



Allen County Educational Service Center

2024-2025 NEW EMPLOYEE HANDBOOK

This publication is provided for informational purposes.
All content is subject to change without notice.

GENERAL INFORMATION

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INTRODUCTION

The Allen County Educational Service provides a crucial role in supporting education across the region! With a diverse range of partner districts and agencies, we offer a wide array of services to meet the unique needs and goals of each one. By tailoring our support to the specific requirements of each partner, we can help ensure that all students in the area have access to a high-quality education. These services could include things like professional development for educators, special education resources, occupational and physical support services, school psychologists, speech, curriculum development, etc. Currently we serve 450+ students at Great Day Academy, Pathway to Success and MD classrooms throughout the county. Detailed information about us and our programs and services can be found at our website: <https://www.allencountyesc.org/ForEmployees.aspx>

Educational Service Centers (ESCs) having been making a difference in Ohio's schools for the past 100 years.

ESCs were established in 1914 through an act of the Ohio General Assembly. The law created 88 "County School Districts" and charged them with the task of "elevating the state's system of education to a proper standard." This effort entailed county office staff members drafting courses of study for school systems, providing in-service training for teachers and assuring quality classroom instruction through supervision and evaluation. County office have since merged into regional agencies. Currently there are 51 ESCs throughout the state.

This handbook has been provided to you as a means of communicating general district information, rules, and regulations. Material in this handbook may be superseded by such board policy, administrative regulation, or changes in federal or state laws.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.

OUR VISION

Serving Today, Preparing for Tomorrow!

OUR MISSION STATEMENT

The mission of the Allen County Educational Service Center is to provide educational services and leadership through collaborative efforts.

OUR PHILOSOPHY OF SERVICE DELIVERY

The Allen County Educational Service Center provides vital services to Allen County pre-school and school-aged children. The Governing Board and staff view the member schools the most important unit of school operation and perceive the Allen County Educational Service Center's function as an educational service agency, one that assists member districts in reaching their educational objectives. We believe that activities of the state and county should be service and consultative in nature, and that changes in services and methods should be made with the goal of increasing the effectiveness of member districts.

OUR PURPOSE

Ohio's Educational Service Centers (ESCs) are dedicated to providing school districts with professional development, technology, support, planning, and administrative services that help improve student learning, enhance the quality of instruction, expand equitable access to resources and maximize operating and fiscal efficiencies.

EQUAL EMPLOYMENT OPPORTUNITY

The ACESC provides equal opportunities for employment, retention, and advancement of all personnel. The Board encourages all personnel to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all personnel regardless of race, color, religion, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristics protected by law.

NONDISCRIMINATION

The nondiscrimination policy extends to students, staff, job applicants, the general public, and individuals with whom it does business. It applies to race, color, national origin, ancestry, citizenship status, religion, sex, age, disability, or military status.

The Governing Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. **See Policy #3122.02 (Policy Manual)**

Compliance Officers

The Board has designated the following individuals to serve as the Center's "Compliance Officers" (also known as "Civil Rights Coordinator") (hereinafter referred to as the "COs").

Brad Clark, Director of Gifted & JDC Programs, 1920 Slabtown Road Lima, OH 45801 419-222-1836
Craig Kupferberg, Superintendent, 1920 Slabtown Road Lima, OH 45801 419-222-1836

The names, titles, and contact information of these individuals will be published annually on the School Centers website.

Employees who engage in discrimination of another employee or student will be subject to disciplinary action. Permission, consent, or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one will retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding, or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

NONDISCRIMINATION ON THE BASIS OF SEX

The U.S. Department of Education has published regulations for implementing Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs.

The Board ensures compliance with Title IX of the Education Amendment of 1972, Title VI of the Civil Rights Act of 1964, and the regulations promulgated by the U.S. Department of Education.

