



Overview of Your Rights and Responsibilities

Revised 07/10

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Dear WCCC Staff,

Whether you are a veteran staff member or new to our district I am confident that you will find the Warren County Vocational School District a rewarding and exciting place to work. In order to accomplish our mission of preparing youth and adults for challenging careers and life long education we need each of you. We believe that you are our most valuable resources and as such we want to create a positive and safe work environment. This guide has been written to help meet this goal and to ensure that every employee has information regarding district policies and procedures.

The policies and procedures in this guide serve as a basis for the employer/employee relationship. This is not a comprehensive policy guide nor is it intended as such but addresses those policies, which we believe are important for all employees to understand.

In order to be sure all staff has reviewed these specific policies and procedures please sign the insert page of the guide acknowledging that you have read it. The signature page should be returned to Patti Veroni, Human Resources Director.

Thank you for your cooperation and for all you do for our students.

Sincerely,

*Margaret Hess
Superintendent*

Vision Statement

WCCC is the valued partner of choice within the educational and economic systems of our communities, by providing quality academic and career technical education. We pave the way for a future of opportunities unique to each of our learners.

Mission

To prepare youths and adults to make informed career choices and to successfully enter, compete, and advance in a changing world.

Values

- * Treating each other with respect, dignity, trust and mutual value
- * Communicating openly and honestly
- * Taking ownership of personal actions and being held accountable for results
- * Upholding and demonstrating high ethical, educational and fiscal standards
- * Exhibiting high levels of professionalism
- * Providing high quality instruction and highly qualified staff to ensure success for all learners
- * Embracing educational opportunities fro change and diversity
- * Making quality customer service a high priority
- * Promoting partnerships and a team environment
- * Celebrating team and individual achievements
- * Using data to drive planning, decision-making and actions

Forward

If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource Department. Neither this guide nor any other school document confers a contractual right, either expressed or implied. Second, the procedures, practices, policies and benefits described here may be modified. We will try to inform you of any changes as they occur. However, The Warren County Vocational School reserves the right to change this guide at anytime, with or without notice.

Finally, some of the subjects described here are covered in detail in official board policy documents. You should refer to these documents for specific information, since this guide only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

Attendance, Punctuality and Dependability (File: GDBD-R)

As a career technical school it is important to set a standard for students to prepare for success in the work force. Because Warren County Vocational Schools depends heavily upon its employees, it is essential that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time.

When it is necessary for an employee to be absent, such employee is required to notify his/her immediate supervisor on the date of absence and by a time specified in administrative procedures. Upon returning to work, the employee will present a written statement regarding the length of and reason for the absence (see Formshare).

In the case of an absence due to injury or illness of more than five days, a signed statement by the attending physician or surgeon may be requested to verify the period of absence. If the absence is for 10 or more days, the attending physician or surgeon shall certify the employee's ability to return to work. The Superintendent may, upon evidence of frequent or unusual absence, request a physician's statement for all subsequent absences; however, the Superintendent shall provide the employee a written warning prior to making such a request.

Unexcused absence as determined by the superintendent or his/her designee shall result in loss of salary, based upon the employee's per-diem/hourly rate.

Benefits

In addition to basic salary, benefits are recognized by the Board as an integral part of the total compensation plan for staff members. The benefits extended staff members are designed to promote their present and future economic security. The following benefit programs are available to employees, and their dependents, which are regularly scheduled to work at least 25 hours per week.

Employees are eligible for health insurance on their first day of employment. The employee must apply within the first 30 days of employment or wait until August for open enrollment. Open enrollment is during the last week of August and the first week of September. Check with Human Resource Department and/or the Benefits Specialist for detailed information.

- **Medical Health Care Benefits**
- **Dental Insurance**
- **Nine paid holidays or as per department schedule**
- **Life Insurance**
- **Prescription Drug**
- **Vacation**
- **Vision Insurance**
- **COBRA**
- **Adult Education Classes**
- **125 Plan**
- **Sick days**
- **Personal Days**
- **Credit Unions**
- **Tuition Reimbursement**

(Some benefit programs require contributions from the employee)

Civil Rights Act -Nondiscrimination (File: AC and AC-R)

The Warren County Vocational School District has dedicated itself to providing equal employment and educational opportunities to all people. The Board’s policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, or military status.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy. No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy.

