



## Montgomery County Educational Service Center

### Employee Handbook 2023-2024

200 S. Keowee St.  
Dayton, Ohio 45402  
Phone: 937-225-4598  
Fax: 937-496-7426

[www.mcesc.org](http://www.mcesc.org)  
[facebook.com/MontgomeryCountyESC/](https://facebook.com/MontgomeryCountyESC/)  
[twitter.com/mcesc](https://twitter.com/mcesc)

*"Visionary Leaders Providing Exemplary Service"*

MCESC Staff Member,

This handbook was developed in order to provide information to employees of the MCESC concerning their employment. The provisions in this handbook are not to be deemed conditions of your contract of employment. The Governing Board specifically reserves the right to modify or abrogate any provision in this handbook at any time and without any notice to its employees. This handbook is intended only for informational purposes and is not to be construed as imposing any obligation, contractual or otherwise, upon the Governing Board with respect to any subject it contains. The MCESC Handbook is available to view at: [www.mcesc.org](http://www.mcesc.org).

Teachers and Educational Assistants at MCESC's Learning Centers are also covered by a collective bargaining agreement and should reference that agreement which may supersede some of the provisions in this handbook.

All policies contained in this document may not be inclusive of the entire MCESC Policy Manual officially adopted by the Board of Governors of the MCESC. Employees should refer to the official Policy Manual for further explanations. The Policy Manual is available at: [www.mcesc.org](http://www.mcesc.org).

The Montgomery County Educational Service Center provides equals employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Please take the time to review the policies and procedures contained in our handbook. If you have questions, feel free to ask your supervisor or contact the Office of Human Resources.

Respectfully,

[The Office of Human Resources](#)

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## A Note from Superintendent Shannon M. Cox

The Montgomery County Educational Service Center employs over 600 employees. Those employees provide *exemplary* service to 90 educational organizations across the region!

Our main clients are our 16 public school districts in Montgomery County, where we serve so that 66,000 students can be successful!

Our visionary leadership honors the past which has postured us into the position we stand in today; while at the same time it looks to the future and provides exemplary services that meet the needs of our community.

It is with great pleasure that I welcome you to MCESC! Regardless if you are a new employee or a long standing member of our organization, you are valued and you belong! We *are* MCESC!

Shannon M Cox  
Superintendent MCESC

## **Mission:**

Visionary Leaders Providing Exemplary Service

## **Core Values:**

**Integrity** – Demonstrating personal responsibility and ethical standards

**Innovation** – Consistently asking "why not" to improve our services

**Communication** – Practicing clear and proactive feedback as a prerequisite for successful partnerships

**Collaboration** – Working together to create a cohesive and sustainable system

**Diversity** – Demonstrating success dependent upon different strengths, interests, ideas, and cultural backgrounds

**Wellness** – Recognizing and supporting mental, physical, and emotional well-being among all stakeholders

## **The Basics of the MCECSC:**

The Montgomery County Educational Service Center provides a robust array of educational services to 16 public school districts in Montgomery County and over 90 educational entities in multiple counties across the Greater Dayton Region.

The MCECSC is supported by over 500 employees and interacts directly with employees in the over 90 partner educational institutions.

The MCECSC operates separate learning facilities. We also provide occupational and physical therapy services directly to school districts and families throughout the region. In addition, the MCECSC provides speech and language pathology, services to schools and families.

The MCECSC is the home to Learn to Earn Dayton and Preschool Promise. Learn to Earn Dayton is dedicated to fostering the success of all Montgomery County children from birth until graduation from college or selection of a career. Preschool Promise helps 4- year old children get ready for Kindergarten. The MCECSC regularly provides direct support and advisement services to leaders in school districts throughout the region, including: Superintendents, Directors of Instructional Services, Human Resource Directors, School Treasurers and Curriculum Directors.

The Southwest Ohio Instructional Technology Association (SOITA) provides a variety of services to public school districts, private & parochial schools and universities in west – central and south western Ohio. Governed by a Board of Trustees made up of area administrators, their mission is to provide educators instructional technology services and resources that will assist them in optimizing student learning and achievement.

The MCECSC supports the Region 10 State Support Team advocating for coordinated approaches to school improvements, professional development of educators, early learning, and special education. MCECSC provides transportation and food service, technical support and resources to a number of its school district partners.

## **Montgomery County Educational Service Center Programs & Services:**

Detailed information about MCECSC programs and services can be found at our website: [www.mcesc.org](http://www.mcesc.org)

**MCESC Contact Information:**

**Montgomery County Educational Service Center Locations**

**Administrative Offices**

200 S. Keowee St.  
Dayton, Ohio 45402  
Phone: 937-225-4598  
FAX: 937-496-7426

**MCESC Regional Center**

4801 Springfield St.  
Dayton, Ohio 45431  
Phone: 937-236-9965  
FAX: 937-233-0161

**Learning Center North  
High School**

2251 Timber Ln  
Dayton, Ohio 45414  
937-253-4178  
FAX: 937-259-5764

**Learning Center West  
Elementary**

3500 S. Kettering Blvd.  
Moraine, Ohio 45439  
937-293-7559  
FAX: 937-299-5422

**Learning Center East  
Early Childhood Programs**

2528 Wilmington Pk.  
Kettering, Ohio 45419  
937-424-3838

**Youth Positive Health  
Day Treatment Program**

3155 El-Bee Rd.  
Moraine, Ohio 45439  
937-252-0100  
FAX: 937-496-7426

**Changes  
Outpatient Treatment**

7909 Schatz Pointe Dr.  
Dayton, Ohio 45459  
937-802-2150  
FAX: 937-802-2149

**The Village Network  
Day Treatment Program**

3350 S. Kettering Blvd.  
Moraine, Ohio 45439

**Southwestern Ohio Instructional Technology Association (SOITA)**

1205 W. Fifth St.  
Dayton, Ohio 45402  
937-746-6333  
FAX: 937-746-1029

**Preschool Promise**

MCESC Learning Center North  
2251 Timber Ln.  
Dayton, Ohio 45414  
937-275-8434

