

CLASSIFIED

EMPLOYEE

HANDBOOK

July 1, 2010 – June 30, 2013

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Notice

This Employee Manual has been prepared to inform you of Lorain County JVS's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee.

Some Things You Must Understand

The policies in this Employee Manual are to be considered as guidelines.

- The Lorain County JVS, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time as operational, employment legislation, and economic conditions dictate. Changes will be communicated by email, website, and/or meeting with Classified Staff.
- Any such action shall apply to existing as well as to future employees.
- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work except as allowed by law.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked except as allowed by law.
- No one other than the Superintendent or Board of Education may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be in writing.
- No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual replaces any and all other or previous Lorain County JVS Employee Manuals, or other Lorain County JVS policies whether written or oral.

MISSION STATEMENT

LORAIN COUNTY JVS

Mission

Focused on your future as a dynamic leader, Lorain County JVS excels to engage, educate and empower.

Vision

Lorain County JVS is the premier driving force where technology and learning converge to empower individuals for success in the global market.

Values

- Student centered
- Focused on the future
- Passionate
- Relevance
- Strive for excellence
- Collaborative
- Engagement

EQUAL EMPLOYMENT OPPORTUNITY

The Lorain County JVS Board of Education and its staff are dedicated to providing equal educational opportunities and equal employment opportunities without regard to gender, race, color, national origin, age, religion, disability or any other basis of unlawful discrimination.

Mrs. Linda Diedrick is the Lorain County JVS Title IX, Section 504 coordinator. Any questions or concerns pertaining to Title IX, Section 504 should be directed to Mrs. Diedrick's office at Lorain County JVS, 15181 Route 58, Oberlin, OH 44074, (440) 774-1051.

Complaints may be sent directly to the U.S. Department of Education, Team Leader, Office for Civil Rights, 600 Superior Ave. East, Suite 750 Bank One Centre, Cleveland, OH 44104-2611

What You Can Expect From the Lorain County JVS

The Lorain County JVS believes in creating a harmonious working relationship between all employees. In pursuit of this goal, the Lorain County JVS has created the following employee relations objectives:

1. Provide an exciting, challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination, without regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.
3. Compensate all employees fairly and appropriately according to the approved salary schedules.
4. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
5. Provide leaves and holidays to all eligible employees as appropriate.
6. Provide eligible employees with health and welfare benefits.
7. Assure employees, after talking with their immediate supervisor, an opportunity to discuss any issue or problem with administrators of the Lorain County JVS.
8. Take prompt and fair action of any complaint, which may arise in the everyday conduct of our business, to the extent that, is practicable.
9. Respect individual rights, and treat all employees with courtesy and consideration.
10. Maintain mutual respect in our working relationship.
11. Provide facilities that are comfortable, orderly and safe.
12. Place and promote employees on the basis of their ability and merit.
13. Make promotions or fill vacancies from within the Lorain County JVS whenever practical.
14. Keep all employees informed of the progress of the Lorain County JVS, as well as the district's overall goals and objectives.
15. Promote an atmosphere in keeping with the Lorain County JVS's vision, mission, and goals.

What the Lorain County JVS Expects from You

The Lorain County JVS needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom the Lorain County JVS serves and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by the Lorain County JVS. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed the Lorain County JVS expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making the Lorain County JVS a school district where you can approach your supervisor, or any appropriate member of the administration, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of the Lorain County JVS. We're all human, so please communicate with each other and with the administration.

Remember, you help create the pleasant and safe working conditions that the Lorain County JVS intends for you. The result will be better performance for the district overall, and personal satisfaction for you.

Open Communication Policy

The Lorain County JVS encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. These discussions are to be professional in nature without employees making comments that could be considered insubordinate. Any information discussed in an Open Communication meeting is considered confidential. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors or gossip. It is more constructive for an employee to consult his/her supervisor immediately with any questions.

Outside Employment

If you plan to hold or hold a second job, part-time or full-time or if you intend to engage in a business enterprise of your own, the Lorain County JVS would like to know about it. Before accepting any outside employment you are encouraged to discuss the matter with your supervisor to insure no conflict of interest.

Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how our school district can be made a better place to work and our service to customers enhanced. When you see an opportunity for improvement, please talk it over with your supervisor. She/he can help you bring your idea to the attention of the people in the district who will be responsible for possibly implementing it. All suggestions are valued and listened to.

Employment

Termination of Your Employment

The Lorain County JVS will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from the Lorain County JVS,
2. Fail to return from an approved leave of absence on the date specified by the Lorain County JVS, or
3. Fail to report to work or call in for two (2) or more consecutive workdays.

You may be terminated for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or other acts of misfeasance, malfeasance, or nonfeasance, in accordance with applicable federal, state, and local laws.

Confidential Information

We sincerely hope that our relationship will be long-term and mutually rewarding. However, your employment with the Lorain County JVS assumes an obligation to maintain confidentiality, which generally provides that you will not disclose or use any of the Lorain County JVS's confidential information, either during or after your employment.

Additionally, our students and parents entrust the Lorain County JVS with important information. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, the Lorain County JVS earns the respect and further trust of our students, parents and community.

If you are questioned by someone outside the school district and you are concerned about the appropriateness of giving certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor.

No one is permitted to remove or make copies of any the Lorain County JVS records, reports or documents without prior approval. The Treasurer of the school district is the records officer. Requests for public records are to be made through his/her office. Disclosure of confidential information could lead to termination, as well as other possible legal action.

Customer Relations

The success of the Lorain County JVS depends upon the quality of the relationships between the Lorain County JVS, our employees, students, parents, general public, and associate schools. Our community's impression of the Lorain County JVS and their interest and willingness to support us is greatly formed by the people who serve them. In a sense, regardless of your position, you are the Lorain County JVS's ambassador. The more goodwill you promote, the more our community will respect and appreciate you, the Lorain County JVS and the Lorain County JVS's services.

Below are several things you can do to help give our community a good impression of the Lorain County JVS. These are the building blocks for our continued success.

1. Act competently and deal with the public in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on requests and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, local, and civil service laws.

Equal Employment Opportunity

The Lorain County JVS is an equal employment opportunity employer. Employment decisions are based on merit and district needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. The Lorain County JVS complies with the law regarding reasonable accommodation for handicapped and disabled employees.

It is the policy of the Lorain County JVS to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). The Lorain County JVS will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The Lorain County JVS will also make reasonable accommodation wherever necessary for all

employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the Lorain County JVS.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that the Lorain County JVS's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including supervisors, involved in discriminatory practices will be subject to termination.

Harassment Policy

The Lorain County JVS intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort - verbal, physical, and/or visual - will not be tolerated, particularly against employees. These classes include, but are not necessarily limited to race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

What Is Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing.

Examples of harassment that may create a hostile/intimidating workplace environment include:

- Making offensive remarks about looks, clothing, body parts
- Telling sexual or lewd jokes, hanging sexual posters, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images
- Making disparaging remarks about an individual's gender, religious beliefs, ethnic origin, race, age

What Is Not Harassment

The anti-discrimination statutes are not a general civility code. Thus, federal law does not prohibit simple teasing, offhand comments, or isolated incidents that are not extremely serious. Rather, the conduct must be so objectively offensive as to alter the conditions of the individual's employment. The conditions of employment are altered only if the harassment culminates in a tangible employment action or is sufficiently severe or pervasive to create a hostile work environment. The statement of an opinion by a person who has been legitimately asked to state their opinion is not harassment.

Report any incident of harassment immediately to the JVS Title IX Coordinator, to your supervisor or to the assistant superintendent.

Responsibility

All the Lorain County JVS employees and particularly supervisors have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the designated compliance officer whose name will be posted on appropriate posting boards within the building. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Reporting

Lorain County JVS Board Policy Statement on Sexual Harassment

SEXUAL HARASSMENT

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal, physical or occurring in or out of the District building, or at school-sponsored social functions or activities is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

The Board has developed complaint procedures which are available to victims. The Board has also identified disciplinary penalties which could be imposed on the offenders.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the work place of sexually suggestive or obscene objects or pictures. Whether any such act or comment may constitute sexual harassment-type conduct is often dependent on the individual recipient.

In order to effectively enforce this policy, it is essential that any employee or student who feels he/she is a victim of sexual harassment report the offensive conduct to the Superintendent, or to another administrator with whom he/she feels comfortable. The complaint will be investigated and action will be taken if appropriate.

All individuals should be aware that the privacy of the charging party and privacy of the person accused of sexual harassment is protected to the extent possible. Individuals may be disciplined for engaging in sexual harassment but there will be no retaliation against anyone involved in a sexual harassment matter.

LEGAL REFS.: Civil Rights Act, Title VI; 42 USC 2000d et seq.

Civil Rights Act, (Amended 1972), Title VII; 42 USC 2000e et seq.

Education Amendments of 1972, Title IX; 20 USC 1681

Executive Order 11246, as amended by Executive Order 11375

Equal Pay Act; 29 USC 206

Rehabilitation Act; 29 USC 794

Individuals with Disabilities Education Act; 20 USC 1400 et seq.

Age Discrimination in Employment Act; 29 USC 623

Immigration Reform and Control Act; 8 USC 1324a et seq.

Americans with Disabilities Act; 42 USC 12112 et
seq.
Ohio Const. Art. I, Section
2
ORC
[3323.01](#)
Chapter
[4112](#)
[5903.01](#)(G
)
OAC [3301-35-02](#); [3301-35-
03](#)
OAC [3301-35-02](#); [3301-35-
03](#)

CROSS REFS.: [ACA](#), Nondiscrimination on the Basis of
Sex

[ACAA](#), Sexual
Harassment
[ACB](#), Nondiscrimination on the Basis of
Disability
[ACC](#), Nondiscrimination of the Basis of
Race
[EDE](#), Computer/Online Services (Acceptable Use and Internet
Safety)
[GBA](#), Equal Opportunity
Employment
[IGAB](#), Human Relations
Education
[IGBA](#), Programs for Students with
Disabilities
[JB](#), Equal Educational
Opportunities
[JFC](#), Student Conduct (Zero
Tolerance)
[JFCEA](#),
Gangs
[JFCF](#), Anti-Harassment, Anti-Intimidation or Anti-
Bullying
Staff
Handbooks

How You Were Selected

The Lorain County JVS is confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to the Lorain County JVS as well as yourself and we look forward to having you join us.

We carefully select our employees through written applications, personal interviews and reference checks. After all available information was considered and evaluated; you were selected to become a member of our team!

This selection process helps the Lorain County JVS find and employ people who are concerned with their own personal success and the success of the Lorain County JVS; people who want to do a job well; people who can carry on their work with skill and ability; and people who are comfortable with the Lorain County JVS and who can work well with our team.

