

2021-2022

EMPLOYEE

HANDBOOK



Published by the Human Resources Department
Alliance City Schools
200 Glamorgan St.
Alliance, OH 44601
Phone 330.821.2100
Follow us at www.alliancecityschools.org

PURPOSE OF THE HANDBOOK

This Handbook was prepared by the Human Resources Department to give you important information about the Alliance City School District in regards to your employment, personnel procedures and policies and what you can expect from the Human Resources Department and what we will expect of you. It will help avoid misunderstandings and provide answers to questions that may arise during your employment with Alliance City Schools.

Naturally, no handbook can cover every situation. The Alliance City School District administration has the authority and right to make the final decisions they think are best within the framework of the policies and procedures described in this Handbook.

It is our intent to maintain all the policies, procedures and benefits described in this Handbook, but we must reserve the right to make changes at any time, with or without advance notice.

If you have questions:

- Ask your immediate supervisor.
- Follow the hyperlinks to the online policy manual throughout the handbook.
- Visit www.alliancecityschools.org for the online policy manual.
- Contact the Human Resources Department at 330-821-2100 extension 1238 for questions or comments.

If there is a conflict between the information in this handbook and any law, rule, policy, or regulation of the United States, state of Ohio, Ohio Department of Education, Alliance City Schools District Board of Education or Alliance City School District, the law, rule, policy or regulation is the controlling authority.

Non-Discrimination (Equal Employment Opportunity (EEO) Policy and Reasonable Accommodation Statement: The Alliance City School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, marital status, status as a parent, or pregnancy in its programs and activities. Individuals with disability may request accommodation under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA). Please direct all inquiries regarding Alliance City Schools non-discrimination policies and reasonable accommodations and/or report complaints to the Superintendent (Compliance Officer), 200 Glamorgan St., Alliance, OH 44601, 330-821-2100.

TABLE OF CONTENTS

PURPOSE OF THE HANDBOOK	1
INTRODUCTION	7
ABOUT THE ALLIANCE CITY SCHOOL DISTRICT	7
Vision Mission and Core Values	8
Alliance City Schools Human Resources Department	10
POLICY AND GUIDANCE	11
Academic Freedom	11
Acceptable Use of Technology Agreement Including Internet Use & Safety Staff	11
Employee Code of Conduct	14
ADMINISTRATION OF MEDICATION TO STUDENTS	15
ADMISSION OF NONRESIDENT STUDENTS OF EMPLOYEES	16
ABSENCE REPORTING AND SUBSTITUTE REQUEST (Frontline Absence Management)	16
BOARD POLICIES	17
CALAMITY DAYS	17
District Closed (Schools and Offices are Closed)	17
Two-Hour Delayed Opening	17
Early Release From School	17
CASH IN SCHOOL BUILDINGS	18
CERTIFICATION/LICENSURE	18
Professional Conduct for Ohio Educators	19
COBRA/HIPAA LAWS	19
COMPENSATION	20
Direct Deposit	20
Pay Days	20
Timesheet Due Dates	20
CONFLICT OF INTEREST AND NEPOTISM	20
CREDIT CARDS	21
DISCIPLINE	21
DISTRICT CALENDAR	22
DRESS AND GROOMING	22
DRUG-FREE WORKPLACE	22
EMPLOYEE BACKGROUND CHECKS	23
EMPLOYEE-STUDENT RELATIONS	24
SOCIAL NETWORKING WEBSITES	24

EQUAL OPPORTUNITY EMPLOYMENT/NONDISCRIMINATION AND REASONABLE ACCOMMODATIONS STATEMENT	25
Americans with Disabilities Act	25
EXPENSE REIMBURSEMENTS	26
FAMILY AND MEDICAL LEAVE ACT (FMLA)	27
Eligibility	27
Leave Entitlement	27
1. Types of Leave	27
2. Spouses Employed by the District	28
3. Intermittent and Reduced Leave	28
4. Benefits	29
5. Notice	30
6. Certification	30
7. Reinstatement	30
FRAUD REPORTING SYSTEM (AUDITOR OF STATE)	30
GRIEVANCE PROCEDURE	31
HARASSMENT AND BULLYING	31
Verbal Harassment	32
Physical Harassment	32
Visual Harassment	32
Sexual Harassment	32
Intimidation	32
HEALTH AND SAFETY	33
1. Bloodborne Pathogens	33
2. Communicable Diseases	33
3. First Aid	34
Use of Automated External Defibrillators (AEDs)	34
4. Food Allergies	34
5. Safety	34
6. Student Safety	35
HOLIDAYS	35
HOURS OF WORK/WORK SCHEDULES	36
INSURANCE	36
Change in Benefits	36
Extended Health Insurance (COBRA)	36
Spousal Coverage	36
Life Insurance	37
LEAVES	37
OVERTIME (OT)	37

PERFORMANCE OF DUTIES	38
PERSONNEL FILES	38
PHONE USAGE	39
1. Personal Cellular Phones	39
2. District Phones	40
PUBLIC RECORDS (PUBLIC'S RIGHT TO KNOW)	40
REDUCTION IN FORCE (RIF) OF CERTIFIED EMPLOYEES	41
REDUCTION IN FORCE (RIF) OF CLASSIFIED EMPLOYEES	41
REPORTING CHILD ABUSE	41
SAFETY POLICY	42
General Safety Rules	42
OSHA Hazard Communication	43
If You Are Injured	43
Reporting a work-related injury	44
Returning to Work	44
SCHOOL EMPLOYEES RETIREMENT SYSTEM (SERS) AND THE STATE TEACHERS RETIREMENT SYSTEM (STRS)	45
SEVERANCE PAY	45
SEXUAL HARASSMENT	45
SOLICITATION	46
STUDENT RECORDS	47
STUDENT SUPERVISION	47
TOBACCO USE AND ELECTRONIC CIGARETTE USE	47
TRANSPORTATION	48
TUITION REIMBURSEMENT	48
VACANCIES	48
VISITORS TO CLASSROOMS	49
WORKERS' COMPENSATION	49
CLOSING	50

INTRODUCTION

Welcome to the Alliance City School District. We are pleased that you are a part of our school district as an employee and we look forward to working with you.

Please review this Handbook carefully and feel free to ask any questions.

ABOUT THE ALLIANCE CITY SCHOOL DISTRICT

The Alliance City School District is located inside the city limits of Alliance, Ohio. The City has a population of about 22,000 citizens and encompasses 12 square miles in the Northeast corner of Stark County.

The District educates about 2,900 students in 6 buildings: Alliance Early Learning School (PreK through Grade 1), Alliance Elementary School at Rockhill (Grades 2 through 3), Alliance Intermediate School (Grades 4 and 5), Alliance Middle School (Grades 6 through 8), Alliance High School (Grades 9 through 12), Parkway Learning and Development Center housing Success Academy (Alternative Education) and the Alliance Alternative Academy (Online School).

Vision Mission and Core Values

Vision

All Aviators will graduate prepared for life, college and careers.

Mission

Our mission is for all students to reach their fullest potential and become productive citizens through staff who establish high expectations, a safe, positive and engaging learning environment, and content that supports critical thinking, collaboration, communication and creativity.

