



GARAWAY

AND

YOU

Personnel, Programs, and Procedures

This guide can be found at: <http://www.garaway.org> > Forms/Downloads > Employee Handbook

Table of Contents

	Page #
District Overview	4
Personnel Records	4
Contracts	
Certified	5
Classified	6
Supplemental	6
Payroll	
Contract Amounts	7
Mandatory Deductions	8
Optional Deductions	9
Direct Deposit	10
Insurances	
Medical, Dental, Vision	11
COBRA Coverage - Consolidated Omnibus Reconciliation Act of 1985	13
HIPAA – Health Insurance Portability and Accountability Act	13
Life / Accidental Death and Dismemberment	14
Elective Insurance	14
Liability	14
Workers’ Compensation	15
Unemployment Compensation	15
Social Security	16
Absences/Substitutes	
Certified Staff	16
Classified Staff	17
Leaves of Absence	
“Green Sheet” Absences	18
professional leave, personal leave, vacation, jury duty, sick leave, use of sick leave for pregnancy/post-partum	
Calamity Days	20
Holidays	20
Assault Leave	20
Sabbatical Leave (Certified Staff)	20
Maternity/Paternity Leave	20
FMLA - Family and Medical Leave Act	21

**Table of Contents
(Continued)**

	Page #
Reimbursements	
Tuition (Certified Staff)	22
Meeting / Travel Expense	22
Testing / Licensing / Training	
Child Abuse Prevention / Safety and Violence Prevention Training	23
Coaching Education	23
Commercial Driver's License (CDL)	23
Fingerprinting	23
Drug/Alcohol Testing for Bus Drivers	24
Food Service Certification	24
No Child Left Behind	24
Pupil Activity Permit	24
Van Driver Certification	24
Evaluations	
Certified Staff	25
Classified Staff	25
LPDC - Local Professional Development Committee (Certified Staff)	25
Voucher Program (Certified Staff)	25
Resident Educator (Certified Staff)	26
Extracurricular Student Activities	26
Dress and Grooming	27
Purchasing	27
Money Collection	27
Bus Trip Requests	27
Finances / Audit	28
Public Records	28
Appendix	29

DISTRICT OVERVIEW

Garaway Local Schools is an equal opportunity employer and is comprised of certified (teaching) employees, classified (non-teaching) employees, and administrators. The District abides by Federal and State employment laws as well as the terms of both the Garaway Teachers' Association (GTA) and Ohio Association of Public Employees (OAPSE) Local 11 negotiated agreements.

Our District has a five-member Board of Education. Current members are:
Robert Coburn, Board President, 6475 Cherry Run Rd. NW Strasburg 44680, 330.878.9706
Robert Eckert, Board Vice President, 9795 Hilltop Rd. SW Baltic 43804, 330.897.5822
Dan Fearon, 6511 Cherry Run Rd. NW Strasburg 44680, 330.878.5622
Dick Marshall, P.O. Box 421 Sugarcreek 44681, 330.852.4127
Jim Parson, Member, 839 Geneva St. Sugarcreek 44681, 330.401.9367

The Board of Education regularly meets on the second Monday of each month at 7:00 P.M. in the High School Library or at such other locations as announced. Meeting agendas are prepared and made available to all employees via email by the Superintendent, Teresa Alberts.

Many of the forms referenced in this document are available on the District's website at <http://www.garaway.org>. Click on "Forms", then "District Forms". You may also contact the Central office 330-852-2421 (in-house 3-digit extension #201), any building principal's office, or by emailing the Treasurer, Dale Hluch, at dhluch@garaway.org.

PERSONNEL RECORDS

All personnel records are maintained in accordance with the provisions of The Privacy Act of the Ohio Revised Code, Chapter 1347. At the same time, however, most items of information in personnel files constitute "public records" within the meaning of Ohio Revised Code Section 149.43 and are required to be made available to the public upon request. "Public Records" do not include medical records, records pertaining to physical or psychiatric examination, social security numbers, adoption, probation and parole proceedings, infrastructure records, security records, trial preparation records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in the Ohio Revised Code, section 149.43.

You have the right, upon request, to review the contents of your personnel file during business hours and to receive copies of any documents contained in the file. There may be a nominal charge for the copies.

Upon hire, the following items are to be submitted to the Treasurer's Office. New employee packets containing the required forms are available from the Treasurer's Office.

Personnel Forms:

1. Resume and job application
2. Signed copy of your contract(s). This includes both regular employment contracts and any supplemental contracts
3. Copies of all official transcripts for teaching staff
4. Original employer's copy of your current teaching license
5. All Praxis documentation
6. Written verification letter showing the results from your most recent BCI/FBI background checks. See discussion under "Testing / Licensing / Training".
7. Fraud sign-off Form
8. Child Abuse Training Certificate

Payroll Forms:

1. W-4 forms for both Federal and State income tax deductions
2. Retirement enrollment form
3. Medical and Life Insurance enrollment forms and Affordable Care Act general information
4. I-9 (Illegal Alien Form) along with a copy of your driver's license and social security card attached
5. Tax-sheltered annuity waiver form or Salary Reduction Agreement
6. Written evidence of any accumulated unused sick leave balances from other employment, if applicable
7. Statement Concerning Your Employment in a Job Not Covered by Social Security
8. Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization
9. Ohio Ethics Law sign-off form

CONTRACTS

CERTIFIED

Teaching contracts are of two types, limited contracts and continuing contracts. Contracts due for renewal are given consideration at a regular or special Board of Education meeting on or before May 15.

Teachers to be reemployed who hold a two-year provisional license are granted a one-year limited contact. All other teachers are granted a one-year limited contract unless:

They are eligible for a continuing contract, or

If a teacher holds a five-year professional license, a four-year certificate, or an eight-year certificate, the teacher will initially receive a two-year limited contract once their current contract expires. If the teacher's contract is renewed following the two-year contract, the teacher will receive a three-year limited contract each contract renewal thereafter.

Eligibility for continuing contract status is based on both the type of teaching license held and the length of teaching service within our District. The licensure requirement is met if

(a) a teacher holds a professional, permanent, or life certificate or (b) a teacher holds a five-year license plus either of the following: (1) if a masters degree was held at the time of initially receiving a certificate or license, six semester hours or graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate of license; or (2) if no masters degree was held at the time of initially receiving a certificate or license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license. The length of teaching service requirement is met if a teacher has taught within our District for at least three out of the last five years. This teaching service requirement is modified, however, for teachers who, prior to their employment within our District, had attained continuing contract status in some other district. For these teachers, continuing contract eligibility begins after only two years of service within our district, and may begin at some sooner date, if the Superintendent so recommends.

If a teacher becomes eligible for a continuing contract during the life of one of the multi-year limited contracts above, the teacher may request to be released from said contract with the understanding that a continuing contract will be issued to him/her by the Board of Education. The Board of Education, however, may request that the teacher complete the multi-year limited contract before being considered for continuing status. It is the teacher's responsibility to give the Board Treasurer written notification ([click here for form - Continuing Contract Eligibility](#)) that they are or will be eligible to be considered for a continuing contract.

CLASSIFIED

Newly hired non-teaching employees are initially hired for a probationary period of ninety working days. Upon successful completion of the ninety-day probationary period, a one-year limited contract is issued retroactive to the employee's first day of hire. Upon employment renewal, a subsequent contract is issued for a period of two years. Following the successful completion of the two-year contract and upon renewal, a continuing status contract is issued.

SUPPLEMENTAL

Supplemental contracts are issued to teachers who receive additional compensation for the performance of duties, which are in addition to the teacher's regular teaching duties. Our Board of Education also employs qualified non-licensed persons to fill these positions in the event that no teacher meeting the Board of Education's qualifications has indicated an interest in the job. Supplemental positions include but are not limited to athletic coaches or advisors of extracurricular clubs and activities. Supplemental positions along with salaries can be found in the current negotiated agreement with the Garaway Teachers' Association.

All supplemental contracts are for a one-year duration and automatically expire at the end of each school year. No supplemental contract will be automatically renewed.

If you accept a supplemental position, be sure that you receive a formal contract. If you do not, it means that the Board of Education has not formally approved hiring you for the position and payment of your stipend cannot be made.

Payment of salaries for supplemental position are made as follows and are included with your regular paycheck.:

Fall Sports – (2 equal pays)	Final pay in September Final pay in November *
Winter Sports - (2 equal pays)	Final pay in December Final pay in March *
Spring Sports – (2 equal pays)	Final pay in April Final pay in June *
All Year Supplements – (2 equal pays)	Final pay in December Final pay in June *
Single Event Supplementals – (One pay)	First pay upon completion of duties *

A Supplemental Pay Form ([click here for form - Supplemental Pay Form](#)) must be filled out by you and signed by the Building Principal or Athletic Director certifying that you have completed your supplemental duties before the final portion of any stipend is paid. This form must be turned in to the Treasurer’s Office so payment can be made.

