

New Employee Information

EDUCATIONAL
SERVICE CENTER OF
LORAIN COUNTY



REGION 2
STATE SUPPORT TEAM
LORAIN • ERIE • HURON





Educational Service Center of Lorain County
1885 Lake Avenue, Elyria, Ohio 44035
440-324-5777 440-324-7355 Fax
www.loraincountyesc.org



FORWARDING YOUR ESCLC EMAIL TO ANOTHER ACCOUNT

You can temporarily or permanently forward your email to a different account, the email will be forwarded with fw: added to the beginning of the subject line. This can be achieved using your campus PC or via the internet using OWA (Outlook Web Access).

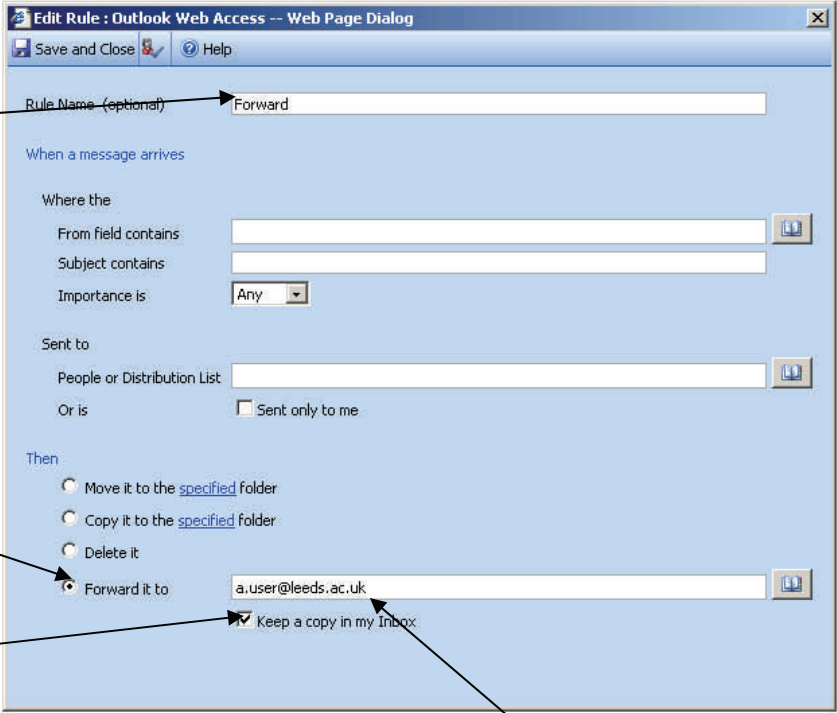
Click on the Rules link towards the bottom left of the window 

In the window displayed click on the New button on the toolbar. 

Enter a Rule Name

Click the Forward it to option and enter the email address you want to forward the emails to.

Click/Unlick the “Keep a copy...” Option. If you are never going to check this email account I’d rather you NOT save a copy.



