



Wood County ESC
1867 N. Research Drive
Bowling Green, OH 43402
Phone: 419.354.9010
Brad McCracken, Treasurer / CFO

Payroll / Employee Procedures Manual

2024 – 2025 School Year

Dear Wood County Employees:

Welcome to the new school year. We have an excellent, dedicated staff of teachers, paraprofessionals, and specialists who will be with us this year. We are excited to continue to have a strong team dedicated to the needs of our children. Thank you for being a part of that team.

The Wood County staff upholds the belief that all children are capable of learning, are valuable members of society, and are entitled to feelings of self-worth. All children are unique in personality, learning rates, timelines of development, special needs, and learning styles. Children's strengths and sense of personal merit form the foundation of learning, while challenges promote growth and self-confidence.

We will work as a team to support each other and continue to learn and gain skills that will encourage the growth and development of our children. We hope this handbook will be a resource and support for you.

We look forward to a wonderful and rewarding school year for each of you and each child under your direction.

Sincerely,
The WCESC Administration

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NAME	TITLE	RESPONSIBILITIES
<u>SUPERINTENDENT'S OFFICE</u>		
Mark North	Superintendent	Supervision, Support and Overview of Programs
Kyle Kanuckel	Associate Superintendent	Supervision, Support and Overview of Programs
Julie Bulkowski jbulkowski@wcesc.org 419-354-9010 x217	Executive Secretary EMIS Coordinator	Assistant to the Superintendent Personnel files – Contracts, Certification, EMIS, Workers Compensation, Public School Works
Kelly Llanas kllanas@wcesc.org 419-354-9010 x305	Personnel Secretary	Talent Ed, Red Rover, Emails, New Hires, Absences, Substitute Processing
Ryan Tracy rtracy@wcesc.org 419-354-9010 x210	Receptionist Office Coordinator	Front Desk, Conference Room Reservation
Diana Krupp dkrupp@wcesc.org 419-354-9010 x133	Student Services Office Secretary	Special Education, Preschool Databases, IEP Anywhere
<u>TREASURER'S OFFICE</u>		
Brad McCracken bmccracken@wcesc.org 419-354-9010 x214	Treasurer	Supervision, Support & Overview of Finance Department, Budgets, Payroll, All Financial Transactions, Credit & Management
Joy Stacey jstacey@wcesc.org 419-354-9010 x 215	Assistant to the Treasurer	Grants Management
Tracy August payroll@wcesc.org taugust@wcesc.org 419-354-9010 x213	Payroll Specialist	Payroll, Insurances
Karen Keller payroll@wcesc.org kkeller@wcesc.org 419-354-9010 x212	Payroll Specialist	Payroll, Insurances
Addison Clark aclark@wcesc.org 419-354-9010 x202	Fiscal Data Specialist Accounts Payable Specialist	Inventory, Purchase Orders (PRIOR authorization is needed for purchases &/or in-services paid/or refunded by the ESC), Cell Phones
Allison Zimmerman azimmerman@wcesc.org 419-354-9010 x209	Bookkeeper	Bookkeeper
<u>SPECIAL ED SUPERVISORS</u>		
Joe Taylor joetaylor@wcesc.org 419-354-9010 x232	Director of Special Education/Student Services	MD Program/Related Services
Jessie Dible jdible@wcesc.org 419-354-9010 x140	Director of Special Education/Life Skills	MD/Transition & Life Skills Program
Christy Spontelli cspontelli@wcesc.org 419-353-4406	Director of Educational Services	JDC/JRC/WCA
Teresa Kitchen tkitchen@wcesc.org 419-352-7588	Director of Special Education/Behavioral Programming	Pathe/ED/Behavior Support Specialist

Welcome to Wood County Educational Service Center

This manual has been developed to answer many potential questions. Employees are encouraged to contact the payroll department with any questions or concerns that have not been addressed in the manual. Contact information is listed on page 5 of this manual. Additional information concerning the Wood County ESC can be found in the Board Policy book that is available for review on our website at www.wcesc.org.

COMMUNICATIONS FROM THE WOOD COUNTY ESC

All staff are required to check their e-mail on a frequent basis. The Wood County ESC communicates information through e-mail rather than the U.S. mail system. Important announcements, employment information, direct deposit pay stubs, Public School Works notices and other news that an employee needs to know will be delivered via e-mail. Therefore; it is critical that ***ALL employees, including substitutes, frequently check their e-mail.***

EMPLOYMENT FORMS

New employees are assigned forms to complete electronically through PowerSchool Records.

WHEN WILL I RECEIVE MY FIRST PAY CHECK?

Before an employee can be paid by Wood County ESC, the Governing Board must approve the employee's employment. Employees are paid every other Friday. An employee's first pay is dependent upon whether the employee is a salaried employee, or a time sheet employee. Every attempt is made to pay an employee on the first scheduled pay date after work has begun (*Please refer to pages 3-4*). However, there are situations when a delay is unavoidable due to the coordination of the Board Meeting date, work start date, and paperwork processing.

An employee will not be paid until all required documents are completed.

STRETCH PAY OF SALARIED STAFF

All *newly* hired *salaried* staff for the 2024-2025 school year are required to have their salary spread over 27 biweekly payments. The 27 biweekly payments are necessary so that new staff will be on the same pay cycle as returning staff. Salary payments for newly hired staff will revert to 26 biweekly payments for the 2025-2026 school year. Returning salaried staff will have their salary spread over 26 biweekly payments for the 2024-2025 school year.

Applicable to positions less than 30 hours per week – Para's not electing benefits will have the option to have their pay spread across 21 pays. This is a one-time designation and cannot be changed during the contract year.

Part-time salaried staff that are employed when there are 60 or fewer workdays in their employment contract will be paid off in full with the last pay in June and will NOT have their pay stretched over the summer months, unless requested.

DIRECT DEPOSIT AND CHANGING DIRECT DEPOSIT BANK ACCOUNTS

Direct deposit of payroll is mandatory for all employees. Each employee must complete and submit a Direct Deposit Form through PowerSchool Records

<https://wcesc.tedk12.com/sso/Account/Login?ReturnUrl=%2F%2Fsso%2F%3Fpid%3D9%26logout%3DTrue%26allowLogin%3DFalse> to establish direct deposit. Payment will be held until this information is provided.

An employee's first payment will be paid by check to allow for the pre-note process with their banking institution. This process verifies bank account and routing numbers. The second payment

will be processed as a direct deposit. An employee may elect to have their first check mailed or they can pick it up at the ESC.

Staff that have already been assigned a Wood County ESC e-mail account will have their direct deposit pay stub e-mailed to this address. Substitute employees, CLC Program Assistants and Team Leaders will have their direct deposit pay stub e-mailed to their personal e-mail account.