Title IX & Section 504 Coordinator: (513) 932-5677

Conduct (File: GBCB)

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the state of Ohio and provisions of the Negotiated Agreement (bargaining unit), the policies of the Board and the administrative regulations designed to implement them.

The Board expects staff members to conduct themselves in a manner, which not only reflects credit to the District, but also presents a model worthy of emulation by students.

All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing operations and the instructional program are the following specific responsibilities, which are required of all personnel:

1. Conducts and presents self in a professional manner ;
2. Faithfulness and promptness in attendance at work;
3. Support and enforcement of policies of the Board and regulations of the administration;
4. Diligence in submitting required reports promptly at the times specified;
5. Care and protection of District property; and
6. Concern and attention toward their own and the District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

Criminal Record Check (File: GBQ)

The Board shall request from the Superintendent of the BCII/FBI criminal record checks of candidates under final consideration for employment or appointment in the District if the candidates are responsible for the care, custody or control of minor students.

Teachers are required to submit to criminal record checks for initial licenses, certificates or permits at the time of application; at all applications for renewal of licenses, certificates or permits; and every five years if teaching under an eight-year professional teaching certificate or permanent teaching certificate. State law requires subsequent criminal records checks every five years for all school employees except bus drivers. For currently employed bus drivers, a new report is required every six years.

Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated.

Drug Free Workplace (File: GBP)

The Board endeavors to provide a safe workplace for all employees realizing that the use/abuse of drugs and alcohol can endanger the health, safety and well-being of the nonuser, as well as the user.

Because of the Board's commitment to provide a safe 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 State and Federal 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, State and Federal law 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.

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

A list of local drug and alcohol counseling, rehabilitation and re-entry programs and services offered in the community is made available to employees.

Emergency/Safety Plans (File: EBC)

An emergency is defined as an event which threatens the actual safety and security of students, employees or visitors of the District or whose impact threatens the feeling of safety and security, both of which are detrimental to a positive learning environment. Emergencies included, but are not limited to, fire, natural disasters, medical emergencies, industrial accidents, suicide, death of a student or employee, acts of violence, trauma and terrorism.

The Board directs the Superintendent/designee to prepare emergency/safety plans for use by staff and students. The plans are posted in each classroom and other areas accessible to students.

Equal Employment Opportunity Statement (File: GBA)

The Warren County Vocational School District is an equal opportunity employer. It is the policy of the District not to discriminate, in violation of federal or state law, on the basis of race, color, ancestry, national origin, citizenship status, religion, sex, economic status, age, disability or military status.

The School Board encourages all personnel to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination would be subject to disciplinary action by the Warren County Vocational School District Board of Education.

Family and Medical Leave (File: GBR)

The Board provides leave to eligible employees consistent with the Family and Medical Leave Act (FMLA). Eligible employees are entitled to up to 12 work weeks (or 26 work weeks to care for a covered service member) of unpaid family and medical leave in any 12-month period. The Board continues to pay the District's share of the employee's health benefits during the leave. In addition, the District restores the employee to the same or a similar position after the termination of the leave in accordance with Board policy.

In complying with the FMLA, the District adheres to the requirements of applicable Federal and Ohio laws.

HIPAA (File: GBS)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District, and sets forth the individual's rights and the District's legal obligations with respect to protected health information. The purpose of this policy is to assist the District in complying with the HIPAA privacy standards, to ensure that individuals receive adequate notice of the District's practices with regard to the dissemination and use of protected health information, and to protect the confidentiality and integrity of protected health information.

Confidentiality of Individually Identifiable Health Information

All officers, employees and agents of the District must preserve the confidentiality and integrity of individually identifiable health information pertaining to any individual. Individually identifiable health information is protected health information and shall be safeguarded to the extent possible in compliance with the requirements of the security and privacy rules and standards established by the HIPAA.

