



**The Montgomery County Educational  
Service Center**

***Employee Handbook***

**2021 – 2022**

**200 S. Keowee St.**

**Dayton, Ohio 45402**

**Phone: 937-225-4598 Fax: 937-496-7426**

[www.mcesc.org](http://www.mcesc.org)

[facebook.com/MontgomeryCountyESC/](https://facebook.com/MontgomeryCountyESC/)

[twitter.com/mcesc](https://twitter.com/mcesc)

***"Visionary Leaders Providing Exemplary Service"***

*MCESC Staff Member,*

This handbook was developed in order to provide information to employees of the MCESC concerning their employment. The provisions in this handbook are not to be deemed conditions of your contract of employment. The Governing Board specifically reserves the right to modify or abrogate any provision in this handbook at any time and without any notice to its employees. This handbook is intended only for informational purposes and is not to be construed as imposing any obligation, contractual or otherwise, upon the Governing Board with respect to any subject it contains. The MCESC Handbook is available to view at: [www.mcesc.org](http://www.mcesc.org). Teachers and Educational Assistants at MCESC's Learning Centers are also covered by a collective bargaining agreement and should reference that agreement which may supersede some of the provisions in this handbook.

All policies contained in this document may not be inclusive of the entire MCESC Policy Manual officially adopted by the Board of Governors of the MCESC. Employees should refer to the official Policy Manual for further explanations. The Policy Manual is available at: [www.mcesc.org](http://www.mcesc.org).

The Montgomery County Educational Service Center is an Equal Opportunity Employer.

It is the policy of the Board that no staff member or candidate for employment of the ESC, shall, on the basis of race, color, religion, national origin, age, sex, marital status, disability, sexual orientation, gender identity or military status, be discriminated against, excluded from participation in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

Please take the time to review the policies and procedures contained in our handbook. If you have questions, feel free to ask your supervisor or contact the Office of Human Resources.

Respectfully,

[The Office of Human Resources](#)

## Table of Contents

A Note From the Superintendent	5
MCESC Mission and Core Values	6
The Basics of the MCESC	6
Montgomery County ESC Programs & Services	7
Licensure	8
• LPDC – Local Professional Development Committee	8
• Resident Educator	8
Background Checks & Fingerprinting	9
Payroll	9
• Payroll Procedures & Direct Deposit	9
• Travel Reimbursement	9
Employee Benefits	10
• Section 125 Plan	10
• Health Insurance	10
• Health Screenings	10
• Open Enrollment	10
• Spousal Surcharge	11
• Dependent Eligibility	11
• Life Insurance	11
• Annuities	11
• Compass/ Alight	11
• Dental Insurance	11
• Vision Insurance	11
• Virtual Visits	12
• Employee Care – Employee Assistance Program (EAP)	12
• MCESC Wellness Program ~ Mind Body & Soul	12
• Retirement & Severance Pay	12
Safety & Accidents	12
• Accident Exposure	12
• Workers Compensation	13
• Blood Borne Pathogenes	13
• Emergency Plans	13
Attendance & Leave of Absence	14
• Sick Leave	14
• Personal Days	14
• Holidays	15

• Vacation – Classified	16
• Vacation – Administrative & Professional Staff	17
• Carry – Over Days Professional/Certificated/Licensed	17
• Days Worked In Excess of Contracted Days	17
• Family Medical Leave Act & Other Leaves of Absence	17
• Military Leave	18
• Jury Duty	19
• Professional Leave	19
Appearance & Grooming	20
Professional Conduct for Ohio Educators	20
Intellectual Property	21
Abuse & Neglect of Students	21
Anti – Bullying & Other Forms of Aggressive Behavior	21
Personnel Records	22
Records Request	22
Time & Attendance	22
Work Week and Hours of Work	22
Meals and Rest Breaks	22
Overtime	22
Drug Free Workplace	22
Evaluation of Personnel	23
Fraud Reporting	23
Non Retaliation	23
Non Discrimination & Equal Employment Opportunity	23
Non Discrimination on the Basis of Sex Title IX	23
Smoke Free Environment	24
Use of Equipment/Computers & Internet Access	24
• Acceptable & Unacceptable Uses	24
• Security & Integrity	24
• Network Privacy Right of Access	25
• Use of ESC Equipment & Personal Communication Devices	25
• MCESC Closings, Delays, and Important Messages	25



## A Note from Superintendent Shannon M. Cox ~

The Montgomery County Educational Service Center employs over 500 employees. Those employees provide *exemplary* service to 90 educational organizations across the region!

Our main clients are our 16 public school districts in Montgomery County, where we serve so that 66,000 students can be successful!

Our visionary leadership honors the past which has postured us into the position we stand in today; while at the same time it looks to the future and provides exemplary services that meet the needs of our community.

It is with great pleasure that I welcome you to MCESC! Regardless if you are a new employee or a long standing member of our organization, you are valued and you belong! We *are* MCESC!

Shannon M Cox, Superintendent MCESC

## *Mission ~*

### *Visionary Leaders Providing Exemplary Service ~*

## **Core Values ~**

Integrity – Demonstrating personal responsibility and ethical standards

Innovation – Consistently asking "why not" to improve our services

Communication – Practicing clear and proactive feedback as a prerequisite for successful partnerships

Collaboration – Working together to create a cohesive and sustainable system

Diversity – Demonstrating success dependent upon different strengths, interests, ideas, and cultural backgrounds

Wellness – Recognizing and supporting mental, physical, and emotional well-being among all stakeholders

## **The Basics of the MCECSC ~**

The Montgomery County Educational Service Center provides a robust array of educational services to 16 public school districts in Montgomery County and over 90 educational entities in multiple counties across the Greater Dayton Region.

The MCECSC is supported by over 500 employees and interacts directly with over 800 employees in partner educational institutions.

The MCECSC operates separate learning facilities. We also provide occupational and physical therapy services directly to school districts and families throughout the region. In addition, the MCECSC provides speech and language pathology, services to schools and families.

The MCECSC is the home to Learn to Earn Dayton and Preschool Promise. Learn to Earn Dayton is dedicated to fostering the success of all Montgomery County children from birth until graduation from college or selection of a career. Preschool Promise helps 4- year old children get ready for Kindergarten.

