

CONTINENTAL LOCAL SCHOOL



EMPLOYEE MANUAL

2023 - 2024

Dear Staff:

Welcome to the 2023-2024 school year!

Enclosed in this manual are the policies and procedures for all matters relating to the Fiscal Office of Continental Local Schools.

I would like to encourage all staff members to stop by my office if you have questions or concerns. If any of the student activity advisors have any questions for the year, please ask. If it would be easier for me to come to your school room, please let me know and I will come visit you.

Please remember, if you have recently moved, changed marital status, or had a child, you may want to fill out new payroll and insurance forms. Also, if you are moving to a new column on the salary schedule, please turn in your college transcript for verification. The transcript must be received in the superintendent's office by no later than September 15, 2023 for the change to be made this school year.

Please feel free to call, visit, or email my office with any questions, concerns, or comments that you may have.

Sincerely,

Larry Kaiser, Treasurer
Krista Crossgrove, Assistant Treasurer
Phone: 419-596-3671

**Pay Date Schedule
2023-2024
School Year**

Friday, September 1, 2023 Timesheets: Aug 13 to Aug 26	Friday, March 1, 2024 Timesheets: Feb 11 to Feb 24
Friday, September 15, 2023 Timesheets: Aug 27 to Sept 9	Friday, March 15, 2024 Timesheets: Feb 25 to Mar 9
Friday, September 29, 2023 Timesheets: Sept 10 to Sept 23	Friday, March 29, 2024 Timesheets: Mar 10 to Mar 23
Friday, October 13, 2023 Timesheets: Sept 24 to Oct 7	Friday, April 12, 2024 Timesheets: Mar 24 to Apr 6
Friday, October 27, 2023 Timesheets: Oct 8 to Oct 21	Friday, April 26, 2024 Timesheets: Apr 7 to April 20
Friday, November 10, 2023 Timesheets: Oct 22 to Nov 4	Friday, May 10, 2024 Timesheets: April 21 to May 4
Friday, November 24, 2023 Timesheets: Nov 5 to Nov 18	Friday, May 24, 2024 Timesheets: May 5 to May 18
Friday, December 8, 2023 Timesheets: Nov 19 to Dec 2	Friday, June 7, 2024 Timesheets: May 19 to Jun 1
Thursday, December 22, 2023 Timesheets: Dec 3 to Dec 16	Friday, June 21, 2024 Timesheets: Jun 2 to Jun 15
Friday, January 5, 2024 Timesheets: Dec 17 to Dec 30	Friday, July 5, 2024 Timesheets: Jun 16 to Jun 29
Friday, January 19, 2024 Timesheets: Dec 31 to Jan 13	Friday, July 19, 2024 Timesheets: Jun 30 to Jul 13
Friday, February 2, 2024 Timesheets: Jan 14 to Jan 27	Friday, August 2, 2024 Timesheets: Jul 14 to July 27
Friday, February 16, 2024 Timesheets: Jan 28 to Feb 10	Friday, August 16, 2024 Timesheets: Jul 28 to Aug 10

Timesheets are due by 8:00 a.m. on Monday morning of payroll week in the Administrative Office.

Payroll Checks

There are only two distribution options for your payroll checks:

1. When school is in session, if you do not have your direct deposit stub emailed to you, your check or direct deposit stubs will be available on Friday morning. If school is closed or cancelled on a Friday payroll day, checks may be picked-up at the treasurer's office on Thursday afternoon or Friday morning from 9:00 AM until 11:00 AM. Any remaining checks will be mailed with delivery at the discretion of the US Postal Service.
2. When school is not in session, if you do not have your direct deposit stub emailed to you, your check or direct deposit stubs will be mailed Wednesday.

If you currently have direct deposit and change your bank account or financial institution, please contact the assistant treasurer's office to make sure your check is deposited to the right account.