Enter a rule name

Select the Forward it to option

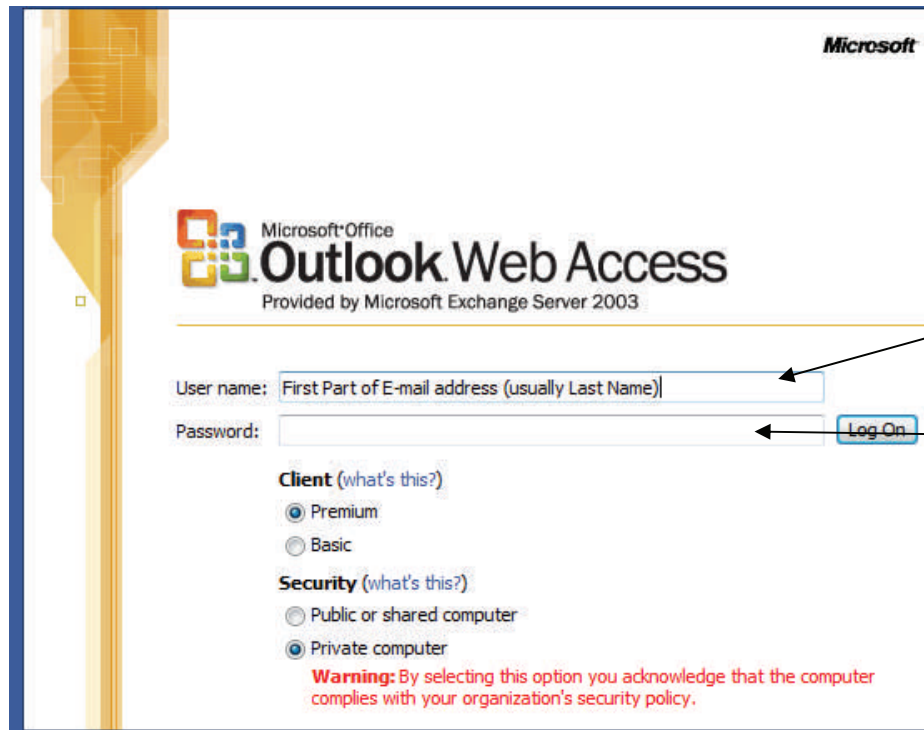
Click/Unlick as required

Type the address to forward emails to

Click on Save and Close. All emails sent to your account will now be forwarded

WEB ACCESS FOR E-MAIL

Employees of the ESCLC can access their e-mail with any internet connection by going to www.loraincountyesc.org, select About Us, select Staff Resources, select ESCLC Webmail.



Enter first part of your ESCLC e-mail address (every thing prior to @esccl.org)

Password is the same as your regular e-mail account.

Web Access is not as functional as the full Outlook program that you would use from your computer.

TABLE OF CONTENTS

ESCLC Bylaws and Policies	1
Fingerprinting	1
Pay Periods	1
Office Hours.....	1
Holidays	1
Employee Absence.....	2
Vacation	2
Sick Leave.....	2
Personal Leave	2
Retirement Benefits.....	3
Workers' Compensation	3
Medicare	3
Life Insurance	4
Medical, Dental & Vision Coverage.....	4
Office Closing.....	4
Longevity Pay	5
Salary Schedule Adjustment	5
Overtime/Compensatory Time.....	5
Professional Dress and Appearance	5
Employee Travel.....	5
Evaluation Procedures.....	6
Staff Network and Internet Acceptable Use and Safety	6
Copiers and Postage Machine	6
Telephone.....	7
Name Badge.....	7
Business Card.....	7
Annuity Program.....	7
Performance/Consultant Contract	8
Requisitions/Purchase Orders	8
Employee Kiosk Registration	Appendix A
Web Access for E-Mail.....	Appendix B
Forwarding Your ESCLC E-Mail to Another Account.....	Appendix C

ON-LINE FORMS

The following is a list of staff forms and information that are available on the website at www.loraincountyesc.org . Select About Us tab, Staff Resources, Forms.

