

Defiance City Schools Employee Handbook

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Index

Page 1

District Demographics
District Mission Statement
Board of Education
Board Policies/guidelines
Open Door Policy

Page 2

District Administrative Offices/Personnel
Negotiated Agreements
DCEA/OAPSE Meetings
LPDC

Page 3

Vacancies/transfers
Teacher Tuition Reimbursement
Teaching Certification/Licensure
Paraprofessional Licensure
Dispute Resolution

Page 4

Administrative Appeal Process
Harassment/Discrimination Officer
Personal Business/Phone Calls
Dress Code/Conduct
Supplies/Forms

Page 5

Calamity Days
Purchasing

Page 6

Insurance/Payroll Deductions

Page 7

Payroll Deductions/Flexible Spending
Leaves Types/Procedures

Page 8

Leave Types/Procedures
Paid Holidays
Vacation Days

Page 9

District Building Offices

Welcome to Defiance City Schools. As a new employee to our district it is important to us that you understand our board policies, guidelines, and contact personnel.

District Demographics

Defiance City Schools maintains one building for grades K-5; one building for grades 6-8; and, one building grades 9-12. The district has an ADM of approximately 2,500 students between the three buildings. We employ approximately 350 individuals throughout the district, making us the City of Defiance's second largest employer.

The district has a proud tradition of high academic successes, strong community involvement, statewide recognized music, arts, and athletic programs, as well as excellent theatrical productions.

District's Mission Statement

The Defiance City Schools realizes that students come first -- to that end, the district community is held accountable to educate all students equally, to foster skills, strategies and behaviors, to promote educational and personal excellence.

Board of Education

The Board of Education typically holds two meetings a month, with specific date, time and location posted in all buildings and the central office. Typically meetings are held on the 2nd Wednesday of the month at 5:00 p. m. in the board of education office located in the junior high school, and the second meeting on the 4th Monday of the month at 7:00 p. m. in the Community Room located on Perry Street. Board of Education members are elected to four (4) year terms. Your current board of education members are:

Mark Klein, term expires 12/31/14
Wesley Moats, term expires 12/31/14
Christine Oberlin, term expires 12/31/11
Steven Snavely, term expires 12/31/14
Jim Williams, term expires 12/31/11

Board Policy/guidelines

Board policies and guidelines are under continuous review and revision. Employees are encouraged to read and understand board policies and guidelines, and may access these documents through building principals, the central office or at the district's website at: defiancecityschools.org

Open Door

The Superintendent of Schools and CFO/Treasurer both support an open door policy; however, employees should talk with their immediate supervisor in regard to building/department issues. Only after a viable solution cannot be agreed upon should the employee and supervisor jointly schedule an appointment with the Superintendent for counsel.

District Administrative Offices/Personnel

Central Office Personnel: 419-782-0070

Michael Struble, Superintendent of Schools
Cathy Davis, Secretary to the Superintendent
Sheri Steyer, Assistant to the Superintendent/Curriculum Director
Beth Buti, Central Office Secretary
Pam Mumy, Technology Coordinator

Business Office Personnel: 419-782-9452

Pam Harrington, CFO/Treasurer
Jan Schultz, Assistant to the CFO/Treasurer/Bookkeeper
Suzanne McGlaughlin, Payroll Specialist
Abby Sharp, Fiscal Specialist

Both offices are open Monday through Friday from 7:30 a .m. to 4:00 p. m. year around, except holidays.

Negotiated Agreements

The district works with two separate bargaining units. The Defiance City Education Association (DCEA) representing the teaching staff excluding administration, Title I and day-to-day substitutes. The Ohio Association of Public School Employees (OAPSE), #009 representing our support staff excluding confidential employees and day-to-day substitutes. Contract books can be obtained from your appropriate union representative within your building or department. New employees are strongly encouraged to read his/her appropriate contract agreement.

DCEA/OAPSE Meetings

Both, DCEA and OAPSE conduct monthly meetings with the administrative for the purpose of mutual concerns relating to the district. DCEA meets the 3rd Wednesday of month at 4:00 p. m. in the board of education. OAPSE meets the 1st Tuesday of the month at 9:30 a. m. in the board of education. Each committee is comprised of union offices and building/department representative respectively. Employees who have a specific concern(s) should discuss it with the appropriate union representative for the purpose of addressing it at a scheduled meeting.