The MCECSC regularly provides direct support and advisement services to leaders in school districts throughout the region, including: Superintendents, Directors of Instructional Services, Human Resource Directors, School Treasurers and Curriculum Directors.

The Southwest Ohio Instructional Technology Association (SOITA) provides a variety of services to public school districts, private & parochial schools and universities in west – central and south western Ohio. Governed by a Board of Trustees made up of area administrators, their mission is to provide educators instructional technology services and resources that will assist them in optimizing student learning and achievement.

The MCECSC supports the Region 10 State Support Team advocating for coordinated approaches to school improvements, professional development of educators, early learning, and special education.

MCESC provides transportation and food service, technical support and resources to a number of its school district partners.

## Montgomery County Educational Service Center Programs & Services ~

Detailed information about MCESC programs and services can be found at our website: [www.mcesc.org](http://www.mcesc.org)

### MCESC Contact Information

**Administrative Offices**  
200 S. Keowee St.  
Dayton, Ohio 45402  
Phone: 937-225-4598  
FAX: 937-496-7426

**MCESC Regional Center**  
4801 Springfield St.  
Dayton, Ohio 45431  
Phone: 937-236-9965  
FAX: 937-233-0161

**Learning Center West  
Elementary**  
3500 S. Kettering Blvd.  
Moraine, Ohio 45439  
937-293-7559  
FAX: 937-299-5422

**Learning Center East  
Preschool Programs**  
2528 Wilmington Pk.  
Kettering, Ohio 45419  
937-424-3838

**Learning Center North  
High School**  
2251 Timber Ln.  
Dayton, Ohio 45414  
937-253-4178  
FAX: 937-259-5764

**Youth Positive Health  
Day Treatment Program**  
3155 El-Bee Rd.  
Moraine, Ohio 45439  
937-252-0100  
FAX: 937-496-7426

**Changes  
Outpatient Treatment**  
7909 Schatz Pointe Dr.  
Dayton, Ohio 45459  
937-802-2150  
FAX: 937-802-2149

**Village Network Day Treatment Program**  
3350 S. Kettering Blvd.  
Moraine, Ohio 45439

**St. Joseph Day Treatment Program @ LC North**  
2251 Timber Ln.  
Dayton, Ohio 45414  
937-516-0627

### MCESC Departments

Office of the Superintendent – Ext. 3019  
Office of the Treasurer – Ext. 3045  
Office of Human Resources – Ext. 3014  
Office of Instructional Services – Ext. 3024  
Office of Administration and Operations – Ext. 3020

OT/ PT Department – Ext. 2178  
EAT/ ACT Department – Ext. 2113  
Social Emotional Learning – Ext. 3001  
Student Programs – Ext. 3040

### Southwestern Ohio Instructional Technology Association (SOITA)

1205 W. Fifth St.  
Dayton, Ohio 45402  
937-746-6333  
FAX: 937-746-1029

**Preschool Promise  
MCESC Learning Center North**  
2251 Timber Ln.  
Dayton, Ohio 45414  
937-275-8434

**Learn to Earn  
Administrative Offices at Keowee St.**  
200 S. Keowee St.  
Dayton, Ohio 45402  
937-225-4598

## Licensure ~

Obtaining, updating and filing a valid license with the Montgomery County ESC, is the responsibility of the licensed employee. All educators use the [Connected Ohio Records for Educators \(CORE\)](#) to renew their licenses, permits or certificates online. This site is located at the Ohio Department of Education website.

- Teachers
- Educational Assistants
- OT/PT
- SLP
- School Psychologist
- Nurses
- Audiologists/Hearing Specialist
- Counselors
- Orientation & Mobility/Vision Specialist

### Local Professional Development Committee - LPDC

The MCEC LPDC is the signatory for licensure renewal and will work with all MCEC staff for license renewal. The LPDC cannot approve any *NEW* licensure, only renewals. Educators will be expected to renew their licensure by developing an Individual Professional Development Plan (IPDP) that must be reviewed, approved, and verified by the LPDC.

Your LPDC is here to help you. If you have any questions, do not hesitate to contact any member of the committee. MCEC staff members may click to visit the [LPDC website](#), located on the Montgomery County ESC website under the Human Resource tab. If you are applying for a new license, you must create an OH/ID account at the following website: <https://safe.ode.state.oh.us/portal>. New licensure must be through one's college or university.

### Resident Educator Program - RE

The Ohio Resident Educator Program provides beginning teachers with four years of formal support which includes instructional mentoring. This support is designed to foster the beginning teacher's sense of autonomy and efficacy through self-assessment, mentor observation and feedback, analysis and use of student data and goal setting. Successful completion of the four – year residency is required to advance to a five – year professional license.

Montgomery County Educational Service Center provides a Resident Educator Program as a service to districts and charter/community schools and the beginning teachers employed through these organizations. Regular program meetings and formal mentor support provide beginning teachers with the framework to enhance teaching and learning within their classrooms supporting student achievement and success.

Additionally, the MCEC provides training and networking opportunities for mentors to gain a deeper understanding of the principles of mentoring and coaching, as well as hands-on practice in conducting observations of these beginning teachers.



## Background Checks and Fingerprinting ~

All MCESC employees both certified and non-certified are required to obtain a Federal Bureau of Investigation (FBI) criminal records check and a Bureau of Criminal Investigation and Identification (BCI & I) fingerprint/background check. MCESC employment contracts are contingent on a satisfactory criminal records check as required by law.

## Payroll ~

To the extent permitted by law and consistent with the specific provisions of any applicable negotiated agreement, the Governing Board of Education authorizes deductions to be made from an employee's paycheck upon proper authorization on the appropriate form for the following purposes:

- A. Federal and State income tax
- B. Municipal income tax
- C. School district income tax
- D. School Employees Retirement System
- E. State Teachers Retirement System
- F. and other deductions as approved by the Governing Board of Education

## Payroll Procedure and Direct Deposit

Full-time staff members are paid every two (2) weeks on alternate Fridays. When a pay day falls on a holiday, the pay will be made on the preceding day.