Employee Background Check

Prior to becoming an employee of the Lorain County JVS, a job-related reference check was conducted. As you may know, a comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation. As appropriate, criminal, health examination and/or driving record history may have also been obtained.

Criminal Records

In response to the Lorain County JVS's zero-tolerance Violence in the Workplace Policy and in compliance with controlling state statutes, the Lorain County JVS may conduct a pre-employment criminal check on those applicants for positions that may involve close, unsupervised contact with the public. When appropriate, the criminal record is checked to protect the Lorain County JVS's interest and that of its employees and students.

Driver's License and Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to the Lorain County JVS from time to time. Any changes in your driving record must be reported to your supervisor immediately. Failure to do so may result in disciplinary action, up to and including possible termination.

Health Examinations

The Lorain County JVS reserves the right to require an employee's participation in a health examination to determine the employee's ability for performing his/her essential job functions. All such post-employment health exams shall be paid for by the district.

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to the Lorain County JVS and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule or any of the unacceptable activities listed below, please see your supervisor for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination.

1. Violation of any district rule; any action that is detrimental to the Lorain County JVS's efforts to operate successfully.
2. Violation of security or safety rules or failure to observe safety rules or the Lorain County JVS safety practices; failure to wear required safety equipment; tampering with the Lorain County JVS equipment or safety equipment.
3. Negligence or any careless action, which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on district premises, except medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on district property or while on duty.
6. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on district premises or when representing the Lorain County JVS; fighting, or provoking a fight on district property, or negligent damage of property.
7. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
8. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of district property, or the property of fellow employees, students, or guests in any manner.
10. Theft or unauthorized possession of district property or the property of fellow employees; unauthorized possession or removal of any district property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using district equipment for profit.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the Lorain County JVS; alteration of district records or other district documents.
12. It is a violation of JVS rules of conduct to give confidential information to organizations or to unauthorized Lorain County JVS employees; breach of confidentiality of student and personnel information.
13. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of

harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.

14. Immoral conduct or indecency on district property or in a manner that brings discredit to the district.
15. Conducting a lottery or gambling on district premises or in a manner that brings discredit to the district.
16. Unsatisfactory or careless work; failure to meet district standards as explained to you by your supervisor.
17. Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
18. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
19. Sleeping or loitering during working hours.
20. Excessive use of district telephone for personal calls.
21. Smoking in buildings or on school grounds.
22. Creating or contributing to unsanitary conditions.
23. Posting, removing or altering notices on any bulletin board on district property without the permission of an administrator of the Lorain County JVS.
24. Failure to report an absence or late arrival; excessive absence or lateness.
25. Falsely completing any district document.
26. Using district property for personal use.
27. Obscene or abusive language toward any supervisor, employee or student or any member of the public; indifference or rudeness towards a student or parent or any member of the public or fellow employee; any disorderly / antagonistic conduct on district premises.
28. Speeding or careless driving of district vehicles.
29. Failure to immediately report damage to, or an accident involving, districts equipment.
30. Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization from your Supervisor during business hours, or at a time or place that interferes with the work of another employee on district premises.
31. Failure to use your timesheet; alteration of your own timesheet or records or attendance documents; altering another employee's timesheet or records, or causing someone to alter your timesheet or records.

Disciplinary Actions

This Disciplinary Actions Policy applies to all classified employees.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, supervisors are expected to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the district may decide to repeat a disciplinary step.

Discipline Procedure

Unacceptable behavior, which does not lead to immediate dismissal, may be dealt with in the following manner:

1. Verbal Reminder
2. Written Warning
3. Written Reprimand
4. Paid or Unpaid Leave / Counseling Session
5. Termination

To insure that the Lorain County JVS's business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your supervisor will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures occur.

Step One: Verbal Reminder

Your supervisor will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also to remind you that it is your responsibility to meet the Lorain County JVS's expectations.

You will be informed that the Verbal Reminder is the first step of the discipline procedure. Your supervisor will fully document the Verbal Reminder, which will remain in effect for four (4) months. Documentation of the incident will remain in the confidential department file and will not be placed in your personnel record, unless another disciplinary event occurs.

Step Two: Written Warning

If your performance does not improve within the four (4) month period, or if you are again in violation of the Lorain County JVS's practices, rules or standards of conduct, your supervisor will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. Your supervisor will advise you that you are now at the second formal level of disciplinary action. After the meeting your supervisor will write a memo to you summarizing the discussion and your agreement to change. You will be required to sign the memo to acknowledge receipt. A copy of the memo will be placed in your personnel file.

Step Three: Written Reprimand

If your performance does not improve following a written warning or if you are again in violation of the Lorain County JVS's practices, rules or standards of conduct, your supervisor will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. Your supervisor will advise you that you are now at the third formal level of disciplinary action. After the meeting your supervisor will write a REPRIMAND to you summarizing the discussion and your agreement to change. The memo will be clearly marked as a reprimand. You will be required to sign the reprimand, acknowledging receipt. A copy of the reprimand will be placed in your personnel file.

Step Four: Paid or Unpaid Leave / Counseling Session

If your performance does not improve following the previous steps, or if you are again in violation of the Lorain County JVS practices, rules or standards of conduct, you will be placed on paid or unpaid leave. This Leave is the fourth and final step of the Lorain County JVS's disciplinary process.

Employees on Leave will spend the following day away from work deciding whether to commit to correcting the immediate problem and to conform to all of the district's practices, rules and standards of conduct, or to quit and terminate their employment with the Lorain County JVS.

If your decision following the Leave is to return to work and abide by the Lorain County JVS's practices, rules and standards of conduct, your supervisor will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy will be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs you will be terminated. If you are unwilling to make such a commitment, you may either resign or be terminated.

Crisis Suspension

If you commit any of the actions listed below, or any other action not specified but similarly serious, you may be suspended without pay pending an investigation of the situation. Following the investigation you may be terminated without any previous disciplinary action having been taken.

1. Theft.
2. Falsification of the Lorain County JVS's records.
3. Failure to follow safety practices.
4. Breach of Confidentiality Agreement.
5. Threat of, or the act of, doing bodily harm.
6. Willful or negligent destruction of property.
7. Use and/or possession of intoxicants, drugs or narcotics.

The provision of this Disciplinary Policy is not a guarantee of its use. The Lorain County JVS reserves the right to terminate employment in accordance with applicable federal, state, local, and civil service laws. Additionally, the Lorain County JVS reserves the right to prosecute any employee for any of the above infractions.

Anniversary Date

The day the individual is approved for hire by the JVS Board of Education. If a break in employment occurs, it is the most recent hire date.

Immigration Law Compliance

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, the Lorain County JVS may be obliged to terminate your employment.

New Employee Orientation

On or before your first working day, you will be asked to complete employment paperwork. Your supervisor will introduce you to your coworkers and procedures regarding your position. Please feel free to ask your colleagues any questions not answered during your orientation.

Assistant Superintendent:

- Employment Paperwork
- Classified Handbook – online
- Employee Technology Account and Technology Needs Form – online
- Acceptable Use Policy

Treasurer's Office

- Kiosk Training
- Insurance

Supervisor

- Workplace Orientation

Work Schedule

Business Hours

Your supervisor will explain normal operating hours for your position. Your particular hours of work and the scheduling of any meal period will be determined and assigned by your supervisor. Most employees are assigned to work a forty- (40) hour workweek. Should you have any questions concerning your work schedule, please ask your supervisor.

Summer hours start and end dates will be determined by the Superintendent. The work day will be 8.5 hours for four days a week, with the start and end time to be determined by your Supervisor and/or the Superintendent. Employee to schedule fifth day off with Supervisor.

Attendance

The Lorain County JVS would like you to be ready to work at the beginning of your assigned daily work hours, and to reasonably complete your projects by the end of your assigned work hours. Please let your supervisor know if you will be away from your workstation for an extended period of time and when you expect to return.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. The Lorain County JVS is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days and/or personal days have been provided for this purpose.

If you are unable to report to work or if you will arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, please request this time off directly from your supervisor.

When you call in to inform the Lorain County JVS of an unexpected absence or late arrival, simply ask for your supervisor. If you're arriving to work late please let your supervisor know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

Absence from work for two (2) consecutive days without notifying your supervisor or the personnel administrator will be considered a voluntary resignation.

If you are absent because of an illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without letting your supervisor know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Your supervisor will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Note: Information on the types of leaves offered and their qualification criteria are included in the "Leaves" section of this Employee Manual.

Meal and Break Periods

The times when un-paid meal periods and paid break periods are scheduled vary among departments. You are requested to schedule them with your supervisor.

Severe Weather, Emergency Conditions, Closed for Repair, or by Order of the Superintendent

In the event of severe weather conditions or other emergencies, the Superintendent may decide to close the Lorain County JVS for the day. As such, you will be notified as soon as possible by your supervisor. No loss of pay will occur for this reason. Likewise, if you report to work and find that the Lorain County JVS is unexpectedly closed due to an emergency, no loss of pay will occur. If the JVS High School is in session for the day and Adult Ed classes are cancelled due to inclement weather, Maintenance and Cleaning Staff will report as scheduled, unless otherwise directed by the Superintendent.

If your supervisor asks that you remain or be at work while the Lorain County JVS is closed because of severe weather conditions or another emergency, you will be paid at time and one half for hours that you work during the closed day that are in excess of a forty- (40) hour work week.

Any employee, who was on a previously approved leave day during a declared emergency, shall not be charged leave for the emergency period.

Employment Classifications

As stated in the employee's contract. If you are unsure of your classification, see Personnel.

Hiring of Employees Who Have Retired from SERS/PERS/STRS

- When an employee of Lorain County JVS retires, there is no guarantee of re-employment. Retirees seeking re-employment will compete for employment with all other applicants.
- Retirees hired into the system will receive experience credit on the appropriate salary schedule for prior related experience in accordance with the recommendation of the Superintendent.
- While employed by the district subsequent to retirement, such retirees not eligible for health care benefits under Lorain County JVS employee benefit plans. Rather, retirees must opt for health care benefits offered by SERS/PERS.
- Retirees will be hired on one-year contracts only, and when each contract is issued the retiree will submit in writing a letter of resignation effective upon the conclusion of the contract year.
- Retirees will earn fifteen (15) sick days per year and three (3) personal days, neither of which will accumulate.

Exempt Employees

Exempt employees are administrators, some supervisors, professional staff, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

Personnel Records and Administration

The task of handling personnel records and related personnel administration functions at the Lorain County JVS has been assigned to the Administrative Assistant in the Superintendent's Office. Questions regarding insurance, wages, and interpretation of policies may be directed to the Treasurer's Office.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify your supervisor, Personnel Office, and/or Payroll as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any the Lorain County JVS vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form
11. Training Certificates
12. Professional License

Upon experiencing a family status change, please notify the Treasurer's Office within 30 days for benefit modifications, if necessary.

