

WOOD COUNTY SCHOOLS

1210 Thirteenth Street
Parkersburg, WV 26101



EMPLOYEE HANDBOOK

Last Updated July 30, 2023

Non-Discrimination Statement:

As required by Federal Laws and regulations, the Wood County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age, genetics, and national origin in employment or in the administration of any of its educational programs and activities. Inquiries may be referred to:

John Merritt, Assistant Superintendent / Human Resources
1210 13th Street, Parkersburg WV 26101
Email: jmerritt@k12.wv.us
Phone: 304-420-9663

EMPLOYMENT

Human Resources posts vacant positions for a minimum of five working days. Each posting specifies the opening and closing date for that posting. Only those who apply within the posting window will be considered for vacant positions. All professional and support service job applications are received in electronic format. You may find job postings located in the following areas:

- Schools – in the school office or on a staff bulletin board.
- Administration Building – 1st floor – on the bulletin board across from the switchboard operator.
- On the Wood County Schools website at <http://woodcountyschoolswv.com> – under Careers.
- For support service positions, human resources will create a seniority list for all applicants. Human Resources sends the list of applicants to the principal or the supervisor of the department.
 - Employees on the list are grouped in seniority order by:
 - In-Classification
 - RIF In-Classification
 - Out-of-Classification
 - RIF Out-of-Classification
 - Substitutes In-Classification
 - Substitutes Out-of-Classification
 - People who are not employees and filled out an application

WORK SCHEDULE

Daily Work Schedule

The daily work schedule is set at the start of each school year and can vary from school to school.

- The supervisor decides the daily work schedule.
- School closings/delays are often not made until sometime after 5:00 am.
- On professional development days the work schedule will be the same as the daily work schedule unless mutually agreed upon by both the supervisor and the employee.
- Being absent without notification to the principal or supervisor is grounds for a violation of the Employee Code of Conduct.

Meal/Rest Breaks

- All employees that work longer than 3.5 hours are entitled to a 30-minute lunch break.
- There are no rest breaks or smoking/vaping breaks and students must be supervised at all times.
- Employees must not leave the school grounds without permission from their supervisor.

Absent from Work

An absence must be reported ahead of time so that a substitute employee may be called.

- 1st Step – Follow your school procedure for supervisor notification. Tell your supervisor if you are taking a sick day or an SB6 day.
- 2nd Step – call the substitute employee management system (SEMS – 304/699-0278).
- If you have a problem with your SEMS Pin number or have a question, call the SEMS Help Desk at 304-420-9510, extension 111

Arriving Late/Leaving Early

All personnel are expected to work their scheduled hours.

- If you are going to be late for work, notify your supervisor.
- Don't leave early without permission from your supervisor.

Inclement Weather Delays and/or Closings

During times of inclement weather, school may be delayed by two hours or closed.

- Delays and Closings are decided by the Superintendent and announced on local radio and other media.
- For students, a 2-hour delay means students report to school 2 hours later.
- For staff, a 2-hour delay means that most staff may arrive one hour later. However, some staff may need to report to work at their normal time to clear sidewalks, etc. Check with your supervisor.
- Breakfast must be served to any student, similar to a regular day.
- Lunch times and schedules may be changed because of the shorter school day.

Professional Development

Professional development is held several times during the school year to update employees on topics related to job duties.

- Professional development sessions are held at the beginning of and during the school year.
- You must earn your required number of hours.
- All departments keep employee sign-in records for professional development.

EMPLOYEE CODE OF CONDUCT

- *West Virginia Board of Education Policy 5902 outlines the Employee Code of Conduct that applies to all employees within the school system. The code responds to employee conduct, not performance issues that can be improved with assistance and guidance. The policy states:*

All Wood County Board of Education employees shall:

- 1) Exhibit professional behavior by showing positive examples of preparedness, communication, fairness, punctuality, attendance, language, and appearance.
- 2) Contribute, cooperate, and participate in creating an environment in which all employees/students are accepted and are provided the opportunity to achieve at the highest levels in all areas of development.
- 3) Maintain a safe and healthy environment, free from harassment, intimidation, bullying, substance abuse, and/or violence and free from bias and discrimination.
- 4) Create a culture of caring through understanding and support.
- 5) Demonstrate responsible citizenship by maintaining a high standard of conduct, self-control and moral/ethical behavior.
- 6) Immediately intervene in any code of conduct violation, in a manner that preserves confidentiality and dignity of each person.
- 7) Comply with all federal, West Virginia and Wood County Board of Education laws, policies, regulations and procedures

ID BADGES AND ACCESS CARDS

ID Badges must be worn when at work. The badge contains an access card to enter your worksite. Badges are made through the Office of School Safety from 8:00am to 4:30pm, Monday through Friday. Making an appointment is necessary.

PROBLEM SOLVING

Should employment problems arise, the first step in problem-solving is through your direct supervisor. If the problem is still not solved, an appointment with your supervisor's supervisor should be sought. Following this avenue, the Superintendent of Schools is the last administrative contact before the Board. Skipping a level of the problem-solving procedure will cause the problem to be referred back to the previous level.

WV PUBLIC EMPLOYEES GRIEVANCE BOARD (WV Code §6C-2-1)

Employees have the right to file a grievance with the WV grievance board. The email address for the board is [Public Employees Grievance Board \(wv.gov\)](mailto:PublicEmployeesGrievanceBoard@wv.gov). The purpose of the process is to provide a procedure for the resolution of employment grievances raised by the public employees of the State of West Virginia, except as otherwise excluded. Forms, FAQs, and other information may be found at the Grievance Board website.

WOOD COUNTY SCHOOLS PHONE NUMBERS

<u>Administrators</u>		304-420-9663
Superintendent	Christie Willis	Extension 125
Assistant Superintendent (Academics and Leadership)	Justin Hartshorn	Extension 165
Assistant Superintendent (Operations)	Kaleb Lawrence	Extension 172
Assistant Superintendent (Human Resources)	John Merritt	Extension 153
Director of Elementary Education	Heather Grant	Extension 165
Director of Secondary Education	Ken Cook	Extension 165
Director of Finance	Justin Bosley	Extension 167
<u>Offices</u>		
Human Resources		Extension 153
Insurance Department		Extension 146
Payroll Department		Extension 181