Core Values

- All students can learn at high levels
- Teachers/staff are leaders and designers of engaging work
- All people deserve to be treated with dignity and respect
- Our students are our primary clients

Reppin' That



VALUE	BEHAVIOR	OUTCOME
HIGH PERFORMANCE We teach and learn at high levels	<ul style="list-style-type: none"> • Think before we act • Own our work • Learn, Improve, Succeed 	<i>All Aviators reach maximum Altitude</i>
LEADERSHIP We are engaged in the learning process at all levels	<ul style="list-style-type: none"> • Be on target • Follow through on what we say • Act decisively 	<i>All Aviators influence the course of others positively</i>
CARING CITIZENS We treat all people with respect and dignity	<ul style="list-style-type: none"> • Seek first to understand • Speak our truth - even when it's hard • Care for and support those around us 	<i>All Aviators earn trust</i>

Alliance City Schools Human Resources Department

The mission of the Office of Human Resources is to attract, retain and support a high-quality workforce that creates a positive impact on student performance. These HR services include:

- Recruitment
- Compensation and Classification
- Teacher Licensure and Certification
- Annual Evaluations
- Counseling
- Hiring
- Employee Relations
- Labor Negotiations
- New Teacher/Employee Programs
- Organizational Structure
- Benefits

Our HR team collaborates with school principals, supervisors and staff to implement a districtwide talent management strategy, including interview practices, succession planning, performance consulting, leadership development, innovative learning strategies, career and organizational development. We select and retain only the best talent for the students of Alliance City Schools. Our team includes the following team members:

Superintendent

Rob Gress

gressro@alliancecityschools.org

330-821-2100 extension 1299

Treasurer

Kirk Heath

heathki@alliancecityschools.org

330-821-2100 extension 1227

Executive Assistant/Superintendent Office

Certified

Jill Grewe

greweji@alliancecityschools.org

330-821-2100 extension 1238

Payroll

Charlene Cannon

cannonch@alliancecityschools.org

330-821-2100 extension 1217

Executive Assistant/Operations

Classified

Donna Fraser

fraserdo@alliancecityschools.org

330-821-2100 extension 1220

POLICY AND GUIDANCE

Academic Freedom

Refer to Collective Bargaining Agreement and Board Policies

The right of teachers to teach certain subjects or to employ certain teaching methods may be restricted by the Board where such subjects or methods are deemed by the Board to be educationally unsound, inappropriate for the age or majority level of the students or irrelevant to any valid educational objective.

All instruction must conform to state academic content standards and the District's adopted courses of study. The right to free speech protected by the First Amendment does not extend to the in-class curricular speech of teachers made pursuant to their official duties. Accordingly, teacher speech in the classroom may be subject to reasonable controls as to appropriateness.

Reference: [Policy 2220](#)

Acceptable Use of Technology Agreement Including Internet Use & Safety Staff

Education Purpose Statement

The District provides access to technology in order to enhance the instruction of its students and to achieve the goals as established by the District Board of Education and the Ohio Department of Education. This Agreement is established to promote the use of technology, including Internet access, in a manner that leads to a safe and worthwhile educational experience for all. Therefore, the district is committed to providing teaching on Internet safety.

Scope/Definitions

Technology, including the internet, is a source of instructional material to which students and employees have access, both inside and outside the boundaries of the school physical and temporal environment. This Agreement and the associated rules and regulations refer to all devices including but not limited to computers, smart phones, digital tablets, electronic computing communication, recording or imaging devices including but not limited to computers, MP3 players, portable memory storage devices, calculators with interfacing

capability, cell phones, and digital cameras as well as technology infrastructure, associated peripheral devices and software:

- Owned by, leased by or on loan to the District or any third party engaged in providing services for the District
- Any computing or telecommunication devices owned by, in the possession of or being used by district authorized users that are operated on the grounds of any district facility, off grounds at a school sponsored function or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, Virtual Private Network (VPN), infrared and/or wireless.

This Agreement applies to any online service provided directly or indirectly by the District for staff use. Examples of online services include but are not limited to, electronic mail, web sites, cloud based computing applications and social media sites. Users agree to abide by any license agreement established with a third party.

This Agreement is in effect for any school sponsored activity at any time or any place. Any implementation of the use of employee-owned device for instructional use must follow all district rules and policies and may require a separate signed approval by the technology coordinator.

Statement of Procedures

In order to maintain and encourage appropriate and effective use of Internet access, computer technology and connectivity, a set of rules for computer and network use have been established. Authorized users must read and abide by these rules established by the district and their respective buildings and classrooms.

The District provides technology and Internet access in a good faith attempt to promote the safe, ethical, responsible, and legal use of this instructional resource. This access is intended to promote the effective use of technology and the Internet for educational purposes, protect students against potential dangers and ensure accountability. This access is not intended to function as a public access service or a public forum. The District reserves the right to restrict this access to ensure that its use is in accord with its educational purpose.

The District prohibits student-teacher interaction on social networking sites unless such interaction is specifically educational in nature and is stored/located on district provided/sponsored sites. Any digital communication between district employees and students is expected to follow all district policies and the Ohio State Board of education's Licensure Code of Professional Conduct for Ohio Educators.

Disclaimers/Hold Harmless Clause

The District makes no warranties of any kind, expressed or implied, in connection with its provision of access to the Internet or online services, technology, or technology infrastructure, provided to its staff. The District is not responsible for any personal documents or information stored on district technology or associated services nor is it responsible for any harm from the release of confidential information. The District will not be responsible for any damage users may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through Internet access. The District will not be responsible for financial obligations arising through unauthorized or inappropriate use.

Copyright/Ownership

Copyrighted materials may not be placed on any service accessed via the Internet or any system connected to the District's system(s) and used in conjunction with District initiatives without permission from the holder of the copyright and materials must be licensed directly to the District. Only the owners or authorized individuals may upload or download copyrighted material to and from the District's systems. Unauthorized copyrighted materials will be removed upon notification.

Privacy/Monitoring/Confidentiality

Staff shall have no expectation of privacy when utilizing district technology or related services. At any time and without prior notice, the District reserves the right to monitor, inspect, copy, review and/or store any and all results of computers, network and/or Internet access and any and all information transmitted or received in connection with such usage. This includes but is not limited to information contained in online services provided by the District. All such information shall be and remain the property of the District. The creator of original works may retain specific rights to use as applicable under U.S. copyright law.

Staff shall maintain and protect the confidentiality of any confidential information housed, processed or maintained by the District. This includes but is not limited to account information, passwords and personal information. Staff are responsible for maintaining the security of student information and other personally identifiable data and for upholding FERPA, the student confidentiality law, the Ohio Privacy Act and any other applicable privacy policies and regulations.

Prohibited Practices

The use of technology for any purpose that violates any district policies, rule or regulation regarding the use of technology in the district, building or classroom or any use which is outside the educational purpose is prohibited. This includes, but is not limited to:

- Purchasing goods or services
- Bullying
- Interfering with the normal functioning of computers, systems or networks
- Accessing, modifying or deleting files/data that do not belong to you
- Giving your username or password to someone else, or using the username or password of someone else to access any part of the system
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials
- Sending or publishing offensive or harassing messages/content
- Accessing dangerous information that, if acted upon, could cause damage or danger to others
- Violating copyright laws and/or district policy on plagiarism
- Recreational/non-educational use of electronic communication
- "Hacking" and other illegal activities in an attempt to gain unauthorized access to restricted files, other computers/systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing/spoofing, peer-to-peer networking or remote control software. Possession of and/or destruction of any of software tools designed to facilitate any of the above actions will also be considered an offense
- Saving inappropriate files to any part of the system, including but not limited to music files, movies, video games offensive images/files, programs which can be used for malicious purposes, any files for

which you do not have a legal license, hobby or personal interest files, even if not offensive or inappropriate, any file which is not needed for school purposes.