You may see information, which is kept in your own personnel file, if you wish, and you may request and receive copies of all documents you have signed. Please make arrangements with the Administrative Assistant in the Superintendent's Office.

Compensation

The goal of the Lorain County JVS's compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and the Lorain County JVS's needs.

Wage and Salary Policies

See Salary Schedules in back of handbook.

Pay Cycle

Payroll will be calculated by dividing the contract amount into 24 equal pays. Payroll dates will be the 15th and last day of each month. Should either of these dates fall on a holiday or weekend, the pay will be dated for the preceding business day.

Paycheck Distribution

All employees of Lorain County JVS will be paid by direct deposit. Student employees may opt out of Direct Deposit.

On Call Pay

Occasionally, your department may ask you to return to work after you have left the premises for the day, or you may even be asked to work on weekends or holidays. If this occurs, you will be guaranteed a minimum of two (2) hours of pay, or the actual time worked, whichever is greater. On-call hours will be paid at one and one-half times your regular time after forty- (40) hours.

Computing Salary

Unless otherwise noted the Lorain County JVS will compute your salary on the basis of a daily rate times the number of days in the work year. This total will then be divided into twenty-four (24) equal paychecks.

Mandatory Deductions from Paycheck

The Lorain County JVS is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes, your contribution to SERS and Medicare as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Treasurers' Office. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever the Lorain County JVS is ordered to make such deductions.

Note: Please see "Wage Garnishments" later in this section for further information.

Direct Payroll Deposit

Direct payroll deposit is the automatic deposit of your pay into the financial institution accounts of your choice. In addition, it may be possible for you to authorize the Lorain County JVS to make additional deductions from your paycheck, such as for annuity payments and/or credit union account. Contact the Treasurer's Office for details and the necessary authorization forms.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell the Treasurer's Office immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Overtime Pay

You are eligible to receive overtime pay/comp-time of one and one-half (1 1/2) times your regular hourly wage for approved hours worked over forty- (40) hours in one (1) week. If, during that week, you were away from the job because of a paid holiday, vacation leave, personal day(s), or jury duty those hours not worked will be counted as hours worked for the purpose of computing eligibility for overtime pay.

Your supervisor must approve all overtime/comp-time in advance.

Do not confuse comp-time with flex-time. Comp-time means working beyond the 40 hour week. An example of flex-time is coming in an hour early or working through lunch to leave work early.

Please note if you are an employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a forty- (40) hour workweek.

Flex Time

Classified staff working less than a 260 day contract will have available three (3) flex days. Flex days must be pre-approved by your Supervisor; cannot be taken the first month of school; cannot be taken consecutively; and cannot extend a holiday. Flex days cannot be taken in increments of less than a day.

Work Performed on Holidays

Those employees who are eligible for overtime pay in accordance with the Fair Labor Standards Act who work on a holiday are considered to have worked overtime on that day and will be paid regular pay plus overtime for hours worked, regardless of the number of hours worked during that same work week.

Time Records

By law, we are obligated to keep accurate records of the time worked by employees. This is done by Employee Time/Labor Management Record sheets.

You are responsible for accurately recording any exceptions to your regular work schedule. No one may record hours worked on another's Employee Time/Labor Management Record sheet. Tampering with another's management record is cause for disciplinary action, up to and including possible termination, of both employees. In the event of an error in recording your time, please report the matter to your supervisor immediately.

Wage Garnishments

When court-ordered deductions are to be taken from your paycheck, you will be notified. The Lorain County JVS acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

Note: Please see the Mandatory Deductions From Paycheck Policy earlier in this section for further information.

Performance Reviews

Because we want you to grow and succeed in your job, the Lorain County JVS conducts a formal review at least one (1) time per year for each employee. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During a formal performance review your supervisor may cover the following areas:

- The quality and quantity of your work.
- Strengths and areas for improvement.
- Attitude and willingness to work.
- Initiative and teamwork.
- Attendance.
- Problem solving skills.
- Ongoing professional growth and development.

Additional areas may also be reviewed as they relate to your specific job.

Your review provides a golden opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals - perhaps he/she can recommend further training or additional opportunities for you. The performance review gives your supervisor an opportunity to suggest ways for you to advance and make your job at the Lorain County JVS more fulfilling.

Your supervisor can answer any questions you may have about the performance review process.

Employee Referral

Open positions will be posted near employee gathering places such as bulletin boards. You are encouraged to recommend and refer qualified candidates for employment with the Lorain County JVS. If you know of someone who would like to work here, we will be glad to consider him or her for employment.

Promotion and Transfer Policy

The Lorain County JVS has a policy of providing our employees with every opportunity for advancing to other positions within the school district. To qualify for a promotion or transfer, you must have held your current position for a minimum of six (6) months. Approval of promotions or transfers depends largely upon training, experience, and work record. Promotions and transfers are made without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. However, the Lorain County JVS will continue to look outside the school district for potential employees as well.

It is our policy to advise all employees about advancement opportunities. Please submit your request for consideration for a specific position directly to the Personnel Office. You are encouraged to discuss any contemplated transfer with your current supervisor.

Tuition Reimbursement

Regular full-time employees shall be eligible for tuition reimbursement subject to the following conditions:

- A. The regular full time employee shall remain with the school for one year after the reimbursement was received. If a member chooses to leave he/she is responsible for the repayment of the tuition reimbursement.
- B. Reimbursement shall be for graduate or undergraduate level credit hours earned from an accredited college or university. Reimbursement shall be for coursework related to the regular full-time employee's assignment.
- C. The coursework must have the prior approval of the Superintendent or his/her designee who may in appropriate circumstances waive the requirements set forth above.
- D. The regular full-time employee must receive a grade of "B" or better in graduate level courses and a grade of "C" or better in undergraduate level courses to be eligible for tuition reimbursement.
- E. Each regular full-time employee shall be eligible for reimbursement of the cost of **twelve (12)** quarter hours or **nine (9)** semester hours per school year. Each regular full-time employee will be reimbursed at the rate of \$200.00 per quarter hour and \$300.00 per semester hour, but in no case will the reimbursement exceed the cost of tuition.
- F. The total amount of money available for tuition reimbursement in any school year shall be as follows:

2010-2013	\$20,000.00
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- G. Reimbursement will be in conjunction with the fiscal year, July 1 through June 30. Therefore, the course must begin in the fiscal year in which the reimbursement is being requested.
- H. Application for reimbursement for the prior year shall be made by September 30 and if the total to be reimbursed exceeds the amount described in F, such amount will be prorated among all qualifying applicants.
- I. Interested applicants must submit a Tuition Reimbursement Form along with an Official Transcript from the college/university indicating the minimum grade earned in the course(s), and a paid receipt from the college or university showing the actual costs incurred.

Cell Phones

Those employees whose duties are generally performed in the associate schools and/or in a transient fashion, and with whom the Superintendent deems it necessary to communicate by cell phone during the work day shall be reimbursed via payroll at a rate of \$40.00 per month (\$480.00 per year). This reimbursement is made in lieu of the use of a school owned cell phone. The individual's personal cell phone number must be made available to the Superintendent.

Professional Membership

Professional membership will be paid if membership/attendance is requested by the Superintendent.

Longevity Pay

Classified employees are entitled to a longevity step based on the following scale. Longevity payments are an add on to the individuals salary and are not subject to the effect of incremental pay increases.

15 Years -	\$700.00
20 Years -	\$850.00
25 Years -	\$1,000.00

Regular Scheduled Part-time Employees:

15 Years -	\$350.00
20 Years -	\$425.00
25 Years -	\$500.00

Benefits

The Lorain County JVS is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits, which will enhance your job satisfaction. We are certain you will agree the benefits program described in this Employee Manual represents a very large investment by the Lorain County JVS.

A good benefits program is a solid investment in the Lorain County JVS's employees. The Lorain County JVS will periodically review the benefits program and will make modifications as appropriate. The Lorain County JVS reserves the right to modify, add or delete the benefits it offers.

Eligibility for Benefits

If you are a regular full-time employee, you will enjoy all of the benefits described in this Employee Manual as soon as you meet the eligibility requirements for each particular benefit. Coverage's are available to you and your dependents as defined in the benefit summary plan descriptions.

If you are a regular part-time employee, you may enjoy benefits based on your percentage of employment and as specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

An employee who works twenty (20) hours per week or more will be eligible for pro-rated health benefits.

30 – 40 hours.....	100%
25 - 29 ½ hours.....	75%
20 – 24 ½ hours.....	50%
of the Board's Contribution	

Employees working less than twenty (20) hours per week will receive no health benefits.

“Part –time as needed” employees and substitute employees are not eligible for benefits.

Pro-rated Health Insurance Employee Share

In the situation when a classified employee has exhausted all leaves prior to the end of a month, the classified employee shall pay the Board's share of the health insurance cost for the remainder of that month on a pro-rated basis.

The cost will be computed based on the number of days scheduled vs. the number of days worked.

Example:

Days scheduled	20
Days worked	<u>-10</u>
Days short	10
10/20=50%	

In this example the classified employee will be responsible for 50% of the monthly health care.

Insurance Coverage

Group Insurance

The Lorain County JVS is dedicated to the health and well being of both you and your family. A comprehensive, quality insurance program is available to you and your family. You become eligible for coverage on the first of the month after your date of hire.

The following benefits are provided, as defined and limited in the literature provided by our insurance company:

- Medical Care Coverage
- Dental Care Coverage
- Optical Coverage
- Prescription Drug Coverage
- Group Term Life Insurance

Upon enrolling, you will obtain summary plan descriptions describing your benefits in detail.

The Lorain County JVS will pay ninety-four percent (94%) for the 2010-2011 school year, ninety-three percent (93%) the 2011-2012 school year, and ninety-one percent (91%) for the 2012-2013 school year of the single and family premium cost for employees. (Exempt employee premium costs are per individual contract.)

Applicable employee contributions will be automatically deducted from your paycheck. Employee share of Health Insurance premium fall under Section 125 of the IRS code.

All Classified Employees will be entitled to participate in IRS Section 125 A, B, and C.

Section A: Tax sheltering of health insurance premiums

Section B: Tax sheltering of health care non-covered expense, etc.

Section C: Tax sheltering of child care expenses

The Board will pay all fees associated with this plan.

Effective July 1, 2010 and continuing through the term of this agreement, the Board will make a yearly deposit into a Flexible Spending Account in the amount of \$400 for classified employees with family coverage, \$200 for those with single coverage, and \$400 for those who are not participating in the LCJVS medical health care plan.

An eligible employee who works twenty (20) hours per week or more will have available a pro-rated Flexible Spending Account.

	Family/No Coverage	Single
30 – 40 hours.....100%	\$400/\$400	\$200
25 - 29 ½ hours.....75%	\$300/\$300	\$150
20 – 24 ½ hours.....50%	\$200/\$200	\$100

Employees working less than twenty (20) hours per week will not receive a Flexible Spending Account.

