRASSMENT AND BULLYING (Policy #1662, 5517, 3362, 4362)**

It is the policy of the Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Educational Service Center operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

All employees have a right to work in an environment untainted by sexual or other forms of harassment or discrimination. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a

basis of an employment decision. Other prohibited behavior includes conduct that has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic.

Any complaints should be reported to a compliance officer.

**WCESC Compliance Officers:** Pat Paré, Assistant Superintendent  
Christy Even, Assistant Superintendent

### ◆ **HAZARDOUS MATERIALS IN THE WORKPLACE**

In order to assure the safety of staff and students, information and/or training as necessary is provided to assist staff to recognize and respond appropriately to the presence of hazardous materials in the workplace, including proper handling, labeling, storage, and disposal of such materials.

Material Safety Data Sheets (MSDS), which accompany any hazardous substance used in the school setting, are maintained and available to any employee. MSDS sheets are available through Public School Works.

All WCESC employees are expected to conduct their work in compliance with safe first aid and infection control procedures, and safety is to be observed at all times. It is the employee's responsibility to make full use of safeguards and safety procedures at all times.

### ◆ **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) (Policy #1619.01; 3419.01; 4419.01)**

WCESC will safeguard the protected health information of employees from use or disclosure that may violate standards and implementation specifications to the extent required by law.

"Protected Health Information" means individually identifiable health information that is 1) transmitted by electronic media; 2) maintained in electronic media; or 3) transmitted or maintained in another form.

The electronic exchange of financial and administrative transactions related to an individual's protected health information will meet the requirements of HIPAA.

### **Health Precautions (Policy #8453, 8453.01)**

Because of the threat of infectious diseases, the following precautions must be followed for everyone's health and safety.

- Gloves should be worn when contact with any blood or a bodily fluid is anticipated and should therefore be carried during playground duty, school activities, sports and field trips. They should also be worn for touching mucous membranes or broken skin (abrasions, etc.). Gloves should be changed after contact with each student. Hands should be washed immediately after removal of gloves.
- Disposable paper supplies and bandages should be used in the treatment and clean-up of any blood or bodily fluid.
- Cover any open lesions, wounds, dermatitis, etc., before working with students.
- Clean-up of blood and bodily fluids are dealt with primarily by the custodial staff. However, again, precautions must be taken by all employees.
- Gloves must be worn for clean-up and disposal.
- Contain blood or bodily fluids with paper towels and use them to wipe up.

- Vomit must be covered with vomit absorbent first. (This is available from the custodians). Follow the directions, then place the material in an individual plastic bag for disposal.
- Anything non-disposable (dust pans, brooms, etc.) must be sanitized. Cover them with a plastic bag until this can be done correctly.
- All plastic bags containing disposed material must be tied and disposed.
- Soiled clothing should be removed immediately and placed in a plastic bag.
- Both the injured party and the first-aid responder must wash their hands or any exposed areas of the body immediately at the finish of clean-up and disposal. Should first aid to a fellow employee or visiting adult be required, the same precautions should be applied.

#### ◆ **HELP ME GROW PROGRAM AND EARLY INTERVENTION**

Help Me Grow of Warren County is a program that provides health and developmental services for Ohio's expectant parents, newborns, infants, and toddlers. Services are designed with your family's concerns and goals in mind so that your child(ren) starts school healthy and ready to learn. Early intervention leads to successful transition to the public school setting.

#### ◆ **HIGHLY QUALIFIED**

This applies to teachers and to any paraprofessionals (teacher aides) who may be funded with Title I funds.

#### ◆ **HOLIDAYS – BOARD APPROVED PER POLICY (Policy #1439, 4439)**



#### ◆ **IMMUNIZATION FOR EMPLOYEES (Policy #8453, 8453.01)**

##### **PRE-EXPOSURE VACCINATION**

School district employees whose job classifications are outlined in **Group 1** will be offered the Hepatitis B vaccine. The vaccine will be offered within ten (10) working days of the initial job assignment, unless the employee has previously had the vaccine or wished to submit results of antibody testing verifying sufficient immunity. Employees who agree to receive the Hepatitis B vaccine will sign a Hepatitis B Vaccine consent form. Employees who decline the vaccine will be requested to sign a waiver. Such employees may change their mind at any future time and request immunization which will be given at no cost to the employee. Any employee in **Group 2** may appeal for immunization due to unique circumstances of their individual job duties by completing the Hepatitis B vaccination appeal form. The school district will assure that, if appropriate, the vaccine is offered. **If at any time, an employee has questions about the Hepatitis B vaccination process, they should contact the HR Department at WCESC.**

| GROUP 1   | GROUP 2  |
|---|--|
| Principals and Assistant Principals – if involved in school discipline  | This group includes all other school district job classifications not listed in Group 1. These employees may have occupational exposure; however, these job types are determined not to be at high risk. |
| Nurses, medical professionals/paraprofessionals, health assistants, physical/occupational therapist and assistants, health aide |  |

| GROUP 1   | GROUP 2 |
|---|---------|
| Special education and exceptional education teachers, teacher aides, and attendants if dealing with students who cannot control body fluids or cannot control their behaviors                         |         |
| Physical education teachers, athletic coaches/trainers, locker room attendants if required to handle blood, body fluids or other potentially infectious materials (e.g., providing general first aid) |         |
| Art teachers  |         |
| Shop teacher  |         |
| Secretaries and office aides with student contact   |         |
| School security personnel   |         |
| Plumbing maintenance personnel  |         |
| Daytime custodians  |         |
| Bus drivers   |         |



#### Accident Reporting Procedures

### ◆ INJURY/EMPLOYEE ACCIDENT AND EXPOSURE REPORTING PROCEDURES (Policy #8442)

The following procedures are applicable to all accidents, injuries and blood exposure incidents. Adherence to these instructions will facilitate your care and return to work. If you have any questions, call Pat Paré at (513) 695-2900, ext. 2314.

#### **Step 1: Your health is the first priority! Don't hesitate to seek professional care for a medical emergency.**

*A medical emergency is defined as: a) medical services required for the immediate diagnosis or treatment of a medical condition that if not immediately diagnosed or treated could lead to a serious physical or mental disability or death, or b) medical services that are immediately necessary to alleviate severe pain.*

#### **Step 2: IMMEDIATELY submit an Employee Accident/Exposure Incident Report.**

To submit an employee incident report, go to the ESC website ([www.warrencountyesc.com](http://www.warrencountyesc.com)), under Personnel Services click Employee Links, then scroll down and click the Accident Report link on the right side of the page, and finally click on Submit Accident Report. Enter all information requested and follow the steps to submit your report. For assistance, contact your immediate supervisor or the school nurse. For further assistance, call Pat Paré at (513) 695-2900, ext. 2314. The Employee Accident/Exposure Incident Report should be completed by the injured/affected employee, however, if necessary, another employee can complete the report with the assistance of the affected employee.

