



educational service center  
*Council of Governments*

**Educational Service Center Council of Governments**

# **Substitute Employee Handbook**



# TABLE OF CONTENTS

INTRODUCTION.....	5
PARTICIPATING DISTRICTS .....	6
EQUAL OPPORTUNITY & NON-DISCRIMINATION .....	7
ESC OF CENTRAL OHIO – COUNCIL OF GOVERNMENTS JOB DESCRIPTION- SUBSTITUTE TEACHER .....	7
EVALUATION.....	8
SUBSTITUTE EMPLOYEE PERFORMANCE REPORT .....	9
BECOMING AN ESC-COG SUBSTITUTE EMPLOYEE.....	9
NEW SUBSTITUTE EMPLOYEE APPLICATION.....	10
I-9 FORM .....	10
REQUIRED CREDENTIALS   OHIO DEPARTMENT OF EDUCATION .....	13
ABSENCE MANAGEMENT .....	14
SUBSTITUTE DAILY SCHEDULE .....	15
PERSONAL APPEARANCE .....	15
SAFETY COURSES .....	15
FIRST AID, SAFETY AND HEALTH .....	16
<i>HEPATITIS B VACCINATION SERIES.....</i>	<i>16</i>
DISTRICT PREFERENCES.....	17
ESC CLASSROOM ASSIGNMENTS .....	17
REQUIRED CRIMINAL INVESTIGATIONS .....	18
LICENSURE CODE OF PROFESSIONAL CONDUCT .....	19
PERFORMANCE ISSUES.....	21
HARASSMENT .....	22
DRUG-FREE WORKPLACE .....	23
UNIFORMED SERVICE EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT .....	24
USE OF RESOURCES .....	24
AUTHORIZATION TO ACCEPT AND DISTRIBUTE ELECTRONIC RECORDS AND USE ELECTRONIC SIGNATURES .....	24
ANNUAL REACTIVATION AND REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT .....	24

ANNUAL SUBSTITUTE ASSIGNMENT REQUIREMENT .....	26
PROCEDURE TO REINSTATEMENT .....	26
UNEMPLOYMENT BENEFIT ELIGIBILITY .....	26
RESIGNATION AS A SUBSTITUTE EMPLOYEE .....	27
RETIRE/REHIRE AS SUBSTITUTE EMPLOYEE .....	27
CANCELLATION OF SUBSTITUTE ASSIGNMENT .....	27
JOB SHOPPING IS PROHIBITED .....	28
ACCEPTING A POSTED ASSIGNMENT AFTER THE SCHOOL DAY HAS BEGUN .....	28
SEEKING NEW ASSIGNMENTS .....	28
SKILL MATCHING WITH ABSENCE MANAGEMENT .....	29
ATTENDANCE .....	29
DELAY OR CANCELLATION BY THE SCHOOL .....	29
CAREER CENTERS AND CT-37 LICENSE .....	30
JURY DUTY .....	30
FRAUD REPORTING SYSTEM INFORMATION .....	30
CONFIDENTIAL INFORMATION .....	30
WORKERS' COMPENSATION .....	31
OH ID Portal   OHIO DEPARTMENT OF EDUCATION .....	32
NETWORK PRIVACY AND ACCEPTABLE USE POLICY FOR EMPLOYEES.....	32
<i>ACCEPTABLE AND UNACCEPTABLE USAGE</i> .....	32
<i>SECURITY AND INTEGRITY</i> .....	33
<i>RIGHT OF ACCESS</i> .....	33
<i>COMPLIANCE</i> .....	33
SOCIAL MEDIA GUIDELINES .....	33
REPORTING SUSPECTED CHILD ABUSE/NEGLECT .....	34
BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR.....	35
SAFETY DRILL PROCEDURE .....	35
SCHOOL DELAY / SCHOOL CLOSING INFORMATION.....	36
STAFF ETHICS .....	36
STAFF GIFTS.....	37
STUDENT DISCIPLINE.....	37

<b>PAYROLL AND BENEFITS .....</b>	<b>38</b>
<i>DIRECT DEPOSIT .....</i>	<i>38</i>
<i>PAYROLL SCHEDULE .....</i>	<i>38</i>
<i>PAYROLL DEDUCTIONS .....</i>	<i>38</i>
<i>RETIREMENT CONTRIBUTIONS.....</i>	<i>39</i>
<i>CREDIT UNIONS .....</i>	<i>39</i>
<i>BENEFITS.....</i>	<i>39</i>
<b>FAMILY AND MEDICAL LEAVE AND MILITARY FAMILY LEAVE.....</b>	<b>40</b>
<b>CONTACTING US.....</b>	<b>48</b>
<b>ACKNOWLEDGEMENT .....</b>	<b>48</b>



## INTRODUCTION

This handbook is intended to provide information regarding the Educational Service Center Council of Governments ("ESC-COG") policies and accompanying procedures. The policies, procedures and benefits contained within this handbook do not imply, create or constitute a contract of employment, express or implied, between the ESC-COG and you, and are not intended to alter in any way the at-will employment relationship that exists between the ESC-COG and you.

No employee, agent or representative of the ESC-COG has been authorized in the present or the future to offer an expressed or implied contract of employment specific to you unless that authorization or employment contract is set forth in writing and signed by the executive director of the ESC-COG.

The ESC-COG policies and accompanying procedures may be changed, modified, added to, subtracted from or eliminated altogether, any time, should the ESC-COG determine it necessary or advisable to do so. It is the responsibility of each employee to familiarize himself/herself with any such changes.

If you have any questions regarding an ESC-COG policy, contact a human resource official of the ESC-COG. If you do not contact a human resources official of the ESC-COG, the ESC-COG will conclude that you understand the ESC-COG's Policies.

The ESC-COG employs personnel to perform administrative, teaching, non-teaching and substitute services for the Educational Service Center of Central Ohio and its member school districts. The ESC-COG may also employ personnel to provide services to other political subdivisions and agencies. The ESC-COG, in conjunction with its member school districts or agencies, where applicable, provides assignment, reassignment, evaluation and discipline. The ESC-COG also determines compensation and, where appropriate, fringe benefits for employees.

## **PARTICIPATING DISTRICTS**

The ESC-COG is the provider of substitute processing services for the following school districts:

- Bexley City Schools | [www.bexleyschools.org](http://www.bexleyschools.org)
- Big Walnut Local Schools | [www.bwls.net](http://www.bwls.net)
- Buckeye Valley Local Schools | [www.buckeyevalley.k12.oh.us](http://www.buckeyevalley.k12.oh.us)
- Canal Winchester Local Schools | [www.cwschools.org](http://www.cwschools.org)
- Columbus School for Girls | [www.columbusschoolforgirls.org](http://www.columbusschoolforgirls.org)
- Delaware Area Career Center | [www.delawareareacc.org](http://www.delawareareacc.org)
- Delaware City Schools | [www.dcs.k12.oh.us](http://www.dcs.k12.oh.us)
- Dublin City Schools | [www.dublinschools.net](http://www.dublinschools.net)
- Educational Service Center Classrooms | [www.escco.org](http://www.escco.org)
- Fairbanks Local Schools | [www.fairbanks.k12.oh.us](http://www.fairbanks.k12.oh.us)
- Gahanna-Jefferson Public Schools | [www.gahannaschools.org](http://www.gahannaschools.org)
- Grandview Heights City Schools | [www.grandviewschools.org](http://www.grandviewschools.org)
- Groveport Madison Local Schools | [www.gocruisers.org](http://www.gocruisers.org)
- Hamilton Local Schools | [www.hamilton-local.k12.oh.us](http://www.hamilton-local.k12.oh.us)
- Hilliard City Schools [www.hilliardschools.org](http://www.hilliardschools.org)
- Licking Heights Local Schools | [www.lhschools.org](http://www.lhschools.org)
- Marburn Academy | [www.marburnacademy.org](http://www.marburnacademy.org)
- Marysville Exempted Village Schools | [www.marysville.k12.oh.us/site](http://www.marysville.k12.oh.us/site)
- The Metro School | [www.themetroschool.org](http://www.themetroschool.org)
- New Albany-Plain Local Schools | [www.napls.us](http://www.napls.us)
- Northridge Local Schools | [www.northridge.k12.oh.us](http://www.northridge.k12.oh.us)
- Olentangy Local Schools | [www.olentangy.k12.oh.us](http://www.olentangy.k12.oh.us)
- Tolles Career & Technical Center | [www.tollestech.com](http://www.tollestech.com)
- Upper Arlington City Schools | [www.uaschools.org](http://www.uaschools.org)
- Wellington School | [www.wellington.org](http://www.wellington.org)
- Westerville City Schools | [www.westerville.k12.oh.us](http://www.westerville.k12.oh.us)
- Whitehall City Schools | [www.wcsrams.org](http://www.wcsrams.org)
- Worthington City Schools | [www.worthington.k12.oh.us](http://www.worthington.k12.oh.us)

*For contact information, please refer to the ESC-COG Substitute Consortium Member Directory, available at [www.escco.org/substitutes](http://www.escco.org/substitutes).*

## **EQUAL OPPORTUNITY & NON-DISCRIMINATION**

It is the policy of the ESC-COG that we do not discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, age and/or genetic information in any program and activity, including hire, tenure, terms, conditions or privileges of employment.

The ESC-COG Human Resources Supervisor shall serve as compliance officer whose responsibility it will be to ensure that our agency is in compliance with Federal and State regulations. Complaints of workplace discrimination may be submitted to the Human Resources Supervisor who will process the complaint and/or refer the complaint to the appropriate district of assignment.

## **ESC OF CENTRAL OHIO – COUNCIL OF GOVERNMENTS JOB DESCRIPTION- SUBSTITUTE TEACHER**

### **Minimum Qualifications:**

- Bachelor's degree or high school diploma, which limits the issuance to a Temporary Substitute Teacher License
- Valid Ohio teaching license or substitute teaching license issued by the Ohio Department of Education (ODE)
- Documentation of a clear criminal record in compliance with state statute
- Must be detail oriented and able to follow written and verbal instructions
- Complies with drug-free workplace rules and Board policies of both the ESC of Central Ohio and ESC-COG member school districts
- Knows basic computer skills

*Note:* This position requires ability to report to assignments in ESC-COG member schools.

**FLSA Classification:** Exempt

**Reports To:** Building Administrator or designee of school building assigned to

### **Job Objectives:**

A substitute teacher serves on an as-needed basis to provide services in the absence of a regular district employee. To perform this job successfully, an individual must be able to perform all responsibilities and essential functions as listed below satisfactorily. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students assigned.

### **Responsibilities and Essential Functions:**

"The following duties are representative of performance expectations and the list below is not ranked in order of importance. The minimum performance expectations include but are not limited to the following duties."

- Maintains and respects confidentiality of student and school personnel information
- Ensures adequate supervision and classroom control to assure health, welfare and safety of all students as well as equipment, materials and facilities.