“Part –time as needed” employees and substitute employees are not eligible for Flexible Spending Account.

According to the federal Consolidated Omnibus Budget Reconciliated Act (COBRA) of 1985, in the event of your termination of employment with the Lorain County JVS or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Consult the Benefits Coordinator (in the Treasurer’s Office) for details.

Term Life Insurance

For the purposes of term life insurance full-time employees (30-40hrs) will receive \$50,000. Those working 20 – 29 ½ hours will receive term life insurance in the amount of \$25,000.00. These policies will include double indemnity for accidental death.

Term Life Insurance will be provided at the rate of two times the annual salary to the nearest thousand for those employees on the Cleaning Coordinator, Director of Technology, Executive I, Maintenance Supervisor, NASA/CORE Manager and Warehouse Supervisor salary schedules.

Health / Dental / Optical / Prescription Drug Insurance

Today’s many health insurance plans and options can be confusing and complicated. That is why the Lorain County JVS has taken the time to carefully review the coverage and plans available. We have selected the plans we feel provide the best coverage for our employees. Refer to the literature provided by our insurance companies for details on your health/dental coverage.

Workers' Compensation

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness, which is directly related to performing your assigned job duties. This job-injury insurance is paid for by the Lorain County JVS. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work in accordance with current Workers' Compensation guidelines.

All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight.

Although the Lorain County JVS will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs, Workers' Compensation payments for lost wages aren't made for a period of time.

Employees returning to work after being absent due to a work-related injury must report to their supervisor prior to beginning work and must bring a doctor's clearance for returning to work.

Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with the Lorain County JVS. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. The Lorain County JVS pays the entire cost of this insurance program.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

Medicare

The United States Government operates a system of insurance known as Medicare. As a wage earner, you may be required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, the Lorain County JVS is required to deduct this amount from each paycheck you receive. In addition, the Lorain County JVS matches your contribution dollar for dollar, thereby paying one-half of the cost of your Medicare benefits.

Retirement Plan

The Lorain County JVS participates in SERS and STRS for appropriate employees. Questions about these retirement programs can be directed to the Payroll Manager in the Treasurer's Office.

Maintenance Supervisor – Use of School Vehicle

The Maintenance Supervisor may be permitted to use a district maintenance vehicle to drive to and from work; reportable as taxable benefit on W2 form

Leaves

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies. Please consult your supervisor for further information.

Holidays

Recognized Holidays

The following holidays are recognized by the Lorain County JVS as paid holidays:

Twelve- (12) month [260 days] employees:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Christmas Day
9. Good Friday

Nine (9) month [187 days] and ten (10) month [204 days] employees:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day
8. Good Friday

Holiday Policies

You may take time off to observe your religious holidays. If available, a full day of unused vacation or personal leave may be used for this purpose; otherwise you won't be paid for this time off. Please schedule the time off in advance with your supervisor and complete appropriate leave form. All national holidays are scheduled on the day designated by common business practice.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy. If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

Vacations

Vacation is a time for you to rest, relax, and pursue special interests. The Lorain County JVS has provided paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills, and talents; all of which contribute to make the Lorain County JVS a leader in its field.

Regular full-time twelve (12) month employees are eligible to accrue paid vacation on a pro-rated basis.

Newly hired full-time employees of the Lorain County JVS shall be granted prorated vacation leave per month of service according to appropriate placement on vacation schedule through the next following June 30. Year(s) of service for vacation pay eligibility shall begin on July 1 following the date of full-time employment. One (1) full year of employment from said July 1 shall entitle the employee to one (1) year of service credit for vacation calculation.

Classified Employees who have worked for the district in a capacity where their work calendar was less than 260 days, who have been continuously employed with the district for 10 years and who have been assigned to a position with a 260 day calendar will be granted 15 days vacation and entitled to 5 years credit toward earned vacation.

Amount of Vacation

Years of Employment	Total Accrual Per Year (In Days)
0 but less than 5	10 days
5 but less than 12	15 days
12 and over	20 days

Vacation Policies

The Lorain County JVS will always try to let you use your vacation time as desired, but vacations cannot interfere with your department's operation. Therefore, your supervisor must approve your vacation in advance. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

Normally, only accrued vacation may be taken. You may not receive advance vacation pay (for vacation time taken in excess of your vacation accrual balance) without written authorization from your supervisor and the Superintendent. Such authorization is at the discretion of your supervisor and the Superintendent, and must be granted in advance of your vacation. Any amount of advanced vacation paid but not yet accrued at the time of termination of employment will be deducted from your final paycheck. All vacation time may be taken in one-fourth day increments. Your supervisor has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of vacation requests in order to meet operational needs. Requests will normally be granted as long as your absence will not seriously affect the Lorain County JVS's operations. Usually, only one employee may be out on a vacation day in a department at any one time.

If you are on an approved unpaid leave of absence for less than thirty- (30) days, your vacation eligibility will not be affected. If your approved leave of absence extends beyond thirty- (30) days, vacation time will not continue to accrue.

Upon separation from employment, an employee is entitled to the pro-rated share of vacation earned in that year (if the employee has completed at least one (1) year of service) as provided in Section 3319.084 of the Ohio Revised Code.

Accumulation Rights

Employees are encouraged to use their vacation to take regular time off each year. Employees may elect to accumulate and carry over vacation not to exceed one year's accumulation. (Exempt employee vacation benefits are per individual contract.)

Exceptions to this policy may be made in unusual circumstances. Each case will be viewed on an individual basis by management.

Sick Leave

All full-time and regular scheduled part-time employees are eligible to accrue paid sick leave on a pro-rated basis. Sick Leave days begin accruing on your hire date.

Amount of Sick Leave

Sick leave accumulates at 1¼ workdays per month, 15 days per year to a maximum accumulation of 315 days for the 2010-2011 school year, 330 days for the 2011-2012 school year and 345 days for the 2012-2013 school year.

Sick Leave Policies

Sick leave may be used in the event of your own illness. Sick leave may also be used for absence due to personal injury, 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. For purposes of bereavement leave, immediate family includes spouse, child, parent, parent-in-law, grandparent, daughter-in-law, son-in-law, brother, sister, brother-in-law, sister-in-law, and any relative living in the household of the employee. Bereavement leave for family members as listed will be for a maximum of five (5) days.

The Lorain County JVS may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed.

Classified employees using sick leave must document the absence by submitting request to your supervisor through the kiosk within fifteen working days of returning to work, or the absence will be considered unauthorized and pay will be docked only after a member receives an email notification of impending docked pay at least four days prior to pay being docked. In the case of an extended absence, classified employees must report weekly in the kiosk.

If you are on an approved leave of absence for less than thirty- (30) days, your sick leave eligibility will not be affected. Any accrued sick leave will be paid at the time the leave begins. Should the leave extend beyond thirty- (30) days, sick leave will not continue to accrue.

In the event of an illness or injury, which is covered by workers' compensation insurance, this Sick Leave Policy will not apply, but will defer to state statutes.

Accumulation Rights

Sick leave accumulates at 1¼ workdays per month, 15 days per year. A severance payment shall be made to employees of record upon retirement. Eligibility for said payment shall be related to the accrued unused sick leave at the time of retirement as follows:

Severance Pay

Classified Employees, upon retirement from the Lorain County JVS District, shall receive a severance/retirement pay of 30% of their accrued but unused sick leave up to a maximum of 300 days.

Classified Employees would be eligible for 35% of all accrued sick leave up to 300 days if A and B below are met.

- A. Retiree resigns effective June 30 of the final year of employment, not in the middle of the school year.
- B. That the retiring employee uses no more than five (5) sick days in any of the last three (3) years of employment. Periods of hospitalization with associated recuperation exceeding five (5) days, for the classified employee, his/her spouse, parent, or child shall not count against the five (5) days for the purpose of this provision.

When a Classified Employee retires when he/she first becomes eligible, an additional 15% of accumulated sick leave will be included in the severance payment. Thirty-(30) years of service credit under SERS; twenty-five (25) years of service credit at age 55; or five(5) years of service credit at age sixty (60).

Severance pay shall be based upon the daily rate of pay as determined from the classified employee member's contract (including longevity pay), last in effect prior to the termination of employment.

Payment for sick leave on this basis shall be considered to eliminate all sick leave accrued by the classified employee at the time of the retirement. Such payment shall be made only once to any classified employee.

"Retirement" means disability or service retirement under any state or municipal retirement system in Ohio.

For the purposes of calculating "years of service with the Board", a year of service will include any school year during which an employee has at least 120 days of vested service.

The severance payment will be made in two equal installments. The first being at the time of the second semi-monthly pay in the month in which retirement becomes effective. The second installment will be paid at the time of the second payroll in the following January.

Survivor Clause: When a classified employee dies before retiring this benefit shall be paid within six months to his designated beneficiaries.

Attendance Bonus

A perfect attendance bonus will be paid to a regular full-time employee who meets the following conditions: Does not miss work as a result of use of sick leave, personal leave, court appearance unless subpoenaed as a witness in a case not of the employees doing, or a Family/Medical Leave of Absence.

Incentive for Limited Use of Sick and Personal Leave

The following bonuses will be paid for the limited use of **Sick Leave**:

<u>Employee</u>	<u>9-10 Month Regular Full Time Employees</u>	<u>12 Month Regular Full Time</u>
	0 days - \$300.00	0 days - \$400.00
	1 day - \$150.00	1 day - \$200.00
	2 days - \$100.00	2 days - \$150.00

The following bonuses will be paid for the limited use of **Personal Days**:

9 – 10 Month Regular Full Time Employees

0 days - \$300.00
1 day - \$150.00
2 days - \$100.00

12 Month Regular Full Time Employee

0 days - \$400.00
1 day - \$200.00
2 days - \$150.00

Personal Leave

Full-time and Regular Scheduled Part-time employees are eligible for three non accumulative days of paid personal leave per year.

Personal Leave Policies

You may use your personal leave in units of no less than one-quarter (1/4) day at any one time. The Lorain County JVS offers you this personal leave benefit to accomplish personal business that cannot be done during time other than your normal working hours. You are required to request personal leave from your supervisor in advance and obtain her/his approval.

Employees going on an unpaid disability leave of absence may apply their personal leave at the time the leave starts if they wish.

If you are on an approved leave of absence for less than thirty- (30) days, your personal leave eligibility will not be affected; should the leave extend beyond thirty days, personal leave will not continue to accrue. In the event of an illness or injury, which is covered by workers' compensation insurance, this personal leave policy will not apply.

Each staff member shall be granted three (3) personal leave days per contract year upon request, under the following guidelines:

1. The request for a personal leave day must first be submitted at least three (3) days in advance; however, exceptions to this rule may be made in emergency situations.
2. Personal leave shall not be used for recreation or gainful employment.