Supplement Pay Schedule

Supplementals will be paid in the first pay of the month in which paid. Supplemental salaries will be computed by multiplying the percentages listed for each of the supplemental positions by the salary in the Bachelors column of the regular teaching salary schedule that corresponds to the amount of experience the individual has in the sport or other extra-curricular activity. The negotiated agreement handbook lists the percentages for each position.

- Fall Supplemental ~ Payable 1st pay of December
- Winter Supplemental ~ Payable 1st pay of April
- Spring Supplemental and School Activities ~ 1st pay of June

Workday

The high school teacher workday begins at 8:00 AM and ends at 3:10 PM. The elementary teacher workday begins at 8:05 AM and ends at 3:15 PM. If any teacher tutors or performs another job which they are being paid for, they cannot start or end during their regular teaching job hours. This is considered double-dipping by the State of Ohio.

Calamity Days

Custodial staff will be asked to report to work as normal to complete their shift unless there is a Level III snow emergency. Second shift workers may be given the option of reporting early to complete their work. If the custodial staff is asked to come in late or is dismissed from work early by their supervisor on a calamity day, they will be paid for their entire normal work

schedule for that day. If school is canceled the night before, day custodians will not be required to report before 9 a.m. with no loss of pay.

Cafeteria staff that may have already reported prior to a calamity day being announced are expected to remain on duty to work their scheduled shift unless/until sent home by a supervisor.

Employees working less than 260-day contracts

The official closing of schools by the Superintendent of Schools on account of severe weather, other reasons deemed necessary by the Superintendent, or other emergency conditions shall not result in loss of pay or additional days of work without pay for the first five (5) full days of calamity. All days that must be made up beyond these shall be without any additional pay. Any additional hours will not be made up until we fall below the state minimum required hours per ORC, based on the minimum requirements for the high school.

When the weather conditions necessitate alteration of the starting time for the school day, the Superintendent shall use his/her best judgment in determining the need for a three (3) hour delay for the start of school. When the Superintendent calls for a three (3) hour delay there shall be a corresponding addition of one (1) hour at the end of the regular school day, only if the district needs to meet the minimum hour requirements per ORC 3313.48 (based on high school hours).

Continental will attempt to use virtual days to make up all calamity days **AFTER** the fifth calamity day. If we are not able to use virtual school, please refer to the make-up days on our school calendar.

Jury Duty

According to the Ohio Revised Code, the Board of Education shall pay a full-time employee, including hourly and per diem employees, the difference between such employee's regular compensation and the remuneration received for serving as a juror. The best way to handle this situation is for the employee to turn in their check when they get paid by the clerk of courts.

Dock-In-Pay

Occasionally, an employee wishes to be off absent for a reason not covered by sick, personal or professional pay. The board may approve the employee to have unpaid time off. If a dock-in-pay is granted, the employee's daily rate is used when calculating the amount of docked wages. For further clarification, contact the treasurer's office personnel.

Continuing Contracts

Any staff member eligible for a continuing contract, at the expiration of their current limited contract, shall provide written notice to the Board of Education no later than November 1st, of the year in which their current limited teaching contract with the Board of Education shall expire. For further details, consult the negotiated agreement page 24 4(b).

Salary Adjustments/New Pay Column

If anyone has taken classes that move them to a new column on the salary schedule, please turn in an official transcript to the superintendent's office no later than September 15, 2023. No salary adjustments will be made after this date for this school year.

Credit Reimbursement

Any teaching member of the bargaining unit seeking reimbursement of accredited college credit hours, shall receive up to \$200 for a semester hour and \$145 for a quarter hour. Forms are available on the treasurer's page of the district website, in the "HR Shared Drive".

- Credit reimbursement requires prior approval of the superintendent. The application must be received before the completion of the class.
- Upon completion of the course, proof of grades and receipt (cancelled check or credit card statement) showing the actual cost to you for the course must be submitted to the superintendent's office. The paperwork will be processed and forwarded to the treasurer's office for payment.
- Coursework must be applicable to the classroom teaching field and/or to maintain or upgrade current certification. Reimbursement will only be made for coursework attaining a C+ or higher or a passing grade in a pass/fail course.

