

# **Quick Redi-Reference Guide**

## **For**

### **General District Administrative Procedures and Information**

#### **A. STUDENT ACCOUNTABILITY DATA – ATTENDANCE, TARDINESS, DISCIPLINE, ASSESSMENT STATUS**

##### **STUDENT DATA**

- Student level data including demographics, attendance, program, course, and test data must be accurately recorded in the Infinite Campus database. Building secretaries are responsible for the input and update of this information throughout the school year.
- Principals must ensure that the assigned secretary masters and maintains the update of all student level data.
- Staff level data including demographic, attendance, highly qualified certification, and course information must be accurately recorded in the ESIS database. Building secretaries are responsible for the input and update of this information throughout the school year.
- Principals must ensure that the assigned secretary masters and maintains the update of all staff level data.

##### **STUDENT ATTENDANCE DATA**

- Classroom teachers must accurately record student absences and tardiness each class period daily. Teachers in grades Pre-K through 12 must use the electronic reporting and grading system **Infinite Campus** provided through our Information Technology Center-LGCA to record all attendance information. Teachers may maintain a hard copy record in their regular class record books. However, the official reporting must be input into the Infinite Campus.
- Beginning the first week of school and throughout the school year, teachers must place in writing the name, grade and/or subject per class period of any student who has not reported to his/her class. The list of names must be turned in to the building principal for verifying enrollment and/or withdrawal from school. If the student has not legally withdrawn from the district, the student name is submitted to the Director of Pupil Personnel for further investigation and appropriate status determination for EMIS reporting.
- A copy of the list containing legally withdrawn students must also be given to the Director of Pupil Personnel and Guidance Counselors for verification of Pre-Id labels before submission to the testing vendors.
- All students must be assigned to a properly coded course with a highly qualified, certified teacher attached to the course.

- **OCTOBER COUNT (K) REPORTING PERIOD** – student, staff, program, and course data are the primary elements collected. The main purpose of this data is to capture the school district enrollment during the first full week of October. October Count Week as based in law, Ohio school districts are funded based on student ADM (Average Daily Membership) as reported in EMIS during the October Count Week and February Count Week. **THIS DATA MUST BE ACCURATE for funding purposes.**

#### **STUDENT DISCIPLINE DATA**

- Building Principals/Administrators and teachers must become familiar with all discipline offenses, which require EMIS reporting. Principals must ensure that the assigned secretary masters, maintains, inputs and update the discipline data.

#### **STUDENT ASSESSMENT STATUS**

- Building principals, guidance counselors, special education personnel, and other involved stakeholders must secure the names, grade level, subject area, and identify the assessment method and status of each **special needs** student in his/her school. The list must be continually upgraded as students' status and needs are determined by the appropriate personnel.
- There are three ways to assess student achievement of academic content standards in Ohio: 1) participation in the general assessment **without accommodations** (most students); 2) Participation in the general assessment **with allowable accommodations** (many students with disabilities); 3) participation in an **alternate assessment** (small number of students with the most significant cognitive disabilities). *\*Participation decisions must be made by the IEP team on an annual basis and documented in the student's IEP.*

### **B. WHCSD EDUCATIONAL AND INFORMATION TECHNOLOGIES**

- **Automated Telephone Systems** – automated notification systems are being used to deliver messages to customize lists of students, parents, and other constituency groups.
- **Teachers Voicemail** – for parents and students to leave messages and access a phone-in homework activity hotline.
- **Desktop Publishing** – use of a PC and software to prepare printed materials having different type styles, sizes, and formats.
- **Distance Learning** – schools and administrators use this instructional technology to deliver instruction, software, and library resources outside the walls of the classroom.
- **Electronic Gradebooks** – TAM software that stores, calculates, analyzes, and prints grade reports provided through our ITC-LGCA. PAM (Parent Assist Module) allows parent to review his/her student grades and other student information via our ITC.
- **Electronic Mail (Email)** – all classified and certified staff members (full and part-time) has been assigned an email account so he/she may conveniently receive and send communications in a timely and inexpensive manner.
- **Facsimile (FAX)** – this support technology is used to transmit images rather than voice, data, or video. All schools and central office buildings are equipped with a fax machine.
- **Scanners** – are used to digitize data and images.