All employees will be required to have their paycheck direct deposited to their financial institution.

For a calendar of Pay Dates, information on Benefits, Tax Forms, Retirement Forms – SERS and STRS please see the [Treasurer's page](#) located on the Montgomery County ESC website.

## Travel Reimbursement

The Governing Board of Education shall provide a travel allowance for employees who travel for the Montgomery County Educational Service Center in connection with their official duties as an employee of the Governing Board of Education and who have received prior approval before travelling. The Governing Board approved mileage rate for all employees shall be 51 cents per mile. Travel reimbursement shall be paid based upon a signed itemized statement submitted by the employee and approved by the Superintendent. All itemized statements (including receipts for hotel and motel accommodations, registration fees, and travel other than by automobile) of travel expenses shall be filed and approved by your supervisor. This itemized statement will reflect the expenses incurred during the preceding month. Only by prior approval of the Division Director may expenses be held for a second month. Mileage reimbursement is to cover miles driven while at work, not mileage to and from work as follows.

- A. For mileage reimbursement, the distance claimed should be the difference between the total mileage an employee travels during the work day minus the distance to and from his/her home and office. For reasons of determining mileage reimbursement, each staff person shall be assigned an office site that is: the least in miles from his/her home, or to the work assignment that s/he travels first each day the majority of the time, or the fiscal agent site.

- B. Travel at times other than during the work day (evenings, weekends, etc.), mileage counted portal to portal.

## Employee Benefits ~

### SECTION 125 PLAN

The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to all employees: HSA Participants: Limited Flexible Spending (Dental and Vision) for PPO Participants: An amount may be set aside under Section 125 of the Internal Revenue Code to cover the amount paid for eligible expenses which include:

Part A: Insurance Premiums

Part B: Medical Spending Account

Part C: Dependent Care Account

### Health Insurance

The MCEC Health Insurance is through [United Health Care](#). Those employees eligible for full-time benefits who have coverage through the employer of a working spouse may waive the Center's health insurance coverage. Those staff members who waive the insurance will be paid a one-time stipend of \$1,000 to be paid in February *after* the employee has waived coverage for a full plan year (January 1 – December 31). This additional compensation is subject to Federal, State, and Local Income Tax. The waiver must be in writing and be accompanied by evidence of other health insurance coverage.

The MCEC Board will pay eighty-five (85) percent of the premium for health insurance for single coverage and eighty (80) percent for all other tiers, and eighty (80) percent of the premium for dental insurance for all full-time employees. Regular employees under contract (excluding casual substitutes), working less than full time, are eligible to receive the percentage of the Board contribution for full-time employees. Additional information regarding benefits can be found on the [Staff Resources](#) link on the Montgomery County ESC website.

### Health Screenings

MCEC Employees taking the MCEC insurance must have a preventive screening completed before the plan year begins on January 1<sup>st</sup> or a \$50 monthly surcharge will be assessed. Biometric Screenings are provided for employees. However, employees may obtain their preventive care screening from their own physician. Forms for screening by personal physicians can be found in [Staff Resources](#) on the Montgomery County ESC website.

### Open Enrollment / Change in Benefits

Open enrollment for insurances is held in October. Open enrollment changes can be made outside of this period only in case of certain life events which would qualify for a special enrollment period. Examples of such life events include birth, adoption, death, divorce and marriage. It is the responsibility of the employee to notify Human Resources of a qualifying event. The appropriate paperwork must be submitted within 30 days of the event.

## Spousal Surcharge

If you carry your spouse on the MCEC Insurance plan and they have access to other group health insurance through their employer, they will need to join their employer's health insurance and terminate the MCEC Insurance unless you choose to carry them at an additional cost. Please complete the [Spousal Surcharge Form](#) (Found under All Forms – Treasurer's Office Folder) by December 1st. There is a \$100 monthly surcharge for carrying your spouse on the MCEC Health Insurance.

## Dependent Eligibility

In accordance with the Patient Protection and Affordable Care Act, married or unmarried adult children that are the natural, adopted or step child of you or your spouse may be covered under your medical plan until the adult child attains age 26.

## Life Insurance

The MCEC Governing Board provides and pays the full cost of term life insurance, including an accidental death and dismemberment provision for full time employees in the amount of \$60,000.

[Additional insurances/benefits](#) may be purchased at the employee's expense through American Fidelity. These insurances include: Disability Income Insurance, Cancer Insurance, Accident Only Insurance, Term or Whole Life Insurance.

## Annuities

Voya - Contact: Brian Link 937-353-5490: [brianlink@voyafa.com](mailto:brianlink@voyafa.com)

AXA - Contact: Fred Zechman 937-395-3103 [frederick.zechman@axa-advisors.com](mailto:frederick.zechman@axa-advisors.com)

MetLife - Contact: Jennifer Funk 513-698-1313 [Jenniferfunk@financialguide.com](mailto:Jenniferfunk@financialguide.com)

Roth IRA - This annuity option will be offered on an after tax basis by Invesco, VOYA, MetLife and Great American. Contact: David P. Harrison 937-748-3789 [dave@davidpharrison.com](mailto:dave@davidpharrison.com)

Ohio Deferred Compensation - Contact: Bonnita Rodenstine 614-361-9819 or 877-644-6457 (FAX) 614-222-9457 Email: [rodensb@nationwide.com](mailto:rodensb@nationwide.com) Website: [www.Ohio457.org](http://www.Ohio457.org)

Retire MED iQ - Contact: Justin Williams 937-260-4338 or 877-222-1942 (FAX) 937-281-3142 [jwilliams@mbseniorsolutions.com](mailto:jwilliams@mbseniorsolutions.com)

Alight (Formerly Compass) - Contact: Erin Vardas 1-800-513-1667 X430 [erin.vardas@alight.com](mailto:erin.vardas@alight.com) Alight is a patient advocacy firm that can lower your healthcare costs by shopping for you. All providers are board certified and accredited. This service is offered at no cost to MCEC employees.