PAYROLL

Questions or problems concerning payroll should be directed to either the Treasurer, Dale Hluch, (in-house telephone ext #203) or the Assistant Treasurer, Dave McPeck (in-house telephone ext #201). Pay dates are bi-weekly on Friday with the first pay date for the 20014/15 school year being September 12th. Your annual contract amount will be stretched over twenty-six (26) pay periods which will extend your checks through August of 2015. Paychecks are distributed through the Building Principals’ offices. A copy of the current school calendar is included (**see appendix**).

CONTRACT AMOUNTS

Certified:

Annual contract amounts are dependent upon years of service and the college degree you hold, bachelors, bachelors@150, masters, or masters+15. Official transcripts must be presented as proof of attaining the next degree level. If transcripts are submitted to the Treasurer’s Office by September 12th, the change in salary will be effective with the beginning of the current school year. For transcripts presented no later than February 13th, the salary change will be effective for the second semester of the current school year.

Classified:

Annual contract amounts are dependent upon years of service and job classification category: bus driver, teacher aide, cook, head cook, cafeteria manager, secretary, custodian, or van driver.

Longevity is paid to full-time employees who have attained fifteen or more years of continuous years of service in our district. Longevity is paid in a lump sum payment, separate check, the second payroll of June. Employees who work a partial year receive the amount pro-rated.

An overtime rate of pay may be based on a blended rate of pay if you work different jobs at different rates of pay. The blended rate of pay is simply a weighted average of the different rates of pay you earn. An example is: John works as a mechanic 60% of the time and earns \$20/hour. The other 40% of the time, he works as a custodian and earns \$10/hour. The calculation used to calculate his blended rate of pay is $(.60 \times 20) + (.40 \times 10) = \$16/\text{hour}$. From there, his blended overtime rate is calculated as $\$16 \times 1.5 = \$24/\text{hour}$.

MANDATORY DEDUCTIONS

Taxes:

Federal and state income tax deductions are withheld in accordance with your W-4 forms ([click here for form - Federal Tax Withholding W-4](#)) ([click here for form - State Tax Withholding IT-4](#)) on file. City income tax is deducted for the Village of Sugarcreek at 1.5% of gross wages and for the Village of Baltic at 1.0% of gross wages.

Generally, Medicare tax is withheld from gross wages at a rate of 1.045% of gross wages.

Retirement:

Membership in the State Teachers' Retirement System (STRS) for certified employees and the School Employees' Retirement System (SERS) for classified employees is mandatory. Your required percentage of salary reduction, payable as your contribution to the retirement system, is paid by the Board on your behalf as a "pick-up of your contribution. Retirement salary reductions for STRS and SERS are currently twelve percent (12%) and ten (10%) of gross wages, respectively. The District contributes an additional fourteen percent (14%) of gross wages to the appropriate retirement system on your behalf.

If you have questions concerning your retirement, please contact the appropriate state retirement system directly:

State Teachers Retirement System (STRS)

275 East Broad Street

Columbus, OH 43215

1-614-227-4090

www.strsoh.org

School Employees Retirement System (SERS)
45 North Fourth Street
Columbus, OH 43215\1-614-222-5853
www.ohsers.org

OPTIONAL DEDUCTIONS

403b Tax-Sheltered Annuities:

The District's 403b Plan is a form of defined contribution retirement plan available under Section 403(b) of the Internal Revenue Code. Participation is voluntary. Tax-deferred contributions are designated through the use of Salary Reduction Agreements. All contributions are through payroll deductions and forwarded to the vendors and funding vehicles selected from among the choices authorized under the Plan. The District maintains a list of authorized vendors along with contact information for their representatives ([click here for list – Approved Vendor List](#)).

The District does not contribute to this benefit on your behalf. You should consult your tax advisor for information regarding how you may be affected by participating in a tax sheltered annuity plan.

A completed Salary Reduction Agreement ([click here for form - Salary Reduction Agreement](#)) is required in order to begin payroll deductions for contributions to your selected annuity. Changes to your contributions will be accepted a maximum of four times annually. If you do not wish to participate in the District's annuity program, you must complete a waiver form ([click here for form - Annuity Waiver Form](#)). Signing the waiver form does not prevent you from establishing an annuity at any future time.

You may request a copy from the Treasurer's Office of the Summary Plan Document which gives detailed information regarding our 403b annuity program along with a list of the currently approved vendors.

Tuscarawas Schools Credit Union:

Voluntary deductions from gross wages will be withheld and forwarded to the Tuscarawas Schools Credit Union upon completion of a deduction form available at the Treasurer's Office or the Credit Union. Tuscarawas Schools Credit Union is located at 501 Monroe Drive, Dover, Ohio. We prefer that changes to this deduction be limited, but we will try to accommodate your needs.

Direct deposit (see below) to the Tuscarawas Schools Credit Union for savings and/or checking accounts is also available.

Ohio Public Employees Deferred Compensation Program:

A Section 457 Plan is available to you through the Ohio Public Employees Deferred Compensation Program (ODC). The ODC Program is a supplemental retirement plan that provides for tax-deferred contributions through payroll deduction.

The District does not contribute to this benefit on your behalf. You should consult with your tax advisor for information regarding how you may be affected by participating in the ODC Program.

More information may be obtained by contacting:

Ohio Public Employees Deferred Compensation Program
6085 Emerald Parkway
Dublin, OH 43016,
Telephone 1-877-644-6457
www.ohio457.org

Union Dues:

If you wish to join either the Garaway Teachers' Association (GTA) or the Ohio Association of Public School Employees (OAPSE) Local 11, contact your union President or Treasurer. You may elect to have your dues taken as a payroll deduction.

DIRECT DEPOSIT

Garaway mandates direct deposit for payroll. The electronic transfer deposit of your paycheck can be made into a checking or savings account. It can also be divided between two different accounts and between different financial institutions. Deposits can be made into any financial institution, bank, savings & loan, or credit union. A deduction to the Tuscarawas Schools Credit Union (discussed above) can be in addition to the option of two direct depository accounts.

You must sign up for direct deposit before your first day of employment. To enroll, complete an Authorization Agreement for Automatic Payroll Direct Deposit ([click here for form - Direct Deposit Authorization](#)), attach any required documentation, and submit it to the Treasurer's Office.

After you have submitted your authorization agreement to the Treasurer's office, there will be one payroll issued with a hardcopy paycheck and at the same time will have a "dummy" direct deposit processed to verify all bank accounts and to make sure there are no errors. The following payroll, your direct deposit will begin. Your deposit will be available in your banking account at the beginning of the day on any pay date. Paycheck stubs (record of pay and deductions) will be distributed through school email accounts.

INSURANCES

MEDICAL, DENTAL, VISION

Garaway offers health, dental, and vision insurance to eligible employees and is a member of the Jefferson Health Plan which is a consortium of over fifty school districts and other political subdivisions. Though Garaway is self-funded, it falls under the protection of the Jefferson Health Plan consortium for large claims. Medical Mutual of Ohio (MMO) serves as our insurance carrier and a different branch of MMO serves as the third-party administrator to our plan. Their contact information is 1-800-382-5729 or www.Medmutual.com. Details regarding our District's group insurance program are available in the Summary Plan Description booklet available at the Central Office.

Eligibility:

Certified employees become eligible for coverage on the first day of employment and classified employees become eligible for coverage the first day of employment following the completion of a thirty-day waiting period.

Full-time coverage is available for: any certified employee in a position requiring more than twenty-five hours per week for a minimum of thirty-seven weeks per year, or any classified employee in a position requiring twenty hours or more per week

Part-time coverage is available for: any certified employee in a position requiring twenty-five hours per week or less for a minimum of thirty-seven weeks per year, or any classified employee in a position requiring less than twenty hours per week.

Dependents:

For medical and vision coverage, both a husband and wife employed by our District may choose to be covered as employees, and therefore, will not be eligible as dependents. Either the husband or wife, but not both, may choose to cover their eligible dependent children. For dental coverage, both a husband and wife may be covered as employees; and either or both may choose to cover their spouse as a dependent along with any eligible dependent children.

A dependent is defined as follows:

1. Legal spouse of the employee
2. Unmarried dependent child from birth to age twenty-three (birth to age nineteen for dental coverage)
3. Unmarried dependent child from age nineteen to age twenty-five provided the child is a full-time student at an accredited school, college or university for dental coverage
4. Unmarried dependent child age twenty-three and over (age nineteen and over for dental coverage) who is mentally or physically handicapped.

