

Human Resources Q&A

PROSPECTIVE AND CURRENT EMPLOYEES

- Q** What organization am I employed by?
- A** The ESC is made up of two separate organizations, the Educational Service Center of Central Ohio and the ESC Council of Governments. Both employ staff. Please refer to your Employment Authorization Form for your employing organization.
- Q** What are the elements of the hiring process for the ESC and the ESC COG?
- A** Once your application is completed, email HumanResources@escoco.org. This notification will initiate the process and you'll be provided with instructions and access to your eForm for completion. For more details, [download this PDF](#).
- Q** Are staff members required to complete safety and compliance training?
- A** Yes, all staff are required to complete safety and compliance training customized to your assignment.
- Q** What is my email address?
- A** All ESC employees are assigned an ESC email account and all communications will be sent to that account. Failure to regularly monitor this account may result in employees missing critical dates and required actions which could affect your pay and benefits. *Substitutes are not issued email accounts.* To set up mail forwarding, [click here](#).
- Q** Will I receive a contract or salary notice each year?
- A** You will receive a contract or salary notice annually via email. Questions regarding these documents should be sent to contracts@escoco.org. Substitutes will receive an annual notice of reasonable assurance.
- Q** Where can I find information about job-related expenses and professional meetings?
- A** Professional Meeting and Reimbursement information is covered in Board Policy and Administrative Guidelines 1440, 3440, and 4440.
- Q** Does the ESC offer tuition reimbursement?
- A** The ESC of Central Ohio does not offer tuition reimbursement.

CURRENT EMPLOYEES

- Q** I am approaching retirement. What do I need to do?
- A** In order to receive severance, you must provide written notification of retirement at least 3 months prior to your last day of work.
- Q** What do I need to do to submit my resignation?
- A** Employees intending to resign their current contracts must submit a signed, dated letter of resignation to their immediate supervisor and addressed to the Superintendent. Resignations tendered during the contract/school year will be effective if and when accepted by the Governing Board.
- Q** Who is responsible for monitoring the expiration and renewal of my license or certificate?
- A** It is your responsibility to monitor the expiration dates and request a new license or certificate from ODE. Employees will be sent notifications via email prior to the expiration. Failure to maintain a valid certificate or license required for your job may result in loss of wages or termination.
- Q** How do I know when my background check expires?
- A** You can keep track of this information through the [Employee Access Center](#). You will also be notified via email.
- Q** I have questions regarding my pay. Who can I talk to?
- A** ESC employees should contact escpayroll@escoco.org, while COG employees should contact cogpayroll@escoco.org.
- Q** Does the ESC have an Employee Assistance Program?
- A** Yes, the ESC Employee Assistance Program may be accessed at www.helpneteap.com or by calling 1-800-969-6162.
- Q** What is the payroll schedule?
- A** Employees are paid on the 5th and 20th of each month.
- Q** I am a time sheet employee. When do I need to submit my time sheets?
- A** Time sheets are due on the 6th and 21st of each month. Additional information is available on the [payroll schedule](#).
- Q** Does the ESC offer tuition waivers?
- A** There are a limited amount of waivers available. Information is available in the staff handbook and an email reminder is sent during the application periods.
- Q** Who should I contact with questions regarding leaves of absence?
- A** Send an email to leavesofabsence@escoco.org.
- Q** Who should I contact with questions regarding benefits?
- A** Send an email to benefits@escoco.org.