Staff are required to report any occurrence of a prohibited practice to the appropriate district or building administrator immediately. It is recognized that the use of technology, including but not limited to Internet access is a privilege and not a right. The District reserves the right to withdraw access to technology, including but not limited to, the Internet through its network and to determine what constitutes improper use.

Consequences

Those who violate this Agreement and those failing to report policy violations shall be dealt with following established employment agreements or district guidelines. The District also reserves the right to administer the appropriate disciplinary action up to and including termination. Any infractions that fall under the provisions of the Ohio and Federal Criminal Codes will be referred to the appropriate law enforcement agencies.

Ban of Criminal and Illegal Acts

In addition to the rules and guideline stated in this Agreement, the District prohibits the use of any technology or service in the commission of any criminal or illegal act or the preparation for, communication about or the cover up of such and will refer offenders to proper law enforcement agencies. The District also reserves the right to seek monetary or other damages as a result of any criminal or illegal act or violation of this Agreement.

Signatures/Acknowledgement

Staff agree to and acknowledge the information disclosed in this Agreement by signing below. This document is in effect until the relationship with the staff is severed or a new form is required.

Employee Code of Conduct

The Human Resources Department within Alliance City Schools is required to present the following general expectations for behavior to each employee within their respective departments.

Each Alliance City Schools employee shall:

1. Report to work on time, acceptable for duty, and remain so whenever on duty for the duration of the workday.
2. Prepare for and perform all assigned duties as required by the job description(s) distributed to each employee annually.
3. Comply with justifiable directives issued by established lines of authority.

4. Identify, report, and/or control if possible, unsafe conditions, and/or safety hazards in order to maintain safe and secure working and/or learning environments.
5. Demonstrate respect and integrity in all forms of communication, including social media, when interacting with students, parents, staff, community members, or other stakeholders.
6. Comply with federal laws, state statutes, Board policies, and District administrative guidelines that prohibit coercive, harassing, threatening, retaliating, or discriminating conduct.
7. Communicate in a truthful and timely manner.
8. Acquire, use, maintain, and dispose of District assets in an ethical and responsible manner in accordance with state statutes, Board policies, and District administrative guidelines.
9. Maintain confidentiality of information as required under federal laws, state statutes, Board policies, and District administrative guidelines.
10. Report actions up the appropriate lines of authority that may represent violations of federal laws, state statutes, Board policies, and/or District administrative guidelines.
11. Refrain from any unethical activity that may reasonably interfere with either one's ability to effectively perform one's duties as assigned, or the legitimate operational interests of the District.
12. Comply with all other federal laws, state statutes, Board policies, and District administrative guidelines.

For additional information, visit the Alliance City Schools Employee Code of Conduct (ECOC) at <http://www.alliancecityschools.org>. If you have any questions about these expected behaviors or the ECOC, please consult with your direct supervisor or Human Resources.

ADMINISTRATION OF MEDICATION TO STUDENTS

Employees are permitted to administer medicines to students at school in compliance with state law and Board-adopted policies and procedures. Only employees of the Board who are licensed health professionals or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board can administer prescription drugs to students.

Each building principal will maintain a list of employees permitted to administer medication. All employees must review the policies and regulations for administration of general medication and student use of asthma inhalers or epinephrine autoinjectors.

Reference: Policy [5330](#)

ADMISSION OF NONRESIDENT STUDENTS OF EMPLOYEES

Please refer to Board Policies regarding Admission of Nonresident Students of Employees.

Reference: Policy [5111](#)

ABSENCE REPORTING AND SUBSTITUTE REQUEST (Frontline Absence Management)

Refer to Collective Bargaining Agreement and Board Policies

The Alliance City School District uses the online, (Frontline Absence Management) software system for recording and managing absences and finding substitutes. (Frontline Absence Management) is available to you 24 hours a day, 7 days a week via internet and phone.

How do I interact with Frontline Absence Management?

You can interact with (Frontline Absence Management) by going to the district's website at www.alliancecityschools.org, choosing the MENU drop down, click on HOW DO I?, then under Human Resources click on "Call off work". Here you will be able to enter absences, check your absence schedule, update personal information and use other features such as indicating favorite or preferred substitutes for your classroom and uploading your lesson plans for substitutes to view online.

Important Note: When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.

If you have questions about or experience difficulty accessing or learning about the AESOP system, please contact us using the information below.

By Phone: Human Resources - 330-821-2100 - extension 1238

By Email: greweji@alliancecityschools.org (Jill Grewe)

BOARD POLICIES

Please review all Board policies online at

<https://www.boarddocs.com/oh/alcoh/Board.nsf/Public?open&id=policies>

CALAMITY DAYS

District Closed (Schools and Offices are Closed)

In the event of a full-day closing of schools and offices, all district employees should remain home (unless specifically called into work by your supervisor).

Two-Hour Delayed Opening

In the event of a two-hour delay, all staff members should report to work two hours later than their regular reporting time unless otherwise notified by your supervisor. Classes will begin two hours later than their normal starting time. Buses will pick up students in the morning two hours later than the usual time at their normal stop. Dismissals will be at the normal time.

Early Release From School

In the rare event that schools must close early (i.e. - to avoid severe weather changes), the District will publish the change and inform parents of the early release via social media and mass phone calls. Students will be bused home at the earliest possible time that buses can be mobilized. Students of PreSchool and Kindergarten will be dropped off at their normal stops as long as a parent or guardian is there to meet them. If no parent or guardian is there, the students will be returned to the school for shelter-in-place activities pending contact with the parent. All other students will be dropped off at the normal cluster stops.

CASH IN SCHOOL BUILDINGS

Monies collected by employees shall be handled in compliance with Board policies.

State law requires a proper receipting and depositing of all public monies. Therefore, all monies collected shall be receipted, accounted for and deposited every day, if possible. Specifically, if the money collected:

1. Exceeds \$1,000, it must be deposited on the next business day or placed in a safe; or
2. Does not exceed \$1,000, it must be deposited the next business day or placed in a safe to be deposited within three business days.

Employees who will be collecting money must contact the Treasurer for required documentation and procedures. All events where students are collecting money must be closely supervised and monitored by an employee.

Reference: Policy 6600

CERTIFICATION/LICENSURE

Refer to Collective Bargaining Agreement and Board Policies

A term and condition for employment with Alliance City School District teaching positions is that all employees are required to hold a valid Ohio Department of Education (ODE) license required for the position. A current copy of the valid license or proof of application by August 1st is required to be included in the personnel file in the Human Resources Department.

Obtaining, updating and filing of a valid license with the Alliance City School District Human Resources Department is the responsibility of our employees. It is *required* that personnel meet the requirements for renewal and updating of their license.

Our Human Resources Department (and the Local Professional Development Committee - LPDC - for those with educator licenses) is available to assist those with educator licenses. However, this support does not relieve you of the responsibility to have a valid license. ORC requires employees to hold a valid license for the position for which they are employed prior to receiving compensation and without the appropriate licensure can be grounds for termination.

It is also the responsibility of all of our Para-Professional classified positions to secure an *Educational Aide* permit from the ODE and is updated annually unless a four year permit has been secured. Our Human Resources Department and the Office of Operations will assist you, but that does not relieve you of the responsibility to have a valid permit.