- **Videoconferencing** – via the distance learning lab allows full video and audio interaction among participants at many sites.
- **Para Educator Network** – a web-based online network for paraprofessional educators to take course and the paraprofessional test to qualify for an educational aide or educational assistance certificate.
- **Computers** – all buildings and schools are equipped with computers.
- **Internet** – the entire district has access to the information highway and the ability to search remote libraries, communicate worldwide, engage in wide-ranging topics, and access resources. Teachers can instruct students on how to use communication, research, and file transfers resources on the Internet.
- **Integrated Software** – combines word processing, database, and spreadsheet functions among other options.
- **Presentation Software** – that allows users to organize ideas, import graphics, text, video, and clip art.

#### C. **INTERNET ACCEPTABLE USE POLICY (AUP)**

- All employees and students must have a signed AUP on file in his/her school, building or department before using the Internet. Building principals should place a copy of this agreement annually in the student handbook for the parents to sign and return to the school.
- Employees and students violating the terms of the AUP will terminate their access to the district Internet access.
- Copies of the AUP may be obtained from the EMIS/Technology Coordinator.

#### D. **EMAIL**

- Classified and certified staff members are assigned email addresses. The EMIS/Technology Coordinator is responsible for setting up all user accounts for email access. All employees will receive a master database with his/her email address.
- Staff will receive ongoing training on the appropriate use of electronic network resources. Training will include responsible use of resources including Internet protocol, printing supplies and network server space.
- Staff members must check his/her email daily, to keep abreast of all district communication to each individual staff member or a mass mailing.
- The school district retains the right at any time to suspend or revoke privileges.
- Employees are not authorized to submit a mass electronic mailing. Only designated administrators are authorized.

#### E. **CONFERENCES WITH PARENTS**

Teachers may arrange conferences with parents/guardians of students as often as the teacher or parents/guardian deem necessary. Such conferences may be held in addition to conferences resulting from the regular quarterly or semester reports on the school calendar. Teachers shall schedule conferences at mutually convenient times for both the teachers and parent/guardian. The primary purpose of the parent/guardian conference is to aid both the teacher and the parent in providing the best possible education for the students. Conferences may include personal visits as well as telephone consultation and should be used not only in communicating problem areas but to report excellence and commendations for achievement as well. All conferences, regardless of frequency or type, should foster cooperation between the home and school.

**F. CONFERENCE WITH STUDENTS**

Teachers are encouraged to consult with students as the need arises. However, teachers should not detain students after school except for instruction or consultation that cannot be given during the school day and only upon approval of the parent/guardian.

**G. GRADUATION REQUIEMENTS**

In order to receive a diploma from Warrensville Heights City Schools, a student must earn the necessary units of required and elective credits and pass the Ohio Graduation Test (OGT). Begging with the class of 2018, scholars must earn 18 graduation points instead of passing the OGT..

**H. DISCIPLINE**

The District has the authority to control student conduct, which is prejudicial to good order and discipline in the schools as provided by state law. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities, which affect school discipline. The District will provide staff development training to all employees concerning approved methods of dealing with school violence, discipline of students with disabilities, and the requirements of student confidentiality.

**I. REPORTING STUDENT ABUSE**

School staff members are in a unique position to assist children, families, and the community in dealing with the issue of child abuse and neglect. A school employee are required by law to report instances of suspected child abuse when the employee has reasonable cause to suspect that a child has been or is likely to be abused or neglected. District employees who know or have reason to believe that another District employee has sexually or physically abused a student have an additional duty to notify their immediate supervisor immediately.

**J. SUPERVISION OF STUDENTS**

Students are to be under the supervision of the professional staff at all times during school hours and at school sponsored activities. It is the responsibility of principals to arrange for adequate supervision. It is the duty of the teachers to perform assigned supervision. Students are not to be left unsupervised during the school day whether in instructional areas or on the playground.

**K. STUNDENT ARRIVAL AND DISMISSMAL**

In an effort to ensure safety and provide appropriate supervision, all building principals must publish the designated number of minutes a student may arrive prior to the regular start time of their school day unless the student and/or parent have made prior arrangements with a specific staff member. All students are expected to leave the school grounds within the designated time allowed if prior arrangements have been made between student/parent and staff. These exceptions would include but are not limited to, students remaining at school to participate in extracurricular activities.

**L. STUDENT AND STAFF WELLNESS**

The District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The entire school environment, not just the classroom shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. The District promotes an alcohol, drug, and smoke free lifestyle for all students.

**M. GUIDANCE AND COUNSELING SERVICES**

Guidance and counseling will be provided to all students from Pre-K through twelfth grade. The services are a total education process with a priority of assisting students in reaching their full potential in their personal and educational development. The Guidance and Counseling program include the following areas: counseling, developmental guidance, testing, orientation registration, scheduling, and referrals.

