



**SOUTHERN LOCAL SCHOOL
DISTRICT
EMPLOYEE S UCCCESS GUIDE**



EMPLOYEE SUCCESS GUIDE

Table of Contents



Welcome	3
Employment Policies	
Workers' Compensation	4-6
School Safety Plan	7
Hazard Communication	8
Blood Borne Pathogens	9
Heimlich Maneuver	10
Student Abuse and/or Neglect	11
Sexual Harassment in the Workplace	12
Payroll Procedures	13-18
Employee Benefits	19-22
Purchasing Procedures	23-29

WELCOME...

TO THE SLSD TEAM!



We welcome you as an employee of Southern Local School District. You have joined a team of professionals whose goal is to prepare, with community involvement, our students to meet the challenges of tomorrow by modeling excellence and teaching fundamental skills today.

This Employee Success Guide is intended to provide you with information concerning Southern Local School Districts employment policies, employee responsibilities, and to provide a summarization of employee benefits that are available to you.

Southern Local Policies are available for review on the SLS Web Site @ <http://southernlocalmeigs.org/>



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The following are policies and procedures approved by the board of education regarding the reporting of work related injuries.

Board Adopted Policy #8442 (per the bylaws and policies Manual)

Each Board of Education in Ohio pays assessments to the Workers' Compensation Fund. Any school employee injured in the pursuit of school activities can draw compensation from this fund. Upon such injury, the employee shall report it to the building principal or Superintendent who, in turn, will report the date, time, place and nature of the injury to the Office of the Treasurer. Application for this compensation must be filed by the physician not later that two (2) weeks after the date of first treatment, if it is to be recognized.

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The following procedures must be followed if a work related injury occurs:

- Seek medical attention immediately if needed. The first treatment, regardless of the physician or facility that administers the treatment, will be paid through the workers' compensation program. Any subsequent treatments must be with a BWC certified provider; **treatment that is received from a non-certified BWC provider will be the responsibility of the employee.**
- The employee should notify his/her building principal or superintendent immediately. If the accident is not an emergency, the accident report should be completed and forwarded to the Treasurer's office within 24 hours of the accident. If the accident is an emergency, the accident shall be reported to the building principal at the earliest convenience and the accident report must be completed within five days of the accident. Accident reports may be obtained by the building secretary.

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- The employee, a relative, or representative from the district must report the accident to CompManagement, Inc. at 1-800-825-6755 within 24 hours. The staff in the Treasurer's office will complete this report, but basic information such as how the injury occurred and where the employee received medical treatment must be provided. CompManagement, Inc. will work with the attending physician, employee and employer to determine the appropriate care and return to work program if needed.
- If the employee is ordered not to work by the attending physician, a doctor's excuse along with the anticipated return to work date or next appointment must be forwarded to the Treasurer's office within 24 hours of the appointment. If the employee is ordered off work for a period of greater than three (3) days, additional information will be requested for the employee and the attending physician.

The Treasurer's office will offer any needed assistance if a work related injury should occur.

HERE'S LOOKING TO A SAFE SCHOOL YEAR!

School Safety Plan



Your school Safety Coordinator is Junetta Maynard. If you have any questions regarding the school safety plan you can notify Junetta at ext. 1129 or e-mail her at juniemaynard@southernlocal.net.

- Review Policy #8400 and #8420
- All teachers must have green and red sheets for drills, evacuation sheet, and class roster
- Review F4-7 Safety Suggestion Form

Hazard Communication



- Review Policy #8431
- It is the responsibility of each staff member to submit Material Safety Data Sheet (MSDS) for any chemicals in their department to the safety coordinator and keep copy for point of use and assure proper labeling of any chemicals in their department.

