2019 – 2020

Team Member Guide

Appalachia Intermediate Unit 8
4500 6th Ave
Altoona, PA 16602
phone: 814-940-0223
website: www.iu08.org
Overview

The information included in this guide serves as a summary of the policies, laws, rules or regulations of IU8. They are the official point of reference for the information contained in this guide and serves as the control for any and all items referenced. This guide is not a contract. Policies and/or information referenced in this guide may change at any time.

Please use this guide as a reference and resource in conjunction with any Agreement or Compensation Plan applicable to you and your role/position within the organization.

There may be questions you have which are not specifically answered within this guide. In any instance where you find a gap, please communicate with your immediate supervisor or contact a member of IU8’s leadership team for additional assistance.

Our Mission

Fostering innovation in learning

Our Purpose

Inspiring people to exceed their dreams

Our Core Values

We value quality by being in a continuous pursuit of excellence in our relationships, products and services; professionalism, by striving to practice the highest ethical standards of compassion, respect and continuous learning; character by modeling integrity, honesty, commitment and passion; and innovation through our commitment to discovering and inspiring quality solutions to the problems of today and the opportunities of tomorrow.

We Believe:

➢ Our primary obligation is to serve schools, students and families while leading student and adult learning into the next century.
➢ Learning is the core of our work and will be supported through varied models of delivery with the primary goal to influence learners and those who inspire learners.
➢ The future of all work is to customize in every possible way.
➢ Innovation, coupled with creativity and imagination, is the future of IU8’s success.
Our Vision

To create a high-energy, innovative and exciting place to work, our people value others and their ideas; are inspired and inspire others; care and invest in relationships; commit to IU8’s purpose, mission and vision; are professional and adaptive; and are committed to being a self-directed learner.

Our language is optimistic, proactive and embraces an ethos of excellence and opportunity.

Our systems support accountability and embrace flexibility, while remaining flexible; build trust through communication and feedback loops; instill a passion for ideas; institute clear and consistent accountability; and build an ethos of personal responsibility.

Our Board of Directors

The general operations of the Intermediate Unit are governed by a Board of Directors, comprised of 13 elected members, which is responsible for developing operating policies, defining unit functioning and overseeing financial management. These board members constitute a representative sample of the communities and their populations within the four-county area.

2019/2020 Board of Directors

<table>
<thead>
<tr>
<th>Name</th>
<th>District</th>
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<tbody>
<tr>
<td>Thomas Bullington</td>
<td>Bedford Area School District</td>
<td>Malika Karunaranthe</td>
<td>Westmont Hilltop School District</td>
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<td>- President</td>
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<tr>
<td>Brian Bressler</td>
<td>Tyrone Area School District</td>
<td>William Pataki</td>
<td>Chestnut Ridge School District</td>
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<tr>
<td>- Vice President</td>
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<tr>
<td>Kathy Hough</td>
<td>Portage Area School District</td>
<td>Marion Pheasant</td>
<td>Williamsburg Community School District</td>
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<td>- Assistant Secretary</td>
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<tr>
<td>Cynthia Ahlborn</td>
<td>Greater Johnstown School District</td>
<td>Michael Revak</td>
<td>North Star School District</td>
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<tr>
<td>Brian Bressler</td>
<td>Tyrone Area School District</td>
<td>Linda Smith</td>
<td>Spring Cove School District</td>
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<td>Tracy Helsel</td>
<td>Forest Hills School District</td>
<td>Tammy Witherite</td>
<td>Meyersdale Area School District</td>
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<tr>
<td>Rick Hoover</td>
<td>Altoona Area School District</td>
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Dr. Thomas Butler - Executive Director  
Dr. Amy Woomer – Board Secretary (NVM)  
Mr. Jason McMillen – Treasurer (NVM)  
Barbera, Melvin, Svonavec & Sperlazza, LLP - Solicitor  
The IU8 Board of Directors meets the fourth Thursday of each month, January through October at IU8’s Executive Office at 4500 6th Avenue, Altoona. There is no Board of Directors’ meeting held in November. A December meeting is held the second Thursday of December. All committee meetings begin at 6:00 pm, followed by the Board meeting at 6:30 pm. You are always welcome to attend a meeting of our Board of Directors.
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General Information – Organization

Leadership Team

Dr. Thomas A. Butler ............... Executive Director
Dr. Amy Woomer .................. Chief Education Officer
Mr. Jason McMillen ............... Director of Business
Ms. Karlie Travis .................. Assistant Director of Business
Mrs. Jennifer Anderson .......... Director of Organizational Development & Professional Learning
Mrs. Janel Vancas ............... Director of Mass Customized Learning & Curriculum Innovation
Dr. Malynda Maurer ............... Director of Innovation, Incubation & Development
Dr. Hobart Harmon ............... Leader of Strategic Advancement

Office Locations

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>ADDRESS</th>
<th>PHONE</th>
<th>Office Manager/Admin POC*</th>
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</thead>
<tbody>
<tr>
<td>Executive Offices, Blair County, Altoona</td>
<td>4500 6th Avenue</td>
<td>814-940-0223</td>
<td>Executive Director</td>
</tr>
<tr>
<td></td>
<td>Altoona, PA 16602</td>
<td></td>
<td>Chief Education Officer</td>
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<td></td>
<td></td>
<td></td>
<td>Department Directors</td>
</tr>
<tr>
<td>Education Development Center Offices, Blair County, Duncansville</td>
<td>580 Foot of Ten Road Duncansville, PA 16635</td>
<td>814-695-5652</td>
<td>Mrs. Christine Lewis</td>
</tr>
<tr>
<td>Park Street Offices, Cambria County, Ebensburg</td>
<td>119 Park Street</td>
<td>814-472-7690</td>
<td>Mr. Brad Theys</td>
</tr>
<tr>
<td></td>
<td>Ebensburg, PA 15931</td>
<td></td>
<td></td>
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<tr>
<td>Richland Offices, Cambria County, Johnstown</td>
<td>GJCTC</td>
<td>814-262-7392</td>
<td>Mrs. Charlotte Ecklund</td>
</tr>
<tr>
<td></td>
<td>445 Schoolhouse Road</td>
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<tr>
<td></td>
<td>Room E-212</td>
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<tr>
<td></td>
<td>Johnstown, PA 15904</td>
<td></td>
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<tr>
<td>Georgian Place Offices, Somerset County</td>
<td>609 Georgian Place</td>
<td>814-445-9734</td>
<td>Ms. Barbara Cassel</td>
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<tr>
<td></td>
<td>Somerset, PA 15501</td>
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*Please note: The admin. Point-of-Contact for each office serves as a resource for day-to-day office-related information and assistance. Your immediate supervisor is your contact for your job role & responsibilities.
Additional Resources

The following resources not contained in this Guide will assist you with additional information you may need as a member of IU8’s Team:


➢ **IU8 Board Policies** - All IU8 Board Policies are maintained electronically and can be accessed through IU8’s website. The URL to access Board Policies: [https://www.boarddocs.com/pa/iu08/Board.nsf/Public?open&id=policies#](https://www.boarddocs.com/pa/iu08/Board.nsf/Public?open&id=policies#)

➢ **Collective Bargaining Agreements** - Bargaining Unit members receive a copy of the applicable Agreement upon hire and thereafter when a new Agreement is approved. Two Agreements are in effect:

1. IU8 Branch PSEA Association, comprised of professional teaching members working full-time or part-time, as determined by the PA Labor Relations Board

2. IU8 Education Support Professionals PSEA/NEA, comprised of secretarial staff and classroom aides that are employed full-time or part-time and who meet the criteria for inclusion in the Unit as defined by the Pennsylvania Labor Relations Board.

➢ **Non-Bargaining Unit Compensation Plan (NBUCP)** - Act 93 members and other non-bargaining members are those not covered by the ESPA or the PSEA Agreements (except those with individual employment contracts with the Board). These members receive a copy of the Non-Bargaining Unit Compensation Plan (NBUCP) upon hire and thereafter when a new NBUCP is revised by the Board of Directors for IU8.
Statement of Nondiscrimination

Pennsylvania School Districts and Intermediate Units, including Appalachia Intermediate Unit 8 do not discriminate in their educational programs, activities or employment based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the American with Disability Act of 1990.

Compliance Office

Title IX Compliance – Discrimination on the basis of sex or blindness – any concerns or complaints are to be reported to the Executive Director or Chief Education Officer.

Section 504 Compliance – Any reports of suspected sexual harassment are to be reported to the Executive Director or the Chief Education Officer.

Harassment

The Board strives to provide a safe, positive working climate for all of its members whereby harassment in any form is not tolerated. As such, the Board has adopted policies regarding unlawful harassment. Each Policy, 348, administrative members; 448, professional members; and 548, support staff members, can be found on the BoardDocs® section of IU8’s website. You are encouraged to review the unlawful harassment policies as each provides definitions of harassment and the complaint procedures afforded to every IU8 team member.

General Information – Human Resources/Employment

First Point-of-Contact

IU8’s vision of Human Resources (HR) is grounded in the responsibility, accountability and empowerment of every member of our organization. Every member must have the knowledge and skills necessary to serve in the role each has been given and every member must be accountable to the team of colleagues each works with, the department each is part, and the greater IU8 organization. To do this, everyone must know one’s role and expectations, then consistently perform their roles and responsibilities with excellence and integrity.
So that responsibility, accountability and empowerment is embedded into the fabric of our culture, our processes are guided by a framework outlining a progressive structure for points-of-contact to assist you with information and guidance for many items considered, “HR.”