The District and its employees will not use or disclose an individual's protected health information for any purpose without the properly documented consent or authorization of the individual or his/her authorized representative unless required or authorized to do so under State or Federal law or this policy, unless an emergency exists or unless the information has been sufficiently de-identified that the recipient of the information would be unable to link the information to a specific individual.

All employees of the District are expected to comply with and cooperate fully with the administration of this policy. The District will not tolerate any violation of the HIPAA privacy or security standards or this policy. Any such violation constitutes grounds for disciplinary action, up to and including termination of employment.

Any employee of the District who believes that there has been a breach of these privacy and security policies and procedures or a breach of the integrity or confidentiality of any person's protected health information shall immediately report such breach to his/her immediate supervisor or the Board-appointed privacy/security officer. The privacy/security officer shall conduct a thorough and confidential investigation of any reported breach and notify the complainant of the results of the investigation and any corrective action taken.

The District will not retaliate or permit reprisals against any employee who reports a breach to the integrity or confidentiality of protected health information. Any employee involved in retaliatory behavior or reprisals against another individual for reporting an infraction of this policy is subject to disciplinary action up to and including termination of employment.

Prior to releasing any protected health information for the purposes set forth above, the District representative disclosing the information shall verify the identity and authority of the individual to whom disclosure is made. This verification may include the examination of official documents, badges, driver's licenses, workplace identity cards, credentials or other relevant forms of identification or verification.

If the privacy/security officer determines that there has been a breach of this privacy policy or of the procedures of the District, he/she shall make a determination of the potentially harmful effects of the unauthorized use or disclosure and decide upon a course of action to minimize the harm. Any individual responsible for the unauthorized use or disclosure is referred to the Superintendent or his/her designee for appropriate disciplinary measures.

Jury Duty

Certified employee (see Master Contract)

Non-Certified employee:

If an employee is selected for jury duty, it is regarded as an acceptable reason for missing work. In such a situation the employee is required to turn in whatever payment received for jury service to the Treasurer.

Personnel Data Changes

It is the responsibility of each employee to promptly notify the Warren County Vocational School of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency and educational accomplishment should be accurate at all times. If any data has changed, notify the Human Resource Department.

Personnel Records -(File: GBL)

The Warren County Vocational School maintains a personnel file on each employee. A personnel file for each employee is accurately maintained in the District office in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees.

Ohio law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. The public has access to all records in the personnel file with the following exception: medical records; records pertaining to adoption, probation or parole proceedings, trial preparation records; confidential law enforcement investigatory records; social security number and records of which the release is prohibited by Ohio or Federal law.

Each employee has the right, upon written request, to review the contents of his/her own personnel file.

Public’s Right To Know (File: KBA)

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office. Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated.

Reporting of Hazards (File: EBAA)

The Board is concerned with the safety of students and staff and, therefore, complies with all Federal and State laws and regulations to protect students and staff from known hazards that pose an immediate risk to health and safety.

The Superintendent appoints an employee to serve as the District’s Toxic Hazard Preparedness (THP) officer.

Resignation/Retirement (File: GCPB)

Teaching Resignation

Any professional staff member who has a contract effective for the next school year is permitted to resign prior to July 10, preceding that year. After that time, the consent of the Board must be given before a staff member may resign his/her position. A teacher who resigns after July 10 is submitted to the Superintendent for presentation to the Board

Teaching Retirement

File: GDPCA and Teachers Negotiated Agreement

At the time of retirement from the District, a severance amount calculated by a prescribed formula applied to the employee's unused sick leave and daily rate of pay at the time of retirement from the District is granted to professional staff employees in compliance with Ohio law. Upon payment of severance pay, the retiring employee's sick leave accumulation is reduced to zero.

As an STRS Ohio member, you qualify for lifetime benefits after meeting one of the following eligibility requirements (assuming the STRS Ohio account is not withdrawn):

- 5 years of service at age 60; or
- 25 years of service at age 55; or
- 30 years of service at any age.