Blood Borne Pathogens



- Review Policy #8453
- Review Blood Borne Pathogen education sheet
- All employees must complete Hepatitis B Declination/Consent Form
- Any employee needing gloves, see Safety Coordinator

Heimlich Maneuver



- Review “Conscious Choking-Child” and “H.B. 384-School Health Heimlich Maneuver Preliminary Guidelines”
- Any employee supervising lunchroom activities are required to be instructed on the proper procedure of the Heimlich Maneuver as stated in the Ohio Revised Code 3313.81.5

Student Abuse and or Neglect



- Review Policy #8462
- Review Regulations and Guidelines #8462

Chris Shank is the supervisor of the Meigs County Children Services. The phone number is 740-992-2117.

Sexual Harassment in the Workplace



- Review Policy #3362
- Review Regulations and Guidelines #3362

Payroll Procedures

PAY SCHEDULE FOR THE 2009-2010 SCHOOL YEAR



SOUTHERN LOCAL SCHOOL DISTRICT
2009-2010 PAY SCHEDULE

****All Time Sheets and Leave Forms are due to Payroll no later than 2:00 p.m. on the due date.**

PAY PERIOD	PAYDATE	TIMESHEETS AND LEAVE FORM DUE DATE
06/15/09-06/26/09	7/3/2009	6/26/2009
06/29/09-07/10/09	7/17/2009	7/10/2009
07/13/09-07/24/09	7/31/2009	7/24/2009
07/27/09-08/07/09	8/14/2009	8/7/2009
08/10/09-08/21/09	8/28/2009	8/21/2009
08/24/09-09/04/09	9/11/2009	9/4/2008
09/07/09-09/18/09	9/25/2009	9/18/2009
09/21/09-10/02/09	10/9/2009	10/2/2009
10/05/09-10/16/09	10/23/2009	10/16/2009
10/19/09-10/30/09	11/6/2009	10/30/2009
11/02/09-11/13/09	11/20/2009	11/13/2009
11/16/09-11/27/09	12/4/2009	11/27/2009
11/30/09-12/11/09	12/18/2009	12/11/2009
12/14/09-12/25/09	1/1/2010	12/25/2009
12/28/09-01/08/2010	1/15/2010	1/8/2010
01/11/2010-01/22/2010	1/29/2010	1/22/2010
01/25/2010-02/05/2010	2/12/2010	2/5/2010
02/08/2010-02/19/2010	2/26/2010	2/19/2010
02/22/2010-03/05/2010	3/12/2010	3/5/2010
03/08/2010-03/19/2010	3/26/2010	3/19/2010
03/22/2010-04/02/2010	4/9/2010	4/2/2010
04/05/2010-04/16/2010	4/23/2010	4/16/2010
04/19/2010-04/30/2010	5/7/2010	4/30/2010
05/03/2010-05/14/2010	5/21/2010	5/14/2010
05/17/2010-05/28/2010	6/4/2010	5/28/2010
05/31/2010-06/11/2010	6/18/2010	6/11/2010

06/14/2010-06/25/2010	7/2/2010	6/25/2010
06/28/2010-07/09/2010	7/16/2010	7/9/2010
07/12/2010-07/23/2010	7/30/2010	7/23/2010
07/26/2010-08/06/2010	8/13/2010	8/6/2010

Payroll Procedures



Welcome to Southern Local School District

As a new employee of Southern Local School District, you must complete a New Hire Employee Packet from the Treasurer's office. This packet includes necessary employment forms that must be submitted before you can be added to the payroll system.

Employees are paid, per the payroll schedule, every other Friday; 26 times per year. Depending on whether you are a contracted employee or a time sheet employee, will determine when you will receive your first pay.

If you have any questions regarding the following procedures feel free to contact the Treasurer's office at 740-949-2611 ext. 2208

Payroll Procedures



Calculations of Pay

Certified Staff

Your salary amount is dependent on your degree and your number of qualified years of experience. With ESC verification, you will be placed on the current salary schedule as adopted by the board of education and the SLEA. Your salary amount will be divided by 26 equal pays. This means you will be paid biweekly for a full year. Approximately every 6 to 7 years, the need arises for a 27 pay year. This will be implemented as necessary, with advanced notice given.

Classified Staff

Your hourly amount is dependent on your years of qualified experience. With proof of that experience, you will be placed on the current salary schedule as adopted by the board of education and OAPSE. All new OAPSE employees will start at step 0. From that, your salary amount is calculated, and your salary amount will be divided by 26 equal pays. This means you will be paid biweekly for a full year. Approximately every 6 to 7 years, the need arises for a 27 pay year. This will be implemented as necessary, with advanced notice given.

Payroll Procedures



Time Sheets

Time sheet employees must have their time sheets signed by their supervisor; you will not be paid without supervisor approval. You must turn your time sheet into your supervisor by the deadline date and time indicated on the pay schedule in order to allow adequate time for their approval and transfer to the Treasurer's office.

***GRANT PERSONNEL**-Employee who are paid by multiple grants must complete a "time and effort" sheet per pay period. Those employees who are paid 100% out of one grant should have their supervisor complete a semi-annual certification.

Leave Forms

A leave form must be completed and signed by your appropriate supervisor when any day is missed. This form is available in your building's office and can be obtained from the secretary. The leave form must be turned into your supervisor by the deadline date and time indicated on the pay schedule in order to allow adequate time for their approval and transfer to the Treasurer's office.

Supplemental Payout

Supplemental contracts will be paid out three times a year; during a fall, spring, and summer pay dates.

Payroll Procedures



Payroll Withholdings

- Mandatory Withholdings
 - Federal Income Tax
 - State Income Tax
 - City Income Tax If Applicable
 - Medicare Tax
 - 10% Retirement-STRS or SERS-Contributions are tax deferred-SLSD contributes 14% of your gross earnings
- Voluntary Withholdings
 - Employee Medical Insurance Contribution
 - Additional Life, Disability, and Health Annuities
 - Credit Union
 - AAA
- Union Membership
 - Southern Local Education Association
 - Ohio Association of Public School Employees (OAPSE Local 453)



Direct Deposit

Employees may elect to have their paycheck deposited directly into their personal accounts. Employees using direct deposit must immediately notify the Treasurer's office of any banking changes, including changes in account numbers, via an updated and signed Direct Deposit Form.

***Effective July 1, 2008, all new teaching personnel are required to take direct deposit per SLEA contract.**

The Advantages of Direct Deposit

Convenience-With direct deposit you do not need to pick up and sign for your check. There is no waiting in line to cash or deposit your check.

Quick Access-The funds are available on or before payday.

Safety-Direct deposit prevents check loss or theft.

Where Will My Check Be?

Checks will be delivered to the buildings after 2:00 p.m. on the Thursday before pay day Friday. Substitutes can either pick up their checks or have them mailed.

Disbursement of summer payroll will be announced at a later date

Payroll Errors

We strive to make sure that errors do not occur, however, there are times when we do have to deal with this situation. Errors will be researched as they present, and will be dealt with appropriately. The majority of errors will be corrected on the next scheduled pay.

Employee Benefits



Medical Benefits

Effective July 1, 2008, Southern Local Schools joined the OME-RESA Health Benefits Plan. The board pays 98% and the employee pays 2% of the premium for all 7 hour and above employees. OAPSE employees who work under 7 hours pay 15% of the premium. Claims administration and customer service is provided by Employee Benefits Management Corp (EBMC). Medical Mutual of Ohio SuperMed Plus is your PPO Network Provider in Ohio and 4Most for West Virginia and Kentucky. You may obtain a list of providers and/or verify if your provider participates at the following website or phone number:

www.supermednetwork.com or 800-601-9208

2009-2010 Health Insurance Rates

Single	\$ 556.23/per month	\$11.12
Family	\$1,234.22/per month	\$24.68

Prescription Drug Coverage

Prescription drug benefits is provided by CVS Caremark. You can find out more about CVS Caremark and their services at www.caremark.com.

Employee Benefits



Vision Benefits

MedBen Vision Plus is the districts vision insurance carrier and functions as a prepaid eye care plan, enabling employees to reduce their out-of-pocket expense and avoid the submission of claims. When care is needed, a member contacts the MedBen customer service department to receive a claim form, then makes an appointment with his or her provider of choice. After treatment, the provider sends the form back to MedBen for payment. Please confirm that your provider serves as a MedBen vision provider before receiving services. If you wish to see a doctor in a town or city not listed as a provider, please call MedBen VisionPlus at (800) 252 - 3447 to inquire about the appropriate listing, or e-mail medben@medben.com. Vision Benefits are 100% board paid.

Dental Benefits

SouthEastern Ohio Voluntary Education Cooperative Employee Dental Benefit is the districts plan name. The plan sponsor is the SouthEastern Ohio Voluntary Education Cooperative and is contracted with CoreSource, Inc, a claims processor. Your on-line gateway to benefit information is www.coresource.com. Dental benefits are 100% board paid.



Enrollment Requirements

New hires will receive enrollment applications upon hire. The effective date of coverage for health, dental, and vision is the employee's first working day. If an employee elects to not participate in the health plans, written notification is required. An employee's next opportunity to enroll will be during the annual open enrollment from June 1-June 30 of each year, or upon the employee's change in family status. Please notify the Treasurer's office of any change in family status; changes must be made within 30 days after the qualifying event.

If you have any questions in regards to your health insurance, please feel free to contact your school, the Vaughan Agency and/or the Schwendeman Agency, Inc. at the following information:

Vaughan Agency 740-992-9784
Schwendeman Agency 800-837-6793

Employee Benefits



Personal/Sick/Vacation Leave

Certified Staff

- Three personal leave days per school year are granted and are not accumulative.
- Fifteen sick leave days with pay per year at the rate of one and one quarter days per month are granted, with the accumulative days being 260 days.

Classified Staff

- Three personal leave days per year are granted and are not accumulative.
- Fifteen sick leave days with pay per year at the rate of one and one quarter days per month are granted, with the accumulative days being 260 days.
- All regular eleven and twelve month employees shall receive vacation in accordance with the following schedule:

1-8 years of service	2 weeks
9-16 years of service	3 weeks
17-21 years of service	4 weeks
25 years +	5 weeks

*There must be twelve consecutive months of service before vacation will be granted.

*Please reference the appropriate Agreement for further clarification on employee benefits.



Placing an Order without a Purchase Order

- According to the Ohio Revised Code Section 5705.41 (D)(1), the Treasurer is required to certify that adequate revenues are available to pay every purchase order. By signing a purchase order, the Treasurer is entering the District into a legal contract. This legal contract is approved for specific items and a specific amount.
- The Treasurer of the Board of Education has the authority to sign a fiscal certificate allowing a purchase order for less than \$20,000.00, to be issued after an order is placed. This fiscal certificate states that the funds were available at the time the order was placed and the Treasurer would have approved the purchase order, if processed correctly. If the order is over \$20,000.00, the Board of Education must authorize the Treasurer to sign the fiscal certificate. A record of all incidences pertaining to orders being placed without approval is kept at the Administration Office and is viewed annually by the Auditor of State and periodically by the Board of Education.
- If any order is placed without a purchase order, all documentation will be returned to the employee to correct. It will be the employee's responsibility to submit the correct documentation to rectify this error. If an employee places an order without a purchase order, the following action will be taken:

FIRST OFFENSE: A warning memo will be sent to the employee.

SECOND OFFENSE: The employee is personally

responsible for payment.

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The following procedure for submitting and processing a purchase request must be followed to ensure compliance with State requirements and Board policy. A requisition must be completed for every purchase request. Requisitions for department needs must be made or approved by the building principal and forwarded to the Superintendent for processing. Please allow two weeks processing time for each order.

Requisitioner

Before requesting any supplies, equipment, or subscription renewals, determine that the desired material is not in stock and cannot be borrowed from another teacher. If not, proceed as follows:

- A. Obtain a purchase requisition form from the principal.
- B. Select “BEST” price-from vendor quotes
- C. Indicate the following:
 1. Desired vendor, including address and phone number.
 2. Quantity, unit, description, unit price, and total amount of purchase.

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3. Whether price is actual, catalog, or approximate
Include shipping charges.
4. Your building, phone number, and the subject or grade in which the material will be used.
5. Sign and date the request and indicate date needed.
6. For you records, make a copy of any paperwork you bring to the Treasurer's office.

When paper work has been completed and a purchase order is created, a copy of the purchase order will be returned to Requisitioner for ordering purposes.

Building Principal

- Upon receipt of a purchase requisition, determine whether the material should have been included in a supply bid. Inform staff members of the normal purchasing procedures. Then proceed as follows:
 - A. Ascertain the material cannot be borrowed from another building principal
 - B. Determine whether it is within the budget of the school. (Changes in budget items can be made if the line amount is not increased.)

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CREDIT CARD

- Follow steps for requisitions. A purchase order will need to be issued in advance of your purchase. Upon receipt of the purchase order, sign out the credit card at the Treasurer's office. When purchase is complete, return card and sign sheet as returned. Give purchase receipts to Accounts Payable person. The receipts must be signed by the employee along with the purchase order issued for that purchase. Finance charges may be added to the billing statement for a delay of payment. If payment cannot be made on time as a result of a lost receipt on the employee's behalf, the employee's account will be responsible for payment of the finance charge. This type of billing statement is very time-sensitive.
- The credit card is to be used only when there are time restraints or the company does not accept purchase orders.
- The district is limited on the number of cards available. Therefore, it is necessary to return the cards as soon as possible. The card should only be in the employee's possession for two business days.

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MERCHANDISE RECEIVED

Orders must be shipped to either the elementary or high school depending on where the employee works. The employee and building principal will check the order to verify accuracy. All invoices and documentation, such as receipts or packing slips, should be dated, initialed and forwarded to Accounts Payable at the Treasurer's office. Please note if the order is complete or has been partially filled. Also, please indicate company name on shipping forms, if not shipped directly from company.

In the event of a duplicate shipment or in which items need to be returned, it is the employee's responsibility to return the shipment. Most companies require prior return authorization and will be the employee's responsibility to obtain. Remember that it is very important to notify the Treasurer's office. Please contact the Treasurer's office in advance if the purchase order, check, or any other materials need to be picked up. This will ensure that the items are available and ready to be picked up.

If an employee has requisitioned items from a local vendor, the Treasurer's office will assume the items will be picked up. An original, signed copy of the purchase order will be sent to the employee. The employee should take the purchase order or

the purchase order number to the vendor.

Purchasing Procedures



If the company keeps the original purchase order, please request a copy for your records to track amount spent. This will help the employee know when the funds have expired on That purchase order, when using a blanket purchase order. If the invoice or receipt is given to the employee, please forward it to the Treasurer's office. When the Treasurer's office does not receive the cash register receipt with the detail of items, the employee will be responsible for payment. The invoice/receipt should include the purchase order number, signature payment approval, and any other pertinent information.

All employees should remind all businesses of the school system's tax exemption status. The Southern Local School District is exempt from state and federal taxes. A tax exemption certificate is available from the Treasurer's office.

Once the Treasurer's office receives the invoice and notification of receipt of items on the purchase order, the purchase order will be processed for payment. If there is a problem with a purchase order, the Treasurer's office must be notified immediately so the payment will be stopped until the problem is resolved.



PROFESSIONAL MEETINGS

- In order to attend a professional meeting, a “Professional Meeting Request” form must be completed before the date of the meeting. Remember to include all charges for out of town trips such as taxi, parking, toll charges, etc. on the form. Upon approval, the employee must inform your building principal to report off and request a substitute, if needed.
- A completed “Travel Expense” form must be submitted following a professional trip to be reimbursed for expenses. All itemized receipts must be stapled to this form. **Meal receipts must be itemized.**
Reimbursement will not be made on non-itemized receipts or for lost receipts.
- Effective Jan 1, 2010, the mileage rate is \$.50 per mile. Tax, tips/gratuities will not be reimbursed.

Notes