**N. PSYCHOLOGICAL TESTING OF STUDENTS**

Psychological tests administered to students by qualified District personnel or appropriate diagnostic agencies will ensure quality psychological services in the District, and will protect the educational rights, dignity and privacy of students and parents/guardians. Psychological evaluations will be made only after informed and written consent of the student's parent/guardian is obtained. All psychological services provided by the District or agencies contracted by the District will be in accordance with state and federal statutes and regulations concerning the privacy of student records and use of psychological services.

**O. HEALTH SERVICES**

Nurses are employed to staff the health services program. They serve under the direction of the Pupil Personnel Director and the building principal. The student health services program shall not include diagnosis, treatment or the administering of medicine for physical ailments of which the parents/guardians are aware before the student is sent to school, unless special arrangements have been made with the health services staff.

**P. AUTOMATED EXTERNAL DEFIBRILLATORS**

The District maintains automated external defibrillators in the district. They are used to assist with the emergency care of sudden cardiac arrest victims. Selected employees and volunteers are trained in the operation of defibrillators in compliance with the American Heart Association standards. The reporting form should be completed each time a defibrillator is used, and sent to the administration building for review by the District's safety committee.

**Q. CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS**

Extracurricular activities are those organized and supervised activities conducted under the auspices and approval of the District, which primarily involve students in activities other than a classroom situation and for which no credit is given.

**R. STUDENT ORGANIZATIONS**

Student organizations are encouraged when they meet the criteria of contributing to learning rather than detracting from it. All student organizations in the district must operate within the

framework of the law, Board policy, administrative regulations and the parameters of the instructional program.

Once approved, the establishment and operation of these organizations shall be facilitated in reasonable ways by District staff and through utilization of District resources. Student organizational activities must not interfere with the regularly scheduled school day instructions.

**S. STUDENT SOCIAL EVENTS**

All school sanctioned social events must be sponsored and chaperoned by the school staff. Principals shall be responsible for determining when special events, parties or special activities are to occur.

**T. STUDENT SCHEDULES AND COURSE LOADS**

It is the responsibility of the principal to see that a satisfactory instructional program is scheduled for each student. The schedule should provide for the best use of the student's time in relationship to the student's needs and within the framework of viable school operations.

**U. STUDENT PROGRESS REPORTS**

Progress is the very foundation of education and the District's is obligated to give periodic reports of student's progress. Progress reports are a vital form of communication between the schools and the parents/guardians. Progress reports should be based upon full information accurately and honestly reported with the proper maintenance of confidentiality. The appropriate teachers will issue a progress report depicting the student's performance. The progress report should be clear, concise and accurate and will provide a basis of understanding among teachers, parents/guardians and students for the benefit of the individual student. In addition to the periodic reports, parents/guardians will be notified when a student's performance require special notification. When a student is making low marks, the parents/guardians of the student must be notified in writing on a form approved by the administration at approximately the midpoint of each grading period. Teacher(s) must host a conference with the parents/guardians before a failing grade is issued to a student.

**V. STUDENT VEHICLE USE**

Building principals have the authority to regulate student use of automobiles at school. Use of school property for student parking purposes is a privilege that may be denied due to violation of District regulations and school policies. Student vehicles parked on district property are subject to search by school officials where there is reason to believe a vehicle contains materials prohibited by District regulations. Students are expected to use all acceptable courtesies and safe driving practices on school property. Students are not to be in their cars or move them during the school day without permission from school officials.

**W. STUDENT DRESS**

The Board of Education expects student dress and grooming to be neat, clean and of good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school. Student dress and grooming will be the responsibility of the individual and his/her parents within the school dress code guidelines. Violations will be addressed in accordance with the District's and Building Discipline Code.

**X. STUDENT USE AND CARE OF SCHOOL PROPERTY**

Acts of destruction, defacing, trespassing, burglary and theft of District property are contrary to the interests of students, staff and taxpayers. The District officials will cooperate fully with all law enforcement agencies in the prevention of crimes against District property as well as in the prosecution of persons involved in such conduct.

The District will seek restitution from students and other persons who have damaged or destroyed District property. As permitted by law, the District will also seek restitution from the parent/guardian of children involved in such misconduct.

**Y. DETENTION AND/OR IN-SCHOOL SUSPENSION**

The provisions of detention or an in-school suspension program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. The principal or teacher may detain a student for disciplinary reasons after school hours, provided the parent/guardian has been notified of the detention and, in case of bused student's; arrangements have been made for the student's transportation home. A student shall be given a 24-hour notice before having to serve an assigned detention. There is no appeal process beyond the building principal for consequences that do not involve out-of-school suspension. School detention and in-school suspension (ISS) are not appealable beyond the principal level.