Employees must notify the payroll department *prior* to changing or closing the bank account where payroll is direct deposited. Failure of notification will cause the direct deposit transmission to be rejected. When this happens, the direct deposit transmission will be rejected and returned to the Wood County ESC

Any employee electing to change their direct deposit bank account is required to complete a new Direct Deposit Form in your online PowerSchool Records account. This form can be accessed by clicking on “Blank Documents”.

The first payment after the banking change will be paid by check to allow for the pre-note process with the new banking institution. This process verifies the bank account and routing numbers. The second payment will be processed as a direct deposit to the new account.

CHANGING A PERSONAL E-MAIL ADDRESS

CLC Program Assistants, CLC Team Leaders, and substitutes can request to have their personal e-mail account changed. The employee must complete an E-mail / Phone Number Change Form found in PowerSchool Records by clicking on “Blank Documents”.

WHERE WILL MY FIRST PAY CHECK BE ON PAYDAY?

New staff can designate on their new hire employment forms to either pick up their first payroll check or have it mailed.

Checks are placed in In-House mailboxes on the morning of pay day for those new staff receiving a check. The Receptionist will hold all other checks for those electing to pick up their check and don't have an In-House mailbox. For security reasons, a photo ID and signature will be required of any employee picking up a check. Pickup hours are from 8:30 a.m. to 3:30 p.m. Payroll checks will not be distributed prior to payday for any reason.

Checks are mailed the morning of pay day for those electing to have their check mailed. If a pay date falls on a day the office is closed, checks will be mailed one day *prior* to the pay date.

LOST PAYROLL CHECK

Any employee who has lost or does not receive their payroll check in the U.S. mail must notify the payroll department. Most times mail delivery takes longer than 1-2 days. If a check has not been received after five working days, the Wood County ESC will process a stop payment on the lost check. A replacement check will be reissued after a minimum of 7 calendar days from the original pay date for those checks lost in the mail.

EMPLOYEE IDENTIFICATION NUMBER

All employees are assigned an employee I.D. number once the first payroll payment has been processed. This employee I.D. number will appear on the top left corner of the payroll check *stub* and directly below the employee's name on the direct deposit notification.

For security reasons, employees are encouraged to use their employee I.D. number in place of their social security number on time sheet forms.

TIME SHEET EMPLOYEES

The first pay date for time sheet employees will be determined by the date the Governing Board approves the employee for hire. In cases where days are worked prior to board approval, time sheet employees will be paid for that time on the first subsequent pay date. Timesheets are completed digitally through the Red Rover website starting the 2022-2023 school year. Time sheets must be approved by a supervisor in Red Rover. Payment is prohibited without supervisor approval. The payroll department must receive time sheets by the date(s) indicated on the Pay Schedule on page 4. If a time sheet has not been received by the due date, payment will not be issued until the following pay date. Separate or special payrolls cannot be processed for this situation. An absent employee should make arrangements with their supervisor for timely submission of their time sheet to the payroll department.

ABSENCES AND THE PAYMENT OF SUBSTITUTES

All staff **must** log their absences through Red Rover Absence Management on-line system. Paper absence forms will not be accepted. It is the employee's responsibility to verify the accuracy of the absence requests. Employees should make arrangements with their supervisor in cases of a long-term absence to ensure that the absence is logged in Red Rover. A physician's statement is required for absences in excess of three (3) days. Note that absences beyond five (5) consecutive days cannot be logged by the employee, therefore; contact with Personnel Secretary, is required.

Employees should refer to the Wood County ESC Board Policy manual for more information about the appropriate use of leave. Sick, personal, and vacation leave are available in ¼ day increments. All employees are required to log absences through Red Rover even if a substitute is not required.

SUPPORT STAFF SICK AND PREGNANCY LEAVE

Refer to Governing Board Policy GDBDB available on the website at:

<https://www.wcesc.org/about/leadership-and-governing-board/governing-board-policies/>

FAMILY MEDICAL LEAVE ACT (FMLA)

An employee who has worked at least 1,250 hours in the prior twelve months preceding the beginning of a leave may be eligible for twelve weeks of Family Medical Leave. An eligible employee may take FML for:

1. the birth and first-year care of a child;
2. the adoption or foster placement of a child;
3. the serious illness of an employee's spouse, parent, or child;
4. the employee's own serious health condition that keeps the employee from performing the essential functions of his or her job, and
5. the spouse, son or daughter, parent, or next of kin of a covered service member with a serious injury or illness.

The Wood County ESC requires employees to use all accrued paid sick, personal, and vacation leave for purposes of a FML absence.

When FMLA is foreseeable, an employee **must notify the Wood County ESC of their request for leave at least 30 days prior to the date the leave is to begin.** If the leave is not foreseeable, the employee must give notice as early as is practical. **The Wood County ESC may deny the leave if the employee does not meet the notice requirements.**

For the duration of FML, the Wood County ESC will maintain an employee's medical and dental insurance coverage, and continue to pay the Board's share of premium. If an employee has exhausted paid leave (sick, personal, vacation) during their FML, the employee is responsible for submitting payment to the Wood County ESC for their share of the premium one month in advance of the month of coverage.

An employee can elect to keep life insurance in effect during their FML, and will be responsible for submitting the entire premium to the Wood County ESC one month in advance of the month of coverage.

Please refer the Wood County ESC Board Policy manual for more information on the FMLA.

DOCK DAYS

Dock leave is an option in the absence reasons in Red Rover; supervisor permission is required. Non-paid leave of absence will be granted on a case-by-case basis at the discretion of the Superintendent. **A request for non-paid leave should be made in writing and submitted to your Supervisor and the Superintendent for review.** Non-paid leaves will only be considered when personal days are unavailable or sick leave is not appropriate for the situation.

Unauthorized use of dock days may result in dismissal.

PERSONAL LEAVE

Up to three (3) full days of personal leave with pay may be used if approved by the supervisor, each contract year (7/1 - 6/30) by full-time employees. Personal leave will be pro-rated for part-time employees or employees hired after the start of the year. Personal leave is not cumulative. (A preschool assistant receives 2 ½ scheduled workdays of personal leave). Personal leave days may be used for personal obligations that are necessary and compelling, which involve family events, community events, business transactions, or legal transactions, subject to the following conditions:

Restrictions on the use of personal leave days are as follows:

- The day(s) may not be used in conjunction with any holidays/vacation days.
- The day(s) may not be used in the first ten (10) or the last ten (10) working days of the school districts' calendars.

The immediate supervisor may grant exceptions for the following reasons: In case of emergencies, e.g., an auto accident, the furnace breaking down, frozen water pipes, wedding of an immediate family member, graduation, moving child into college, or legal business which cannot be addressed outside of regular school hours and the scheduling of which is not under the control of the employee.