Other Paid Leaves

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, you must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

Each staff member who is requested and accepts assignment to jury duty shall be paid his/her regular full salary while on such leave. However, within ten (10) days of receipt by the employee of any fees or payment, said fees and/or payments shall be remitted to the Lorain County JVS.

Unpaid Leaves

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with the Lorain County JVS. It is the policy of the Lorain County JVS to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Time off for any reason during a working day will count first against your allotted sick days or personal days, as appropriate, in hourly, quarter day, half day or full day increments. Once you have used all of your accrued sick or personal days, the time may be counted against your accrued vacation time. Thereafter, unless specifically accepted, any time off will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform your supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to your supervisor and forwarded to the Superintendent's Office. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

There are several types of unpaid leaves for which you may be eligible.

Family / Medical Leave of Absence

- A. The Board will follow all applicable laws and regulations with respect to the administration of FMLA leave.
- B. Sick leave and FMLA leave shall run concurrently
- C. A hyperlink to FMLA website will be provided on the LCJVS web page.

Disability (Including Pregnancy) Leave of Absence

The Lorain County JVS may grant an unpaid leave of absence for illness, disability or pregnancy. To request a disability leave of absence from the LCJVS Board of Education, you must submit to your supervisor, or have someone submit for you, a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability.) An approved disability leave may be granted for up to ninety- (90) days. If necessary, you may request extensions in thirty- (30) day increments for a maximum of one (1) year. You are required to give as much notice as possible of your pending need for a disability leave of absence.

In the case of pregnancy, please inform your supervisor as soon as possible of the date you and your doctor anticipates that you will begin your leave. Your job status will be protected in that we will make every effort to hold your position open, or return you to a similar position if one is available, for which you may be qualified.

At the time the disability leave begins, any accrued personal leave or sick leave will be used. Vacation time previously accrued (but not used) at that time will also be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty- (30) days. This policy applies to all employees. You shall be offered the opportunity to purchase continuing coverage through the school district at your expense, or continuing your coverage under state and federal COBRA continuation rules.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to -the Lorain County JVS's usual hiring policies.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions will be required to submit a physician's statement. This statement must give approval that continued full-time employment in his/her present position will not jeopardize his/her health or the safety of others, in the event she/he continues to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law.

Military Leave of Absence

If you are a regular full-time and regular part-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your supervisor as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with the Lorain County JVS.
4. You apply for and are available for re-employment within ninety- (90) days after discharge from active duty. If you are returning from up to six (6) months of active duty for training, you must apply within thirty- (30) days after discharge.

Military Reserves or National Guard Leave of Absence

Employees who serve in U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish, however, they are not obliged to do so.

You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

Personal Leave of Absence

In special circumstances, the Lorain County JVS may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence through your supervisor and to the Board of Education. A personal leave of absence must not interfere with the operations of your department or the Lorain County JVS. Your supervisor will submit your request to the appropriate member of management for final approval.

A personal leave of absence may be granted for up to thirty- (30) days. If your leave is extended for more than

thirty- (30) days, vacation and other benefits will no longer continue to accrue. You shall be offered the opportunity to purchase continuing coverage through the school district at your expense, or continuing your coverage under state and federal COBRA continuation rules. Failure to return from a leave at the time agreed will result in termination of employment.

**Accepting Other Employment or
Going Into Business While on Leave of Absence**

If you accept any employment or go into business while on a leave of absence from the Lorain County JVS, you will be considered to have voluntarily resigned from employment with the Lorain County JVS as of the day on which you began your leave of absence.

Safety

General Employee Safety

The Lorain County JVS is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

The Lorain County JVS will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

In the case of a work-related accident, the employee must submit to a drug and alcohol test within 24 hours of the accident or injury. Lorain County JVS will be responsible for the testing charges.

The Lorain County JVS strongly encourages you to communicate with your supervisor regarding safety issues.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, an Accident Report must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents, which occur during the workday. The Ohio State Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards, which might be present on the job. Should you have any question or concerns, contact your supervisor for more information.

Security Checks

The Lorain County JVS may exercise its right to inspect all packages and parcels entering and leaving our premises.

Parking Lot

You are encouraged to use the parking areas designated for our employees. Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for visitors only. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor.

The Lorain County JVS cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all the Lorain County JVS activities. We want to protect you against injury and illness.

Below are some general safety rules to assist you in making safety a regular part of your work. Your supervisor may post other safety procedures in your department or work area.

Working Safely

Safety is everyone's responsibility. Remind your co-workers about safe work methods. Start work on any machine only after safety procedures and requirements have been explained. Immediately report any suspected hazards and all accidents to your supervisor.

Lifting

Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

Materials Handling

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

Trash Disposal

Keep sharp objects and dangerous substances out of the trashcan. Items that require special handling should be disposed of in special containers.

Cleaning Up

To prevent slips and tripping, clean up spills and pick up debris immediately.

Preventing Falls

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

Handling Tools

Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

Falling Objects

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

Work Areas

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

Using Ladders

Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

Machine Guards

Keep guards in place at all times. Do not clean machinery while it is running. Lock all disconnect switches while making repairs or cleaning.

Personal Protective Equipment

Always wear or use appropriate safety equipment as required in your work. Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats and hearing protectors in designated areas or when working on an operation which is potentially hazardous.

Electrical Hazards

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

Fire Extinguishers

Know where fire extinguishers are and how to use them.

Report Injuries

Immediately report all injuries, no matter how slight, to your supervisor.

Ask Questions

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted a supervisor. Employees will not be asked to perform any task which may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your supervisor at once.

We strongly encourage employee participation and input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is the Lorain County JVS's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Weapons

The Lorain County JVS believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, the Lorain County JVS prohibits all persons who enter district property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, or other persons who are authorized by the Lorain County JVS to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination.

Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

In Case of Fire

If you are aware of a fire, you should:

- Pull the fire alarm. Call 911 and tell them the exact location of the fire and directions if needed.
- If possible, immediately contact your supervisor. Evacuate all employees from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation or Emergency Drills

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building.

Do not re-enter the building until instructed to do so.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times - it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor, which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your supervisor immediately.

Office Safety

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Arrange office space to avoid tripping hazards, such as telephone cords or calculator electrical cords.
- Remember to lift things carefully and to use proper lifting techniques.

Property and Equipment Care

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the Lorain County JVS. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

Restricted Areas

In the interest of safety and security, certain portions of the Lorain County JVS facilities may be restricted to authorized personnel only. Such areas will be clearly marked.

Safety Rules When Operating Machines and Equipment

When operating machines and equipment, please be sure to follow these procedures:

- Make sure machine guards are in place while machines are in operation.
- Remove loose clothing, jewelry or rings before operating machinery.
- Wear steel toe shoes and prescription eye protection to start the job, if required.

Required personal protective equipment, except for prescription glasses and steel toe shoes, will be issued to you by your supervisor.

We will continue to provide a clean, safe and healthy place to work and we will provide the best equipment possible. You are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that carelessly endangering yourself or others may lead to disciplinary action, including possible termination.

Security

Maintaining the security of the Lorain County JVS buildings and vehicles is every employee's responsibility.

Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible. Cash deposits are to be made on a daily basis.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave the Lorain County JVS's premises make sure that all entrances are properly locked and secured.

All employees are expected to abide by this policy. Violations are grounds for disciplinary actions.

Separation of Employment

Termination

You are free to terminate your employment with the Lorain County JVS at any time, with or without reason. The Lorain County JVS has the right to terminate your employment, or otherwise discipline, transfer, or demote you in accordance with applicable federal, state, local, and civil service laws.

The Lorain County JVS expects that you will give at least two (2) weeks' notice in the event of your resignation. Any accrued but unused vacation time may be paid out at the time of employment termination.

Insurance Conversion Privileges

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with the Lorain County JVS or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

At your exit interview or upon termination, you will learn how you can continue your insurance coverage and any other benefits you currently have as an employee who is eligible for continuation. Consult the Benefits Coordinator in the Treasurer's Office for additional details.

Exit Interviews

In a termination situation, the Lorain County JVS management would like to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about the Lorain County JVS. During the exit interview, you can provide insights into areas for improvement that the Lorain County JVS can make. Every attempt will be made to keep all information confidential.

Return of District Property

Any Lorain County JVS property issued to you, such as computer equipment, keys, etc., must be returned to the Lorain County JVS at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

Former Employees

Depending on the circumstances, the Lorain County JVS may consider a former employee for re-employment. Such applicants are subject to the Lorain County JVS's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with the Lorain County JVS.

Workplace Policies

This Employee Manual is designed to answer many of your questions about the practices and policies of the Lorain County JVS. Feel free to consult with your supervisor for help concerning anything you don't understand.

Bonding Requirement

If your employment with the Lorain County JVS requires you to handle other people's property or to deal with money in any capacity, the Lorain County JVS may require that you be bonded. It is your responsibility to assure that you are bondable. The Lorain County JVS will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all the Lorain County JVS methods of communication, including this Employee Manual, bulletin boards, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, and district e-mail and intranet.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters from the Lorain County JVS. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information, which will keep you up-to-date on the events here at the Lorain County JVS.

District and Department Meetings

On occasion, we may request that you attend a meeting. If this is scheduled during your regular working hours, your attendance is required. If you are required to attend a meeting held during your non-working hours, you will be paid a minimum of two hours pay or the length of the meeting, whichever is greater.

Computer Software (Unauthorized Copying)

The Lorain County JVS does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000, and jail terms of up to five (5) years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

1. The Lorain County JVS licenses the use of computer software from a variety of outside companies. The Lorain County JVS does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, the Lorain County JVS employees shall use the software only in accordance with the software publisher's license agreement.
3. The Lorain County JVS employees learning of any misuse of software or related documentation within the school must notify their supervisor or the Lorain County JVS legal counsel immediately.
4. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. The Lorain County JVS employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

Computers, Electronic Mail, and Voice Mail Usage Policy

The Lorain County JVS makes every effort to provide the best available technology to those performing services for the Lorain County JVS. In this regard, the Lorain County JVS has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by the Lorain County JVS's employees with the use of the Lorain County JVS' equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by the Lorain County JVS. You will not be granted access to LCJVS computer systems until you complete a signed acceptable use policy.

The Lorain County JVS property, including computers, electronic mail and voice mail, should only be used for conducting district business.

Incidental and occasional personal use of district computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other school-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political belief, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although the Lorain County JVS provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for school use, and all computer information, voice mail and electronic mail messages are to be considered as school records.

The Lorain County JVS also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, the Lorain County JVS must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because the Lorain County JVS reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that the Lorain County JVS or its designated representatives will not have a need to access and review this information. Individuals using the Lorain County JVS's school equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

The Lorain County JVS has the right to, but does not regularly monitor voice mail or electronic mail messages. The Lorain County JVS will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computer voice mail, and electronic mail properly obtained for some legitimate district purpose, may be disclosed by the Lorain County JVS if necessary within or outside of the Lorain County JVS.