**Z. STUDENT FIELD TRIPS AND TRANSPORTATION REQUESTS**

Requests for field trips shall be submitted by the building principal to the Business Office at least ten (10) calendar days before the scheduled event. Daytime field trips must be scheduled between the hours of 10:00 a.m. and 2:00 p.m. Only authorized students and staff may be transported in Board-owned vehicles. Members of the community, employees, relatives and/or friends of staff who are not authorized are not permitted to ride in or operated Board-owned vehicles. Authorization is provided on the Transportation Request Form. All field trip request forms shall be completed both accurately and completely. Out-of-State travel shall require the advance approval of the Board of Education.

**AA. USE OF DISTRICT EQUIPMENT**

Audiovisual equipment, computer systems, lighting systems, and public address systems may be operated only by those approved by the person responsible for audiovisual equipment in the building. Approval may be given to individuals outside the school system if training and experience are satisfactory. The equipment must be requested in advance. No school district equipment is allowed to leave school premise except by special permission from the Superintendent or his/her designee.

**BB. VIOLATIONS OF THE NETWORK POLICY INCLUDES:**

- Use of the District's Internet system for personal commercial transactions, the user assumes full responsibility for any liabilities or costs generated by such activities.
- Use of the system to submit, publish or display inaccurate information is inappropriate.
- Information that encourages the use of tobacco, alcohol or controlled substances or otherwise promotes associated activities.
- Information or software, which is in violation of the copyright or license agreements.

- Information, which encourages the toleration or promotion of discrimination against individuals or groups.
- Information or software that is pornographic or sexually explicit in nature.
- Information that is disruptive to appropriate classroom demeanor.
- Use of another individual's account or folder.
- Writing or saving files to an account other than their own.
- Forgery or tampering with electronic email.
- Excessive electronics mail on server.
- System vandalism, which includes uploading or creation of computer viruses is prohibited.
- Copyrighted materials placed on the system without author's permission.
- Any action of the user, which results in a compromise of the system security.
- Violation of classroom computer use policy rules.
- Use of computers without permission.
- Abuse or misuse of computer equipment.

\*The use of the network resource is a privilege and not a right. The District may suspend or revoke an individual's access to the electronic resources network if district policies or procedures have been breached.

**CC. STAFF MEETINGS**

Employees must arrange their personal schedules to accommodate scheduled staff meetings by the building principals.

**DD. DISTRICT-WIDE IN-SERVICE MEETINGS**

Certificated and classified staff members are contractually mandated to attend the Fall and Spring District-wide In-Service meetings.

**EE. ENTRY YEAR TEACHERS AND MENTORS MEETINGS**

Entry Year Teachers and Entry Year Mentor Teachers are mandated to attend district-level and ODE regional meetings to fulfill the State requirements to apply for Praxis III assessment.

**FF. LPDC/LC (LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE/LICENSURE COMMITTEE)**

The Warrensville Heights City School District LPDC, operating under the requirements of SB230 and policies established by the Board of Education must review all certificate/license renewal applications for all certificated employees. This includes reviewing semester hours, Continuing Education Units (CEUs) and other approved activities that are submitted for credit toward license/certificate renewal. The LPDC bases its' recommendations for license/certificate renewal on a teacher's Individual Professional Development Plan (IPDP) compliance with the guidelines of the law and the WHCSD Standards for Professional Development. The LPDC Committee has five (5) members; three (3) teachers and two administrators. It is further explained in the negotiated agreement between the Board of Education and the WEA. The LPDC Committee meets the first Monday of each month from 3:00 p.m. – 5:00 p.m.



**GG. COMPUTER EQUIPMENT, PERIPHERAL AND SOFTWARE PURCHASES**

All computers, scanners, printers, PDA's and other peripheral purchases including software must be approved by the Technology Coordinator to ensure specifications meet our network capabilities.

**HH. DISTRICT-WIDE TESTING PROGRAM**

Ohio Achievement Tests grades 3-8, End of the Course Exams grades 9-12 and Ohio Graduation Test are administered according to the state timelines. The Accountability Coordinator has complete oversight of the testing schedules, times, and the testing environment. Each building has a School Test Coordinator who has full responsibility of the receipt, security, administering, collection, and return of all scorable and non-scorable test materials to the District Test Coordinator.