Your immediate supervisor will serve as your first point-of-contact when you are seeking assistance and guidance. The exception to our process is if at any time you would have a complaint against your direct supervisor. In this case you are to contact your supervisor’s immediate supervisor for assistance.

We believe when information and assistance is needed, working with your direct supervisor will be the most efficient and effective method for you.

We do have designated members who facilitate and support the processes and procedures of employment with IU8 through our Office of Human Resources. These members can assist you with any of the following:

**Required Clearances & Health Records**

At the time of hire for all positions across IU8, clearances are required prior to beginning employment. IU8 requires clearances must be valid in accordance with the law. In addition, you provided a School Personnel Health Record with a negative TB test result no more than three (3) months old at the time of hire must be submitted to IU8’s Human Resources office by the onset of employment.

Now that you are employed by IU8, you will be required to renew and submit to the HR office each document (Act 34, Act 151, Act 114) every five (5) years in accordance with the law. The compliance date is based on the oldest date of the three clearances. It will be your responsibility to submit updated clearances to the HR office no later than the compliance date maintained in the HR office. The HR office will provide you an annual reminder notice outlining your clearance dates and compliance date for renewal & submission.
➢ PA Child Abuse History (Act 151)
https://www.compass.state.pa.us/CWIS/Public/Home
➢ PA State Police (Act 34)
https://epatch.state.pa.us/Home.jsp
➢ PA Department of Education – Digital Fingerprinting (Act 114)
https://www.identogo.com/locations/pennsylvania

All costs associated with required health records, TB test and clearances are your responsibility to maintain employment.

**Employee Records**

Every member of our team has an employee record maintained by the representatives in our HR office. You may review the contents of your employee record as outlined in the Agreement that applies to your position and in accordance with IU8 Board Policy on Personnel Files.

For more information on Board Policy – Personnel Files, please visit the BoardDocs® section of IU8’s website.

**Job Descriptions**

Job descriptions are maintained by the representatives in our HR office for all positions. The Board of Directors reviews and approves all job descriptions when created and updated. As a member of IU8, you will be expected to perform the essential functions and duties of the position/assignment you hold, as outlined in the job description, with or without reasonable accommodations.

If you are an individual with a disability and are requesting reasonable accommodation(s) you must contact your immediate supervisor to initiate an interactive process so we may consider and respond to requests for reasonable accommodation.

IU8 is not required to change the essential functions and duties of the job, lower its performance standards, allow a member to violate work rules applicable to all members, or excuse a member from performing any of the essential functions of the member’s job.

**Performance Evaluation**

Every member of our team, across the entire organization and at every level, will engage in the process of performance evaluation, at minimum, annually. Your immediate supervisor will complete and facilitate the performance evaluation cycle with you in the timelines applicable to the position you hold.

Your immediate supervisor will facilitate your performance evaluation using the designated forms and/or rubrics required, by PDE and/or IU8, and aligned to
the position you hold in the organization. Both you and your immediate supervisor shall sign the performance evaluation at the time of review. This signature does not indicate agreement and serves as a record that the performance evaluation was reviewed and issued.

For more information on evaluation of employees, please review the applicable Board policy and the Agreement or Plan for the position/assignment you hold. Board policies can be reviewed by visiting the BoardDocs® section of IU8’s website.

If at any time you do not meet a satisfactory performance and improvement is necessary, a plan of improvement will be developed to assist you. If you fail to improve this may be cause for disciplinary action, up to and including termination from employment pursuant to Section 514 of the Public School Code.

**Professional Certification**

Every professional member of our team must hold and maintain a valid and active professional certificate issued by the Pennsylvania Department of Education (PDE) appropriate for the position/assignment as required by Certification and Staffing Guidelines (CSPGs) accessible on the PDE website.

If at any time you make a change to your professional certificate (ex. converting a Level I certificate to a Level II, adding or removing a certification area) you must submit the updated certificate to our HR office. All certificates are registered according to the PA Public School Code.

You have a personal and professional responsibility to meet all PDE requirements and maintain a valid and active PA certificate. The term “valid” refers to the validity of a Level I (provisional certificate) while the term “active” refers to the Act 48 status. The HR office will send periodic validity reminders to Level I (provisional) certificated members to assist the member. However, the responsibility of maintaining a valid and active certificate is the responsibility of the certificate holder.

**Level I Provisional Certificate**

If you are a professional new to the field, with a Level I provisional certificate, please take note of the following actions you will be required to take to be able to apply for a Level II permanent certificate:

➢ A Level I certificate is valid for six (6) working years of service, (NOT calendar years). A working year which counts toward the validity of your certificate is working at least 50% of the work day, work week, and work year in a PA public school.
Evidence of completion of a Teacher Induction Program in PA is required. At IU8, the induction program is developed and facilitated by our organization, with oversight provided by your direct supervisor and department administration. The goal of our Induction Program is to support you in your new professional role and to help acclimate you to our organization.

You must complete three years of satisfactory teaching experience in PA on the Level I certificate you hold.

You must complete 24 post-baccalaureate credits, in whole or part by:

- Credits from a state approved baccalaureate degree-granting institution. (Courses from a community or junior college are not acceptable).
- Continuing professional education courses by an Intermediate Unit.
- Six (6) of the 24 credits must be associated with your area of certification and/or designed to improve your professional practice.
- Evidence of credits, including official transcripts, will be required as part of the application process.

You must complete and submit to PDE the appropriate form(s) necessary to convert a Level I provisional certificate to a Level II permanent certificate.

All costs associated with the conversion and maintenance of your professional certificate is your responsibility.

For more information please visit the Certification section of PDE’s website at: [www.education.pa.gov](http://www.education.pa.gov)

**Level II Permanent Certificate**

If you are a member with a PDE Level II permanent certificate (Instructional, Ed Specialist, Supervisory, Administrative or Letter of Eligibility) required for the assignment/position you hold, it is your responsibility to meet all PDE requirements to maintain a valid certificate as identified in the job description.

PDE requires all individuals who hold a PDE issued certificate to complete at least 180 credit hours every five (5) years to maintain an active certificate. IU8 provides many opportunities for its professional members to be able to meet this requirement as outlined in Act 48 of 1999. However, completing these continuing professional education credit hours are the personal/professional responsibility of the individual holding the certificate.

For more information related to Act 48 you may visit the Continuing Education section of PDE’s website at: [www.education.pa.gov](http://www.education.pa.gov). To see your personal information related to Act 48 hours you may visit the Professional Education Record Management System (PERMS) at: [https://www.perms.ed.state.pa.us/screens/wfpublicaccess.aspx](https://www.perms.ed.state.pa.us/screens/wfpublicaccess.aspx)
Tenure in PA - Professional

In Pennsylvania, a temporary professional employee holding a valid PA Certification (certified as a teacher, supervisor, principal, assistant principal, vice-principal, speech & language pathologist, home and school visitor, school counselor, school nurse, or school psychologist) becomes a professional employee upon completion of three (3) years of satisfactory service at a public school and completion of an induction program during which time the individual was rated as satisfactory, as required by Section 1108 of the School Code.

Annual In-Service Hours for IUEA/PSEA Association

Members of the IUEA/PSEA Association must meet in-service hours as outlined in the Agreement. If you are a member of the IUEA/PSEA Association a record of your in-service hours or training hours will be maintained in our HR office. You will be provided a periodic update of the in-service or training hours you have completed for the current school year. In-service and training hours required for each year must be completed between July 1 and June 30 of the current school year. In-service should be reported accurately and in an on-going and timely manner, standard is within five (5) days of completing the in-service activity. In-service hours or training hours only apply to the year the hours are completed. Hours may not be “banked” or “rolled over” to apply to the next school year.

All in-service and training hours will be reviewed and pre-approved by your direct supervisor and/or department administrator. Pre-approval is needed by your immediate supervisor and/or department administrator to participate in the activity and for the hours to count toward meeting your annual requirement.

Additional information on your required in-service or training hours, please refer to the Agreement that applies to the position you hold in the organization.

Annual Training Hours for Aides

Members serving in the capacity of aide must complete twenty (20) hours of training each school year as required by PA chapter 14. A record of your training hours will be maintained by the Educational Programs and Services (EPS) office. You will be provided a periodic update of the training hours you have completed for the current school year. Training hours required for each year must be completed between July 1 and June 30 of the current school year. Training hours are to be reported in an on-going and timely manner, standard is within five (5) days of completing the training activity. Training hours only apply to the year the hours are completed. Hours may not be “banked” or “rolled over” to apply to the next school year.
All training hours will be reviewed and pre-approved by your direct supervisor and/or department administrator. Pre-approval is needed by your immediate supervisor and/or department administrator to participate in the activity and for the hours to count toward meeting your annual requirement.

Family Medical Leave Eligibility

The Board provides eligible members with unpaid leave of absence in accordance with the Family and Medical Leave Act (FMLA). Specific information on Board policy related to FMLA can be found on the BoardDocs® section of IU8’s website. The Board policies that are applicable are: 335 (administrative); 435 (professional); and 535 (support).

If you have worked a minimum of 1250 hours in the previous 12 months and meet the other established eligibility requirements you may be entitled to Family Medical Leave (FMLA) in accordance with applicable law.

Up to 12 weeks of FMLA leave in any 12-month period may be taken to care for your spouse, child or parent who has a serious health condition, or when you are unable to work because of your own serious health condition.

You may take FMLA leave for the birth of a child, placement of a child for adoption or foster care. In this instance, men and women have the same right to take FMLA and the FMLA must be taken as a continuous block of leave.