The term "unmarried dependent child" includes any natural child, stepchild or adopted child, provided the child lives with you in a parent-child relationship and is primarily

dependent on you for support and maintenance in accordance with Internal Revenue Service dependent guidelines. Proof of dependency may be required. A child for whom you are responsible by court decree for principal support or medical care is also included under this definition.

It is your responsibility to notify the Treasurer's Office, in writing, of any change in dependency status.

Contributions:

There is an employee contribution on dental coverage and vision coverage (11% for full-time employees and 50% for part-time employees). The Board of Education pays 89% of the medical premium for full-time certified employees and 94% for full-time classified employees. The Board of Education pays 50% of the medical premium for part-time employees.

Benefits:

Plan benefits are governed by an In-Network and Out-of-Network system through Medical Mutual of Ohio.

	In-Network	Out-of-Network
Medical/surgical coverage paid of reasonable and customary charges	100%	90%
Major medical coverage deductible	\$100 individual \$200 family	\$200 individual \$400 family
Employee co-payment	90%	80%
Out-of-pocket maximum	\$250 per person \$500 per family	\$500 per person \$1,000 per family

Provider listings are available at www.Medmutual.com. You will receive an insurance card with our policy group number and your employee ID number on it.

Prescriptions are covered under the Major Medical portion of our group medical coverage. You will receive a separate ID card from CVS/Caremark to use when purchasing prescriptions from local pharmacies. Mail-order service is available for long-term drug therapy.

Claims:

Claim forms for all types of coverage are available from the secretary in each building and the Central Office. Medical, prescription, dental, and vision claims are to be sent directly to Medical Mutual of Ohio for review and payment. *In March of 2014, CVS/Caremark agreed to allow employees to only pay 10% of their prescriptions at the time of purchase. There should be no need to send in for the 90% reimbursement of prescriptions anymore.*

To access member on-line claims and eligibility lookups:

Go to www.Medmutual.com

COBRA - The Consolidated Omnibus Budget Reconciliation Act of 1985:

This federal law provides a temporary extension of medical coverage under the District's health plan when an employee, spouse, or dependent child would otherwise lose group health coverage because of a life event known as a "qualifying event".

<u>Qualifying Event:</u>	<u>COBRA Duration:</u>
1. Employment ends for any reason other than gross misconduct	18 months
2. Hours of employment are reduced	18 months
3. Spouse or parent-employee dies	36 months
4. Spouse or parent-employee becomes enrolled in Medicare	36 months
5. Divorce or legally separated	36 months
6. Dependent child no longer meets definition of eligibility	36 months

Eligible individuals will receive a continuation of the same benefit coverage under COBRA as they received under normal participation in the District's health insurance plan. Coverage may include medical, dental, vision benefits, but not life insurance or disability benefit plans.

Eligible individuals will receive a COBRA notice of eligibility from Ceridian COBRA Services at the time of a "qualifying event". Individuals must accept or reject continuation COBRA coverage within sixty days after the notice of eligibility is received and pay the premium within forty-five days after the date of your election.

HIPAA

The regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) govern the privacy of protected health information. The regulations prohibit the use or disclosure of personal health information for purposes other than treatment and the payment of claims. Any other use or disclosure requires the written authorization of the individual. The regulations also give individuals certain rights with respect to their personal health information. These include the right to review your personal health information, to request amendments to your information if you believe the information is incorrect, and to request an accounting of how your information has been used or disclosed.

One of the goals of HIPAA is to make it easier for people changing jobs to keep health insurance, regardless of their health status. The primary purpose of a Certificate of Coverage is to show the amount of "Creditable Coverage" that you had under a prior group plan or other health insurance coverage. The amount of "Creditable Coverage" can reduce or limit the length of time that any pre-existing condition clause in a new plan might otherwise apply to you. You will automatically receive a Certificate of Coverage upon termination of your coverage (whether regular or COBRA coverage) under the District's

medical plan. The District will automatically provide certificates for your dependents when it has reason to know that they are no longer covered.

PPACA (Patient Protection and Affordable Care Act of 2010)

Also known as “Obama-care”, has changed many insurance coverage options and plan benefits. It is currently unfolding and will be carried out and amended within the next calendar year.

LIFE / ACCIDENTAL DEATH AND DISMEMBERMENT

Each employee is covered by a Board-paid term life insurance policy through Metropolitan Life Insurance. Coverage amounts are:

	Certified	Classified
Volume of coverage	\$15,000 full-time \$ 7,500 part-time	\$18,000 full-time \$ 9,000 part-time
Full-time required work schedule, at least	25 hours per week	20 hours per week
Part-time required work schedule	10-24 hours per week	10-19 hours per week

If you are age 65 or older, coverage will have the following limitations:

Age 65 – 69	65% of coverage
Age 70 and beyond	50% of coverage

Accidental Death and Dismemberment has coverage amounts equal to your life insurance and also carries the same limitations on coverage as shown above.

If your life insurance coverage ends with our group plan, you have the option to buy an individual policy of life insurance directly from Metropolitan Life Insurance. You will have the option to convert when: you cease to be in an eligible employment class; your employment ends (Evidence of insurability will not be required.); our group plan ends provided you have been insured for life insurance for at least five years; or our group plan is amended to end coverage for an eligible employment class of which you are a member provided you have been insured for life insurance for at least five years.

ELECTIVE INSURANCE

The District provides employees with an optional insurance coverage for cancer. This is a voluntary supplemental health benefit, and the District does **not** contribute to this benefit on your behalf. For more information contact: Washington National Insurance Company at 11815 N. Pennsylvania St., Carmel, IN 46032, (800-541-2254), or www.washingtonnational.com.

LIABILITY

Our liability insurance provider, Ohio School Plan addresses concerns and misconceptions surrounding liability insurance. The Ohio Revised Code puts the defense and indemnification responsibility regarding civil liability actions against an employee upon the school district. Whether a school district does not carry liability insurance and decides to cover the cost of any possible civil actions as direct expenditures from the General Fund or

whether a school district decides to buy liability insurance to reduce the risk of needing to use the General Fund for liability claims and/or suits, the school district is still responsible.

Our district's liability coverage includes \$1,000,000 coverage per occurrence with a \$3,000,000 general aggregate limit.

WORKERS' COMPENSATION

Employees are protected under the State Workers' Compensation Act of Ohio in cases of injury or death incurred as a result of or arising out of their employment. Our District participates in a group rating plan with the Ohio Association of School Business Officials (OASBO). CompManagement handles all third-party administrative responsibilities. CompManagement also serves as our managed care organization to oversee cases and coordinate treatment processes.

All claims for medical expenses and lost work time (in excess of seven days) are processed through the Ohio Bureau of Workers Compensation (BWC). The BWC will pay approved medical claims even if they do not pay compensation for lost time. You may select to use your accumulated sick leave in conjunction with the medical benefits under Workers' Compensation, but you cannot receive both sick leave and wage reimbursement under Workers' Compensation. The Bureau of Workers' Compensation lost work time payment may not be as much as your normal sick-leave pay. If you elect to use sick leave pending approval of a claim, you may re-purchase all or part of your sick leave used upon approval of the claim by Workers' Compensation.

Each Building Principal's office as well as the Central Office has First Report of Injury forms and informational cards. Fill out the First Report of Injury form ([click here for form - First Injury Report Front](#)) ([click here for form – First Injury Report Back](#)) and return it to your Building Principal. The informational card will tell you how to proceed in reporting your claim.

UNEMPLOYMENT COMPENSATION

In general, employees are covered under Ohio's Unemployment Compensation Law. An employee may become eligible for compensation due to involuntary, total or partial, unemployment provided he/she files a claim for benefits and meets the qualification requirements. No unemployment benefits are available under circumstances in which the employee quits his/her work without just cause or has been discharged for just cause in connection with his/her work.

The District reimburses the Ohio Bureau of Employment Services on a quarterly basis for actual payments to employees.

SOCIAL SECURITY

Your earnings from a job with our District are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your spouse or former spouse, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, the two ways your Social Security benefit amount may be affected are by the Windfall Elimination Provision and the Government Pension Offset Provision.

Social Security publications and additional information, including information about exceptions to each of these provisions, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or contact the local Social Security office.

ABSENCES/SUBSTITUTES (Certified Staff)

Teacher absences fall into two categories. The procedure for each category is as follows:

Planned Absence

1. Fill out a “green sheet” (see Leaves of Absence below), and give it to the Building Principal to sign. The Building Principal will forward it to the Superintendent for approval.
2. Once approved, you will need to login to AESOP to “Create an Absence” for the day you plan on being elsewhere.
3. Please leave detailed plans for your substitute on your desk and pertinent notes on AESOP.
4. Complete the “green sheet” upon your return.