**II. PURCHASING GOODS AND SERVICES WITHOUT A PURCHASE ORDER**

State law prohibits the purchase of goods and services without a requisition and issuance of a purchase order bearing the approved signature of the Superintendent and Treasurer. The absence of a certified copy of a purchase order will render your purchase as unauthorized and could result in non-payment of the vendor invoice, leaving you personally responsible for payment of the bill.

**JJ. ACCOUNTING FOR CASH RECEIPTS**

All public money must be deposited with the treasurer or the properly designated depository of the school district within twenty-four (24) hours. The deposit should accurately reflect all cash received and must be recorded on the proper forms provided by the District.

**KK. ATTENDANCE SIGN-IN RESPONSIBILITY**

In accordance with changes made to the Absence and Attendance reporting procedures for Warrensville Heights City Schools effective August 8, 1996, all employees, administrators, teachers and non-certified, who do not punch in on a time card, must initial a sign-in sheet to signify presence at the worksite. Initiating the sign-in sheet upon arrival and departure provides documentation to the Treasurer's Office of employees' presence at the worksite. Whenever an absence or change of worksite occurs, an Absence and Attendance Variation Form must be filled out and processed immediately upon return to the worksite. Failure to initial the sign-in sheet will indicate to the Treasurer's Office that the employee was absent.

**LL. SMOKE-FREE WORKPLACE**

Smoking is prohibited in all buildings, in all vehicles and on all grounds owned and operated by the Board of Education. It is a violation of federal law and a civil offense under Title 20, Chapter 68 for persons to smoke within a public school building. It is a violation of the Board of Education policy under resolution 3-95-64, to smoke in vehicles or on the general premises of the Warrensville Heights City Schools.

**MM. LESSON PLANS**

Primary responsibility for review of content and monitoring is with the building instructional leaders and the principal. An administrator may request to review lesson plans.

**NN. STUDENT MEDICAL FORMS**

Forms need to be sent home and returned to the school. This is critical for student health and safety. Buildings must maintain a file for every student and the medical form must be on file.

**OO. REIMBURSEMENT**

Requests for reimbursement must be itemized on the official school district form and are to be submitted to the Superintendent. Receipts for lodging, transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form. Automobile travel shall be reimbursed at the mileage rate set by the School Board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip. Amounts to be reimbursed shall be within the School Board's approved budget allocations, including attendance at workshops and conventions.

# **Payroll, Benefits And Other Things That You Should Know As An Employee**

Welcome to the Warrensville Heights City School District.

A packet of forms was given to you when you were hired, and you may have received an explanation for some, or all of those forms. We understand that you are excited about your new position with the district, and in all of the confusion, probably will not remember much from that explanation. Some of what you have been told can be very important to you or members of your family in the future, with regard to your health insurance, payroll information, etc.

This book is designed to give you an overview of some of that same information you were given when you were in our Central Office on one of those first days with us. Please feel free to call us any time for clarification. As the IRS says, "we are here to help you"! Not to offend the IRS, but it is our intent that you have pleasant experiences when you are in our offices.

## **Payroll**

Your salary for the school year will be divided into 26 pays, and you will receive a paycheck every other Friday. Paychecks are picked up from the Central Office on payday by your Principal, and distributed to you in your building. If you are absent on a payday, your building secretary will return your check to the administration building and it will be mailed from there. During the summer, your check will be mailed to you.

You have the option of direct deposit of your paychecks into the bank of your choice, and into either a checking account in that bank, or a savings account in that bank. There are some credit unions who can participate in our direct deposit program. The only criteria is that the financial institution, or credit union, be a member of the Automated Clearing House, which is the transfer agent from our bank to yours. If you choose direct deposit, your payroll dollar amount is deposited into your account by 8:00 a.m. on payday, and you will receive a plain printed form that will give all of the same information to you that would be on a paycheck, such as gross pay amount, withholding amounts, sick leave accrual, etc.

We do not distribute paychecks prior to payday.

If a part of your work involves time sheets or extra-curricular pay that is a one time pay, your building secretary will accumulate those documents. During the school year, all payroll paperwork is delivered to our office a week prior to payday. In the summer, time sheets need to be delivered to our office.

At the end of the school year, all regular employees will be reimbursed for not having used personal days during the previous year. Maximum accumulation of personal leave days is three per year. If you are a teaching employee, and if you do not use any of your personal leave days, you will be paid \$150.00; if you use one personal day, you will be paid \$100.00; if you use two personal days, you will

be paid \$50.00. If you are a classified employee, and a “regular full time employee who works four or more hours” you will receive three (3) personal days each year. For each day not used you will be paid \$75.00 to a maximum of \$150.00. You must work a minimum ninety (90) days to be eligible for this payment, which will be issued with the second regular payday in July.