FMLA is unpaid leave, however if the FMLA is being requested for you, all paid leave (i.e. sick, personal or vacation) must be exhausted prior to FMLA taking effect. If the FMLA is for the care of a family member, all family sick days, personal and vacation must be exhausted.

You must provide appropriate notice by requesting an FMLA Certification form by contacting a representative of our human resources office. The completed form should be submitted at least 30 days before the expected leave. However, we recognize that emergency situations may prevent 30 days’ notice. In an emergency, we will work with you to get the Certification Form in a timely manner (standard is within 15 calendar days).

You will also need to prepare to follow our notice of absence procedures (i.e. entering your absences into AESOP) unless medically unable to do so.

Ongoing communication between you and representatives of our HR office will help facilitate a better FMLA process for you.
If you have questions or need additional assistance about FMLA you may contact your immediate supervisor or speak with a representative of our HR/Personnel office. Please see the following notice posted at every IU8 office location:

**EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT**

**The United States Department of Labor Wage and Hour Division**

**LEAVE ENTITLEMENTS**

Eligible employees who work for a covered employer must take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care.
- To bond with a child (leave must be taken within one year of the child’s birth or placement).
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition.
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

An eligible employee who is a covered servicemember’s spouse, child, or parent may also take up to 26 weeks of FMLA leave in a single 26-week period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

**BENEFITS & PROTECTIONS**

Unpaid Leave of Absence

- If you are not eligible for or have exhausted FMLA, each Agreement and the Plan outlines eligibility for a disability leave of absence. If you are unable to work because of personal illness or disability and you have exhausted all sick leave and personal days (where noted in the Agreement), you may be granted a leave of absence, without pay, not to exceed the duration of time as listed in the Agreement or Plan (NBUCP, max 12 months; PSEA, max 18 months; ESP, max 2 years) that applies to you. To be considered for an unpaid leave of absence the following are needed:
• You will need to write a written request, in the form of a letter, outlining the request for unpaid leave and the reason/rationale for the request for unpaid leave and submit this written request to your department Director, Chief Education Officer or Executive Director.

• You will need to include a Physician’s verification of illness or disability with your letter.

• Please know that during any unpaid leave of absence, you are not eligible to receive any fringe benefits. Fringe benefits are defined as any benefit (as applicable to your job assignment) including but not limited to: paid leave, conference attendance, tuition reimbursement/payment for credits, job improvement training reimbursement, license renewal reimbursement, payment for professional memberships, health insurance, life insurance, dental care insurance, vision care plan, retirement payments or incentives, paid leave, income protections, etc.).

Any requests for an unpaid leave of absence, not related to an illness or disability, must be submitted in writing and must include an explanation/rationale outlining the reason for the request for unpaid leave. There is no guarantee that a request for unpaid leave not related to illness or disability will be submitted for Board approval. There is also no guarantee that the Board will approve a request for unpaid leave not related to an illness or disability.

American with Disabilities Act (ADA) – Reasonable Accommodations Requests

If you are a member with a disability suffering from a physical or mental disability and are requesting reasonable accommodation(s) to be able to perform the essential functions and duties of the job you are assigned you must engage in the interactive process to clarify the needs and identify the reasonable accommodation so your request can be considered by our administrative team and a determination made.

According to Title I of the Americans with Disabilities Act of 1990 (the “ADA”) and accommodation is, “any change in the work environment or in the way things are customarily done that enables an individual with a physical or mental disability to enjoy equal employment opportunities.”

If you make a request for a reasonable accommodation, you will be required to provide current documentation of your physical or mental disability and the accommodation(s) you are requesting.

Please note that there are some accommodations not required or considered reasonable, this includes but is not limited to:
• Eliminating or changing any of the essential functions and duties of the position you hold.
• Lowering qualitative or quantitative production standards.
• Allowing an employee with a physical or mental impairment to violate work rules, policies or procedures, applicable to other employees.
• Eliminating stress from the work environment.
• Creating a new position.
• Granting an accommodation that imposes an undue hardship to IU8.

If you are a member with a physical or mental disability and are requesting a reasonable accommodation to perform the essential functions and duties of the job you are assigned, please contact our Supervisor of HR, your Department Director, or the Chief Education Officer for further assistance.

**Information for Our Members**

**Conduct**

There are a number of Board policies related to the expectations of every team member’s conduct as a representative of our organization. The following Board policies are to be reviewed on the BoardDocs® section of IU8’s website: 317, 417, 517, relating to conduct/disciplinary procedures; 317.1 and 417.1, related to educator conduct; 319, 419, 519 relating to outside activities; 320, 420, 520 relating to freedom of speech; and 321, 421, 521 relating to political activities.

Additional matters of conduct, including: 323, 423 and 523, tobacco use; and 351, 451 and 551, drug & substance abuse as outlined in Board policy.

**Ethics**

Many national organizations have developed guidance on ethical practices. All members are encouraged to find the document/resources developed to guide the practice and be aware of its contents. The following can be easily found through an internet search:

• American School Counselors Association – Ethical Standards for School Counselors
• National Association of School Psychologists – Principles for Professional Ethics
• American Speech-Language-Hearing Association – Code of Ethics
• National Association of Special Education Teachers – Code of Ethics
• Pennsylvania Department of Education – Pennsylvania’s Code of Professional Practice and Conduct for Educators
• Model Code of Ethics for Educators
Team members who are assigned the role of **paraeducator** may refer to the Resources section of this guide to review IU8’s Standards of Practice for Paraeducators to guide their work.

**Job Responsibilities**

Every member of our organization has responsibilities assigned to the individual’s job role and every member is expected to follow legitimate directives of the supervisor and/or administration.

All members are expected to meet the job expectations as established, particularly timelines and procedures. When you are given a task-related timeline, meet the timeline. When you are provided a procedure, follow the procedure.

If your job role requires you to meet special education regulations established by Federal IDEA and State Chapter 14 regulations, you must adhere to all regulations, particularly with regard to timelines and compliance.

**Confidentiality**

Across our organization members have access to educational records and personally identifiable information related to the students we serve. The Federal Educational Rights and Privacy Act (FERPA) is the federal law protecting the confidentiality of personally identifiable student information and educational records.

The guiding principle of FERPA is, “legitimate educational interest” whereby information regarding a student may only be discussed or shared with someone who has a “legitimate educational interest” to know and is directly involved with the student through the student’s educational program and/or services.

Every member must meet the highest standard of both respecting and protecting a student’s right to confidentiality.

From nces.ed.gov: Students and their parents entrust schools with their personal information with the expectation that this information will be used by the schools to serve the needs of the students effectively and efficiently. School districts maintain and use personal information for a variety of educational purposes while students are in school. To protect the privacy of the students and their families, agency and school staff are legally and ethically responsible for safeguarding student information.

Many federal and state laws and regulations, which must be followed, relate to maintaining and releasing student information. To protect the privacy of families whose children are in school, states and the federal government have established strong legal statutes to keep private the information in education records that schools maintain on students. These laws frame data collection procedures, restrict information disclosure, and safeguard the quality of the information that school
systems routinely collect and maintain. All education records about students, whether handwritten or computerized, are protected by the same privacy regulations. Education personnel are responsible for protecting the integrity and accuracy of the information they gather and maintain. Therefore, data managers, their staff, and other agency and school personnel, must become familiar with the laws that ensure the confidentiality of the records as well as the legal concepts underlying those laws.

Education records contain the administrative reports of students' educational progress, along with any information about past or current use of school related services, such as special education, social work services, or other supplementary educational support. The Family Educational Rights and Privacy Act (FERPA), a federal law, limits who can see an education record without the consent of the student's parent, and it provides for a parent's right to see what is kept in the records. These two basic features have broad implications for the treatment of information about students by teachers, administrators, and researchers.

In addition, schools that participate in a federally assisted school nutrition program have personal information about students' eligibility for free and reduced-price school meals or free milk. These programs have regulations that are more restrictive than FERPA's regarding the disclosure and use of this information. In cases of emergency, school officials can obtain data in education records to help students or their families get the assistance or care they need.

In addition to the everyday use of student information by teachers and administrators, education records are a source of basic data used for administrative purposes and policymaking. Statistical information summarized from education records can be an important resource for monitoring programs and for evaluating the success or failure of education policies. Administrative use of computerized records means that education records are used increasingly farther from their point of origin. As a result, it has become more complicated but no less essential for school officials to be vigilant about protecting the confidentiality of records. Those who work with education records have legal and ethical obligations to observe rigorous procedures for protecting the privacy of the original information and the individuals whose records are involved.

Privacy laws lead to establishing regulations that education agencies and schools must follow so that information about children is available only to officials who are authorized to know such information. The laws were passed by the U.S. Congress to ensure parents the right of access to information about their children, while allowing education officials the flexibility they need to use the information in making decisions that serve children well.

Federal and state privacy statutes pertaining to students in elementary and secondary schools build on concepts of common law and privacy guarantees found in the *U.S. Constitution*. Fundamental to the government's rulemaking about data
collection, privacy, and appropriate use are three concepts—notification, disclosure, and informed consent.

**Notification** (according to FERPA) refers to an agency's responsibility to inform parents, guardians, or students who have reached the age of majority or have entered a post-secondary institution of the legal basis for compiling data and the limited circumstances under which records can be released or disclosed. When school officials collect information about families or students, they must explain the rationale—or "give public notice"—of the reasons the data are being collected.