**Learn to Earn Dayton**

Regional Center  
4801 Springfield S.t  
Dayton, Ohio 45431  
937-236-9965

**MCESC Departments:**

EAT/ACT Department – Ext. 2113  
Hearing/O&M/Speech /Vision - 2160  
Office of the Superintendent – Ext. 3019  
Office of the Treasurer – Ext. 3028  
Office of Human Resources – Ext. 3018  
Office of Instructional Services – Ext. 3030  
Office of Administration and Operations – Ext. 3024  
OT/PT Department – Ext. 2178  
Social Emotional Learning – Ext. 2120  
Student Programs – Ext. 3040

## **Licensure:**

Obtaining, updating and filing a valid license with the Montgomery County ESC, is the responsibility of the licensed employee. All educators use the [Connected Ohio Records for Educators \(CORE\)](#) to renew their licenses, permits or certificates online. This site is located at the Ohio Department of Education website.

- Teachers
- Educational Assistants
- OT/PT
- SLP
- School Psychologist
- Nurses
- Audiologists/Hearing Specialist
- Counselors
- Orientation & Mobility/Vision Specialist

## **Local Professional Development Committee - LPDC**

The MCEC LPDC is the signatory for licensure renewal and will work with all MCEC staff for license renewal. The LPDC cannot approve any *NEW* licensure, only renewals. Educators will be expected to renew their licensure by developing an Individual Professional Development Plan (IPDP) that must be reviewed, approved, and verified by the LPDC.

Your LPDC is here to help you. If you have any questions, do not hesitate to contact any member of the committee. MCEC staff members may click to visit the [LPDC section](#), located on the Employee Hub. If you are applying for a new license, you must create an OH/ID account at the following website: <https://safe.ode.state.oh.us/portal>.

New licensure must be through one's college or university.

## **Resident Educator Program**

The Ohio Resident Educator Program provides beginning teachers with formal support which includes instructional mentoring. This support is designed to foster the beginning teacher's sense of autonomy and efficacy through self-assessment, mentor observation and feedback, analysis and use of student data and goal setting. Successful completion is required to advance to a five – year professional license.

Montgomery County Educational Service Center provides a Resident Educator Program as a service to districts and charter/community schools and the beginning teachers employed through these organizations. Regular program meetings and formal mentor support provide beginning teachers with the framework to enhance teaching and learning within their classrooms supporting student achievement and success.

Additionally, the MCEC provides training and networking opportunities for mentors to gain a deeper understanding of the principles of mentoring and coaching, as well as hands-on practice in conducting observations of these beginning teachers.

## **Background Checks and Fingerprinting:**

All MCEC employees both certified and non-certified are required to obtain a Federal Bureau of Investigation (FBI) criminal records check and a Bureau of Criminal Investigation and Identification (BCI&I) fingerprint/background check. MCEC employment contracts are contingent on a satisfactory criminal records check as required by law.



## **Payroll:**

To the extent permitted by law and consistent with the specific provisions of any applicable negotiated agreement, the Governing Board of Education authorizes deductions to be made from an employee's paycheck upon proper authorization on the appropriate form for the following purposes:

- A. Federal and State income tax
- B. Municipal income tax
- C. School district income tax
- D. School Employees Retirement System
- E. State Teachers Retirement System
- F. and other deductions as approved by the Governing Board of Education

## **Payroll Procedure and Direct Deposit**

Full-time staff members are paid every two (2) weeks on alternate Fridays. When a pay day falls on a holiday, the pay will be made on the preceding day.

All employees will be required to have their paycheck direct deposited to their financial institution.

For a calendar of Pay Dates, information on Benefits, Tax Forms, Retirement Forms – SERS and STRS please see the [Treasurer's page](#) located on the Montgomery County ESC website.

## **Travel Reimbursement**

The Governing Board of Education shall provide a travel allowance for employees who travel for the Montgomery County Educational Service Center in connection with their official duties as an employee of the Governing Board of Education and who have received prior approval before travelling. The Governing Board approved mileage rate for all employees shall be \$0.655 per mile.

Travel reimbursement shall be paid based upon a signed itemized statement submitted by the employee and approved by the Superintendent. All itemized statements (including receipts for hotel and motel accommodations, registration fees, and travel other than by automobile) of travel expenses shall be filed and approved by your supervisor. This itemized statement will reflect the expenses incurred during the preceding month. Only by prior approval of the Division Director may expenses be held for a second month.

Mileage reimbursement is to cover miles driven while at work, not mileage to and from work as follows.

- A. For mileage reimbursement, the distance claimed should be the difference between the total mileage an employee travels during the work day minus the distance to and from his/her home and office. For reasons of determining mileage reimbursement, each staff person shall be assigned an office site that is: the least in miles from his/her home, or to the work assignment that s/he travels first each day the majority of the time, or the fiscal agent site
- B. Travel at times other than during the work day (evenings, weekends, etc.), mileage counted portal to portal.

## Employee Benefits:

### Section 125 Plan

The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to all employees: HSA Participants: Limited Flexible Spending (Dental and Vision) for PPO Participants: An amount may be set aside under Section 125 of the Internal Revenue Code to cover the amount paid for eligible expenses which include:

- Part A: Insurance Premiums
- Part B: Medical Spending Account
- Part C: Dependent Care Account

### Health Insurance

The MCEC Health Insurance is through [United Health Care](#). Those employees eligible for full-time benefits who have coverage through the employer of a working spouse may waive the Center's health insurance coverage. Those staff members who waive the insurance will be paid a one-time stipend of \$1,000.00 to be paid in February *after* the employee has waived coverage for a full plan year (January 1 – December 31). This additional compensation is subject to Federal, State, and Local Income Tax.