**Payroll deductions:**

From your gross pay we will be deducting all or some of the following:

- a. Federal tax – The W-4 form that you have filled out will determine how much Federal tax is withheld from your paycheck. IRS law states that you must pay 90% of the tax owed from payroll deduction. If you do not, you will be assessed a stiff penalty.

The Board of Education acts as a 3<sup>rd</sup> party intermediary for you with regard to the IRS. If you desire to make any changes to your withholding amount, you may do so at any time. Come to our office, or call and we will send you a new W-4 form to fill out.

- b. State tax – You have filled out a form for this tax withholding, also. As with the Federal tax, if you wish to change your withholding, you must fill out a new form.
- c. Warrensville Heights City tax – 2% of your gross earnings. Tax sheltered annuities do not reduce the earnings which are used to calculate the tax paid to the City of Warrensville Heights.
- d. Medicare – is 1.45 % of your gross pay. The Board also pays that same amount to Medicare on your behalf. If you began working in this district before April 1, 1986 and have had no interruption of pay, you are not subject to this tax.
- e. While you are an employee of the Warrensville Heights City School District, you will belong to one of two retirement systems; State Teachers Retirement System of Ohio or School Employees Retirement System of Ohio.

The State Teachers Retirement System (STRS) is currently 10% of your gross earnings. In addition to your 10%, the Board pays 14% to STRS on your behalf. The amount which is withheld from your paycheck is treated as a tax shelter. This means that you will not pay Federal or state tax on it until you retire.

The School Employees Retirement System (SERS) (non-teaching personnel) withholding is 10% of your gross earnings. The Board pays 14% to SERS on your behalf, also. The amount that is withheld from your paycheck is treated as a tax shelter. This means that you will not pay Federal or state tax on it until you retire.

If you discontinue your employment with the district at any time before retirement, and wish to withdraw the amount that you have paid in to the retirement system, you will automatically be assessed 20% of that which is accumulated in your account, for Federal tax purposes.

- f. If you are to be covered by health insurance (hospital, surgical, major medical) that is provided by the district, you will be paying 5% of the premium each month. This is deducted from the second paycheck of the month.

These rates are subject to change at the beginning of each plan year, which is October 1<sup>st</sup>. You will be notified of the change.

Open Enrollment, for the purpose of changing coverage is the month of September unless there is a qualifying event (a qualifying event is: marriage, the birth of a child, the death of a spouse or child, divorce, child reaches the age that they are no longer covered by your policy), at which time the coverage would be immediate, upon your notification of that event to the Treasurer's office.

The Board will provide you with a life insurance policy equal to your annual salary. For this, they pay 12¢ per month per \$1,000 of insurance coverage. For dental and vision insurance the board pays \$49.52 per month for single coverage and \$55.38 per month for family coverage. You will have filled out forms for these coverages.

The district is affiliated with Shaker Community Credit Union, located in Cleveland, Ohio. You may elect to establish a payroll deduction savings plan with the credit union. The credit union is also a lending institution, the payments for which can be deducted from your paychecks. If you wish to become a part of their plan, you will need to go to their office for a brief period to fill out forms that they will forward to us for you. Their address is 3581 Lee Road, Shaker Heights, Ohio, 44120, and their phone number is (216) 752-6111. Their hours are Monday through Thursday 9:15 a.m. – 5:00 p.m.; Friday 9:15 a.m. – 5:00 p.m.; and Saturday 9:00 a.m. – 12:30 p.m.

- g. Other payroll deductions for insurances such as income protection, tax sheltered annuities, Ohio Public Employees Deferred Compensation Program, or professional dues, United Way, U.S. Savings Bonds are permitted. We have a rather lenient policy on payroll deductions, as far as allowing a new company to open an account, and will work with you in an attempt to accommodate your needs. We do not, however, have a lenient policy with regard to insurance agents contacting you in your building, during your work hours. The agents are all give instructions that include the fact that they are not permitted to talk with you in your building, and that we will not give your name, address and telephone number to them for their convenience in furthering their own needs. We will allow all investment/insurance companies to bring enough informational brochures for all employees to our office. We will then distribute those to each building for display, and your use. If you wish to contact them, you may do so at your own convenience.