#### **OPTIONS FOR MEDICAL CARE**

When obtaining medical care, the employees MUST TELL THE PHYSICIAN it is a work-related injury.

#### **ALL VISITS**

If an employee obtains medical care for a work-related injury from a medical provider other than those noted below, workers' compensation insurance may not cover the costs and the employee may have to pay for the services. Employees are encouraged to go to Atrium Hospital or Bethesda Arrow Springs which are convenient to our employees and specialize in work-related injuries treatment and follow-up, including proper reporting, transitional work, physical therapy, and other occupational services.

1. Atrium Medical Center  
4220 Grand Avenue  
Middletown OH 45005  
(513) 420-4700  
Between 8:00am – 4:30pm  
After 4:30pm, go to Atrium Medical Center ER
2. Bethesda Arrow Springs  
100 Arrow Springs Boulevard  
Lebanon OH 45036  
(513) 282-7000

You may also go to:

- Urgent Care facility in your area
- BWC Certified Physician (to get the name of a BWC Certificate Physician, call 1-800-OHIOBWC. If you are unsure who is a BWC Certified Physician, it is recommended you go to an Emergency Room or Urgent Care facility.)

#### **ADDITIONAL REQUIREMENTS FOR BLOOD EXPOSURES**

If you are exposed to the bodily fluids of another person, the following documents must be given to the medical provider. Items 1 and 2 are available to the employee from the district website. Item 3 is available to the employee after submitting an online Employee Accident/Exposure Incident Report. Items 4 & 5 are provided by others.

1. A copy of the district Bloodborne Pathogens Exposure Control Plan.
2. A copy of the OSHA Bloodborne Pathogens regulations (29 CFR 1910.1030).
3. A copy of the completed Employee Accident/Exposure Report.
4. Results of the source individual's blood testing (if available).
5. All medical records applicable to treatment of the employee, including vaccination status.

For additional information regarding the procedures associated with an exposure to the body fluids of another person, the employee should read the district Bloodborne Pathogens Exposure Control Plan available on the district website.

#### **◆ INTERPRETER SERVICES**

WCESC provides highly skilled sign language interpreters that can accommodate any of communication, audiology services and assistive technology, speech and language services, C-print and interpreter availability for extra-curricular events.

#### **◆ JOB DESCRIPTIONS (Policy #1400, 3120.01, 4120.01)**

Each employee is required to have a signed job description. Job descriptions are subject to change as workplace needs evolve.

#### **◆ JOHN K. LAZARES ALTERNATIVE SCHOOL (Grades 7-12)**

The Warren County ESC operates the John Lazares Alternative School, for students in the 7th -12th grades. The school is located on the campus of the Warren County Career Center. The school's purpose is to create a

collaborative effort to address the educational and social needs of at-risk students, who have problems with personal and social behavior in a typical school setting, by establishing a neutral setting in which students' problems can be assessed and solutions can be explored. The school focuses on student leadership, mental health counseling, wellness, career exploration and establishes boundaries providing a safe and productive work environment that allows the student to achieve academic success. The school was renamed the John K. Lazares Alternative School in the spring of 2014. Mr. Lazares, retired WCESC superintendent, worked diligently with other officials in the county to establish this effective school program where young people achieve success.

#### ◆ KEYS

Employees will be issued a key for building and/or classroom access as needed to complete their job responsibilities. The loss of any key should be reported to their program supervisor or the HR Department immediately. Office and classroom doors should be locked at the end of the school day. Employees are not to have keys made without written permission from the program supervisor or administrator in charge of the building.

#### ◆ LEARNING CENTER (SED Program)

This program serves students with severe emotional disabilities (SED). Attending students have been diagnosed with either ADD, ADHD, OCS, Post-Traumatic Stress Syndrome, Asperger's Syndrome, Anxiety Disorders, Bipolar Disorder, Trichotillomania, or Oppositional Defiance Disorder, as well as cognitive learning disabilities. The students range from kindergarten to twelfth grades.

#### ◆ LICENSURE and LPDC (Local Professional Development Committee) (Policy #3442)

Each employee of WCESC is required to acquire and maintain licensure from the Ohio Department of Education as required and appropriate for their position. All employees are required to provide the Human Resources Department their currently valid licensure for the coming school year by July 15<sup>th</sup>.

State law requires LPDCs in each school district to assist teachers with licensure as appropriate. The WCESC LPDC will review employees' documentation to verify professional development required for licensure renewal.

**IMPORTANT NOTE:** It is imperative you submit your Individual Professional Development Plan in a timely manner as professional development accumulation will be counted towards your next renewal based on the date of submission of the plan.

Members of the LPDC will communicate with employees periodically about their licensure. (WCESC LPDC IRN# 013725)

Licensed employees will be notified by the LPDC after the start of each school year and assigned their contact person on the committee. For current LPDC committee members forms, and other information refer to Staff tab on WCESC website ([www.warrencountyesc.com](http://www.warrencountyesc.com)).

LPDC Chairperson: [Christina.Even@warrencountyesc.com](mailto:Christina.Even@warrencountyesc.com) or 513-695-2900, ext. 2917

LPDC Support Contact: [Pamela.Tone@warrencountyesc.com](mailto:Pamela.Tone@warrencountyesc.com) or 513-695-2900, ext. 1312.

Pupil personnel license holders are not required to report to a LPDC and include school social workers, speech-language pathologists, school nurses, school audiologists, occupational therapists, physical therapists, occupational therapy assistants and physical therapy assistants. Also not required to report to the LPDC are student monitors and educational aides (paraprofessionals) for new or renewals of permits.

LICENSURE and/or REGISTRATION FOR THOSE WHO HOLD A RESPECTIVE PROFESSIONAL BOARD LICENSE: The Ohio Department of Education issues licenses and registrations under Ohio law to professionals providing pupil services in a school environment. Beginning April 2021, pupil services providers who hold the respective professional Ohio board license may opt for the Ohio Department of Education registration rather than the pupil services license to work in Ohio schools (registrations are not available for School Counselors, School Psychologists, and Orientation and Mobility Specialists). ODE Link for more information: [Pupil Services Licensure and Registration | Ohio Department of Education](#)

#### ◆ **MULTIPLE DISABILITIES CLASSROOMS (SCHOOL AGE)**

Warren County ESC provides school age programming for students with multiple disabilities. Educational programming includes services from an intervention specialist, classroom assistants, speech language services, physical therapy services, occupational therapy services, and nursing services.