- 1.1 W-4 Federal Income Tax Form-New Employee Federal Tax Form
- 1.2 Ohio IT 4 Tax Form-New Employee Ohio Tax Form
- 1.3 City and School District Income Tax Form –New Employee City and School District Tax Form
- 1.4 Ohio Public School District Number-Information Only-List All School District Numbers in the State of Ohio
- 1.5 School District Income Tax-Information Only-Lists School District who have Income Tax and Amount
- 2.1 I-9 Employment Eligibility Verification-New Employee Required from Homeland Security
- 2.2 Homeland Security Public Employment-New Employee Required from Homeland Security
- 2.3 Fingerprinting Form - New Employee-Take with you to fingerprinting appointment.
- 3.1 State Teachers Retirement Form-New Employee-Certified Staff
- 3.2 School Employees Retirement System Membership Record Form-New Employee-Noncertified Staff
- 3.3 Not Covered by Social Security Form-New Employee-Info. Regarding Possible Inability to Collect Social Security Benefits
- 3.4 Welcome to SERC-Information regarding SERS Benefits
- 4.1 Employee Emergency Information –New Employee-Contact Info. for Emergency at Work
- 4.2 Hepatitis B Form-New Employees-Accept or Decline Hepatitis B Shot Free of Charge
- 4.3 Hepatitis B Information Sheet-Information Only
- 5.1 Authorized Agreement for Automatic Deposit –Use this form to request Automatic Deposit of Paycheck
- 5.2 Bi-Weekly Payroll Notification-Use this form to request your payroll notification sent to you via e-mail
- 5.3 Summary of 403(b) Plan—Information Only-Tax Differed Annuity Retirement Program
- 5.4 Ohio Deferred Compensation Program-Information Only-Tax Differed Annuity Retirement Program
- 6.1 Insurance Coverage Application and Change Form-New Employee (if eligibly for insurance coverage)
- 6.2 Coordination of Benefits-New Employee-Coordination of Benefits between Our Insurance and Spouses Coverage
- 6.3 Defensive Coordination of Benefits Employer Form-New Employee-Spouses Employee must complete for insurance coverage.
- 6.4 Fort Dearborn Life Insurance-New Employee Enrollment Form
- 6.5 Life Insurance Evidence of Insurability Form-New Employee-Required to Obtain Life Insurance
- 6.6 Life Insurance Disclosure Statement-Information Only
- 6.7 Life Insurance Costs-Information Only-Contains Supplemental and Dependant Coverage Costs
- 6.8 Insurance Waiver-New Employee-Employees MUST sign when not participating in our Insurance Programs
- 7.1 E-Mail Account Security Form-New Employees-Employee will use E-mail in accordance to Policy
- 7.2 Network and Internet Acceptable Use-New Employee-Employee will use our Network and the Internet in accordance with policy.
- 8.1 Accident Report Form-To be completed by employees involved in an accident at work.
- 8.2 Out of State Professional Leave Request Form-Used to request out of State professional leave
- 9.1 Expense Report –Excel 2003 Users-Created for Employees Using Office 2003 to submit Monthly Expense Report
- 9.2 Expense Report-Excel 2003 Users-Created for Employees Using Office 2007 to submit Monthly Expense Report
- 9.3 Mileage Log-Excel 2003 Users-Created for Employees Using Office 2003 to Track Mileage
- 9.4 Mileage Log-Excel 2007 Users-Created for Employees Using Office 2007 to Track Mileage
- 9.5 Tech. Assistance Form—Employees must complete when computer technical assistance is needed.

EMPLOYEE KIOSK REGISTRATION

New employees need to setup their own KIOSK Login.

The screenshot shows the 'Employee Kiosk' registration page. At the top, there is a logo for 'Employee Kiosk' and a 'nobody | goto Login' link. The main content area contains the following text: 'To register for the Employee Kiosk, please supply the following: 1) Your Employee Id or SSN, 2) The county in which your district resides, 3) Your district's name, 4) Your email address provided to you by your district.' Below this are four input fields: 'Employee Id' (with a placeholder 'xxxxxxxx'), 'SSN (no dashes)', 'County' (a dropdown menu showing 'LORAIN'), and 'District' (a dropdown menu showing 'Lorain Educ Serv Cntr'). An 'Email' field is also present. A 'Submit' button is at the bottom left. Annotations with arrows point to the SSN field (stating 'Enter your social security number with no dashes. Your employee ID is your SS#, so you can enter it in either location.'), the County dropdown (stating 'You also need to select "LORAIN" County and "Lorain Educ Serv Cntr" for District'), and the Email field (stating 'Enter your ESCLC E-mail address.').

When the employee clicks submit, the e-mail address information will be verified. If the information supplied is correct, the employee will receive an e-mail with a temporary password. Upon successful login, you will be prompted to change your password.

Once registered, your e-mail address serves as your User Name and you will use your newly established password to access the HR KIOSK.

If the "Forgot Your Password" option is selected, the system will randomly assign and send a new temporary password to the user.

NEW EMPLOYEE INFORMATION

- 3. If the Governing Board approves, contracts will be prepared and mailed to person/firm for completion.
- 4. Following completion of activity, an invoice must be submitted with requisitioner approval for Treasurer to make payment. No payments will be made without correct approval, invoice and completed contract.

* Requests for expenditures of this type should be submitted in writing directly to the Superintendent in sufficient time for Board approval.

The Educational Service Center of Lorain County will not assume any responsibility for payments to firms/individuals unless this procedure is followed.