PERSONAL LEAVE EXCHANGE AT END OF SCHOOL YEAR

All staff members who have been awarded Personal Leave Days are eligible to exchange any unused remaining Personal Leave Days at half day increments of the remaining Personal Days at the end of the school year.

Each full day remaining will be exchanged for \$70.00 and each ½ day remaining will be exchanged for \$35.00.

Payroll will convert the unused Personal Leave Days at the end of the school year. Unused Personal Leave Days can only be exchanged for employees who fulfilled their school year contract.

The Personal Leave Day(s) exchanged will be added to the employee's final June paycheck and standard mandatory payroll deductions will be taken from the total amount of the Personal Leave Day Payout.

The Governing Board shall, pursuant to the provisions of this policy, provide for an employee's absence for personal necessity. The Governing Board reserves the right to specify, within the limits of law, the manner of proof of personal necessity, the type of situations in which such leave will be

permitted and the total number of days which may be used in any school year for personal leave. Up to three (3) full days of personal leave with pay may be used, if approved by the Director, each year (7/1 - 6/30) by full-time employees. Personal leave will be pro-rated for part-time employees. Personal leave is not cumulative.

Unused Personal leave days are eligible for monetary reimbursement at the end of the school year.

The immediate supervisor may grant exceptions for the following reasons:

- In case of emergencies, e.g., an auto accident, the furnace breaking down, frozen water pipes, wedding of an immediate family member, graduation, moving child into college, or legal business which cannot be addressed outside of regular school hours **and** the scheduling of which is not under the control of the employee.

ADDITIONAL CONSIDERATIONS:

- A. Request shall be recorded in Red Rover *at least three (3) school days in advance*, except in an emergency.
- B. The use of day(s) immediately preceding or following school or legal holidays shall be at the supervisor's discretion.
- C. Number of persons granted personal leave for any one day will be limited to the demands of the Wood County ESC as determined by the superintendent.
- D. Scheduled daily assignments shall be adjusted by the employee and confirmed by the director in advance of the day requested.

In addition to 3 days' notice (except for emergencies), you must also have permission from your supervisor (requested on Red Rover) to be paid for a personal day. If you do not receive permission in advance, your requested personal day will be considered a "dock" day. In special circumstances, you must contact your supervisor directly. You must check Red Rover to ensure a substitute has been secured. **Your request could be declined if a substitute is unavailable by 4:30 PM the day before. Contact your supervisor by 4:30 PM the day before if you do not have a substitute.**

RED ROVER DIRECTIONS

Absenteeism is an ongoing issue for the Wood County ESC. We thank and appreciate those of you who have been faithful and have used your sick leave only when needed. On some days, we have had almost 30 staff members out! We are having some difficulty with not having classroom coverage when staff are absent from their positions. This leaves students unattended and is a tremendous liability for the Wood County ESC.

RED ROVER REMINDERS:

- Be sure you have created your preferred list and check it often – the earlier you report your absence, the more time your preferred list will be honored before sending it out to everyone. (If you report later in the morning, it may be only a very brief time before your absence is shared with everyone.)
- **Report your absence as early as possible.** Red Rover will **NOT** accept absences created after 6:30 am. In **emergencies only**, you will need to contact (**Red Rover Administrator**) at **419-308-4147**. (Remember, if you need a substitute, you must have your job created early so a substitute will have time to dress and be at the site before your start time).

NOTIFICATION PROCEDURES:

Teachers:

- 1st Red Rover Administrator 419-308-4147/ Dedicated School Staffing (DSS) - 419-725-9499
- 2nd Notify building principal – leave a message on answering machine
- 3rd Notify classroom assistant (paraprofessional, if you have one)

Program Para-professionals (including one-on-one student attendants in the program):

1st Red Rover Administrator 419-308-4147/ DSS 419-725-9499

2nd Call Teacher

One-on-One working in district buildings:

1st Red Rover Administrator 419-308-4147/ DSS 419-725-9499

2nd Call building principal – leave a message on answering machine

Paras whose subs are provided by the district:

1st Call School/Principal or whoever district directs you to call for a sub

2nd Be sure you also record absences in WCESC Red Rover (many are forgetting to do this 2nd step)

JURY DUTY

The Wood County ESC encourages each employee called for jury duty to serve unless excused by the appropriate judicial authority and provided such jury duty does not impose a hardship on the operation of the Wood County ESC. Should an employee be called for jury duty, the absence must be logged through Red Rover prior to the date of the absence. The time spent on jury duty will not be charged against personal leave and will count as time on the job.

The Wood County ESC will pay an employee their regular salary while serving as a juror. All compensation received by the employee from the court system while on paid jury duty leave must be made payable by the employee to the Wood County ESC and submitted to the payroll department or bookkeeper.

PAYROLL ERRORS

Every effort is made to ensure that employees are paid accurately. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must review each of your paystubs promptly after they are issued. Employees are responsible for bringing mistakes in their pay and / or improper deductions to the attention of the payroll department in a timely manner.

All errors will be corrected on the payroll that follows the pay in which the error occurred.

MANDATORY DEDUCTIONS

All employees are required to have the following deductions withheld from their pay:

- State Teachers Retirement System (*certified staff only*) 14% of gross pay or
- School Employees Retirement System (*classified staff*) 10% of gross pay
- Federal tax
- State tax
- Medicare tax – 1.45% of gross pay if hired after 3/31/86
- Ohio School District Income tax – rate dependent upon the employee’s school district of residence.
- Municipality tax – rate dependent upon the employee’s work site location.

STRS / SERS

All Ohio public school district employees contribute to either the State Teachers Retirement System (STRS) for certified staff or the School Employees Retirement System (SERS) for classified staff. Employees do not contribute to Social Security.

For retirement purposes, 14% of an employee’s salary is withheld for STRS contributing employees, and 10% for SERS contributing employees. The Governing Board is also required to contribute 14% of an employee’s salary into either STRS or SERS. Retirement deductions are withheld on a pre-tax basis so that the employee’s salary is decreased for federal and state income tax reporting purposes.

COLLECTING MUNICIPALITY TAXES

Wood County ESC is required to withhold and submit municipality tax to the municipality where an employee works. As a courtesy, the Wood County ESC will also withhold municipal taxes for the municipality where an employee resides, if different from the employee's work site municipality.

It is the employee's responsibility to complete a new Municipality Tax Form when changes occur to their work and / or residence locations in order to withhold the correct municipality tax. The form can be found in their PowerSchool Records account by clicking on "Blank Documents".

OHIO SCHOOL DISTRICT INCOME TAX

Employees residing in an Ohio public school district that collects a school district income tax must inform the payroll department. If an Ohio public school district income tax rate changes at any time, it is the employee's responsibility to notify the payroll department of the change.