- Reports to school office at beginning of assignment to pick up required materials/schedule of classes and again at the end of the assignment to return materials/classroom keys, etc.
- Submits summary of activities accomplished, lesson plans completed, and not completed.
- Takes attendance and documents daily notes for the teacher for when they return.
- Reports all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately
- Performs all duties assigned (i.e. lunchroom duty, hall monitoring and bus detail.)
- Adheres to the curriculum and lesson plans assigned by the regular teacher or school employee, ensuring the integrity of academic time and in a manner, which motivates students to learn and participate
- Dismisses all students from the classroom before leaving the building
- Complies with all school regulations, procedures and policies at all times.
- Models nondiscriminatory practices in all activities
- Sensitive to, and supportive of, the needs of students with disabilities and/or from culturally diverse backgrounds
- May be requested to perform other related duties as assigned by building administrator(s) or his/her designee in accordance with the school/district policies and practices.

### **Conduct:**

The Ohio Department of Education, on behalf of the State Board of Education, administers the ethical standards for educators to help ensure students experience a safe, healthy and supportive school environment. The *Licensure Code of Professional Conduct for Ohio Educators* provides the framework for professional conduct for all Ohio educators, including coaches, aides, teachers (including substitutes), principals, superintendents, and other licensed individuals serving schools (e.g., school nurses, counselors, and treasurers).

Each substitute teacher shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC-Council of Governments.

### **Terms of Employment:**

Substitutes serve on an as needed basis and follow the school district calendar and schedule for each district on their preference list. ESC-COG substitutes are typically not needed during non-instructional times. Annually all ESC-COG substitute employees must complete the renewal criteria for the upcoming year. Substitutes are responsible for maintaining proper certification/licensure (including background checks) through the Ohio Department of Education and BCI/FBI.

Each substitute teacher shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each substitute teacher has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

## **EVALUATION**

Building administrator(s) may evaluate substitute personnel performance on the ability and effectiveness in carrying out the above listed responsibilities. As an ESC-COG substitute

employee, you are expected to observe and follow district policies and procedures as well as the lesson plans (or work plan if non-teaching assignment) showing day's work to be accomplished. In the event that you do not follow those expectations, a warning will be issued, or in some cases removal as a substitute from a school building, a district or the ESC-COG Substitute Consortium.

### **SUBSTITUTE EMPLOYEE PERFORMANCE REPORT**

The building administrator/designee has the authority to observe and evaluate your work performance. If there is a concern regarding your performance as a substitute, the school district will typically share that concerns with you—as well as the ESC-COG—so that you may be aware and make any necessary adjustments.

### **BECOMING AN ESC-COG SUBSTITUTE EMPLOYEE**

The link for the online employment application can also be found on the ESCCO substitute web page: [www.escco.org/substitutes](http://www.escco.org/substitutes). The Job ID for teaching is 177 and non-teaching is 178.

If you already have an online application on file with the ESC, you will be able to log in to your existing application using your email address and the password you had previously set up.

Once you start your initial employment application you will have **25 days to submit it**. Failure to meet this deadline will result in your application being automatically deleted. You will receive and email informing prior to the deadline.

Once you have submitted your electronic application in Applicant Tracking, you will be sent an email with you next steps within 24-48 business hours.

## NEW SUBSTITUTE EMPLOYEE APPLICATION

### *Job ID 178: Non-Teaching Positions*

Non-teaching substitute positions include secretary, teaching assistant, custodial/maintenance, groundskeeper, instructional paraprofessional, paraprofessional, library aide, educational assistant hall monitor, special education assistant, clinic aide or nurse, crossing guard and noon assistant.

The districts outlined below use the ESC-COG Substitute Consortium for placement of non-teaching substitutes. If you would like to substitute in any non-teaching area, please complete the online non-teaching employment packet (Job ID 178).

Your employment with the ESC-COG will begin once you have met all hiring requirements and your name is placed on the ESC-COG Board agenda for hire.

#### **Bexley City Schools**

*Paraprofessional, teacher aide*

#### **Big Walnut Local Schools**

*Paraprofessional, teacher aide*

#### **Canal Winchester**

*Paraprofessional, teacher aide, secretary*

#### **Delaware Area Career Center**

*Custodian, secretary*

#### **Dublin City Schools**

*Bilingual Aide, Building Educational Attendant, Clerical Substitute, Clinic Aide\*, Custodial\*, Crossing guard, Groundskeeper\*, Instructional Paraprofessional, Interpreter, LPN, Library Aide, Maintenance\*, Security Monitor, Warehouse\*.*

#### **ESC paraprofessional**

*Teacher aide, secretary, sign language interpreter*

#### **Grandview Heights City Schools**

*Paraprofessional, nurse, secretary, custodian, cook-cashier, IT Help Desk tech.*

#### **Hilliard City Schools**

*Special Education Assistant, Secretary, Media Assistant, Noon Assistant, hall monitor,*

*\*Custodial Must be 21 years old and older to work in the High Schools.*

#### **Olentangy Local Schools**

*Applies to classroom paraprofessionals who are also substitute teachers in the district. (Note: Olentangy Schools hires those who only work as paraprofessional substitutes in their district)*

#### **Tolles Career & Technical Center**

*Paraprofessional, Cafeteria Aide, Custodian\*, Secretary*

#### **Upper Arlington City Schools**

*Paraprofessional*

#### **Westerville City Schools**

*Secretary, Custodian, ESL Paraprofessional\*, Aide to Students with Disabilities, Clinic Aide\**

#### **Worthington**

*Nurse*

*\*Requires approval from the school district prior to placement.*

## I-9 FORM

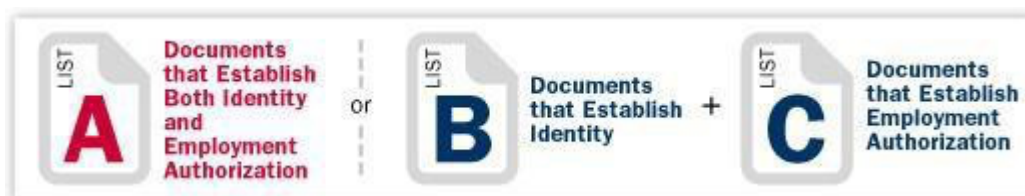
The Homeland Security Act of 2002 requires employers to verify the identity and employment authorization of new employees hired for employment in the United States. The employer must

examine the employment eligibility and identify the documents(s) to determine whether the documents reasonably appear to be genuine and relate to the employee.

On the form, an employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. The employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the I-9 Form.

## I-9 ACCEPTABLE DOCUMENTS

Employees must provide documentation to their employers to show their identity and authorization to work.



## LIST A DOCUMENTS

*Documents that establish both identity and employment authorization.*

The documents on List A show both identity and employment authorization. Employees presenting an acceptable List A document should not be asked to present any other document. Some List A documents are in fact a combination of two or more documents. In these cases, the documents presented together count as one List A document.

- **U.S. Passport or U.S. Passport Card**
- **Permanent Resident Card or Alien Registration Receipt Card (Form I-551)**  
*These cards may or may not contain a signature. A signature is not required for the card to be valid for Form I-9, Employment Eligibility Verification, purposes.*
- **Employment Authorization Document Card Containing Photograph (Form I-766)**
- **Foreign Passport with Form I-94 or Form I-94A with Arrival-Departure Record and Containing an Endorsement to Work**  
*A foreign passport must be accompanied by a Form I-94/94A Arrival-Departure Record bearing the same name as the passport and containing an endorsement of the individual's nonimmigrant status and authorization to work for a specific employer based on this status. This document may only be used if the period of endorsement has not yet expired and the proposed employment does not conflict with any restrictions or limitations listed on Form I-94 or I-94A, Arrival-Departure Record. Note: Some individuals who present this List A document, such as certain nonimmigrant students and exchange visitors, must present additional documentation in order to prove their work authorization in the U.S. In April 2013, Form I-94 was automated at airports and seaports. U.S. Customs and Border Protection no longer automatically provides travelers with a paper copy of Form I-94. Travelers may access Form I-94 information through the U.S. Customs and Border Protection website or may request a paper Form I-94 during the inspection process.*
- **Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A**

*Passport must be presented with Form I-94 or Form I-94A showing nonimmigrant admission under the Compact of Free Association between the U.S. and the FSM or RMI.*

- **Foreign passport containing a Form I-551 stamp or Form I-551 printed notation**  
*Passport must contain a [temporary Form I-551 stamp](#) or temporary Form I-551 printed notation on a [machine-readable immigrant visa \(MRIV\)](#). This document is subject to reverification.*

## **LIST B DOCUMENTS**

*Documents that establish identity.*

The documents on List B establish only identity. Employees who choose to present a List B document must **also** present a document from List C for Section 2. Employees may present one of the listed, unexpired List B documents.

- **Driver's License**  
*Driver's license or identification card issued by a state or outlying territory of the U.S., provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.*
- **ID Card**  
*ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address, such as:*
  - School ID card with a photograph
  - Voter registration card
  - U.S. military card or draft record
  - Military dependent's ID card
  - [U.S. Coast Guard Merchant Mariner Document \(MMD\) card](#)
  - Native American tribal document
  - Driver's license issued by a Canadian government authority

## **LIST C DOCUMENTS**

*Documents that establish employment authorization.*

Employees who choose to present a List C document must also provide a document from List B for Section 2. Employees may present one of the following unexpired List C documents.

- **U.S. Social Security Account Number Card**  
*Must be unrestricted. A card that includes any of the following restrictive wording is not an acceptable List C document:*
  - NOT VALID FOR EMPLOYMENT
  - VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - VALID FOR WORK ONLY WITH DHS AUTHORIZATION
- **Consular Report of Birth Abroad (Form FS-240)**
- **Certification of Birth Abroad Issued by the U.S. Department of State (Form FS-545)**
- **Certification of Report of Birth Issued by the U.S. Department of State (Form DS-1350)**
- **Original or Certified Copy of Birth Certificate Issued by a State, County, Municipal Authority or Outlying Territory of the United States Bearing an Official Seal**
- **Native American Tribal Document**
- **U.S. Citizen ID Card (Form I-197)**
- **Identification Card for Use of Resident Citizen in the United States (Form I-179)**

- **Employment Authorization Document Issued by the Department of Homeland Security**  
Some employment authorization documents issued by DHS include but are not limited to the [Form I-94 Arrival-Departure Record](#) issued to asylees or work-authorized nonimmigrants (for example, H-1B nonimmigrants) because of their immigration status, the unexpired Reentry Permit (Form I-327), the [Certificate of U.S. Citizenship \(Form N-560\) or Replacement Certificate of Citizenship \(Form N-561\) \(PDF, 40 KB\)](#), or the [Certificate of Naturalization \(Form N-550\) or N-570 \(PDF, 488 KB\)](#). A Form I-797 issued to a conditional resident may be an acceptable List C document in combination with his or her expired Form I-551. For more information about DHS-issued documents, please contact [customer support](#).

## REQUIRED CREDENTIALS | OHIO DEPARTMENT OF EDUCATION

### SUBSTITUTE LICENSE | EDUCATIONAL AIDE PERMIT

Persons employed as a substitute teacher must possess a valid Ohio teaching or substitute teaching license. All teaching and substitute licenses and educational aide permits are issued by the Ohio Department of Education (ODE). It is the employee's responsibility to renew necessary credentials prior to the expiration date.

A copy of your valid ODE teaching license, substitute license or educational aide permit must be attached with your ESC-COG employment application for both new and returning substitute employees. An educator who has been issued a license from ODE may access a copy through their OH|ID account that resides within the ODE CORE system.