REQUISITIONS/PURCHASE ORDERS

- Requisition/purchase orders must be completed prior to the purchase of supplies/services
- Department secretaries can complete requisitions which will then generate a purchase order.
- Secretaries need the following information:
 - vendor name
 - address delivery site
 - quantity of each item
 - description of item
 - unit price of item
 - the account to be charged for item
- The requisition then requires the appropriate signature(s).
- Treasurer’s office then generates a purchase order.
- Purchase order (white/yellow/green copies) returned to original secretary to fax, e-mail or mail to vendor.
- Upon receipt of the order/service, the requisitioner writes “Okay to Pay” and adds their initials to the invoice and the yellow and green copies of the purchase order.
- Treasurer’s office will then generate a check to pay invoice
- After the invoice is paid, the green copy will be returned to requisitioner

ESCLC BYLAWS AND POLICIES

The Bylaws and Policies adopted by the Educational Service Center of Lorain County can be found on our website (www.loraincountyesc.org). We encourage employees to refer to these Bylaws and Policies when a question arises. This can be found by selecting the About Us tab, Staff Resources, and then select Board Policy.

FINGERPRINTING:

Certificated

All employees hired by the Educational Service Center of Lorain County are required to, at their own expense, undergo a criminal records check. A current licensed professional staff member will not be required to undergo a subsequent criminal history records check conducted by BCII if the employee: 1) has previously had a BCII criminal records check (for employment or licensure purposes); and 2) provides proof of continuous Ohio residency for the preceding five (5) years. Under such circumstances, the current licensed professional staff member will only be required to undergo a criminal history records check through the FBI. In the case of a professional staff member holding a permanent teaching certificate, such criminal background check shall occur no less than every five (5) years on or before September 5th of the fifth year.

Non-Certificated

All employees hired by the Educational Service Center of Lorain County are required to, at their own expense, undergo a criminal records check (fingerprinting), unless the new employee can provide a copy of a recent (within 12 months) Ohio and FBI background check. All employees must be re-fingerprinted every five years.

PAY PERIODS

The Educational Service Center of Lorain County pays every two weeks – money is available on the Friday pay day unless Friday is a holiday, the money will be available the day before. Pay checks or notifications of direct deposit can be picked up by employees on the actual pay date or mailed to the employee’s home one day prior to the actual pay date. Employees may also choose to have their notice of direct deposit e-mailed.

Payroll is completed one week prior to the actual pay date. The two-week pay period (Sunday thru Sunday) pertains specifically to time sheets, overtime pay, and other payroll adjustments. A schedule of pay dates and times lines is available from the Treasurer’s office.

OFFICE HOURS

The Educational Service Center of Lorain County is regularly open from 8:00 a.m. until 4:30 p.m. weekdays. Employees assigned to school districts shall observe the hours adopted by the district during weekdays when school is in session.

The Educational Service Center schedule during the summer months and during holiday periods will be:

Summer	7:30 – 3:30	or	8:00 – 4:00
Holiday Breaks (Winter/Spring)	½ hour early release		
New Years Eve	Office Closes at 2:00 p.m.		
The day preceding a holiday other than the above	½ hour early release		

HOLIDAYS

Full-time Certified and Classified 12-month employees shall be granted the following listed PAID holidays:

New Years Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Independence Day	Christmas Eve
Presidents’ Day	Labor Day	Christmas Day
Good Friday		

Full-time Certified and Classified 10/11-month and Classified 9-month employees shall be granted the following listed PAID holidays:

New Years Day	Good Friday	Christmas Eve
Martin Luther King Day	Memorial Day	Christmas Day
Presidents’ Day	Thanksgiving Day	

Full-time Certified 9-month employees will have holidays off without pay.

ALL employees will have the day after Thanksgiving Day off without Pay.

EMPLOYEE ABSENCE

Employee absence MUST be reported/completed on the HR Kiosk website. The on-line form should be completed and approved prior to days off when using vacation days, professional and/or personal leave. The form is also used for illness and MUST be completed on return to work. The form is available on-line by going to the ESCLC website, selecting the About Us tab, Staff Resources, Employee Kiosk. Employees must set up their own KIOSK Login (see appendix A) for details.