Emergency Absence/Sick Leave

1. You will need to login to AESOP to “Create an Absence” for the day you will be sick or have an emergency. If your sickness or emergency occurs within only a few hours of when you would be at work please call Connie Froman at 330-852-4567 between 5:30 a.m. and 8:00 a.m. She will arrange for your substitute and notify the school.
2. Always leave your plans at a place where a substitute can find them.
3. Fill out and complete the “green sheet” upon your return.

ABSENCES/SUBSTITUTES (Classified Staff)

Absences fall into two categories. The procedure for each category within the various job classifications is as follows:

Aides

Planned Absence

1. Fill out a “green sheet” (see Leaves of Absence below), and give it to the Building Principal to sign. The Building Principal will forward it to the Superintendent for approval.
2. Once approved, you will need to login to AESOP to “Create an Absence” for the day you plan on being elsewhere.
3. Complete the “green sheet” upon your return.

Emergency Absence/Sick Leave

1. You will need to login to AESOP to “Create an Absence” for the day you will be sick or have an emergency. If your sickness or emergency occurs within only a few hours of when you would be at work please call Connie Froman at 330-852-4567 between 5:30 a.m. and 8:00 a.m. She will arrange for your substitute and notify the school.
2. Fill out and complete the “green sheet” upon your return.

Bus/Van Drivers

Planned Absence

1. Fill out a “green sheet” (see Leaves of Absence below), and give it to the Superintendent’s Secretary, Kelli Troyer. Kelli will forward it to the Superintendent for signature and approval.
2. Once approved, you will need to login to AESOP to “Create an Absence” for the day you plan on being elsewhere.
3. Complete the “green sheet” upon your return.

Emergency Absence/Sick Leave

1. Call Kelli Troyer, Superintendent’s Secretary.
2. Kelli will call the substitute.
3. Complete the “green sheet” upon your return.

Cooks

Planned Absence

1. Fill out a “green sheet” (see Leaves of Absence below), and give it to the Cafeteria Manager, Melissa Biltz to sign. Melissa will forward it to the Superintendent for approval.
2. Once approved, you will need to login to AESOP to “Create an Absence” for the day you plan on being elsewhere.
3. Complete the “green sheet” upon your return.

Emergency Absence/Sick Leave

1. Call Melissa Biltz, Cafeteria Manager.
2. Melissa will call the substitute.
3. Complete the “green sheet” upon your return.

Custodians

Planned Absence

1. Fill out a “green sheet” (see Leaves of Absence below), and give it to the Building Principal to sign. The Building Principal will forward it to the Superintendent for approval.
2. Call your own substitute from the approved list.
3. Complete the “green sheet” upon your return.

Emergency Absence/Sick Leave

1. Call your own substitute from the approved list.
2. Complete the “green sheet” upon your return.

Secretaries

Planned Absence

1. Fill out a “green sheet” (see Leaves of Absence below), and give it to the Building Principal to sign. The Building Principal will forward it to the Superintendent for approval.
2. The Building Principal will arrange for your substitute.
3. Complete the “green sheet” upon your return.

Emergency Absence/Sick Leave

1. Call your Building Principal.
2. The Building Principal will call the substitute.
3. Complete the “green sheet” upon your return.

LEAVES OF ABSENCE

We have what is called a “green sheet” or a Leave Request and Absence Certification Form ([click here for form and print on green paper - Green Sheet](#)). This form is to be submitted to the Principal and Superintendent for approval prior to an absence. The bottom certification portion of the form is to be filled out upon your return to work. In the instances of unexpected absences, the form should be filled out and signed in its entirety upon return to work. Our “green sheet” covers the following absences:

PROFESSIONAL LEAVE – as needed for attendance at professional conferences approved by the Building Principal. A Meeting Expense Reimbursement form ([click here for form - Meeting Reimbursement](#)) is to be attached to the “green sheet”.

PERSONAL LEAVE – two restricted days and one unrestricted day per year for specific reasons listed on the “green sheet”.

VACATION (Classified Staff) – Any 11-month or 12-month employee after one year of service is entitled to two calendar weeks of vacation leave per year. When an employee has served the Board for ten years, the vacation leave will be three weeks, and four weeks vacation leave will be granted for twenty years of service.

JURY DUTY – When an employee has been issued a subpoena requiring testimony regarding matters related to the employee’s employment in the District, the employee is entitled to leave without loss of pay provided the employee is not a volunteer witness or a party to a lawsuit suing the District. Board compensation will be for the difference between the employee’s regular rate of pay and the amount received for jury duty.

SICK LEAVE – fifteen days per year, accumulated at the rate of 1.25 days per month. Leave is allowed for the employee or immediate family defined as a spouse, children, parents, brothers, sisters, grandparents, including an in-law or a step within these established relationships or anyone who is a permanent resident of the employee’s home. Falsification of a sick leave statement by an employee is grounds for suspension or termination of employment.

USE OF SICK LEAVE FOR PREGNANCY/POSTPARTUM (self or spouse) – Use of sick leave for pregnancy is governed by the provisions of the Ohio Revised Code, Section 3319.141. An employee may request sick leave for pregnancy at any time, but under normal circumstances, should do so not later than thirty days prior to the beginning date of extended leave. This provision will be waived for physician declared emergency. If, at any time during the employee’s pregnancy, or in the immediate weeks after return to work following the pregnancy, there is evidence that the employee is unable to perform full job duties and responsibilities, the Superintendent may require an impartial physician’s statement concerning the employee’s physical condition.

In the absence of medical complications with the mother or child, a maximum of thirty days of sick leave may be used following the birth of a child. These sick leave days may only be used within the first six calendar weeks after the birth of a child.

See a related discussion on Maternity/Paternity Leave as well as a discussion on the Family and Medical Leave Act (FMLA) below.

A diagram is included (**see appendix**) illustrating the use of sick leave for pregnancy, maternity/paternity leave, and the Family and Medical Leave Act (FMLA).

A teacher using a total of not more than sixty consecutive sick leave days for pregnancy or not more than a combined total of sixty consecutive sick leave days for pregnancy, maternity leave days, and sick leave days required for postpartum, per pregnancy, shall be offered upon return to duty, the same position occupied prior to the commencement of the sixty-day leave.

A teacher using a total of sixty-one consecutive days or longer of sick leave days for pregnancy or combined total of sixty-one consecutive days or longer of sick leave days for pregnancy, maternity leave days, and sick leave days required for postpartum, per pregnancy, shall upon request, return to the same position or a comparable position to the one occupied prior to the commencement of the leave at the discretion of the Superintendent.

CALAMITY DAYS – The 2014/15 begins a new calculation of instruction based on hours instead of days. School missed for hazardous weather conditions, inoperable school buses or other equipment necessary to the school's operation, damage to a school building, or temporary circumstances due to utility failure which render a school building unfit for school use will be made up only after 5 school days have been missed. Missed days 6, 7, 8, 9 and 10 will be made up. Any days, or partial days, missed after day 10 will not need made up as many hours are built into the calendar.

For weather related school cancellations and information, check the District website or tune in to channels 2, 3, 5, or 8 on television or WTUZ, WKLM, or WJER radio stations. The District also provides electronic notification via telephone, cell phone, and internet messaging to staff and parents in case of calamity or emergency situations.

When a calamity day is declared, classified employees may be required to work to maintain the reasonable operation of schools. Employees required to work on a calamity day will be paid their regular hourly rate plus that hourly rate paid again (double time) for hours worked on any such day. Any classified employee who has reported to work before a calamity day has been declared and prior to the normal start of school shall be paid a minimum of one hour regular pay for show-up time.

HOLIDAYS – The following holidays will be paid to classified employees: New Year's Day, President's Day, Martin Luther King Day, Memorial Day, Independence Day (for 12-month employees), Labor Day, Thanksgiving Day, and Christmas Day.

ASSAULT LEAVE – Any employee who is absent due to physical disability resulting from an assault which occurs in the course of Board employment may apply to the Superintendent for assault leave to an aggregate maximum of thirty days.

SABBATICAL LEAVE (Certified Staff) – Sabbatical leave may be granted to any certified employee according to Ohio Revised Code 3319.131.

MATERNITY/PATERNITY LEAVE – Maternity Leave is a leave of absence without pay for pregnancy, expected childbirth, or child rearing following childbirth or adoption. Paternity Leave is a leave of absence with pay for child rearing following childbirth, adoption or placement of a child in foster care for up to ten (10) days of sick leave.