Local Professional Development Committee (LPDC)

This committee is comprised of teachers and district administration. Faculty members are required to submit all course work or workshops they intend to participate in to the LPDC for approval if the credits are to be used for purpose of renewing a certificate/licensure. Teachers are provided with an updated booklet each year.

Questions relating to the LPDC should be directed to Richard Peters at extension 250 or Beth Buti at extension 114.

Vacancies/Transfers

The district follows each of the negotiated agreements relative to posting and/or transfer procedures for teaching, support staff, and supplemental contracts. You are responsible to read your specific contract book for outlines procedures in your area. All postings are issued through the superintendent's office and are posted in each building office/department for the designated timeframe. In addition, teaching and supplemental postings can be viewed on the district webpage at: defiancecityschools.org.

Teacher Tuition Reimbursement

After one year of service to the district, teachers may apply for reimbursement of college course work up to twelve (12) hours a year. All requests must be submitted to the superintendent prior to starting the class. Approved classes are tracked by fiscal year (7/1 through 6/30). Teachers should review their negotiated agreement for specific details. Any questions regarding teacher tuition reimbursement need to be directed to Cathy Davis at extension 113.

Teaching Certification/Licensure

Teachers who are eligible for a certification/licensure renewal will receive application forms and instructions in January. All renewals are mailed directly to Cathy Davis in Central Office and the employee's copy will be forwarded to him/her upon receipt. Any questions regarding teaching certification/licensure need to be directed to Cathy Davis at extension 113.

Paraprofessional Licensure

Support staff employed as a teacher's aide, special education aide, library aide, technology aide, or playground aide are required to obtain a paraprofessional licensure from the Ohio Department of Education. Those employees who have a licensure up for renewal will be contacted toward the end of a school year with instructions on proceeding in the renewal process. All renewals are mailed to the Central Office and employee's will receive a copy upon receipt. Any questions regarding paraprofessional licenses need to be directed to Cathy Davis at extension 113.

Dispute Resolution

As with any employer, there are occasions when employees may disagree with a coworker, supervisor or parent/student. In the best interest of everyone involved, we encourage employees to report the dispute as soon as possible to his/her supervisor.

In the event that a resolution between an employee and administration cannot be reached it may become necessary for the employee to contact his/her appropriate union representative for the purpose of grievance procedures.

Administrative Appeal Process

In the event a conflict relates to an issue concerning a student and/or parent, the district has an Administrative Appeal Process. The parent schedules a meeting with the appropriate staff member to discuss the concern. If resolution is not reached at this point, the parent will then file a written form to the appropriate immediate supervisor, and the process could continue to the board of education for final resolution.

Harassment/Discrimination Officer

Laura Springer serves as the district's designated Harassment Officer. If an employee/organization believe they are being harassed or discriminated against by another employee, supervisor or parent/student, please should contact Mrs. Springer at extension 119.

Conducting Personal Business on School Time

Any employee wishing to sell or solicit outside products not related to their specific job duties (e.g., children's sale projects, Girl Scout cookies, etc.) should do so during his/her break. No employee should be using work hours to take orders or conduct any outside business.

Personal Phone Calls/Cell Phone Use

The district recognizes that from time-to-time personal business may need to be conducted during work hours. We ask that our employees be responsible in this area and not abuse the privilege. Personal cellphone use should be limited to the employees break or "free-time" whenever possible.

If an employee needs to make a personal long distance emergency phone call, they should advise the office secretary or designee as soon as possible, and provide the number, date and time the call was made. The employee will be advised of the cost of the phone after the bill is received.

If an employee needs to have a personal long distance fax, the employee will pay the secretary or designee \$1.00 for the first page and \$.10 for each additional page. There will be no additional costs associated to this request.

Employee Dress Code and Conduct

Defiance City School employees are representatives of the district. How employees dress and behave are paramount to how the students we serve perceive and respond to us. Employees are to report to work dressed appropriately for his/her position, as well as conduct themselves in a positive, responsible manner. In summary, Defiance City School employees are expected to be the best role models and representatives as possible.

Requesting Supplies and/or Forms

Employees should inquire with his/her building's office personnel for procedures to obtain various forms (e.g., facility use, leave, etc.) and/or supplies. Employees asking to use district equipment to make copies for personal reasons will reimburse the district \$.10 per copy.