MEDICAL AND DENTAL INSURANCE

Wood County ESC is a member of the **Wood County Insurance Consortium (WCIC)**, a consortium of nine school districts formed to provide economical health care and related insurance benefits to Wood County schools through group purchasing. Each participating entity's superintendent is appointed to an Administrative Committee, which advises the Trustee, Hylant Group, concerning aspects of the administration of the WCIC.

WCIC retains Medical Mutual Insurance (a Third-Party Administrator) to administer school district health insurance plans and pay appropriate claims. Financial information can be obtained from Medical Mutual of Ohio, P.O. Box 943, Toledo, Ohio 43656. Plan documents explaining health insurance benefits in detail are distributed upon enrollment in the plan.

Wood County ESC is a member of the preferred provider network – Medical Mutual of Ohio (MMO). Voluntary use of MMO providers helps to keep health insurance premiums as low and stable as possible. To inquire on contracted Medical Mutual providers, please call 800.382.5729 or go online to <https://medmutual.com>.

WCIC contracts with the Medical Mutual of Ohio drug network. A mail-order process is available for maintenance drugs through Express Scripts. Employees are required to pay a prescription drug deductible for each prescription order or refill of a brand name or generic prescription drug obtained through the MMO mail order pharmacy.

Insurance eligible employees may enroll in medical and / or dental insurance coverage no later than 31 days from hire, with insurance effective on the first day of employment. An employee can only elect a single plan if they are covered on any other plan. An employee who declines coverage at the time of hire will not be eligible to elect coverage until the annual open enrollment period during the months of May and June, with coverage effective July 1. Insurance coverage may be elected or changed at times other than the open enrollment period if our plan group sponsor receives notification within 31 days of an employee's qualifying event. An Insurance Change Form can be obtained from the payroll department and completed in order to make any type of change in coverage.

Health insurance coverage ceases at midnight on the last day of the month in which an employee resigns or is terminated. If an employment contract is non-renewed for the following school year, health insurance coverage ceases at midnight on June 30th for employees on 12-month classified contracts; July 31st for employees on administrative contracts; or August 31st for employees on 9-month teaching or 9-month classified contracts.

Insurance eligible employees electing medical and / or dental insurance will have premiums withheld one month prior to the effective date of coverage, as premiums are due to the insurance provider by the first day of the month of coverage. The monthly premium is split between the first and second pay

of the month. No premium is deducted from the third pay when a month has three pays. The premiums are withheld on a pre-tax basis, which reduces an employee's salary for federal and state income tax purposes. Employees signing up for coverage after the 15th of each month will be enrolled on the first day of the following month unless requesting immediate coverage. Employees with coverage starting before the 15th of the month or immediate requested coverage (including after the 15th of the month) will have 2 months of premiums deducted during their first month of employment.

Each employee will receive a membership card for medical and / or dental coverage approximately 3-4 weeks after initial enrollment. One card will be provided for single coverage and two cards for family coverage. Additional cards may be obtained by calling Medical Mutual of Ohio at 800-382-5729 or requesting cards on-line at <https://www.medmutual.com>.

ANNUALLY, current employees eligible for insurance coverage are **required to meet** with an American Fidelity agent during scheduled times between March and May to complete paperwork. Employees that are no longer eligible for health insurance, but are participating in voluntary insurance products will also be required to meet with an agent. New employees must meet with an agent soon after day of hire.

This meeting is required due to government regulations that require employers to annually document that insurance has been *offered* to eligible employees. The Wood County ESC fulfills this government requirement by obtaining an electronic signature of the employee during the meeting with the American Fidelity agent. **Therefore; even if an employee wishes to decline insurance, the Wood County ESC must still obtain an employee's electronic signature.**

In addition, by completing this paperwork, each employee certifies they understand that only single insurance coverage can be elected if they are covered on another person's policy, i.e., spouse, parent, etc. This paperwork also allows the employee to elect or decline participation in the IRS Section 125 (Pre-tax) deduction of medical and / or dental premium(s). **Any employee who participates in Wood County ESC's health or dental insurance, and fails to meet with an American Fidelity agent to sign the required paperwork will have their employee premium(s) deducted "after tax", i.e., the deduction will not be tax sheltered.**

TERM LIFE & ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Insurance eligible employees may elect term life insurance coverage which will become effective on the first day of employment. If coverage is declined at the date of hire, an employee will not be eligible to elect coverage until the annual open enrollment period during May and June, with coverage becoming effective July 1. The premium for life insurance is 100% Board paid.

Upon separation of employment from the Wood County ESC, private life insurance policies are available to any employee who wishes to convert their policy to private coverage.

AMERICAN FIDELITY SUPPLEMENTAL BENEFIT PRODUCTS

Following is a list of supplemental benefit products offered through payroll deduction to staff who qualify for health insurance:

- Long Term Disability Insurance
- Life Insurance – Term and Whole Life
- Accident Insurance
- Cancer Insurance
- Critical Illness Insurance
- Vision Insurance
- Dependent Care Assistance Plan
- Medical Expense Reimbursement Plan

Attn: Kyle Ochs, Account Executive Email: kyle.ochs@americanfidelity.com Office: 513-701-3171 Cell: 419-307-8516

INVESTMENT PRODUCTS

Employees may request payroll deductions for investment plans such as 403(b) or 457 plans. Providers for 403(b) plans may be added if at least 5 Wood County ESC employees wish to invest with the same provider.

Wood County ESC requires all employees wishing to participate in an investment plan to complete a Salary Reduction Agreement form. Approved deductions will start once the form has been submitted to the payroll department.

Following is a list of current participating companies offering before-tax and after-tax products available through payroll deduction.

MetLife Investors & 403B ASP

Attn: Carleton Hollister 419-728-0309

VOYA Life Insurance & Annuity Company 403(b) & 457 Plans

Attn: Matthew Carter 800-451-4702 x4025480
Attn: Glenn Alford 419-243-0588
Attn: Brent Shimman 419-693-9000

Ohio Public Employees Deferred Compensation

<https://www.ohio457.org/home> 877-644-6457

UNITED WAY

Employees may elect to contribute to United Way and have contributions withheld from their pay. Election forms are distributed via PowerSchool Records at the annual Back-To-School meeting. Employees can also contact the payroll department for a United Way form after these meetings have taken place. Payroll deductions begin with the first pay of October.

AFFORDABLE CARE ACT (ACA)

The Patient Protection and Affordable Care Act (PPACA), commonly called the Affordable Care Act (ACA) or "Obama Care", is a United States federal statute that was signed into law by President Barack Obama on March 23, 2010. The ACA was enacted to increase the quality and affordability of health insurance, lower the uninsured rate by expanding public and private insurance coverage, and reduce the cost of healthcare for individuals and the government.