### Minimum Substitute Education Requirements

*Substitute Teacher:* Valid Teaching license or substitute license is acceptable issued by the ODE and a bachelor's degree or a Temporary Substitute Teacher License issued by the ODE and a high school diploma.

*Substitute Nurse:* Ohio Board of Nursing license and substitute teaching license (for RN) or Educational Aide permit (for LPN) from ODE.

*Substitute Sign Language Interpreter:* Associate's degree in American Sign Language.

*Substitute Teacher's Assistant or Paraprofessional:* High school diploma or GED, as well as Educational Aide Permit from ODE.

### Ohio Revised Code Definitions

**Educational Assistants** include any non-teaching school employee who directly assists a teacher by performing duties for which no educator license is required by law. Educational assistants are under the supervision and direction of a teacher at all times while in the performance of their duties. Educational assistants are issued educational paraprofessional licenses (Educational Aide Permit) by the State Board of Education. Educational assistants are subject to the same license revocation standards and procedures which apply to teaching personnel. Non-teaching substitute employees whose functions are solely secretarial-clerical and do not perform the duties required of educational assistants are *not* required to hold a license.

### SUBSTITUTE TEACHING LICENSE (Effective July 1, 2023)

If the substitute teacher has a post-secondary degree in either education or a subject area directly related to the subject of the class in which he/she is substituting, then he/she may work for an unlimited number of school days.

If the substitute teacher license holder has a post-secondary degree in a subject area *not* directly related to the subject of the class, the substitute teacher may only work for **one full semester**.

## EDUCATIONAL AIDE PERMIT

ODE issues educational aide and student monitor permits to applicants who meet qualifications and who have been hired by school systems to serve in their districts. If you hold a valid teaching license but are functioning as educational assistant, you are not required to also obtain an educational aide permit. The ESC of Central Ohio requires an educational aide permit, student monitor permits are not acceptable.

For more information about educational aide permits, visit [www.education.ohio.gov](http://www.education.ohio.gov) and search “educational aide permit.”

## ABSENCE MANAGEMENT

Absence Management is provided by Frontline Education and is the substitute placement and tracking system used by the ESC-COG. Your Absence Management file will be activated once you have met all hiring requirements.

### Substitute Basic Training Video

<https://help.frontlineeducation.com/hc/en-us/articles/115009722968-Substitute-Basic-Training-Video?>

*Find this video in the Frontline Learning Center, accessible through the help icon on [www.frontlineeducation.com](http://www.frontlineeducation.com)*

This video walks you through the basics of the Absence Management substitute website, including:

- Logging into Absence Management
- Navigating the home page
- Finding available jobs
- Viewing and editing your personal information
- How to change your PIN
- Where to find support and resources

### Substitute Advanced Training Video

<https://help.frontlineeducation.com/hc/en-us/articles/115010555308-Substitute-Advanced-Training-Video?>

*Find this video in the Frontline Learning Center, accessible through the help icon on [www.frontlineeducation.com](http://www.frontlineeducation.com).*

This video walks you through some of the more advanced features of the Absence Management substitute website, including:

- Viewing scheduled jobs
- How to create non-work days
- Viewing past assignments
- Setting up your preferred schools
- How to edit the times Absence Management can call you
- How to turn off calling



## **SUBSTITUTE DAILY SCHEDULE**

Substitute employees are expected to follow the lesson plans and schedule of the person for whom they are substituting. This includes schedule or duty changes at the building that occur after an assignment has been accepted.

*While it does not happen often, sometimes staffing circumstances within the school may necessitate a change of your substitute assignment after you arrive at school.* The building principal or designee has the authority to reassign you to other duties based upon that school's needs. The school district will make any necessary changes in your Absence Management record for the day.

You should check with the building administrator or designee as to whether or not you should attend any meetings for the absent staff member.

## **PERSONAL APPEARANCE**

The ESC-COG retains the authority to address apparel and grooming issues where dress and/or grooming are deemed objectively inappropriate or will have an adverse impact on the operation of the ESC-COG Substitute Consortium, its member districts and/or agencies and/or their programs.

All substitute staff members are expected to serve as role models for students and coworkers with regard to dress and grooming. Our substitute assignments cover teaching roles as well as support staff roles as a paraprofessional, clerical, custodial and nursing. Of course, each assignment has different responsibilities and the appropriate attire for each role may differ depending on the environment. However, regardless of the assignment, your clothing should be clean, neat and in good repair. Typically, business casual is appropriate for classroom assignments.

In non-teaching assignments, such as food service or custodial/maintenance, there may be specific clothing requirements. If you have questions about how you should dress, contact the name listed in the ESC-COG member directory, available on the substitute web page at [www.escco.org/substitutes](http://www.escco.org/substitutes).

## **SAFETY COURSES**

### **FOR EMPLOYEES WORKING IN A SCHOOL ENVIRONMENT**

Online safety training is an important component as we not only want our students to be in a safe environment, we also want to make sure our employees have the necessary safety training. ESC-COG employees have access and may register to take these courses, as well as others in the Public School Works catalog as a part of their employment. You will be instructed on which courses you are required to complete.



## FIRST AID, SAFETY AND HEALTH

As a substitute, you are expected to provide good quality supervision to the students entrusted to your care. In the event of an injury, please use common sense rules and immediately contact the principal or another teacher. If a fire drill or tornado drill occurs while you are on duty, please follow the classroom teacher nearest to your room to the proper exit.

## HEPATITIS B VACCINATION SERIES

The Hepatitis B vaccination is given in a series of three shots. The second shot is given one month after the first, and the third shot follows five months after the second. This series gradually builds up the body's immunity to the Hepatitis B virus. If the vaccination series is interrupted after the first or second dose of vaccine, the series should be picked up with the next dose administered as soon as possible. The series does not need to be restarted if a dose has been delayed.

If you wish to receive the Hepatitis B Vaccination series, please print off and complete the waiver form and return it to Barbara Harden at the ESC Central Office. The consent / waiver / request form is available in PublicSchoolWorks; course number M-059. This is the same online training site where you complete your BBP safety training and ESC-COG Substitute Employee Handbook and you will use the same username and password to access the program.

*\*Receiving the Hepatitis vaccination is **not** required by the ESC-COG as a condition of employment. Therefore, your vaccination status has no bearing whatsoever on your eligibility to work or access employment opportunities. Pursuant to Federal Law, the ESC-COG must provide information regarding HBV, as well as an opportunity for vaccination.*

## **DISTRICT PREFERENCES**

The district preference form is used by the ESC-COG Human Resources office to match the school district(s) where you would like to accept substitute vacancies. To add or remove a district on your preference list, send an email to your HR rep with the requested changes.

## **ESC CLASSROOM ASSIGNMENTS**

The ESC of Central Ohio operates more than 74 classrooms in school districts throughout Central Ohio for students with disabilities. You can add these by selecting ESC of Central Ohio on your school district preference sheet.

Types of classrooms are listed below. These abbreviations will be used in the absence posting online.

- CC | Cross Categorical: These classes are special education classrooms for students with varying needs and levels of disability
- STACK | Structured Teaching for Autistic & Communication-delayed Kids: These classrooms are specifically designed to meet the unique learning needs for students on the autism spectrum and related disorders.
- Deaf and Hard of Hearing / HI (Hearing Impaired): These classrooms are designed for students with varying levels of hearing ability
- PD | Preschool classroom; students with disabilities
- ED | Emotionally Disturbed: These classes are for students with demonstrated social and emotional problems.
- In addition to the above classes, STACK, HI, PD and CC are also offered as preschool classrooms
- CBT | Campus-Based Transition: These classrooms are designed to help students learn life and career skills and become more independent post-high school.  
*The ESC of Central Ohio has partnered with area institutions of higher education to give Central Ohio students with disabilities an opportunity to explore, develop and refine skills necessary to enter competitive employment. Students focus on individualized transition plans to achieve future adult living and career aspirations.*

## REQUIRED CRIMINAL BACKGROUND INVESTIGATIONS

To safeguard member district students and staff, the ESC-COG requires a criminal background investigation of every applicant under final consideration for appointment or employment with the ESC-COG, as well as periodic criminal record checks of employees as prescribed by law. These investigations/checks shall be conducted in accordance with the Ohio Revised Code, including Sections 109.572 and 3319.39. The ESC-COG executive director or his/her designee shall establish such procedures as he/she deems necessary for obtaining information from the Bureau of Criminal Identification and Investigation, the Federal Bureau of Investigation, and through other background investigation services for each applicant newly employed employee, or existing employee. To facilitate such inquiries, the employee must furnish required documentation at his/her own expense.

Conviction of or a plea of guilty to any of the offenses defined as disqualifying offenses by the pertinent statutes and/or regulations shall result in disqualification from or termination of employment. The ESC-COG may employ or continue to employ a person convicted of or who plead guilty to certain offenses defined as disqualifying offenses subject to rehabilitation in the pertinent statutes and in accordance with the rehabilitation standards/regulations adopted by the Ohio Department of Education. Falsification of any information on an employment application shall result in disqualification from or termination of employment.

The ESC is authorized to conduct background checks for employment purposes for through the Ohio Attorney General's Office for both BCI and FBI.

## CRIMINAL BACKGROUND CHECKS

Background checks are available at our main office (2080 Citygate Drive) or at our North office located in the Olentangy Schools Central Office in Lewis Center (7840 Graphics Way), by appointment only. Visit the [ESC of Central Ohio website](#), click "Services" and then "Background Checks" to schedule an appointment.

If you have your background check(s) completed by an agency other than the ESC of Central Ohio, please instruct whomever is conducting them to:

1) **mail** your background check results to: ESC of Central Ohio, 2080 Citygate Dr. Columbus, OH 43219 and

2) direct them to send results to the Ohio Department of Education (ODE) *at the time they are completed*. **The Ohio Department of Education (ODE) is not permitted to release your background check results to the ESC-COG.**

All employees working in an educational setting in the State of Ohio are required to submit to a periodic background check prior to employment. Background checks include both, BCI and FBI. The ODE will not issue credentials until the mandatory background checks have been completed. Background checks will be completed by the ESC-COG staff with the cost of this background check paid for by the ESC-COG employee. Background checks for classroom substitutes and educational aide permits must also be submitted electronically to ODE at the time you are fingerprinted in order for ODE to process your license.

The Ohio Attorney General's office has advised that the background check information may only be released to the individual/organization authorized on the BCI waiver for release of criminal history information. It is not permissible for the ESC-COG to copy and distribute the results of a criminal history background check to multiple organizations.

If you chose to have your background check completed by the ESC, you will be given a copy of background check release form below to complete. On this form are listed the authorized reason codes that our agency has permission and access to process. If you require a reason code that is not listed on our release form, our office may not be authorized to complete your background check.

\*We accept Visa, MasterCard or Discover credit/debit card for payment of criminal background checks.

## **LICENSURE CODE OF PROFESSIONAL CONDUCT**

### **FOR OHIO EDUCATORS**

In alignment with the Standards for Ohio Educators and the Ohio's Learning Standards, our state's educators strive for excellence through the high expectations they hold for themselves and their students. The professional conduct of every educator affects attitudes toward the profession. Educators are trustees of the profession and share with the broader community the responsibility of providing high-quality public education.