Absence Forms

Leave of absence rules and regulations are found in your negotiated agreement handbook. Absence forms are located in the building secretary's office and on the treasurer's page of the district website, in the "HR Shared Drive".

- **SICK LEAVE:**

This form must be filled out the day you return from any absence. If you are going to be out for an extended leave, please fill them out prior to your leave. Forms must correspond with pay periods. It should be completed accurately so that the information can be reported correctly. Be sure to circle or underline the length of the absence. You must also enter the reason for the absence. Please make these forms legible so there are no questionable areas. Even if you did not have a substitute, you must fill out a sick leave form for the date you were absent due to illness.

- **PROFESSIONAL LEAVE:**

This should be checked on the form and is to be filled out prior to going to a conference or workshop. It should be turned in to the principal who will then forward it to the superintendent for final approval.

If there are expenses for which you will request reimbursement after you have attended the conference or workshop, please fill out a requisition form with your professional leave form. The requisition should be completed before you go.

In order to be reimbursed, a Driving and Miscellaneous Expense Report form will need to be filled out after the conference or workshop is held. See the Driving and Miscellaneous Expense Report section for further clarification.

- **PERSONAL LEAVE:**

Employees are offered the use of a maximum of three unrestricted personal leave days per year.

Except in the case of an emergency, the form should be submitted to the building principal 48 hours prior to the date of requested leave. Personal leave cannot be granted to extend a vacation and/or holiday or other board approved leaves except in cases of emergency, graduation or wedding of an Association member or member's child (to include persons over whom the Association member is a legal guardian) or recognized religious observations. No more than four teachers and four classified employees will be granted personal leave on the same day.

Sick Leave Bank

Pursuant to language negotiated between the CEA and the Board of Education, an open enrollment period will exist between September 1st and October 1st of each school year for the purpose of accepting contributions from members of the bargaining unit to the CEA Sick Leave Bank Program. Each member of the bargaining unit may contribute up to five (5) days of his/her accumulated but unused sick leave. Deductions from an employee's accumulated sick leave shall occur and appear on the second pay of October. Forms are available on the treasurer's page of the district website, in the "HR Shared Drive".

Health Insurance

Health insurance coverage is offered to all regular employees with an employment status of 30 hours or more. Personnel are offered single or family coverage, prorated at their particular status and job description. Employees contribute 13% of the premium through payroll deduction.

A law was passed that may provide healthcare to children up to 26 years of age. Our insurance policy with Medical Mutual began this coverage January 1, 2011.

Dental Insurance

Dental insurance is offered to all regular employees with an employment status of 30 hours or more. Personnel are offered single or family coverage, prorated at their particular status and job description. The board pays 90% of the premium if the employee is full-time.

Full-Time students are covered until the end of the calendar year in which they turn 24. An Adult Dependent Child Certification must be completed **annually** for full-time students between ages 19-24. Contact the Treasurer's office for this form, or find it on the HR Drive.

Vision Insurance

Vision insurance is offered to all employees who meet medical insurance eligibility requirements (must work at least 30 hours per week). Personnel are offered single or family coverage. The board pays 100% of this premium at \$18.87 per month for this coverage.

Life Insurance

The Board pays 100% of the premium for a \$15,000 life insurance policy offered by Medical Mutual of Ohio on each eligible employee. An eligible employee must work at least 30 hours per week (the insurance company's policy).

Opting Out Health Insurance

Any employee eligible for board paid health and dental insurance has the right to annually opt out of the board-provided insurance plans. Any member opting out shall be paid a cash stipend determined by the negotiated agreement handbook. The cash payment will be paid in a lump sum on the second pay in June.