As per the Affordable Care Act’s (ACA’s) requirement, Wood County ESC tracks all work hours and offers benefits to all employees, including common law and variable hour employees who average 30 or more hours of work a week. Wood County ESC uses a 12-month standard look-back measurement period, which begins May 1 and ends April 30. At the end of the standard measurement period, an administrative period follows from May 1 to June 30, which allows a two-month period of time to offer benefits to those employees that qualify. Health insurance benefits will run from July 1 to June 30. If an employee does not average 30 hours per week at the end of their measurement period, they will be notified of the termination of their benefit eligibility.

As per the ACA requirement, new employees hired after the standard measurement period has begun will have their own 12-month initial measurement period, which will begin on the first day of the month following their date of hire. After the measurement period, if an employee qualifies for insurance, coverage will be offered no later than 13 months from the employee’s first day of work, plus any time between the employee’s first day of work and the end of the month.

The standard measurement period, administrative period, and stability period may be revised in the future as permitted by the ACA.

A non-variable hour employee’s Salary Notice will serve as the Service Record for IRS purposes. The Salary Notice will be signed by the employee acknowledging that the hours and days listed on the

Salary Notice are the actual hours and days worked. Any differences in work days and / or hours must be submitted on a time sheet.

C.O.B.R.A.

C.O.B.R.A. (*Consolidated Omnibus Budget Reconciliation Act*) permits employees to temporarily continue their health insurance coverage at group rates, at their own expense. However, this coverage is only available when coverage is lost due to certain specific events.

Information regarding employee rights under the federal C.O.B.R.A. law will be provided after any enrollment in the health insurance plan as well as upon insurance termination, separation of employment, retirement, or a Board approved leave of absence.

WORKERS' COMPENSATION WORK RELATED ILLNESS OR INJURY

The following procedures are applicable to all accidents. It is very important for staff to follow the instructions below to ensure your medical claims and return to work are processed smoothly. If an employee has any questions about reporting an accident, or the steps to take after reporting, please call Julie Bulkowski, Executive Secretary, at 419.354.9010 x 217.

What to do if you are injured on the job

Our employees' health is the first priority! *If an injury requires emergency medical attention, immediately call 9-1-1 and seek medical care.* A medical emergency is when an employee needs immediate medical services that are necessary to alleviate severe pain, or an acute injury that could lead to a serious physical disability, mental disability or death.

IMMEDIATELY submit an Employee Accident/Exposure Incident Report.

To submit an employee incident report, go to the district website (www.wcesc.org), scroll to the *very bottom* of the page and click on the Employee Resources. Then click on "Report an Employee Accident" and click on Submit Accident Report. Enter all information requested and follow the steps to submit your report.

Substitutes Only: Follow the same steps as above. Substitutes will instead click on "Paper Accident Report Form". Submit the completed, signed form to Julie Bulkowski, Executive Secretary at the Wood County ESC.

If an employee needs help, ask your supervisor or call Julie Bulkowski, Executive Secretary at 419-354-9010 ext. 217. If the injured employee is unable to submit the accident report, another employee can complete the report with the assistance of the affected employee.

Medical Care Options

When obtaining medical care, an employee **MUST TELL THE PHYSICIAN** it is due to a work-related injury. Identify Sheakley Unicom as the Managed Care Organization (MCO).

First Visit

The first visit to any medical provider, whether an emergency or non-emergency, is covered for a work-related injury considered compensable by the Bureau of Workers' Compensation.

All Other Visits

After the first visit, if an employee obtains medical care for a work-related injury from a medical provider other than those noted below, workers' compensation insurance may not cover the costs and the employee may have to pay for the services. We encourage injured employees to go to one of the six medical providers listed below, most convenient for the employee, and specializes in work-related injuries, treatment and follow-up, including proper reporting, transitional work, physical therapy, and other occupational services.

Perrysburg:

ProMedica Urgent Care – Perrysburg
Levis Commons
25950 North Dixie Highway, Perrysburg, OH
(567) 585.0010
Mon - Sun 8:00 a.m. - 8:00 p.m.

Mercy Health Medical Center - Perrysburg
12621 Eckel Junction Road, Perrysburg, OH
(567) 368.1000
Open 24 hours - 7 days a week

Rossford / Northwood / Penta /Lake:

ProMedica Urgent Care - Oregon
3316 Navarre Ave. Suite F, Oregon, OH
(419) 291.1420
Mon - Sun 8:00 a.m. - 8:00 p.m.

Mercy St. Charles Hospital
2600 Navarre Ave, Oregon OH
(419) 696.7200
Open 24 hours - 7 days a week

Otsego / Bowling Green / Eastwood / Elmwood / North Baltimore

Ready Works @ Falcon Health Center (2nd Floor)
838 E. Wooster, Suite 201, Bowling Green, OH
(419) 373.4162
Urgent Care: Mon - Fri 8:00 am - 4:30 pm

Walk-In Urgent Care
1107 South Main Street, Bowling Green, OH
(419) 806.4222
Mon. – Fri. 8:00 am - 8:00 pm
Sat - Sun 10:00 am - 6:00 pm

Employees can also visit the Wood County School Consortium Health Clinics:

Bowling Green
1180 N. Main St., Suite 5
Bowling Green, OH 43402
(419) 315.1225
Mon./Wed./Fri. – 8:00 am – 4:30 pm
Tues./Thurs. – 8:00 am – 6:00pm
Sat. – 8:00 am – noon (alternating locations)

ProMedica Bay Park Hospital Campus
2751 Bay Park Drive, Suite 209
Oregon, OH 43616
(419) 690.7611
Mon./Wed./Thurs./Fri. – 9:00 am - 5:00 pm
Tues. – 9:00 am – 6:00 pm
Sat. – 8:00 am – noon (alternating locations)

LIABILITY INSURANCE

The Governing Board recognizes the risks it faces in the ordinary course of participating in a school program and chooses to insure itself against certain liabilities as a result of said risks.

The Governing Board, as required by law, insures its employees against injury or death resulting in the course of their employment, and also chooses to ensure members of the Governing Board, officers, and employees of the Wood County ESC against liability for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of the employee’s office or employment.

MAKING CHANGES IN CONTRACT INFORMATION

Please complete an Address / Name Change Form found in PowerSchool Records by clicking on “Blank Documents”. Other departments at the Wood County ESC who need this information will be informed. It is very important that we have current contact information on file.

EMERGENCY CLOSING – CENTRAL OFFICE

On occasion, the Superintendent will close the Wood County ESC in emergency situations. Daily staff at the central office (1867 N. Research Drive) should follow directions via “the phone tree”.