Aware of the importance of maintaining the confidence and trust of students, parents, colleagues and the public, Ohio educators maintain the highest degree of professional conduct for themselves and their peers. The Licensure Code of Professional Conduct for Ohio Educators serves as the basis for decisions on issues pertaining to licensure that are consistent with applicable law. It provides a guide for conduct in situations that have professional implications for all individuals licensed by the State Board of Education, such as teachers, principals, superintendents and others serving schools (such as school nurses, coaches and substitute teachers).

Ohio is nationally known as a state that produces high-quality educators and recognizes that its 250,000 practicing educators hold the fundamental beliefs defined in the following nine principles:

1. **Professional Behavior** | Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.
2. **Professional Relationships with Students** | Educators maintain a professional relationship with all students at all times, both in and out of the classroom. An educator's responsibility includes nurturing the intellectual, physical, emotional, social and civic potential of all students and providing a safe environment free from harassment, intimidation and criminal activity. An educator creates, supports and maintains an

appropriate learning environment for all students and fulfills the roles of trusted confidant, mentor and advocate for students' rights while maintaining appropriate professional, emotional and social boundaries. An educator must serve as a champion against child abuse and be cognizant of student behaviors that suggest abuse or neglect.

3. **Accurate Reporting** | Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law. An educator communicates appropriate representation of facts concerning qualifications for professional practice, student information, school board policy and other educational matters. An educator must notify the superintendent or designee, any conduct by a licensed educator that substantially impairs his or her ability to function professionally or is detrimental to the health, safety and welfare of students. It is not considered conduct unbecoming for an educator to, in good faith, notify a superintendent as required by this principle and said educator shall not be the subject of retaliation.
4. **Criminal Acts** | Educators adhere to federal, state and local laws and statutes regarding criminal activity. An educator shall not engage in criminal activity as evidenced by a criminal conviction, guilty plea, finding of guilt, or participation in a court-ordered diversion or treatment in lieu of conviction program.
5. **Confidentiality** | Educators comply with local, state and federal laws related to maintaining confidential information. An educator is entrusted with information that could be misused to embarrass or damage a student's reputation or relationship with others. Therefore, the educator has the responsibility to keep information about students confidential unless disclosure serves professional purposes, affects the health, safety, and welfare of students and others, is required by law, or parental permission has been given. An educator maintains the security of confidential information such as academic and disciplinary records, testing materials, personal confidences, photographs, health and medical information, family status and/or income.
6. **Use, Possession or Unlawful Distribution of Alcohol, Drugs and Tobacco** | Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs. 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, illegal or unauthorized drugs.  
As a positive role model, an educator is entrusted with protecting the health, safety, and welfare of students at any school event. The use of alcohol, illegal or unauthorized drugs causes impairment of professional judgment that may potentially harm others. A professional educator must refrain from the illegal use of tobacco on any school grounds or at any school activity.
7. **Financial Management and Improper Compensation for Personal Gain** | 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.  
An educator is entrusted with public funds and school property in the course of performing job duties and maintains a high level of honesty, accuracy and accountability to ensure institutional privileges are not used for personal gain. An educator maintains integrity with students, colleagues, parents, families, the community or businesses when accepting gifts, gratuities, or favors. To avoid bias or prejudice, an educator needs to ensure decisions made about students or school policy are not negatively influenced by

the socioeconomic status of parents, family members, community members or businesses.

8. **Commitment to Contract** | Educators shall fulfill all of the terms and obligations detailed in their employment contract with the local board of education, or educational agency or community school for the duration of the contract.  
An educator knows and understands the rights and responsibilities as outlined in the employment contract and adheres to the terms and conditions of the agreement by fulfilling responsibilities and duties required of the position.
9. **Appropriate and Responsible Use of Technology** | Educators shall always use technology in a responsible manner and appropriately safeguard the unauthorized use or access to electronic devices and data entrusted to them.  
An educator responsibly creates, uses, consumes, distributes, and protects information and data across all technologies. Educators shall maintain appropriate boundaries with colleagues, students, and the school community when using technology and electronic communications. While maintaining their constitutional rights, educators recognize that when using technology, the words they choose and the content of their statements can reflect negatively on their positions, schools, and the profession.

You can learn more about the Code of Professional Conduct at on ODE's website at [www.education.ohio.gov](http://www.education.ohio.gov).

*Unless otherwise stated in this Handbook, employees of the ESC-COG are required to conform to the same requirements, policies and procedures as employees of those districts or agencies in which they perform their duties, including but not limited to requirements regarding absence reporting, dress code, student disciplinary procedures, distribution of literature and use of internet and technology. Employees of the ESC-COG are expected to discharge their duties in a professional, responsible, ethical, honest and legally compliant manner at all times. Employees who fail to comply with law, regulations, directives, policies and administrative guidelines, rules of professional conduct and/or this Handbook or otherwise 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.*

## PERFORMANCE ISSUES

You are expected to observe and follow each district's policies and procedures. The following list of behaviors or issues is provided to outline some examples of actions that may result in your removal or exclusion as a substitute employee within a school or school district or the entire substitute consortium.

- Ineffective student or classroom management. (i.e. Substitutes are expected be actively involved and engaged with the classroom or assignment.)
- Leaving your assignment or classroom while students are present.
- Failure to maintain confidentiality of student information.
- Failure to implement (or fully implement) lesson plans and/or work assignment provided.
- Leaving the building assignment during assigned work hours without explicit permission from the building principal/supervisor.
- Making inappropriate comments to students, parents and/or fellow staff members.
- Accepting an assignment and then cancelling after the cut off time or not showing up (no call, no show).
- Cancelling an assignment after the cut off time and then accepting another assignment (job shopping).
- Repeated cancellation of substitute assignments.
- Failure to arrive for an assigned duty as scheduled.

- Touching a student or staff member in an inappropriate manner (must establish and maintain appropriate boundaries).
- Demonstrating an unprofessional attitude (i.e. rude or discourteous treatment of students/staff/public).
- Failure to provide adequate supervision of students or creating a situation where students are unsupervised.
- Using an electronic device during while on assignment for any purpose other than to provide support to the class you are teaching. This includes accessing your cell phone/iPad/web browsing in a non-emergency situation while you have responsibility for students. Electronic devices should be turned off or set to vibrate during work time. Phone calls should not be accepted and text messages should not be created or responded to during class time.
- You may access Absence Management while you are on substitute assignment, however it is not acceptable to log on (using a device such as a smart phone, iPad, laptop, Jobulator, etc) to search for additional jobs during times when you have responsibility for students or other assigned duties.
- Failure to leave follow-up note(s) regarding your assignment for teacher or employee.
- Dismissing students early from a class period or at the end of the school day.
- Unprofessional or inappropriate attire.
- Inappropriate and/or unauthorized use of school resources including but not limited to computers, phones, material (including Network Acceptable Use and Social Media policy).
- Violation of Licensure Code of Professional Conduct for Ohio Educators.
- Being under the influence of alcohol or drugs.
- Use of tobacco products (including electronic cigarette) on school grounds, including inside one's own vehicle.
- Failure to follow reasonable directions from building administrators and/or district designee.
- Bringing food to the classroom for yourself or students.

Administrators reserve the right to exclude substitutes from an individual teacher's classrooms, grade levels or entire buildings. Substitutes who are excluded from two buildings in one district may be excluded from the entire district. Substitutes who are excluded from two districts within this ESC-COG may also be excluded from all ESC-COG Consortium school districts. If you are removed from eligibility to substitute for the ESC-COG, reinstatement is handled on a case-by-case basis.

The ESC-COG reserves the right to remove any substitute employee at its sole discretion at any time.

## **HARASSMENT**

The ESC-COG is committed to maintaining an environment that is free from all forms of unlawful harassment. This includes unlawful harassment on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, age or genetic information. All personnel are required to refrain from all forms of unlawful harassment and are expected to discourage and promptly report any form of unlawful harassment to human resources and/or administrative personnel.

## **SEXUAL HARASSMENT**

The ESC-COG recognizes an employee's right to freedom from employment discrimination which includes the opportunity to work in an environment free from sexual harassment. Sexually offensive speech and conduct are inappropriate and will not be tolerated within the



workplace. ESC-COG employees represent the ESC-COG and must refrain from offensive speech and conduct.

Sexual harassment includes but is not limited to all unwelcome sexual advances, requests for sexual favors, display of sexually offensive materials and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment, or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive working environment.

## **INVESTIGATION AND COMPLAINT PROCEDURE**

Harassment, including sexual harassment, of an ESC-COG employee or member district employee is strictly forbidden. Any employee or agent of the ESC-COG who is found to have engaged in unlawful harassment of an employee of the ESC-COG, the ESC of Central Ohio, or a member district will be subject to disciplinary action up to and including termination of employment. Any person who has been subjected to or exposed to unlawful harassment by any employee or agent of the ESC-COG shall promptly report the harassment to the appropriate supervisor or the human resources official of the ESC-COG. The human resources official of the ESC-COG or designee will conduct an impartial investigation of the situation (including the interviewing of witnesses identified by the parties to the incident) to determine whether the incident in question constitutes unlawful harassment and, if so, what action should be taken.

This policy has been established to ensure ESC-COG employees that the issue of harassment will be dealt with in a prompt and efficient manner. Harassment investigations will be kept confidential to the extent allowed by law. Employees will not be penalized or suffer any retaliation for reporting an incident of harassment or participating in the investigation. Refer to ESC Board Policies 3122, 3123, 4122 and 4123 for more information about reporting and investigation procedures.

## **DRUG-FREE WORKPLACE**

It is the Policy of the ESC-COG to provide a drug-free workplace. Drug or alcohol abuse in the workplace is dangerous and can lead to harm not only for the person abusing drugs or alcohol but also for fellow employees and the public. It is especially important that employees not use drugs or alcohol in their workplace. A violation of this prohibition by employees of the ESC-COG can be harmful and erode the public confidence.

For these reasons, the ESC-COG is committed to maintaining a drug-free workplace, and will enforce a policy requiring all employees to refrain from the manufacture, distribution, use, sale, purchase, possession, or being under the influence of drugs or alcohol at the workplace. Workplace means on the job, on member district, partner agency, or ESC of Central Ohio premises during working hours, or while using member district, partner agency or ESC of Central Ohio equipment and/or systems. Employees who fail to comply with this policy will be subject to disciplinary procedures which may include termination from employment.

Any employee convicted of an offense under a criminal drug statute for an offense occurring within the workplace must report his/her conviction to the employer no later than five (5) working



days after the conviction. Failure to do so may result in disciplinary actions which could include termination.

The ESC-COG is concerned about any employee who suffers from alcohol or drug addiction, and will facilitate the process by which he/she receives help through programs and services available in the community. An employee should contact his/her supervisor or the human resources official of the ESC- COG whenever such assistance is needed. The fact that an employee may or does suffer from addiction issues will not excuse the employee from complying with the Drug-Free Workplace rules.

### **UNIFORMED SERVICE EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT**

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

The ESC-COG adheres to the rights outlined in the USERRA.

### **USE OF RESOURCES**

Employees of the ESC-COG are expected to use resources of the COG, as well as resources of the district or agency for which they perform services, in a responsible manner for professional purposes only and according to any policies, practices or expectations of the district or agency. Any abuse or misuse of ESC-COG, district or agency resources may result in discipline, up to and including termination of employment.