If you retire with less than 30 years of service and before age 65, there is an actuarial reduction in the benefit. Full benefits are paid when you have 30 years of service credit or are age 65.

Non-Certified Resignation

File: GDPB

An employee may terminate his/her employment by submitting a letter of resignation to the Superintendent 30 days prior to the effective date, for any reason and for the purposes of retirement, if qualified. The resignation of an employee whose appointment was confirmed by the Board shall be referred to the Board for action.

Non-Certified Retirement

File: GDPC

Retirement Bonus – Non teaching

1. In the event a non-teaching employee resigns his/her employment with the Board for retirement purposes effective no later than June 30 of the work year that he/she first becomes eligible to retire through the School Employees Retirement System, in addition to the severance pay he/she is entitled to receive, he/she shall also receive a one time lump sum payment of \$4.00 times the contracted annual work hours per employee work calendar excluding overtime and additional hours worked beyond the scheduled work calendar. Any employee who does not elect to resign his/her employment with the Board by June 30 of the work year in which he/she first becomes eligible to retire through the School Employee Retirement System shall forfeit his/her right to this retirement incentive bonus but shall be entitled to severance pay.

2. For the purposes of this provision, eligibility to retire through the School Employees Retirement System shall be the first happening of any of the following qualifying events:

A member who joins SERS before May 14, 2008 will be eligible for a guaranteed lifetime monthly pension with the following combinations of age and service credit:

- 5 years of service credit at age 60; or
- 25 years of service credit at age 55; or
- 30 years for service credit at any age

Members who join SERS on or after May 14, 2008 will be eligible for a guaranteed lifetime monthly pension with the following combinations:

- 10 years of service credit at age 62; or
- 25 years of service credit at age 60; or
- 30 years of service credit at age 55.

3. In order to take advantage of this provision, a non-teaching employee must tender his/her written resignation for retirement purposes to the Superintendent no later than May 15 of the year the employee first meets any one of the above retirement criteria. The retirement shall be no later than June 30 of the school year in which he/she first became eligible to retire.

4. This provision does not apply to any employee retiring on a disability retirement

(File: GDPCA)

At the time of retirement from active service with the District, and the School Employees Retirement Systems, all regular part-time or full-time employees may elect to be paid one-fourth of the value of accrued but unused sick leave credit. The maximum number of days upon which payment is based shall be the same as for professional staff.

School Bus Idling (File: EEACE)

The Board is committed to transporting students on school buses in a manner that is safe and consistent with the Board's goal of resource conservation. The Board recognizes that accumulated emissions from diesel engines can be harmful to students and bus drivers. Also, unnecessary engine idling wastes diesel fuel and financial resources. Therefore, the Board prohibits all unnecessary diesel engines idling in excess of five minutes. Diesel engine idling in excess of five minutes in school loading zones is not permitted unless the operation of a wheelchair lift is required. This policy applies to all buses used to

transport students to and from school, co-curricular/extracurricular activities, field trips and other school-related activities.

Security Programs

(Files: EB, EBBA, EBBB, EBBC, EBC, EBCD, EBD, ECA & EDAB)

It is the policy of the Board to take precautions to provide for the safety of all students, employees, visitors and others present on District property or at school-sponsored events at other sites. General areas of emphasis will include, but are not limited to: in-service training, lab safety, accident record keeping, building inspections, driver and vehicle safety programs; fire prevention; emergency procedures and traffic safety problems relevant to students, employees and the community.

Sexual Harassment (File: ACAA and ACAA-R)

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 or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/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 workplace 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.

The Grievance Officer: The Board appoints one or more sexual harassment grievance officers who are vested with the authority and responsibility for processing all sexual harassment complaints in accordance with the procedure set forth in the accompanying regulation and staff and student handbooks.

Sexual matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

Smoking (File: GBK)

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well.

Recognizing these health issues, the Board prohibits smoking in all District-owned, leased or contracted buildings and vehicles. The Board may designate legally compliant outdoor smoking areas.