An employee may submit a written request for maternity/paternity leave at any time, but under normal circumstances, should do so not later than thirty days prior to the beginning of the maternity/paternity leave. This provision will be waived for physician declared emergency. The employee's written request for maternity/paternity leave must be accompanied by a physician's statement which recommends the date the maternity/paternity leave should begin and which attests to the ability of the employee to continue full performance of job duties and responsibilities until leave begins.

See a related discussion on Use of Sick Leave for Pregnancy/Postpartum above as well as a discussion on the Family and Medical Leave Act (FMLA) below.

A diagram is included (**see appendix**) illustrating the use of maternity/paternity leave, sick leave for pregnancy, and the Family and Medical Leave Act (FMLA).

A teacher using a total of not more than sixty consecutive maternity/paternity leave days or not more than a combined total of sixty consecutive maternity/paternity leave days, sick leave days used for pregnancy, and sick leave days required for postpartum, per pregnancy, shall be offered, upon return to duty, the same position occupied prior to the commencement of the sixty-day leave.

A teacher using a total of sixty-one consecutive days or longer for maternity/paternity leave or a combined total of sixty-one consecutive days or longer for maternity/paternity leave, sick leave days used for pregnancy, and sick leave days required for postpartum, per pregnancy, shall upon request, return to the same position or a comparable position to the one occupied prior to the commencement of the leave at the discretion of the Superintendent.

FMLA - FAMILY and MEDICAL LEAVE ACT is a federal law governing the continuation of health insurance benefits during leaves of absence for:

1. the birth of a child or the placement of a child with you for adoption or foster care;
2. a serious health condition that makes you unable to perform the essential functions of your job;
3. a serious health condition affecting your spouse, child, or parent for which you are needed to provide care;
4. a qualifying exigency arising out of the fact that your spouse, son/daughter or parent is on active duty or call to active duty status with the regular Armed Forces or as a member of the National Guard or Reserves; or because
5. you are the spouse, son/daughter, parent or next of kin of a covered service member with a serious injury or illness.

The District will provide up to twelve weeks of unpaid, job-protected leave to eligible employees. Employees are eligible if they have worked for at least one year for 1,250 hours over the previous twelve months.

You must submit a FMLA Application form ([click here for form - FMLA Leave Application](#)) to the Treasurer's Office providing sufficient information for the District to determine if the leave may qualify for FMLA protection and to determine the anticipated timing and duration of the leave. You must submit the application thirty days in advance of

the need to take FMLA leave when the need is foreseeable. When thirty days notice is not possible, you must submit the application as soon as practicable.

You will receive a Notice of Eligibility and Rights & Responsibilities response from the Treasurer and a Designation Notice from the Superintendent indicating if your leave qualifies, the dates of your leave, and the procedure to be followed during your leave.

During the FMLA leave, the District will require the use of accrued paid leave while taking FMLA leave. The District will maintain your health coverage under our group health plan on the same terms as if you had continued to work. The Board will pay for this continued group health coverage to the same extent that the Board paid for the coverage that you had before beginning the leave. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

For more details regarding this leave refer to the Employee Rights and Responsibilities Under the Family and Medical Leave Act notice (**see appendix**).

A diagram is included (**see appendix**) illustrating the use of the Family and Medical Leave Act (FMLA), sick leave for pregnancy, and maternity/paternity leave.

REIMBURSEMENTS

TUITION (Certified Staff)

Reimbursement is available for college credit hours completed. Courses taken are to be approved by the Superintendent using the Tuition Reimbursement form ([click here for form - Tuition Reimbursement](#)). A maximum of nine semester hours taken and completed from July 1 through June 30 shall qualify for reimbursement. You can request approval of courses for one college or university term at a time.

To qualify for reimbursement, you shall have been employed by the District in the school year during which the additional training is pursued and you must return to the District to work the following year.

To receive reimbursement, you must submit your Tuition Reimbursement form with a copy of the transcript evidencing successful completion of the course along with proof of tuition payment by July 31. If the requested reimbursement from all employees exceeds the amount set forth in the Garaway Teachers' Association Negotiated Agreement, each employee's share will be prorated. Reimbursement will be made in a lump sum in a separate check during the month of September.

MEETING / TRAVEL EXPENSE

A Meeting Expense Reimbursement form ([click here for form - Meeting Reimbursement](#)) must be completed and attached to any "green sheet" described above for professional leave. Instructions detailing the procedure to follow and allowable expenses are on the reverse side of the Meeting Expense Reimbursement form.

A Mileage Reimbursement form ([click here for form and print on pink paper - Mileage Reimbursement](#)) is used to record mileage driven in the course of job performance, such as mileage driven by circuit teachers between district buildings. The form is to be signed and submitted to the Treasurer's Office for reimbursement.

Mileage traveled for professional meetings and job performance is reimbursed at the current Internal Revenue Service (IRS) established rate. The IRS adjusts the per-mile rate annually in January.

TESTING / LICENSING / TRAINING

CHILD ABUSE PREVENTION / SAFETY AND VIOLENCE PREVENTION TRAINING

Each person employed by our District to work in an elementary school as a nurse, teacher, counselor, school psychologist, or administrator is required to complete at least four hours of in-service training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development. Our District provides this in-service at no cost to you but you must complete the training within two years of commencing employment and every five years thereafter.

COACHING EDUCATION

All coaches must complete coaching education prior to working with athletes. The Ohio Department of Education has established standards for coaching education requirements. Coaches must have: the ability to work effectively with athletes; knowledge of the activity; and knowledge of health and safety aspects of the activity. Coaches are permitted to satisfy coaching education by completing the National Federation of State High School (NFHS) Coaches Education Program. You may be responsible for fees for this training. Contact our Athletic Director, Jason Phillips (in-house telephone ext #249) for further details.

COMMERCIAL DRIVER'S LICENSE (CDL)

The Board reimburses bus drivers for all testing, training fees, and licensing fees necessary to renew a Commercial Driver's License (CDL) or maintain bus driver certification.

FINGERPRINTING:

Ohio law requires school districts to request a criminal record check on employees at the time of hire as well as upon renewal of licensure, certification, or permits. A completed report from both the State Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI) are required. Refer to the Fingerprinting Background Checks flowchart (**see appendix**) for details.

Fingerprinting can be processed at the East Central Ohio Educational Service Center (ECOESC), 834 East High Avenue, New Philadelphia, Ohio, (330-308-9939) or the Tuscarawas County Job and Family Services, 389 16th Street SW, New Philadelphia, OH,

(330-339-7791). You are responsible for charges involved with obtaining these background checks. Your fingerprinting reports are valid for one year.

DRUG/ALCOHOL TESTING FOR BUS DRIVERS

School bus drivers who operate a motor vehicle requiring a commercial driver's license are subject to the District's drug and alcohol testing program which fulfills the requirements of federal regulations. Program guidelines and procedures can be found in the Ohio Association of Public Employees (OAPSE) Local 11 Negotiated Agreement.

FOOD SERVICE CERTIFICATION

A cook is reimbursed up to \$150 for the cost of a Sanitation Safety Training course when proof of training is presented to the Superintendent.

A cook will receive a lump-sum incentive payment of \$45.00 upon renewal of certification requirements from the American School Food Service Association and the Ohio School Food Service Association.

The Board will also reimburse cooks for dues to the American School Food Service Association and the Ohio School Food Service Association.

PUPIL ACTIVITY PERMIT

The three-year Pupil Activity Permit is a replacement for what was previously known as the Sports Medicine Certification program which was a one-year certification. The permit covers employees who supervise, direct or coach a pupil activity program that involves athletics, routine/regular physical activity, or health and safety considerations. All coaches, paid or volunteer, shall meet the standards for the permit.

The Ohio Department of Education issues permits upon completion of prescribed first aid and cardiopulmonary resuscitation courses. BCI and FBI fingerprinting background checks are also required for the permit. You may be responsible for fees for this permit. Contact our Athletic Director, Chip Amicone (in-house telephone ext #249) for further details.

VAN DRIVER CERTIFICATION

Van driver certification is required for an employee transporting students with the District's vans. To obtain certification you must complete a medical examination; BCI and FBI background fingerprinting checks; an application and test; and a driving evaluation. The original certification is for a period of six years. Annually, thereafter, re-certification requires a medical examination and four hours of in-service training. You may be responsible for any fees involved with obtaining certification or renewal of certification. Contact our Superintendent's Secretary, Kelli Troyer (in-house telephone ext #201), for the needed paperwork.