Calamity Days

The district adopts a school calendar each year that outlines make-up days as needed. Twelve month employees receive the first 5 calamity days off, but will work on inclement weather days after that. All other employees will continue to receive the calamity day on the date it occurs, but will be required to work on the designated make-up days as needed.

Purchasing

No purchase shall be made on behalf of the school district without an approved purchase order. Adherence to this law is extremely important. Improper purchases may lead to personal liability.

All purchasers should follow these procedures:

- 1- Requisition – When it is determined that supplies or services are needed, a requisition is processed and sent to the Business Office. The requisition is normally the actual order with product numbers and order descriptions. However, if the order is large, a typed list or order form may be attached, with the product total and a line for shipping (est 10% - 15%, if unknown) listed on the req. It is always helpful to attach order forms and fax numbers, as most orders are faxed, unless otherwise noted. If there is a problem with funds and/or account numbers, please contact the Business Office for instructions.
- 2- Purchase Order - Once the req has been signed by the principal or supervisor and turned in to the Business Office, it will be processed as a Purchase Order. The order will then be placed by fax or mail unless you provide other instructions. The blue copy will be sent to the creator of the req, to be kept for future reference or until the order is complete.
- 3- Invoices and Receipt of Goods – Most invoices for properly processed POs are mailed to the Business Office. However, if you receive an invoice please approve it and forward it to the Business Office for payment. Normally, you will receive the original invoice attached to the pink PO copy for approval. Please check that the order has been received and that it and the invoice are correct. Initial and date the invoice to indicate goods have been received, and return to the B.O.
- 4- Field Trips and Other Travel – Make sure that requisitions are processed for all trips. “Approved travel” does not mean that requisitions are done. Remember to cover all expenses: registration, lodging, and meal & mileage. Itemized invoices and an approved travel reimbursement form are required for reimbursement of these expenses. Payment for lodging should be done by school check to avoid unnecessary tax fees. You will not be reimbursed for “avoidable” taxes. Field trip charges can be paid in several deposits from one purchase order and costs may be estimated. The best course of action is to call with any questions.
- 5- Rush orders – It is recognized that emergency orders and repairs may arise. A purchase order number may be obtained for these orders once a requisition has been processed to determine that funds are available. The PO number should be written on the requisition.

The processing of orders can take time, so please plan ahead so that orders do not become emergencies. Please allow 5-7 days for the complete process.

We welcome any questions about purchasing procedures. Contact Pam Harrington (ext 105), Jan Schultz (ext 117), or Abby Sharp (ext 118) at the Business Office.

Insurance

The Board of Education provides insurance benefit plans for its employees as follows. For specific provisions you should consult your specific negotiated agreement.

Health and Dental Insurance

The Defiance City Schools belongs to the Northern Buckeye Education Council (NBEC) - a consortium of schools in Northwest Ohio which has pooled together as a self-insurer for more cost effective premium rates.

Employees will be provided with a plan document which outlines specific coverage and procedures. It is important to refer to this any time you visit a health care provider.

Participants may access a directory of providers online at:

<http://www.frontpathcoalition.com/directory.asp>.

Vision Insurance

The NBEC contracts with VSP for vision insurance coverage provided to its members. Again, there is a network of VSP providers that you should see to take advantage of coverage. A list of participating providers can be obtained in the Business Office or online at www.vsp.com.

Life Insurance

Life Insurance is provided to employees of the Defiance City Schools as outlined in the negotiated agreements.

If you have any questions about payroll and/or insurance benefits, please contact Eric Beavers (ext. 105) or Suzanne McGlaughlin (ext. 116) in the Business Office.

Payroll Deductions

The Defiance City Schools offers the opportunity for its employees to participate in IRS approved annuity plans. Currently there are two types of plans offered to employees – 403b and 457 Deferred Compensation Plans. Employees also have the opportunity to have premiums deducted for supplemental life insurance, health insurance and disability insurance plans. Please contact the Business Office for an update-to-date list of active and eligible providers.

A minimum of five employees are required to participate in any new deduction. Employees may enroll to participate at any time throughout the year.

Flexible Spending Account (Section 125 Plan)

The Defiance City Schools provide a Section 125 Flexible Spending plan for employees. A voluntary portion of an employee's salary can be deducted and set aside in an account to pay for medical expenses which are not covered by the health, dental, or vision insurance plans. The plan year for participation is 4/1-3/31. These dollars are deducted on a pretax basis. A representative from American Fidelity will meet annually with each employee of the district. At that time each employee must elect or decline to participate in the plan.