**Disclosure** refers to access, release, or transfer of personal information about individuals. Privacy laws define appropriate or inappropriate information disclosures or releases. According to FERPA, data about students may be disclosed without parental consent only to school and other education officials who use it to provide educational services or to carry out legally specified administrative and statistical activities. Any instance in which unauthorized individuals see or use private information about students is an inappropriate and often illegal disclosure, unless the parent or the student gives consent or the law makes such access legal.

**Informed consent** involves providing a written account of why personal information is requested and how it will be used. In general, parents should have the option, without penalty, of agreeing or declining to provide the information an education agency or school requests. Certain information, however, is required by schools, and parents must provide the information in order for their children to be enrolled. Parents' agreement must be based on an understandable explanation of how the information will be used. Once a parent's informed consent is given for a particular purpose or set of purposes, the information cannot be "redisclosed"—used by a third party—except as originally indicated. FERPA regulations require that prior consent be given by parents for the disclosure of information to persons other than school officials.

**Education Record**

An *education record* is a compilation of records, files, documents, and other materials that contain information directly related to a student and maintained by education agencies or institutions, or by individuals acting on behalf of the agencies. According to FERPA, a record means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. An education record, sometimes referred to as a student record, may include a variety of details about a student such as the date of birth, date of enrollment, bus route, immunization history, achievement test scores and grades, enrollment and attendance, awards, degrees achieved, and special education plans and evaluations. Personal notes by teachers or other staff that are not meant to be shared are not part of an education record. A record of a student may be maintained in more than one location within an agency or school (e.g., enrollment record in the school’s administrative office and health information in the school health clinic).
Information included in an education record is collected primarily from the student (or family members), teachers, and other school staff. It may also be collected from other sources outside the school, such as health care providers or testing companies. Personal information about students is a vital resource for teachers and school staff in planning responsive education programs and services—designing individual education plans; scheduling students into appropriate classes; planning school bus routes; and completing reports for local, state, and federal authorities. In emergencies, the information is readily available to school officials to assist students and their families. A limited amount of this information, as defined by the school district or the state, makes up a student's permanent records or transcripts.

Confidentiality

*Confidentiality* refers to your obligation not to disclose or transmit information to unauthorized parties. Confidentiality extends to information about individuals and/or organizations. For our agency, it means adhering to the policies and procedures that limit access to information about students or their families. This access extends to the school officials who work directly with the students, agency representatives who serve as evaluators or auditors, or individuals who act on behalf of authorized education officials.

Privacy

*Privacy* is a uniquely personal right that reflects an individual's freedom from intrusion. Protecting privacy means ensuring that information about individuals is not disclosed without their consent. A student’s right of privacy is violated when personal information is disclosed to others without consent, or when he or she is being asked for personal information by others who have no legal basis to do so. While *confidentiality*, defined above, refers to restricting disclosure of information to authorized individuals only, *privacy* refers to protection from personal intrusion.

Security

*Security* refers to technical procedures that ensure only the authorized and intended parties have access to data.

Disclosure (or Release)

*Disclosure* includes permitting access to, revealing, releasing, transferring, disseminating, or otherwise communicating all or any part of any individual record orally, in writing, or by electronic or any other means to any person or entity.
Parent or Eligible Student

FERPA grants parents the rights to review, request amendment to, and release education records. A parent means a natural or adoptive parent, a legal guardian, or an individual acting as a parent in the absence of the parent or guardian. These rights transfer to eligible students when they reach the age of majority (21 years old in PA) OR when they attend a postsecondary education institution. However, parents can still have access if the eligible student is a dependent for tax purposes.

Agency or School

Agency or school refers to the entity that collects, maintains, uses, and releases information from education records. This entity may be a state education agency, school district, public or private school or institution, intermediate education unit, or an institution to which funds have been available to administer an educational program for students with disabilities or school-to-work programs administered on behalf of an education agency.

References


Identification Badges & Security System Access

You are required to have a photo ID badge, provided to you by IU8. Your ID is to be visible when in any school building or classroom location. IU8 members must use their ID badge when entering and exiting all IU8 office locations where available.

Upon resignation or separation from employment, you must return your IU8 ID badge to your immediate supervisor no later than the date your resignation or separation from employment is effective.

Due to the security that has been enacted in many of the locations our members serve, you must also have available a driver’s license to meet the security standards and gain entrance into locations you serve as part of your job assignment.

Every member must follow any and all sign in/sign out procedures across all locations. When signing in/out, you must accurately report the time in/out and may not sign in and out at the same time. The information you report reflects a commitment to accountability to those we serve and the greater organization. Any refusal to log the appropriate information or misrepresentation of visits to a
location, dates and times of arrival/departure or services provided can be subject to review and discipline, up to and including separation from employment.

**Name and Personal Contact Information**

When you have a change to your name or to your personal contact information (address or phone number) you must report any change as quickly as possible. You will report all changes by completing the Personal Contact Information Update form available on ADOBE EchoSign. Our HR office will then update your information in other offices including payroll and benefits.

Upon separation from employment with IU8, you will need to provide a phone number and personal email address so that we may reach you regarding items related to your employment.

If you are a member holding a PA Department of Education Certification, you must submit all name changes through PDE’s Teacher Information Management System (TIMS). You, as the certificate holder, are responsible for and must update your PDE profile.

**Assigned Calendar**

Every member of our team is assigned an annual calendar outlining all work days. If you are a Non-bargaining member identified by the NBUC Plan or a secretary covered by the Educational Support Professionals (ESP) Agreement, you will follow the IU8 calendar approved by the Board.

If you are a member covered by the PSEA Agreement or a teacher aide covered by the ESP Agreement, you will follow the calendar assigned to you by your immediate program supervisor. The assigned calendar will reflect a total of 180 work days and any additional days or hours required by the Agreement.

You are required to fulfill all of your contracted work days as indicated in the Plan or Agreement that applies to the role you serve in the organization. If you are a full time member of our team and you do not fulfill the total days as required by the Agreement, days not worked will be reconciled as unpaid days and your payroll will be adjusted accordingly.

There may be “black out” dates when you are not able to schedule certain types of leave days (i.e. personal or vacation) in relation to the calendar you are assigned. You will need to refer to the language in the Agreement or Plan that applies to you for further information on any limitations that apply to you in your assigned role. Your supervisor can assist with identifying any “black out” dates in relation to the calendar you are assigned.
Work Schedule & Daily Calendar

You will have a daily work schedule that is approved by your immediate supervisor and is within the parameters of the Plan or Agreement that applies to your role. All daily work schedules must align with the work you are assigned. If you are in a role of teacher, paraeducator/aide, or other educational service provider, your daily work schedule will be assigned and approved by your supervisor. Your daily work schedule will correspond to the time students are present at locations you are assigned to serve. You must be onsite at a work location and available no later than the start time of your work day. You must remain at a work location and be available until the assigned end of your work day.

Depending on your assigned role, you may be required to maintain an electronic calendar that is accessible to colleagues, supervisor(s) and administration. Your immediate supervisor will provide you with specific directions on the system you will use and the members in the organization you will be required to provide access to view the details of your calendar.

Daily work calendars must be accurate and maintained in a timely, on-going manner. Any changes to your schedule are to be entered into your electronic calendar as quickly and conveniently as possible.

You will be expected to follow the calendar according to the details you have entered. At minimum, a day will reflect the times and locations you are scheduled. If you do not enter a specific time and location, your immediate supervisor and others having access to your calendar will expect that you are at the work site you are assigned, such as an assigned office location or an assigned classroom location.

Accountability, Attendance & Absences

You are accountable for regular and timely attendance including reporting to work on time and fulfilling your work day as scheduled. Most of our members are expected to maintain an updated and accurate calendar reflecting all work locations/assignments for your day. This calendar shall be made accessible to those individuals across the organization as required. The calendar information must be specific and accurate enough for your supervisor and/or other members of the organization to be able to locate you, whenever necessary, throughout the scheduled workday.

Board policies 334 (administrative); 434 (professional) and 534 (support) outline information related to sick leave. Please review the Board policy that applies to your position/assignment in the organization. Our administration does have a right to require proof of illness or disability from any member of our organization. You will need to submit a certificate from a physician certifying that
you were unable to perform your duties when taking three (3) or more consecutive sick days leave. No member of the organization may utilize any sick leave time on any day the member is engaging in or preparing for other gainful employment. Misuse of sick leave shall be considered serious and may be subject to disciplinary action.

If at any time you will be absent from work for any reason, you must provide timely and accurate notice prior to taking the absence. Your first method to report an absence is using the system designated for absence reporting. Our organization provides every member access to Frontline Education™, an absence management tool accessible by phone, computer or mobile app. It is expected that every member will report his/her own absence in the systems provided. No other person, including your immediate supervisor, may report off on your behalf, except in an emergency situation. Current members have been provided detailed information/directions on how to access and use this system. New members are provided this information upon hire. When Frontline Education™ cannot be accessed due to an extenuating circumstance, you must first contact the appropriate “call off” line (no emails) to report an absence and then your immediate supervisor if related to a personal emergency.

Your Agreement or Plan outlines the leave made available to you based on the position/assignment you hold. You are to review the Agreement or Plan applicable to your position/assignment to be knowledgeable of the type of leave you are afforded, the timelines for notice, and any other information associated with each type of leave.

**Dress and Grooming**

All members of IU8’s team are expected to use good judgement at all times regarding personal appearance. Please review Board policies 325 (administration); 425 (professionals); and 525 (support staff) found on the BoardDoc® section of IU8’s website for policy on Dress and Grooming.