Given the Lorain County JVS's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

The Lorain County JVS's Superintendent will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Personal Appearance

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly because all of us are public servants and represent our community's public school.

A neat, tasteful appearance contributes to the positive impression you make on our community. You are expected to be suitably attired and groomed during working hours or when representing the Lorain County JVS. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our district's image.

Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

Keep in mind the discomfort your supervisor would feel if- she/he had to address this issue with you.

Lorain County Joint Vocational Board Policy - Drug-Free Workplace

No employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance as defined in Federal and Ohio law, in the workplace.

"Workplace" is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities. As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, Ohio and Federal laws and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

Employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties.

Annually, employees receive a list of local drug and alcohol counseling, rehabilitation and reentry programs and services which are available in the community. Lists are also available in the central office.

[Adoption date: January 1, 2000]

LEGAL REFS.: Drug-Free Workplace Act of 1988; 41 USC 701 Ct seq.;

20 USC 3474, 1221e-3(a)(1)

Drug-Free Campus and Schools Act; 20 USC 3224(a), 34 CFR, §86

CONTRACT REF.: Teachers' Negotiated Agreement

Expense Reimbursement

You must have your supervisor's written authorization (usually by way of a requisition or purchase order) prior to incurring an expense on behalf of the Lorain County JVS. To be reimbursed for all authorized expenses, you must submit receipts and it must be approved by your supervisor.

If you are asked to conduct company business using your personal vehicle, you will be reimbursed at the . current IRS rate. Please submit this expense on a monthly mileage report.

Relatives

If a problem arises between family employees in the same department area and the employees are unable to develop a workable solution, the Superintendent of the Lorain County JVS will decide which employee may be transferred in such situations. Family members include the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner (a person with whom the employee's life is interdependent and with whom the employee shares a mutual residence), brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

Should two employees who work together or supervise each other enter into a personal, non-work related

relationship, one or both employees may have to be transferred.

Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-district literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. Employees are not permitted to sell chances, merchandise or otherwise solicit or distribute literature without management approval. Persons not employed by the Lorain County JVS are prohibited from soliciting or distributing literature on district property or from being on the Lorain County JVS property.

Uniforms

If we provide you a uniform which you must wear while at work, upon termination of employment, the uniform must be returned or the cost will be deducted from your final paycheck. Please consult your supervisor for more information.

Use of District Vehicle

If you are authorized to operate an Lorain County JVS vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

1. You must be a state-licensed driver.
2. You must maintain mileage reports as requested.
3. Persons not authorized or employed by the Lorain County JVS cannot operate or ride in a district vehicle.
4. The Lorain County JVS provides insurance on district vehicles. You will be considered responsible for any fines, moving or parking violations incurred
5. Prior to operation of any district vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident - filling out the accident report, getting names of witnesses and so on.

Note: Please see the Driver's License and Driving Record Policy in the "Employment" section of this Employee Manual for further information.

Violence in the Workplace Policy

The Lorain County JVS has a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Lorain County JVS or which occur on the Lorain County JVS property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Lorain County JVS, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on the Lorain County JVS' premises, regardless of the relationship between the Lorain County JVS and the parties involved.
2. All threats or acts of violence occurring off the Lorain County JVS's premises involving someone who is acting in the capacity of a representative of the Lorain County JVS.

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destruct the Lorain County JVS's property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

The Lorain County JVS's prohibition against threats and acts of violence applies to all persons involved in the Lorain County JVS's operation, including but not limited to personnel, contract, and temporary workers and anyone else on the Lorain County JVS property. Violations of this policy by any individual on the Lorain County JVS property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your supervisor.

APPENDIX I - SALARY SCHEDULES

Administrative I

LORAIN COUNTY JVS

ADMINISTRATIVE I

2010-2011/2011-2012/2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$ 18.53	\$ 18.99	\$ 19.42
2	\$ 19.16	\$ 19.64	\$ 20.13
3	\$ 19.72	\$ 20.31	\$ 20.82
4	\$ 20.29	\$ 20.90	\$ 21.53
5	\$ 20.88	\$ 21.51	\$ 22.16
6	\$ 21.49	\$ 22.13	\$ 22.80
7	\$ 22.12	\$ 22.78	\$ 23.46
8	\$ 22.77	\$ 23.45	\$ 24.15
9	\$ 23.15	\$ 24.14	\$ 24.85
10	\$ 23.52	\$ 24.54	\$ 25.58
11	\$ 23.90	\$ 24.93	\$ 26.01
12	\$ 24.28	\$ 25.33	\$ 26.43
13	\$ 24.67	\$ 25.74	\$ 26.85
14	\$ 25.05	\$ 26.15	\$ 27.28
15	\$ 25.40	\$ 26.55	\$ 27.72
16	\$ 25.76	\$ 26.92	\$ 28.15
17	\$ 26.12	\$ 27.31	\$ 28.54
18	\$ 26.49	\$ 27.69	\$ 28.94
19	\$ 26.82	\$ 28.08	\$ 29.35
20	\$ 27.19	\$ 28.43	\$ 29.76

It is understood that no person shall move more than one step per contract year.

Administrative II

LORAIN COUNTY JVS

ADMINISTRATIVE II

2010-2011/2011-2012/2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$ 17.04	\$ 17.47	\$ 17.86
2	\$ 17.62	\$ 18.06	\$ 18.51
3	\$ 18.14	\$ 18.68	\$ 19.15
4	\$ 18.66	\$ 19.23	\$ 19.80
5	\$ 19.21	\$ 19.78	\$ 20.38
6	\$ 19.77	\$ 20.36	\$ 20.97
7	\$ 20.34	\$ 20.96	\$ 21.58
8	\$ 20.94	\$ 21.56	\$ 22.21
9	\$ 21.24	\$ 22.20	\$ 22.85
10	\$ 21.55	\$ 22.51	\$ 23.53
11	\$ 21.84	\$ 22.84	\$ 23.87
12	\$ 22.21	\$ 23.15	\$ 24.21
13	\$ 22.58	\$ 23.54	\$ 24.54
14	\$ 22.94	\$ 23.93	\$ 24.96
15	\$ 23.32	\$ 24.32	\$ 25.37
16	\$ 23.69	\$ 24.72	\$ 25.78
17	\$ 24.06	\$ 25.11	\$ 26.20
18	\$ 24.44	\$ 25.50	\$ 26.62
19	\$ 24.79	\$ 25.91	\$ 27.03
20	\$ 25.13	\$ 26.28	\$ 27.46

It is understood that no person shall move more than one step per contract year.

Administrative III

LORAIN COUNTY JVS

ADMINISTRATIVE III

2010-2011/2011-2012/2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$ 15.90	\$ 16.30	\$ 16.66
2	\$ 16.44	\$ 16.85	\$ 17.28
3	\$ 16.92	\$ 17.43	\$ 17.87
4	\$ 17.41	\$ 17.94	\$ 18.47
5	\$ 17.92	\$ 18.45	\$ 19.01
6	\$ 18.44	\$ 19.00	\$ 19.56
7	\$ 18.98	\$ 19.55	\$ 20.13
8	\$ 19.53	\$ 20.12	\$ 20.72
9	\$ 19.85	\$ 20.70	\$ 21.33
10	\$ 20.19	\$ 21.04	\$ 21.94
11	\$ 20.52	\$ 21.40	\$ 22.30
12	\$ 20.87	\$ 21.75	\$ 22.69
13	\$ 21.21	\$ 22.12	\$ 23.06
14	\$ 21.53	\$ 22.48	\$ 23.45
15	\$ 21.89	\$ 22.82	\$ 23.83
16	\$ 22.21	\$ 23.20	\$ 24.19
17	\$ 22.52	\$ 23.54	\$ 24.60
18	\$ 22.84	\$ 23.87	\$ 24.96
19	\$ 23.17	\$ 24.21	\$ 25.30
20	\$ 23.47	\$ 24.56	\$ 25.66

It is understood that no person shall move more than one step per contract year.

Administrative IV

LORAIN COUNTY JVS

ADMINISTRATIVE IV

2010-2011/2011-2012/2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$ 13.41	\$ 13.75	\$ 14.05
2	\$ 13.87	\$ 14.21	\$ 14.57
3	\$ 14.27	\$ 14.70	\$ 15.07
4	\$ 14.69	\$ 15.13	\$ 15.58
5	\$ 15.10	\$ 15.57	\$ 16.03
6	\$ 15.54	\$ 16.01	\$ 16.51
7	\$ 16.00	\$ 16.47	\$ 16.97
8	\$ 16.47	\$ 16.96	\$ 17.46
9	\$ 16.72	\$ 17.46	\$ 17.98
10	\$ 16.96	\$ 17.72	\$ 18.51
11	\$ 17.23	\$ 17.98	\$ 18.79
12	\$ 17.47	\$ 18.26	\$ 19.06
13	\$ 17.77	\$ 18.52	\$ 19.36
14	\$ 18.07	\$ 18.84	\$ 19.63
15	\$ 18.37	\$ 19.15	\$ 19.97
16	\$ 18.66	\$ 19.47	\$ 20.30
17	\$ 18.95	\$ 19.78	\$ 20.64
18	\$ 19.25	\$ 20.09	\$ 20.97
19	\$ 19.54	\$ 20.41	\$ 21.29
20	\$ 19.83	\$ 20.71	\$ 21.63

It is understood that no person shall move more than one step per contract year.

LORAIN COUNTY JVS
Bus Driver / Part-time
2010-2011 / 2011-2012 / 2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$14.04	\$14.39	\$14.71
2	\$14.52	\$14.88	\$15.25
3	\$14.55	\$15.39	\$15.78
4	\$14.53	\$15.42	\$16.32
5	\$14.94	\$15.40	\$16.35
6	\$15.36	\$15.84	\$16.33
7	\$15.79	\$16.28	\$16.79

Classified Part-time As Needed

LORAIN COUNTY JVS

**Classified Part-time As Needed
Salary Schedule**

2010-2011/2011-2012/2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$8.67	\$8.89	\$9.09
2	\$8.96	\$9.19	\$9.42
3	\$9.22	\$9.50	\$9.74
4	\$9.49	\$9.77	\$10.07
5	\$9.76	\$10.06	\$10.36
6	\$10.06	\$10.35	\$10.66
7	\$10.44	\$10.66	\$10.97
8	\$10.80	\$11.07	\$11.30
9	\$11.16	\$11.45	\$11.73
10	\$11.49	\$11.83	\$12.13
11	\$11.85	\$12.18	\$12.54
12	\$12.21	\$12.56	\$12.91
13	\$12.57	\$12.94	\$13.31
14	\$12.92	\$13.32	\$13.72
15	\$13.27	\$13.70	\$14.12
16	\$13.63	\$14.07	\$14.52
17	\$13.99	\$14.45	\$14.91
18	\$14.34	\$14.83	\$15.31
19	\$14.74	\$15.20	\$15.72
20	\$15.18	\$15.62	\$16.11

It is understood that no person shall move more than one step per contract year.

