

policy

**BOARD OF EDUCATION
BEDFORD CITY SCHOOL DISTRICT**

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CREATING A POSITION

The Board of Education recognizes the need to establish positions which, when filled by competent, qualified classified staff, will assist the District in achieving the educational goals set by the Board. The District employs only U.S. Citizens and others lawfully authorized to work in the United States.

Upon the recommendation of the Superintendent and Treasurer, the Treasurer's office shall verify all new staff and substitutes' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

The Board reserves the right to fix and prescribe the duties to be performed by all personnel:

- A. to create new positions;
- B. to specify the number of persons within each job category;
- C. set the initial salary for a new position pursuant to the negotiated agreement.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

- A. the number of students enrolled;
- B. the special needs of the District;
- C. the special needs of the students;
- D. the operational services of the District;
- E. set the salary pursuant to the negotiated agreement.

The Board may create a new position or increase the number of classified staff in an existing position.

The Board shall, upon the advice of the Superintendent, consider the advisability of creating a new classified position or of increasing the number of classified staff in an existing position.

The Board delegates the right to develop job descriptions to prescribe the duties of classified personnel to the Superintendent. For each new position, the Superintendent will develop a job description for approval by the Board.

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REPORT OF NEW HIRES

In compliance with the provisions of O.R.C. 3121.89-3121.8911, the Superintendent or designee shall report, in writing, to the Ohio Department of Job and Family Services the hiring, rehiring, or return to work as an employee of a person who resides, works or will be assigned to work in Ohio and to whom the Board anticipates paying compensation. For the purposes of this policy, an employee is an individual who provides services for compensation to the Board, including an individual who provides services to an independent contractor, and who is an individual, the sole shareholder of a corporation, or the sole member of a limited liability company. This report shall be made not later than twenty (20) days after the date on which the Board hires or rehires an employee or the employee returns to work, and the report shall include the following:

- A. The employee's full name, address, date of birth, social security number, and date of hire, rehire, or return to work;
- B. The employer's name, address, and federal employer identification number.

The Superintendent or designee may make the required report by submitting a copy of each employee's W-4 tax form, a form provided by the Department of Job and Family Services, or any other hiring document or data storage device or mechanism the Department authorizes by mail, fax, magnetic or electronic means. The information shall be sent to the Ohio New Hire Reporting Center, P.O. Box 15309, Columbus, Ohio 43215-0309.

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EMPLOYMENT OF CLASSIFIED STAFF

The educational effort of a district is dependent on every member of the staff for its overall effectiveness and value. The Board of Education intends to have the best qualified people to serve as classified staff personnel.

The recruitment and selection of suitable candidates for positions will be the responsibility of the Superintendent who will confer with principals and other supervisors before making a selection.

In making appointments, the Superintendent will carefully observe all pertinent laws as well as any regulations that may be approved from time to time by the Board.

Conditions of employment for nonteaching staff members as well as wages, hours, and other items of this nature will be fixed by the Board upon the recommendation of the Superintendent or be determined by the negotiated agreement.

Relatives of the Board of Education and the Superintendent may be employed under the following conditions: a Board member may not discuss, or vote, or otherwise participate in the making of an employment contract with the Board member's immediate family, i.e., father mother, sister, brother, spouse, or child.

Relatives of staff members may be employed by the Board, provided the staff member being employed is never placed in a position in which s/he is supervised directly by the relative staff member.

Any classified staff member's intentional misstatement of fact material to qualification for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of classified staff prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.

When appropriate, no candidate for employment as a classified staff member shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process.

The Superintendent shall prepare procedures for eth recruitment and selection of all classified staff.

R.C. 3319.081, 3319.082
A.C. 3301-83-07
Revised: 3-3-08

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EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes its responsibility to procure the services of substitute classified staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Business Manager.

Relatives of a staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he is supervised directly by the relative staff member.

Relatives of the Board of Education and the Superintendent may be employed as a substitute under the following conditions: A Board member may not discuss, or vote, or otherwise participate in the making of an employment contract with the Board member's immediate family, i.e., father mother, sister, brother, spouse, or child.

The employment of substitute classified staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District. Retroactive employment shall be recommended to the Board at the next meeting.