## Dental Insurance

The MCEC Dental Insurance is through [Delta Dental \(www.deltadentaloh.com\)](http://www.deltadentaloh.com)

## Vision Insurance

The MCEC Vision Insurance is through Vision Service Plan [VSP \(www.vsp.com\)](http://www.vsp.com)

Virtual Visits – Log into myuhc.com to get additional information on accessing Virtual Visits.

Employee Care – (Employee Assistance Program)

The MCEC [EmployeeCare Program](#) offers a comprehensive counseling service to MCEC employees to assist with short term counseling services. The services are designed to help the employee sort out feelings and resolve personal or work problems. Employee Care may be reached by calling 1-800-628-9343.

MCEC Wellness Program ~ *Mind, Body & Soul*

MCEC offers a voluntary wellness program available to all employees. Mind, Body & Soul was formed to promote the mental, physical and emotional well-being of the Montgomery County ESC employees. All employees are encouraged to join the MCEC Wellness Committee. Find out more at the staff resources link on the Montgomery County ESC website.

Retirement Systems

[School Employees Retirement System](#) (SERS) for *Classified Employees*. 1-614-222-5853 or 1-800-878-5953

[State Teachers Retirement System](#) (STRS) for *Certified Employees*. 614-233-8713 or 1-888-227-7877

Severance Pay

An employee of the Board may elect at the time of retirement from active service, with ten (10) or more years of certified or classified service with the public schools of Ohio, to be paid according to the 403 (b) plan if eligible or in cash (check) if not eligible for the 403 (b) plan for one-fourth (1/4) of the value of his/her accrued but unused sick leave, or sixty-six (66) days, whichever is smaller. Such payment shall be based on the employee's per diem rate of pay at the time of retirement whether he/she is employed on a part-time or full-time basis. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such a payment shall be made only once to any retiring employee.

**Safety & Accidents ~**

Accident and Exposure Reporting Procedures

The following procedures are applicable to all accidents, injuries, near misses and blood exposure incidents. Adherence to these instructions will facilitate your care and return to work. If you have any questions, contact the Director of Employee Relations at 937-225-4603 ext. 3034.

To [submit an employee incident](#) report, please log onto Public School Works, located on the Staff Resource page on the Montgomery County ESC website. Enter all information requested and follow the steps to submit your report. For assistance, contact your immediate supervisor or the school nurse. For further assistance, contact the Director of Employee Relations at 937-225-4603 ext. 3034.

Your safety is important to us. All accidents must be reported.

The Employee Accident/Exposure Incident Report should be completed by the injured/affected employee. However, if necessary, another employee can complete the report with the assistance of the affected employee.

#### OPTIONS FOR MEDICAL CARE

When obtaining medical care, the employee *MUST TELL THE PHYSICIAN* it is a work-related injury. Do not present your medical insurance card.

#### Workers' Compensation

The Ohio Bureau of Workers' Compensation (BWC) provides insurance coverage to employees for work – related injuries sustained in the course of and arising out of employment and diseases contracted in the course of employment. It also provides benefits to employees' dependents in those cases of death suffered in the course of and arising out of employment. If an employee sustains a workplace injury or contracts an occupational disease, he/she may be eligible for compensation and benefits under Workers' Compensation for loss sustained on account of an injury or illness. Workers' Compensation provides for medical care and disability compensation which is based on the employee's salary.

DAYTON AND SURROUNDING AREAS ~ [Premier Occupational Health Locations](#) (All are open Monday – Friday 8am to 5pm). Dayton Location: 1520 S. Main St. 937-208-7250

Troy – 998 S. Dorset Rd.  
Troy OH 45373  
(937) 440-7358

Beavercreek – 2484 N. Fairfield Rd.  
Beavercreek OH (Located in front of Target)  
(937)208-8170

Huber Heights – 8290 Old Troy Pk.  
(Located near Hobby Lobby)  
(937) 208-4100

Centerville – 6071 Far Hills Ave.  
(Located next to Dorothy Lane Market)  
(937) 208-6887

Englewood – 1130 S. Main St.  
(Located next to ALDI)  
(937)208-6879

Miamisburg 8 Prestige Plaza  
(Located near the Dayton Mall)  
(937)208-6871

Vandalia – 6700 Commerce Center Rd.  
(Located on Miller Lane)  
(937)208-6875

Springboro – 752 N. Main St.  
(Located next to Dorothy Lane Market)  
(937) 208-6865

#### Blood Borne Pathogens

The Governing Board seeks to protect those staff members who may be exposed to blood-borne pathogens and other potentially - infectious materials in their performance of assigned duties. Blood borne are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B Virus (HBV), Hepatitis C, please see [Board Policy](#) 8453.01.

#### MCESC Safety Protocol / Emergency Plans

For information regarding the Safety Protocol in your building, please see your Immediate Supervisor. All MCESC Employees are required to take and complete Online Safety Courses through Public School Works located on the Staff Resource page of the Montgomery County ESC website.

#### Attendance and Leave of Absence ~

## Attendance

All MCEC employees are expected to arrive on time, ready to work, every day that they are scheduled to work. Employees must enter their absences in the KIOSK. Employees must notify their building administrator or immediate supervisor of their absence as soon as possible.

Falsification of sick leave or any MCEC forms can be grounds for immediate termination, suspension or reprimand based on a case by case basis.

## Sick Leave

All regular full-time employees shall earn one and one fourth (1 ¼) days of sick leave per calendar month, or a total of fifteen (15) days per year. For the purpose of this policy, a regular full-time employee shall be defined as an individual who works a minimum of 185 days per contract year with a day being defined as a minimum of six (6) hours.

Sick Leave may be used for absence due to personal illness, pregnancy, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family.

The employee's immediate family is defined as the employee's spouse, child, parent, brother, sister (including in-laws, step or foster parent or child), grandparents, grandchildren or other permanent resident of the employee's household. Up to 5 days of sick leave may be granted, once a school year, for the death or serious illness of a near relative.

The supervisor or another member of the administration may require a signed physician's statement confirming the need for sick leave after (5) consecutive days of absence or where the employee has established a pattern of absenteeism.

All other regular employees, excluding substitutes, who render part-time seasonal, intermittent or per diem, or hourly service, shall be entitled to sick leave on a pro-rated basis. Sick leave may be accumulated to a maximum of 285 days.