The MCEC Board will pay eighty-five (85) percent of the premium for health insurance for single coverage and eighty (80) percent for all other tiers, and eighty (80) percent of the premium for dental insurance for all full-time employees. Regular employees under contract (excluding casual substitutes), working less than full time, are eligible to receive a prorated amount of the Board HSA contributions.. Additional information regarding benefits can be found on the [Employee Hub](#) link on the Montgomery County ESC website.

Virtual Visits – Log into [myuhc.com](http://myuhc.com) to get additional information on accessing Virtual Visits.

### Dental Insurance

The MCEC Dental Insurance is through [Delta Dental \(www.deltadentaloh.com\)](http://www.deltadentaloh.com)

### Vision Insurance

The MCEC Vision Insurance is through Vision Service Plan [VSP \(www.vsp.com\)](http://www.vsp.com)

### Open Enrollment / Change in Benefits

Open enrollment for insurances is held in October. Enrollment changes can be made outside of this period only in case of certain life events which would qualify for a special enrollment period. Examples of such life events include birth, adoption, death, divorce and marriage. It is the responsibility of the employee to notify Human Resources of a qualifying event and submit the change request on the [Benelogic](#) website. The appropriate supporting documentation must be submitted within 30 days of the event.

### Health Screenings

MCEC Employees enrolling in the medical insurance must have a preventive screening completed before the plan year begins on January 1<sup>st</sup> or a \$50.00 monthly surcharge will be assessed. Biometric Screenings are provided for employees each year, at no cost to them, by MCEC or employees may obtain their preventive care screening from their own physician. Forms for screenings by personal physicians can be found in the Benefits section on the [Employee Hub](#) on the MCEC website and must be turned into the Treasurer's Office by December 1<sup>st</sup>, prior to the start of the plan year.

## Spousal Surcharge

There is a \$100.00 monthly surcharge for carrying your spouse on the MCEC Health Insurance, if you spouse has access to other group health insurance through their employer. A Spousal Surcharge form must be completed if you elect to cover your spouse on your medical insurance. This surcharge does not apply to vision and dental coverage. Spousal surcharges forms must be completed with any change to coverage where a spouse is added to the coverage.

## Dependent Eligibility

In accordance with the Patient Protection and Affordable Care Act, married or unmarried adult children that are the natural, adopted or step child of you or your spouse may be covered under your medical plan until the adult child attains age 26.

## Life Insurance

The MCEC Governing Board provides and pays the full cost of term life insurance, provided by Securian Financial, including an accidental death and dismemberment provision for full time employees in the amount of \$60,000.00.

Additional insurances/benefits may be purchased at the employee's expense. Employees can choose to elect cover from:

[EPC](#)- Term Life insurance for employee, spouse and/or children is available, and is provided through Securian Financial.

[American Fidelity](#)- Disability Income Insurance, Cancer Insurance, Accident Only Insurance, Term and Whole Life Insurance are some of the options available.

## Annuities

MCEC works with the following providers for supplemental retirement planning services:

Voya - Contact: Brian Link 937-353-5490 Email: [brianlink@voyafa.com](mailto:brianlink@voyafa.com)

AXA - Contact: Fred Zechman 937-395-3103 Email: [frederick.zechman@axa-advisors.com](mailto:frederick.zechman@axa-advisors.com)

MetLife - Contact: Jennifer Funk 513-698-1313 Email: [Jenniferfunk@financialguide.com](mailto:Jenniferfunk@financialguide.com)

Roth IRA - This annuity option will be offered on an after tax basis by Invesco, VOYA, MetLife and Great American. Contact: David P. Harrison 937-748-3789 Email: [dave@davidpharrison.com](mailto:dave@davidpharrison.com)

Ohio Deferred Compensation - Contact: Steve Schmittauer 937-284-1212 or 877-644-6457 (FAX) 614-222-9457 Email: [schmits3@nationwide.com](mailto:schmits3@nationwide.com) Website: [www.Ohio457.org](http://www.Ohio457.org)

Retire MED - Contact: Justin Williams 937-260-4338 or 877-222-1942 (FAX) 937-281-3142 Email: [jwilliams@mbseniorsolutions.com](mailto:jwilliams@mbseniorsolutions.com)

## Concierge Service

Alight is a patient advocacy firm that can lower your healthcare costs by shopping for you. All providers are board certified and accredited. This service is offered at no cost to MCEC employees.

Alight Contact: Petra Imoukhome 1-800-513-1667 X1602 [petra.imoukhome@alight.com](mailto:petra.imoukhome@alight.com)

## Employee Assistance Program

The MCECSC [Employee Care Program](#) offers a comprehensive counseling service to MCECSC employees to assist with short term counseling services. The services are designed to help the employee sort out feelings and resolve personal or work problems. These services are at no cost to MCECSC employees and any member of their household. Employee Care may be reached by calling 1-800-628-9343.

## MCECSC Wellness Program

MCECSC offers a voluntary wellness program available to all employees. Mind, Body & Soul was formed to promote the mental, physical and emotional well-being of the Montgomery County ESC employees.

## Retirement Systems

[School Employees Retirement System](#) (SERS) for Classified Employees: 1-614-222-5853 or 1-800-878-5953

[State Teachers Retirement System](#) (STRS) for Certified Employees: 614-233-8713 or 1-888-227-7877

## Severance Pay

An employee of the Board may elect at the time of retirement from active service, with ten (10) or more years of certified or classified service with the public schools of Ohio, and at least five (5) of these years must be with the MCECSC, to be paid according to the 403 (b) plan if eligible or in cash (check) if not eligible for the 403 (b) plan for one-fourth (1/4) of the value of his/her accrued but unused sick leave, or sixty-six (66) days, whichever is smaller. Such payment shall be based on the employee's per diem rate of pay at the time of retirement whether he/she is employed on a part-time or full-time basis. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time.