The following guidelines are to be followed for all work days, including in-service and training activities * (see notation below) or approved outdoor classroom activities** (see notation below):

Items not permitted:

- clothing that would create the impression of having an unkempt, untidy or rumpled appearance
- clothing that would create a safety hazard in a particular working environment
- clothing that is revealing
➢ shorts or sweatpants
➢ any clothing designed as “sleep wear”
➢ denim jeans
➢ tee shirts or sweatshirts
➢ “athleisure wear” (i.e. “clothing designed for workouts and other athletic activities”)
➢ hats including ball caps, winter hats/ “slouch hats”, etc.

*Certain trainings, such as first aid or physical interventions (i.e. NCI) may require comfortable clothing, casual pants and athletic shoes.

**Casual pants and athletic shoes may be acceptable attire for adapted physical education, physical activities with students, or classroom activities that take place outdoors (i.e. farms, nature walks, fire station, etc.)

NOTE: other exceptions to the guidelines may be approved on a case-by-case basis due to proper medical documentation identifying an individual’s medical needs.

Casual for a Cause Days

The following information serves as additional guidance for all members regarding, “casual/dress down days” as established by the Executive Director:

“Casual for a Cause” days are scheduled days when casual wear is an option for those employees choosing to support a charitable cause, through a monetary donation benefitting an IU8 designated charity.

At IU8, “Casual for a Cause” has been established for each Friday when paychecks are issued. On these days, you may wear blue jeans, casual shoes and casual top when you make a monetary donation. Although the day is “casual” all members must practice good judgement when choosing casual clothing – during all work time, you are a representative of our organization. At no time are hats (ball caps, winter hats/ “slouch hats” etc.) acceptable for casual days unless there is a specific exception made and announced by administration.

All donations for these days are to be paid to the designee for collecting in each IU8 office location (Executive Office, Ed Development Center, Park Street, GJCTC and Somerset).

If you have scheduled work to be performed outside of IU8 office locations, you may not be able to participate in “Casual for a Cause.” You must meet highest code of dress/norms of the locations you are serving.
IU8 Staff may participate in “Casual for a Cause” for a maximum of two (2) casual days per month. IU8 staff may not participate in casual dress (i.e. blue jean) days that are not specifically designated “Casual for a Cause”.

**Cell Phone Usage**

**IU8 Classrooms & Instructional Time**
Personal cell phone use for personal calls, texts, social media, etc. is not appropriate or acceptable during instructional time when students are present. Any IU8 member aware of personal cell phone in a classroom, which is interfering with student instruction is to contact the program supervisor to assist. Any inappropriate use of a personal cell phone with students or other members of the classroom or office that is observed is to be reported to the immediate supervisor.

**IU8 Offices & Professional Learning Sessions**
The use of a personal cell phone for personal, non-work related reasons requires professional discretion during work time and when participating in any professional learning sessions or meetings, inside or outside the organization. Please be cognizant of your personal use of your cell phone so that you may uphold the professionalism we value across our organization.

**While Driving**
Anyone employed by IU8 is to follow all state/federal laws and regulations regarding cell phone use while driving. While we recommend that you avoid making and taking calls while driving, it may be necessary to do so at times. We ask that you use a hands-free option or pull off as to stop driving when making or taking a phone call. **While driving, every IU8 member is strictly prohibited from reading and/or sending text messages and reading and/or sending email messages using a cell phone.**

**IU8 Office and/or Classroom Visitation**

IU8 has two Board policies regarding visitors: 907A, Classroom Visitation and 907B, Intermediate Unit Visitors. Please review these policies found on the BoardDocs® section of the IU8 website.

IU8 office locations (Executive office, EDC, Park Street, Richland, and Somerset) are not considered buildings open to the public. It is expected that any visitor at any IU8 office location has a legitimate educational, professional, employment or business related reason to be on the premise. The same holds true for all IU8 classrooms. Any person coming into any IU8 classroom, regardless of its location (in a school building, in the community, in an IU8 office location), must have a legitimate educational reason (along with proper clearances) to be in that classroom.
Former IU8 employees may not make visits to IU8 offices or IU8 classrooms after separation from the organization without prior notice and approval by the program supervisor, office manager, or other member of IU8’s administration.

**You may not have family members visit or be in an IU8 classroom, for any reason, without prior notice and approval of your direct supervisor.**

If a member of your family comes into an IU8 office location, where no students are on premise, the member must sign in at the main desk. You must accompany the family member at all times while in the IU8 office location. If a family member is to be at your IU8 office location for an extended period of time, you must notify and get preapproval from your direct supervisor or the office manager.

**Weather Related Events**

NBUCP members and secretaries: Any IU8 office closings or adjustments to the regularly scheduled workday due to a hazardous weather event will be determined by our organization’s administration and communicated through an email sent to all IU8 Associates and posted on the homepage of the IU8 website. You are responsible for monitoring/accessing the designated communication method for updates related to hazardous weather and work-day adjustments.

Members of PSEA and teacher aides: you will follow the IU8 Teacher and Staff Guidelines for School Closings, Delays & Early Dismissals (see additional information in Resources section of this document). The guideline document will also be provided to you and reviewed with you annually by your immediate supervisor. You will review the guidelines so you are prepared to make the appropriate adjustments to your schedule when hazardous weather conditions impact the work day. If at any time you need assistance with making a determination on any adjustment to your workday due to hazardous weather conditions, you are to contact your immediate supervisor for assistance.

**Travel**

**Daily, Work-Related**

Every member has guidance and requirements regarding work-related travel and travel reimbursement that applies to his or her assignment. Work-related travel is reimbursed at the IRS rate, updated each July 1. No member will be reimbursed at a rate that exceeds the IRS rate. Only mileage actually and necessarily incurred by the member is eligible for reimbursement. At no time is mileage from the member’s home to the member’s “base” or from the member’s “base” to the member’s home reimbursable. All reimbursement requests must be in accordance with any applicable Board policy, Plans or Agreements.
NBUCP Members

Members of the Non-bargaining Plan (NBUCP) follow the guidance as provided in the Plan. Only mileage *actually* and *necessarily* incurred by the member is eligible for reimbursement.

If a member travels from his/her home to a first location other than his/her permanent base office, the member may only report the mileage that exceeds that from his/her home to permanent base office.

If a member travels from a last location to home and the mileage exceeds that from his/her permanent base location to home, the member may only report the mileage that exceeds that from permanent base location to his/her home.

If at any time a member travels from his/her home to a location and then to home, the member can determine if mileage is reportable by taking total miles traveled for the day minus the member’s daily commuting miles. If the result is a negative number, no miles may be reported for reimbursement. If the result is a positive, this may be reported for reimbursement.

**Example One:**

Home to Base Location = 15 miles (commuting miles =30)  
Traveled from home to other location and then back home (round-trip mileage = 45 miles)  
Round-trip miles (45) minus commuting miles (30) = 15 miles to be reported for reimbursement.

**Example Two:**

Home to Base Location = 15 miles (commuting miles = 30)  
Traveled from home to other location and then back home (round-trip mileage = 20)  
Round-trip miles (20) minus commuting miles (30) = -10 no miles may be reported for reimbursement.

You will use the Employee Travel Expense Voucher form available on Adobe EchoSign to report all mileage and expenses.

IUEA/PSEA Members

Members covered by the PSEA Agreement shall follow the Travel Allowance as indicated in the Agreement. Only mileage *actually* and *necessarily* incurred by the member is eligible for reimbursement. All travel reimbursements must be submitted by the date identified on the Employee Travel Expense Voucher form made available to members by the organization.
ESP/PSEA/NEA Members

Members covered by the Education Support Professional Agreement shall follow the Travel Allowance as indicated in the Agreement. Only mileage actually and necessarily incurred by the member is eligible for reimbursement. All travel reimbursements must be submitted utilizing the Employee Travel Expense Voucher form made available to members by the organization.

Meetings, Conferences or Workshops

Members of an Association

Topics of travel (meetings, conferences or workshops) are specifically addressed in both Agreements and apply to the job role you are assigned. Please refer to your Agreement for additional information to be eligible to attend.

To receive payment or reimbursement for costs associated with any meeting, conference or workshop, review the requirements to attend and to be reimbursed. If you are requesting to attend a conference inside or outside the IU8 region, you will complete a Conference form on Adobe EchoSign. This request must be submitted well in advance to ensure pre-approvals, along with Board approval and so pre-payments can be facilitated. After attending, you will be required to complete the second part of the Conference form within 10 business days of the final date of attendance for reconciliation or reimbursement from attending (any and all itemized receipts for costs incurred must be provided).

NBUCP Members

Meeting or workshop within or outside IU8 region, no cost to attend

If you are requesting to attend a meeting or workshop that is within or outside IU8’s region and has no registration fee or other costs associated, you will: (1) seek pre-approval (via email or verbal) from your immediate supervisor; (2) if pre-approved, reflect the time and location of the meeting or workshop on your Outlook calendar; and (3) report the mileage on your monthly travel form for reimbursement.

Meeting or workshop within or outside IU8 region, cost to attend

If you are requesting to attend a meeting or workshop that is within our outside IU8’s region and has a registration fee and/or other costs associated, you will: (1) seek pre-approval from your immediate supervisor (via email or verbal); (2) if pre-approved, reflect the time and location of the meeting or workshop on your Outlook calendar; (3) self-pay the registration and other costs associated then (4) report the mileage and costs on your monthly travel form for reimbursement (evidence of payment and all itemized receipts for costs incurred must be included with your travel form).
All Members

Changes to approved conference, meeting or workshop attendance

If you do not attend the meeting, conference or workshop as pre-approved, you must report this immediately to your direct supervisor and by completing the second half of the form in Adobe EchoSign noting, “Did not attend”. If you are pre-approved to attend a meeting, conference or workshop and you will not be attending, you must contact your supervisor to provide notice of this change.