## Personal Days

A total of three (3) days of personal/emergency leave per contract year may be granted to each regular full-time employee. For the purpose of this guideline, a regular full-time employee shall be defined as an individual who works a minimum of 185 days per contract year, with a day being defined as a minimum of six (6) hours. All other regular employees, excluding substitutes, who render part-time, seasonal, intermittent, per diem, or hourly service, shall be entitled to personal/emergency leave on a pro-rated basis.

Personal/emergency leave may not be taken the day before or the day after a holiday or school break (such as spring break) unless the Superintendent or his/her designee expressly waives this restriction. Of the total three (3) days described above, two (2) days used by the employee during the contract year shall be granted without the employee being required to specify a reason for the request, provided the request is received by the appropriate administrator not less than five (5) work days prior to intended use (unless the five (5) days advance notice is waived by the Superintendent or his/her designee), and provided further that no more than ten percent (10%) of the employees not included in a bargaining agreement may take such leave on the same day (unless said restriction is waived by the Superintendent or his/her designee).

After an employee has used two (2) days of personal/emergency leave in a contract year, the remaining day may be approved at the sole discretion of the Superintendent contingent upon it meeting one of the following criteria:

- A. Business appointments which can only be scheduled during working hours (state type).
- B. Required court appearances as a litigant or witness.
- C. Religious holiday.
- D. Funeral of a relative not included in the sick leave policy or of a close friend.
- E. A father or prospective father immediately before, at, or following the birth of a child.
- F. Urgent family obligations (using present definition of immediate family in the sick leave policy) over which the employee has no direct control, i.e., adoptions, wedding of a member of the family or close friend, high school and/or college graduations, register for courses, or attendance at ceremonies where a member of the immediate family is receiving an award of major significance.
- G. Emergencies, natural or personal, for the employee (state type).
- H. Other reasons as approved by the Superintendent.

Requests for personal/emergency leave shall be made on the appropriate form to the Division Director.

The personal/emergency leave days may be divided into half days.

The Superintendent shall make final determination of any requests for emergency leave.

#### Holidays

The Center will be closed on the following holidays: the first day of January (New Year's Day), the third Monday in January (Martin Luther King, Jr. Day), the third Monday in February (President's Day), the last Monday in May (Memorial Day), the fourth day of July (Independence Day), the first Monday in September (Labor Day), the fourth Thursday in November (Thanksgiving Day), the day after Thanksgiving, the twenty-fourth and twenty-fifth day of December. In addition, the Center will be closed one (1) additional day in December/January during the winter break. This date will be recommended by the Superintendent and approved by the Governing Board each year as part of the school calendar.

If a holiday falls on Saturday, the holiday will be observed the preceding Friday; if a holiday falls on Sunday, observance will be on the following Monday. The Board, on the recommendation of the Superintendent, may designate other days on which the office will be closed.

Certificated employees are not eligible for paid holidays.

Classified employees are eligible for paid holidays only if they accrue earnings the day before and after the holiday.

#### Vacation – Classified Staff

- Eleven and Twelve-Month Classified Employees

Acceptable Years of Experience August 1 <sup>st</sup>	Vacation Days Due Current Contract Year
5 years or less	10
6 years	11
7 years	12
8 years	13
9 years	14
10 years through 13 years	15
14 years	16
15 years	17
16 years	18
17 years	19
18 years	20
19 years	21
20 years	22
21 years	23

Vacation Days Due for Partial Year - Eleven (11) and Twelve (12) Month Classified

*Classified Administrative staff* members employed on an eleven (11) or twelve (12) month contract, whose beginning date of employment is after August 1, will be allowed vacation time that first year determined by the following formula:

$$\begin{array}{r} \text{Days to be Paid} \\ 260 \end{array} \quad \times \quad \begin{array}{r} \text{Vacation Days Due} \\ \text{for Full Contract Year} \end{array} \quad = \quad \begin{array}{r} \text{Vacation Days} \\ \text{Due July 31} \end{array}$$

Prorated Vacation Earned - Eleven (11) and Twelve (12) Month Classified

*Classified staff* members employed on an eleven (11) or twelve (12) month contract who desire to use vacation during the contract year will have "days earned" determined by the following formula:

$$\begin{array}{r} \text{Days to be Paid} \\ 260 \end{array} \quad \times \quad \begin{array}{r} \text{Vacation Days Due} \\ \text{Due for Year} \end{array} \quad = \quad \begin{array}{r} \text{Days Earned} \end{array}$$

All prorated vacation will be rounded to the nearest half-day. Days due for any contract year shall be considered "all earned" by July 31 for twelve (12) month employees and eleven (11) month employees. Vacation days must be earned before they are used.

Carry-Over Days - Classified/Certificated/Licensed

Vacation days earned or non-contract days unused in any contract year may be carried over from the August 1 date, but must be used before January 1 of the succeeding year. Exceptions to this policy must be approved by the Superintendent.

Unused Vacation Days upon Contract Termination - Classified

Classified employees terminating contracts with the approval of the Governing Board of Education will be allowed earned, unused, vacation *prorated* before the effective date of termination. For the full explanation of Vacation for Non-Certified Staff, please see [Board Policy 4438](#).

Vacation – Administrative Staff



### Twelve-Month Administrative Entitlement

Administrative staff member employed on a twelve-month basis shall be required to work 260 days, less Governing Board of Education granted holidays and 20 days paid vacation. Vacation days will accrue at a rate of 1.67 days per month and vacation days shall be arranged so that the work of the various departments will be carried on with as few interruptions as possible. Learning Center Staff may not schedule vacation time when school is in session and students are present. Exceptions to such use may be made by the Superintendent or designee. Staff will be allowed to accumulate vacation to a maximum of 30 days. Board Policy 1438

### Twelve Month Professional Staff Entitlement

A Professional staff member employed on a twelve-month basis shall be required to work 260 days, less Governing Board of Education granted holidays and 20 days paid vacation. Vacation days will accrue at a rate of 1.67 days per month and vacation days shall be arranged so that the work of the various departments will be carried on with as few interruptions as possible. Learning Center Staff may not schedule vacation time when school is in session and students are present. Exceptions to such use may be made by the Superintendent or designee. Staff will be allowed to accumulate vacation to a maximum of 30 days

### Carry-Over Days - Professional/Certificated/Licensed

Non-contract days unused in any contract year may be carried over from the August 1 date, but must be used before January 1 of the succeeding year. Exceptions to this policy must be approved by the Superintendent.