Board Policy states that in the event of an illness: If the individual is assigned to a district or special program, notification to the responsible person in the District or special program will conform to the notification time established by the District. **In addition, individuals must notify the Educational Service Center of their absence no later than 9:00 a.m.** (Extension 1124)

Employees assigned to the Educational Service Center must inform their contact person no later than 8:30 a.m. Calls are to be made directly to the appropriate contact person within your department. In most cases that department contact person in each department is the secretary. The secretary will inform the Treasurer's Office. If at anytime you are unable to reach the department secretary, please contact the Treasurer's Office (Extension 1124).

VACATION

Persons employed on a contract of less than eleven (11) months will not accrue vacation time, nor receive credit for vacation for any contract of less than eleven (11) months.

Employees are required to work six (6) months prior to requesting vacation.

Certified Employee

Certified employees employed on a 12 month contract earn 1.67 days per month

1 – 20 years of service (per STRS statement).....	20 days per year
20–30 years of service (per STRS statement) plus 5 contiguous years with ESCLC	25 days per year
30 + years of service (per STRS statement) plus 5 contiguous years with ESCLC.....	30 days per year

Classified Employee

Completion of 1-5 years	10 days
Completion of 6 years.....	11 days
Completion of 7 years.....	12 days
Completion of 8 years.....	13 days
Completion of 9 years.....	14 days
Completion of 10-15 years	15 days
Completion of 16-19 years	20 days
Completion of 20-29 years; plus 5 contiguous years with ESCLC.....	25 days
Completion of 30 + years; plus 5 contiguous years with ESCLC.....	30 days

Employees MUST use the H.R. KIOSK to report/request leave.

SICK LEAVE

Full-time employees shall accumulate sick leave at the rate of 1 and 1/4 days for each month (15 days per year), and shall continue to accumulate up to a maximum of 240 days. Employees who render part-time, seasonal, intermittent, per diem or hourly service will be entitled to sick leave for the time actually worked at the rate of the full-time employee. New employees, unless days are transferred from another public school system or public agency, are credited with five (5) days for use in case of illness until he/she has actually worked the four months needed to acquire them.

Employees MUST use the H.R. KIOSK to report/request leave.

PERSONAL LEAVE

A maximum of three (3) personal leave days may be granted per contract year. No personal leave will be granted for less than ¼ day. Personal leave days do not accrue.

Personal leave may be granted to transact personal business which cannot be transacted outside office hours, or for emergencies beyond the employee's control, including but not limited to the following:

- Accidents or catastrophe involving family property.
- Court appearance as litigant or witness.

TELEPHONE

Our telephone system is tied with our e-mail system. Any telephone message that you receive will automatically be included in your e-mail "Inbox." This enables users to listen to their voicemails from their computer (if you have speakers) or you can listen to your voicemail messages from your phone and you can also listen to your e-mail messages.

To Access your voicemail outside the office, call 440-324-5777, when our greeting picks up, enter the *, you will then be prompted for your extension and password.

YOU MUST DIAL "8" FIRST TO GET AN OUTSIDE LINE.

TELEPHONE WITH VOICEMAIL:

After you receive your new telephone and extension, you will need to set your own personal pass code, record your name and your new message. If you have an actual telephone, you will simply select the "Message" button on your phone, you will then be prompted for your password. Initially use 12345. Then you will simply follow the prompts to set up your phone.

VOICEMAIL ONLY:

Those employees who have a voicemail only account, will also need to set their own personal pass code, record their name and new message. To set-up your voicemail, call 440-324-5777, when our greeting picks up, enter the *, you will then be prompted for your extension and password, initially use 12345. Then, you will follow the prompts to set up your voicemail account.

NAME BADGE

The Educational Service Center provides all staff, housed at one of our facilities, with a picture ID name badge. You will need to make arrangements with the Events Coordinator Secretary for your picture and badge.

BUSINESS CARDS

The Educational Service Center provides staff members with business cards. Please see the Events Coordinator Secretary (ext. 1112) to arrange for the printing.