### **Other benefits tracked through payroll:**

There are other benefits that you receive while you are employed in this district, that are accounted for on the face of your paycheck, for continued reference:

1. Sick Leave accrual – all regular employees of the district earn 1.25 days of sick leave for each month worked, with a maximum of 240 days for non-teaching and 260 days for teaching personnel. If you work in August, your second paycheck in September will show the 1.25 day earned for working in August. The first paycheck in each month will show the record of the days earned. The balance will be kept current, with days missed posted to your account each payday.
2. Personal Leave – three (3) days per year allowed.
3. Professional Leave – administrative approval necessary.
4. Vacation – if you are a 12-month employee.
5. Service days – shows how many days you have worked during the payroll period, and your accumulated number of days worked for this fiscal year.
6. Gross pay, federal, state, city taxes, (and school district tax, where applicable), retirement, any optional deductions, Board paid benefits, along with the year-to-date totals for each will be listed on your paycheck stub, as well as your federal and state withholding status.

**Other benefits:**

1. Workers' Compensation – If you are injured during the course of your work duties with the district, the medical fees, and perhaps wages, dependant upon the number of days of work that are missed, may be covered under the regulations of the Ohio Bureau of Workers' Compensation.

At the time of the injury

- An accident report form, available from your building secretary, must be filled out by you, signed by your supervisor, and sent to the Business office.
  - You will be receiving a card that contains the information about our Managed Care Organization (MCO). That card must be presented to the medical provider (doctor/hospital) at the time you are treated for a work-related injury or condition.
  - The medical provider will file your claim with the Bureau of Workers' Compensation (BWC).
2. COBRA coverage – If you are covered by the district's health and/or vision and dental policy, and discontinue your employment with the district, you and/or members of your immediate family may be eligible for continued coverage under the district's policies, provided you pay the premium plus a service fee.

**You need to know the following information.**

## **Introduction**

You are receiving this notice because you have recently become covered under Medical Mutual Group Health Plan. This notice contains important information about your right to WAGEWORKS continuation coverage, which is a temporary extension of coverage under the Plan. The right to WAGEWORKS continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (WAGEWORKS). WAGEWORKS continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains WAGEWORKS continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your WAGEWORKS continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description *or* get a copy of the Plan Document from the Plan Administrator.

**The Plan Administrator is Dr. Michael Rock, Treasurer, (216) 865-4735, in the District Administration Building, Treasurer's Department.**

## **WAGEWORKS Continuation Coverage**

WAGEWORKS continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. WAGEWORKS continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect WAGEWORKS continuation coverage must pay for WAGEWORKS continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

- a. Your hours of employment are reduced, or
- b. Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because of any of the following qualifying events happens:

- a. Your spouse dies;
- b. Your spouse's hours of employment are reduced;

- c. Your spouse's employment ends for any reason other than his or her gross misconduct;
- d. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
- e. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because of the following qualifying events happens:

- a. The parent-employees dies;
- b. The parent-employee's hours of employment are reduced;
- c. The parent-employee's employment ends for any reason other than his or her gross misconduct;
- d. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
- e. The parents become divorced or legally separated; or
- f. The child stops being eligible for coverage under the plan as a "dependent child".

The Plan will offer WAGWORKS continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 30 days after the qualifying event occurs. You must send this notice to: Ms. Kim Churchill, Assistant Treasurer, (216)865-4734, in the District Administration Building, Treasurer's Department.

Once the Plan Administrator receives notice that a qualifying event has occurred, continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects WAGWORKS continuation coverage, COBRA continuation coverage will begin on the date of the qualifying events.

WAGWORKS continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, WAGWORKS continuation coverage lasts up to 36 months.



When the qualifying event is the end of employment or reduction of the employee's hours of employment, WAGWORKS continuation coverage lasts up to 18 months. There are two ways in which this 18-month period of WAGWORKS continuation coverage can be extended.

### **Disability extension of 18-month period of continuation coverage**

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 30 days of WAGWORKS continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of WAGWORKS continuation coverage. This notice should be sent to: Ms. Kim Churchill, Assistant Treasurer, (216) 865-4734, in the District Administration Building, Treasurer's Department.

### **Second qualifying event extension of 18-month period of continuation coverage**

If your family experiences another qualifying event while receiving WAGWORKS continuation coverage, the spouse and dependent children in your family can get additional months of WAGWORKS continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to: Ms. Kim Churchill, Assistant Treasurer, (216)865-4734, in the District Administration Building, Treasurer's Department.

### **If You Have Questions**

If you have questions about your WAGWORKS continuation coverage, you should contact the Treasurer's office or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website at [www.dol.gov/ebsa](http://www.dol.gov/ebsa).