#### ◆ **NEWSLETTERS**

The WCESC distributes an electronic newsletter quarterly comprised of student programming/department articles from each supervisor. Any employees with news to share are welcome and encouraged to submit an article for the newsletter. In addition, all WCESC programs are encouraged to use newsletters to communicate with students, parents, and client school districts.

#### ◆ **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY (POLICY #1422, 3122, 4122)**

The Warren County ESC does not discriminate on the basis of race, color, religion, national origin, gender, disability, or age in its programs and activities, including employment opportunities. The compliance officers for WCESC are Pat Paré and Christy Even (contact info on p.5).

#### ◆ **NURSING SERVICES**

The Nursing Services Department provides various levels of nursing and health related assistance to students in schools throughout Warren County and in the various ESC programs. The goal is to assist schools and students to remove health related barriers to learning. Nursing Services provides cost effective programs to schools such as the provision of nursing staff as well as the direction and supervision of Licensed Practical Nurses delivering specialized one-on-one nursing care to students with complex medical conditions in schools in Warren County.

#### ◆ **OCCUPATIONAL AND PHYSICAL THERAPY DEPARTMENT**

Occupational Therapy (OT) and Physical Therapy (PT) services are provided to students who are in special education and who are being served on an Individualized Education Plan (IEP). Students will have been assessed through the multi-factored evaluation process as having a need for Occupational Therapy (fine motor skills) and/or Physical Therapy (gross motor skills) in the school-based setting. Students are served by Occupational Therapists and Physical Therapists and/or Therapist Assistants. The therapy received is based on the school model versus the medical model.

#### ◆ **OHIO TEACHER EVALUATION SYSTEM 2.0**

WCESC evaluation processes for licensed employees are aligned with the Ohio Teacher Evaluation System. All teachers, school psychologists, school nurses, occupational therapists and aides, physical therapists and aides and speech therapists are evaluated on an annual basis and receive a rating of Accomplished, Skilled, Developing, or Ineffective. All supervisors of these employee groups are credentialed by Ohio Department of Education.



#### ◆ **OUTSIDE ACTIVITIES OF STAFF (Policy #1231, 3231, 4231)**

No employee shall be obligated or involved with any outside activity that interferes with the normal contractual obligations of a WCESC employee. Employees shall not give work time to outside activities for which they are paid or there is not a satisfactory reason to be excused from assigned school duties; use of WCESC property or time to solicit or accept customers for private enterprises; campaign on WCESC property on behalf of any political candidate.

#### ◆ **PARAPROFESSIONALS, TEACHER AIDES, OR ASSISTANTS**

Paraprofessionals are hired through the Southwest Ohio Council of Governments (COG) and should refer to the specific program handbook per their assignment. Paraprofessionals whose job assignments include working with students with disabilities and students with issues that may result in poor school attendance, academic failure, restraint and/or seclusion, and social-emotional issues that may result in the students being unsuccessful in school must possess positive interpersonal skills and serve as role-models for youth because they serve unique roles where they can positively influence students in ways that are similar to licensed teachers, especially in the area of social-emotional behaviors.

#### ◆ **PAYROLL SYSTEM – SEE FISCAL INFORMATION**

#### ◆ **PERSONNEL RECORDS (Policy #8320)**

A public personnel file is maintained for every WCESC employee and is housed in the central office. The content and public availability of personnel files are governed by Board policy and state laws.

#### ◆ **PETTY CASH – SEE FISCAL INFORMATION**

#### ◆ **PHOENIX ACADEMY (Grades K-6)**

The Phoenix Academy is a K-6 Alternative School Program developed out of a County need for programming for students in these grade levels who are engaging in behavior that prohibits them from being able to safely stay in their home school building. Students referred to the program engage in behavior such as significant aggression towards adults and classroom objects; elopement from the classroom; consistent task refusal; emotional regulation difficulties; difficulty with focused attention during academic work thus leading to escape like behaviors. Students needing this level of programming typically have a lack of school experience before starting kindergarten, have been impacted by trauma, and may have little to no structure in the home environment.

#### ◆ **PRE-SERVICE SCHOOL BUS DRIVER TRAINING**

WCESC provides training and classes for bus drivers and van drivers resulting in proper certification in accordance with the Ohio Pre-Service Program.

#### ◆ **PROFESSIONAL DEVELOPMENT**

WCESC places a high value on continuous improvement through staff development. Unfortunately, the cost of professional development must always be passed on to our client school districts; this means we are unable to spend the amount of dollars we would like on professional development. Employees who wish to attend a workshop or conference must have it pre-approved before registering. Out-of-state trips are rarely approved.

#### ◆ **PUBLIC RECORDS (Policy #8310)**

WCESC employees responsible for records are required to maintain them appropriately and accurately. Public records are defined as any document, device, or item, created or received by or coming under the jurisdiction of



the Governing Board or its employees, which are kept by the Board and serve to document the organization, functions, policies, decisions, procedures, operations, and other activities of the ESC. Official business of the WCESC should not be conducted via personal email and would be subject to public records requests. A person may inspect the public records of the ESC at reasonable times during business hours by making arrangements with the Treasurer. A person may receive copies of public records at their cost. All requests to view or receive copies of the ESC's public records must be directed to the Treasurer, who is authorized to grant or refuse access to the public records of the ESC according to the law.

### ◆ **PUBLIC SCHOOL WORKS**

WCESC employees must be in compliance by completing all required public health and safety trainings through Public School Works in the prescribed time period. Employees who do not complete their required trainings within a reasonable period of time will be subject to progressive discipline.

### ◆ **RESIDENT EDUCATOR PROGRAM**

As mandated by the Ohio Department of Education, WCESC provides a four-year Resident Educator Program for teachers employed by WCESC and new to the profession. The goal is to promote the success of all new employees/educators.

### ◆ **RESTRAINT AND SECLUSION (Policy #5630.01)**

WCESC is committed to the use of Positive Behavior Intervention and Supports (PBIS) with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Sometimes students demonstrate challenging behaviors and therefore, we use a variety of proactive strategies to help our students cope with the demands of a typical school day. All restraint and seclusion shall be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education.

Proactively:

1. Organize the environment
2. Use visual supports
3. Monitor task demands
4. Ignore some non-threatening behaviors
5. Be consistent with follow through of demands
6. Recognize and intervene early when a student is becoming anxious
7. Meet sensory needs
8. Use direct teaching strategies

At times students become a threat to their own safety or the safety of others. The staff will make every attempt to de-escalate the behavior. Altering the environment in ways which are non-threatening to the student and least disruptive to the routine of other individuals is preferable when possible.