Classified substitutes will be paid an hourly wage rate.

Revised: 3-3-08

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VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the classified staff responsible for the conduct of those programs and activities.

The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.

The Superintendent is to inform each volunteer that s/he:

- A. is required to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District can not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation.

The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting in the operation of the schools.

R.C. 3327.16, 3313.203

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CRIMINAL HISTORY RECORD CHECK

To more adequately safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant the Superintendent recommends for employment on the District's classified staff. This requirement includes all former employees who have had a break in service, substitutes, and persons employed on a part-time basis such as coaches or activity supervisors. It is not required of any currently-employed staff member who is a candidate for another position in the District, unless the candidate has not had a criminal record check within one (1) year.

The Superintendent shall establish administrative guidelines which will facilitate a records check that complies with the law and ensures that, at the time of the initial application, the applicant is properly informed of the requirement to obtain a.) a criminal history records check prior to employment, b.) a set of the applicant's fingerprints, and c.) proof that the applicant has been a resident of Ohio for the five (5) years previous to the criminal history records check, and if not, that the Bureau of Criminal Investigation shall be requested to obtain criminal history information from the Federal Bureau of Investigation.

The guidelines shall also ensure that any information and records obtained from such inquiries is confidential and shall not be released or disseminated.

Should it be necessary to employ a person to maintain continuity of the District's operations, prior to receipt of the criminal history record, the Superintendent may, except in the case of a bus driver, employ the person on a provisional basis until the report is received.

In accordance with State regulations, the Superintendent shall request the appropriate agency to conduct a biennial criminal history record check on each employed bus driver.

R.C. 109.57, 109.572, CH 2950, 2953.32, 3319.39, 3301.541
A.C. 3301-83-06 (B)(10)

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EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no classified staff member or candidate for such a position in this District shall, on the basis of race, color, religion, national origin, creed or ancestry, age, gender, marital status, or disability, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to staff members and the general public. Any sections of the District's collectively-bargained, negotiated agreements dealing with hiring and promotion need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

R.C. 4112.02

A.C. 3301-35-03(A)

42 USC 2000e et seq., Civil Rights Act of 1964

42 USC 12112, Americans with Disabilities Act of 1990

29 U.S.C. 701 et seq., Rehabilitation Act of 1973

20 U.S.C. 1681 et seq., Title IX

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DRUG-FREE WORKPLACE

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's classified staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement.

41 U.S.C. 701, et seq., Drug-Free Workplace Act of 1988
20 U.S.C. 3224A

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ASSIGNMENT AND TRANSFER

The Board of Education believes that the careful placement of classified staff within the District is vital to the utilization of qualified and competent classified staff for the successful functioning of the District.

Responsibility for the assignment and transfer of classified staff members shall be vested in the Business Manager with the approval of the Superintendent and confirmation by the Board.

R.C. 3319.081, 3319.04

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REDUCTION IN STAFF

Whenever it becomes necessary to reduce the classified staff because of financial reasons, job abolishment, management re-organization, lack of work, or in the interest of economy, the procedures set forth in State law and the negotiated agreement will govern the rights of employees affected directly or indirectly by the reduction.

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RESIGNATION

Any classified staff member may resign their employment with this District in accordance with the terms of the negotiated agreement.

R.C. 3319.081

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SUSPENSION AND DISMISSAL

The employment of classified staff members may be terminated only for violation of written policies and guidelines as set forth by the Board of Education or for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any other acts of misfeasance, malfeasance, or nonfeasance.

The Board may also suspend an employee for a definite period of time or demote an employee for these same reasons.

The action of the Board to terminate the contract of any employee or to suspend or demote him/her will be done in accordance with all statutory and constitutionally mandated procedures, including the opportunity for a hearing prior to the suspension or demotion.

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PHYSICAL EXAMINATION

The Board of Education or Superintendent reserves the right to require, after a conditional offer of employment, that the candidate submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the Superintendent's guidelines and/or the terms of the negotiated, collectively-bargained agreements.

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate and made a part of an employee's personal record. In the event of a report of a condition that could influence job performance, the Superintendent shall base a nonemployment recommendation to the Board upon a conference with a physician and substantiation that the condition is directly correlated to defined job responsibilities.