LORAIN COUNTY JVS

Cleaning Coordinator

2010-2011/2011-2012/2012-2013

	7/1/2010	7/1/2011	7/1/2012
1	\$16.80	\$17.22	\$17.61
2	\$17.37	\$17.81	\$18.25
3	\$17.88	\$18.41	\$18.88
4	\$18.40	\$18.95	\$19.52
5	\$18.94	\$19.50	\$20.09
6	\$19.57	\$20.08	\$20.67
7	\$20.20	\$20.74	\$21.28
8	\$20.83	\$21.41	\$21.99
9	\$21.46	\$22.08	\$22.70
10	\$22.09	\$22.75	\$23.40
11	\$22.72	\$23.42	\$24.11
12	\$23.36	\$24.08	\$24.82
13	\$23.99	\$24.76	\$25.53
14	\$24.62	\$25.43	\$26.25
15	\$25.34	\$26.10	\$26.96
16	\$26.10	\$26.86	\$27.66

1. Second shift schedule \$.45/hour differential.
2. Third shift schedule (10p.m. - 6:30 a.m.), \$.90/hour differential.
3. **Hours of Work to be:**
Days - 7:00 a.m. - 3:30 p.m.
Friday - 2:30 p.m. - 11:00 p.m.
Nights - 10:00 p.m. - 6:30 a.m.
4. It is understood that no person shall move more than one step per contract year.
5. Term Life Insurance will be at the rate of two times annual salary to the nearest thousand.

Cleaning Salary Schedule

LORAIN COUNTY JVS
Cleaning Salary Schedule

2010-2011/2011-2012/2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$ 13.23	\$ 13.56	\$ 13.87
2	\$ 13.69	\$ 14.02	\$ 14.37
3	\$ 14.08	\$ 14.51	\$ 14.87
4	\$ 14.49	\$ 14.92	\$ 15.38
5	\$ 14.92	\$ 15.36	\$ 15.82
6	\$ 15.35	\$ 15.82	\$ 16.28
7	\$ 15.80	\$ 16.27	\$ 16.76
8	\$ 16.26	\$ 16.75	\$ 17.25
9	\$ 16.73	\$ 17.24	\$ 17.75
10	\$ 17.21	\$ 17.73	\$ 18.27
11	\$ 17.67	\$ 18.24	\$ 18.80
12	\$ 18.14	\$ 18.73	\$ 19.34
13	\$ 18.62	\$ 19.23	\$ 19.85
14	\$ 19.08	\$ 19.74	\$ 20.38
15	\$ 19.54	\$ 20.22	\$ 20.92
16	\$ 20.02	\$ 20.71	\$ 21.44
17	\$ 20.49	\$ 21.22	\$ 21.96
18	\$ 20.95	\$ 21.72	\$ 22.49
19	\$ 20.95	\$ 21.72	\$ 22.49
20	\$ 21.41	\$ 22.21	\$ 23.02

1. Second shift schedule \$.45/hour differential.
2. Third shift schedule (10:00 p.m. - 6:30 a.m.), \$.85/hour differential.
3. **Hours of Work to be:**
Days - 7:00 a.m. - 3:30 p.m.
Friday - 2:30 p.m. - 11:00 p.m.
Nights - 10:00 p.m. - 6:30 a.m.
4. It is understood that no person shall move more than one step per contract year.

Director of Technology

LORAIN COUNTY JVS

Director of Technology

2010-2011/2011-2012/2012-2013

Step	7/1/2010	7/1/2011	7/1/2012
1	\$67,114	\$68,792	\$70,340
2	\$69,405	\$71,141	\$72,919
3	\$71,427	\$73,569	\$75,409
4	\$73,507	\$75,713	\$77,983
5	\$75,647	\$77,917	\$80,255
6	\$77,850	\$80,186	\$82,592
7	\$80,118	\$82,521	\$84,997
8	\$82,522	\$84,925	\$87,472
9	\$84,997	\$87,473	\$90,021
10	\$87,547	\$90,097	\$92,722
11	\$90,173	\$92,800	\$95,503
12	\$92,879	\$95,583	\$98,368

It is understood that no person shall move more than one step per contract year.

Guard

LORAIN COUNTY JVS

Guard

2010-2011/2011-2012/2012-2011

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$11.20	\$11.48	\$11.74
2	\$11.58	\$11.87	\$12.17
3	\$11.92	\$12.27	\$12.58
4	\$12.27	\$12.64	\$13.01
5	\$12.62	\$13.01	\$13.39
6	\$13.03	\$13.38	\$13.79
7	\$13.42	\$13.81	\$14.18

It is understood that no person shall move more than one step per contract year.

Executive I

LORAIN COUNTY JVS

EXECUTIVE I

2010-2011/2008-2009/2009-2010

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$ 23.19	\$ 23.77	\$ 24.30
2	\$ 23.99	\$ 24.58	\$ 25.20
3	\$ 24.69	\$ 25.43	\$ 26.06
4	\$ 25.40	\$ 26.17	\$ 26.96
5	\$ 26.14	\$ 26.92	\$ 27.74
6	\$ 26.91	\$ 27.71	\$ 28.54
7	\$ 27.69	\$ 28.52	\$ 29.37
8	\$ 28.50	\$ 29.35	\$ 30.24
9	\$ 28.94	\$ 30.21	\$ 31.11
10	\$ 29.35	\$ 30.68	\$ 32.02
11	\$ 29.76	\$ 31.11	\$ 32.52
12	\$ 30.17	\$ 31.55	\$ 32.98
13	\$ 30.60	\$ 31.98	\$ 33.44
14	\$ 31.01	\$ 32.44	\$ 33.90
15	\$ 31.41	\$ 32.87	\$ 34.38
16	\$ 31.81	\$ 33.29	\$ 34.84
17	\$ 31.93	\$ 33.72	\$ 35.29
18	\$ 32.29	\$ 33.85	\$ 35.74

It is understood that no person shall move more than one step per contract year.

Executive II

LORAIN COUNTY JVS

EXECUTIVE II

2010-2011/2011-2012/2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$19.46	\$19.95	\$20.40
2	\$20.13	\$20.63	\$21.14
3	\$20.72	\$21.34	\$21.87
4	\$21.32	\$21.96	\$22.62
5	\$21.94	\$22.60	\$23.28
6	\$22.58	\$23.26	\$23.96
7	\$23.24	\$23.93	\$24.65
8	\$23.90	\$24.63	\$25.37
9	\$24.30	\$25.33	\$26.11
10	\$24.70	\$25.76	\$26.85
11	\$25.11	\$26.18	\$27.30
12	\$25.50	\$26.62	\$27.75
13	\$25.90	\$27.03	\$28.21
14	\$26.30	\$27.45	\$28.65
15	\$26.68	\$27.88	\$29.10
16	\$27.04	\$28.28	\$29.55
17	\$27.42	\$28.66	\$29.98
18	\$27.80	\$29.07	\$30.38
19	\$28.17	\$29.47	\$30.81
20	\$28.56	\$29.86	\$31.24

It is understood that no person shall move more than one step per contract year.

Hall Monitor/Cafeteria Monitor

LORAIN COUNTY JVS

Hall Monitor/Cafeteria Monitor

2010-2011/2011-2012/2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$ 9.31	\$ 9.54	\$ 9.76
2	\$ 9.63	\$ 9.87	\$ 10.12
3	\$ 9.91	\$ 10.21	\$ 10.46
4	\$ 10.20	\$ 10.50	\$ 10.82
5	\$ 10.49	\$ 10.81	\$ 11.13
6	\$ 10.79	\$ 11.12	\$ 11.46
7	\$ 11.11	\$ 11.44	\$ 11.79
8	\$ 11.43	\$ 11.78	\$ 12.12
9	\$ 11.73	\$ 12.12	\$ 12.48
10	\$ 12.03	\$ 12.43	\$ 12.84
11	\$ 12.33	\$ 12.75	\$ 13.18
12	\$ 12.62	\$ 13.07	\$ 13.52
13	\$ 12.93	\$ 13.38	\$ 13.85
14	\$ 13.23	\$ 13.71	\$ 14.18
15	\$ 13.53	\$ 14.02	\$ 14.53

It is understood that no person shall move more than one step per contract year.

IT Support Technician

LORAIN COUNTY JVS

IT SUPPORT TECHNICIAN

Part-Time / Full-Time

2010-2011/2011-2012/2012-2013

Step	7/1/2010	7/1/2011	7/1/2012
1	\$16.68	\$17.10	\$17.48
2	\$17.25	\$17.68	\$18.12
3	\$17.75	\$18.29	\$18.74
4	\$18.57	\$18.82	\$19.38
5	\$19.42	\$19.68	\$19.94
6	\$20.32	\$20.59	\$20.87
7	\$21.25	\$21.54	\$21.82
8	\$22.23	\$22.53	\$22.83
9	\$23.25	\$23.56	\$23.88
10	\$24.32	\$24.65	\$24.98
11	\$25.44	\$25.78	\$26.12
12	\$26.61	\$26.97	\$27.33

It is understood that no person shall move more than one step per contract year.

Lead Technical Analyst

LORAIN COUNTY JVS

Lead Technical Analyst

2010-2011/2010-2011/2012-2013

Step	7/1/2010	7/1/2011	7/1/2012
1	\$52,277	\$53,584	\$54,790
2	\$54,062	\$55,414	\$56,799
3	\$55,636	\$57,306	\$58,738
4	\$57,257	\$58,974	\$60,744
5	\$58,924	\$60,692	\$62,513
6	\$60,743	\$62,459	\$64,334
7	\$62,565	\$64,388	\$66,207
8	\$64,389	\$66,319	\$68,251
9	\$66,321	\$68,252	\$70,298
10	\$68,310	\$70,300	\$72,347
11	\$70,359	\$72,409	\$74,518
12	\$72,470	\$74,581	\$76,753
13	\$74,645	\$76,818	\$79,055
14	\$76,884	\$79,124	\$81,427

It is understood that no person shall move more than one step per contract year.