For those employees interested in the annual health insurance opting-out program, forms are available in the HR Shared Folder on Google Drive. Please return forms to the treasurer's office during the open enrollment period (November 1st to the Wednesday before Thanksgiving). **You MUST use the required form and deliver it to us by the deadline to receive the stipend. It is each employee's responsibility to ensure the timely delivery of this form.**

Prescription Drug Plan

Kathy Schmiedebusch (elementary teacher) is the health insurance prescription fund administrator. Employees must be PPO health plan participants to receive this reimbursement. All employees hired after July 1, 2022, who are eligible or become eligible for medical insurance may only select High Deductible Health Plan and are not eligible to switch to the PPO plan at any time. If you have any questions on this benefit, please contact her.

Phone System

Each phone has its own number or station. Each month the treasurer's office receives a detailed billing which allows for monitoring usage of each phone number/station.

The phones at Continental Local School are to be used for business use only. Please refrain from making personal phone calls. If it becomes necessary to place a personal call, please use your cell phone.

Ordering Supplies

Every purchase requires a requisition and purchase order **PRIOR** to purchase. We have moved to an online requisition system, SCView, and all requisitions will need entered here.

1. Requisitions

- A requisition must be filled out prior to ordering or purchasing an item. Per Ohio Revised Code, money must be encumbered before orders/purchases are made.
- Log into the system, and complete all sections of the requisition
- Please make sure to include shipping and handling costs. If these are not known, please estimate 10% of the cost.
- Once you submit the requisition, it will go through the approval process consisting of your building principal and superintendent. Once the requisition has been approved by all supervisors, the treasurer will issue a purchase order.
- Previews or free trial offers also need a requisition and PO number before ordering.

2. Purchase Orders

- A purchase order (PO) number will be assigned to all approved requisitions.
- A copy of your purchase order will be emailed to you. Once you have this, you are then authorized to make your purchase.
- **NO PURCHASES** can be made without first having a purchase order, per Ohio Revised Code.

3. Receipt of Goods

- Upon the receipt of the ordered materials, please check the packing slip to ensure that all the goods listed are accounted for.
- If there are any discrepancies, it is your responsibility to take care of them with the company you ordered from.
- Once the invoice arrives, it will be emailed to you. If everything is ok, please email an "ok to pay", and date it. It is very important that you do this in a timely manner so that the invoices can be paid promptly.

The Treasurer's office will no longer be placing orders. You will be responsible for placing your own orders, only after receiving an approved Purchase Order to do so.

Beginning this year, you will be able to order from Amazon using our tax-free business account. We are still in the early stages of this, and figuring some things out but if you are interested in ordering via Amazon, please reach out to the Treasurer's office to get things set up.

If you order something without a purchase order, it is not a valid school purchase. Therefore, you are responsible for the payment and have just made a donation to the school district!

Plan Ahead ~ Allow time for the total PO process.

One week should be allowed for the total process and turn-around of a purchase order (especially one that requires an "up front check"). It will not always take a full week to be complete, but time needs to be allowed for other duties, principal and superintendent approval, and month-end balancing. If you need a check quicker than one week, it is your responsibility to contact the Treasurer and make arrangements.

Driving & Misc. Expense Report

On occasion, employees will incur additional expenses while attending school sponsored seminars, workshops or conferences. You will need to enter a requisition in SCView for each vendor PRIOR to attending the event, which will include estimated expenses. Examples include entering a requisition for registration of the event, and another requisition made out to you for driving to the meeting.