### Days Worked In Excess of Contracted Days - Certificated/Licensed

Certificated/licensed employees will not be paid for days worked beyond their contracted number of days upon termination. For the full explanation of Vacation for Certified Staff, please see Board Policy 3438.

### Family Medical Leave Act and other Leaves of Absence

The Montgomery County ESC provides Family and Medical Leave in accordance with federal guidelines. MCESC Employees are "eligible" if they have worked for the Board for at least twelve (12) months and for at least 1,250 hours over twelve (12) months prior to the leave request. If the employee has met those two requirements, a preliminary designation of FMLA coverage will be made.

Circumstances that qualify under FMLA include the birth of the employee's child, an adoption, foster care placement, care of a spouse, child or parents due to a serious health condition, or the employee's own health condition.

Coverage under FMLA does not guarantee that any or all of the employees leave will be paid. This is based upon the amount of leave that has been earned and taken to date. The employee will be required to use all leave (personal, sick, vacation) for FMLA before going on unpaid FMLA leave. In addition, any leave that the employee takes must be approved by the employee's supervisor. The MCESC will pay its portion of the employee health care benefits throughout the FMLA approved absences as though the employee were still working. The employee will be reinstated to the same or an equivalent job with the same pay, benefits, terms and conditions of employment upon return from leave.

For the full explanation of FMLA, please see the [MCESC Policy](#) 1630, 3430.01 or 4430.01.

### Military Leave

Once per calendar year, an eligible staff member may take leave for up to ten (10) days or eighty (80) hours, whichever is less, if all of the following conditions are satisfied:

- A. The Governing Board has employed the staff member for at least twelve (12) consecutive months and for at least 1,250 hours in the twelve (12) months immediately preceding commencement of the leave.
- B. The staff member is the parent, spouse, or a person who has or had legal custody of a person who is a member of the uniformed services and who is called into active duty in the uniformed services for a period longer than thirty (30) days, or is injured, wounded, or hospitalized while serving on active duty in the uniformed services.
- C. The staff member gives notice to the Board that s/he intends to take leave pursuant to this policy at least fourteen (14) days prior to taking the leave if the leave is being taken because of a call to active duty or at least two (2) days prior to taking the leave if the leave is being taken because of an injury, wound, or hospitalization. If the staff member receives notice from a representative of the uniformed services that the injury, wound, or hospitalization is of a critical or life-threatening nature, the staff member may take the leave under this policy without providing prior notice to the Board.
- D. In non-medical situations, the dates on which the staff member takes leave pursuant to this policy occur no more than two (2) weeks prior to or one (1) week after the deployment date of the employee's spouse, child, ward, or former ward.
- E. The staff member does not have any other leave available for his/her use except sick leave or disability leave.

A staff member seeking to take leave pursuant to this policy must provide certification from the appropriate military authority to verify that the staff member satisfies the criteria described in paragraphs B, C, and D above.

"Active Duty" means full-time duty in the active military service of the United States or active duty pursuant to an executive order of the President of the United States, an act of the Congress of the United States, or a proclamation of the Governor. "Active Duty" does not include active duty for training, initial active duty for training, or the period of time for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any duty unless such period is contemporaneous with an active duty period. "Uniformed Services" means the armed forces, the Ohio organized militia when engaged in full-time National Guard duty, the commissioned corps of the public health service, and any other category of persons designated by the President of the United States in time of war or emergency.

While the leave provided by this policy is unpaid, the Board will continue to provide benefits to the staff member during the period of time the staff member is on this leave. For purposes of this policy, "benefits" is defined as employment benefits, other than salary or wages, that the Board regularly provides or makes available to employees, including, but not limited to, medical insurance, disability insurance, life insurance, pension plans, and retirement plans. The staff member is responsible for the same proportion of the cost of the benefits as s/he regularly pays during periods of time when s/he is not on leave. Upon the completion of the leave taken pursuant to this policy, the Board will restore the staff member to the position s/he held prior to taking that leave or a position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

The Board will not interfere with, restrain, or deny the exercise or attempted exercise of a right established under this policy. Further, the Board will not discharge, fine, suspend, expel, discipline, or discriminate against a staff member with respect to any term or condition of employment because of the staff member's actual or potential exercise, or support for another employee's exercise, of any right established under this policy. Nothing herein shall prevent the Board from taking an employment action that is independent of the exercise of a right under this policy. Finally, the Board will not deprive an employee who takes leave pursuant to this policy of any benefit that accrued before the date that leave commences.

R.C. 5906.01-.03 Adopted 4/14/11

#### Jury Duty

Employees called and required to serve jury duty shall immediately notify the Office of Human Resources by filing a copy of the notice to serve. Jury duty shall be considered as a paid leave of absence. Remuneration checks or cash received by employees shall be deposited with the Office of the Treasurer. Checks shall be endorsed as payable to MCESC.

#### Professional Leave

An employee may submit a request to attend a professional meeting or convention with pay, and to be reimbursed for reasonable expenses incurred as a result of attending such meeting or convention. The approval for attendance and reimbursement may be granted by the Superintendent upon recommendation by the appropriate supervisor. Permission to attend will be based on the consideration of the effective functioning of the Montgomery County Educational Service Center program and the appropriateness of the conference/meeting for the individual. Recommendation for reimbursement will be made in accordance with availability of funds appropriated for this type of expenditure in the annual budget.