Professional Conduct for Ohio Educators

All educators employed by Alliance City Schools are expected to behave in a professional manner that reflects the status and substance of a public school professional with the responsibility of providing high-quality education to every student. The Licensure code of Professional Conduct for Ohio Educators serves as the basis and guide for conduct appropriate for all certified staff employed by the Alliance City Schools and as a professional licensed by the Ohio State Board of Education.

Ohio Revised Code 3319.31 states that engaging in an immoral act, incompetence, negligence or conduct that is unbecoming to the personal or person's position can result in license suspension, revocation or limit license renewal.

Alliance City Schools complies with the aforementioned Licensure Code of Professional Conduct for Ohio Educators and Ohio Revised Code and applies the same professional expectations to employees regarding job performance and communications to its employees.

Employees are expected to discharge their duties in a professional, responsible, honest and legally compliant manner at all times. Employees who fail to comply with law, regulations, directives, policies, administrative guidelines, rules of professional conduct and/or this handbook or otherwise fail to appropriately discharge the duties of their position may be subject to discipline, including but not limited to suspension and/or termination from employment.

COBRA/HIPAA LAWS

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees (or former employees), their spouses and dependents with a temporary extension of group health insurance when coverage is lost due to certain "qualifying" events.

The Health Insurance Portability and Accountability Act (HIPAA) protects individuals and their dependents from losing their health insurance coverage based on pre-existing condition exclusions in the event of job change or loss.

COMPENSATION

Refer to Collective Bargaining Agreement and Board Policies

Direct Deposit

The Alliance City School District will direct deposit your paycheck into your checking or savings account automatically and it is mandatory for all employees. Appropriate forms will be provided to you for your authorization. Direct deposit is available to any bank, checking account, savings account or credit union by providing a copy of a voided check.

It is the responsibility of the Alliance City School District employee to alert the payroll department of any change of personal banking information.

Pay Days

In general, employees are paid 26 times per year, on Fridays every other week. Your pay stub will be sent via email and also can be accessed through the Employee Access Center.

Timesheet Due Dates

Employees working on an as-needed basis on time sheets must adhere to the timesheet due date schedule in order to get paid on time. Timesheets are to be turned in to the employee's immediate supervisor on payday Fridays or the next closest work date prior to payday Fridays.

CONFLICT OF INTEREST AND NEPOTISM

Employees shall not engage in, nor have a financial interest in, any activity that conflicts with their duties and responsibilities with the District. Employees shall not sell textbooks, instructional supplies, equipment, reference books or any other products to the District. They shall not furnish the names of students or parents to anyone selling these materials.

Employees shall not engage in work of any type in which information concerning a customer, client or employer originates from any information available to them through District sources. Employees must not use their influence or authority to secure authorization of a public contract, including an employment

contract, for a family member. In order that there is no conflict of interest in the supervision and evaluation of employees, at no time shall any administrator/supervisor responsible for the supervision and/or evaluation of an employee be directly related to that employee.

This policy is not to be construed to limit any employee from using his or her professional knowledge, talent or name for private gain in a manner not in conflict with the above.

Reference: Policy [3113](#) & [4113](#)

CREDIT CARDS

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the District through the use of credit cards and/or purchasing cards under the supervision of the Treasurer.

However, credit cards and/or purchasing cards are not to be used to circumvent the general purchasing procedure required by State law and Board policies.

Please refer to the Board Policies regarding the manner in which credit cards and/or purchasing cards are to be utilized for.

Reference: Policy [6423](#)

DISCIPLINE

Refer to Collective Bargaining Agreement and Board Policies

Ohio Revised Code (ORC) 3319.081, states that the administration is responsible for discipline of employees in a progressive, corrective manner, to be determined by the administrator. Discipline will be assigned, determined on a case by case basis. The sequence of the discipline shall be determined by the administrator based on the severity of infraction. Discipline measures may result in verbal reprimand, written reprimand, suspension or loss of pay or termination. The Alliance City Schools utilizes the Code of Conduct rubric to assist in determining discipline for all instances.

Reference: Policy [3139](#) & [4139](#)

DISTRICT CALENDAR

The school calendar for the following school year is prepared by the Superintendent and presented to the Board for approval. The number of hours scheduled for students meets or exceeds the requirements of State law.

The calendar sets forth the days and hours schools are in session, holidays, vacation periods, in service training, teacher orientation days and days of reports to parents.

In preparing the calendar, the Superintendent may provide opportunities for members of the staff to offer suggestions before recommending a calendar to the Board for final consideration and adoption.

The number of hours in each school year that school is scheduled to be open for instruction will not be reduced from the number of hours per year school was open for instruction during the previous school year, unless the reduction is approved by a Board-adopted resolution.

The Board will adopt a school calendar annually. At least 30 days before the calendar is adopted, the Board shall hold a public hearing on the school calendar, addressing topics including the total number of hours in the school year, the length of the school day and beginning and end dates of instruction.

Reference: Policy [8210](#)

DRESS AND GROOMING

Staff dress and grooming should enhance a positive professional image of the District and not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency.

Reference: Policy [3216](#) & [4216](#)

DRUG-FREE WORKPLACE

Refer to Collective Bargaining Agreement and Board Policies

The Board endeavors to provide a safe workplace for all employees, realizing that the use/abuse of drugs and alcohol can endanger the health, safety and well-being of the nonuser, as well as the user.

Because of the Board's commitment to provide a safe workplace, no employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in state and federal law, in the workplace.

"Workplace" is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees are given a copy of this policy and are notified that compliance with the policy is mandatory. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State and Federal law and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

All employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties. A list of local drug and alcohol counseling, rehabilitation and re-entry programs and services offered in the community is available for employees.

Reference: Policy [3122.01](#) & [4122.01](#)

EMPLOYEE BACKGROUND CHECKS

All Licensed and Non-licensed Employees will complete a background check upon employment and every five years thereafter. School bus drivers and van drivers will complete a background check every six years per state code. **In the event of an arrest, employees must notify Human Resources within three business days.**

There are two background checks: 1) Bureau of Criminal Investigation and Identification (BCI&I) and 2) Federal Bureau of Investigation (FBI) national background check.

EMPLOYEE-STUDENT RELATIONS

Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and will not be tolerated.

Employees shall use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Employees shall not make derogatory comments to students regarding the school, its employees and/or other students.
2. The exchange of purchased gifts between employees and students is discouraged.
3. Employee-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
4. Employees shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Employees shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
6. Dating between employees and students is prohibited.
7. Employees shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
8. Employees shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
9. Employees shall not send students on personal errands.
10. Employees shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
11. Employees shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
12. Employees shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

SOCIAL NETWORKING WEBSITES

1. District employees who have a presence on social networking websites are prohibited from posting data, documents, photographs or inappropriate information on any website that might

result in a disruption of classroom activity. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.

2. District employees are prohibited from providing personal social networking website passwords to students.
3. Fraternalization between District employees and students via the Internet, personal email accounts, personal social networking websites and other modes of virtual technology is also prohibited.
4. Access of personal social networking websites during school hours is prohibited

Violations of this section will result in employee and/or student discipline in accordance with state law, Board policies and regulations, the employee and student Code of Conduct and handbook and/or employee collective bargaining agreements. Nothing in this section prohibits District employees and students from the use of education websites and/or use of social networking websites created for curricular, co-curricular or extra-curricular purposes.