Such a payment shall be made only once to any retiring employee.

## Safety & Accidents:

### Accident and Exposure Reporting Procedures

The following procedures are applicable to all accidents, injuries, near misses and blood exposure incidents. Adherence to these instructions will facilitate your care and return to work. If you have any questions, contact the Human Resources Coordinator at 937-225-4603 ext. 3014.

To [submit an employee incident](#) report, please log onto Public School Works, located on the Staff Resource page on the Montgomery County ESC website. Enter all information requested and follow the steps to submit your report. The Employee Accident/Exposure Incident Report should be completed by the injured/affected employee. However, if necessary, another employee can complete the report with the assistance of the affected employee. For assistance, contact your immediate supervisor or the school nurse. For further assistance, contact the Human Resources Coordinator at 937-225-4603 ext. 3014.

Your safety is important to us. All accidents must be reported.

## Workers' Compensation

The Ohio Bureau of Workers' Compensation (BWC) provides insurance coverage to employees for work – related injuries sustained in the course of and arising out of employment and diseases contracted in the course of employment. It also provides benefits to employees' dependents in those cases of death suffered in the course of and arising out of employment. If an employee sustains a workplace injury or contracts an occupational disease, he/she may be eligible for compensation and benefits under Workers' Compensation for loss sustained on account of an injury or illness. Workers' Compensation provides for medical care and disability compensation which is based on the employee's salary.

### OPTIONS FOR MEDICAL CARE

When obtaining medical care after a workplace incident, the employee MUST TELL THE PHYSICIAN it is a work-related injury. Do not present your medical insurance card.

### Dayton and Surrounding Area Treatment Locations:

[Premier Occupational Health Locations](#) (All are open Monday – Friday 8am to 5pm).

Dayton Location: 1520 S. Main St. Suite 3, Dayton OH 45409 937-208-7250

Troy  
998 S. Dorset Rd.  
Troy OH 45373  
(937) 440-7358

Beavercreek  
2484 N. Fairfield Rd.  
Beavercreek OH (Located in front of Target)  
(937) 208-8170

Huber Heights  
8290 Old Troy Pk.  
Huber Heights, OH (Located near Hobby Lobby)  
(937) 208-4100

Centerville  
6071 Far Hills Ave  
Centerville, OH (Located next to Dorothy Lane Market)  
(937) 208-6887

Englewood  
1130 S. Main St.  
Englewood, OH (Located next to ALDI)  
(937)208-6879

Miamisburg  
8 Prestige Plaza  
Miamisburg, OH (Located near the Dayton Mall)  
(937)208-6871

Vandalia  
6700 Commerce Center Rd.  
Vandalia, OH (Located on Miller Lane)  
(937)208-6875

Springboro  
752 N. Main St.  
Springboro, OH (Located next to Dorothy Lane Market)  
(937) 208-6865

## Blood Borne Pathogens

The Governing Board seeks to protect those staff members who may be exposed to blood-borne pathogens and other potentially - infectious materials in their performance of assigned duties. Blood borne are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B Virus (HBV), Hepatitis C.

For more information, please see [Board Policy](#) 8453.01.

## MCESC Safety Protocol / Emergency Plans

For information regarding the Safety Protocol in your building, please see your Immediate Supervisor. All MCESC Employees are required to take and complete Online Safety Courses through Public School Works located on the Staff Resource page of the Montgomery County ESC website.

## Attendance and Leave of Absence:

### Attendance

All MCEC employees are expected to arrive on time, ready to work, every day that they are scheduled to work. Employees must enter their absences in the KIOSK and notify their building administrator or immediate supervisor of their absence as soon as possible.

Falsification of sick leave or any MCEC forms can be grounds for immediate termination, suspension or reprimand based on a case by case basis.

### Sick Leave

All regular full-time employees shall earn one and one fourth (1 ¼) days of sick leave per calendar month, or a total of fifteen (15) days per year. For the purpose of this policy, a regular full-time employee shall be defined as an individual who works a minimum of 185 days per contract year with a day being defined as a minimum of six (6) hours.

Sick Leave may be used for absence due to personal illness, 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.

The employee's immediate family is defined as the employee's spouse, child, parent, brother, sister (including in-laws, step or foster parent or child), grandparents, grandchildren or other permanent resident of the employee's household. Up to 5 days of sick leave may be granted, once a school year, for the death or serious illness of a near relative.

The supervisor or another member of the administration may require a signed physician's statement confirming the need for sick leave after (5) consecutive days of absence or where the employee has established a pattern of absenteeism.

All other regular employees, excluding substitutes, who render part-time seasonal, intermittent or per diem, or hourly service, shall be entitled to sick leave on a pro-rated basis. Sick leave may be accumulated to a maximum of 285 days.

### Personal Days

A total of three (3) days of personal/emergency leave per contract year may be granted to each regular full-time employee. For the purpose of this guideline, a regular full-time employee shall be defined as an individual who works a minimum of 185 days per contract year, with a day being defined as a minimum of six (6) hours. All other regular employees, excluding substitutes, who render part-time, seasonal, intermittent, per diem, hourly service, or who are hired mid-year shall be entitled to personal/emergency leave on a pro-rated basis.

Personal/emergency leave may not be taken the day before or the day after a holiday or school break (such as spring break) unless the Superintendent or his/her designee expressly waives this restriction. Of the total three (3) days described above, two (2) days used by the employee during the contract year shall be granted without the employee being required to specify a reason for the request, provided the request is received by the appropriate administrator not less than five (5) work days prior to intended use (unless the five (5) days advance notice is waived by the Superintendent or his/her designee), and provided further that no more than ten percent (10%) of the employees not included in a bargaining agreement may take such leave on the same day (unless said restriction is waived by the Superintendent or his/her designee).