If at any time you are at a meeting, conference or workshop and must adjust your attendance in any way, you must contact your immediate supervisor prior to leaving the meeting, conference or workshop prior to the date/time that was approved. You may be required to utilize leave appropriate for the circumstances prompting the change in attendance (i.e. personal, sick, vacation, bereavement).

If you are approved and scheduled to be attending a meeting, conference, or workshop, either inside or outside of the IU, you are expected to fully attend and participate in the event in its entirety. Failure to attend, participate or properly report as approved and scheduled is not acceptable and could result in disciplinary action.

SBAP/ACCESS

Our organization is an active participant in the PA School Based ACCESS Program (SBAP). This federal program provides reimbursements for direct health-related services provided to eligible individuals with disabilities ages 3-21. If you are a member whose job role provides eligible services as defined by SBAP, you will engage in the work necessary for SBAP ACCESS reimbursements used to support programs and services to students with disabilities.

Reimbursements

Licensure

You are required to maintain a professional license (ex. social workers, occupational therapists, physical therapists, COTA and speech and language therapists) to do the work you are assigned, you are be eligible to receive reimbursement for the cost to renew your professional license. Please refer to the Plan or the Agreement that applies to your role for additional information on reimbursement.

At no time will reimbursement be greater than the actual fee for license renewal. Any added costs to complete the request for your renewal are not eligible for reimbursement (i.e. on-line fee, fee for expedited service, etc.). You will have to complete the appropriate License Reimbursement Request form available on Adobe EchoSign and provide copies of the information required for reimbursement.
Tuition Reimbursement

You may be eligible for tuition reimbursement. Payment will only be for the actual cost of the course/credit(s) and will never exceed the maximum as indicated in the Plan or Agreement which applies to you in the role you are assigned. For specific information on tuition reimbursement, please refer to either the Plan or Agreement.

If eligible for tuition reimbursement, you must secure pre-approval by completing a Course Pre-Approval form on Adobe EchoSign.

Upon successful completion of the pre-approved course/credit(s), you will complete a Course Reimbursement Request form on Adobe EchoSign. You must provide all of the required information for your reimbursement to be processed.

Professional Memberships

If you are a member covered by the NBUCP, you are eligible for payment for professional membership(s), not to exceed the amount indicated in the Plan. You will complete the Membership Dues Request form on Adobe EchoSign. You must provide all of the required information for your reimbursement to be processed.

Petty Cash

Petty cash accounts are approved by the Board to assist with meeting small-purchase needs for the program the account is assigned. If you are an account custodian, you are responsible for management and accurate reporting of all expenditures. All reimbursements utilizing an approved petty cash account must be less than $20 and evidence of the purchase must be in the form of an original, itemized receipt scanned and submitted with the request for reimbursement. At no time may a reimbursement be approved without an itemized receipt. Purchases deemed not appropriate or unnecessary by a direct supervisor or program administrator will not be eligible for reimbursement. Petty Cash expenditures will be reported using the Petty Cash Request for Reimbursement form on Adobe EchoSign.

Requisitions

If you are requesting the purchase of any item, you will need to complete and submit a completed Requisition form. Requisitions are divided into two categories: (1) Requisition less than $4,000 and (2) Requisition greater than $4,000. Any requisition greater than $4,000 requires Board approval prior to any purchase. Requisitions can be completed using the platform provided by the organization. The Requisition form can be accessed on Adobe EchoSign.
Equipment Removal or Relocation

If you need any furniture, equipment, instructional materials, etc. moved for any reason, you will need to complete a Request to Move Furniture form on the platform provided by the organization. This form can be accessed on Adobe EchoSign. After the form has been received and approved, members of our facilities team will assist with the move. For your safety you may not move large items. Please request and allow members of our facilities team to move large items.

Resignation - Required Notice

Proper and timely notice is requested for resignation to allow the organization to begin the planning needed to ensure our work continues with limited interruption to those you serve.

If you wish to resign from your position in the organization, either resignation or resignation with the intent to retire, you must indicate your intent to resign in writing and submit this to your immediate supervisor. All resignations will be placed onto the next scheduled Board meeting for acceptance by the Board of Directors.

For all professional members: Public School Code, as well as in the contract you signed with the organization, allows you to resign with 60 days’ notice. After notice of your resignation is received, members of the administration will facilitate a transition and identify the date for separation from employment with IU8.

Prior to your departure from the organization you must participate in a face-to-face meeting, with your immediate supervisor or other member of the administration, as designated by the administration for the purpose of completing an Exit Interview/Separation from IU8 Checklist (see example in Resources section of this document) including an accurate phone number and/or personal email address where you can be reached by HR representatives, representatives of the IU8 Business Department or a department administrator for any outstanding items related to your employment at IU8.

Retirement

You may direct any retirement questions you have to the PA Public School Employees Retirement System (PSERS). The PSERS’ website, www.psers.gov will be a source for retirement information and for contacts who can assist you with your retirement planning.
IU8 Business Department

Work-Related Injury

If at any time you suffer a work-related injury, you must seek treatment from a provider on the Workers Compensation Doctors List* available on the Staff Resources section of the IU8 website (members must sign in to the website to have access to the Staff Resources). This list is critical to ensure that medical treatment is eligible for payment by the organization or its Workers’ Compensation insurance company.

*In an emergency, a member may go to the nearest emergency facility.

If you do suffer a work-related injury, you must call our business office at 914-940-0223 x1377 or x1310 to report the injury to a member of our business office. You should then report the injury to your immediate supervisor.

Within 24 hours of the work-related injury you must complete an Employee Injury Report. This “Employee Injury Report” is accessible via ADOBE EchoSign.

For additional information related to work time/days missed due to a work-related injury, please refer to the Plan or Agreement that applies to you in your assigned role.

Payroll

All members participate in direct deposit payroll. Bi-weekly pay schedules are established and approved by our Board of Directors. Full-time, salaried members are paid in equal bi-weekly installments, prorated for any missed service within the compensation year.

A member who is paid hourly receives his/her pay based on the timely and accurate submission of time worked using the platform provided by the organization (i.e. TimeClockPlus). If you are member who works and is paid hourly, you must accurately report your hours worked at the end of each workday. If you do not enter your hours worked, you risk having your pay interrupted due to the cycle of bi-weekly pay schedules established. Any hours you do not enter by the day/time established for bi-weekly payroll will not be paid until the next bi-weekly payroll.

Benefits

Eligibility for insurance coverage is governed by the Plan or Agreement that is applicable to the role you are assigned. Coverage available may include medical insurance, dental insurance, vision care, or life insurance. All questions regarding health insurance or health-related benefits are to be directed to our business office.
It is your responsibility to keep all beneficiaries for life insurance and dependents for health care insurances updated and accurate, as applicable.

You may be eligible to participate in an income protection insurance program, Disability Income Protection Plan, at your own expense. Please refer to the Plan or Agreement that applies to you in your assigned role to see if this income protection may be available.

**Credit Union**

Deductions are available from salaries for members belonging to the CBW Schools Federal Credit Union per the Agreement. If you are interested in more information, please contact a member of our business office for additional information.

**Tax-sheltered Annuities**

All employees are eligible to participate in payroll deductions through a 403(b) tax-sheltered annuity, provided all documentation and limitation requirements are met. Participating companies are limited by those approved by the IU8 Board. The approval process is addressed in Board Policy 615.

**PSERS**

If you are a member working five (5) hours or more per day or a part-time member working 80 days or 500 hours per school year, you are required to become a member of the Public School Employees’ Retirement System (PSERS).

If PSERS eligible, you must keep your beneficiaries updated. Information regarding beneficiaries and retirement options can be obtained by contacting PSERS. All contact information and other PSERS-related information can be accessed at: [www.psers.pa.gov](http://www.psers.pa.gov)

**IU8 Technology Support**

**Acceptable Use Policy**

All members are provided an Acceptable Use Policy upon hire at IU8. As part of the onboarding process, you provided your signature on the Acknowledgement Form of the Policy. Your signature noted receipt and understanding of the Policy and your agreement to abide by the rules outlined in the Policy. You are encouraged to review, on a periodic basis, IU8’s Acceptable Use Policy to maintain a working knowledge and awareness of the actions IU8 considers strictly prohibited and if violated may result in disciplinary action, which could include suspension or
discharge from employment. Additionally, you must be aware that any user who violates the IU8 Information Systems security may incur criminal or civil liability.

No member is assured privacy on IU8 Information Systems. Any and all use is subject to review and computer records are subject to disclosure pursuant to legal processes. IU8 has the right to monitor, track, log, access, and report all aspects of its information systems and related systems of all users. In addition, any personal computers and/or related technologies brought on to IU8 premises or in any way connected to the IU8 Information System is also subject to review.