EQUAL OPPORTUNITY EMPLOYMENT/NONDISCRIMINATION AND REASONABLE ACCOMMODATIONS STATEMENT

Alliance City Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identify, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

Alliance City School District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Alliance City Schools expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Alliance City School District employees to perform their expected job duties is absolutely not tolerated.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is designed to allow individuals with disabilities to enjoy the same employment opportunities available to persons without disabilities. Alliance City Schools fully

endorses the Americans with Disabilities Act (ADA) and will not tolerate unlawful discrimination and/or harassment of disabled employees.

In accordance with federal law, we encourage disabled employees to identify themselves. Information regarding your disability remains confidential in your medical file and may only be used in order to reasonably accommodate any special needs you may have.

Reference: Policy [3122](#) & [4122](#)

EXPENSE REIMBURSEMENTS

District personnel who incur expenses carrying out their authorized duties should complete and expense form, which can be acquired by contacting the Treasurer's Office. Expenses associated with professional learning should be documented in MyLearningPlan (MLP), and required **pre-approval** at least 2 weeks in advance of the professional learning activity. Supporting receipts are required as outlined in guidelines. Expenses may be approved and incurred within the limits of budgetary allocations for the specific type of expense.

When official travel by a personally owned vehicle is authorized, mileage payment is made at the rate currently approved by the Board not to exceed the IRS rate.

The Board generally prohibits employees and Board members from accepting, soliciting or using the authority or influence of his/her position to secure, for personal travel, a discounted or "frequent flyer" airline ticket or other benefit from an airline if he/she has obtained or earned the ticket on official travel. Unless otherwise authorized, any miles earned become the property of the District and must be used for future official travel by District employees or the Board.

The Board authorizes employees to retain rewards from frequent flyer or other travel programs or credit card programs earned in connection with their travel or other expenses incurred on behalf of the District when designated by the Board as non-salary benefits.

A traveler on official school business is expected to exercise the same care in incurring expenses as a prudent person exercises in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement.

Reference: Policy [3440](#) & [4440](#)

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Refer to Board Policies

Eligibility

An employee who has worked for the District for at least 12 months and who has worked at least 1,250 hours in the 12 months preceding the beginning of the leave is eligible for leave under the Family and Medical Leave Act (FMLA). The 12 months an employee must have been employed by the District do not need to be consecutive months. The 1,250 hours of service do not include vacation leave, sick leave, holidays or other paid leaves of absences. However, an employee returning from fulfilling his/her Uniformed Services Employment and Reemployment Rights Act (USERRA) covered service obligation shall be credited with the hours of service that would have been performed but for the period of military service in determining whether the employee worked the 1,250 hours of service.

Leave Entitlement

An eligible employee is allowed to take up to 12 work weeks of leave during a 12-month period. The District has chosen the following method to determine the 12-month period in which the 12 workweeks of leave entitlement occurs:

A “rolling” 12-month period measured backward from the date any employee uses any FMLA leave.

An employee may be eligible for 26 work weeks of FMLA leave during a single 12-month period to care for a covered servicemember with a serious injury or illness. The District will determine the “single 12-month period” using the 12-month period measured forward from the date an employee’s first FMLA leave to care for the covered servicemember begins.

If both husband and wife are employed with the district, a shared/ combined 12 week absence will be approved for FMLA due to the birth of a child.

1. Types of Leave

An eligible employee may take FMLA leave for the following purposes:

- A. birth and care of a newborn child;
- B. placement with an employee of a son or daughter for adoption or foster care;

- C. care for a spouse, child, parent with a serious health condition. An employee may not take FMLA leave to care for a parent-in-law.
- D. recovery from a serious health condition that keeps the employee from performing the essential functions of his/her job;
- E. to respond to a “qualifying exigency” that arises because a spouse, child or parent is on covered active duty or has been called to covered active duty as a member of the Armed Forces or
- F. to care for a spouse, child, parent or next of kin who is or was a member of the Armed Forces and who is currently undergoing medical treatment, recuperation or therapy for either a serious illness or injury that was incurred in the line of duty or for a serious illness or injury that existed before the beginning of active duty and was aggravated by service in the line of duty. In order to be eligible, veterans must have been members of the Armed Forces within five years of receiving such treatment.

The District requires eligible employees to use any accrued and unused paid vacation or sick leave concurrently with unpaid FMLA leave.

An employer cannot compel an employee to use accrued medical/sick leave in any situation for which the leave could not normally be used.

2. Spouses Employed by the District

If spouses eligible for leave are both employed by the District, the spouse is entitled to the full amount of FMLA leave even if their spouse has already exhausted leave for a qualifying event.

3. Intermittent and Reduced Leave

FMLA leave may be taken intermittently or on a reduced leave schedule under certain circumstances. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason.

Reduced leave is a leave schedule that reduces the employee’s usual number of hours per workweek or hours per workday.

Intermittent or reduced leave is available for the employee’s own serious health condition; to care for a seriously ill spouse, child or parent; to care for a covered service member’s serious injury or illness or for leave taken due to a qualifying exigency. Such leave may be used for the birth or adoption/placement of a child only if the Board agrees.

If an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the employer's operations.

If the employee needs intermittent leave or leave on a reduced schedule that is foreseeable, the Superintendent may require the employee to temporarily transfer during the period that the intermittent or reduced leave schedule is required to an available position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

If an eligible instructional employee (i.e., those whose principal function is to teach and instruct students in a class, a small group or an individual setting) needs intermittent leave or leave on a reduced leave schedule due to foreseeable medical treatments, and the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, the District may require the employee either to:

1. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment or
2. transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay

4. Benefits

The Board maintains the employee's health coverage under the group health insurance plan during the period of FMLA leave on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period. Prior to the beginning of the FMLA leave, the employee should make arrangements with the Treasurer to pay the employee's share of health insurance.

An employee may, but is not entitled to, accrue any additional benefits or seniority during unpaid FMLA leave. Benefits accrued at the time leave began (e.g., paid vacation, sick or personal leave to the extent not substituted for unpaid FMLA leave), however, must be available to an employee upon return from leave.

The Board is entitled to recover health care premiums paid during the leave if the employee fails to return from leave. Recovery cannot occur if the employee fails to return because of the continuation, recurrence or onset of a serious health condition or due to circumstances beyond the control of the employee.

5. Notice

When the FMLA leave is foreseeable, the employee must notify the Superintendent of his/her request for leave at least 30 days prior to the date when the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical.

When the employee requests pre-scheduled medical leave, the employee must make reasonable attempts to schedule treatment so as not to disrupt the District's operations.

The Board may deny the leave if the employee does not meet the notice requirements.

6. Certification

The Board may require the employee to provide certification from a health care provider containing specific information required under the law if he/she requests a medical leave. If there is a question concerning the validity of such certification, a second and, if necessary, a third opinion can be required, both at the expense of the District.

Upon the employee's return to work, the Board requires that the employee present a fitness statement from the employee's health care provider certifying that the employee is able to return to work.

7. Reinstatement

When the employee returns from the leave, the Board reinstates the employee to the same or an equivalent position with equivalent benefits, pay, terms and conditions of employment. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

FRAUD REPORTING SYSTEM (AUDITOR OF STATE)

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any public office. The system allows all Ohio citizens, including public employees, the

opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website or through the United States mail.

Employees may use any of the following methods to report suspected fraud to the Auditor of State:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's Office
Special Investigations Unit
88 East Broad Street
P.O. Box 1140
Columbus, OH 43215

Web: www.ohioauditor.gov

GRIEVANCE PROCEDURE

Refer to Collective Bargaining Agreement

The Board encourages the administration to develop effective means for resolving differences that may arise among employees, reducing potential areas of grievances and establishing and maintaining recognized channels of communication.