## Personal Days (Continued)

After an employee has used two (2) days of personal/emergency leave in a contract year, the remaining day may be approved at the sole discretion of the Superintendent contingent upon it meeting one of the following criteria:

- A. Business appointments which can only be scheduled during working hours (state type).
- B. Required court appearances as a litigant or witness.
- C. Religious holiday.
- D. Funeral of a relative not included in the sick leave policy or of a close friend.
- E. A father or prospective father immediately before, at, or following the birth of a child.
- F. Urgent family obligations (using present definition of immediate family in the sick leave policy) over which the employee has no direct control, i.e., adoptions, wedding of a member of the family or close friend, high school and/or college graduations, register for courses, or attendance at ceremonies where a member of the immediate family is receiving an award of major significance.
- G. Emergencies, natural or personal, for the employee (state type).
- H. Other reasons as approved by the Superintendent.

Requests for personal/emergency leave shall be made on the appropriate form to the Division Director.

The personal/emergency leave days may be divided into half days.

The Superintendent shall make final determination of any requests for emergency leave.

Bargaining Unit members, please refer to the collective bargaining agreement.

## Holidays:

The Center will be closed on the following holidays: the first day of January (New Year's Day), the third Monday in January (Martin Luther King, Jr. Day), the third Monday in February (President's Day), the last Monday in May (Memorial Day), the nineteenth day of June (Juneteenth), the fourth day of July (Independence Day), the first Monday in September (Labor Day), the fourth Thursday in November (Thanksgiving Day), the day after Thanksgiving, the twenty-fourth and twenty-fifth day of December. If a holiday falls on Saturday, the holiday will be observed the preceding Friday; if a holiday falls on Sunday, observance will be on the following Monday. The Board, on the recommendation of the Superintendent, may designate other days on which the office will be closed.

Certificated employees are not eligible for paid holidays.

Classified employees are eligible for paid holidays only if they accrue earnings the day before and after the holiday.

## Time and Attendance

MCESC Classified Employees and Learning Center teachers are required to scan in and out each day at the electronic Kiosks located at Keowee St., Regional Center, Learning Center North, Learning Center West and Learning Center East.

## Vacation

### Classified Staff

#### Eleven and Twelve-Month Classified Employees

Acceptable Years of Experience August 1 <sup>st</sup>	Vacation Days Due Current Contract Year
5 years or less	10
6 years	11
7 years	12
8 years	13
9 years	14
10 years through 13 years	15
14 years	16
15 years	17
16 years	18
17 years	19
18 years	20
19 years	21
20 years	22
21 years	23

Classified staff members will accrue vacation on a monthly basis based on the amount of vacation earned. Vacation days must be earned before they are taken. The maximum accumulation is thirty-five (35) days

#### Unused Vacation Days upon Contract Termination - Classified

Classified employees terminating contracts with the approval of the Governing Board of Education will be allowed earned, unused, vacation *prorated* before the effective date of termination. For the full explanation of Vacation for Non-Certified Staff, please see [Board Policy 4438](#).

### Administrative Staff

#### Twelve-Month Administrative Entitlement

An administrative staff member employed on a twelve-month basis shall be required to work 260 days, less Governing Board of Education granted holidays and twenty (20) days paid vacation. Vacation days will accrue at a rate of 1.67 days per month and vacation days shall be arranged so that the work of the various departments will be carried on with as few interruptions as possible. Learning Center Staff may not schedule vacation time when school is in session and students are present. Exceptions to such uses may be made by the Superintendent or designee. Staff will be allowed to accumulate vacation days to a maximum of thirty (30) days. [Board Policy 1438](#)

#### Twelve Month Professional Staff Entitlement

A professional staff member employed on a twelve-month basis shall be required to work 260 days, less Governing Board of Education granted holidays and twenty (20) days paid vacation. Vacation days will accrue at a rate of 1.67 days per month and vacation days shall be arranged so that the work of the various departments will be carried on with as few interruptions as possible. Learning Center Staff may not schedule vacation time when school is in session and students are present. Exceptions to such uses may be made by the Superintendent. Staff will be allowed to accumulate vacation days to a maximum of thirty (30) days. [Board Policy 3438](#)



## Professional Leave

An employee may submit a request to attend a professional meeting or convention with pay, and to be reimbursed for reasonable expenses incurred as a result of attending such meeting or convention. The approval for attendance and reimbursement may be granted by the Superintendent upon recommendation by the appropriate supervisor. Permission to attend will be based on the consideration of the effective functioning of the Montgomery County Educational Service Center program and the appropriateness of the conference/meeting for the individual. Recommendation for reimbursement will be made in accordance with availability of funds appropriated for this type of expenditure in the annual budget.

All staff members are encouraged to support and actively participate in their particular professional or educational organization relating to their field. To foster these involvements, which the administration feels are beneficial to the Montgomery County Educational Service Center as well as to the individual and the organization, provisions have been made to allow for limited time-off; and, in specific situations, limited reimbursement for travel expenses for officers and committee members at the State level, subject to the approval of the Superintendent. Travel expenses are reimbursable only when all required approvals are obtained prior to incurring the expense.

Reimbursement will be based on the approved estimated cost of lodging, food travel and other incidentals. Expenses will be based on what is termed reasonable by the Superintendent or his/her designee. Expenses should be submitted in a timely manner. At their discretion, departments or programs may impose more restrictive guidelines for budgetary or control reasons, but they may not be less restrictive than the guidelines listed here.