A crisis situation exists when there is one or more of the following:

- Danger to others: when there is physical violence toward other sufficient to cause bodily harm.
- Danger to self: when there is sufficient acting out or self-abuse to cause bodily harm.
- Destruction of property: when misuse of property leads to or could leave bodily harm.

In the event of a crisis there may be the need for implementation of physical restraint or seclusion. WCESC staff that are in WCESC educational programs, are trained and certified in Safety Care. These techniques provide for the care, welfare, safety, and security of the students and staff. Staff may use physical prompts, escort students

from one place to another, and/or provide a safe place for calming. To ensure the safety of each student, the minimal amount of control required will be applied.

#### ◆ **RIGHTS OF DISABLED STAFF (Policy #2260.01)**

No employee or candidate for employment shall be discriminated against in recruitment, employment, promotion, training, or transfer solely because of a disabling condition. Employees with disabling conditions are encouraged to discuss reasonable accommodations that may be necessary with their immediate supervisor. The school district will provide barrier-free facilities to the extent that disabled employees shall have the same opportunities as non-disabled employees. The superintendent is the school district's compliance officer.

#### ◆ **SCHOOL PSYCHOLOGY DEPARTMENT**

School psychologist services are provided to the school districts purchasing these services. Some of the most common services include evaluation of academic and social-emotional needs of students for intervention planning; collaboration in the development of both prevention and intervention programs that meet the specialized needs of students; teaching effective coping and problem-solving skills through individual and small group counseling.

#### ◆ **SOCIAL COMMUNICATION CLASSROOMS**

The Social Communication Program provides educational programming to students with autism spectrum disorder and other low incidence disorders. The Social Communication provides intervention specialist services, aide services, speech language services, occupational therapy services, physical therapy services, behavior services, curriculum coaching services, and mental health services. The Social Communication Program implements evidence-based methodologies that have documented effectiveness and reflect empirically validated practices. Methodologies promote engagement in appropriate activities and targeted skill areas. Methods are adapted to meet the range of age abilities and learning styles of the students. The mission of the Social Communication Program is to educate students to promote independence, community involvement, and improve quality of life across each person's lifespan.

#### ◆ **SOCIAL MEDIA (Policy #7540, 7540.04)**

Staff, students and/or parents may not use personal social media accounts during work hours. Staff members should never communicate with students through social media at any time and never share their personal account information with a student. Employees may not communicate with families on social media. When sharing personal opinions via personal social media accounts, staff members should not identify their place of employment as WCESC staff.

#### ◆ **SOLICITATION (Policy #9700)**

No person or organization may solicit funds in any WCESC program without the permission of the superintendent. WCESC facilities may not be used for private sales or fundraising. All approved vendors will either make a donation back to WCESC or have some value to employees.

#### ◆ **SPEECH-LANGUAGE PATHOLOGY**

WCESC employs numerous speech language pathologists on behalf of school districts. These SLPs work with children whose IEPs require this service. In addition, the SLP supervisor provides consultation and supervision contracted services to those school districts that wish to purchase these services.

### ◆ **SUBSTANCE ABUSE (Policy #3170, 4170)**

WCESC recognizes alcoholism and drug abuse as treatable illnesses. Employees with such illnesses will receive the same offer of assistance extended to employees with other illnesses. Substance abuse will not, however, be appropriate excuses for unacceptable job performance or attendance. An employee who sustains a workplace injury while under the influence of alcohol or a controlled substance may be ineligible for Workers Compensation.

### ◆ **TECHNOLOGY PRIVACY (Policy #7540, 7540.01, 7542)**

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 interest.

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 Administration 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 technology department. This includes Apple ID's and passwords used on WCESC owned Apple devices. 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. Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. 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 including video monitoring at any WCESC location/facility.

All computers and any information or software contained therein are property of the Board. Staff 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 Technology Coordinator. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

◆ **TELEPHONES and USE OF PERSONAL DEVICES (Policy #7530.02)**

Staff members should not use personal cell phones for personal uses during the business day unless it is an emergency. Teachers should not use personal cell phones for personal uses and cell phone ringers/alerts should be turned off during instructional periods in classrooms unless it's an emergency.

Staff members are encouraged to use school district telephones for communication with parents. Staff members who use telephones for personal long distance telephone calls are required to reimburse the school district.

◆ **TIMESHEETS – SEE FISCAL INFORMATION**

◆ **TOBACCO (Policy #3215, 4215, 7434)**

The use of tobacco by staff members is prohibited in school buildings and the WCESC facilities at all times. Smoking may be permitted in designated areas. The use of tobacco shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff or any other matter or substances that contain tobacco. This includes the use of vapor or e-cigarettes.

◆ **TRANSPORTATION (Policy #8650)**

WCESC board owned vehicles may only be operated by approved WCESC employees. Transportation of students by school van is subject to Policy 8650.

◆ **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING (Policy #7440.01)**

The WCESC protects student and staff privacy and does not provide copies of video surveillance to any person or community entity without a search warrant unless the video constitutes a public record that is subject to disclosure under Ohio law. In the absence of a legitimate reason or legal requirement to maintain video, all recordings are maintained for only ten days so that storage may be freed up for new video recordings. All video surveillance and electronic monitoring is subject to criteria in Policy 7440.01.

◆ **VISITORS (Policy #7440)**

All visitors, including salespersons, must report to the office and follow the building's visitor policy (sign in, wear a visitor's badge, etc.). No visitors will be admitted to any class without first obtaining approval and/or a pass from the office

◆ **VOLUNTEERS (Policy #3120.09, 4120.09)**

All WCESC volunteers must have a satisfactory background check at their own expense, which involves fingerprinting. At no time is a volunteer to be alone with students or in a supervisory role with students until the background check is completed.

◆ **WEAPONS (Policy #3217, 4217, 5772, 7217)**

All weapons are expressly forbidden on school district property and at all school sponsored activities, with the exception of law enforcement personnel.

◆ **WEBSITE (Policy #7543)**

The website address is [www.warrencountyesc.com](http://www.warrencountyesc.com) Supervisors are encouraged to maintain current and accurate information on the website and to offer suggestions for ways to improve it. Contact the technology coordinator to post any articles on the website.

### ◆ **WELLNESS CENTER (Deerfield Campus)**

The WCESC Wellness Center is a school-based day treatment program that provides an intensive mental health focus through a trauma informed lens . Students will engage in mental health services that are provided in conjunction with and are integrated with the student's social, emotional and educational programming. The Wellness Center brings together in one location, and in a coordinated manner, a broad range of services designed to strengthen student functioning and prevent students from requiring more restrictive services such as home instruction or residential placement.