All staff at the central office are required to report to work unless the Superintendent has closed the Wood County ESC.

All other staff that are not housed at the Wood County ESC should follow the delay or closing announcements of the building(s) where they work, as listed on the television, radio, etc. Please note that it is NOT permissible to use sick leave for failing to come to work due to an inclement weather event.

PROCEDURES AND POLICIES

STAFF CONDUCT

All staff members have a responsibility to make themselves familiar with and abide by the laws of the State of Ohio, the policies of the Governing Board, and the administrative regulations designed to implement them. The Governing Board expects staff members to conduct themselves in a manner that reflects credit to the Educational Service Center and presents a model worthy of emulation by students.

All staff members are expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and instructional programs are the following specific responsibilities that are required of all personnel:

- **Faithfulness and promptness in attendance at work;**
- Support and enforcement of policies of the Governing Board and regulations of the Educational Service Center administration regarding students; administration regarding students;
- Diligence in submitting required reports promptly;
- Care and protection of Educational Service Center property and;
- Concern and attention toward their own and the Educational Service Center's legal responsibility for the safety and welfare of students, **including the need to ensure that students are under supervision at all times.**

Failure to abide by the laws of the State of Ohio, Governing Board policies, administrative regulations, or other reasonable directives may result in discipline. Discipline may include verbal or written reprimands, suspension, or termination.

ACCOUNTABILITY

The Wood County educational staff are employed by the Wood County Educational Service Center and placed in Wood County special programs or individual school districts. If you are placed in a program position, paraprofessionals are directly responsible to the classroom teacher and supervisor. District administration should not be expected to deal with personnel issues, program issues, or child issues (if the child does not reside in that district). District administration should be aware of your program and building activities, but WCESC should help resolve the issues. If you are a district paraprofessional, report to the special education administrator or principal. Always work with the support of a licensed teacher who monitors all children's learning. All issues and concerns should be initially addressed to the designated supervisor.

WORK SCHEDULE

The special needs programs will follow the individual calendar of the school district where you are housed. Workdays and hours vary with specific job and district requirements. Be sure to check your contract for your individual days and hours. The hours indicated are work hours; employees have ½ hour of unpaid lunch. Most programs should have staff in attendance approximately ½ hour before children arrive and ½ hour after they depart.

Please finalize that schedule with your teacher/supervisor before the first day.

EVALUATION

Staff will be evaluated a minimum of once a year by the teacher and/or supervisor, but in many cases, twice annually. Paraprofessionals will be evaluated on overall willingness to participate in the classroom, ability with children, and success in following the job description. Paraprofessionals work with the teachers but are responsible to the supervisor.

BRINGING YOUR CHILDREN TO WORK

Our insurance carrier has advised that staff not bring their children to work due to liability issues. If there were a problem, the employee would have no liability protection because caring for their children at school is outside their job responsibilities. Therefore, you must make childcare arrangements that do not involve bringing your child to work.

BLOOD PATHOGEN REGULATIONS

Be sure to complete annual blood-borne pathogens training in Public School Works as soon as possible. In the event of exposure to human blood or other potentially infectious materials, immediately wash exposed skin thoroughly and/or flush eyes or mouth for 15 minutes with running water. Then, report the incident immediately to your supervisor, who will assist you in determining if further action is necessary.

If exposed to another person's bodily fluids (Bloodborne Pathogen) the following documents must be given to the medical provider:

1. A copy of the Wood County ESC's Bloodborne Pathogens Exposure Control Plan obtained from the Safety Document Library within Public School Works.
2. A copy of the OSHA Bloodborne Pathogens regulations (29 CFR 1910.1030) obtained from the Safety Document Library within Public School Works.
3. A copy of the completed Employee Accident/Exposure Report obtained from the Staff Accident Management System within Public School Works.
4. Results of the source individual's blood testing (if available) obtained from the other individual or medical provider.
5. All medical records applicable to treatment of the employee, including vaccination status, obtained from the medical provider.

If an employee is injured or becomes ill and does not choose to seek medical attention, the employee is still required to complete an Employee Accident / Exposure Incident Report from the online Staff Accident Management System of Public School Works.

ADDRESS CHANGE

If your address changes during the year, please complete the address change form in your PowerSchool Records account and update the city tax form if necessary. Also, notify your supervisor of your address change.

PROBLEMS AND CONCERNS

It is the policy that all problems and concerns be addressed initially with those involved. If issues cannot be resolved the supervisor will attempt to assist. All program, personnel, or child issues should be discussed with the supervisor first. Please do not approach the district administration with any of these issues until you have discussed them with the supervisor. Any building issues should be reported to the principal. Since you are a Wood County ESC employee, the supervisor needs to be made aware of issues first. It is important for the staff to work together as a team. Every staff person must follow the

classroom rules and follow their supervisor's directions. It will be considered insubordination if supervisor/teacher requests are not followed. Insubordination may result in disciplinary action up to and including termination.

STAFF INTER-RELATIONSHIPS

Under no circumstances will it be tolerated that staff does not support each other. Only appropriate communication and behaviors must be modeled (no rumors, sabotaging, or other non-supportive behaviors). Working as a team is a critical component of the position.

RESIGNATION

You must fill out a resignation form in your PowerSchool Records account. Please give at least two weeks' notice if you resign during the school year. If you wish to transfer to another position within the Wood County ESC, please put your request in writing to your supervisor.

WCESC PERSONNEL FORMS wcesc.org — Log into the Employee Resources Page

Staff Fiscal Documents

- Inventory Change Form
- Requisition Form
- Meeting / Mileage Reimbursement Forms
- Time Sheet Form
- Substitute Time Sheet Form
- Payroll Policies & Procedures Handbook for current school year

For more information contact: Payroll at extension 213 or 212 or email payroll@wcesc.org.

Personnel Documents

- Contact Information
- Leaving Wood County ESC Form
- Technology
- Work Calendars
- School District Directory

For more information, contact *Personnel Secretary* at 419-354-9010 ext. **305**

Paraprofessional Responsibilities When Working with Children with Disabilities

When in doubt, we will put the child's welfare first. We will be fair to all children and recognize and respect the uniqueness and potential of every child. Above all, we shall not harm children or participate in any practice that is harmful, disrespectful, degrading, dangerous, or physically harmful to children.

- Your first responsibility is to understand *the student and the disability they manifest*.
- It is essential to obtain information about the student's learning style, needs, and preferences.
- The maintenance of confidentiality in *all* matters is a top priority.
- Be *proactive* concerning seeking out information regarding what is expected (and what is not!).
- Do what is necessary to *establish and maintain a relationship of trust with the teacher*.
- Strive for *balance* in your role of *outstanding support*.