All staff members are encouraged to support and actively participate in their particular professional or educational organization relating to their field. To foster these involvements, which the administration feels are beneficial to the Montgomery County Educational Service Center as well as to the individual and the organization, provisions have been made to allow for limited time-off; and, in specific situations, limited reimbursement for travel expenses for officers and committee members at the State level, subject to the approval of the Superintendent. Travel expenses are reimbursable only when all required approvals are obtained prior to incurring the expense. Reimbursement will be based on the approved estimated cost of lodging, food travel and other incidentals. Expenses will be based on what is termed reasonable by the Superintendent or his/her designee. Expenses should be submitted in a timely manner. At their discretion, departments or programs may impose more restrictive guidelines for budgetary or control reasons, but they may not be less restrictive than the guidelines listed here.

**Food Expenses:** Food expenses shall not exceed forty dollars (\$40) per day. Tips for meals must not exceed fifteen percent (15%) of the cost of the meals with the additional tip above fifteen percent (15%) being paid by the employee. Payments for alcohol and related taxes and tips may not be reimbursed. Reimbursement for meals when there is no overnight travel required will be reimbursed at the discretion of the Superintendent or his/her designee.

**Lodging Expenses:** MCESC employees are expected to use lodging accommodations that are necessary and reasonable.

**Travel:** MCESC employees must use the most economical mode of transportation when available. More expensive transportation may be used if the employee pays the incremental difference over the allowed cost. The most reasonable air fare is required for MCESC employees traveling by air. Fees for excess luggage are not reimbursable unless the fee is for MCESC items/materials. Shuttle fees, parking, etc. are

allowable. Regardless of the mode of transportation, the employee may only be reimbursed up to the cost of the least expensive mode of transportation. (For example, the air fare cost for an employee traveling to the Washington, D.C. area is \$364.00. To drive round trip the cost is 974 miles X .51/mile = \$496.74. Therefore, the Governing Board will only reimburse the employee \$364.00 if the employee chooses to drive). If a rental car is necessary, the cost of the rental car must be included on the pre-approval form in order to be reimbursed.

**Other Types of Business Expenses:** All other types of business expenses will be reviewed and approved by the Superintendent as part of the approval process. NOTE: All travel must be pre-approved by the appropriate supervisor(s). All out-of-state travel will be reviewed by the Superintendent prior to final approval for the travel.

#### Appearance and Grooming

The MCESC Board believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline. The Board retains the authority to specify the dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

#### Professional Conduct for Ohio Educators

##### [The Licensure Code of Professional Conduct for Ohio Educators](http://education.ohio.gov/Topics/Teaching/Educator-Conduct/Licensure-Code-of-Professional-Conduct-for-Ohio-Ed)

(<http://education.ohio.gov/Topics/Teaching/Educator-Conduct/Licensure-Code-of-Professional-Conduct-for-Ohio-Ed>) serves as a framework for all Ohio educators. This code includes coaches, aides, teachers (including substitutes), principals, superintendents and other licensed persons serving schools that are, nurses and counselors. The code also serves as the basis for decisions on issues pertaining to licensure that are consistent with applicable law and provides a guide for conduct in situations that have professional implications for all individuals licensed by the State Board.

1. Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.
2. Educators maintain a professional relationship with all students at all times, both inside and outside the classroom. (Educators are mandatory reporters of child abuse.)
3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency, or state or federal law.
4. Educators adhere to federal, state and local laws and statutes regarding criminal activity.
5. Educators comply with the state and federal laws related to maintaining confidential information.
6. Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs.
7. Educators ensure that the school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain.
8. Educators fulfill all of the terms and obligations in their employment contract.

Employees who fail to comply with law, regulations, directives, fail to appropriately discharge the duties of their position may be subject to discipline, including but not limited to suspension and/or termination from employment.

## Intellectual Property

All books, materials, devices or products that result from the paid work time and/or prescribed duties of MCEC staff members shall be considered work product and remain the property of the MCEC Board of Education. The Board shall retain all rights and privileges pertaining to the ownership thereof. Therefore, the removal of such property without the express consent of the owner or a person authorized to give consent, constitutes theft.

## Abuse and Neglect of Students

The MCEC Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

The Board official and employee making the report shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and shall secure prompt medical attention to any such injuries reported.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. Board officials and employees must report suspected abuse to Children's Services or local law enforcement agency even when the suspected abuser is another official or employee.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds only in accordance with Board Policy 5540. For the full explanation of Student Abuse and Neglect, please see the [MCEC Policy 8462](#).

## Anti - Bullying and other forms of Aggressive Behavior

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both: a.) causes mental or physical harm to the other student/school personnel; and b.) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. "Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student/school personnel; and b.), is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate other student/school personnel. For the full explanation of Anti-Bullying & Other forms of Aggressive Behavior, please see the [MCEC Policy 5517](#).

## Records Request

Any individual may purchase copies of the public records of the Educational Service Center upon the payment of a fee equivalent to the cost of handling and reproduction. The person making a mail request pays the cost of postage and other supplies in advance. The number of mail requests sent to any one person is limited to ten (10) a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes. No public record may be removed from the office in which it is maintained. Nothing in this policy shall be construed as preventing a Governing Board member from inspecting, in the performance of official duties, any record of the Center except student records. For the full explanation of Records Request, please see the [MCESC Policy](#) 8310.

## Personnel Records

Certain information concerning Center employees is confidential, to be reviewed on a need-to-know basis and only under conditions which guarantee protection of both management's right to access information and the employee's right to unnecessary invasion of privacy. Most information in the personnel files, however, is not confidential and is available for inspection in accordance with State law. The District shall, however, refrain from disclosing an employee's social security number when releasing personnel records. For a full explanation of Personnel Records Requests, please see the [MCESC Policy](#) 8320.

## Time and Attendance

MCESC Classified Employees and Learning Center teachers are required to scan in and out each day at the electronic Kiosks located at Keowee St., Regional Center, LC East and LC West.

## Work Week and Hours of Work

The MCESC work week begins on Monday and ends on Sunday. Each staff member will receive their work schedules and number of hours per week from their supervisor.

## Meals and Rest Breaks

All MCESC employees will receive at least a 30 minute unpaid lunch hour. Certain staff members may receive a one hour unpaid lunch break determined by their schedule and supervisor.

## Overtime

Classified (hourly) staff members must receive preapproval to work additional or overtime hours. Please meet with your supervisor to discuss any overtime.