### ◆ **YEAR END PROCEDURES**

All teachers are required to work on the day after students' last day to take care of grades, storing materials and finalizing any other requirements to end the school year and prior to the summer. Each supervisor will establish the schedule for the staff's last day and checkout procedures, which may vary from program to program.

## BENEFITS

These two pages contain the Employee Brochure which can also be found on the Warren County ESC website under the Staff (Human Resources) tab. <http://www.warrencountyesc.com>

If you have questions regarding this brochure, please contact the Human Resources Office.

NOTE: Current health insurance rates reflected below. New health insurance rates will take effect January 1, 2024.

### Warren County Educational Service Center

**Southwest Ohio Council of Governments**  
**Greater Ohio Virtual School**

**2023-2024**

#### **Anthem HDHP**

Calendar Year Deductible

- \$2,000 Single
  - \$4,000 Employee + Children
  - \$4,000 Family
- Employer Contribution**
- \$1,000 Single
  - \$1,500 Employee + Children
  - \$2,000 Family

#### **Employee Monthly Premiums**

- \$134.84 Single
- \$249.24 Employee + Children
- \$350.31 Family

#### **Maximum H S A Contribution 2023**

- \$3,850 Single
- \$7,750 Employee + Children
- \$7,750 Family
- Age 55+ Catch up Amount \$1,000

#### **Cash Option-Waive Health**

- \$1,300/yearly second pay in June and must be employed prior to October 1st

#### **CVS/ Caremark Prescription Card**

#### **VSP Vision**

Employee Monthly Rates

- \$9.87 -Single
- \$23.09 Family

#### **Delta Dental**

- Employer pays 100%

#### **Securian Life**

- \$25,000 Employer paid
- Additional Available

#### **Retirement**

##### **STRS/State Teachers Retirement System**

275 East Broad Street  
Columbus, OH 45215  
888-227-7877

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

Employee 14% Employer 14%

##### **SERS/School Employees Retirement**

##### **System**

45 N. 4th Street  
Columbus, OH 45215  
800-878-5853

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

Employee 10% Employer 14%

##### **Vacation Days 261-day contract**

- 1<sup>st</sup> year 10 days
- 11<sup>th</sup> year 15 days
- 16<sup>th</sup> year 20 days

##### **Personal Days**

- Full Time - 3 days, Part Time - Pro-rated
- To be used for business that can only be conducted during workday
- Is not cumulative and cannot be used to extend vacation or holiday days.
- 

##### **Sick Days**

- Full Time 1.25 days monthly (15 per year)
- Maximum 200 days

**Leave Requests may be taken in ¼ day increments.**

#### **Employee Logins**

[www.warrencountyesc.com](http://www.warrencountyesc.com) Staff → Employee Links

- **Employee Webmail**  
Username ESC email address  
FirstName.LastName  
@WarrenCountyESC.com  
Password Warren(last 4 of SSN)
- **Staff Training Public School Works**  
Select-District  
**Warren County ESC**  
**Southwest Ohio COG**  
**Greater Ohio Virtual School**
- **Frontline (Time Sheets, Absences)**  
Substitute Caller-User Name sent via email.
- **Employee Kiosk**  
Pay slips, W2's  
Select- District  
Warren County ESC  
Southwest Ohio COG  
Greater Ohio Virtual School
- **Text Message Notification- Calamity Days –**  
Login and complete.

- **Employee Kiosk**  
Pay slips, W2's  
Select- District

1. **Warren County ESC**
2. **Southwest Ohio COG**
3. **Greater Ohio Virtual School**

#### **Mileage Reimbursement**

- 2023 Rate—IRS .655
- Paid Monthly Staff → Employee Links
- Calculated from worksite

**Countryside YMCA—Jenni**  
513-932-1424 Ex 168



### 2023 - 2024 Payroll Schedule

| PAY PERIOD          | PAYDATE  | PAYROLL DUE |
|---------------------|----------|-------------|
| 08-10-23 - 08-24-23 | 09-11-23 | 08-24-23    |
| 08-25-23 - 09-09-23 | 09-25-23 | 09-09-23    |
| 09-10-23 - 09-24-23 | 10-10-23 | 09-24-23    |
| 09-25-23 - 10-09-23 | 10-25-23 | 10-09-23    |
| 10-10-23 - 10-24-23 | 11-09-23 | 10-24-23    |
| 10-25-23 - 11-09-23 | 11-24-23 | 11-09-23    |
| 11-10-23 - 11-24-23 | 12-11-23 | 11-24-23    |
| 11-25-23 - 12-09-23 | 12-26-23 | 12-09-23    |
| 12-10-23 - 12-24-23 | 01-10-24 | 12-24-23    |
| 12-25-23 - 01-09-24 | 01-25-24 | 01-09-24    |
| 01-10-24 - 01-24-24 | 02-09-24 | 01-24-24    |
| 01-25-24 - 02-09-24 | 02-26-24 | 02-09-24    |
| 02-10-24 - 02-24-24 | 03-11-24 | 02-24-24    |
| 02-25-24 - 03-09-24 | 03-25-24 | 03-09-24    |
| 03-10-24 - 03-24-24 | 04-10-24 | 03-24-24    |
| 03-25-24 - 04-09-24 | 04-25-24 | 04-09-24    |
| 04-10-24 - 04-24-24 | 05-10-24 | 04-24-24    |
| 04-25-24 - 05-09-24 | 05-24-24 | 05-09-24    |
| 05-10-24 - 05-24-24 | 06-10-24 | 05-24-24    |
| 05-25-24 - 06-09-24 | 06-25-24 | 06-09-24    |
| 06-10-24 - 06-24-24 | 07-10-24 | 06-24-24    |
| 06-25-24 - 07-09-24 | 07-25-24 | 07-09-24    |
| 07-10-24 - 07-24-24 | 08-09-24 | 07-24-24    |
| 07-25-24 - 08-09-24 | 08-26-24 | 08-09-24    |

### FMLA

- 1 year of employment to qualify and 1250 hours
- Contact HR Department-  
[Dawn.Schroeder@WarrenCountyESC.com](mailto:Dawn.Schroeder@WarrenCountyESC.com)

### Worker's Compensation

- Contact Immediate Supervisor
- Contact HR Department –  
[Dawn.Schroeder@WarrenCountyESC.com](mailto:Dawn.Schroeder@WarrenCountyESC.com)
- Complete a first injury report and witness statement – [www.warrencountyesc.com](http://www.warrencountyesc.com) under employee links under Public-School Works
- Approved locations  
**Atrium Hospital** – Middletown  
4220 Grand Ave 513-420-4700  
**Bethesda Care Arrow Springs**-Lebanon