IU8 Contacts:

Immediate Supervisor: _____________________________________________________
  Email: ___________________________________________________________________
  Phone Number: ___________________________________________________________________

Department Director: ______________________________________________________
  Email: ___________________________________________________________________
  Phone Number: ___________________________________________________________________

Chief Education Officer: Dr. Amy Woomer – awoomer@iu08.org – 940·0223 x 1372
  or cell: 814·502·0507

HR Supervisor: Mrs. Karen Makin – kmakin@iu08.org – 940·0223 x 1316

Business Manager: Mr. Jason McMillen – jmcmillen@iu08.org – 814·940·0223 x 1310

Executive Director: Dr. Tom Butler – tbutler@iu08.org – 814·940·0223
RESOURCES

FMLA Leave Information for Teachers and Counselors

* Contact our HR office to request a FMLA Certification Form. When making your request, please indicate if the request is for Self or Family Member (FMLA Certification is required even if the employee has enough accrued leave to cover the entire leave period)

* Submit the completed FMLA Certification Form from your Health Care Provider at a minimum of 30 days prior to anticipated leave (excluding emergency situations)

* Submit a letter outlining use of accrued leave AND dates of anticipated FMLA leave (maximum of 60 work days in a “rolling” 12-month period).

* Please be aware, if the FMLA request is for you, all of your accrued sick and personal days will have to be exhausted before FMLA will apply.

* If the FMLA request is for a family member, sick leave is used up to the confinement period and all personal days will have to be exhausted before FMLA will apply.

* You will need to be prepared to follow all established notice of leave procedures by entering all absences in AESOP (Sick, Personal and Board Approved Leave) and will also need to update the HR office of any adjustments to entered absences are needed due to school closings.

* If the FMLA request is due to the birth of a child, please be sure to contact Michele Klayko in our business office as quickly as possible but within ___ days of the child’s arrival for healthcare enrollment.

* HOW YOUR PAY OUT FOR LEAVE IS CALCULATED:

1. Business office will run a report to determine the amount of salary you have been paid, to date, for the current fiscal year

2. They then will calculate your Daily Rate: (Total Fiscal Year Salary) ÷ (Total Days of 187) = Daily Rate

3. Followed by a calculation to determine the amount you are owed: (Daily Rate) x (total number of days worked thus far, including in-service days) = Amount Owed

4. Finally, a calculation to determine your gross pay for your pay out: (Amount Owed) – (total salary paid for fiscal year to date) = Balance of Contract Owed

5. Upon return to service, the (Daily Rate) x ( # of days working upon return) ÷ (remaining pays) will equal your gross pay per pay period(s) remaining in the fiscal year.
FMLA Leave Information for 12 Month Employees:

* Contact our HR office to request a FMLA Certification Form. When making your request, please indicate if the request is for Self or Family Member (FMLA Certification is required even if the employee has enough accrued leave to cover the entire leave period)

* Submit the completed FMLA Certification Form from Health Care Provider at a minimum of 30 days prior to anticipated leave (excluding emergency situations)

* Submit a letter outlining use of accrued leave AND dates of anticipated FMLA leave (maximum of 60 work days in a “rolling” 12-month period).

* Please be aware, if the FMLA request is for you, all accrued sick, personal and vacation days will have to be exhausted before FMLA will apply.

* If the FMLA request is for a family member, sick leave can be used up to the confinement period. All personal and vacation days will have to be exhausted before FMLA will apply.

* You will need to be prepared to follow all established notice of leave procedures by entering all absences in AESOP (Sick-Personal-Vacation-Board Approved Leave).

* If the FMLA request is due to the birth of a child, please be sure to contact Michele Klayko in our business office as quickly as possible but within 30 days of the child’s arrival for healthcare enrollment.

* HOW YOUR PAY OUT FOR LEAVE IS CALCULATED:

6. Business office will run a report to determine the amount of salary you have been paid, to date, for the current fiscal year

7. They then will calculate your Daily Rate: total fiscal year salary ÷ total days (i.e. 262) = Daily Rate

8. Followed by a calculation to determine the amount you are owed: (Daily Rate) x (total number of days worked thus far) = Amount Owed

9. Finally a calculation to determine your gross pay for your pay out: (Amount Owed) – (total salary paid for fiscal year to date) = Balance of Contract Owed

10. Upon return to service, the (Daily Rate) x ( # of days working upon return) ÷ (remaining pays) will equal your gross pay per pay period(s) remaining in the fiscal year.
Separation from Employment Checklist:

Appalachia Intermediate Unit 8

SEPARATION/TERMINATION CHECKLIST

Employee Name: _______________________________  Date of Exit: _____________

IU8 Representative: ______________________________

I.  Return of all IU8 Property

_____ IU8 Office Building Keys

_____ IU8 ID Badge

_____ Credit Card

_____ Files

_____ Manuals

_____ Laptop with charger(s), wireless keyboard, wireless mouse

_____ Desktop

_____ IPAD/SurfacePro/Chrome Book with chargers

_____ Cellphone with charger(s), screen lock code________

_____ APPLE Id and password _____________________________________________

_____ Other, please list: ___________________________________________________

II.  Return of other Property (may be agency or school location)

_____ Building Keys

_____ Student Files

_____ Computer

_____ Other, please list: ___________________________________________________

III.  Information to be given

_____ Insurance coverage will be effective through ____________________.

_____ COBRA coverage is available per law. Notice will be mailed separately upon expiration.

_____ As a terminated employee, you have no access to IU8 property, personnel, work sites

_____ Contact payroll if you have questions about the amount of your final pay.

_____ Remove all personal property, requests for personal property after today go to HR

_____ Submit final expense report to supervisor
_____ IU8 Contact is Dr. Amy Woomer from this point forward

_____ Other information: _______________________________________________________

_____ Phone number for any follow-ups: _______________________________________

_____ Postal Address _________________________________________________________

_____ Personal Email: _________________________________________________________

IV. Exit

_____ Escort to vehicle

_____ Observe vehicle leaving IU8 property

V. Notifications

_____ Notify Supervisor, _______________________, supervisor notifies district/agency

_____ Notify IT to remove network access via email to: dhann@iu08.org

_____ Notify HR if no HR representative present

_____ Removal of name from outside vendors/third party information systems

VI. Notes
Weather Related Guidelines:

IU8 Teacher and Staff Guidelines for School Closings, Delays & Early Dismissals

Guidance for itinerant teaching staff, serving one to two districts or one to two non-public buildings, regarding weather related schedule changes:

<table>
<thead>
<tr>
<th>Weather Related Events</th>
<th>Itinerant Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>District whose calendar the teacher follows calls a cancelation/school closing OR</td>
<td>Itinerant teacher does not report*. This is a snow day, required to be made up</td>
</tr>
<tr>
<td>Non-Public building whose calendar the teacher follows calls a cancelation/school closing</td>
<td>according to the school district’s calendar for snow make-up days.</td>
</tr>
<tr>
<td></td>
<td>*An itinerant teacher could report to the other district or non-public building,</td>
</tr>
<tr>
<td></td>
<td>if the other district or non-public building has remained open and the itinerant</td>
</tr>
<tr>
<td></td>
<td>teacher was previously scheduled to provide a full day of service in that district</td>
</tr>
<tr>
<td></td>
<td>or non-public building.</td>
</tr>
<tr>
<td>District whose calendar the teacher follows calls a delay OR</td>
<td>Itinerant teacher reports at the same time as the district/non-public teachers</td>
</tr>
<tr>
<td>Non-Public building whose calendar the teacher follows calls a delay</td>
<td>report, for the district &amp; building or non-public building the teacher is</td>
</tr>
<tr>
<td></td>
<td>scheduled to provide service the morning of the delay.</td>
</tr>
<tr>
<td>District whose calendar the teacher follows calls an early dismissal OR</td>
<td>Depart at the same time as the district/non-public teachers depart, for the</td>
</tr>
<tr>
<td>Non-Public building whose calendar the teacher follows calls an early dismissal</td>
<td>district &amp; building or non-public building the teacher is scheduled to provide</td>
</tr>
<tr>
<td></td>
<td>service the afternoon of the early dismissal.</td>
</tr>
</tbody>
</table>
Guidance for itinerant staff (EI, SLPs, HIS, VIS, non-public) serving MULTIPLE districts or MULTIPLE non-publics, regarding weather related schedule changes:

<table>
<thead>
<tr>
<th>Weather Related Events</th>
<th>Itinerant Teacher</th>
</tr>
</thead>
</table>
| District whose calendar the teacher has been assigned to follow calls for a cancelation / school closed OR Non-public building whose calendar the teacher follows calls a cancelation / school closing | Do not report*. This is a snow day, required to be made up according to the school district’s calendar for snow make-up days.  
*An itinerant teacher, serving multiple districts or non-publics, could report to the other district(s) or non-public building(s), if the other district(s) or non-public building(s) has remained open and the itinerant teacher can provide a full day of service in those district(s) or non-public building(s). |
| District whose calendar the teacher has been assigned to follow calls a delay OR Non-public building whose calendar the teacher follows calls a delay | You report* at the same time as the district teachers report, for the building you are scheduled to provide service the morning of the delay.  
*An itinerant teacher may need to report at a regularly scheduled time at another district(s) or non-public building(s), if the other district(s) or non-public building(s) has remained open and the itinerant teacher can provide a full morning of direct services to students in those district(s) or non-public building(s). |
| District whose calendar the teacher has been assigned to follow calls an early dismissal OR Non-public building whose calendar the teacher follows calls an early dismissal | Depart* at the same time the district teachers depart, for the building you are scheduled to provide service on the day of the early dismissal.  
*An itinerant teacher may need to remain and work a regularly scheduled day if the other district(s) or non-public building(s) has remained open and the itinerant teacher can provide a full afternoon of direct services to students in those district(s) or non-public building(s). |
**Guidance for classroom staff assigned to a classroom located within a public school:**