ANNUITY PROGRAM

All regular employees are entitled to enroll in a Tax Sheltered Annuity Program by payroll deduction. This is a special benefit extended to school employees. You may be interest in this program if:

- You would like to reduce your income tax.
- You expect your income to be lower when you retire.
- You would like to improve your post-retirement standard of living.

The following 403(b) companies are currently in use:

ING LIFE INS. (AETNA)
AMERICAN GENERAL (VALIC)
EQUITABLE
RESERVE FINANCIAL

457 *** OHIO PUBLIC EMPLOYEE DEFERRED COMP

Annuity payments are remitted to the individual Company's twice a month (24 pays/ Calendar Year)

Please contact the Treasurer for more information

PERFORMANCE/CONSULTANT CONTRACT

When an individual/firm is to be utilized as a consultant or in a performance-type of arrangement, a "Performance/ Consultant Contract" must be approved by the Board of the Educational Service Center of Lorain County. The form is available online at www.loraincountyesc.org, select About Us tab, Staff Resources, Staff Forms.

The following steps must be approved:

1. Requisition completed and submitted in accordance with the Purchasing Procedures.
2. If approved by the County Superintendent (or designee), he will recommend approval to the Governing Board.*

EVALUATION PROCEDURES

All employees working over 25 hours a week will be evaluated based on their job description.

Administrators

Administrators in the final year of their contract will be evaluated twice (2) during their contract year. Administrators who are not in the final year of their contract will be evaluated once during their contract year.

Certificated Staff (Teachers, Psychologists, Speech/Language Pathologist)

All certificated staff at the Educational Service Center of Lorain County are employed on a one year contract. Therefore, each certificated staff member will be evaluated twice (2) during their contract year with two observations prior to each evaluation.

Classified Staff (Secretaries, Aides, Parent Mentors, School Nurse, Custodian, Data Clerk)

All Class staff must be evaluated once during their contract year.

STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Staff members are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Board policy, and/or civil criminal liability. Prior to accessing the Internet, staff members must sign the Staff Network and Internet Acceptable Use and Safety Agreement.

Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

Internet Usage and E-mail Usage forms are available on the website at www.loraincountyesc.org. Select About Us, Staff Resources, Staff Form

E-Mail

All ESCLC employees are required to have and maintain an ESCLC E-Mail account. The User Name and password are assigned to you by the **technology department (ext. 1197)**. If you are an employee housed at the Educational Service Center or Early Learning Center, Outlook will be setup on your computer for your access. For those employees who are not housed at one of these facilities, you can access your e-mail by going to the Educational Service Center Website, select About Us, Staff Resources and ESCLC Webmail. You will then receive a dialog box prompting you for your Username and Password. (See Appendix B for more details).

If you are an employee housed at another district and/or building and have an e-mail account there, please feel free to forward this e-mail address to that e-mail, so that you don't have to check two e-mail accounts. (See Appendix C for Instructions).

COPIERS AND POSTAGE MACHINE

Educational Service Center and Early Learning Center

All employees need to have departmental codes to use the copiers and postage machines. All copies and postage usage are billed back to the varying departments. The 6-digit codes are assigned to you by the **technology department (ext. 1197)**.

Copiers/Printers

Employees housed at the Educational Service Center and the Early Learning Center have access to the copiers/printers from their computers so they can print a document directly from their computer to the copier/printer. You do have to enter your copier code on the computer in the "Valid Access" tab. You can access this tab by selecting print, then select which copier/printer you would like to use. Then click on the "Properties" button. Then select the Valid Access tab. Type your number in the User Code box.

Postage Machine

You must select your department and enter your code (which is the first 4-digits of your 6-digit copier code). The postage meter, even when it is on, goes into a sleep mode. You can enter 9999 to activate the machine.

- Observance of religious holidays where total abstinence from work is required.
- Attend high school or college graduation exercise honoring the employee or member of the employee's immediate family.
- Attend a conference or convention as an office or delegate of a non-profit organization not directly related to public schools, but including among its purpose a concern for the civic, social ethic and cultural, or economic improvement of the community.
- Visit members of the immediate family in the Armed Forces.
- Wedding of employee or of a member of the employee's immediate family, or employee's participation as a member of a wedding party.
- Attend funeral of persons not within the immediate family
- Professional consultation when such appointment cannot be made at a time other than the regular workday.
- Arranging for the purchase, sale or moving of the employee's residence.
- Travel difficulties.
- Illness beyond the number of sick leave days accumulated.
- Attend parent/teacher conferences for your child.