Travel: MCEC employees must use the most economical mode of transportation when available. More expensive transportation may be used if the employee pays the incremental difference over the allowed cost. The most reasonable air fare is required for MCEC employees traveling by air. Fees for excess luggage are not reimbursable unless the fee is for MCEC items/materials. Shuttle fees, parking, etc. are allowable.

Regardless of the mode of transportation, the employee may only be reimbursed up to the cost of the least expensive mode of transportation. (For example, the air fare cost for an employee traveling to the Washington, D.C. area is \$364.00. To drive round trip the cost is 974 miles X .655/mile = \$637.97. Therefore, the Governing Board will only reimburse the employee \$364.00 if the employee chooses to drive). If a rental car is necessary, the cost of the rental car must be included on the pre-approval form in order to be reimbursed.

Lodging Expenses: MCEC employees are expected to use lodging accommodations that are necessary and reasonable.

Food Expenses: Food expenses shall not exceed forty dollars (\$40.00) per day. Tips for meals must not exceed fifteen percent (15%) of the cost of the meals with the additional tip above fifteen percent (15%) being paid by the employee. Payments for alcohol and related taxes and tips may not be reimbursed. Reimbursement for meals when there is no overnight travel required will be reimbursed at the discretion of the Superintendent or his/her designee.

Other Types of Business Expenses: All other types of business expenses will be reviewed and approved by the Superintendent as part of the approval process.

NOTE: All travel must be pre-approved by the appropriate supervisor(s). All out-of-state travel will be reviewed by the Superintendent prior to final approval for the travel.

## Military Leave

Once per calendar year, an eligible staff member may take leave for up to ten (10) days or eighty (80) hours, whichever is less, if all of the following conditions are satisfied:

- A. The Governing Board has employed the staff member for at least twelve (12) consecutive months and for at least 1,250 hours in the twelve (12) months immediately preceding commencement of the leave.
- B. The staff member is the parent, spouse, or a person who has or had legal custody of a person who is a member of the uniformed services and who is called into active duty in the uniformed services for a period longer than thirty (30) days, or is injured, wounded, or hospitalized while serving on active duty in the uniformed services.
- C. The staff member gives notice to the Board that s/he intends to take leave pursuant to this policy at least fourteen (14) days prior to taking the leave if the leave is being taken because of a call to active duty or at least two (2) days prior to taking the leave if the leave is being taken because of an injury, wound, or hospitalization. If the staff member receives notice from a representative of the uniformed services that the injury, wound, or hospitalization is of a critical or life-threatening nature, the staff member may take the leave under this policy without providing prior notice to the Board.
- D. In non-medical situations, the dates on which the staff member takes leave pursuant to this policy occur no more than two (2) weeks prior to or one (1) week after the deployment date of the employee's spouse, child, ward, or former ward.
- E. The staff member does not have any other leave available for his/her use except sick leave or disability leave.

A staff member seeking to take leave pursuant to this policy must provide certification from the appropriate military authority to verify that the staff member satisfies the criteria described in paragraphs B, C, and D above.

"Active Duty" means full-time duty in the active military service of the United States or active duty pursuant to an executive order of the President of the United States, an act of the Congress of the United States, or a proclamation of the Governor. "Active Duty" does not include active duty for training, initial active duty for training, or the period of time for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any duty unless such period is contemporaneous with an active duty period. "Uniformed Services" means the armed forces, the Ohio organized militia when engaged in full-time National Guard duty, the commissioned corps of the public health service, and any other category of persons designated by the President of the United States in time of war or emergency.

While the leave provided by this policy is unpaid, the Board will continue to provide benefits to the staff member during the period of time the staff member is on this leave. For purposes of this policy, "benefits" is defined as employment benefits, other than salary or wages, that the Board regularly provides or makes available to employees, including, but not limited to, medical insurance, disability insurance, life insurance, pension plans, and retirement plans. The staff member is responsible for the same proportion of the cost of the benefits as s/he regularly pays during periods of time when s/he is not on leave. Upon the completion of the leave taken pursuant to this policy, the Board will restore the staff member to the position s/he held prior to taking that leave or a position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

## **Military Leave (Continued)**

The Board will not interfere with, restrain, or deny the exercise or attempted exercise of a right established under this policy. Further, the Board will not discharge, fine, suspend, expel, discipline, or discriminate against a staff member with respect to any term or condition of employment because of the staff member's actual or potential exercise, or support for another employee's exercise, of any right established under this policy. Nothing herein shall prevent the Board from taking an employment action that is independent of the exercise of a right under this policy. Finally, the Board will not deprive an employee who takes leave pursuant to this policy of any benefit that accrued before the date that leave commences.

R.C. 5906.01-.03 Adopted 4/14/11

## **Jury Duty**

Employees called and required to serve jury duty shall immediately notify the Office of Human Resources by filing a copy of the notice to serve. Jury duty shall be considered as a paid leave of absence. Remuneration checks or cash received by employees shall be deposited with the Office of the Treasurer. Checks shall be endorsed as payable to MCEC.

## **Family Medical Leave Act and other Leaves of Absence**

The Montgomery County ESC provides Family and Medical Leave in accordance with federal guidelines. MCEC Employees are "eligible" if they have worked for the Board for at least twelve (12) months and for at least 1,250 hours over twelve (12) months prior to the leave request. If the employee has met those two requirements, a preliminary designation of FMLA coverage will be made.

Circumstances that qualify under FMLA include the birth of the employee's child, an adoption, foster care placement, care of a spouse, child or parents due to a serious health condition, or the employee's own health condition.

Coverage under FMLA does not guarantee that any or all of the employees leave will be paid. This is based upon the amount of leave that has been earned and taken to date. The employee will be required to use all leave (personal, sick, vacation) for FMLA before going on unpaid FMLA leave. FMLA runs concurrently from the first day of any leave taken. In addition, any leave that the employee takes must be approved by the employee's supervisor. The MCEC will pay its portion of the employee health care benefits throughout the FMLA approved absences as though the employee were still working. The employee will be reinstated to the same or an equivalent job with the same pay, benefits, terms and conditions of employment upon return from leave.

