MANCHESTER LOCAL SCHOOL DISTRICT

EMPLOYEE HANDBOOK
2026-2027

MANCHESTER LOCAL SCHOOL DISTRICT
130 WAYNE FRYE DRIVE
MANCHESTER, OH 45144
PHONE: 937-549-4777
FAX: 937-549-4744

Nick Roberts, Superintendent

nick.roberts@mlsd.us

Melinda Horsley, Treasurer

melinda.horsley@mlsd.us

Jessica Leonard, Assistant Treasurer / Payroll

jessica.leonard@mlsd.us

Caroline Grooms-Lowe, Dir. State & Fed. Programs / Transportation Supervisor / Testing Coord.

caroline.grooms@mlsd.us

Ma'ry'e Kinhalt, Administrative Assistant

marye.kinhalt@mlsd.us

Tina Osman: EMIS Coordinator

tina.osman@mlsd.us

TABLE OF CONTENTS

Table of Contents……...2
Board of Education Members, Administration……..……2
Welcome to Manchester Local Schools…… 3
Mission Statement..... 4
Absence Notification 4
Certification/Licensure 5
Compensation 5
Annuities..... 6
Evaluation 6
Fraud Reporting System 6
Ohio Auditor of State Public Employee Fraud Training……...6
Grievance Procedures 7
Holidays..... 7
Insurance..... 7
Schedules 7
Leaves……7
Meetings……....7
Overtime……..…...7
Performance of Duties……...8
Reduction in Force……....8
SERS/STRS……..….8
Severance Pay……8
Student Supervision……...9
Supplies……..9
Training……..….9
Tuition Reimbursement……..….9
Vacancies……10
Board of Education Policy Information……..……10

Manchester Local School District Board of Education Members

Troy Thatcher, Board President troy.thatcher@mlsd.us
Owen Applegate, Board Member owen.applegate@mlsd.us
Dave McFarland, Board Vice-President dave.mcfarland@mlsd.us
Megan Fuson, Board Member megan.fuson@mlsd.us
Steve Henderson, Board Member steve.henderson@mlsd.us

Administrators & Administrative/Confidential Support Staff

Nick Roberts, Superintendent
Melinda Horsley, Treasurer
Jessica D. Leonard, Assistant Treasurer
Ma'ry'e A. Kinhalt, Administrative Assistant
Timothy Davis, Jr./Sr. High School Principal
Aaron Lockhart, Jr./Sr. High School Assistant Principal / Athletic Director
Tate Skinner, Elementary School Principal
Caroline Grooms-Lowe, Dir. State & Federal Programs / Transportation Supervisor / Testing Coordinator
Caleb Fryman, Information Services
Tina Osman, EMIS Coordinator
Deputy John Shope, School Resource Officer
Kimberly Berry, Special Education Coordinator

Welcome to Manchester Local Schools

Manchester Local School District Employee Handbook

***Please note that certain portions of this handbook do not apply to Part-Time Employees, Classified and/or Certified Substitute Employees or School Administrators. Full time Classified and Certified employees should refer to their collective bargaining agreements or contact their immediate supervisor for questions.**

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) & Federal Bureau of Investigation (FBI) verifications
- Driver's License, Social Security Card and/or Birth Certificate-Passport Copies
- W-4; the federal tax information form
- State tax form (KY is available upon request)
- Statement of Non-Conviction Form
- Terrorist Exclusion Declaration Form
- Fraud Reporting/Handbook Acknowledgement Form
- STRS/SERS Forms
- Direct Deposit form
- Voided Check or Bank Transfer Form with Routing Number (For Direct Deposit)
- I-9 Form / Employment Eligibility Verification
- SSA Non-Social Security Employment form
- Hospitalization/Dental/Vision enrollment form/opt out (contract employees)
- Life insurance form(s)
- Signed employment contract

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. **You must attach a voided check, or if it is a savings account, verify the account number with your bank and provide a copy of verification.**

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

Employees are paid on the 15th and 30th of each month. See Appendix A (*Payroll Dates)* of the Collective Bargaining Agreement.

Mandatory Deductions

By law you are required to pay the following deductions:

- State Teachers Retirement System (certified employees only) 14% 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

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.

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

457 Annuity Plans

VOYA
Zachary H. Carter
10100 Innovation Drive
Miamisburg, OH 45342
P 937-353-5481
F 937-847-2507
E zachary.carter@voyafa.com

AXA Advisors, LLC
David Mack
4000 Smith Road, Ste. 300
Cincinnati, OH 45209
P 513-256-5701

Ohio Public Employees Deferred Comp.
Jason Brown
257 E. Town Street, Suite 457
Columbus, OH 43215
P 877-644-6457

403(b) Annuity Plans

VOYA
Zachary H. Carter
10100 Innovation Drive
Miamisburg, OH 45342
P 937-353-5481
F 937-847-2507
E zachary.carter@voyafa.com

American Fidelity Assurance Co
Phil Fite
6860 Tylersville Rd, Ste. 10
Mason, OH 45040
P 877-518-2337
E phil.fite@americanfidelity.com

Primerica Financial Svc.
P 800-544-5445

American General Life Insurance Company
P 800-888-2452

TD Ameritrade Trust
FTJ Fundchoice
P 800-669-3900

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

Fraud Training

All new employees of Manchester Local School District are required to complete fraud reporting training with the Ohio Auditor of State's Office. The certificate of completion needs to be emailed to the Administrative Assistant or Treasurer to be placed in your personnel file.

ma'ry'e.kinhalt@mlsd.us **or** **melinda.horsley@mlsd.us**

To complete the 8-minute fraud reporting training go to **https://ohioauditor.gov/trainings/fraud.html**

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.

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 breakfast and 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/Certified Staff

Refer to applicable negotiated agreement.

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 all policies.