Brad Clark, Director of Gifted and JDC Programs, and Title IX Coordinator
1920 Slabtown Road, Lima, OH 45801 brad.clark@allencountyesc.org 419.222.1836, ext 109

See Board Policy #1422.02, 3122.02 or 4122.02

2024-2025

ACESC School Calendar

August '24

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

14 New Employee Orientation
20 Staff Meeting & Work Day
21-22 Teacher/Staff Inservice
26 First Day of School

September '24

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

2 Labor Day

October '24

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

25 Last Day of 1st Qtr (44 Days)

November '24

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

7 Evening Parent/Teacher Conf. 4-7 pm
8 Parent/Teacher Conf. - No School
22 PD - No School for Students
27-29 Thanksgiving Break - No School

December '24

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

20 Two-Hour Early Dismissal
23-31 Christmas Break - No School

January '25

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

1,2&3 New Year's Day Obs-No School
6 School Resumes
16 Last day of 2nd Qtr. (45 Days)
17 Prof. Dev - No school
20 MLK Day-No School

February '25

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

17 President's Day-No School

March '25

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

30 31

20 Last Day of 3rd Qtr. (42 Days)
21 Staff Prof. Dev. - No School

April '25

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

17 - 21 Spring Break

May '25

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

26 Memorial Day - No School
28 Last Day of School (44 Days)
29 Teacher Work Day

June '25

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

Make-up Hours if Necessary:
Feb. 17, April 17, May 29, 30 June 2

July '25

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



Mr. Craig Kupferberg, Superintendent
1920 Slabtown Road Lima, OH 45801
TELEPHONE: (419) 222-1836 FAX: (419) 224-0718
<http://www.allencountyesc.org>

The ESC Administrative Office will be closed the following dates:

Labor Day	September 2, 2024
Thanksgiving Break	November 28 - 29, 2024
Christmas Day	December 25, 2024
New Year's Day	January 1, 2025
Martin Luther King Day	January 20, 2025
Easter Break	April 18, 2025
Memorial Day	May 26, 2025

Office hours: Monday thru Thursday 8:00 a.m. – 4:00 p.m.
Fridays 8:00 a.m. – 3:30 p.m.

The Superintendent is authorized to close the Allen County
Educational Service Center for emergency reasons.

Proudly Providing Services To:

Allen East Local Schools, Bath Local Schools, Bluffton Exempted Village Schools,
Delphos City Schools, Elida Local Schools, Perry Local Schools, Shawnee Local
Schools, Spencerville Local Schools, Lima City Schools and Apollo Career Center

ACESC Payroll Schedule 2024-2025

PAY DATE	PAY PERIOD	TIMESHEET (DUE BY 12:00 PM)
7/15/2024	6/16-6/30	7/2/2024
7/30/2024	7/1-7/15	7/17/2024
8/15/2024	7/16-7/30	8/1/2024
8/30/2024	7/31-8/15	8/19/2024
9/13/2024	8/16-8/30	9/4/2024
9/30/2024	8/31-9/15	9/17/2024
10/15/2024	9/16-9/30	10/2/2024
10/30/2024	10/1-10/15	10/17/2024
11/15/2024	10/16-10/30	11/1/2024
11/29/2024	10/31-11/15	11/19/2024
12/13/2024	11/16-11/30	12/3/2024
12/30/2024	12/1-12/15	12/17/2024
1/15/2025	12/16-12/30	1/3/2025
1/30/2025	12/31-1/15	1/17/2025
2/14/2025	1/16-1/30	2/3/2025
2/28/2025	1/31-2/15	2/19/2025
3/14/2025	2/16-2/28	3/4/2025
3/28/2025	3/1-3/15	3/18/2025
4/15/2025	3/16-3/30	4/2/2025
4/30/2025	3/31-4/15	4/17/2025
5/15/2025	4/16-4/30	5/2/2025
5/30/2025	5/1-5/15	5/19/2025
6/13/2025	5/16-5/30	6/13/2025
6/30/2025	5/31-6/15	6/17/2025

General Employment Information & General Employment Policies

ATTENDANCE/ABSENCES – KIOSK

All absences must be entered into the kiosk. Two ways to access:

- <https://www.allencountyesc.org/ForEmployees.aspx> (website, Employees link)
- <https://kiosk.mcoecn.org/apex/f?p=185:LOGIN:.....>

General Kiosk Information:

- Your username is your ESC email address
- Your password is yours to create
- .5 or 1 day increments only
- “Other” is restricted to bereavement
- “Dock Days” must be approved by both your Supervisor and Superintendent prior to kiosk entry
- If you have questions, contact the Treasurer’s Department

Bereavement Leave:

- Follow the ESC policy on bereavement leave (Policy #3431 and 4431)
- Enter your absence as “OTHER” with a description of the reason for the leave

Jury Duty:

- If you are called for jury duty, it is your responsibility to enter and secure a sub utilizing Red Rover on the website or mobile app.
- Enter your absence as “JURY DUTY” with a description of the reason for the leave
- When you receive your check from the court for your service, you will need to endorse it and send it to the Treasurer’s Department. You are paid your regular wage for the day.