For the full explanation of FMLA, please see the [Board Policy](#) 1630, 3430.01 or 4430.01.

## **Appearance and Grooming**

The MCEC Board believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline. The Board retains the authority to specify the dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process.

## **Work Week and Hours of Work**

The MCEC work week begins on Monday and ends on Sunday. Each staff member will receive their work schedules and number of hours per week from their supervisor.

## Meals and Rest Breaks

All MCESC employees will receive at least a 30 minute unpaid lunch hour. Certain staff members may receive a one hour unpaid lunch break determined by their schedule and supervisor.

## Overtime

Classified (hourly) staff members must receive preapproval to work additional or overtime hours. Please meet with your supervisor to discuss any overtime.

## Professional Conduct for Ohio Educators

[The Licensure Code of Professional Conduct for Ohio Educators](#) serves as a framework for all Ohio educators. This code includes coaches, aides, teachers (including substitutes), principals, superintendents and other licensed persons serving schools that are, nurses and counselors. The code also serves as the basis for decisions on issues pertaining to licensure that are consistent with applicable law and provides a guide for conduct in situations that have professional implications for all individuals licensed by the State Board.

1. Educators shall behave as professionals, realizing their actions directly reflect on the status and substance of the education profession.
2. Educators shall maintain a professional relationship with all students at all times, both in and out of the classroom. (Educators are mandatory reporters of child abuse.)
3. Educators shall accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.
4. Educators shall adhere to federal, state and local laws and statutes.
5. Educators shall comply with local, state and federal laws related to maintaining confidential information.
6. Educators shall not use, possess or unlawfully distribute illegal or unauthorized drugs. Educators shall not use alcohol during any school activity involving students, minors or underage persons. Educators shall not use tobacco during any school activity except in designated areas. Educators shall not furnish, provide or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, or illegal or unauthorized drugs.
7. Educators shall ensure all school funds and accounts are managed in a responsible and transparent manner. Educators shall ensure school property, public funds or fees paid by students or the community are not used for personal gain. Educators shall not make decisions based upon gifts, gratuities, favors or the socioeconomic status of parents, family members, community members or businesses.
8. Educators shall fulfill all of the terms and obligations detailed in their employment contract with the local board of education, public educational agency, or community school for the duration of the contract.
9. Educators shall always use technology, electronic communications, and social media in a responsible and professional manner and appropriately safeguard the unauthorized use or access to electronic devices and data entrusted to them

Employees who fail to comply with law, regulations, directives, fail to appropriately discharge the duties of their position may be subject to discipline, including but not limited to suspension and/or termination from employment.

## **Intellectual Property**

All books, materials, devices or products that result from the paid work time and/or prescribed duties of MCEC staff members shall be considered work product and remain the property of the MCEC Board of Education. The Board shall retain all rights and privileges pertaining to the ownership thereof. Therefore, the removal of such property without the express consent of the owner or a person authorized to give consent, constitutes theft.

## **Abuse and Neglect of Students**

The MCEC Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

The Board official and employee making the report shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and shall secure prompt medical attention to any such injuries reported.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. Board officials and employees must report suspected abuse to Children's Services or local law enforcement agency even when the suspected abuser is another official or employee.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds only in accordance with [Board Policy 5540](#).

For the full explanation of Student Abuse and Neglect, please see the [Board Policy 8462](#).

## **Anti - Bullying and other forms of Aggressive Behavior**

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both: a.) causes mental or physical harm to the other student/school personnel; and b.) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. "Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student/school personnel; and b.), is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate other student/school personnel.

For the full explanation of Anti-Bullying & Other forms of Aggressive Behavior, please see the [Board Policy 5517](#).

### Records Request

Any individual may purchase copies of the public records of the Educational Service Center upon the payment of a fee equivalent to the cost of handling and reproduction. The person making a mail request pays the cost of postage and other supplies in advance. The number of mail requests sent to any one person is limited to ten (10) a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes. No public record may be removed from the office in which it is maintained. Nothing in this policy shall be construed as preventing a Governing Board member from inspecting, in the performance of official duties, any record of the Center except student records.

For the full explanation of Records Request, please see the [Board Policy](#) 8310.

### Personnel Records

Certain information concerning Center employees is confidential, to be reviewed on a need-to-know basis and only under conditions which guarantee protection of both management's right to access information and the employee's right to unnecessary invasion of privacy. Most information in the personnel files, however, is not confidential and is available for inspection in accordance with State law. The District shall, however, refrain from disclosing an employee's social security number when releasing personnel records.

For a full explanation of Personnel Records Requests, please see the [Board Policy](#) 8320.

### Drug Free Workplace

The purpose of the Board's Drug-Free Workplace Program is to institute and maintain a program for achieving the objective of a drug-free work force and to provide a workplace that is free from the illegal and improper manufacturing, distribution, dispensing, possession, sale, and use of alcohol and controlled substances. All employees are expected to read and understand this Policy/Administrative Guideline. Participation in this program by all employees as prescribed is mandatory.

For the full explanation of Substance Abuse & Drug – Free Workplace, please see the [Board Policy](#) 3170, 3122.01 and 4222.01.

### Evaluation of Personnel

Evaluation of staff is the responsibility of the superintendent and/or his/her designee, and shall be conducted in accordance with Governing Board Policy and in accordance with the provisions of the Ohio Revised Code. The program of personnel assessment is intended to be a process of continuous and systematic evaluation of staff to provide for the improvement of the overall MCEC program of services and the continuous improvement and professional development of staff.