### **AUTHORIZATION TO ACCEPT AND DISTRIBUTE ELECTRONIC RECORDS AND USE ELECTRONIC SIGNATURES**

Unless a provision of law enacted after September 14, 2000, specifically prohibits the use of an electronic record for the specified purpose, the Governing Board authorizes the acceptance and distribution/transmission of electronic records, and electronic signatures to and from the Educational Service Center staff and other persons, as well as between Center staff members. The Board further authorizes Center staff to create, generate, send, communicate, receive, store, process, use and rely upon electronic records and electronic signatures.

*Ohio Revised Code Chapter 1306, adopted November 16, 2012.*

### **ANNUAL REACTIVATION AND REASONABLE ASSURANCE OF CONTINUED EMPLOYMENT**

For all ESC-COG Substitute Consortium Employees

It is our hope that you will continue to serve as a substitute teacher and/or substitute non-teaching employee for the upcoming school year. Each April, the ESC-COG Substitute Consortium office sends an email notifying all active ESC-COG substitute employees that *you will have reasonable assurance that you can perform similar services when the next school year*

*begins* as well as instructions on how to complete the annual renewal process as an ESC-COG substitute consortium employee.

If you plan to continue as a substitute employee for the upcoming school year, you are required to complete the renewal process or renew your active substitute status with us. Our office will review your file and reactivate it upon completion.

***All active substitute employees who complete and submit the reactivation process prior to July 1<sup>st</sup> will remain active in Absence Management for the upcoming school year.***

If you are unable to complete the reactivation process prior to July 1<sup>st</sup> you may still renew, however you will not be able to log into your Absence Management account until you have completed your renewal.

To remain an Active Substitute in Absence Management for the upcoming school year, the items listed below are required.

- a. After April 1<sup>st</sup> log into your PublicSchoolWorks account and complete the assigned courses. All ESC-COG employees must review the updated ESC-COG Substitute Employee Handbook along with the acknowledgment (PublicSchoolWorks course C-008) and
  - b. complete the online annual Bloodborne Pathogen safety training (PublicSchoolWorks course M-026) which is required by State and Federal law. (OSHA Standard 29 CFR 1910.1030)
2. Attach an electronic copy of your valid Ohio Department of Education license for the current school year, where required. *Any educator who has been issued credentials from ODE may download their license from their OH|ID Portal account. Your license can be downloaded from the "My Credentials" section of your Educator Profile.*
3. Educators will use the Connected Ohio Records for Educators (CORE) system at the Ohio Department of Education to renew their licenses, permits or certificates online. The online process provides a secure environment for educators to update their demographic data and pay licensure fees using a credit card or electronic check. Before starting your renewal application, *be sure your FBI background check is still valid. In your OH|ID portal you can see when your background checks were last submitted to the ODE. Your FBI background check must be renewed every 5 years with an electronic copy submitted to ODE and the ESC-COG.*
4. If your ODE license expires on June 30<sup>th</sup>, you may renew that license beginning as early as November 1<sup>st</sup>
  - o *Regarding Military Service: The fees for any initial Ohio educator license, permit or certificate – or renewal – will be waived for candidates who are veterans with honorable discharges or current service members of all branches of the United States Armed Forces; the National Guard or Reserve; and the Ohio Military Reserve or Ohio Naval Militia (under the Ohio Adjutant General). Spouses of active duty service members also may receive a license free of charge. In step 3 of the online renewal application process with ODE, please upload the DD Form 214 to document your service.*
5. Review and update your school district preference(s) form. Please note that any schools added or remove for next year in your preferences become active once your file has been reviewed and reactivated. If you plan to request that a school district be removed from your preference list, be sure you have not accepted any future

assignment(s), as the district will no longer show on your work calendar but the assignment *would* remain active.

6. You may complete the renewal process to remain an Active Substitute, but if it has been over 12 months since you have accepted a substitute assignment, and received pay from the ESC-COG, you will need to update your eForm packet in order to be paid.

If you do not wish to be on the substitute list for the upcoming school year, please notify your HR rep in writing, via email.

### **PROCEDURE TO REINSTATEMENT**

If you were a previous ESC-COG substitute employee but are not currently active, you may reapply using the current employment application for new employees.

### **UNEMPLOYMENT BENEFIT ELIGIBILITY**

Pursuant to Ohio law, unemployment benefits based on service in an educational institution shall not be paid to any individual for any week of unemployment as listed below:

- Unemployment begins during the period between two successive academic years or terms, OR
- Unemployment begins during a similar period between two regular but not successive terms OR
- Unemployment begins during an established and customary vacation period or holiday recess

Unemployment benefits shall be denied if the individual performs services in the first of those academic years or terms or in the period immediately before the vacation period or holiday

recess and has reasonable assurance that the individual will perform services in any such capacity for any such institution in the second of those academic years or terms or in the period immediately following the vacation period or holiday recess.

Every individual that wishes to file an unemployment claim must first qualify to establish a claim. Individuals who are totally or partially unemployed must be able to meet the following criteria:

#### **Qualifications for unemployment:**

- Must have an average weekly wage of \$269.00 per week.
- Must have at least 20 qualifying weeks of covered employment within the base period for any number of employers in the past 18 mos.

#### **How to File for unemployment**

You can file for benefits online <https://unemployment.ohio.gov/> or by phone by phone Monday through Friday (except holidays) from 8 a.m. to 5 p.m. by calling (877) 644-6562 or TTY (614) 387-8408.

For step-by-step instructions on how to apply for benefits online, see the [Worker's Self-Service User Guide](#) or you can file for unemployment benefits

The ESC-COG Account number is # 0807720002

#### **RESIGNATION AS A SUBSTITUTE EMPLOYEE**

Please contact your HR rep by email if you leave our service area, accepted other employment, or no longer desire to be a member of the substitute consortium. ESC-COG substitute employees should submit their letter of resignation, including effective date of your resignation and also provide a forwarding postal address and phone contact (i.e. end of year tax forms). If you would like to substitute for the ESC-COG Substitute Consortium at a later date, you will need to complete the employment process as a new employee.

#### **RETIRE/REHIRE AS SUBSTITUTE EMPLOYEE**

In 2003, the General Assembly enacted legislation regarding retire/rehire that also applied to substitutes who wish to close either their STRS or SERS account and then return to the same substitute job. To accomplish this, you must obtain the proper form from STRS or SERS and notify them of your intent to close your account. You must submit a letter of resignation to your HR rep.

If you intend to return as a substitute for the ESC-COG, please be aware there exists a two-month period from which you must observe from the retirement system. The ESC-COG Board must follow the notification requirements to rehire you, and we are required to post a **60-day** public notice prior to ESC-COG Board action. While this process can be structured to match the two-month period set aside by the retirement systems, it can take up to a total of 70-90 days in order to accommodate the 60-day notice requirement, depending on the Board meeting dates.

#### **CANCELLATION OF SUBSTITUTE ASSIGNMENT**

If you must cancel a substitute assignment you have accepted, you will be asked in Absence Management to select one of the reasons listed in the software.

Substitutes may cancel an assignment online without contacting the school *as long as* it is cancelled prior to the posted district's established cut-off time, which is 48 hours or less for our member school districts.

Please note that if you make a late cancellation online prior that is still prior to the cut off time, it may be considered in Absence Management as a late cancellation and your file may be highlighted. This is a feature built into the software for awareness purposes. Unless there are multiple last minute cancellations on your record it does not reflect negatively toward your performance.

If you must cancel an assignment **after** the posted cut off time, personally contact the appropriate school district Absence Management administrator or school secretary. If it is after business hours you may leave a voice message with the school district, however you are still asked to contact the school where you accepted the assignment during regular operation. You will find the school phone number posted in your Absence Management assignment. Do not call the ESC.

## **JOB SHOPPING IS PROHIBITED**

"Job shopping" is when you cancel a substitute assignment that you have previously accepted in order to accept a different substitute assignment. It is also considered job shopping if you request to be released from an assignment and accept another substitute assignment on the same day. This is not an acceptable practice.

Job shopping may result in being excluded from accepting future assignments in the district.

*Note: If the building principal (or other district administrator) arranges for you to fill another assignment that conflicts with your previously scheduled assignment(s) within the same district, it is not considered job shopping and you will not be penalized for an intra-district re-assignment.*

## **NO CALL, NO SHOW**

Once a substitute position is accepted in Absence Management, it is expected that you will report for that assignment as scheduled. If you accept an assignment and do not report to the assignment (and do not contact the district), you may be removed from accepting future assignments within the district.

## **ACCEPTING A POSTED ASSIGNMENT AFTER THE SCHOOL DAY HAS BEGUN**

Occasionally, an assignment may still be posted in Absence Management after the school day has begun. If you are interested in that assignment, please contact the school by telephone to verify that the position is still available before you accept the assignment. If the school elects to fill the assignment, you need to confirm your anticipated arrival time at the school and discuss whether the assignment will be pro-rated.

## **SEEKING NEW ASSIGNMENTS**

It is acceptable to search and accept new substitute assignments while you are on an assignment. However, it is expected that this would be completed at a time when you do not have responsibilities to students or your assignment. (i.e. before school, after school or during your lunch break are acceptable times to search and accept substitute assignments.)

## **SKILL MATCHING WITH ABSENCE MANAGEMENT**

Absence management utilizes "skill matching," which first attempts to match the licensure, subject and grade level of the absence to the substitute's credentials. When a teacher posts an absence in Absence Management, substitute teachers who are licensed Ohio teachers with a specialty noted on their ODE credential that matches the posted area of specialty will see the job initially.

Skill matching overrides a teacher's list of preferred substitutes. If a teacher identifies a substitute as a preferred substitute and that individual's credential differs from the grade level/subject of the classroom, the above described tiers of visibility by the substitute remains intact.

If the absence is posted for a district that does not utilize skill matching you will receive notice of the absence at the same time other preferred substitutes for that teacher receive their notifications.

## **WEB ALERTS | ABSENCE MANAGEMENT**

Web alerts are an important link for timely information to be shared with our substitutes and are visible when you first log on to Absence Management. Web alerts may include such items as school year calendar reminders, contact information for each district's Absence Management administrator, warnings and/or school delay/closing information. Each alert has a posted date included with it so you know when the message was placed in the system.

## **ATTENDANCE**

Substitutes are required to arrive to an assignment on time and remain in the building until the end of the posted work day as listed in Absence Management. Arriving late or leaving early from an assignment is not acceptable and could result in a reduction of pay and/or one's being removed from accepting future assignments within that district.

## **DELAY OR CANCELLATION BY THE SCHOOL**

If you believe the district you are scheduled to work may have a delayed start or calamity day, please refer to the school district's web site, local television, radio, internet or other communication methods for the latest additional updates and announcements. You may also contact the school by telephone. In those occasions, substitute teachers would typically report at the later time, non-teaching substitutes (custodial or food service) may be asked to report at the regular report time so that the buildings can be prepared to accept students and staff. If school is canceled, unless other arrangements have been made in advance, it is not considered a paid day.

## CAREER CENTERS AND CT-37 LICENSE

It should be noted that if you are working in one of our career centers under a Career Technical Workforce Development license, and you do not also have a substitute teaching license, you are not eligible to substitute in any area(s) outside of the ones listed on the credential. The Career Technical Workforce Development license (CT-37) is a license based on work experience and not a degree.