## Drug Free Workplace

The purpose of the Board's Drug-Free Workplace Program is to institute and maintain a program for achieving the objective of a drug-free work force and to provide a workplace that is free from the illegal and improper manufacturing, distribution, dispensing, possession, sale, and use of alcohol and controlled substances. All employees are expected to read and understand this Policy/Administrative Guideline. Participation in this program by all employees as prescribed is mandatory. For the full explanation of Substance Abuse & Drug – Free Workplace, please see the [MCESC Policy](#) 3170, 3122.01 and 4222.01.

## Evaluation of Personnel

Evaluation of staff is the responsibility of the superintendent and/or his/her designee, and shall be conducted in accordance with Governing Board Policy and in accordance with the provisions of the Ohio Revised Code. The program of personnel assessment is intended to be a process of continuous and systematic evaluation of staff to provide for the improvement of the overall MCEC program of services and the continuous improvement and professional development of staff. For the full explanation of Evaluations, please see the [MCEC Policy](#) 4220, 3220 and 1530.

## Staff Discipline

The Governing Board retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be in proportion to the employee's offense or misconduct, consistent with appropriate procedural and substantive Due Process, State law, and/or the specific provisions of any applicable collective bargaining agreement. For a full explanation of Staff Discipline please see the [MCEC Policy](#) 3139.

## Fraud Reporting

The Governing Board expects all its employees to be honest and ethical in their conduct and to refrain from engaging in activities which may be fraudulent, illegal, or otherwise unethical. The Montgomery County Educational Service Center will not tolerate such activities, and will investigate claims of suspected fraud or fraudulent activity and implement appropriate disciplinary measures, when necessary.

Non-Retaliation: Those who, in good faith, report suspected fraudulent activity will not be subject to any retaliation as a result of bringing the suspected misconduct forward. They will be subject to protection of the Center's Whistleblower's Policy [1411](#) (see also Policy [3211](#) and Policy [4211](#)). Fraud Hotline: 1-866-372-8364 Online: [www.auditor.state](http://www.auditor.state)

## Non Discrimination and Equal Employment Opportunity

The Governing Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

## Non-Discrimination on the Basis of Sex in Education Programs or Activities Title IX- 2266

"Sexual Harassment" has the same definition as set forth in the policy of the Board as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual Harassment or discrimination against any employee or student is prohibited and the Governing Board will not tolerate sexual harassment or sex discrimination in employment, recruitment, consideration or selection. Any individual who believes that he or she has been discriminated against or harassed in violation of this policy, should contact the MCEC Title IX Coordinator:

Director of Employee Relations  
Bonita Terry  
937-225-4598  
200 S. Keowee St.  
Dayton, Ohio 45402

Director of Human Resources  
Marion Stout  
937-225-4598  
200 S. Keowee St.  
Dayton, Ohio 45402

For the full explanation of the **Non-Discrimination on the Basis of Sex in Education Programs or Activities for Staff Members**, please see Board Policy [2266](#).

### Smoke Free Environment

The Governing Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and a tobacco-free environment is consistent with the responsibilities of teachers and staff to be our positive role models for students.

For the full explanation of Smoke Free Environment for Staff Members, please see [Board Policy 7434](#).

### Use of Equipment/Computers and Internet Access

It is the intention of the Montgomery County Governing Board of Education to protect the privacy of staff members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this guideline is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

### Acceptable and Unacceptable Uses

The computers, computer network, and messaging systems of the District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

### Security and Integrity

Staff members shall not take any action that would compromise the security of any computer, network, or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Staff members shall not take any actions that may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the System Administrator).

Staff members shall report to the System Administrator or a District Administrator any actions by students which would violate the security or integrity of any computer, network, or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

### Network Privacy Right of Access

Although the Board respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District's computer network and messaging systems require that full access be available at all times. The District, therefore, reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of the District and staff members should have no expectation that any messages sent or received on the District's systems will always remain private.



For the full explanation of Network Privacy and Acceptable Use for Staff Members, please see [Board Policy 7540.04](#).

#### Use of ESC Equipment

Governing Board Policy [7530](#) requires that limits be placed on staff use of Center equipment and facilities. The following guidelines describe the nature and extent of such use:

**Copy Machines:** Center copiers may not be used for non-school purposes.

**Fax Machines:** Center fax machines may not be used for non-school purposes.

**Computers:** Center computers and printers may not be used for personal reasons.

**Use of Facilities/ Equipment/ Supplies:** Staff members may use Center equipment only with the written approval of Supervisors/Director/Superintendent.

**Cell Phone Usage Personal Communication Devices:** Use of personal communication devices ("PCDs") has become pervasive in the workplace. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

#### Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones

Using a cell phone or other PCD while operating a vehicle, is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving). For more information on Personal Communication Devices see Governing Board Policy [7530.02](#).

#### **MCESC - CLOSINGS, DELAYS, AND IMPORTANT MESSAGES**

In periods of inclement weather, employees are to follow procedures of the district in which they are assigned.

There are five different avenues that we utilize to send out information regarding an ESC or building closing, delay, or important message. They are: ParentSquare, Channel 7, Channel 2, Fox 45/Channel 22, and [www.mcesc.org](http://www.mcesc.org).

Parent Square – ParentSquare is a communication platform used as our "One Stop Place" to communicate with all stakeholders. It enables all families to be involved and engaged, regardless of language, culture or socioeconomic barriers.

Accessing ParentSquare – The ParentSquare roster is maintained by Human Resources and the MCESC ParentSquare administrator. New hires will receive an email with instructions on how to activate their account shortly after being on boarded at the ESC.

Channel 7, Channel 2, and Fox 45/Channel 22 - (TV) Our goal is to notify TV stations with any weather/important message information by 5:30 a.m. and no later than 6:00 a.m.

MCESC Website - (online) Log into [www.mcesc.org](http://www.mcesc.org) and the message regarding the MCESC closing, delay and/or important message will be scrolling on a banner at the top of the page.

Please contact the Office of Human Resources with any questions or concerns regarding the Montgomery County Educational Service Center Handbook. We hope you have a wonderful school year!