Personal Leave:

- Follow the ESC policy on personal days – Policy located on ESC website under the Employees link under Human Resources Links Policy #3436 and 4436)
- Enter the day(s) - Use .5 or 1 day increments when entering into the kiosk

Professional Leave:

- Enter the information in the kiosk, including estimated expenses on your professional form
- Provide meeting/conference registration information, if applicable
- A PO will be sent to you along with a copy of your professional leave form
- Upon completion of the meeting/conference, fill out the actual expense amounts on your form
- Sign and date your form, attach all receipts and turn everything in to your supervisor
- He/she will sign the form and turn it into the Treasurer’s Department for your reimbursement
- **A PURCHASE ORDER MUST BE CREATED BEFORE YOU REGISTER OR ATTEND ANY PROFESSIONAL MEETINGS!**

Sick Leave:

- Teachers/Aides – enter absences into both the Kiosk and Red Rover
- Those staff not requesting a substitute – call the 200 extension and enter absences in Kiosk
- Absences **MUST** be entered in the kiosk as soon as possible

ATTENDANCE/ABSENCES – RED ROVER

If you will need a sub on a day off, it is your responsibility to enter and secure a sub utilizing the **Red Rover** website or mobile app. Red Rover is a Substitute Placement system, designed so substitutes will easily see what jobs are available and be able to book those jobs in advance. You will need to make sure your absence is entered in **Red Rover** as soon as you know of your absence. If you need assistance logging into your account, or have any questions, please call our ESC office. If you need to cancel a sub, it is your responsibility to make sure your sub is cancelled. Directions will be given to you on the setup procedures.

Don't forget to add your absences to the Employee Leave Kiosk too!

ATTENDANCE - CALL-IN PROCEDURES

If you are an employee that does not require a sub you must call the 200 number line (419.222.1836, ext. 200) as soon as possible, but no later than 15 minutes (15) after the start of your day and notify your supervisor directly. Text messages are deemed an acceptable form of communication.

This protocol will ensure timely notification of absences, allowing your supervisor to arrange for necessary coverage and maintain operational efficiency. **Non-compliance with these procedures may lead to disciplinary actions or unpaid leave.**

If you have any questions about the procedure or need further clarification, it's advisable to consult with your supervisor for further guidance.

FOLLOW YOUR ASSIGNED WORK CALENDAR

Please remember to follow your assigned work calendar diligently. Many ESC employees have different work schedules, so please do not assume that you shouldn't be working just because a colleague is not.

If you have any questions or concerns regarding your assigned calendar, please reach out to the Treasurer's Office for clarification.

LEAVE POLICIES

BEREAVEMENT LEAVE:

Enter your absence as “OTHER” in the Kiosk with a description of the reason for the leave.

An employee of the Board shall be allowed three (3) days absence without loss of pay in the event of the death to a member of the employee's immediate family. (Immediate family shall be interpreted to include only the following: spouse, parents, children, grandparents, grandchildren, brother, sister, fiancée, plus in-laws bearing these same relationships and any other person who is a permanent resident of the employee's household).

The Superintendent of Schools may upon presentation of need extend the bereavement policy to a maximum five (5) days. Any other requests beyond those cited above are permissible only by Superintendent approval.

See Board Policy #3431 or 4431

PERSONAL LEAVE

Enter your absence as “PERSONAL” in the Kiosk with the day(s)

- A. **General** - The Board recognizes that employees may need to be absent from work for situations that are not covered by sick leave.
- B. **Authority to Grant Personal Leave** - The Superintendent shall have the discretionary authority to grant each employee personal leave not to exceed three (3) days annually, (personal leave for employees working less than full-time will be pro-rated), upon request for use of emergencies or personal reasons not covered by sick leave. Personal leave shall be unrestricted as to reason, except to seek or interview for other employment. Personal leave shall not be accumulative and shall not be charged against sick leave. Absences covered under the sick leave policy are not chargeable to personal leave. Absence, with loss of pay, may be granted by the Superintendent for good just cause.
- C. **Limitations**

Personal leave, for those positions that utilizes substitutes when absent, shall not be used to seek or interview for other employment.