## JURY DUTY

The ESC-COG Substitute Consortium recognizes and appreciates the nature of jury duty. The ESC-COG substitute consortium does not have the authority to cancel your jury duty assignment. We will release you from an assignment in order to allow you to serve. Please note that jury duty is not considered a paid day.

## FRAUD REPORTING SYSTEM INFORMATION

### ONLINE TRAINING COURSE M-251

If an employee of a public office becomes aware in the course of employment of a violation of state or federal statutes, rules or regulations or the misuse of public resources, and the employee's supervisor or appointing authority has authority to correct the violation or misuse, the employee may file a written report identifying the violation or misuse with the supervisor or appointing authority. In addition to or instead of filing a written report with the supervisor or appointing authority, the employee may file a written report with the office of internal auditing created under section 126.45 of the Revised Code. *ORC 124.341(A)*

**Whistleblower Protection:** No officer or employee of the public office shall take any disciplinary action against an employee in the classified or unclassified civilservice for making any report authorized by division (A) of this section. *ORC 124.341(B)*

**Reporting False Information:** The employee is subject to disciplinary action, including suspension or removal, as determined by the employee's appointing authority, for purposely, knowingly or recklessly reporting false information under division (A) of this section. *ORC 124.341*

### Reporting Methods:

**SEND** a written complaint via U.S. Postal Service:

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

**CALL** the SIU Fraud Hotline

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

**SUBMIT** online at:

[www.auditor.state.oh.us/fraudcenter/default.htm](http://www.auditor.state.oh.us/fraudcenter/default.htm)

## CONFIDENTIAL INFORMATION

Employees of the ESC-COG are expected to keep student information confidential as required by federal and state law, including the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, 34 C.F.R. Part 99, the Individuals with Disabilities Education Improvement Act, 20 U.S.C. § 1400, 34 C.F.R. Part 300, and Ohio Revised Code Section 3319.321. Further,



employees are reminded that all written, electronic, or recorded communications produced in the course of their employment may constitute public and/or student records that may be subject to release upon request by the appropriate parties.

## **WORKERS' COMPENSATION**

In accordance with the Workers' Compensation Act, coverage is provided to employees who are injured or who contract an occupational disease in the course of, and arising out of, his/her employment. In such cases, the ESC-COG employee is entitled to file a claim.

Workers' compensation provides for medical care and disability compensation, which is based on the employee's salary. Payment of compensation for work loss can only be filed when the injury causes more than seven (7) days of work loss.

### **REPORTING WORK-RELATED STAFF INJURIES OR ACCIDENTS**

All injuries or accidents involving ESC-COG employees should be reported to the employee's supervisor immediately by telephone or in person and followed up the same day with a written report using the ESC-COG Employee's First Report of Injury or Accident form.

If you experience a work-related injury, please complete the first report of injury forms (FROI). Instructions for completing the report are found on our website.

If a fatality occurs on the job, it should be reported to the ESC Benefits Dept. [benefits@escoco.org](mailto:benefits@escoco.org) within 8 hours or soon thereafter. If a severe injury occurs that requires amputation, in-patient hospitalization or loss of an eye, it should be reported to ESC Benefits Dept. [benefits@escoco.org](mailto:benefits@escoco.org) with 24 hours or soon thereafter.

Click on the Accident Reporting link, located in the Resources section of the substitute web page.

The ESC-COG has selected 3-hap as the Managed Care Organization (MCO) to handle the medical management for your workers' compensation claims. In the event of a work-related injury, follow these steps:

- Notify your supervisor immediately.
- You or your supervisor must call 3-hap at 1.800.869.1872 to report the injury and for physician referral.
- Go to an MCO doctor or clinic for treatment.

For questions or concerns, email Kim Kelso at [kim.kelso@escoco.org](mailto:kim.kelso@escoco.org)

The first report of injury must be sent to [benefits@escoco.org](mailto:benefits@escoco.org) or faxed to 614.445.3772 within 24 hours of the accident or injury. In an emergency, seek immediate medical attention. The physician is required to call the MCO within 24 hours of treatment to report the injury. If an employee sustains a workplace injury while s/he is under the influence of alcohol or a controlled substance not prescribed by his/her physician, s/he may be disqualified for compensation and benefits under the Workers' Compensation Act. If the employee tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury (i.e., rebuttable presumption).



## OH|ID Portal | OHIO DEPARTMENT OF EDUCATION

The OH|ID Portal is a web portal that utilizes single sign-on software as a security solution for ODE customers.

### HOW TO REGISTER

The [OH|ID Portal](#) sign-up procedure is automated and authenticates users by leveraging real-time Ohio driver licenses and Ohio identification data. Visit <http://ohio.education.gov> and select the “Login” link for instructions on how to set up your account.

You will use your OH|ID Portal account to apply for a new license or permit, or to renew an existing credential. Please note the following:

- Educators working under **substitute licenses** are not required to develop an Individual Professional Development Plan (IPDP) and do not work through the Local Professional Development Committee (LPDC).
- Substitutes who are credentialed teachers must work directly with the ODE to renew their teacher license through their OH|ID Portal account.

## NETWORK PRIVACY AND ACCEPTABLE USE POLICY FOR EMPLOYEES

It is the intention of the ESC-COG to protect the privacy of employees who use the agency’s computers, networks, phone, and other electronic messaging systems to the maximum extent possible given the operational and security needs of the ESC-COG. The purpose of this Acceptable Use Policy is to identify the limitations on this privacy and the general restrictions applying to the use of the systems of the ESC-COG.

### ACCEPTABLE AND UNACCEPTABLE USAGE

The systems of the ESC-COG are intended for educational uses and work-related communications. Incidental use of the systems by employees for personal communications should be limited in number, initiated during non-work periods, not incur a cost to the ESC-COG and not interfere with the primary intended uses of the systems. While not a complete list of unacceptable uses, the following are uses which are unacceptable under any circumstances:

- The transmission of any language or images which are of a graphic sexual nature.
- The transmission of jokes, pictures or other materials which are obscene, lewd, vulgar or disparaging of persons based on their race, color, sex, age, religion, national origin, disability, military status, ancestry, genetic information or sexual orientation.
- The transmission of messages or any other content which would be perceived by a reasonable person to be offensive, harassing or threatening.
- Uses that constitute defamation (libel or slander).

- Uses that violate copyright laws.
- Uses that attempt to gain unauthorized access to another computer system or to impair the operation of another computer system, such as the transmission of a computer virus or an excessively large email attachment.
- Any commercial or for-profit activities.
- Any use in contravention of this Handbook, laws, regulations, policies, rules, directives or rules of professional conduct.
- Any fundraising activities, unless specifically authorized by the ESC-COG Governing Board.

## SECURITY AND INTEGRITY

Employees shall not take any action which would compromise the security of any of the systems. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security features of the systems. Employees shall not take any actions which may adversely affect the integrity, functionality, or reliability of any computer (i.e., the installation or use of hardware or software not authorized by the Director of Technology and Digital Learning).

Employees shall report any actions by staff or students which would violate the security or integrity of any of the systems 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 employees for the computer-related misconduct of students.

## RIGHT OF ACCESS

While the ESC-COG respects the natural desire for privacy in personal communications and will attempt to preserve this privacy whenever possible, the operational and security needs of ESC-COG systems require full access be available at all times. The ESC-COG 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 ESC-COG and employees should have no expectation that any messages sent or received on the ESC-COG's systems will remain private.

## COMPLIANCE

Employees of the ESC-COG are expected to comply with the Network Privacy and Acceptable Use Policy for Employees. Access to the systems is a privilege which may be withdrawn in the event of noncompliance with the above Policy. Disciplinary and/or legal actions may be taken for violation of this Policy.

## SOCIAL MEDIA GUIDELINES

The ESC-COG recognizes the importance of social media for its employees. However, use of social media by employees may become a problem if it:

- Interferes with the employee's work.
- Is used to harass co-workers or clients.
- Creates a hostile work environment.
- Violates any law, regulation, policy or terms of this Handbook.

The ESC-COG encourages employees to use social media within the parameters of the following guidelines and in a way that does not produce the adverse consequences mentioned above. The ESC-COG participates in social media only through official authorized ESC-COG

channels. Only employees specifically authorized by ESCCO/ESC-COG may speak on its behalf through these channels. If you are uncertain about the appropriateness of a social media post, check with the ESC communications team.

*As used in this guideline, social media includes, but is not limited to, blogs, forums and social networking sites such as LinkedIn, Twitter, Facebook, Pinterest, Instagram, YouTube and TikTok.*

The following requirements apply to all social media posts by employees:

- All postings on social media must comply with ESC-COG privacy policies. If you are unsure about the confidential nature of information you are considering posting, you should first review the ESC-COG privacy policy and then consult the ESC communications team.
- Only those designated as content providers are authorized to contribute on behalf of the ESC-COG. Keep in mind you are representing the ESC-COG to a large external audience.
- Comply with copyright laws, and cite or reference sources accurately.
- Do not post or otherwise disclose confidential or proprietary ESC-COG material on a social media site.
- We encourage any complaints or concerns about your job or work environment to be directed to your management team rather than through social media.
- All requests for employment or vendor references or recommendations, even those received through social networking, should be directed to the human resources department to handle in accordance with ESC-COG's standard procedure of responding to official reference requests.
- Any social media account established or used by ESC-COG, including login and password information, is ESC-COG property.
- Managers and senior leadership as well as employees must, by virtue of their positions, consider whether personal thoughts they publish may be misunderstood as expressing ESC-COG positions.

All ESC-COG policies apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, ethics, nondisclosure and protecting confidential and/or proprietary information as defined in the Employee Handbook and the Authorized Usage Policy (AUP). Please note that this guideline applies even if your social networking is anonymous or under a pseudonym. Doing so may result in steps to determine your identity.

Violation of this guideline or associated policies may lead to discipline up to and including the immediate termination of employment. At no time will this guideline or associated policies be interpreted or applied in such a way as to interfere with any employee rights or protections under applicable local, state or federal law, including the National Labor Relations Act, nor will any employee be disciplined for engaging in any legally protected activity.

## **REPORTING SUSPECTED CHILD ABUSE/NEGLECT**

The ESC-COG is concerned with the physical and mental well-being of the children we serve and will cooperate in the identification and reporting of cases of suspected child abuse and/or neglect in accordance with the law. Section 2151.421 of the Revised Code requires that school teachers, employees and/or authorities, which includes ESC-COG employees, who know or have reasonable cause to suspect that a child under 18 years of age or a developmentally disabled or physically impaired child under 21 years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability or condition of a nature that reasonably indicates abuse or neglect shall immediately report to Children's Services Intake for Franklin County (614.229.7000); Delaware County (740.833.2300) or Union County (937.644.1010) or a municipal or county peace officer. Employees should also report such information to their

supervisor.

A quality reporting/referral usually includes the names and addresses of the child and parent(s) or person(s) having custody of the child, the child's age and birth date, the observable/factual information regarding the nature and extent of the suspected abuse and/or neglect, and any other first-hand/factual information that may be helpful.