The Board directs the Superintendent to educate all staff members concerning the mandate of this policy, as well as implementing, as appropriate, educational programming concerning smoking and, if needed, resources available to those who wish to discontinue their smoking habit.

A notice to this effect is posted at the entrance to all school buildings and in a visible place in all school vehicles.

Staff Health and Safety (File: GBE)

Through its overall safety program and various policies pertaining to school personnel, the Board attempts to ensure the safety of employees during their working hours and assist them in the maintenance of good health.

All employees are expected to observe commonly recognized practices, which promote the health and safety of school personnel.

Bus drivers will have an annual physical examination in compliance with Ohio law. The results of all such examinations are filed with the Superintendent.

Employees who are required by Ohio or Federal law to have respiratory protection are required to have two physical examinations. The first examination must take place prior to the individual's wearing a respirator. The second examination must take place after the individual's exposure to any hazardous material (within 30 days if it is a one-time exposure, and at least annually if it is ongoing exposure).

The Board may require an individual examination of an employee whenever, in its judgment, it is necessary to protect the health and safety of students or other employees. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board assumes the cost of the examination. All health examinations required of employees are made by one of the physicians approved for this purpose by the Board.

Staff Relations and Lines of Authority (File: CCB)

The Superintendent establishes clear understandings on the part of all personnel of the working relationships in the District.

Lines of direct authority are those approved by the Board and are shown on the District's Organizational Chart.

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator refers such matters to the next higher administrative authority when necessary. All personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent

direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the district.

Staff-Student Relations (File: GBH)

The relationship between the District’s staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the school and/or its staff.
2. The exchange of purchased gifts between staff members and students is discouraged.
3. Staff-sponsored parties at which students are in attendance, unless they are part of the schools extracurricular program and are properly supervised, are prohibited.
4. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
5. Staff members shall not associate with students at any time in any situation which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol, or drugs.
6. Dating between staff members and students is prohibited.
7. Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.

8. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.

9. Staff members shall not send students on personal errands.

10. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

11. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships, but should instead refer to the appropriate individual or agency.

12. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information.

Technology (Computer Network and Internet Acceptable use Policy and Agreement - File: EDE, EDE-R and Agreement form)

Technology can greatly enhance the instructional program as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance instruction as well as assist in administration. Computer networks allow people to interact with many computers; all technology is to be used in responsible, efficient, ethical and legal manner. Failure to adhere to this policy and guidelines will result in the revocation of the user's access privilege.

Guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or on-line services. The Warren County Career Center reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. The user's access of computer systems, the network, and the Internet is a privilege, not a right. A user who violates this policy and breaches his/her agreement, may at the discretion of the Administration, have his or her access terminated. A user's agreement is to be signed by September 15 of every school year to indicate the user's acknowledgment of the risks and regulations for computer/on-line services use. Annually, all staff or student who wishes to have

a computer network and an Internet access account during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form.

Workers Compensation

In case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Workers Compensation Act of Ohio.

Any employee who is injured while at work should immediately report such injury to his/her safety officer/supervisor and fill out the first report of injury through the district's Public School Works – Employee Reporting System.

The injured employee may be requested to undergo chemical testing, as established by law and administrative regulation, in order to prove that the injury was not proximately caused by the employee being intoxicated or under the influence of a controlled substance not prescribed by a physician.

WCCC Transitional Work Program represents a process to minimize the impact of a work-related injury, illness or disability on any employee's capacity to work safely and productively. It serves as a benefit to protect the employability of workers with restrictions. This program focuses on early return to work strategies designed to control lost time and disability costs. The program requires joint employee and management involvement, support, and accountability.

Detach at Perforation

Employee Guide

I acknowledge that I have received and read a copy of the Warren County Vocational School District's Overview of Your Rights and Responsibilities guide.

I also understand and agree that:

- 1. Additional information and policies may be implemented from time to time by Warren County Career Center.*
- 2. The guide is not an employment agreement or guarantee of employment.*

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____