We will keep personal problems out of the classroom.	We will keep a positive attitude!	We will show respect for our children, their families, and our colleagues.	We will demonstrate professional discretion.
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A paraprofessional must always work under the direct supervision of a licensed/certified teacher

Student Behavior

Charting student behavior
Implementation of behavior intervention plans
Crisis de-escalation, intervention and management

Student Health Services

Performing other supervised health services
Monitoring student health issues

Daily Living Skills

Assist with transportation
Help student dress and undress
Assist with toileting skills
Assist with eating/feeding skills

Transportation

Riding with student on bus
Monitoring behavior on bus
Ensuring student is safely transported

CLASSROOM SUPPORT

- Providing supplemental, remedial or intervention services
- Assist with test, screenings, or assessments
- Implement portions for an IEP under the direct supervision of the special or general education teacher other credentialed service provider
- Coordinates the use of assistive technology
- Assist with audio recording lessons, note taking, organizational skills, and other supplementary aids, services, and accommodations.
- Assisting students in making necessary transitions during the day
- Keeping students on task
- Accompanying students to community-based work sites or field trips.
- Data collection/graphing

Be sure:

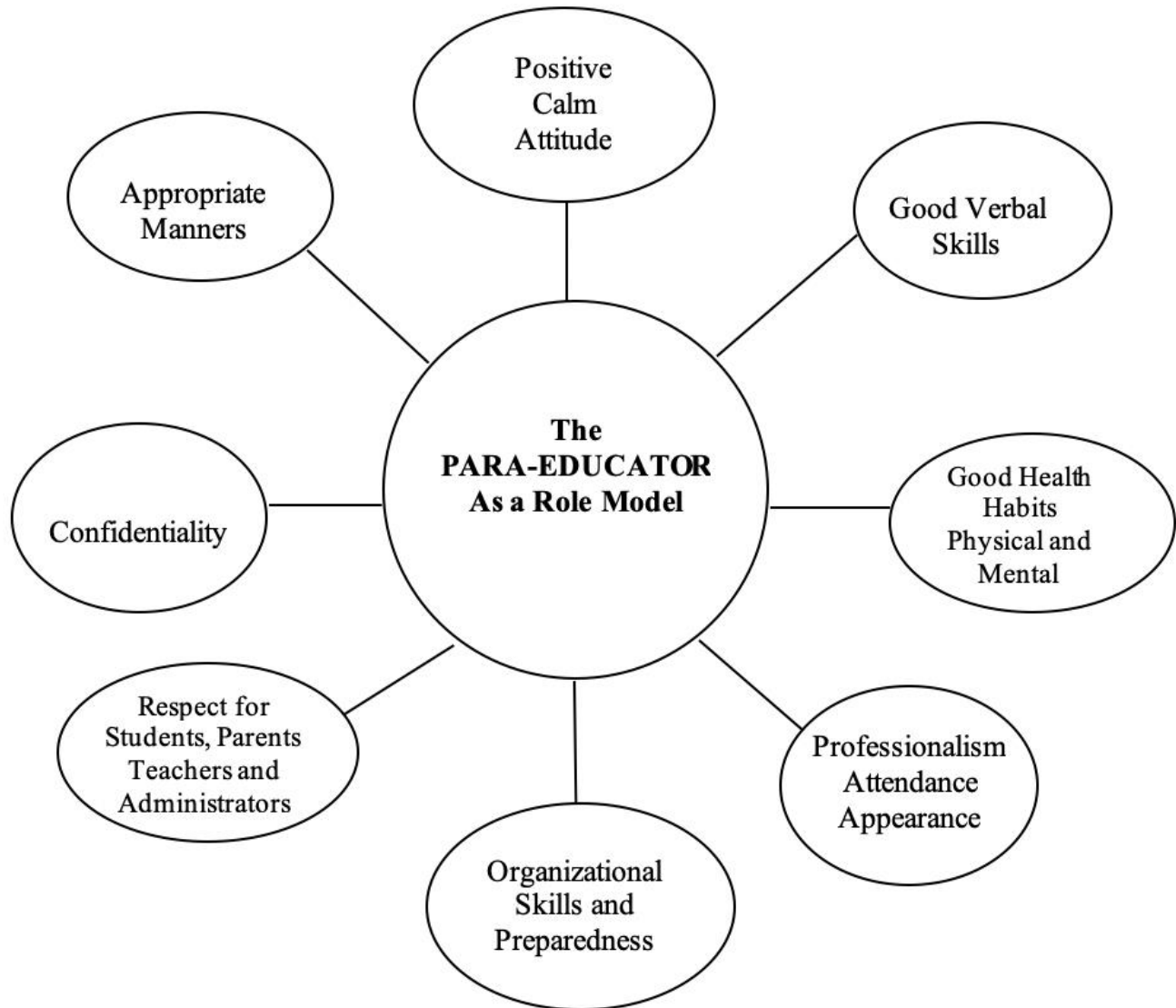
- Para is appropriately trained to perform assigned duties
- Para is properly supervised by a teacher or other credentialed employee.
- Para must have a copy of, or access to, the IEP or any other documents needed to perform duties.
- Para must keep the teacher informed of all information regarding the child
- ***Para should have minimal conversations about the student(s) with the parent. Conversations regarding student progress/behavior/IEP issues, etc., should only be discussed by the teacher.***

**We will always observe the WCESC support chain of command:
Teacher - Supervisor - Superintendent**

A GRAPHIC ORGANIZER

The Paraprofessional – A Role Model for Children

Below is a graphic organizer to help you remember your duty to be a role model.



Hints for Paraprofessionals

CONFIDENTIALITY

Sometimes, you may know way too much.

All teachers, paraprofessionals, and related service providers need to know each student's IEP goals and objectives like the back of their hand. The goals and objectives should be accessible in the classroom so staff can make comments and document progress as needed. However, student records also contain information about the family and personal information about the student. (Even the fact that the student is in your special education class is confidential). Please be sure that student information never leaves the school, and you discuss confidential information only with appropriate colleagues who need to know the information. Confidentiality is important—please observe the students' and families' right to privacy. (This is also a federal confidentiality requirement).

STAFF DRESS CODE

- Dress like a professional -- Especially for parent meetings, assemblies, and community work experiences.
- Be sure your appearance does NOT violate the student dress code.
- Be a model for appropriate dress. Follow the Dress Code of your school.
- Personal appearance reflects upon you, the classroom, and the Wood County ESC.
- Program staff may wear jeans on days designated in your assigned district (no holes or frays), but please wear casual business tops—no t-shirts or sweatshirts except on dress-down days.

PERSONAL CONDUCT

Please keep purses and/or other personal items stored in a safe place in the room.