### 403-b, 457 Providers

Voya Retirement & Annuity Co.  
800-584-6001

Equitable (AXA)  
513-403-6468

American Fidelity Assurance Co  
800-662-1113

Plan Member, ING  
800-874-6910

Great American Financial  
513-412-1585

Ohio Public Employees Deferred Comp Program  
877-644-6457

### Medical/Dental/Vision/Life

Qualifying life event changes/Change Requests  
[epc-online.benelogic.com](http://epc-online.benelogic.com) - Questions contact HR Dept  
[Dee.Wilms@WarrenCountyESC.com](mailto:Dee.Wilms@WarrenCountyESC.com)

### Payroll Specialist-

GOVS - [Katie.Brown@WarrenCountyESC.com](mailto:Katie.Brown@WarrenCountyESC.com)

WCESC – [Laura.Ford@WarrenCountyESC.com](mailto:Laura.Ford@WarrenCountyESC.com)

COG Full Time Employees –  
Danielle.Collins@[warrencountyesc.com](http://warrencountyesc.com)

COG Substitutes—  
[Julie.Blackburn@WarrenCountyESC.com](mailto:Julie.Blackburn@WarrenCountyESC.com)

## FINANCIAL GUIDELINES

### ◆ FUNDRAISING and COLLECTION of MONEY PROCESS:

There are specific requirements for all purchases, collecting money, fundraisers and anything dealing with money.

1. All fundraisers must have prior written approval of the supervisor, superintendent, and treasurer. At the conclusion of every fundraiser a written report must be filed with the treasurer that summarizes the activity.
2. At no time may ANY school district money be deposited to a private account.
3. Numbered receipts must be issued for all funds collected.
4. All funds collected must be submitted to the treasurer within 24 hours.

### ◆ PURCHASE PROCESS:

1. Prior to any purchase, a request for purchase must be emailed to the supervisor. It will include the name, address, and vendor number (available in the building office) of the vendor from whom purchase will be made.
2. The supervisor/administrator will submit the requisition form, it will be sent to the Fiscal Office for approval by the treasurer and the superintendent. A copy of the purchase order will be automatically emailed to supervisor/administrator.
3. Purchase can be made after the approved purchase order is received.
4. Taxes cannot be paid. If taxes are paid, the purchaser must contact the vendor to correct the invoice. Contact the Fiscal Office if needed to obtain copy of the Tax Exemption Certificate.
5. Upon receipt of merchandise/service, the purchase order and invoice are returned to the Treasurer's Office with signed approval to pay. This should be done as soon as possible to avoid late charges. If there is a problem with the merchandise/service, notify the Treasurer's Office explaining why payment is being withheld.

NOTE: The original invoice must be submitted electronically for payment and it must be an itemized invoice.

### ◆ CREDIT CARDS

1. Follow purchase process as outlined in this handbook.
2. Credit cards are kept in the fiscal office at 1879 Deerfield Road, Lebanon.
3. Credit cards must be signed in and out.
4. Credit cards may only be signed out for 24 hours unless authorized by treasurer.

### ◆ PAYROLL SYSTEM

Employees are paid twice each month for a total of 24 annual pays each calendar year. All employees are required to participate in direct deposit. Employees receive a pay slip from the treasurer's office via Kiosk and ESC email that provides an account of the pay period and a cumulative record of the employee's earnings, deductions,



and sick leave balances. Some payroll deductions are required by law, such as federal and state income taxes, Medicare, school district income tax, and retirement (STRS or SERS). See the benefits section of this handbook for other voluntary payroll deductions.

#### ◆ PETTY CASH

The Treasurer may designate employees to be custodians of petty cash. Each custodian of petty cash shall ensure the funds shall be dispersed only for minor expenditures not readily deferred. Disbursement from petty cash will require documentation (a valid receipt) of their use. Petty cash must be secured and safe.

#### ◆ TIMESHEETS

All hourly employees are required to complete timesheets through Frontline Time and Attendance for hours worked. Timesheets must be submitted each day.

#### ◆ TRAVEL AND EXPENSE REIMBURSEMENT (Current rate can be found in the Employee Brochure within this handbook.)

### WARREN COUNTY EDUCATIONAL SERVICE CENTER MILEAGE/EXPENSE REIMBURSEMENT PROCEDURES

1. **A purchase order must be in place before any reimbursable travel or any reimbursable purchases occur.** If a purchase order is not in place before the expenditure occurs the employee will **NOT** be reimbursed. Check with your department supervisor or the fiscal office to ensure that a purchase order has been created for you.
2. Travel that is submitted for payment to the fiscal office by the 5<sup>th</sup> of the following month will be paid by the 15<sup>th</sup> of the month. Any travel received afterwards will be processed at a later date. Processing time may vary due to school holidays or vacations.
3. Travel checks are directly deposited into employee's bank account.
4. Here are the directions on how to use the Excel Mileage and Expense Report:
  - a. Step 1 Open the "Blank Mileage Template".
  - b. Step 2 The first time you use this template be sure to 'Save As'. To save, go to the toolbar and select "File" then select "save as" to your computer.
  - c. Step 3 Type your First and Last Name in the right-hand box at the top labeled "Enter Your Name Here".
  - d. Step 4 Type your Purchase Order Number for your travel reimbursement in the right-hand box at the top labeled "Enter you PO#".
  - e. Step 5 Hover over each cell in the header to see comments/directions.
  - f. Step 6 Enter your travel for each date.
  - g. Step 7 Print your report at the end of each month. To print, go to the toolbar and select "File" then select "Print".
  - h. Step 8 Attach your detailed receipts to the travel form.
  - i. Step 9 Sign and submit your report to your supervisor. (Keep a copy for your records)
  - j. Step 10 Once your supervisor has signed your report it must be submitted electronically to the fiscal office.

5. Reimbursement for pre-approved purchases other than travel should be requested by using the “other expenses” column on the Mileage and Expense Report. Input the receipt date in the date column. Input the store/vendor name in the purpose column.
6. **Only itemized vendor receipts will be accepted for meal reimbursements (credit card authorization slips and receipts without detail will not be accepted).**
7. Employees may pay for (pre-approved) professional development costs (hotels, registration, travel, food, etc.) and request for reimbursement through the Mileage and Expense Report after the date of the event.
8. Employees must use the Excel Mileage and Expense Report for reimbursement. Handwritten Mileage and Expense Reports will not be accepted.
9. The travel form must be printed and signed by the employee and supervisor prior to submitting it to the fiscal office for payment.