Personal leave will NOT be granted for the following reasons, as to do so would be a violation of the public trust to which we are held:

- For days on which a previously announced office meeting has been called, or on days when granting of such leave would unduly hamper the functioning of the office
- For the working days immediately preceding or following a holiday or vacation, or the first or last day of an individual's scheduled days of contract obligation, except in extreme emergency.
- To obtain gainful employment
- For holidays, vacation or recreational purposes.
- To purchase an automobile, major appliance or home furnishings
- To conduct business for profit

Employees MUST use the H.R. KIOSK to report/request leave.

Violation of Personal Leave Policy/Procedures shall result in disciplinary action.

RETIREMENT BENEFITS

Certified Employee

All certified employees will become members of the State Teachers Retirement System (S.T.R.S.). At present the S.T.R.S. deduction is 10% each pay. The Board's contribution at present is 14% - pamphlets/brochures relating to benefits available upon request.

Classified Employee

All classified employees will become members of School Employees Retirement System (S.E.R.S.). At present the S.E.R.S. deduction is 10% each pay. The Board's contribution at present is 14% - pamphlets/brochures relating to benefits available upon request

WORKERS' COMPENSATION

All members of the Office are protected by Worker's Compensation for injuries that occur while carrying out duties & responsibilities of their jobs. The cost of this protection is borne by the Board. If an incident occurs, please contact the Treasurer.

Any employee involved in an accident at work, must complete the accident report form (available on the website under employee forms).

MEDICARE

Under federal law P.L. 99-272—the "Act", it is mandated that all state and local government employees hired after March 31, 1986 will participate in the federal Medicare program. The Medicare deduction withheld each pay will be 1.45% of the Gross Pay for all employees hired after March 31, 1986.

LIFE INSURANCE

The Board will provide life insurance to employees who work on a regular basis at least five (5) hours per day or a minimum of 25 hours per week (full-time). The benefit provides for one and one-half of the employee's salary in life insurance, rounded to the nearest \$500, upon completion of an application and commencement of employment, up to maximum amount allowed by our current carrier.

Supplemental life insurance is available to employees at the employee's expense. In addition, dependent life insurance is available for dependent children and for a spouse. All supplemental life insurance is available upon completion of an application and commencement of employment.

MEDICAL, DENTAL & VISION COVERAGE

Currently, the Board makes available to employees who work on a regular basis at least five (5) hours per day or a minimum of 25 hours per week (full-time) medical, prescription drug, dental and vision coverage. The current carrier is Medical Mutual for medical coverage. The Lake Erie Employee Protection Plan provides Dental and Vision coverage.

For newly employed employees, coverage would begin on the first day of the month following twenty-five (25) days from the first day of employment.

Both the employee & the Board contribute to purchase the level of benefits available:

Currently employee's portion of Medical, Dental & Vision is 12%

Currently Board's contribution of Medical, Dental & Vision is 88%

Applications, explanation of the insurance, cost to the employee, etc. can be obtained from the Treasurer's office.

Any employee NOT selecting Medical, Dental and Vision must sign a waiver indicating they have elected not to participate in this coverage

OFFICE CLOSINGS

ESCLC

During inclement weather, the office shall be deemed to be open. If conditions warrant closing of the office, an announcement will be made via the phone chain. Local school closings would not constitute a reason for the Educational Service Center to be closed. All staff should make proper arrangements to adjust their routines to arrive at work at their normal starting times. It is understood that on occasion, normal arrival is not possible and therefore the following guidelines have been established:

1. One-quarter (1/4) day personal leave will be deducted from an employee who has not arrived within two hours of their scheduled starting time.
2. One-half (1/2) day personal leave will be deducted from an employee who has not arrived within four hours of their scheduled starting time.
3. One (1) day personal leave will be deducted from an employee who has not arrived within six hours of their scheduled starting time.
4. Any staff member not having personal leave time available to be deducted will have vacation time deducted based on the above schedule.
5. Any staff member not having personal leave or vacation leave available to be deducted will have their pay deducted based on the above schedule.