### **Keep Your Plan Informed of Address Changes**

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

3. **Impact Employee Assistance Program** is about helping people. Through this program, you and your family can receive professional counseling and guidance when faced with personal problems.

**Impact** is voluntary, confidential, and provided as a service to all employees, their eligible dependents, and non-dependents who live in the home. The program

### **How Impact Works**

We understand that it's difficult to leave family problems at home and job pressures at work. That's why we've adopted the **Impact Employee Assistance Program**. **Impact** encourages employees to voluntarily seek confidential assistance for problems that may disrupt work or family life.

**Impact** emphasizes early identification of potential problems, when could include:

- Stress
- Job performance difficulties
- Legal issues
- Financial concerns
- Marital or family stress
- Alcohol or drug abuse
- Depression
- Physical fitness and wellness issues
- Physician research
- Relocation support
- Other problems you or a family member may have

Remember, you can call Impact 24 hours a day, 365 days a year. Your **Impact** coordinators make every effort to provide services at times that are convenient for you and your family – not just during “regular office hours.”

### **A Three Part Program**

Your first step in using **Impact** is to call an **Impact** coordinator and explain your situation or concern. **Impact** then offers help in three ways: referrals, crisis intervention, and/or counseling.

### **Referrals**

**Impact** is your guide to community resources when faced with medical, personal, family, emotional, or other difficulties. This information can be provided either over the phone or directly through a psychological assessment. There are four types of referrals: Self-referral, family referral, peer referral, and supervisory referral.

In a self-referral, an employee seeks help by contacting an **Impact** coordinator directly. The coordinator then works with the employee to identify the problem and the appropriate course of action.

In a family referral, a concerned family member may seek the advice of an **Impact** coordinator in

A friend and a coworker who may have a problem can be a problem for you too. If you're concerned about the health or well being of a coworker, but don't know what to do, you can seek the confidential advice of an **Impact** coordinator. This is called a peer referral.

In a supervisory referral, the supervisor who believes that **Impact** may be helpful in addressing a job performance problem must first utilize objective appraisals of work performance and normal corrective actions. If poor performance continues, the supervisor, with the assistance of the Human Resources Personnel, may contact the **Impact** coordinator in order to refer the employee. Employees who seek help are guaranteed that their involvement in the program will not affect their job security nor will it shield them from any disciplinary action if their work performance is not satisfactory. The nature of any personal problem will not be revealed without your permission.

### **Crisis Intervention**

The **Impact** coordinator provides immediate help, either over the phone or face to face, in a crisis, and works to establish the "next step" toward a resolution of the problem. A suicide attempt, drug reaction, or death of a family member is situations in which an **Impact** coordinator can provide immediate assistance.

### **Counseling**

If through contact with an **Impact** coordinator, it is determined that an assessment session is appropriate for yourself or a dependent, counselors are available directly through the **Impact Employee Assistance Program**. The first three sessions will be provided without charge. The counseling services are available to each family member on a per-problem basis. These counselors provide evening and/or weekend availability as well as preferential scheduling for **Impact** members. Of course, the choice of counselor is your own. You may choose to seek counseling outside of the program. **Impact** benefits do not apply in these cases.

### **Who pays for the Program and its Services**

There is no charge for **Impact's** services such as referral, crisis intervention and the initial assessment sessions to eligible employees, and their dependents. However, if counseling or other treatment is recommended by **Impact**, there could be some costs or fees, depending on the service or assistance required. Certain services, such as counseling, may be covered by various health care benefit plans. Please refer to your particular health care benefit plan for an explanation of covered services.

### **Confidentiality**

Participation in **Impact** is voluntary, and the relationship between you and the **Impact** counselors is completely confidential. No information about yourself or a family member learned through **Impact** will be released without your written consent.

## **The Impact Philosophy**

**Impact** is based upon the following concepts:

- Employees who seek assistance are guaranteed complete confidentiality.
- The decision to seek assistance is the responsibility of the employee and is not detrimental to job security. If work performance is affected, a supervisory referral may be necessary, and improved performance will be the goal.
- Normal disciplinary procedures remain in effect under this program.
- We believe that people can overcome their problems with appropriate resources and the desire to resolve them.

## **For More Information**

Your **Impact** coordinators are located at: Behavior Management Associates, Inc., 23240 Chagrin Boulevard, Suite 325, Beachwood, Ohio, 44122; or you may call an Impact coordinator directly at: 1-800-227-6007.