 - 1. Personal leave shall not be used during the first two (2) weeks and/or the last week of the adopted calendar for student attendance, except for cases of emergency approved by the Superintendent
 - 2. Personal leave shall not be used for meeting dates where staff attendance is vital (parent meeting dates, IEP meeting dates, etc.)
 - 3. Personal leave shall not be used to extend a holiday, except for cases of emergency approved by the Superintendent
 - 4. Personal leave may be limited to no more than fifteen percent (15%) of employees within a program/service area.
- D. **Waiver of Salary Deduction** - In the case of absence resulting from travel difficulties between an employee's residence and their place of employment, provided those difficulties are caused by flood, storm, or other uncontrollable condition, the Superintendent may waive the salary deduction, if in the judgment of the Superintendent, the employee has made every reasonable effort to get to their place of employment. In case of absence due to damage or serious and immediate threat of damage to the employee's residence resulting from flood, storm, or other uncontrollable condition, the Superintendent may waive the salary deduction, if in the judgment of the Superintendent, such absence was imperative to the protection of the personal property and the safety of the employee and their immediate family.

- E. **Payment for Non-Use** - Any employee not using his/her personal leave days will be compensated at the rate of \$55 for each day. Payment will be in July.
- F. **Permission** - Personal Leave permission must be secured five (5) work days in advance of the date leave is to be used. If any emergency arises that does not allow for at least five (5) work days to secure permission, the Superintendent may waive this requirement. Under no circumstances shall the employee use personal leave without being notified of permission to do so without risk of salary deduction, and/or suspension/termination.

See Board Policy 4436 or 3436

SICK LEAVE

Enter your absence as “SICK” in the Kiosk with the day(s)

The Board considers a well administered program of sick leave to be essential to the welfare of all employees. The sick leave program shall be governed by R.C. 3319.141.

- A. **Accumulation of sick leave** - Sick leave shall be earned at the rate of one and one-fourth (1 /4) days per month, except that the maximum number of days that can be accumulated shall be 230 days. Regular part-time employees shall be entitled to sick leave in proportion to the time actually worked.

New employees shall be credited with five (5) days sick leave in advance which shall be part of the fifteen (15) days that can be accumulated for the year. If an employee terminates their employment while having a balance of advanced, unearned sick leave, such balance shall be deducted from their final paycheck.

- B. **Use of Sick Leave** - Sick leave may be used for the following purposes and must be approved by the Superintendent:
1. For absence of the employee due to personal illness, injury, pregnancy, or exposure to a contagious disease which could be communicated to other employees or to students. Use of sick leave, because of pregnancy, shall be recommended by a qualified physician to be advisable.
 2. For absence of the employee due to illness or injury of someone in the employee's immediate family, which shall include a member of the immediate family of the employee residing in the home of said employee and shall also include the employee's parents, parents-in-law, fiancée, brother, sister, son, daughter, son-in-law and daughter-in-law if not residing with the employee.
- C. **Verification of Proper Use of Sick Leave** - An employee requesting use of sick leave shall furnish a written signed statement to justify the use of sick leave as stipulated in R.C. 3319.141. An employee on sick leave for seven (7) or more consecutive days may be required to furnish physician verification of their illness. An employee may be paid only for the number of days of sick leave earned by said employee. The intentional filing by an employee of any false statement concerning the cause or duration of an absence shall be considered by the Board as grounds for suspension or dismissal.
- D. **Reporting of Prolonged Absence** - All days of prolonged or unusual employee absence shall be reported to the Board at its next regular meeting.
- E. employees are to call the Educational Service Center by 8:00 a.m. if they are going to be absent due to illness. No call- no pay.

- F. **Exhaustion of Sick Leave** - If sick leave is exhausted, to use an unpaid sick leave day an employee must have the verification of a physician. To not do so may result in suspension or termination.

An employee who has been absent from duty because of personal illness or injury for a period of seven (7) consecutive working days, or is a chronic absentee as a result of personal illness, may be required to submit satisfactory medical evidence of ability to perform their essential job duties.

A female employee who is granted Family and Medical Leave under Section C for reasons of pregnancy may, upon application, be granted and use accumulated sick leave for a period of six (6) weeks (forty-two (42)) calendar days. Additional time may be requested if the mother is unable to perform her normal duties due to medical reasons. A request for additional usage must be accompanied by a written statement from the employee's physician indicating that the employee is not able to return to her normal duties.