## HEALTH and SAFETY POLICIES

All trainings completed through Public School Works by all WCESC employees

### SCHOOL SAFETY GUIDELINES

#### ◆ EMERGENCY PROCEDURES

The complete Emergency Procedures Guideline is available for staff to read in the administrative offices. The following guidelines exist for WCESC programs that operate in their own school facility. Those that operate in school districts should follow policy of that school district.

#### ◆ FIRE DRILL REGULATIONS

Regardless of what is being done, STOP AT ONCE. Have all pupils stand immediately and form a single line. Permit no one to carry out books or other personal belongings.

1. DO NOT PERMIT PUPILS TO RUSH. Have them exit the building only on the direction of the teacher in charge of the group. Everyone should move far enough away from the building to assure the safety of all pupils in case there is a fire. Clear all entrances and driveway areas.
2. Students will return to class when instructed by school staff.
3. In case of a blocked corridor or passageway, use the most convenient exit.
4. Exits to be used have been assigned by room numbers.
5. An evacuating plan must be posted in each classroom at all times.
6. The teacher will control the orderly movement from the building and the movement back into the building. This activity must be done orderly and quietly.
7. Teachers must always have a class roster for the purpose of taking student attendance. Report all student absences immediately to the supervisor.

#### ◆ TORNADO DRILL

In case of a **TORNADO WARNING** the faculty and students are to follow the procedures set up by the local emergency officials. Teachers must take their student roll book and account for each student. Tell students to sit quietly on the floor ready to cover their heads.

#### ◆ OTHER SCHOOL EMERGENCIES

Policies and procedures exist for the possibility of a dangerous person who may be in the school, or some other similar circumstance. This is called a “Lock Down.” In the event of a Lock Down teachers are to lock their classroom door, turn off the classroom lights, and get students on the floor into the safest location.

#### ◆ EMERGENCY EVACUATION PROCEDURES

These will be provided by the supervisor and posted in every classroom. During an emergency, remember that every student’s location must be known at all times, and students may be dismissed only through the office. **The superintendent only is authorized to communicate with the media during any type of emergency.** The office of each school has a Multi-Agency Radio Communication System (MARCS) radio. The county-wide system will result in the deployment of SWAT and emergency personnel and may be used in place of 911 for extreme emergencies. In the event of a school crisis, the button may be pushed by any employee at any time.



## MARCS in Schools Emergency Radio

Semi-Annual Testing Instructions (Aug1-Sep7 / Mar1-31)

Warren County-Dispatched School



Step 1: School calls Warren County Dispatch Center to request clearance (513) 695-2525 or (937) 425-2525. Stay on the phone during steps 2-6.



Step 2: Warren County Dispatch broadcasts on '83 SCHOOLS' talkgroup, *"Warren County Dispatch, this is a test of the school security radio. This is a test of the school security radio."*



Step 3: School operator presses their emergency button.



Step 4: Within the 10 seconds of open-mic time, school says, *"This is a test of [enter school building]'s school security radio. Repeat, this is a test of [enter school building]'s school security radio."*



Step 5: Warren County Dispatcher checks the following:

- ✓ School's alias appears on the console/resource.
- ✓ School's emergency alarm activated / sounded.
- ✓ School's verbal audio was clear and distinguishable.

Dispatch responds, *"Alarm and message received loud and clear,"* or *"Transmit again."* If asked to re-transmit, school holds down lightning bolt / Push-to-Talk button on the microphone, repeats Step 4, then releases to listen until they hear, *"Alarm received loud and clear,"* from dispatch.



Step 6: School clears the emergency activation by holding down the emergency button until school hears a long tone. Then school presses push-to-talk button and says, *"School security test complete,"*



Step 7: Dispatch responds, *"School security test complete, [enter time stamp], this concludes the school security radio test."*



Step 8: School & Dispatch hang up telephone. Test complete.

## NETWORK PRIVACY AND ACCEPTABLE USE POLICY

It is the intention of the Warren County Educational Service Center Governing Board to protect the privacy of staff members and/or students who use the office computers, computer network and electronic messaging systems to the maximum extent possible given the operational security needs of the Warren County ESC. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the Warren County ESC.

### ◆ ACCEPTABLE AND UNACCEPTABLE USES

The computers, computer network and messaging systems of the Warren County ESC are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members and/or students for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

The following are uses which are unacceptable under any circumstances:

- A. The transmission of any language or images which are of a graphic sexual nature.
- B. The transmission of jokes, pictures, or other materials which are obscene, lewd, vulgar, or disparaging of persons based on their race, color, sex, age, religion, national origin, or sexual orientation.
- C. The transmission of messages or any other content which would be perceived by a reasonable person to be harassing or threatening.
- D. Uses that constitute defamation (libel or slander).
- E. Uses that violate copyright laws.
- F. Uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system (e.g., the transmission of a computer virus or an excessively large e-mail attachment).
- G. Any commercial or profit-making activities.
- H. Any fundraising-type activities, unless specifically authorized by an administrator

### ◆ SECURITY AND INTEGRITY

Staff members and/or students shall not take any action which would compromise the security of any computer, network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Staff members and/or students shall not take any action which may adversely affect the integrity, functionality, or reliability of any computer (e.g., the installation of hardware or software not authorized by the System Administrator).

Staff members and/or students shall report to the System Administrator or a Warren County ESC administrator any actions by students which would violate the security or integrity of any computer, network or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

### ◆ RIGHT OF ACCESS

Although the Governing Board respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs

of the Warren County ESC's computer network and messaging systems require that full access be available at all times. The Warren County ESC therefore reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or message which may be contained therein.

All such data, information, and messages are the property of the Warren County ESC and staff members should have no expectation that any messages sent or received on the Warren County ESC's systems will always remain private.

#### ◆ **SOCIAL MEDIA USE**

An employee's personal or private use of social media, such as Facebook, Twitter, Snap Chat, Instagram, Tik Tok, blogs, etc., may have unintended consequences. While the Governing Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the WCESC's mission, undermine staff relationships, or cause a substantial disruption to the work environment. This warning includes staff members' online conduct that occurs off WCESC property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy #8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

## MISCELLANEOUS QUICK REFERENCE

**WCESC INTERNET ADDRESS** – <https://www.warrencountyesc.com> Employee links, forms and other resources are available on this website.

**CENTRAL OFFICE TELEPHONE NUMBERS** - Central office phones do not connect directly to an individual extension number. You must first dial Main Campus number, 513-695-2900, and then enter the four-digit extension of the person you are calling or use the dial by name directory. A list of extensions is posted on the WCESC website.

**EMAIL** - Email account or questions/concerns regarding your office computer or assigned technology, contact the WCESC Technology Coordinator at [tyler.mccall@warrencountyesc.com](mailto:tyler.mccall@warrencountyesc.com).