Grievance procedures should provide for prompt and equitable adjustment of differences at the lowest possible administrative level. Each employee should be assured the opportunity for an orderly presentation and review of complaints and concerns.

The procedures established for the resolution of grievances in contracts negotiated with recognized employee bargaining units apply only to "grievances" as defined in the particular contract(s).

HARASSMENT AND BULLYING

Refer to Collective Bargaining Agreement and Board Policies

The Alliance City School District believes in a friendly workplace that is not hostile or offensive, where all employees on assignment, school staff and students are treated fairly and with respect. Harassment, threats, intimidation or discrimination of any kind, including verbal or visual, will not be tolerated for any reason. Any employee who violates this policy will be subject to serious discipline, including possible termination.

It is important to understand that, among other things, harassment includes:

Verbal Harassment

Such as making a joke or comment about a certain age or ethnic group, race, sex, nationality, disability, religion, sexual preference, or using vulgar or profane words or slurs.

Physical Harassment

Such as assault, touching, blocking or physically interfering with a person's movement or work.

Visual Harassment

Such as derogatory images, posters, cartoons or drawings.

Sexual Harassment

see page 38.

Intimidation

Creating an intimidating, hostile or offensive work environment through conduct like that described above.

If you feel you have been subjected to harassment, threats, intimidation or discrimination by a coworker, a supervisor or manager or any other person connected with your job, you should report the incident to the Alliance City Schools Human Resources Department immediately.

Alliance City Schools will promptly investigate every harassment complaint and take the appropriate corrective action. All investigations will be handled as confidentially as possible, and no employee will be punished in any way for bringing any good faith complaint to the district's attention.

Any Alliance City School District employee, supervisor or manager, who is found to have engaged in harassment, or in retaliation against another individual who complained of harassment, will be subject to the full range of disciplinary measures, including possible termination.

For complaints or allegations of harassment and bullying, please contact the Compliance Officer as:

Robert J. Gress
Superintendent

Alliance City Schools
200 Glamorgan Street, Alliance, OH 44601
330-821-2100 extension 1299

OR

Amy Cramer, SPED Director
Alliance City Schools
200 Glamorgan Street, Alliance, OH 44601
330-821-2100 extension 1239
crameram@alliancecityschools.org

Reference: Policy [3362](#) & [4362](#)

HEALTH AND SAFETY

1. Bloodborne Pathogens

Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to bodily fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

To reduce the risk to staff and students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, all employees are required to complete Public School Works training; maintain first-aid kits in each school building and each student transportation vehicle; and use correct procedures for cleaning up bodily fluid spills and for personal cleanup.

Immunization for hepatitis B is also offered for all staff who are required to provide first aid to students and/or staff through Public School Works. The vaccine is also offered to all staff who have occupational exposure as determined by the administrator.

2. Communicable Diseases

Any employee with signs or symptoms of diseases suspected as being communicable to others should be given immediate attention and sent home if such action is indicated. Any staff or student suspected or reported to have a communicable disease will be examined by a school nurse or public health nurse as soon as possible.

Upon the recommendation of the school nurse, the staff or student may be excluded from school. Readmission is dependent upon a decision by a physician, school nurse or public health nurse.

3. First Aid

The school nurse or other trained person is responsible for administering first aid in each building. An emergency medical service will be called in case of serious illness or injury.

Use of Automated External Defibrillators (AEDs)

Employees should familiarize themselves with the locations of the AEDs within each building. The District will provide annual AED training, and only employees who have completed the required training are authorized to use the AED. A list of trained employees shall be kept in each building.

4. Food Allergies

Employees shall familiarize themselves with the Board policy and building-specific plan for food allergy management. Teachers of students with food allergies will be notified when necessary as part of the student specific written food allergy management plan. Care should be taken to not draw attention to staff or students with food allergies. Employees should strive to create a healthy, allergy conscious environment in the individual classroom.

Reference: Policy [5335](#)

5. Safety

- A. Electronic Surveillance - Electronic surveillance may occur on school property and/or in school vehicles in areas where there is no reasonable expectation of privacy.

- B. Weapons and Threats of Violence - Possession of weapons on school property or threats of violence by employees will result in appropriate discipline action, up to and including termination.
- C. Duty to Report - Employees shall report any information concerning weapons or threats of violence by other employees, students or visitors to the appropriate administrator/supervisor. Failure to report may subject the employee to disciplinary action. Any threat of immediate physical harm shall be reported to the appropriate local law enforcement.

6. Student Safety

In an attempt to ensure student safety, employees:

- A. shall not send students on errands that would require the student to leave school property and/or drive a vehicle;
- B. shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance;
- C. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background; and
- D. shall immediately report any suspected signs of child abuse or neglect,
- E. shall not ride in student vehicles nor allow students to ride in district vehicles

In addition to instruction in safety, buildings are inspected annually to detect and remedy health and safety hazards. Employees shall immediately report to the building administrator any accident or safety hazard he/she detects.

Reference: Policy [8462](#)

HOLIDAYS

Refer to Collective Bargaining Agreement

Please refer to your respective collective bargaining agreement for information on holidays.

HOURS OF WORK/WORK SCHEDULES

Refer to Collective Bargaining Agreement

Employees will follow respective Union Contract regarding Hours of Work/Work Schedules.

INSURANCE

Refer to Collective Bargaining Agreement and Board Policies

Change in Benefits

If a change in benefits is desired (birth, death, divorce, marriage, spouse job loss), you must contact the Treasurer's Office of Alliance City Schools within 30 days of the change. Open enrollment for insurance coverage is the month of November with coverage to be effective January 1st. We are unable to change coverage at any other time of year unless you have a change in status as mentioned above.

Extended Health Insurance (COBRA)

As per the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), full-time employees of the Board and beneficiaries who were enrolled in group health benefits are eligible for extended health benefits.

Spousal Coverage

An employee's spouse is not eligible to participate in the Alliance City School District's primary medical plans if the spouse has access to "affordable" coverage through their employer. The Treasurer's Office has a form that needs completed by the spouse's employer verifying costs of coverage, etc. to determine if the spouse's insurance is considered "affordable".

It is the responsibility of all Alliance City School District employees to notify the Treasurer's Office within thirty (30) days of any change of the access to medical coverage for their spouse. If a spouse does not have access to coverage elsewhere, he/she is permitted to participate in Alliance City School District's medical plans.

Life Insurance

Please refer to the Collective Bargaining Agreement for percentage of cost of life insurance for employees.

LEAVES

Refer to Collective Bargaining Agreement

Please refer to your Union Contract regarding the various types of Leaves listed below:

1. Assault Leave
2. Childbirth/Adoption Leave
3. Childcare Leave
4. Funeral Leave (or Bereavement Leave)
5. Jury Duty Leave
6. Military Leave
7. Personal Leave
8. Professional Leave
9. Sick Leave
10. Unpaid Leave
11. Vacation Leave (Classified Employees)
12. Witness Duty Leave

OVERTIME (OT)

Refer to Collective Bargaining Agreement and Board Policies

Overtime compensation is available to those employees who are non-exempt from the provisions of the Fair Labor Standards Act (FLSA). Employees' overtime eligibility is reflected in their job descriptions. Employees must receive prior approval from a supervisor before working overtime.

Overtime is paid at the rate of one and one-half times the employee's regular hourly rate of pay for any hours actually worked over 40 hours in a workweek. Workweek is defined as Saturday through Friday). "Hours actually worked" shall exclude all paid leave including personal leave, sick leave and vacation leave.