For the full explanation of Evaluations, please see the [Board Policy](#) 4220, 3220 and 1530.

### Staff Discipline

The Governing Board retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary, such action shall be in proportion to the employee's offense or misconduct, consistent with appropriate procedural and substantive Due Process, State law, and/or the specific provisions of any applicable collective bargaining agreement.

For a full explanation of Staff Discipline please see the [Board Policy](#) 3139.

## **Fraud Reporting**

The Governing Board expects all its employees to be honest and ethical in their conduct and to refrain from engaging in activities which may be fraudulent, illegal, or otherwise unethical. The Montgomery County Educational Service Center will not tolerate such activities, and will investigate claims of suspected fraud or fraudulent activity and implement appropriate disciplinary measures, when necessary.

Non-Retaliation: Those who, in good faith, report suspected fraudulent activity will not be subject to any retaliation as a result of bringing the suspected misconduct forward. They will be subject to protection of the [Board Policy](#) 1411, 3211 and 4211.

Fraud Hotline: 1-866-372-8364      Online: [www.auditor.state](http://www.auditor.state)

## **Non Discrimination and Equal Employment Opportunity**

The Montgomery County Educational Service Center provides equals employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

## **Non-Discrimination on the Basis of Sex in Education Programs or Activities Title IX- 2266**

"Sexual Harassment" has the same definition as set forth in the policy of the Board as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual Harassment or discrimination against any employee or student is prohibited and the Governing Board will not tolerate sexual harassment or sex discrimination in employment, recruitment, consideration or selection. Any individual who believes that he or she has been discriminated against or harassed in violation of this policy, should contact the MCESC Title IX Coordinator:

Assistant Director of Human Resources  
William Lauson  
937-225-4598  
200 S. Keowee St.  
Dayton, Ohio 45402

Director of Human Resources  
Marion Stout  
937-225-4598  
200 S. Keowee St.  
Dayton, Ohio 45402

For the full explanation of the Non-Discrimination on the Basis of Sex in Education Programs or Activities for Staff Members, please see [Board Policy](#) 2266.

## **Smoke Free Environment**

The Governing Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and a tobacco-free environment is consistent with the responsibilities of teachers and staff to be our positive role models for students.

For the full explanation of Smoke Free Environment for Staff Members, please see [Board Policy](#) 7434.

## Use of Equipment/Computers and Internet Access

It is the intention of the Montgomery County Governing Board of Education to protect the privacy of staff members who use the school computers, computer network, and electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this guideline is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

### Acceptable and Unacceptable Uses

The computers, computer network, and messaging systems of the District are intended for educational uses and work-related communications. Incidental use of the e-mail and voice mail systems by staff members for personal communications is permitted as long as such communications are limited in number, are initiated during non-work periods, and do not interfere with the primary intended uses of the system.

### Security and Integrity

Staff members shall not take any action that would compromise the security of any computer, network, or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the system.

Staff members shall not take any actions that may adversely affect the integrity, functionality, or reliability of any computer (for example, the installation of hardware or software not authorized by the System Administrator).

Staff members shall report to the System Administrator or a District Administrator any actions by students which would violate the security or integrity of any computer, network, or messaging system whenever such actions become known to them in the normal course of their work duties. This shall not be construed as creating any liability for staff members for the computer-related misconduct of students.

### Network Privacy Right of Access

Although the Board respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District's computer network and messaging systems require that full access be available at all times. The District, therefore, reserves the right to access and inspect any computer, device, or electronic media within its systems and any data, information, or messages which may be contained therein. All such data, information, and messages are the property of the District and staff members should have no expectation that any messages sent or received on the District's systems will always remain private.

For the full explanation of Network Privacy and Acceptable Use for Staff Members, please see [Board Policy 7540.04](#).

### Use of ESC Equipment

Governing [Board Policy 7530](#) requires that limits be placed on staff use of Center equipment and facilities. The following guidelines describe the nature and extent of such use:

Copy Machines: Center copiers may not be used for non-school purposes.

Fax Machines: Center fax machines may not be used for non-school purposes.



## Use of ESC Equipment (Continued)

Computers: Center computers and printers may not be used for personal reasons.

Use of Facilities/ Equipment/ Supplies: Staff members may use Center equipment only with the written approval of Supervisors/Director/Superintendent.

Cell Phone Usage Personal Communication Devices: Use of personal communication devices ("PCDs") has become pervasive in the workplace. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

## Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones

Using a cell phone or other PCD while operating a vehicle, is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

For more information on Personal Communication Devices see Governing [Board Policy 7530.02](#).

## MCESC Closings, Delays, and Important Messages

In periods of inclement weather, employees are to follow procedures of the district in which they are assigned.

There are five different avenues that we utilize to send out information regarding an ESC or building closing, delay, or important message. They are: Parent Square, Channel 7, Channel 2, Fox 45/Channel 22, and [www.mcesc.org](http://www.mcesc.org).

Parent Square – Parent Square is a communication platform used as our "One Stop Place" to communicate with all stakeholders. It enables all families to be involved and engaged, regardless of language, culture or socioeconomic barriers.

- Accessing Parent Square – The Parent Square roster is maintained by Human Resources and the MCESC Parent Square administrator. New hires will receive an email with instructions on how to activate their account shortly after being onboarded at the ESC.

Channel 7, Channel 2, and Fox 45/Channel 22 - (TV) Our goal is to notify TV stations with any weather/important message information by 5:30 a.m. and no later than 6:00 a.m.

MCESC Website - (online) Log into [www.mcesc.org](http://www.mcesc.org) and the message regarding the MCESC closing, delay and/or important message will be scrolling on a banner at the top of the page.

Please contact the [Office of Human Resources](#) with any questions or concerns regarding the MCESC Handbook. We hope you have a wonderful school year!