Additionally, staff members that are becoming grandparents (via birth or adoption) are eligible for two (2) sick days following the mother's release from the hospital or the date of the adoption become official.

See Board Policy 1432, 4432 or 3432

FMLA LEAVE

Qualifying Reasons for FMLA and Military Family Leave

In accordance with the Family and Medical Leave Act of 1993, as amended, ("FMLA"), eligible staff members may take up to twelve (12) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, for the following reasons:

- A. the birth and/or care of a newborn child of the staff member, within one (1) year of the child's birth;
- B. the placement with the staff member of a child for adoption or foster care, within one (1) year of the child's placement;
- C. the staff member is needed to provide physical and/or psychological care for a spouse, child or parent with a serious health condition;
- D. the staff member's own serious health condition makes him/her unable to perform the functions of his/her position; or
- E. any qualifying exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces ("Qualifying Exigency Leave"). Covered active duty is defined in AG 4430.01.

In addition, an eligible staff member who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness may take up to a total of twenty-six (26) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, during a "single twelve (12) month period" to provide physical and/or psychological care for the covered service member ("Military Caregiver Leave") as described more fully in AG 4430.01.

Contact the Treasurer's Department or go to the **ACESC Policy Manual 4430.01 or 3430.01** for more information.

CALENDAR (Work)

Please remember to follow your assigned work calendar diligently. Many ESC employees have different work schedules, so please do not assume that you shouldn't be working just because a colleague is not.

If you have any questions or concerns regarding your assigned calendar, please reach out to the Treasurer's Office for clarification.

CRIMINAL HISTORY RECORD CHECK

Obtaining, updating, and filing a valid license is the responsibility of all certificated employees. It is REQUIRED that personnel meet the requirements for renewal and updating of their license by following the procedures in the Allen County ESC Policy Manual.

In accordance with State law, the Governing Board requires a criminal background check of each applicant the Superintendent recommends for employment on the Educational Service Center's professional staff as well as for current employees on a periodic basis. This requirement includes all substitutes and persons employed on a part-time basis such as coaches or activity supervisors. In addition, all professional staff members with a license, certificate, or permit issued by the Ohio School Board of Education must undergo a criminal background check as prescribed by law. Such background check is not otherwise required of any currently-employed staff member who is a candidate for another position within the Center.

The Superintendent shall establish administrative guidelines which will require a records check that complies with the law through the Bureau of Criminal Identification and Investigation (BCII) and through Federal Bureau of Investigation (FBI) records.

The guidelines established by the Superintendent shall also direct that any information and records obtained from such inquiries are confidential and shall not be released or disseminated.

Should it be necessary to employ a person to maintain continuity of the program, prior to receipt of the criminal history record, the Superintendent may employ the person on a provisional basis until the report is received.

Effect of Guilty Plea and/or Conviction of Enumerated Crimes

Staff members determined by virtue of a criminal records check to have pled guilty to or have been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein, or who are otherwise determined to have engaged in conduct unbecoming the teaching profession under certain specific circumstances set forth in Policy 8141, are subject to mandatory State reporting requirements in addition to the initiation of an action by the Board to terminate their employment.

Suspension From Duties Involving Care, Custody or Control of a Child

In accordance with Policy 3138 and State law, the Superintendent shall immediately suspend a licensed professional staff member from all duties that require the care, custody, or control of a child during any pending criminal action for which that staff member has been arrested, summoned and/or indicted for any crimes set forth in R.C. 3319.39(C).

Electronic Submission: All background check reports must be submitted electronically. The Ohio School Board of Education does not accept paper reports.

Fingerprinting: Available at the Allen County ESC. Employees are responsible for the cost.

DELAYS AND CANCELLATIONS

When you activate your School Status account, you need to enter your mobile number if you want to receive ACESC text alerts including delays and cancellations.

DRUG-FREE WORKPLACE

The Governing Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the terms is defined by law, by any member of the Center's classified staff at any time while on Center property or while involved in any Center-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Center guidelines.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, SEE ACESC Policy 3122.01 or 4122.01.

DRESS AND GROOMING

The Governing Board believes that classified staff members, like professional staff members, set an example in dress and grooming for students to follow. Staff members who understand this precept and adhere to it enlarge the importance of his/her task and present an image of dignity and professionalism. The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to duty, all staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their assigned responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

EMAIL

One requirement of your position is having access and using email **daily**. Using email allows you and us to communicate efficiently and effectively with your supervisor, co-workers and the administrative office. Soon you will be receiving emails from your supervisor as well as information about our opening day meeting, etc., etc.