Lorain County Early Learning Center (Preschool Programs and Staff)

During inclement weather, the Preschool Supervisor will determine if the preschool programs will be closed based on the closure of participating districts. Once the supervisor has made a determination to close the preschool programs, the initiation of ELC's emergency phone contact list will be initiated. Staff members have been assigned numbers to contact other staff. The supervisor, or designee, is responsible for contacting the school transportation offices that transport students to the Early Learning Center and will also initiate contact with news channels 3, 5, and 8 to report the closing.

Lorain County Early Learning Center (Other Programs and Staff)

Same procedures as listed for ESCLC above.

Lorain County Academy

During inclement weather, the Program Coordinator is notified by an authorized personnel of Oberlin City Schools as to the condition of the building and grounds. Upon notification of closing, the Coordinator will start the phone chain using LCA's emergency contact list. Staff members have been assigned numbers to contact other staff. The building secretary is responsible for contacting the home school transportation offices that transport students to Lorain County Academy. The secretary will also contact news channels 3, 5, and 8 to report the closing.

LONGEVITY PAY

Employees employed by the Educational Service Center of Lorain County contiguously for ten (10) years or more are eligible for longevity pay.

10 Years with Educational Service Center	- \$300.00
15 Years with Educational Service Center	- \$400.00
20 Years with Educational Service Center	- \$500.00
25 Years with Educational Service Center	- \$750.00

SALARY SCHEDULE ADJUSTMENT

It is the responsibility of each teacher or staff member who has completed course work which would qualify them for a higher salary bracket to file their request, along with satisfactory evidence of completion of such additional course work, to the Superintendent's Secretary no later than the fifteenth day of September of each year. Adjustments will be made only once a year, immediately following the September 15th deadline. If submitted after the deadline, the adjustment will not occur until the following year. Payment will be spread out over employee's remaining pays. To qualify for movement along the salary bracket, coursework must be taken after the date of the issuance of the degree.

OVERTIME/COMPENSATORY TIME

Overtime and compensatory time, when permitted or required, is calculated in the following manner for those employees not exempt from overtime or compensatory time. The rate of 1.5 times the hourly rate is calculated for each hour beyond 40 hours actually worked during the week. The work week begins on Sunday and ends on Saturday. Hours worked to attain 40 hours are paid at one (1) times the hourly rate. Sick leave hours, personal leave hours, vacation leave hours, etc. are made up at 1 times the hourly rate to attain 40 hours actually worked prior to calculating overtime or compensatory time at 1.5 times the hourly rate.

During summer hours, the weeks of winter and spring break, and the weeks in which Christmas Eve and New Years Eve fall, the following overtime and compensatory time procedures apply:

In the weeks above, work hours are reduced from the normal 37.5 to 35. Overtime and compensatory time does not apply to any hours worked between 35 and 37.5. The employee may report the hours worked from 35 to 37.5 in order to track those hours and permit compensation beyond the required 37.5 hours.

Overtime and compensatory time should be approved prior to the extra hours being completed. Paperwork for compensatory time accumulation and usage are in the Treasurer's Office.

PROFESSIONAL DRESS AND APPEARANCE

All Educational Service Center administrators, supervisors, teachers and support staff should maintain a professional appearance that reflects a sense of pride in themselves and the ESC.

EMPLOYEE TRAVEL

Every school year, a travel amount is assigned to each employee to cover mileage and professional development expenses. **Any travel outside the state of Ohio must be approved by the governing board prior to the travel.**

Mileage is calculated from Point A to Point B to Point C and back to Point A. Please use the mileage log and the options available to track your exact mileage. The Mileage Log in an on-line document available on our website.

To be reimbursed for travel costs, a travel form is available online at www.loraincountyesc.org, select About Us, Staff Resources, Employee Forms. Original receipts must be attached for reimbursement of airfare, hotels, meals, tolls, etc. Registrations for workshops can be prepaid for fees of \$25 or more. Those under \$25 should be paid by the employee and a receipt attached to the travel form for reimbursement.