EVALUATIONS

CERTIFIED

Evaluations for certified staff will fall under the OTES Framework. See the negotiated agreement under Article 10 – Teacher Evaluation, for all pertinent information.

CLASSIFIED

All limited contract classified employees will be evaluated by March 1 annually. Employees on continuing status will be evaluated every other year by March 1. An employee will be evaluated by his/her Building Principal, except for bus drivers who will be evaluated by the District's transportation supervisor. The employee shall have the opportunity to discuss and sign the evaluation and receive a copy. The employee's signature on the evaluation shall not mean agreement, only that the employee has seen and discussed it. If the employee does not agree, the employee shall have the right to respond to the evaluation, in writing, and have it attached to the evaluation.

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (Certified Staff)

Our Local Professional Development Committee (LPDC) is a five-member group of Garaway educators and administrators who monitor and assist with licensure renewal and professional development in the District.

You must complete 180 contact hours every five years for licensure renewal. The LPDC annually approves your Individual Professional Development Plan (IPDP) and verifies your number of completed voucher hours (contact hours). During the year prior to your license renewal, the LPDC meets with you to review the number of voucher hours (contact hours) you have completed. The LPDC signs licensure renewals prior to mailing them to the State. Questions about the LPDC or license renewal can be directed to the Superintendent.

VOUCHER PROGRAM (Certified Staff)

The Garaway Voucher Professional Development Program is designed to fulfill the requirements of the No Child Left Behind Act for Highly Qualified Professional Development as well as to offer you flexibility in gaining "contact hours" for professional development and license renewal.

The Voucher Program is based on a selection of mini-sessions available in the areas of leadership, curriculum/instruction, and technology offered within and outside the District. You must take fourteen voucher hours annually to fulfill the requirements in our GTA negotiated agreement (two professional development days = fourteen voucher hours). You are, however, permitted to sign up for more than the fourteen required hours. Also, college

credit classes may be blended into the requirements of the Voucher Program and the 180 contact hours necessary for license renewal every five years.

By September 1 each year, you are required to develop and submit to the Central Office an Individual Professional Development Plan (IPDP) consisting of your choice of selected voucher hours and college credit classes. Completed hours will then be forwarded to the LPDC in May to be applied to your licensure renewal requirements.

Questions about the Voucher Program can be addressed to the Superintendent.

RESIDENT EDUCATOR (Certified Staff)

Article 26 of the Negotiated Agreement discusses the program and the help that is provided to new teachers. The mission is of support and nurturing through peer interaction with a mentor teacher.

EXTRACURRICULAR STUDENT ACTIVITIES

The District's extracurricular activities program makes every attempt to provide the majority of our students with the opportunity to develop themselves and their leadership potentials. If you become an advisor for a student activity, contact your Building Principal for a copy of the Student Activity Handbook. The handbook addresses situations dealing with students and student behavior, building responsibilities, transportation of students, and finances. The assigned handbook is to be turned into the Building Principal at the end of each school year. Handbooks will then be re-distributed to advisors at the beginning of the next school year.

Kathy Maurer (in-house telephone ext #201) in the central office handles the financial procedures of the student activities.

DRESS AND GROOMING

Staff members set an example in dress and grooming for students to follow. A staff member enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority with appropriate dress and grooming. The Board of Education has set in Board Policy the following guidelines: all staff members shall, when assigned to District duty: (a) be physically clean, neat and well groomed; (b) dress in a manner reflecting their professional assignment; (c) dress in a fashion that is commonly accepted in this community; (d) dress in a manner that does not cause damage to District property; and (e) 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.

PURCHASING

Purchasing is done by purchase order. Requisitions must be completed and then approved by the Building Principal (for athletic fund expenditures the Athletic Director must also sign). The Building Principal/Athletic Director forwards requisitions to the Central Office where they are checked for adequate funds as well as compliance to program and a Purchase Order Number is assigned. These steps must be followed before a purchase can be made or the school accepts no responsibility for payment. A requisition is a three-part form including white, yellow, and pink copies. You may retain the pink copy for your reference.

Small purchases of less than \$150 should be verbally approved by the Building Principal. After you have made the purchase, attach the bill to a "blue" Petty Cash Request form ([click here for form and print on blue paper - Petty Cash Request](#)) and submit it to the Building Principal for his/her signature. The Building Principal forwards requests to the Treasurer's Office for reimbursement. *The District does not reimburse employees for sales tax paid on purchases.*

MONEY COLLECTION

Teachers and student club advisors are responsible for collecting, filling out forms, and submitting deposits for classroom collections, trips, etc. Building secretaries have the necessary bank deposit slips and pay-in order forms ([click here for form - Pay In Order](#)) to be filled out. All money received must be deposited with the Treasurer or the bank WITHIN twenty-four (24) hours of receipt.

BUS TRIP REQUESTS

All student field trip or athletic trip bus requests are submitted on a three-part Bus/Van Trip Request Form available in the Central Office. The form is completed by the teacher/coach requesting the trip and signed by the Building Principal or Athletic Director. The form is

then submitted to the Superintendent's Secretary, Kelli Troyer, for scheduling of the trip. All trips will be assigned to a school bus unless there are fourteen participants or less, in which case a school van(s) may be used. Only van-certified staff are allowed to drive vans. Assignment of bus/van drivers is at the discretion of the District.

The Board of Education annually approves appropriations for the costs involved with transporting students on field/athletic trips. Check with your Building Principal to determine if there will be a bus usage and/or bus driver hourly charge involved with any requested trip.

FINANCES / AUDIT

Annually, our District prepares a five-year forecast to be used as a management tool by the Board of Education. The forecast reflects three years of prior actual and five years of future projected financial information. The forecast is accompanied by assumptions which give a detailed explanation of the revenues, expenditures, and reserves. Property valuations, levy status, and state funding are also discussed.

The forecast can be accessed at www.ode.state.oh.us; click on "Finance", then "School District Financial Status".

The District's annual official financial statements are prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Auditor of State's Office annually audits our financial statements, records and internal control procedures and issues an Independent Accountants' Report.

The annual audit report can be accessed at www.auditor.state.oh.us; click on "Audit Search", then "Search for Audits".

PUBLIC RECORDS

The District's public records are maintained and made available for inspection and reproduction. Public Record means any record kept by the district. A 'record' is any document, device, or item, regardless of physical form or characteristic, including electronic record as defined in statute created or received by or coming under the jurisdiction of the Board of Education or its employees, which services to document the organization, functions, policies, decisions, procedures, operations, or other activities of the Board. 'Public records' do not include medical records, records pertaining to physical or psychiatric examination, Social Security numbers, adoption, probation and parole proceedings, infrastructure records, security records, trial preparation records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in Ohio Revised Code 149.43. The Board of Education has established procedures within Board Policy #8310 regarding the availability of public records ([click here for Policy – Public Records Board Policy](#)).

APPENDIX

Fingerprinting Background Checks Flowchart	30
FMLA Notice	31
Maternity/Paternity Leave Diagram	32
School Calendar	34

Note multiple licensure holders only need to do background checks for the LONGEST license held.

Bus Drivers

New certification or hire	BCI	FBI	Upon hire
Annually	NONE	NONE	NONE
Six year recertification	BCI	FBI	Begins on 6 year recertification date

Van Drivers

New certification	BCI	FBI	Upon first Van certification
Annually	NONE	NONE	NONE
Six year recertification	BCI	FBI	Begins on 6 year recertification date *

* We will notify van drivers when they are coming to their 6 year recertification date

Pupil Activity Permits

New 3 year permit	BCI	FBI	Upon first permit
Annually	NONE	NONE	NONE
Teacher or Renewal of permit after 3 years	NONE	NONE	5 year license renewal covers this
Non licens Renewal of permit after 3 years	BCI	FBI	Upon each 3 year renewal

Aides

New aide permit	BCI	FBI	Upon first aide permit
1 or 4 year renewal permit	BCI	FBI	Upon first renewal date

Cooks, Custodians, Secretaries, All Other Garaway Staff

Every 5 years	BCI	FBI	By September 5, 2008 then every 5 years
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Substitutes

Teachers	See teachers above	BCI	FBI	See teachers above
Bus drivers	See bus drivers above	BCI	FBI	See bus drivers above
Van drivers	See van drivers above	BCI	FBI	See van drivers above
Cooks	Every 5 years	BCI	FBI	By September 5, 2008 then every 5 years
Custodians	Every 5 years	BCI	FBI	By September 5, 2008 then every 5 years
Aides	Every 5 years	BCI	FBI	By September 5, 2008 then every 5 years
Secretaries	Every 5 years	BCI	FBI	By September 5, 2008 then every 5 years

Board Approved Volunteers

Parent volunteer

Fingerprinting is processed at the East Central Ohio ESC or Tuscarawas County Job & Family Services.