JOB DESCRIPTIONS

The Governing Board recognizes that it is essential for Educational Service Center and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional and classified staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the Superintendent shall maintain continuously a comprehensive, coordinated set of job descriptions for professional and classified staff positions.

All other job descriptions, other than the job descriptions for the Superintendent and Treasurer, shall be defined as guidelines of the Superintendent and will be originated and maintained in accordance with the provisions specified in the bylaws of the Board (See Bylaw 0131).

Employees will be evaluated, at least in part, against their job descriptions. Job descriptions shall be brief, factual, and, wherever possible, generically descriptive of similar jobs. From time-to-time, the Board further recognizes that the Superintendent may find it necessary to revise job descriptions.

During the revision of a job description, the Superintendent may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

MILEAGE/TRAVEL REPORT:

Employees who are required to travel for this position, will complete a monthly travel/mileage form (found on the ESC website under the Employee tab). Mileage forms should be completed monthly. Once you have completed your mileage form, sign and date, have your Supervisor sign and date, and they will turn it into the Superintendent for signature. Mileage checks are issued monthly on the day after the board meeting. Mileage checks will be mailed unless arranged for pick-up with the Treasurer's Department (or unless you work in the Admin building).

In order to be reimbursed you MUST turn in your mileage for the months of July, August, September, October, November, and December to your supervisor and superintendent no later than December 31st of the same year. Mileage for the months of January, February, March, April, May, and June MUST be turned into your supervisor and superintendent by June 30th of the same year.

PHONE/ADDRESS/FAMILY CHANGES:

Contact the Treasurer's Department as soon as possible if you have an address, phone, banking, email, birth, death, or marital status change. Keeping your records accurate is important for various reasons, such as receiving important correspondence or ensuring your benefits are correctly managed.

PROFESSIONAL MEETINGS

The Governing Board encourages opportunities for professional staff members to develop increased competence, beyond that which they may attain through the performance of their assigned duties through attendance at professional meetings.

For purposes of this policy, a professional meeting shall be defined as any meeting that is related to the activities, duties, or responsibilities of professional staff members as determined by the Superintendent, and/or a meeting through which direct value can be derived for the person in attendance for later use in the performance of Center duties.

INSURANCE

Medical and dental insurance is offered to any employee working at least 30 hours per week. The cost for this insurance is split between the employee and the school board. If you are a new employee, log into PlanSource and make your insurance selections...even if you are declining insurance.

The board provides a \$20,000 life insurance policy to each employee at no cost to you. However, you do still need to accept it in PlanSource.

There are options for additional life insurance for yourself, your spouse and your children. The cost for those options would be your responsibility.

Vision insurance is also available at your own cost.

American Fidelity offers several other types of insurance (cancer, disability, etc.). Please speak to your American Fidelity representative, Amber Italianano, for further details

ALL EMPLOYEES HAVE TO LOG INTO PLANSOURCE DURING OPEN ENROLLMENT IN NOVEMBER AND MAKE THEIR INSURANCE SELECTIONS...EVEN IF YOU JUST ENROLLED IN AUGUST. There will be additional information sent our regarding open enrollment as it gets closer.

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

All employees who are part of the LPDC must complete an Individual Professional Development Plan (IPDP) in the KIOSK. The LPDC KIOSK manual is located under the “Employee KIOSK Documentation: tab (located on the home page, left hand side). Then, click on the “District IPDP Staff Manual” for step by step directions for creating an IPDP and uploading your contact hours, CEUs, etc. Once the IPDP is approved by the LPDC chairperson, the employee may begin uploading activity requests for LPDC approval.

The purpose of the District Local Professional Development Committee is to review course work and other professional development activities completed by educators within the district and used for the renewal of licenses. The approval of the LPDC Chairperson is required and noted on the Ohio State Board of Education website at the initiation of the license renewal process. The LPDC does not issue licenses. That authority is solely reserved for the Ohio Department of Education. An Up-to-date manual, conversion chart, instructional manual, meeting dates, etc. information can be found on the ACESC website (allencountyesc.org/staff/)

SAFETY/COMPLIANCE TRAINING (REQUIRED)

The safety of our staff and students is of utmost importance. We use Vector Solutions training to train staff on school-related safety issues. As a new employee these courses must be completed in 60 days. The courses will be assigned and listed on your profile (you will be notified via email your username). Every year thereafter you will be assigned required courses. These courses are found on the allencountyesc.org website under Employees and then under Employee Links.

TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Governing Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students and to facilitate the staff’s work. The Center’s Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs’ use of the Center’s computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

Staff are expected to utilize Education Technology in order to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by the Board's policy on Instructional Materials.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the Center with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures, may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or designee may temporarily or permanently unblock access to websites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or designee may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

The disclosure of personally identifiable information about students online is prohibited.

Directors are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students and their parents and other staff members.

Staff members are responsible for good behavior when using the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature.

General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of the Center's Education Technology.

PURCHASING PROCESS – Requisitions and POs (This process ensures clear communication between different departments and individuals involved in the purchasing process.)

1. **Fill out Requisition Form:** Before making any purchases, employees need to complete a Requisition Form. This form can be accessed on our website under the Employees tab.
2. **Turn the Requisition Form into your supervisor** for approval.
3. **Your supervisor** will sign and send to the superintendent for final approval.
4. **Once your requisition has passed all approvals**, it will be converted to a PO and be emailed to you.
5. **The pink copy of the PO** will be put in your supervisor's mailbox.
6. **Please state on your requisition who is placing the order.** Amazon, Teachers Pay Teachers and Wal-Mart orders will be your responsibility (except in the summer).
7. **Once you have received your order**, the pink copy of the PO (or the copy that was emailed to you) needs to be signed, dated and sent to the Treasurer's Department indicating that the order has been received and is OK to pay.

AMAZON/TEACHERS-PAY TEACHERS

The ESC has their own Amazon and TPT accounts. Amazon, Teachers Pay Teachers and Wal-Mart order will be your responsibility (except in the summer). Please state on your requisition who is placing the order. Check with the Treasurer's Dept. for log-in credentials. Before you purchase any item from these vendors, follow the credit card process.

CREDIT CARD PROCESS

1. **Follow Purchasing Process:** Ensure you've followed all directions outlined in the Purchasing Process before proceeding to use the credit card.
2. **Requisition to Fifth Third-Mastercard or Walmart:** Submit a requisition specifying the use of the school credit card, addressed to Fifth Third-Mastercard or Walmart.
3. **Obtain the Credit Card:** Once the purchase order (PO) has been issued, visit the Treasurer's Department to sign out the credit card.
4. **Make the Purchase:** Use the signed-out credit card to place your online order or in person purchase as required.
5. **Promptly Return the Credit Card:** After completing your purchase, return the credit card promptly to the Treasurer's Department with the receipt signed and PO number included.
6. **If the credit card is used for other online purchases (subscriptions, registrations, etc.)** a confirmation email or receipt with the amount shown on it needs to be sent to the Treasurer's Department.

TECHNICAL ASSISTANCE/SUPPORT

If you are having technical issues (computer, email, etc), there are two ways to get HELP. You can go to our website (www.allencountyesc.org) and under **Employee Links** go to the **Tech HELP Desk** link (<https://www.allencountyesc.org/TechHelpdesk.aspx>).

Or, you may send/forward any request to ac-help@lists.noacsc.org

You will be asked to submit a request or inquiry with a brief description of your problem. Those requests are then uploaded to a file and a “ticket” is generated. From the information you provide a “traveling ticket” or, in some cases, a phone call solution will be initiated.

Note: You will need to put in the entire address since this account may not be on your email system.

To make it easier to remember you can add it as a contact. When in your email, click on the Contacts at the top, then click on NEW Contact and add ACHelp as the name and achelp@wc.noacsc.org as the email. Click the Add at the bottom. ACHelp should show up as your start creating a message.

Tech Helpdesk

1920 Slabtown Road, Lima, OH 45801 Phone: 419-222-1836 Fax: 419-224-0718

Allen County ESC Educational Service Center

ANNOUNCEMENTS PROGRAMS SERVICES DOCUMENTS EMPLOYEES EMPLOYMENT

Tech Helpdesk

For Employees

Tech Helpdesk
Submit a request or inquiry for the Allen County ESC Tech Helpdesk

Description of Problem

Your Name:

Your Email:

6 + 6 =

To validate your submission please type the answer to the question

SUBMIT

Tech staff is available on Mondays and Wednesdays ONLY.