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

Harassment, intimidation or bullying toward a student—whether by other students, staff or a third party—is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the ESC, including activities on school property, on or during school transportation and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function.

*This policy has been developed in consultation with parents, ESC-COG employees, volunteers, students and community members as prescribed in Revised Code 3313.666 and the State Governing Board's Model Policy.*

## **SAFETY DRILL PROCEDURE**

School buildings conduct safety drills throughout the year. In addition to the traditional fire and tornado drills, other safety drills could be issued for extreme weather or utility failure. School buildings may also conduct safety drills which may be initiated by a variety of events such as a facility emergency, a weather-related issue, violence and/or crime, student welfare or an act of terrorism.

Some common safety terms and procedures are outlined below. Always check with your school for the proper protocol.

### **Perimeter-Only Lockdown**

All exterior doors, windows, classroom doors and other access points are secured and fully locked down. Non-critical functions are delayed and all students and staff are to stay within those locations. Instruction and operations within the building may continue as planned. All access to the building is restricted to one door and is to be monitored by an adult for access to the building until the threat has been eliminated and the area is rendered safe.

### **Entire Campus Facility Lockdown**

All exterior doors, windows, classroom doors and other access points are secured and fully locked down. Access to the building is restricted to one door and is to be monitored by an adult with a communication device and assigned to monitor and restrict admittance to police, fire and crisis team into the school facility. Movement throughout the building is restricted and full safety measures are implemented until the "all clear" is announced.

### **Evacuation**

If it is determined that evacuation of students is necessary, you will be asked to begin locating the students to a backup location. Most students can walk to the backup location but

handicapped students may need assistance from a staff member. In the event of inclement weather, the district may arrange for school buses. If students have been evacuated to another site, staff may need to use cell phones, two-way radios or runners to get information to the supervising staff.

### **Communication**

The school district representative informs the families about what steps are being taken to protect the students and when students might be released to go home. All information is to be channeled through the District Communications Director to provide consistent, accurate information to the media and community.

### **Communication**

Remain in lockdown mode until a recognizable school staff member comes to your building or unlocks your room and announces to resume normal activities. The decision to announce “all clear” is made by the crisis team leader in consultation with the police and the Building Principal/designee.

Public School Works online training courses related to school safety include:

- M-151: School Lockdowns
- M-500: Active Shooter Response – Lockdown, Barricade, Escape, Counter Attack
- M-366 – IS-907: Active Shooter; What You Should Do

## **SCHOOL DELAY / SCHOOL CLOSING INFORMATION**

If the building in which you are scheduled to work is on a delayed start, you would report for your job assignment at the appropriate time after the delay. (A school district may adjust your work day record in Absence Management to reflect for time not worked due to the delayed start). If you are substituting as a custodian or other classified employee, please check with the school district as they may have those employees report at the regular time in order to prepare for the arrival of students/staff. If the building is closed, your assignment is considered cancelled. (See also Absence Management web alert) In the case of inclement weather, please check the school district's web site for up-to-date information on school closings or delays. You may also access your local radio or television outlet for school closings or delay updates.

## **STAFF ETHICS**

### **ONLINE COURSE M-135**

An effective educational program and successful operation of the ESC-COG requires the services of individuals with integrity, high ideals and human understanding. To maintain and promote these essentials, the Governing Board expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- Recognize basic dignities of all individuals with whom they interact in the performance of duties.
- Represent accurately their qualifications.
- Exercise due care to protect the mental and physical safety of students, colleagues and subordinates.
- Seek and apply the knowledge and skills appropriate to assigned responsibilities.
- Keep in confidence legally confidential information.
- Pledge that their actions and/or those of another on their behalf are not made with specific intent of

advancing private economic interests.

- Refuse to accept anything of value offered by another for the purpose of influencing judgment.
- Refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.
- Refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

Ohio Ethics Commission Advisory Opinion 2008-01 Revised 3/09

## **STAFF GIFTS**

The Governing Board considers the presentation of gifts to professional staff members by students and their parents an undesirable practice. Doing so may unintentionally embarrass students with limited means and gives the appearance of currying favor. Based on the foregoing premise, it is the policy of the Board that professional staff members may accept gifts of nominal value from students or parents.

The superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.

Upon the recommendation of the superintendent, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.

Professional staff members shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies or services. Furthermore, professional staff members shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies or services from said vendor. Staff who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the ESC, or a vendor with whom the agency is doing business, whereby an individual professional staff member receives compensation in any form for services rendered.

Such compensation includes but is not limited to cash, checks, stocks, or any other form of securities and gifts of high value. In the event that a staff member receives such compensation, albeit unsolicited, from a vendor, the professional staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer.

Auditor of State Bulletin 2000-006, Ohio Ethics Commission Advisory Opinion 2008-01 Revised 3/09

## **STUDENT DISCIPLINE**

Substitute teachers are responsible for appropriate classroom management. Corporal punishment is prohibited. Substitute teachers are encouraged to seek assistance from the

principal or another teacher as needed. The following is representative of the types and areas of misconduct that are expressly prohibited by policy in most school districts.

- No student shall disrupt any school activity by acts of violence, force, coercion, threats, rioting, sit-ins, walk-outs or false reports.
- No student shall destroy or damage public or private property by any means.
- No student shall strike, hit, threaten, cause any physical harm, blackmail, extort or intimidate another person.
- No students shall participate in any hazing activity.
- No student shall act in violation of policies and intervention procedures regarding tobacco, alcohol and other drugs.
- No student shall possess or attempt to possess, handle, transport, transmit or conceal dangerous weapons or “look-alike” counterfeit weapons, firearms, knives, ordnance or dangerous instrument.
- No student shall be truant from school or tardy to classes or activities they are assigned.
- No student shall use profanity or obscenity in any form, either verbal or nonverbal.
- No student shall steal or appropriate for his/her own use the property of others or any school property.
- No student shall be disrespectful of or harass any staff member.
- No student shall practice academic dishonesty such as cheating, plagiarizing or copying, or encouraging or assisting others to engage in such dishonest acts.
- No student shall engage in inappropriate display of sexual or sexually related behavior.
- No student shall violate the policy regarding dress and appearance.
- No student shall repeatedly ignore or break orders of staff members.
- No student shall use the building or property without proper authorization and shall not be in an unauthorized area during the school day.

## **PAYROLL AND BENEFITS**

### **DIRECT DEPOSIT**

Direct deposit of payroll is mandatory for all employees. Payroll funds can be deposited to any qualified banking institution or credit union. Funds may be distributed among up to four (4) accounts. Information and forms will be included in the new hire packet. It is the employee's responsibility to notify [cogpayroll@escco.org](mailto:cogpayroll@escco.org) of any changes to one's account or banking facility. Contact [cogpayroll@escco.org](mailto:cogpayroll@escco.org) to request a new form.

### **PAYROLL SCHEDULE**

The Absence Management reconcile process is completed according to the payroll schedule posted in the Resources section of the ESCCO web page.

If you have questions regarding payroll issues, send a detailed email to [cogpayroll@escco.org](mailto:cogpayroll@escco.org). Please allow 24-48 hours for a response. If you have an issue that requires immediate attention, you may call 614.445.3750 and ask for a member of the payroll team.

### **PAYROLL DEDUCTIONS**

The ESC-COG is permitted to act on behalf of individual employees to deduct a certain amount from the employee's paycheck and remit to an agent designated by the employee. It is the purpose of this policy to designate those purposes not otherwise mandated by law for which the ESC-COG is willing to act in behalf of an employee and to specify the fee for so



doing.

The ESC-COG is required by law to make deductions from the wages of employees for Federal and State income tax, municipal income tax, school income tax (R.C. 9.42), School Employees Retirement System (R.C. 3309.47, 3309.56), Social Security and State Teachers Retirement System (R.C. 3307.51, 3307.62) without prior authorization. Any other deduction requires prior ESC-COG Governing Board authorization.

The ESC-COG authorizes in accordance with the provisions of law cited herein that deductions be made from an employee's paycheck upon proper authorization. It is the employee's responsibility to notify [cogpayroll@escoco.org](mailto:cogpayroll@escoco.org) of any changes in building assignment and/or home address.

## RETIREMENT CONTRIBUTIONS

All ESC-COG substitute employees are required to contribute to the appropriate public retirement system based on the nature of their qualifications, duties and work assignment. All certified/licensed employees contribute to the State Teachers Retirement System. All non-certificated employees performing school-related duties contribute to the School Employees Retirement System. Other employees may be required to contribute to the Public Employees Retirement System. There is no provision for any employee to waive retirement system participation. Contribution rates are set by law. Additional details regarding STRS are available at [www.strsoh.org](http://www.strsoh.org).

### **School Employees Retirement System (SERS)**

Non-teaching substitutes are required to become members of SERS. Additional details regarding SERS are available at [www.ohsers.org](http://www.ohsers.org). Substitutes who work only as teacher assistants/paraprofessionals or in non-classroom based positions need only complete the SERS form.

## CREDIT UNIONS

Employees of the ESC-COG may participate in the following credit unions:

Education First Credit Union - 614.221.9376 | [www.educu.org](http://www.educu.org)

SMART Federal Credit Union - 614.261.0650 | [smartfedcu.com](http://smartfedcu.com)

Columbus Municipal Employees (CME) Federal Credit Union - 614.224.8890 | [www.cmefcu.org](http://www.cmefcu.org)

## BENEFITS

Eligible ESC-COG substitute employees will receive the benefits delineated in the ESC-COG Policies and/or referenced within this Handbook. Eligibility is determined by the contracting member school district or partner agency. Unless specifically requested by the contracting member school district or partner agency, ESC-COG substitute employees are not entitled to paid leave (sick, personal, vacation) or health insurance benefits. All ESC-COG employees are covered by liability insurance. If you have any questions regarding benefits please do not hesitate to contact either your immediate supervisor or the human resource official of the ESC-COG at [mbenefits@escoco.org](mailto:mbenefits@escoco.org).



Paid leave is available for jury duty, witness testimony and certain types of temporary military leave. Please contact the human resources official of the ESC-COG for additional information.

*\*For a complete listing of substitute pay rates, please refer to the District Pay Rates documents listed on the substitute page of our website: [www.escco.org/substitutes](http://www.escco.org/substitutes).*

## **FAMILY AND MEDICAL LEAVE AND MILITARY FAMILY LEAVE**

### **QUALIFYING REASONS**

*To the extent the FMLA laws and/or regulations are amended, the amended laws/regulations supersede any conflicting provisions set forth in this Handbook.*

In accordance with the Family and Medical Leave Act of 1993, as amended, ("FMLA"), eligible employees may qualify for up to twelve (12) or twenty-six (26) work weeks (depending on the reason) of unpaid leave for the reasons specified below.