The Board requires that all classified staff members undergo a tuberculosis examination in accordance with law.

The Board shall assume any uninsured fees for required examinations.

R.C. 3313.71
A.C. 3301-83-06
42 U.S.C. 12.101 et seq., Americans with Disabilities Act of 1990
29 C.F.R. Part 1630

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UNREQUESTED LEAVES OF ABSENCE

It is the policy of the Board of Education to protect the students of this District from the influence of unfit classified staff.

The Board reserves the right to place a classified staff member on sick leave or suspend a classified staff member for physical or mental disability to perform assigned duties.

In the case of a classified staff member who, in the opinion of a supervisor, is unfit to work in this District by reason of physical or mental condition, the classified staff member will be offered the opportunity for a hearing which shall be conducted in accordance with law governing termination hearings.

If a classified staff member fails to comply with the Superintendent's recommendation or fails to request an appearance before the Board within the time allowed, the Board shall order the classified staff member to submit to an appropriate examination by a physician designated by the Board and compensated by the Board.

If, as a result of such examination, the classified staff member is found to be unfit to perform assigned duties, s/he shall be placed on leave with such compensation to which s/he is entitled until proof of recovery, satisfactory to the Superintendent, is furnished.

Should a classified staff member refuse to submit to an examination following the exhaustion of proper appeals, the Board shall consider the certification of charges for reasons of insubordination.

R.C. 3319.081
A.C. 3301-83-07
Americans with Disabilities Act of 1990
42 U.S.C. 12101 et seq.
29 C.F.R. Part 1630

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DRUG AND ALCOHOL TESTING OF CDL LICENSE HOLDERS

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employees' health and well-being.

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
- B. The term *controlled substance* includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term *safety-sensitive functions* includes all tasks associated with the operation and maintenance of District vehicles.
- E. The term *CDL license holder* means all regular and substitute bus drivers, other staff members who may drive students in District vehicles or inspect, repair, and maintain District vehicles.
- F. The term *while on duty* means all time from the time the CDL license holder begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

The Board expects all CDL license holders to comply with Board policy 4122.01 on Drug Free Schools which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. Further, the Board concurs with the Federal requirement that all CDL license holders should be free of any influence of alcohol or controlled substance while on duty.

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The Board directs the Superintendent to establish a drug and alcohol testing program whereby each regular and substitute bus driver, as well as any other staff member who holds a CDL license, is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opiates
- D. Amphetamines
- E. Phencyclidine (PCP)

The drug tests are to be conducted in accordance with Federal and State regulations a.) prior to employment, b.) for reasonable cause, c.) upon return to duty after any alcohol or drug rehabilitation, d.) after any accident, e.) on a random basis, and f.) on a follow-up basis.

Any staff member who tests positive shall be prohibited from driving any school vehicle and be referred to the District's Employee Assistance Program.

Prior to the beginning of the testing program, the District shall provide a drug-free awareness program which will inform each CDL license holder about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;
- B. Board policies 4122.01 - Drug-Free Workplace, 4161 - Unrequested Leaves of Absence, 4170 - Substance Abuse, and 4170.01 - Employee Assistance Program;
- C. the sanctions that may be imposed for violations of policy 4122.01.

The Superintendent shall arrange for the required amount of training for appropriate staff members in drug recognition, in the procedures for testing, and in the proper assistance of staff members who are subject to the effects of substance abuse.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)

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- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

49 C.F.R. 382.101 et seq.

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SUBSTANCE ABUSE

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of classified staff, the Board recognizes the responsibility to assist in the treatment of those illnesses.

A classified staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to classified staff having any other illness.

No classified staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the classified staff member. Failure to do so, for whatever reason, will result in appropriate corrective or disciplinary action as determined by the Board.

Classified staff who suspect they may have an alcoholism or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

R.C. 2925.01 et seq., 3313.60, 3719.01 et seq., 3793.02

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EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Board of Education believes that early recognition and treatment of illegal drug use, controlled substance abuse, or alcohol abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption.