Effective 1-1-10, background checks need only include an FBI check if (1) the person previously had a BCI check and (2) the person provides proof of continuous Ohio residency for the previous five years.

Fingerprinting completed is good for a 12 month period

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

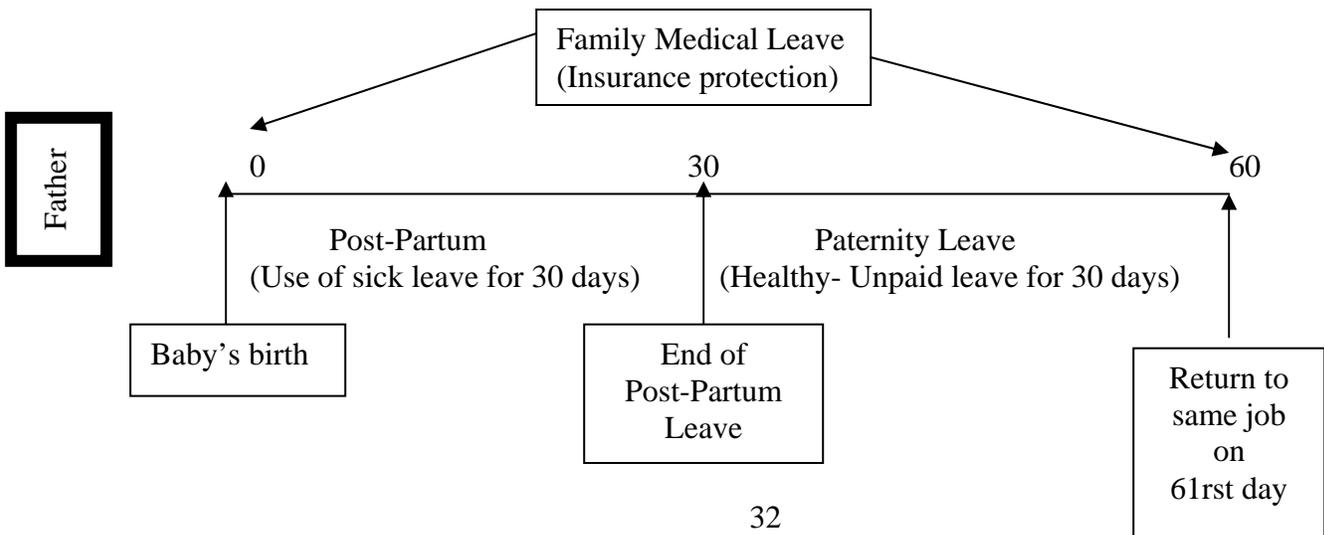
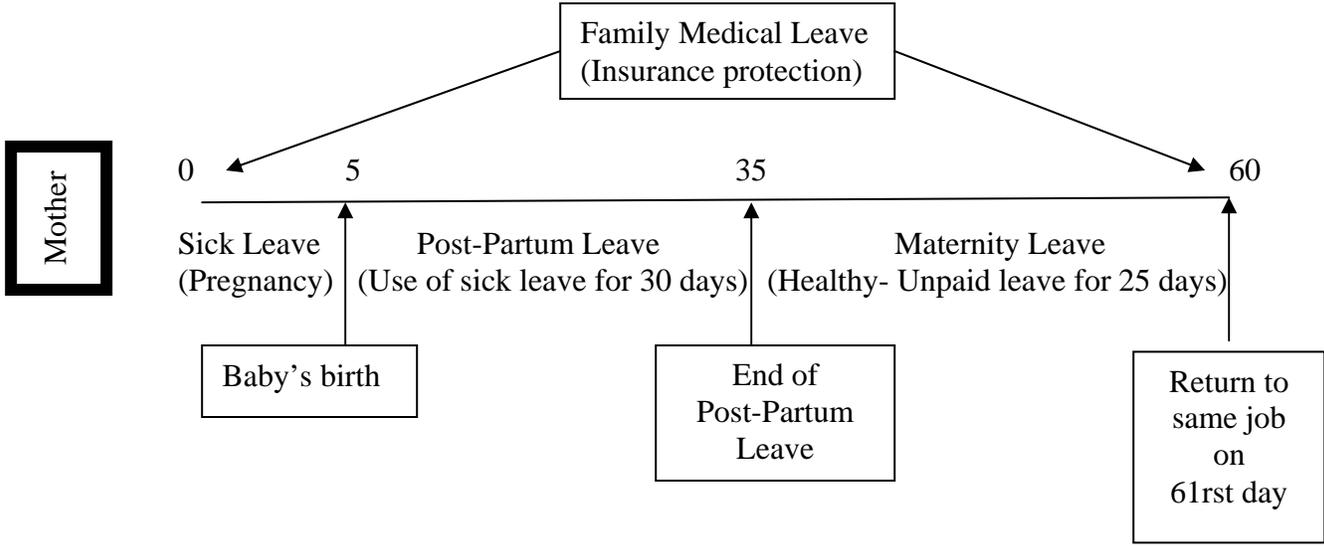
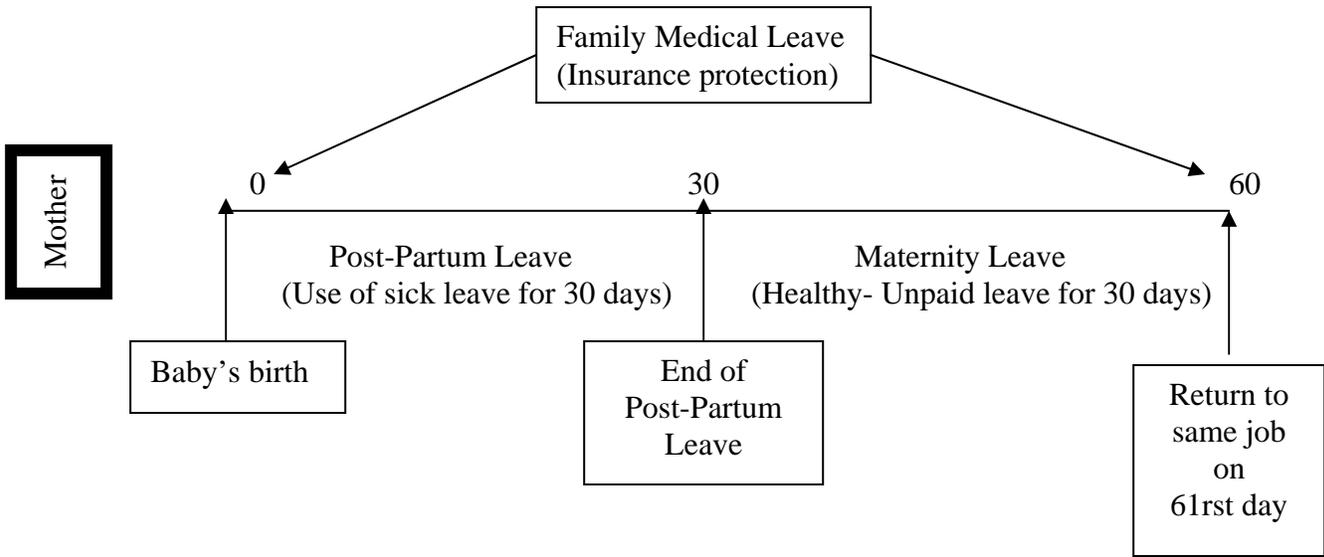