### **REASON FOR FMLA LEAVE**

Eligible employees may qualify for up to twelve (12) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the employee has earned or accrued it, for the following reasons:

- The birth and/or care of a newborn child of the employee and to care for the newborn child, within one (1) year of the child's birth. (Birth Leave)
- The placement with the employee of a child for adoption or foster care, within one (1) year of the child's placement. (Placement Leave)
- The employee is needed to provide physical and/or psychological care for a spouse or child with a serious health condition. (Family Health Leave)
- To care for the employee's parent with a serious health condition. (Parent Health Leave)
- Because the employee's own serious health condition makes him/her unable to perform the functions of his/her position. (Employee Health Leave)
- For any qualifying exigency (as defined in applicable Federal regulations) while the employee's spouse, son, daughter, or parent (the military member) is on covered active duty or Call to Covered Active Duty status (or has been notified of an impending call or order to covered active duty. (Qualifying Exigency Leave)

An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member may take up to a total of twenty-six (26) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the employee has earned or accrued it, during a single twelve (12) month period to care for the covered service member with a serious illness or injury. (Military Caregiver Leave)

### **Definitions:**

- Covered Active Duty or Call to Covered Active Duty Status: In the case of a member of the Regular Armed Forces, this means duty during the deployment of the member with the Armed Forces to a foreign country. In the case of a member of the Reserve components of the Armed Forces, this means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.
- Covered Service Member is defined as (1) a member of the Armed Forces (including a

member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred by the member in the line of duty in covered active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating; or (2) a veteran of the Armed Forces who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness covered by the FMLA. The veteran must have been a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy and must have been honorably discharged or released.

- Next of Kin of a Covered Service Member means nearest blood relative or the relative identified in writing by the service member.
- Parent means the biological, foster or adoptive parent, a stepparent, or any person who stood in loco parentis.
- Qualifying Exigency: Qualifying exigencies may include things such as attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- Single twelve (12) month period: For leave to care for a covered service member with a serious injury or illness begins the first day the employee takes leave for this reason and ends twelve (12) months later, regardless of the twelve (12) month period established below for general FMLA leave. During the "single twelve (12) month period", an eligible employee is limited to a combined total of twenty-six (26) work weeks of unpaid leave for any FMLA-qualifying reason. (Only twelve (12) of the twenty-six (26) work weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.)
- Son or Daughter: A biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis. For all leaves except Exigency Leave and Military Caregiver Leave, the Son or Daughter must also be either under 18 years old or age 18 or older and incapable of self-care because of a disability as determined under the ADA.

### **Eligible Employee**

Employees are "eligible" if they have worked for the ESC-COG for at least twelve (12) months, and have worked for at least 1,250 hours over the twelve (12) months prior to the leave request, and are employed at a work site where fifty (50) or more employees are employed by the ESC-COG within seventy-five (75) miles of that work site. All full-time instructional employees will be considered to have met the 1,250 hour requirement unless the ESC-COG can clearly demonstrate that the instructional employee did not meet this hour requirement. Months and hours that members of the National Guard or Reserve would have worked if they had not been called up for military service counts towards the employee's eligibility for FMLA leave. While the twelve (12) months of employment need not be consecutive, employment periods prior to a break in service of seven (7) years or more will not be counted unless the break is occasioned by the employee's fulfillment of his/her National Guard or Reserve military obligation, or a written agreement exists concerning the ESC-COG's intention to rehire the employee after the break in service.

### **Twelve Month Period**

Twelve (12) month period is defined as a rolling twelve (12) month period measured backward from the date the employee's first FMLA leave begins (i.e. the "leave year" is specific to each individual employee).

## Serious Health Condition

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. As utilized in this policy, the term "incapacity" means an inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment, therefore, or recovery therefrom. The term "treatment" includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. (Treatment does not include routine physical examinations, eye examinations, or dental examinations.)

- A. Inpatient care means an overnight stay in a hospital, hospice, or residential medical-care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care.
- B. Continuing treatment by a health care provider, includes any one or more of the following: 1.) "incapacity and treatment"; 2.) any incapacity related to pregnancy, or for prenatal care; 3.) any incapacity or treatment for such incapacity due to a chronic serious health condition; 4.) a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (Alzheimer's, a severe stroke, terminal stages of a disease); or 5.) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider for a.) restorative surgery after an accident, or b.) other injury or a condition that would likely result in a period of incapacity of more than three (3) consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).
  - i. "Incapacity and treatment" involves a period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves a.) treatment two (2) or more times, within thirty (30) days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (e.g. physical therapist) under orders of, or on referral by, a health care provider, or b.) treatment by a health care provider on at least one (1) occasion that results in a regimen of continuing treatment under the supervision of the health care provider.
    - a. Treatment by a health care provider as referenced above involves an in-person visit to a health care provider. The first (or only) in-person treatment visit must take place within seven (7) days of the first day of incapacity. The health care provider is responsible for determining whether additional treatment visits or a regimen of continuing treatment is necessary within the thirty (30) day period.
    - b. Regimen of continuing treatment includes a course of prescription medication (e.g. antibiotics), or therapy requiring special equipment to resolve or alleviate the health condition (e.g. oxygen).
    - c. A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
  - ii. A period of incapacity related to pregnancy need not involve a visit to the health care provider for each absence, and the absence need not last more than three (3) consecutive, full calendar days.
  - iii. A chronic serious health condition is one that:
    - a. requires periodic visits (i.e. at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a health care provider;
    - b. Continues over an extended period of time (including recurring episodes of a single

- underlying condition); and
- c. May cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.). A visit to a health care provider is not necessary for each absence, and each absence need not last more than three (3) consecutive, full calendar days.
- iv. With regard to permanent or long-term conditions, the employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
- C. Conditions for which cosmetic treatment are administered (e.g. most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

### **Intermittent and Reduced Schedule Leave**

The Executive Director may allow an employee to take FMLA leave intermittently (i.e. leave in separate blocks of time for a single qualifying reason) or on a reduced schedule leave (i.e. reducing the employee's usual weekly or daily work schedule) for Qualifying Exigency Leave and for Birth or Placement Leave. An employee is entitled to take FMLA leave on an intermittent or reduced schedule leave when medically necessary for Employee Health, Family Health, Parent Health or Military Caregiver Leave. Regardless, the taking of FMLA leave intermittently or on a reduced schedule leave results in the total reduction of the twelve (12) or twenty-six weeks only by the amount of leave actually taken. Except in the case of Qualified Exigency Leave, the Executive Director may require the employee taking scheduled leave intermittently or on a reduced leave schedule that is foreseeable based on planned medical treatments to transfer temporarily, during the period the intermittent or reduced schedule leave is required, to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the employee's regular position. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. The Executive Director may also transfer the employee to a part-time job with the same hourly rate of pay and benefits, provided the employee is not required to take more leave than is medically necessary. Instructional employees (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced schedule leave because of Family, Employee or Parental Health Leave or pursuant to Military Caregiver Leave and the leave would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave must elect either to:

- Take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- Transfer temporarily to an available alternative position offered by the Executive Director for which the instructional employee is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the employee's regular position.
- When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the Center's operations, subject to the approval of the health care provider.
- If the Executive Director agrees to permit FMLA leave intermittently or on a reduced schedule leave for Birth or Placement Leave, the Board may also require the employee to transfer temporarily, during the period the intermittent or reduced schedule leave is required, to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

## **Employee Notice Requirements**

*Forms available at the U.S. Department of Labor Website*

Employees seeking to use FMLA leave (including Military Caregiver Leave) are required to provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than thirty (30) days in advance, the employee must provide notice as soon as practicable - generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the Board's usual and customary notice and procedural requirements for requesting leave. Failure to provide timely notice may result in the leave being delayed or denied, and/or possible disciplinary action.

Employees must provide "sufficient information" for the Executive Director to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, that the employee or his/her qualifying family member is under the continuing care of a health care provider, that the requested leave is for a particular qualifying exigency related to a qualifying family member's covered active duty or call to covered active duty status, or that the leave is due to a qualifying family member who is a covered service member with a serious injury or illness. The information may also include the anticipated timing and duration of the leave.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the Center has previously provided the employee FMLA protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

## **Notice to Employees Regarding Genetic Information**

The Genetic Information Non-discrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Board is asking that employees not provide any genetic information when responding to any request for medical information by the Center, except as noted below and/or as may be noted in any specific forms regarding employee requests for leave due to the health condition of a family member. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Exception: GINA allows employers to request family medical history, defined as information about the manifestation of disease or disorder in family members of an individual, to substantiate an individual's need for leave. In cases where this exception applies, the Board is asking employees not to provide any other genetic information when responding to a request for medical information, including the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Additional information and FMLA forms may be obtained by contacting 614.445.3750.

## CONTACTING US

The ESC-COG Substitute Consortium Human Resources main office is located at 2080 Citygate Drive; Columbus, OH 43219.

Substitute Employees with last names A-L should contact:  
614.753.4725 or [Kim.Edwards@escoco.org](mailto:Kim.Edwards@escoco.org)

Substitute Employees with last names M-Z should contact:  
614.542.4128 or [Patti.Olson@escoco.org](mailto:Patti.Olson@escoco.org)

For member school contact information, please refer to the ESC-COG Substitute Consortium Member Directory, available at [www.escoco.org/substitutes](http://www.escoco.org/substitutes).

## ACKNOWLEDGEMENT

### Substitute Employee Handbook Acknowledgement\*

The ESC-COG Substitute Consortium serves Bexley, Big Walnut Local, Buckeye Valley Local, Canal Winchester Local, Columbus School for Girls, Delaware Area Career Center, Delaware City, Dublin City, *Eastland-Fairfield Career and Technical School (tier 1 access only)*, ESC of Central Ohio, Fairbanks Local, Gahanna-Jefferson City, Grandview Heights City, Groveport Madison Local, Hamilton Local, Hilliard City, Licking Heights Local, Marburn Academy, Marysville Exempted Village, Northridge Local, The Metro School, New Albany-Plain Local, Olentangy Local, St. Vincent Family Center, Tolles Career & Technical Center, Upper Arlington City, Wellington, Westerville City, Whitehall City and Worthington City School District.

I have read and understand the Educational Service Center Council of Governments' (ESC-COG) Substitute Employee Handbook. I specifically acknowledge that I have read, understand and agree to the terms of the Network Acceptable Use Policy. I further agree to abide by all guidelines and policies contained within this handbook and understand that said guidelines and policies are subject to revision at any time. This handbook applies to all substitute categories within the consortium.

All substitutes must complete the annual review of the ESC-COG Substitute employee handbook. The ESC-COG Substitute Employee handbook is posted in **Public School Works, Course C-008** and also on our web site at [www.escoco.org](http://www.escoco.org) under the Active substitute tab.

I understand and agree that this handbook and its contents represent the documented employment relationship between me and the ESC-COG. I understand that the policies, procedures, and benefits contained within this handbook do not imply, create, or constitute a contract of employment, express or implied, between the ESC-COG and me, and are not intended to alter in any way the at-will employment relationship that exists between the ESC-COG and me.

I further understand that compensation may vary dependent specifically on the nature and duration of an assignment. I understand that misuse of the Absence Management calling system and any violation of the guidelines and policies of the ESC-COG and/or its member Districts and/or Agencies, put me at risk of being removed completely from the Absence Management system and substituting for any of the districts or agencies associated with the ESC-COG consortium. I further understand that I generally **will not be eligible for unemployment benefits** in connection with my employment as a substitute, as is stated in

the *Reasonable Assurance of Continued Employment & Unemployment Benefit Eligibility* section of this handbook. A composite calendar including the beginning, ending and non-scheduled school days for each district in our consortium is available on our substitute web page at [www.escco.org](http://www.escco.org).

***\*Document is subject to change without prior notification.***