PERFORMANCE OF DUTIES

Employees are required to perform their normal duties as assigned by the Superintendent or his/her designee. Employees who fail to perform their duties will be subject to disciplinary action up to and including termination in accordance with Board policy, Employee Code of Conduct, laws and any relevant collective bargaining agreements.

PERSONNEL FILES

Refer to Collective Bargaining Agreement and Board Policies

1. Personnel files contain records and information relative to compensation, payroll deductions, evaluations and such information as may be required by state or federal law or considered pertinent by the Superintendent. Anonymous material or materials from an unidentified source shall not be placed in an employee's file.
2. A personnel file for each employee shall be maintained in the District office. Employees will be notified whenever personal information is placed in their file.
3. State law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. Upon request, the person directly responsible for personnel records is required to make copies available at cost, within a reasonable period of time.
4. The public has access to all records in the personnel file with the following exceptions:
 - A. medical records;
 - B. records pertaining to adoption, probation or parole proceedings;
 - C. trial preparation records;
 - D. confidential law enforcement investigatory records;
 - E. Social Security number;

F. records of which the release is prohibited by state or federal law.

Additional exceptions are listed in Ohio's Sunshine Law, Ohio Revised Code 149.43.

5. The District shall keep reports of investigations of employee misconduct in the employee's personnel file, unless the State Superintendent of Public Instruction or his/her designee determines that the report does not warrant taking action against the employee. If the State Superintendent of Public Instruction or his/her designee determines no action is warranted, the investigation report must be moved from the employee's personnel file to a separate public file.
6. Each employee has the right, upon written request, to review the allowable contents of his/her own personnel file. Personnel files must be reviewed in the presence of an appropriate human resource employee. No part of the personnel file shall be removed from the office by the employee.
7. Employees may make written objections to any information contained in the file. Any written objection must be signed by the employee and becomes part of the employee's personnel file after the appeal procedure outlined in the Ohio Revised Code. The appeal procedure permits any employee who disputes the accuracy, relevance, timeliness or completeness of information maintained in his/her file to compel the District to investigate the current status of the information.
8. Personnel records should be reviewed only within the confines of the Human Resources Department.

Reference: Policy [8320](#)

PHONE USAGE

1. Personal Cellular Phones

Employees should use personal cellular phones in the workplace with discretion and professionalism. Employees may be subject to disciplinary action for inappropriate use of cell phones during their scheduled workday.

2. District Phones

In order to permit employees to make necessary personal calls with minimum loss of time, certain District telephones may be used for personal calls. No long distance calls should be made from district phones.

PUBLIC RECORDS (PUBLIC'S RIGHT TO KNOW)

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of District-wide interest is coordinated by the Superintendent.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District shall inform the requester of the manner in which records are maintained and accessed in the ordinary course of business and allow the requester to revise the request.

Records pertaining to individual students and other confidential materials shall not be released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information shall not be released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request shall be made available in a reasonable period of time. The District shall make the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner.

If a public records request is denied, the District shall provide an explanation with legal authority for the denial of the request. This explanation shall be provided in writing if the request is made in writing or if the Superintendent/designee determines if written explanation is necessary.

Reference: Policy [8310](#)

REDUCTION IN FORCE (RIF) OF CERTIFIED EMPLOYEES

Refer to Collective Bargaining Agreement

The Board may reduce the number of teachers upon the return to duty of regular teachers after leaves of absence, suspension of schools, territorial changes affecting the District, decreased enrollment of students in the District or for financial reasons.

The Board may reduce the number of administrators upon the return to duty of administrators after leaves of absence, suspension of schools, territorial changes affecting the District, decreased enrollment of students in the District, for financial reasons or for other reasons unrelated to the performance of the individual administrator.

REDUCTION IN FORCE (RIF) OF CLASSIFIED EMPLOYEES

Refer to Collective Bargaining Agreement

Whenever it becomes necessary to reduce the classified staff because of financial reasons, job abolishment, management reorganization, lack of work or in the interest of economy, the procedures set forth in State law and in the negotiated agreement govern the rights of employees affected by the reduction.

REPORTING CHILD ABUSE

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect shall immediately report such information to their immediate Supervisor, the public children services agency and/or the local law enforcement agency.

To ensure prompt reports, building administrators shall inform their employees of reporting procedures. Employees should follow the reporting procedures for their building. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

The Board directs the Superintendent/designee to develop a program of in-service training in child abuse prevention for all school nurses, teachers, counselors, school psychologists and administrators.

This program is developed in consultation with public or private agencies or persons involved in child abuse prevention or intervention programs.

Each person employed by the Board as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of in-service training in the prevention of child abuse, violence and substance abuse, school safety and the promotion of positive youth development within two years of commencing employment with the District, and every five years thereafter.

In addition, middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators shall receive training in dating violence prevention. The training must occur within two years of commencing employment and every five years thereafter.

Conversely, public children services agencies must notify the Superintendent of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

Reference: Policy [8462](#)

SAFETY POLICY

Refer to Collective Bargaining Agreement and Board Policies

The safety of our employees is an important concern of Alliance City Schools. We expect all employees to take safety seriously. We do not assign staff to duties that could cause harm or aggravate a prior injury. If you have been injured before, or if certain work could cause you harm, as an employee you are required to inform Human Resources or your immediate supervisor prior to accepting your assignment. If you are physically limited in some way, if certain tasks are hard for you, or if you need any special accommodation to perform a job function, it is your duty to let us know in advance.

General Safety Rules

All employees are required to obey the safety rules set by the worksite, or school district or building. If an accident occurs while you are in violation of safety rules or policies, your Workers' Compensation benefits may be reduced. Wherever you work, remember these basic rules or guidelines:

- Never do any work you feel is unsafe or could cause injury. Do not perform tasks that involve physical exertion unless you have been trained to perform them and are familiar with the risks associated with them.
- Do not operate any power equipment without permission and the proper advance training.

- No person will be allowed to work if he/she is impaired due to fatigue, illness, medication, drugs, alcohol or other causes. Use of drugs or alcohol while on the job is strictly prohibited.
- Every employee is to help keep the workplace neat, orderly and free of obstructions. Close file cabinets when you are finished in them. Do not string power cords or any cable across a walkway.
- All unsafe conditions and any accident or injury must be reported to the worksite office immediately.

OSHA Hazard Communication

You have a right to know about any safety hazards in your workplace. A district/building administrator will explain:

- Any chemical or material substances that are known hazards at your job site and which you may be exposed to;
- The “Material Safety Data Sheets” that describe any hazardous materials and what to do if you are exposed to them;
- How to identify and properly handle any hazardous substances.

If you ever have a question about a chemical or substance at your job, be sure to ask your on-site administrator for more information.

If You Are Injured

If you are injured on the job in any way, however minor, you must report the incident to the Alliance City School District immediately. Except in a true emergency, you should not leave the worksite without reporting an injury.

Alliance City Schools carries Workers’ Compensation insurance to protect and benefit any employee who may be hurt on the job.

To receive any compensation for an on-job injury, and any Workers’ Compensation benefits that may apply, there are certain steps you must take. Reporting an injury promptly is the first and most important step. Once you do that, we can guide you to the next steps.

If you are injured on the job, report the incident to the Alliance City Schools office immediately, even if the injury is minor. Note: Reporting an accident/injury to a school supervisor on the job is not enough. Be sure to name Alliance City School District as your employer.