Leave Types and Procedures for Use

You should refer to your negotiated agreement for specific details on use of various leave types. The following is a quick overview of the most widely used types of leave.

Sick Leave

If it is necessary to use accumulated sick leave, you should notify your supervisor as early as possible so a substitute can be obtained. A cause of absence form should be forwarded to your supervisor for approval upon your return to work.

Employees are encouraged to schedule doctor appointments outside of the normal work day whenever possible.

Falsification of sick leave shall be just cause for disciplinary action which may include loss of pay, or suspension without pay for each violation. Repeated violations may result in termination.

Personal Leave

Each employee shall be granted the equivalent of 3 unrestricted personal leave days per year. Except in emergency situations, a request to use personal leave must be made at least forty-eight (48) hours before leave is used. A cause of absence form should be completed and forwarded to your supervisor for approval upon returning to assigned duties.

Family Medical Leave Act (FMLA)

The Board agrees to honor the minimum requirements of the Family Medical Leave Act when they are applicable.

PAID HOLIDAYS - Support Staff

Full-time employees who are employed for twelve (12) months (maintenance/custodial personnel, bus mechanic, high school secretaries and confidential employees) are entitled to the following holidays provided they have worked either the last scheduled workday preceding each holiday or the first scheduled workday following each holiday:

New Year's Day	Labor Day
Martin Luther King	Thanksgiving
Good Friday	Friday after Thanksgiving
Memorial Day	Day before Christmas
Fourth of July	Christmas Day

Employees who work less than 12 months per year and are scheduled for 180 student days will receive the following seven (7) holidays provided they have worked either the last scheduled workday preceding each holiday.

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving
Memorial Day	Friday after Thanksgiving
Christmas	

Vacation Days - Support Staff

Earned vacation time will be added on the employee's first paycheck of each month.

Initially, full-time employees who are employed for twelve (12) months will accrue vacation at the rate of 5/6 (.83) days per full calendar month up to July 1.

Beginning July 1, full-time employees shall accrue ten (10) days of paid vacation annually for each year of continuous service from anniversary date to anniversary date, excluding holidays. After ten (10) years of service, fifteen (15) days paid vacation; and, after twenty (20) years of service, twenty (20) day's paid vacation.

A cause of absence form should be completed and forwarded to your supervisor for approval upon returning to assigned duties.

All vacation time earned must be used within one year after it is earned (July to July). Special permission to carry over vacation time must be approved by the superintendent and will be limited to no more than one year's accumulation. Vacation time can be utilized in 1/4 hour increments or full days.

All vacation dates are to be approved in advance by the supervisor and/or superintendent. It is recommended that vacation time be used on non school days. An effort shall be made to approve vacation time on school days that are convenient for both the employee and workable for the school.

District Buildings/Offices:

Central Office Personnel: 419-782-0070

Michael Struble, Superintendent of Schools
Cathy Davis, Secretary to the Superintendent
Sheri Steyer, Assistant to the Superintendent/Curriculum Director
Beth Buti, Central Office Secretary
Pam Mummy, Technology Coordinator

Business Office Personnel: 419-782-9452

Pam Harrington, CFO/Treasurer
Jan Schultz, Assistant to the CFO/Treasurer
Suzanne McGlaughlin, Payroll Specialist
Abby Sharp, Fiscal Specialist

Special Services: 419-782-5662

Laura Springer - Director
Candy Leal, Secretary

Defiance High School - Grades 9-12: 419-784-2777

Robert Morton, Principal
Jay Jerger, Assistant Principal
Cheryl Westrick, Secretary
Jenalee Niese, Secretary
Jerry Buti, Athletic Director
Linda Thomas, AD Secretary

Defiance Middle School - Grades 6-8: 419-782-0050

Richard Peters, Principal
Josh Biederstedt, Assistant Principal/Athletic Director
Beth Curtzwiler, Secretary 6-8
Ruth Niese, EMIS Coordinator/Attendance

Defiance Elementary School - Grades K-5: 419-785-2260

Deanne Held, Principal K-2
Deb Doenges, Secretary
Jane Myers, Principal 3-5
Deb Randall, Secretary
Barb Klein, EMIS Secretary

Director of Operations: 419-782-0070

John Mayes

Food Service Supervisor: 419-782-6382

Kathy Wanemacher

Transportation Supervisor: 419-782-7091

William Ankney