<table>
<thead>
<tr>
<th>Weather Related Events</th>
<th>Classroom Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>District where the class is located calls for a cancelation / school closed</td>
<td>Teacher and staff do not report. This is a snow day, required to be made up, according to the school district’s calendar for snow make-up days.</td>
</tr>
</tbody>
</table>
| District where the class is located calls a delay | Teacher and staff report at the same time that the district teachers, in that building, report when the district has called a delay.  
 *In the event of a delay, the teacher and all additional classroom staff are to follow the remainder of the day’s schedule, including taking lunch, according to the regular daily schedule.* |
| District where the class is located calls an early dismissal | Teacher and staff depart at the same time as the district teachers, in that building, depart, but not prior to all students in that classroom having safely boarded transportation and transportation has left the school.  
 *In the event of an early dismissal, if the daily schedule is not altered due to the early dismissal, the teacher and all additional classroom staff are to follow the day’s schedule, including taking lunch, according to the regular daily schedule.* |

**Guidance for classroom teacher(s)/staff, assigned to an Alternate Site such as preschool, BRIDGE, partial programs, day treatment:**

<table>
<thead>
<tr>
<th>Weather Related Events</th>
<th>Teachers/Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>District where the site is located calls for a cancelation / school closed</td>
<td>Teacher(s) and staff do not report. This is a snow day, required to be made up, according to the school district’s calendar for snow make-up days.</td>
</tr>
</tbody>
</table>
| District where site is located calls a delay. | Teacher(s) and staff report at the regularly scheduled time*, acknowledging safe arrival is paramount when traveling in severe weather conditions.  
 *If the staff, at any of the above programs, observes delays and the daily schedule is adjusted for a modified start, all teachers and staff are to report at the modified start time.* |
<table>
<thead>
<tr>
<th>Teachers and staff are to follow the remainder of the day’s schedule, including taking lunch, according to the daily schedule.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District where site is located</strong> calls an early dismissal. <strong>Teacher(s) and staff depart only after all students in the program have safely boarded transportation and transportation has left the premises.</strong></td>
</tr>
</tbody>
</table>

Guidance for classroom staff, assigned to Residential Settings such as County Prisons & Juvenile Facilities:

<table>
<thead>
<tr>
<th><strong>Weather Related Events</strong></th>
<th><strong>Teachers/Staff</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Due to the residential nature of the students, educational programs are not canceled, delayed or dismissed early. Teacher(s) and staff report as scheduled and follow a regular work day, acknowledging safe arrival is paramount when traveling in severe weather conditions.</td>
<td></td>
</tr>
</tbody>
</table>

**IU8 Teacher and staff Guideline for early dismissals, NON-weather related:**

<table>
<thead>
<tr>
<th><strong>Nonweather-related Early Dismissal</strong></th>
<th><strong>Teachers &amp; Staff</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Many school districts schedule early dismissals for students at various times of the school year. These early dismissals allow students to leave while teachers and staff remain to conduct the work of teaching and/or to attend training opportunities.</td>
<td>Any early dismissal for students while the teachers and staff remain in the building to conduct job-related work or to attend training will require all IU8 full-time teachers, including itinerant, and all other full-time staff to also remain and fulfill their regularly scheduled 7.5 hour contracted workday.</td>
</tr>
</tbody>
</table>

Hourly staff assigned to provide 1-1 services to students are to be dismissed when the students are dismissed. The staff member will note the early dismissal when the member reports hours in the system for reporting. |

<p>| There are other times when districts schedule early dismissals for the students and allow their full-time teaching and | Full-time classroom teachers and full-time classroom staff assigned to an IU8 operated classroom hosted in the school district with the scheduled early dismissal: The classroom teacher and full-time support staff may dismiss at the same time the district’s full-time teachers and full-time staff in the same building. |</p>
<table>
<thead>
<tr>
<th>Other full-time staff to dismiss early. These types of early dismissals typically occur the day before a scheduled holiday like Thanksgiving or Christmas, or the final day of the school year.</th>
<th>Hourly staff assigned to provide 1-1 services to students are to be dismissed when the students are dismissed. The staff member will note the early dismissal when the member reports hours in the system for reporting.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time itinerant teachers and itinerant related service providers must follow their daily schedule. If the full-time itinerant teacher or itinerant related service provider reports daily to the school building where the early dismissal is scheduled and all district teaching staff are permitted to dismiss early, the itinerant teacher or the itinerant related service provider may dismiss at the same time as all other district teaching staff in that building/district.</td>
<td>However, if the itinerant teacher (AS, HIS, VIS) or itinerant related service provider (SLP) is not consistently and regularly scheduled at that district/building location, in the afternoon of the day of the dismissal, the teacher or SLP is to provide services to other students in session or should take advantage of the time at their assigned office for planning and other clerical activities to fulfill the regularly scheduled workday.</td>
</tr>
</tbody>
</table>

**ALTERNATE SITES:**

Alternate/Community teaching locations: Teachers at alternate/community teaching locations (BRIDGE, PHP, EFA, AYS) will have any early dismissals, not weather related, identified on the program’s annual calendar issued by the direct program supervisor.

Corrections education and adjudicated facilities: It is unlikely an early dismissal for teachers serving these students would be applicable.

**Hazardous weather guidance for school psychologists and social workers:**

- If the school district you are scheduled to serve closes due to hazardous weather (this does not include school closings for sub-zero temperatures, only hazardous snow and/or ice) you may choose to honor the snow day. You will list “snow day” on your monthly travel. This day would not count toward your 205 work days. The “snow day” will then need to be made up either (1) on an IU8 holiday when schools are open or (2) would need to be worked beyond the last work day reflected on the approved calendar.

- If every school district in the county you are assigned to serve closes due to snow and/or ice (sub-zero temperatures do not apply) honor the “snow day” and list this on your monthly travel. This day does not count toward your 205 work days and will need to be made up either (1) on an IU8 holiday (1/21/18 or 4/22/18) or (2) beyond the last work day reflected on the calendar you had submitted.
The following is guidance to be followed for delays/early dismissals, IF you are scheduled to report directly to and remain at a district for the day:

- If the school district you are scheduled to serve calls a delay due to hazardous weather (this does not include sub-zero temperatures, only hazardous snow and/or ice) please know the district’s practice for non-bargaining staff. If non-bargaining staff honor the delay, you may honor the delay (report when non-bargaining staff report) and indicate the delay on your monthly travel. If the non-bargaining staff are to report as usual, you are to report as scheduled.

- If the school district you are scheduled to serve calls an early dismissal due to hazardous weather (snow and/or ice) follow the district’s practice for non-bargaining staff. If non-bargaining staff follow an early dismissal, you may follow an early dismissal (depart when non-bargaining staff are dismissed) and indicate the early dismissal on your monthly travel. If the non-bargaining staff remain as scheduled, you are to do the same.

If you are scheduled at your assigned IU8 office:

- If every school district in the IU8 county office you are assigned calls a delay for snow and/or ice (sub-zero temperatures do not apply), you may honor a delay (report no later than 10:00 am) and indicate the delay on your monthly travel.

- If every school district in the IU8 county you are assigned calls an early dismissal due to snow and/or ice, you may honor an early dismissal (depart no earlier than 2:00 pm) and indicate this on your monthly travel.

There are no “work-from-home” options available for school psychologists and social workers.

**Standards of Practice for IU8 Paraeducators:**

**Accepting Responsibilities**

- Recognize that the supervisor has the ultimate responsibility for the instruction and management, and follow the legitimate directions prescribed by him/her.
- Engage only in activities for which you are qualified or trained.
- Do not communicate progress or concerns about students to parents unless directed to do so by the child’s teacher.
- Refer concerns expressed by parents, students, or others to the teacher.

**Relationships with Students and Parents**

- Discuss a child’s progress, limitations and/or educational program only with the child’s teacher in the appropriate setting.
- Discuss school problems and confidential matters only with appropriate personnel.
- Refrain from engaging in discriminatory practices based on a student’s disability, race, sex, cultural background or religion.
• Respect the dignity, privacy, and individuality of all students, parents, and staff members.
• Present yourself as a positive adult role model.

Relationship with the Teacher and Supervisor
• Recognize the teacher and supervisor as a team leader.
• Establish communication and a positive relationship with the teacher and supervisor.
• When problems cannot be resolved, follow the chain of command to seek assistance.
• Discuss concerns about the teacher or teaching methods directly with the teacher and/or program supervisor.

Relationship with IU8
• Accept responsibility for improving skills and responding to feedback.
• Know IU8’s policies and procedures.
• Represent IU8 in a positive manner.

Confidentiality and Ethics
• Maintaining confidentiality is mandated by the Federal Educational Rights and Privacy Act. It is the law and it is imperative that all IU8 personnel follow this ethical code of conduct. We are expected to respect the legal and human rights of children and their families. Therefore, maintaining confidentiality is essential.
  o Make every possible effort not to violate confidentiality. Understand the rule “Need to Know vs. Desire to Tell.” It will guide you in deciding when and to whom you share student information. Only those people who are directly involved in the education of the student may have specific student information.
  o If you are unsure about accessing specific student information, ask the child’s teacher.
  o If you are unsure about sharing student information, defer to the child’s teacher.
• Paraeducators must
  o Maintain confidentiality
  o Respect the legal and human rights of children, youth and their families
  o Follow IU8 policies for protecting the health, safety, and well-being of children and youth
  o Demonstrate an understanding of distinctions in roles of various educational personnel
- Follow the legitimate directions of teachers and other supervisors
- Follow the chain of command for various administrative procedures
- Demonstrate dependability, integrity, respect for individual differences and other standards of ethical conduct
- Actively participate in all required training activities/hours to improve performance.