PHONES

- *Except in the case of emergencies, and with the permission of the teacher/supervisor/principal, cell phone usage during work hours is not acceptable.*
- Personal usage should be limited to break & lunch times.
- Students may NOT use staff cell phones. Use the school telephone number for emergency calls.

SOCIAL MEDIA

Due to confidentiality, no photos or comments about your class, staff, or students should be posted on any social media outlet. This may result in discipline due to the legal ramifications of confidentiality. Be very cautious about what you share and post on social media that could tarnish your reputation and/or the reputation of Wood County Educational Service Center. What you post reflects not only you but the organization you work for and the districts you serve. If you are unsure if it is appropriate, do not post.

MEDICATIONS

Keep all personal medicine in a safe place out of the reach of students!!!!

EATING AND DRINKING

NO eating or drinking (other than water) in the presence of children.

LANGUAGE

- Watch adult conversations in the classroom when students are present. Just because a student is non-verbal does not mean he/she cannot understand what you are saying.
- NEVER use profanity or “adult language” in the school building.
- Harsh language or threats toward a student will not be tolerated.
- Be aware of how language tone & body language can impact student behavior.

SUBSTITUTES IN THE CLASSROOM

- Remind the substitute to check the substitute folders, which should have general classroom guidelines that the substitute must follow.
- The routines for the students need to stay as close to the same as possible. Paras should offer to assist wherever needed. Discipline issues should be taken care of in a routine manner.
- Switch students around, if possible, so that the substitute does not have one of the more challenging students that day. Another regular staff member needs to be responsible for student personal hygiene issues.

Substitutes should NOT change diapers (unless specifically trained) or toilet children without another staff member to support

Para subs cannot be left alone with a Student

Always monitor a substitute. Rearrange the schedule to prevent the substitute from being alone, assisting with personal hygiene, or participating in any behavior issues with a child.

Be sure to report any concerns regarding the classroom or any students to:

<u>Teresa Kitchen</u>	Director of Special Education/Behavioral Programming	419-352-7588
<u>Joseph Taylor</u>	Director of Special Education/ Student Services	419-354-9010 ext. 232
<u>Jessie Dible</u>	Director of Special Education/Life Skills	419-354-9010 ext. 140
<u>Christy Spontelli</u>	Director of Educational Services - JDC/JRC	419-353-4406

MOST IMPORTANTLY:

BE FLEXIBLE & WEAR A HAPPY FACE

How to be a Great Paraprofessional

- Be reliable and eager to help whenever needed.
- You will need to take “official” time off (personal or sick) if you miss ½ hour or more of work.
- Talk with your teacher and determine exactly what your classroom or child duties will be.
- Read and understand the student's IEP goals, including any special learning or behavior techniques.
- Learn all special procedures or emergency techniques that apply to your student(s).
- Learn where all supplies and materials are kept.
- Discuss the line of communication and authority.
- Set up a time to discuss that day with the teacher each day.
 - You are responsible for understanding the needs of each student under your care.
 - If you need more information, you must ask your teacher or the program supervisor.
- Responsibilities are to follow through on teacher/supervisor directions.
- Report all student information to the teacher.
- Do NOT talk to parents about academic or behavior progress (teacher's job).
 - It will be considered insubordination if a para talks poorly to a parent about the classroom or criticizes the school program.
- Concerns about the classroom or program should be discussed with the teacher or the program supervisor.
- **Under no circumstance should a paraprofessional have conversations with a parent outside school hours.**
- Talk with the teacher or supervisor if you have a question or concern about Wood County ESC policies, the school programs, or any issues you cannot resolve or need assistance with.
- Understand your roles in student guidance and discipline.

Do's & Don'ts of a Great Paraprofessional

Do	Don't
<p>For purposes of No Child Left Behind, (NCLB), a paraprofessional is a school district employee who provides instructional support in a program supported with Title I funds, including employees who:</p> <ol style="list-style-type: none"> 1. Provide one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher. 2. Assist with classroom management, such as the organization of instructional and other materials. 3. Assist in a computer laboratory. 4. Conduct parental involvement activities. 5. Provide support in a library or media center. 6. Act as a translator. 7. Provide instructional support services under the direction of a highly qualified teacher. 8. Always remember that your primary responsibility is to the students. 	<p>Each district that receives Title I funding must ensure that a paraprofessional working in a program supported by such funds is not assigned a duty inconsistent with provisions of NCLB. Thus, paraprofessionals should <u>NOT</u>:</p> <ol style="list-style-type: none"> 1. Prepare lesson plans. 2. Develop curricular materials. 3. Provide direct instruction in place of a teacher. 4. Introduce new content or skills. 5. Assign grades to students. 6. Serve as substitute teachers. 7. Purchase items expecting reimbursement. 8. Be distracted or engage in conversations with classroom visitors unless directed by the teacher.

PHYSICAL INTERVENTION OR RESTRAINT

We have a “hands off” policy regarding physical intervention or restraint.

PHYSICAL INTERVENTION OR RESTRAINT SHOULD BE A LAST RESORT AND USED ONLY WHEN A STUDENT POSES IMMINENT DANGER TO HIM/HERSELF OR OTHERS.

In almost every instance, physical interventions can be avoided by following your training and using a combination of redirection, cueing, ignoring, waiting out a behavior, etc.

When physical aggression turns ugly or if he/she injures him/herself or others – physical intervention may be necessary, but only as a last resort. Physical restraint or intervention is difficult and fraught with many legal and procedural pitfalls if it isn't executed properly. Physical intervention requires planning, teamwork, and training.

NO PARAPROFESSIONAL SHOULD ENGAGE IN ANY PHYSICAL RESTRAINTS WITH STUDENTS IF THEY HAVE NOT BEEN APPROPRIATELY AND SPECIFICALLY TRAINED!!!!!!!!!!

If you have not been trained, notify your supervisor immediately to make the necessary arrangements to be trained.

Here's what you should **NOT** do:

- **Never try to restrain a student alone physically.**
- **Never act outside of your training.**
- **Never physically restrain a student without a written plan for intervention.**
- **Never decide to intervene unilaterally – it should be part of our school's policy to consult with another person before intervening. Work with your teacher and colleagues to be prepared, have a plan, and communicate BEFORE any intervention.**
- **Never threaten, bribe, or use any physical/verbal aggression against a student.**
- **Never participate in any harsh behavior against students. Yelling, squeezing, pinching, slapping, rough holding, pushing, etc., will not be tolerated and may be subject to a referral to Job and Family Services for suspected abuse.**

If you are involved in any physical intervention/restraint, you must follow all related procedures, which include completing the necessary paperwork, immediately notifying the supervisor, ensuring the parent is contacted by the teacher/supervisor, etc.