- Please utilize tax exempt certificates when applicable.
- The maximum allowance for meals is \$50.00 per day per person and the maximum reimbursable allowance for lodging is limited to the conference rate for a hotel room. No meal reimbursements will be made unless an overnight stay takes place. Tips are not reimbursable unless the restaurant forces a tip on the bill. (It would need to be one of the line items on the receipt).
- If you are going to a conference and there is an overnight stay, please contact the Treasurer to make arrangements for payment to the hotel. The typical process will include making the reservation, and then the Treasurer will fill out a credit card authorization form with the hotel. No checks will be issued to hotels. You will be required to submit the itemized receipt from your hotel stay upon your return to work. Only the room, applicable taxes, and parking will be paid for by the school.
- You will need to purchase your meals and then the school will reimburse you. A detailed receipt is needed with the items purchased. As a government entity and a school system, we need to have proof that taxpayer money was not spent on the purchase of alcohol. Receipts that do not show the details of what was purchased will not be considered adequate and you will be responsible for obtaining a correct receipt or you will not be reimbursed.
- When the purchase order has been processed and returned to you, please pick-up a driving and miscellaneous expense report form from your building secretary. This form can be found on the school's HR drive.
- After the event, complete the form and attach all receipts. No reimbursement will be made without a detailed receipt (the total amount charged to a credit card does not count as a detailed receipt). Sign and return it to your principal or athletic director. It will be submitted to the superintendent for approval and forwarded to the treasurer for check processing.

Reimbursements

All documentation and paperwork for any type of reimbursement must be turned in within 60 days of the initial purchase. NO reimbursements will be made for any receipts dated older than 60 days.

The only exception is Prescription Drug reimbursement, which will be reimbursed for receipts not older than 365 days.

NO reimbursement will be made if there is not an existing Purchase Order prior to the purchase date on the receipt.

Budgets for Sales Projects

All student activity advisors are required to complete a budget activity form. This form is to help plan fundraisers and expenditures for the year. A fundraiser should not be planned or executed by any student activity if it is not listed on the budget. Budget modifications can be made during the year if necessary. All fundraisers not listed on the budget will be denied. If you are an advisor of a student activity, you should download the following forms that are available on the treasurer's page of the district website, in the "HR Shared Drive" or request them from the assistant treasurer's office:

- A Student Activity Budget Form
- Sales Project Potential Form(s)

Please return all forms to Krista Crossgrove, Assistant Treasurer.

Sales Project Potential Forms

This form has been required from the State Auditor's Office since 1981. It will not only help you with the accounting of your projects, but will signal to the auditors that we are sincerely trying to get our student activity accounts in proper order. Forms are available on the treasurer's page of the district website, in the "HR Shared Drive".

Follow these steps to complete the form:

1. Prior to a sales project, a Sales Project Potential Form and a requisition must be completed and forwarded to the principal for signature. The principal will then forward to the superintendent for approval and processing of the purchase order.
2. After the superintendent has signed the top of the Sales Project Potential Form, it will be returned to you for completion of data on the bottom half after the project is complete.
3. When the bottom portion is complete, please sign and forward to your principal. They will then forward it on to the superintendent and treasurer.

Internal Audits

Internal audits will be conducted on all student activity funds during the year as your activities are completed. Please be receptive of these internal checks and balances as they ensure record accuracy. The state auditors review these when they come to audit the school.

Inventory

Inventory forms should be completed for any item over \$1,000. This does not include textbooks, workbooks, software and consumable items. All technology items will be tagged even if under the inventory threshold. If you do not receive information back to tag the items, please send the treasurer a friendly reminder.

- When the invoice is paid, the treasurer fills out the inventory form with the information that is available.
- A silver sticker will be assigned to the item or items.
- When you receive a copy of the inventory form and the silver sticker(s), place it on the item(s). If the treasurer requests additional information, such as the serial number or model number, please provide that information to the treasurer promptly.
- When you are asked to verify the inventory in your room, CHECK THE SILVER STICKER NUMBER and verify to that. Just because you have an item that matches the description does not mean that you have the specific item tagged to your room on the verification sheet. Signing off on an item without checking for the correct number is a violation of Ohio Revised Code and auditors may fine you for falsifying the document. Please do not be the person that has to go through this. We have had problems with this in the past; please just take a few extra seconds to check the tags.

Equipment Relocation and Disposal Request Forms:

If you are changing the location of an inventoried item or disposing of an item, it is necessary to complete the proper form. Before disposing of the item, make sure you have the superintendent's approval.

Inventory, equipment relocation and disposal request forms are available on the treasurer's page of the district website, in the "HR Shared Drive".