For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



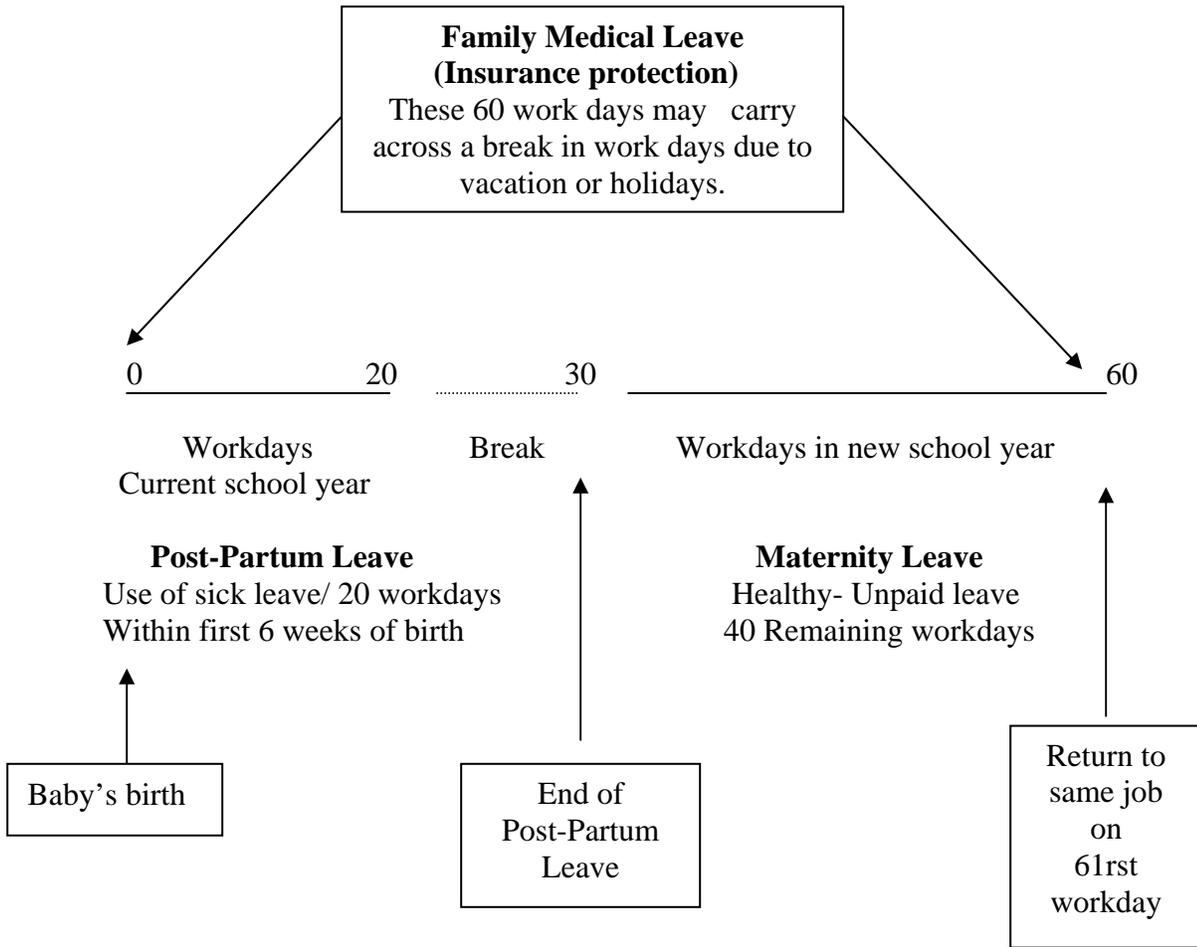
U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

WHD Publication 1420 Revised January 2009

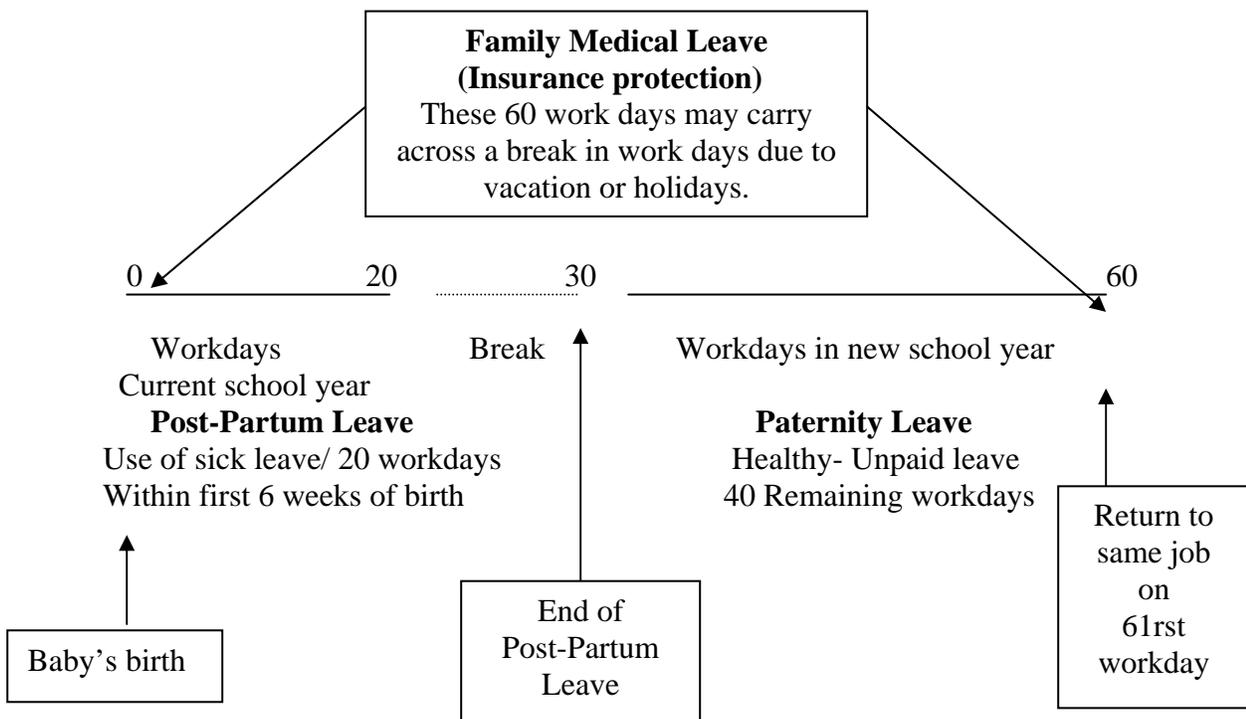


Possible School Break Situation

Mother



Father



GARAWAY Local Schools 2014-2015

<p style="text-align: center;">August</p> <p>18: In-service—NO SCHOOL 19: Work Day—NO SCHOOL 20: First Day of School</p>	<p>AUGUST</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa						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							<p>JANUARY</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	Su	M	Tu	W	Th	F	Sa					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	<p style="text-align: center;">January</p> <p>1-2: Christmas Break—NO SCHOOL 5: Classes Resume 9: End 2nd 9 Wks. (42 days) 19: M.L. King Jr.—NO SCHOOL</p>
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<p style="text-align: center;">September</p> <p>1: Labor Day—NO SCHOOL 10: 2 hr PD - Early Dismissal 26: Swiss Fest. —NO SCHOOL</p>	<p>SEPTEMBER</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa		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					<p>FEBRUARY</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </table>	Su	M	Tu	W	Th	F	Sa	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	<p style="text-align: center;">February</p> <p>13: Waiver Day/PD—NO SCHOOL 16: President's Day—NO SCHOOL</p>														
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<p style="text-align: center;">October</p> <p>2: Parent/Teacher Conf. 17: Waiver/PD Day—No School 24: End 1st 9 Wks. (45 Days) 27-31: OGT Testing</p>	<p>OCTOBER</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa				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		<p>MARCH</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa	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					<p style="text-align: center;">March</p> <p>12: 2 hr PD - Early Dismissal 16-27: OGT Testing 20: End 3rd 9 Wks. (47 days)</p>							
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<p style="text-align: center;">November</p> <p>3-7: OGT Testing 6: Parent/Teacher Conf. 27: Thanksgiving—NO SCHOOL 28: NO SCHOOL</p>	<p>NOVEMBER</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa							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							<p>APRIL</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa				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			<p style="text-align: center;">April</p> <p>2-6: Spring Break - NO SCHOOL 2: Calamity Day #4 3: Calamity Day #5 Early Dismiss 6: Calamity Day #3</p>
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<p style="text-align: center;">December</p> <p>1: Conf. Exchange Day—NO SCHOOL 22-31: Christmas Break—NO SCHOOL</p>	<p>DECEMBER</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa		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				<p>MAY</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Su	M	Tu	W	Th	F	Sa						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							<p style="text-align: center;">May</p> <p>15: Calamity Day #1 - No School 20: BCC Awards Ceremony 24: Graduation 25: Memorial Day—NO SCHOOL 28: Last Day for Students (44 days) 2 hr Early Dismissal 29: *Teacher Work Day 29: Calamity Day #2</p>
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MAKE UP DAYS if exceeding 5 calamity days:
 Calamity Make Up Day 1: Friday, May 15
 Calamity Make Up Day 2: Friday, May 29
 Calamity Make Up Day 3: Monday, April 6
 Calamity Make Up Day 4: Thursday, April 2
 Calamity Make Up Day 5: Friday, April 3, Good Friday, Early Dismissal

Student Days: 178
 Teacher Days: 184
 First Nine-Weeks: 45
 Second Nine-Weeks: 42
 Third Nine-Weeks: 47
 Fourth Nine-Weeks: 44

BOARD APPROVED: