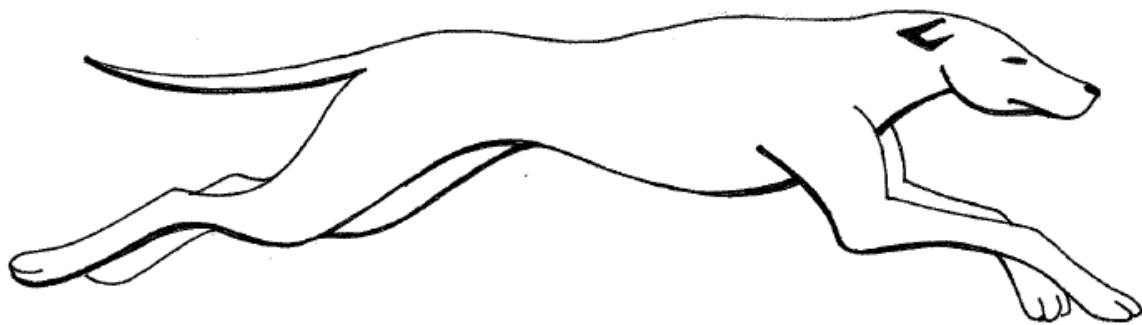


**MANCHESTER  
LOCAL SCHOOL  
DISTRICT**



**EMPLOYEE HANDBOOK**

MANCHESTER LOCAL SCHOOL DISTRICT

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## Welcome to Manchester Local Schools

### *Manchester Handbook*

As a new employee of Manchester Local Schools, I'm sure you have many questions and are not sure who to ask or where to find the answers. There are many forms and information necessary before you can be added to our payroll. I hope you will find this booklet helpful in answering many of your questions.

You will receive a New Employee Packet, which will include the following forms. These items must be submitted before you can be added to our payroll system.

- College transcripts (certified employees)
- Other district experience and active military time
- State certification or license (if position requires)
- Bureau of Criminal Investigation (BCI) verification
- Employment Eligibility Verification
- W-2; the federal tax information form
- State tax form (KY is available upon request)
- STRS/SERS
- Direct Deposit form
- Hospitalization/Dental/Vision enrollment form/opt out (contract employees)
- Code of Ethics
- Cobra Letter
- Cafeteria 125 Plan
- Life insurance form

### When will I receive my first paycheck?

*Before anyone can be paid by Manchester Local Schools, he/she must be hired by the Board of Education.* Employees are paid, per the schedule, semi-monthly, 24 times per year. Depending on whether you are a Contracted Employee or a Time Sheet Employee, it will determine when you will receive your first pay.

### Substitute/Part-Time Employees

The first pay date for substitute/part-time employees will be determined by the date the Board of Education meets and approves them for hire. In cases where days are worked prior to board approval, substitute/part-time employees will be paid for that time on the first subsequent pay. Time sheets must be signed by the supervisor, and you cannot be paid without supervisor approval. You must turn your time sheet in to your supervisor/secretary by the date(s) indicated on the Pay Schedule in order to allow adequate time for their approval and transfer to the payroll department. If the payroll department has not received your time sheet by the due date, you will not be paid until the following payroll date. Separate/special pays cannot be run for this situation. If you will be absent and cannot turn in your time sheet on time, it is your responsibility to notify your supervisor so that necessary arrangements can be made with the payroll department.

### Contract Employees

Employees that have been employed under a contract will have their per pay figured by taking the total contract salary divided by 24 pays. Extra work time will always be paid behind one pay time sheet.

### Direct Deposit

Direct Deposit is required for all substitutes and classified employees. Please make sure your account number and routing number are correct. If there is any doubt, please attach a voided check, or if it is a savings account, verify the account number with your bank.

### Direct Deposit Notification/Checks

Direct Deposit Notification and checks will be delivered to the buildings on the morning of payday. Direct deposit notifications for contract employees will be emailed to your school email address, and may also be obtained on the Employee Kiosk System.

### Payroll Dates

See Appendix A, *Payroll Dates*.

### Mandatory Deductions

By law you are required to pay the following deductions:

- State Teachers Retirement System (certified employees only) 13% of gross per pay
- School Employee Retirement System (classified employees only) 10% per gross per pay
- Federal taxes
- State taxes
- Medicare – 1.45% of gross per pay
- Village of Manchester Income tax — 1.00% of gross per pay
- MORE/OEA or OAPSE dues (if under union contract), please refer to recent legislation regarding Fair Share dues.

## **Mission Statement**

The Manchester Local School District is dedicated to providing students sound educational opportunities supported by a community inspired to help them reach their potential.

## **Absence Notification**

### **Comply with Collective Bargaining Agreement**

#### *Manchester Handbook*

All leaves (sick, personal, vacation, professional, jury duty, etc.) must be requested on the Employee Kiosk System. Leaves are posted two weeks behind on pay stubs.

## **Certification/Licensure**

### **Comply with Collective Bargaining Agreement**

Employees working in positions for which a certificate/license is required must provide a valid certificate/license to the central office. It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

All certificated/licensed employees must complete and keep current their Individual Professional Development Plans (IPDP) and must submit such plans to the Local Professional Development Committee (LPDC) for approval. Records of all continuing education units and college/university credits also must be submitted to the LPDC.

Employees whose job requires a Commercial Driver's License (CDL) are responsible for maintaining the appropriate CDL and endorsement. They also are responsible for maintaining valid state certification and other certifications as required.

## **Compensation**

### **Comply with Collective Bargaining Agreement**

#### *Teacher CBA*

##### Payroll Deductions

- Dues Deductions
- Insurance Program Deductions
- Annuities
- Payroll Deduction of Fair Share Fee

##### 1. Paychecks

All professional employee paychecks shall be available in each school office on or before the 15th and the 30th of the month during the school year except for the final December pay, which will be paid on the last regular working day before Christmas. During the summer months, checks shall be mailed on or before the 15th and 30th days of the month, unless otherwise arranged with the Treasurer's office.

##### 2. Electronic Banking Option

Members shall have electronic banking as an alternative for paycheck distribution.

### *Classified CBA*

1. All employees' pay shall be calculated and paid over a bimonthly period on the 15th day of the month and 30th day of the month.
2. When payday falls on a holiday, the preceding day shall be payday, with the employee receiving his pay during the normal hours of his shift. During the summer months, employees' paychecks will be mailed starting the payday after school is out and continue until the payday before school starts.
3. The final December pay will be paid on the last regular working day before Christmas excluding overtime pay. Overtime pay will be paid in the next regular pay in January.

The following are current participating annuities available for payroll deduction for all employees:

#### 457 Annuity Plans

ING Life & Annuity Co.  
Zachary H. Carter  
1700 Lyons Rd., Suite D  
Dayton, Ohio 45458  
800-451-4702, Ext. 484

AXA Advisors, LLC  
Jim Healy  
4000 Smith Road, Suite 300  
Cincinnati, OH 45209  
513 762-7729

Ohio Public Employees Deferred Compensation  
Chad Moehl  
6085 Emerald Parkway  
Dublin, Ohio 43016  
877-644-6457

#### 403(b) Annuity Plans

ING Life & Annuity Co.  
Zachary H. Carter  
1700 Lyons Rd. Suite D  
Dayton, Ohio 45458  
800-451-4702, Ext. 484

American Fidelity Assurance Co.  
Phil Fite  
6860 Tylersville, Rd., Suite 10  
Mason, Ohio 45040  
817-518-2337

Primerica Financial Service  
Terry Bray  
11260 Chester Rd. Suite 302  
Cincinnati, Ohio 45246  
866-464-3017  
513-515-6630

#### Payroll Errors

We strive to make sure that errors do not happen; however, there are times when we do have to deal with this situation. All errors will be corrected on the payroll that follows the pay in which the error occurred.

#### **Evaluations**

#### **Comply with Collective Bargaining Agreement**

Refer to applicable negotiated contract.

## **Fraud Reporting System (Auditor of State)**

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any public official or public office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website or through the United States mail.

Employees may use any of the following methods to report suspected fraud to the Auditor of State:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State's office  
Special Investigations Unit  
88 East Broad Street  
P.O. Box 1140  
Columbus, OH 43215

Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)

## **Grievance Procedure**

### **Comply with Collective Bargaining Agreement**

Refer to applicable negotiated contract.

## **Holidays**

### **Comply with Collective Bargaining Agreement**

*Classified CBA*

## **Insurance**

### **Comply with Collective Bargaining Agreement**

Refer to applicable negotiated contract.

## **Hours of Work/Work Schedules**

### **Comply with Collective Bargaining Agreement**

The standard workweek is Monday through Friday.

The standard workday — refer to applicable negotiated contract.

Employees shall receive a duty-free lunch.

Timesheets are to be kept by all classified employees and turned into their supervisor on the 1st and 16th of the month.

All leaves must be requested on the Employee Kiosk and marked on the timesheet. (See Absence Notification)

Teachers are to check in at the office upon arrival at work.

## **Leaves**

### **Comply with Collective Bargaining Agreement**

## **Meetings**

### **Comply with Collective Bargaining Agreement**

Refer to applicable negotiated contract.

## **Overtime/Compensatory Time**

### **Comply with Collective Bargaining Agreement**

#### *Classified CBA*

1. All hours over eight in one day and over 40 in each week shall be paid at the rate of time and one-half. For the purpose of this section, holidays, which the employee does not work but for which he/she is compensated, and paid sick leave hours shall constitute hours worked for overtime purposes. In lieu of overtime pay, an employee may earn compensatory time at the rate of time and one-half for all hours over eight in one day and over 40 in each week. Compensatory time can be accrued up to 80 hours with approval of the supervisor.
2. All work performed on Sundays and holidays shall be paid at the rate of “double” time.
3. Compensatory time earned shall be taken at a time mutually agreeable between the employee and his/her immediate supervisor and must be requested through the Employee Kiosk.

## **Performance of Duties**

Employees are required to perform their normal duties as assigned by the Superintendent or his/her designee. Employees who fail to perform their duties will be subject to disciplinary action up to and including termination in accordance with Board policy, laws and any relevant collective bargaining agreements.

## **Reduction in Force (RIF)**

### **Comply with Collective Bargaining Agreement**

Please refer to applicable negotiated contract.



## **SERS/STRS**

### **Comply with Collective Bargaining Agreement**

The Board agrees to pick-up (salary reduction-restatement method) contributions to the School Employees Retirement System and the State Teachers Retirement System upon behalf of the employees on the following terms and conditions:

1. The amount to be picked up and paid on behalf of each employee shall be the current statutory rate of the employee's compensation. The employee's annual compensation shall be reduced by an amount equal to the amount picked up and paid by the Board.
2. The pick-up percentage shall apply uniformly to all employees.

## **Severance Pay**

### **Comply with Collective Bargaining Agreement**

Refer to applicable negotiated contract or individual employment contract.

## **Student Supervision**

1. Halls — Teachers are responsible for maintaining appropriate student behavior so as not to disturb other classroom instruction that is taking place.
2. Lunch — Teachers are responsible for continuously circulating around the cafeteria during lunchtime, conversing with and monitoring students. Teachers acting as reasonably prudent adults shall increase the safety of the students and minimize occurrences that inhibit a positive learning environment. If there are multiple teachers on duty, these teachers will not get complacent conversing with one another, but instead continuously circulate around the cafeteria.
3. Playground — Same as lunch supervision.
4. Restrooms — Teachers are responsible for checking all restrooms after each classroom use. Teachers may keep a log indicating when individual students are out of the classroom. Teachers will have these restroom logs available to administrators upon request.

## **Supplies**

### ***Teacher CBA***

#### Instructional Supplies, Equipment, Facilities Needs

Prior to March 10 of each year, the Administration shall submit to each professional employee a standard form to list the instructional supplies, equipment, facilities needed to perform the assigned teaching job for the following year. This form shall be returned to the building administrator by March 30 of each year. Said form shall be considered by the Board in developing budgeting plans for the coming school year, but shall not be binding on the Board.

### Master Building Inventory

Bargaining unit members may be requested by the building administrator to complete an inventory.

### Supplies, Equipment, Texts and Instructional Materials

Professional employees will be provided with texts, supplies and other materials necessary to teach assigned courses. Each teacher shall receive a minimum of \$150.00 per year to purchase classroom supplies that are not available through regular channels. Receipts for the \$150.00 stipend must be submitted by April 1 of each year.

### **Training**

Yearly training for all staff is done through Public School Works. Training is accessed at:  
<https://www.publicschoolworks.com/LMS/login.php?url=http://www.publicschoolworks.com/LMS/lmsPersonCourses.php&di=244>.

### **Tuition Reimbursement**

The Board shall allocate a sum of fifteen thousand dollars (\$15,000) per year (September – August) for tuition reimbursement. From this fund, the Board shall reimburse one hundred percent (100%) of tuition costs of a successfully completed graduate course that qualifies for certification/license renewal, recertification of the employee, or course work that is related to the current assignment or area of certification of the employee.

Tuition costs shall be limited to six (6) semester hours or equivalent quarter hours per teacher applicant each year. However, in the event that the total request for tuition reimbursement exceeds fifteen thousand dollars (\$15,000) per year, then teachers requesting payment shall be paid on a pro-rata basis from this fund.

All documentation must be on file by June 15 and reimbursement shall be paid June 30. To receive the reimbursement, the employee must currently be an employee of the Manchester Local School District and the classes must be taken following the employee's first day of work.

### **Vacancies**

#### **Comply with Collective Bargaining Agreement**

Refer to applicable negotiated contract.

### **Board of Education Policies**

#### Board Policy

All Manchester Local School Board of Education policies can be found at <https://www.boarddocs.com/oh/mlsd/Board.nsf/Public>.

Please review the following Board policies:

1. Religion in the Curriculum (po2270)
2. Controversial Issues (po2240)
3. Staff Technology Acceptable Use and Safety (po7540.04)
4. Use of Medications (po5330)
5. Eligibility of Resident/Nonresident Students (po5111): The children of employees will be permitted to attend Manchester Local Schools according to Board Policy JECB
6. School Calendar (po8210)
7. Petty Cash Funds (po6620)
8. Privacy Protections of Fully Insured Group Health Plans (po1619.02)
9. Conflict of Interest (po1130)
10. Use of Credit Cards (po6423)
11. Staff Dress and Grooming (po3216 & po4216)
12. Drug and Alcohol Testing of CDL License Holders and Other Employees Who Perform Safety-Sensitive Functions (po41620): All applicants are subject to pre-employment drug testing arranged by the Board.
13. Staff Ethics (po3210)
14. Nondiscrimination and Equal Employment Opportunity (po1422)
15. Travel Payment & Reimbursement (po6550)
16. FMLA Leave (po1630.01)
17. Field and Other District-Sponsored Trips (po2340)
18. Grading (po5421)
19. Anti-Harassment (po1662)
20. Environmental Health and Safety Issues (po8405)
21. Direct Contact Communicable Diseases (po8453)
22. Control of Blood-Borne Pathogens (po8453.01)
23. Student Exposure to Blood-Borne Pathogens (po8453.02)
24. Care of Students With Chronic Health Conditions (po5335)
25. Interrogation of Students (po5540)
26. Personnel Files (po8320)
27. Staff Use of Personal Communication Device (po7530.02)
28. Title I – Parents’ Right To Know (po2261.02)
29. Student Abuse and Neglect (po8462)
30. Sexual Violence (po5517.02)
31. Student Records (po8330)
32. Use of Tobacco by Professional Staff (po3215)
33. School Visitors (po9150)
34. Workers’ Compensation (po8442.01)