Credit Card

The school no longer has a credit card that any employee can use and sign for available to be checked out for professional trips or supplies. Regulations have changed so it needs to have the school and employee name on it. Unfortunately, it is not feasible to get cards for the whole staff. Those individuals that do have a credit card will need to sign in/out the card when they use it. Those with access to their card year-round must turn them in at the end of each school year.

Multi-Vendor Reimbursement

If you would like to personally purchase supplies, follow the proper purchasing procedures and you will be reimbursed. If you are paying and would like to be reimbursed, please list yourself as the vendor on the requisition. It will go through the same approval process as mentioned above, and you will be reimbursed.

Taxes will NOT be reimbursed to you.

If you use a Multi-Vendor purchase order, enter a requisition in SCView with a blank vendor. Once approved, you may forward your receipts to the Treasurer's office. Make sure to mark the purchase order number and the vendor to be paid on the receipt.

Money Received

You are required by law to deposit money the same business day, regardless of the amount. Please do not hold on to money for any reason. If you need to have a change fund, contact the Treasurer's office and that can be arranged.

Any time you receive cash or checks for various reasons, the money is to be reported on a pay-in and turned into the Treasurer's office to be deposited the same day. If the money is received after hours, **the money is to be turned in to be deposited the next business day.** Please turn deposits in to the treasurer's office by noon, if possible.

All checks should be made out to CONTINENTAL LOCAL SCHOOL for all student activities, athletic events, etc. and never to an individual's name. Please advise your students of this when money is collected.

Just a Reminder

- Timesheets are due by 8:00 AM on Monday morning of payroll week.
- The first pay for most employee contracts will be September , 2023.
- The Local Professional Development Committee (LPDC) will be working with you on the renewal of teacher certificates.
- A written notice to the Board is required from any staff member eligible for a continuing contract by no later than November 1st, of the year in which their contract expires.
- Kathy Schmiedebusch is the health insurance prescription fund administrator. If you have any questions on this benefit, please contact her.
- A complimentary employee pass is available to you for all school activities. See Jordan if you have lost yours or need one.
- Smoking is prohibited in all district-owned, leased, or contracted buildings and vehicles.
- A note about PHONE uses and MAIL postage. As in all professional settings, please only use the phone, fax and mail for business use. Keep in mind the "American Fidelity" and insurance papers are personal matters.
- Please use your cell phone for all personal long distance calls.
- Personal use of the copy machine is \$.10 per copy.
- If you need to use the laminator for personal use, there will be a charge of \$.50 per foot.

- Donations to the school must be Board approved. All cash/check donations must have a Pay-In and money will be spent through that fund. All item donations must also be approved and inventoried with an approximated dollar value.

Continental School Calendar 2023-2024

Aug 17	Teacher Workday/Open House 4:00-6:00pm
Aug 21	NO SCHOOL - Professional Development
Aug 22	First Day of School
Sep 4	NO SCHOOL - Labor Day
Sept 22	1st Quarter Mid-Term
Oct 26	End of 1st Quarter
Oct 27	NO SCHOOL – Fall Break
Oct 30	NO SCHOOL – Professional Development
Nov 20	NO SCHOOL - Professional Development
Nov 20-21	NO SCHOOL - PT Conferences - Thanksgiving Break
Nov 22-24	NO SCHOOL - Thanksgiving break
Dec 1	2nd Quarter Mid-Term
Dec 22-Jan 2	NO SCHOOL - Christmas Break
Jan 12	End of 2nd Quarter
Jan 15	NO SCHOOL - Martin Luther King Day
Feb 15	3rd Quarter Mid-Term
Feb 16	NO SCHOOL – Professional Development
Feb 19	NO SCHOOL - President’s Day
Mar 15	End of 3rd Quarter
Mar 28-Apr 1	NO SCHOOL - Easter Break

Apr 19	4th Quarter Mid-Term
May 19	Graduation Class of 2024
May 22	Last Day of School
May 23	Teacher Workday