After you have been treated, a Doctor will determine what work you can do; regular work, light work, or no work at all. The Doctor's report will determine whether you need time off or not.

As soon as you are able, an Employee Accident/Injury Report must be completed in Public School Works within 24 hours. The report will let us know of the incident and our insurer know exactly what happened, how and where you were hurt.

Reporting a work-related injury

A Board employee who sustains a work-related injury must report the injury and its circumstances to the building principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. An Employee Accident/Injury Report must be completed and an accident investigation will be conducted in a timely manner.

In addition to reporting the injury and completing an Employee Accident/Injury Report, the employee may file an application for benefits with the Bureau of Workers' Compensation. The Superintendent's designee will provide assistance to an employee in filing a workers' compensation claim.

While an injured employee is not required to accept salary continuation in lieu of temporary total compensation, if she/he does accept it, the employee must complete and sign a Salary Continuation Agreement.

The injured employee is not entitled to both temporary total compensation and salary continuation, and is required to notify the Board and BWC if this occurs. The injured employee will not experience a break in service that impacts seniority or other benefits when salary continuation is paid by the Board.

Returning to Work

You must bring a written notice from your doctor that says that you can return to work. If you do not have this, we will assume you are not capable of performing your duties and send you home.

SCHOOL EMPLOYEES RETIREMENT SYSTEM (SERS) AND THE STATE TEACHERS RETIREMENT SYSTEM (STRS)

In accordance with Ohio Revised Code (ORC), all certificated District employees are subject to membership and contribution requirements of the State Teachers' Retirement System (STRS), while all non-certificated (aka classified) District employees are subject to membership and contribution requirements of the School Employees' Retirement System (SERS).

SEVERANCE PAY

Refer to Collective Bargaining Agreement and Board Policies

Upon retirement of service, employees shall be paid severance based on a percentage of unused sick leave credit. The payment shall be based on the employee's rate of pay at the time of retirement and eliminates all sick leave credit accrued but unused by the employee at the time payment is made.

SEXUAL HARASSMENT

Refer to Collective Bargaining Agreement and Board Policies

All persons associated with the District, including, but not limited to, the Board, the administration, the employees and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school -sponsored social functions/activities, is illegal and unacceptable and will not be tolerated.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Any individual who believes he or she has been discriminated against or harassed in violation of this policy should contact the Alliance City Schools District Compliance Officers:

Shawn Jackson
Director of Secondary Education
Alliance City Schools
200 Glamorgan St.
Alliance, OH 44601
330-821-2100
jacksonsh@alliancecityschools.org

Michelle Balderson
Director of Primary Education
Alliance City Schools
200 Glamorgan St.
Alliance, OH 44601
330-821-2100
baldersonmi@alliancecityschools.org

Robert J. Gress
Superintendent
Alliance City Schools
200 Glamorgan St.
Alliance, OH 44601
330-821-2100
gressro@alliancecityschools.org

Reference: Policy [3362](#) & [4362](#)

SOLICITATION

Solicitation is against the rules in every job assignment. Solicitation is not permitted on Alliance City School District property.

No solicitation of Alliance City School District employees is allowed during your work shift or the work shift of the person being solicited. For purposes of this work rule, “solicitation” specifically includes passing out fliers, letters, petitions or other documents for signatures.

STUDENT RECORDS

All employees must follow the Board student records policy.

Reference: Policy [8330](#)

STUDENT SUPERVISION

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, the school is responsible for them. School employees assigned to their supervision serve in loco parentis.

All students shall be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices or engaging in school-sponsored activities. School employees assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

No employee shall leave his/her assigned group unsupervised except if an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students shall be released only into the custody of parents or persons caring for students in the absence of parents.

TOBACCO USE AND ELECTRONIC CIGARETTE USE

For purposes of this section, “tobacco use” shall mean use of electronic cigarettes and other such devices, all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.

The Board prohibits smoking in all District-owned, leased or contracted buildings and vehicles. Such prohibition also applies to school/agency grounds and school/agency-related events.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

Reference: Policy [3215](#) & [4215](#)

TRANSPORTATION

The transportation supervisor, school bus drivers, bus aides and drivers of vehicles other than buses for the purpose of transporting students shall comply with all applicable provisions of the Ohio Revised Code and the Ohio Administrative Code. Employees should refer to the *Ohio Pupil Transportation Operation and Safety Rules* from the Ohio Department of Education, which is incorporated by reference into this handbook. Failure to comply may result in discipline up to and including termination.

TUITION REIMBURSEMENT

Refer to Collective Bargaining Agreement and Board Policies

All Alliance City School teachers and administrators are entitled to \$800 per school year for tuition reimbursement. Please refer to the AEA Collective Bargaining Agreement for details.

All Alliance City School classified employees are entitled to \$400 per school year for tuition reimbursement. Please refer to the OAPSE Collective Bargaining Agreement for details.

VACANCIES

Refer to Collective Bargaining Agreement and Board Policies

All vacancies are posted on our website at www.alliancecityschools.org. Postings shall include either the job description or a link to the job description for the vacant or open position; the location of where the duties are to be performed; and the classification for the position. All employees that are interested in applying for a position must apply online. See your collective bargaining agreement for further details.

VISITORS TO CLASSROOMS

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. (Authorization is not needed for school programs, assemblies, graduations and athletic events.)

All participants and spectators of school programs assemblies, graduations and athletic events are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings, loitering on the grounds and/or creating disturbances anywhere on District property.

Reference: Policy [9150](#)

WORKERS' COMPENSATION

The Ohio Bureau of Workers' Compensation (BWC) provides insurance coverage to employees for work-related injuries sustained in the course of and arising out of employment and diseases contracted in the course of employment. It also provides benefits to employees' dependents in those cases of death suffered in the course of and arising out of employment.

To that end, if an employee sustains a workplace injury and contracts an occupational disease, she/he may be eligible to receive compensation and benefits under the Workers' Compensation Act for loss sustained on account of an injury or illness.

In accordance with the Workers' Compensation Act, coverage is provided to employees who are injured or who contract an occupational disease in the course of, and arising out of, his/her employment. In

such cases, ACS employees are entitled to file a claim. Workers' compensation provides for medical care and disability compensation, which is based on the employee's salary. Payment of compensation for work loss can only be filed when the injury causes more than seven (7) days of work loss.

Medical services must now be managed by a Managed Care Organization (MCO) approved by the Ohio Bureau of Workers' Compensation (BWC). The MCO for all employees of the Alliance City Schools is AultWorks.

In the event of a work related injury, the following steps need to be followed:

- Notify your supervisor immediately
- In an emergency, seek immediate medical attention
- An accident report must be completed in Public School Works within 24 hours for all injuries and accidents

In an emergency, seek immediate medical attention. The physician is required to call the MCO within 24 hours of treatment to report the injury.

If a staff member sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers Compensation Act.

If the professional staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption)

Reference: Policy [8442.01](#)

CLOSING

Thank you for using this handbook. This document serves to help all employees better understand the Alliance City School District in regards to employment, personnel procedures and policies. If you have questions:

Ask your immediate supervisor.

Follow the hyperlinks to the online policy manual throughout the handbook.

Visit www.alliancecityschools.org for the online policy manual.

Contact the Human Resources Department at 330.821.2100 extension 1238 for questions or comments.

All employees are required to electronically sign the 2021-22 Employee Handbook via the Public School WORKs training software. Each employee will receive an email invitation with the link to sign off on this handbook.

For assistance to access and complete an electronic signature of the handbook, please see your HR representative.