Maintenance Supervisor

LORAIN COUNTY JVS

Maintenance Supervisor

2010-2011/2011-2012/2012-2013

Step	7/1/2010	7/1/2011	7/1/2012
1	\$55,442	\$56,828	\$58,107
2	\$57,335	\$58,769	\$60,238
3	\$59,005	\$60,775	\$62,295
4	\$60,724	\$62,545	\$64,422
5	\$62,493	\$64,367	\$66,298
6	\$64,386	\$66,243	\$68,229
7	\$66,190	\$68,249	\$70,217
8	\$68,118	\$70,161	\$72,344
9	\$70,102	\$72,205	\$74,371
10	\$72,205	\$74,308	\$76,537
11	\$74,371	\$76,537	\$78,767
12	\$76,603	\$78,833	\$81,130

You will be eligible to receive overtime pay of one and one-half (1 1/2) times your regular hourly wage for approved hours worked over forty-(40) hours in one (1) week. If, during that week, you are away from the job because of a paid holiday, jury duty, vacation leave, or personal day(s), those hours will be counted as hours worked for the purpose of computing eligibility for overtime pay.

It is understood that no person shall move more than one step per contract year.

Maintenance Technician

**LORAIN COUNTY JVS
Maintenance Technician**

2010-2011/2011-2012/2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$ 19.80	\$ 20.30	\$ 20.75
2	\$ 20.48	\$ 20.99	\$ 21.51
3	\$ 21.07	\$ 21.71	\$ 22.25
4	\$ 21.69	\$ 22.33	\$ 23.01
5	\$ 22.32	\$ 22.99	\$ 23.67
6	\$ 22.82	\$ 23.66	\$ 24.37
7	\$ 23.33	\$ 24.19	\$ 25.08
8	\$ 23.78	\$ 24.73	\$ 25.64
9	\$ 24.24	\$ 25.21	\$ 26.21
10	\$ 24.94	\$ 25.69	\$ 26.72
11	\$ 25.49	\$ 26.44	\$ 27.24
12	\$ 26.04	\$ 27.02	\$ 28.02
13	\$ 26.58	\$ 27.60	\$ 28.64
14	\$ 27.13	\$ 28.17	\$ 29.26
15	\$ 27.68	\$ 28.76	\$ 29.87
16	\$ 28.23	\$ 29.34	\$ 30.48
17	\$ 28.76	\$ 29.92	\$ 31.10
18	\$ 29.32	\$ 30.49	\$ 31.72
19	\$ 29.87	\$ 31.08	\$ 32.31
20	\$ 30.42	\$ 31.66	\$ 32.94
21	\$ 30.97	\$ 30.97	\$ 30.97
22	\$ 30.97	\$ 30.97	\$ 30.97
23	\$ 30.97	\$ 30.97	\$ 30.97
24	\$ 31.50	\$ 32.83	\$ 32.83

It is understood that no person shall move more than one step per contract year.

All shifts must be 8 1/2 hours, which includes 1/2 hour unpaid lunch.

Maintenance Worker Part-Time

LORAIN COUNTY JVS

Maintenance Worker Part-Time

2010-2011/2011-2012/2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$ 9.56	\$ 9.80	\$ 10.02
2	\$ 9.88	\$ 10.13	\$ 10.39
3	\$ 10.17	\$ 10.47	\$ 10.74
4	\$ 10.47	\$ 10.78	\$ 11.10
5	\$ 10.77	\$ 11.10	\$ 11.43
6	\$ 11.08	\$ 11.42	\$ 11.76
7	\$ 11.41	\$ 11.74	\$ 12.10
8	\$ 11.76	\$ 12.09	\$ 12.45
9	\$ 12.12	\$ 12.47	\$ 12.82
10	\$ 12.49	\$ 12.85	\$ 13.21
11	\$ 12.87	\$ 13.24	\$ 13.62
12	\$ 13.28	\$ 13.64	\$ 14.03
13	\$ 13.68	\$ 14.08	\$ 14.46
14	\$ 14.11	\$ 14.50	\$ 14.92
15	\$ 14.55	\$ 14.96	\$ 15.37
16	\$ 15.01	\$ 15.42	\$ 15.85
17	\$ 15.46	\$ 15.91	\$ 16.35
18	\$ 15.95	\$ 16.39	\$ 16.87
19	\$ 16.44	\$ 16.91	\$ 17.37
20	\$ 16.95	\$ 17.43	\$ 17.92

It is understood that no person shall move more than one step per contract year.

Multimedia & Professional Development Analyst

LORAIN COUNTY JVS

Multimedia & Professional Development Analyst

2010-2011/2011-2012/2012-2013

Step	7/1/2010	7/1/2011	7/1/2012
1	\$34,697	\$35,564	\$36,365
2	\$35,882	\$36,779	\$37,698
3	\$36,927	\$38,035	\$38,986
4	\$38,003	\$39,143	\$40,317
5	\$39,109	\$40,283	\$41,491
6	\$40,248	\$41,456	\$42,700
7	\$41,421	\$42,663	\$43,943
8	\$42,663	\$43,906	\$45,223
9	\$43,944	\$45,223	\$46,541
10	\$45,261	\$46,581	\$47,936
11	\$46,620	\$47,977	\$49,375
12	\$48,018	\$49,417	\$50,855
13	\$49,469	\$50,899	\$52,382
14	\$50,950	\$52,437	\$53,953

It is understood that no person shall move more than one step per contract year.

NASA Manager

LORAIN COUNTY JVS

NASA Manager

2010-2011/2011-2012/2012-2013

Step	7/1/2010	7/1/2011	7/1/2012
1	\$50,931	\$52,204	\$53,379
2	\$52,670	\$53,987	\$55,337
3	\$54,204	\$55,830	\$57,226
4	\$55,782	\$57,456	\$59,180
5	\$57,407	\$59,129	\$60,904
6	\$59,183	\$60,851	\$62,677
7	\$61,013	\$62,734	\$64,503
8	\$62,901	\$64,674	\$66,498

It is understood that no person shall move more than one step per contract year.

Outdoor Maintenance/Utility Person

LORAIN COUNTY JVS

**Outdoor Maintenance/Utility
Person**

Salary Schedule

2010-2011/2011-2012/2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$ 10.54	\$ 10.80	\$ 11.05
2	\$ 10.90	\$ 11.17	\$ 11.45
3	\$ 11.21	\$ 11.55	\$ 11.84
4	\$ 11.54	\$ 11.88	\$ 12.25
5	\$ 11.87	\$ 12.23	\$ 12.60
6	\$ 12.23	\$ 12.58	\$ 12.97
7	\$ 12.58	\$ 12.96	\$ 13.34
8	\$ 12.97	\$ 13.33	\$ 13.74
9	\$ 13.36	\$ 13.75	\$ 14.13
10	\$ 13.79	\$ 14.16	\$ 14.57
11	\$ 14.21	\$ 14.62	\$ 15.01
12	\$ 14.65	\$ 15.06	\$ 15.49
13	\$ 15.10	\$ 15.53	\$ 15.97
14	\$ 15.57	\$ 16.01	\$ 16.46
15	\$ 16.04	\$ 16.50	\$ 16.97
16	\$ 16.54	\$ 17.00	\$ 17.49
17	\$ 17.06	\$ 17.53	\$ 18.02
18	\$ 17.59	\$ 18.08	\$ 18.58
19	\$ 17.59	\$ 18.08	\$ 18.58
20	\$ 18.13	\$ 18.65	\$ 19.17

It is understood that no person shall move more than one step per contract year.

Program Aide

LORAIN COUNTY JVS

Program Aide Salary Schedule

2010-2011/2011-2012/2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$ 10.65	\$ 10.92	\$ 11.16
2	\$ 11.01	\$ 11.29	\$ 11.57
3	\$ 11.30	\$ 11.67	\$ 11.97
4	\$ 11.66	\$ 11.98	\$ 12.37
5	\$ 12.01	\$ 12.36	\$ 12.70
6	\$ 12.35	\$ 12.73	\$ 13.10
7	\$ 12.71	\$ 13.09	\$ 13.49
8	\$ 13.08	\$ 13.47	\$ 13.88
9	\$ 13.38	\$ 13.86	\$ 14.28
10	\$ 13.68	\$ 14.18	\$ 14.70
11	\$ 13.98	\$ 14.50	\$ 15.03
12	\$ 14.28	\$ 14.82	\$ 15.37
13	\$ 14.58	\$ 15.14	\$ 15.71
14	\$ 14.88	\$ 15.45	\$ 16.05
15	\$ 15.20	\$ 15.77	\$ 16.38
16	\$ 15.50	\$ 16.11	\$ 16.72

It is understood that no person shall move more than one step per contract year.

Warehouse/Housekeeping

LORAIN COUNTY JVS

**Warehouse / Housekeeping
Salary Schedule**

2010-2011/2011-2012/2012-2013

STEP	7/1/2010	7/1/2011	7/1/2012
1	\$ 9.91	\$ 10.16	\$ 10.39
2	\$ 10.24	\$ 10.50	\$ 10.77
3	\$ 10.54	\$ 10.85	\$ 11.13
4	\$ 10.85	\$ 11.17	\$ 11.51
5	\$ 11.17	\$ 11.50	\$ 11.84
6	\$ 11.49	\$ 11.84	\$ 12.19
7	\$ 11.83	\$ 12.18	\$ 12.55
8	\$ 12.18	\$ 12.54	\$ 12.91
9	\$ 12.55	\$ 12.91	\$ 13.29
10	\$ 12.93	\$ 13.30	\$ 13.69

It is understood that no person shall move more than one step per contract year.

Warehouse Supervisor

LORAIN COUNTY JVS

Warehouse Supervisor

2010-2011/2011-2012/2012-2013

Step	7/1/2010	7/1/2011	7/1/2012
1	\$ 46,594	\$ 47,759	\$ 48,833
2	\$ 48,185	\$ 49,390	\$ 50,624
3	\$ 49,588	\$ 51,076	\$ 52,353
4	\$ 51,033	\$ 52,563	\$ 54,141
5	\$ 52,519	\$ 54,095	\$ 55,717
6	\$ 54,244	\$ 55,670	\$ 57,341
7	\$ 55,824	\$ 57,499	\$ 59,010
8	\$ 57,450	\$ 59,173	\$ 60,949
9	\$ 59,173	\$ 60,897	\$ 62,724
10	\$ 60,949	\$ 62,723	\$ 64,551
11	\$ 62,777	\$ 64,606	\$ 66,487
12	\$ 64,660	\$ 66,544	\$ 68,482
13	\$ 66,600	\$ 68,540	\$ 70,536
14	\$ 68,598	\$ 70,596	\$ 72,652
15	\$ 70,656	\$ 72,714	\$ 74,832

You will be eligible to receive overtime pay of one and one-half (1 1/2) times your regular hourly wage for approved hours worked over forty-(40) hours in one (1) week. If, during that week, you are away from the job because of a paid holiday, jury duty, vacation leave, or personal day(s), those hours will be counted as hours worked for the purpose of computing eligibility for overtime pay.

It is understood that no person shall move more than one step per contract year.

Term Life Insurance will be at the rate of two times annual salary to the nearest thousand.