**CHANGE OF ADDRESS** - Changes should be provided to all appropriate departments as instructed on the change of address form found on WCESC website under “Human Resources” or “Employee Links”.

**CHANGE OF BENEFICIARY** - Any changes should be provided to human resources by sending to [dawn.schroeder@warrencountyesc.com](mailto:dawn.schroeder@warrencountyesc.com) or [dee.wilms@warrencountyesc.com](mailto:dee.wilms@warrencountyesc.com)

**INJURY ON THE JOB** – Notify the Human Resources office and you will be directed to the nearest Bureau of Worker’s Compensation approved treatment facility. If incident is not an emergency go to Atrium Medical Center and/or Bethesda Arrow Springs. If incident is an emergency, call 911 and go to nearest medical facility. The proper reporting must be done through Public School Works.

Atrium Medical Center  
One Medical Center Drive  
Middletown, OH 45005  
(513) 424-2111

Bethesda Arrow Springs  
100 Arrow Springs Boulevard  
Lebanon, OH 45036  
(513) 282-7000

**BUSINESS CARDS** - Supervisory or outreach staff in need of business cards should contact [pamela.tone@warrencountyesc.com](mailto:pamela.tone@warrencountyesc.com) Include the following information: your name, title, phone number (office and/or cell as desired), email address and mailing address (if different from WCESC Main Campus). WCESC Main Campus address and phone will be used unless otherwise indicated.

**ODE LICENSURE/AIDE PERMITS** – If Ohio Department of Education licensure or registration is required for your position, it is your responsibility to maintain such licensure and apply online as appropriate. Individuals required to meet the requirements of the Local Professional Development Committee should use the LPDC IRN #013725 at the time of online application. All ODE licensure applications can be accessed at: [Educator Licenses | Ohio Department of Education](#) Paraprofessionals applying for ODE permits should use the WCESC IRN #050401 and select WCESC for e-signature approval.

### WCESC COMPLIANCE OFFICERS:

|  |                     |  |
|--|---------------------|--|
| Pat Paré, Assistant Superintendent     | 513-695-2900, x2314 | <a href="mailto:pat.pare@warrencountyesc.com">pat.pare@warrencountyesc.com</a>             |
| Christy Even, Assistant Superintendent | 513-695-2900, x2917 | <a href="mailto:christina.even@warrencountyesc.com">christina.even@warrencountyesc.com</a> |

### WCESC FACILITIES and ADDRESSES:

|  |  |              |
|--|--|--------------|
| Main Campus (Administrative Offices)             | 1879 Deerfield Road, Lebanon OH 45036  | 513-695-2900 |
| John Lazares Alternative School                  | 3527 N. St. Rt. 48, Lebanon OH 45036   | 513-695-2994 |
| Warren County Learning Center/St. Mary           | 24 W. First Street, Franklin OH 45005  | 937-746-1969 |
| Warren County Learning Center/Laura Farrell      | 513 Park Avenue, Franklin OH 45005     | 937-746-1969 |
| Warren County Learning Center/Western Row        | 755 Western Row Road, Mason OH 45040   | 513-695-2736 |
| WCESC Deerfield Campus (Wellness Center)         | 4936 Old Irwin Simpson, Mason OH 45040 | 513-695-2726 |
| Western Row Elementary                           | 755 Western Row Rd., Mason OH 45040    | 513-695-2736 |
| Phoenix Academy (K-5 Alternative School)         | 196 Northcrest Drive, Mason OH 45040   | 513-695-2905 |
| Transition Living Classrooms (Apts. A, B, and C) | 755 Western Row Rd., Mason OH 45040    | 513-317-6164 |



**WARREN COUNTY EDUCATIONAL SERVICE CENTER  
CALENDAR FOR MAIN OFFICE (Deerfield Road)  
2023-2024 SCHOOL YEAR**

The calendar below is board approved for the Main Campus Administrative Offices of Warren County ESC, 1879 Deerfield Road, Lebanon. Educational Service Center personnel will be responsible for duty as indicated in their contract or as assigned by the Superintendent.

Employees will work on the calendar of the district(s) of assignment or according to their program related work grid/calendar as provided by the program supervisor. Main Campus employees will follow this board approved calendar:

| Month          | Date             | Description  | ESC Application |
|----------------|------------------|--|-----------------|
| June 2023      | *Mon., June 19   | Juneteenth Observance                                      | WCESC Closed    |
| July 2023      | Mon., July 3     | Independence Day (extra)                                   | WCESC Closed    |
|                | *Tues., July 4   | Independence Day   | WCESC Closed    |
| August 2023    | Wed., Aug. 2     | Supervisors' Opening Meeting                               | WCESC Open      |
|                | Mon., Aug. 7     | Mandatory Staff Meeting<br>(Urbancrest Church - 8:30 a.m.) | WCESC Open      |
| September 2023 | *Mon., Sept. 4   | Labor Day  | WCESC Closed    |
| November 2023  | Wed., Nov. 22    | Thanksgiving Break   | WCESC Closed    |
|                | *Thurs., Nov. 23 | Thanksgiving Break   | WCESC Closed    |
|                | *Fri., Nov. 24   | Thanksgiving Break   | WCESC Closed    |
| December 2023  | *Fri., Dec. 22   | Winter Break (Christmas Eve allowance)                     | WCESC Closed    |
|                | *Mon., Dec. 25   | Winter Break (Christmas Day)                               | WCESC Closed    |
|                | Tues., Dec. 26   | Winter Break   | WCESC Closed    |
|                | Wed., Dec. 27    | Winter Break   | WCESC Closed    |
|                | Thurs., Dec. 28  | Winter Break   | WCESC Closed    |
|                | *Fri., Dec. 29   | Winter Break (New Year's Eve allowance)                    | WCESC Closed    |
| January 2024   | *Mon., Jan 1     | Winter Break (New Year's Day)                              | WCESC Closed    |
|                | Tues., Jan. 2    | Winter Break   | WCESC Closed    |
|                | *Mon., Jan. 15   | Martin Luther King Day                                     | WCESC Closed    |
| February 2024  | *Mon., Feb. 19   | Presidents' Day  | WCESC Closed    |
| April 2024     | *Fri., Mar. 29   | Spring Break/Good Friday                                   | WCESC Closed    |
| May 2024       | *Mon., May 27    | Memorial Day   | WCESC Closed    |

\*Denotes approved holidays per board policy

Nine-month employees will work on the calendar of the district or districts of assignment. All other Educational Service Center personnel will be responsible for duty as indicated in their contract or as assigned by the Superintendent.

*Board approved 2/28/2023*