The District encourages the earliest possible diagnosis and treatment for illegal drug use or controlled substance abuse and supports sound treatment efforts. Whenever feasible, the District will assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Staff members with personal drug or controlled substance abuse problems should request assistance from the Business Manager. Assistance will be provided on a confidential basis, and each staff member will be referred to the appropriate treatment and counseling services.

Although the District will assist a staff member to the extent feasible through the Employee Assistance Program, the Board cannot guarantee that the staff member's use of illegal drugs or abuse of alcohol or controlled substances will not impact adversely the staff member's employment status through disciplinary procedures.

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STUDENT WELL-BEING

Classified staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the staff member.

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

- A. Each classified staff member shall report immediately to the principal any accident or safety hazard s/he detects.
- B. A classified staff member shall not send students on any personal errands.
- C. A classified staff member shall not associate with students, particularly those of the opposite gender, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual conduct with a student by a classified staff member subjects the offender to criminal liability and discipline up to and including termination of employment.

This provision should not be construed as precluding a classified staff member from associating with students in private for legitimate or proper reasons.
- D. A classified staff member shall not transport students in a private vehicle without the approval of the principal.
- E. A student shall not be required to perform work or services that may be detrimental to his/her health.

Most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, race, disability, and alleged child abuse.

R.C. 2907.03

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STAFF GIFTS

Good practice discourages the giving and receiving of gifts by educational personnel in situations related to their professional status.

Actions or comments by individuals, which might be interpreted as invitations for gifts of any nature are highly unethical and strongly disapproved.

There are differences in the economic status of families represented by the students in the School District and the Board wishes to avoid any embarrassment of students or hardship on families that lack financial resources.

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USE OF TOBACCO BY CLASSIFIED STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. This hazard has been substantiated and documented by the findings of the Surgeon General and the EPA.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substances that contain tobacco.

In order to protect students, staff, and visitors who choose not to use tobacco from an environment noxious to them, and because the Board cannot condone the use of tobacco, the Board prohibits the use of tobacco in school buildings, district offices, and non-instructional facilities, grounds, and school-owned vehicles, and at any school-related events.

The Board directs the administration to develop procedures for the implementation of this policy which ensures that staff members who violate this policy shall be disciplined in accordance with District guidelines and the terms of the negotiated agreements adopted. The Board also directs the administration to communicate this policy to the entire community for understanding and compliance.

R.C. 3313.20, 3313.47
20 USC 6081 et seq

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STAFF DRESS AND GROOMING

The Board of Education believes that classified staff members, like professional staff members, set an example in dress and grooming for students to follow. Staff members who understand this precept and adhere to it enlarge the importance of his/her task and present an image of dignity and professionalism.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all classified staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their assigned responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;
- E. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

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DANGEROUS WEAPONS

The Board of Education will not tolerate the possession of weapons or any other device designed to inflict serious bodily harm by any staff member while on District property, at a school-sponsored event, or on a school vehicle.

Any staff member found possessing a weapon or other device designed to inflict serious bodily harm while on District premises, a school vehicle, or on property being used by the District for school purposes may be charged with a felony. This restriction applies to staff members licensed to possess firearms unless serving as an authorized security officer.

The Superintendent shall ensure that any staff member possessing a weapon or other device designed to inflict serious bodily harm is reported immediately to the appropriate law enforcement agency. As well, the staff member shall be disciplined up to and including discharge consistent with law, due process, and the terms of any negotiated agreement.

R. C. 2923.22, 3313.20
18 USC 922

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EVALUATION OF CLASSIFIED STAFF

The Board of Education recognizes the importance of implementing a program of classified staff member evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the Board's evaluation plan for classified personnel are:

- A. to improve and reinforce the skills, attitudes, and abilities which enable a classified staff member to be effective in achieving assigned job goals;
- B. to recognize accomplishments;
- C. to identify and remediate weaknesses which prevent a classified staff member from achieving the goals of assigned duties;
- D. to provide a continuing record of the service of each employee.

The Superintendent shall prepare administrative guidelines for the conduct of classified staff member evaluations.

R.C. 3319.081
A.C. 3301-35-03 (A)

OUTSIDE ACTIVITIES OF CLASSIFIED STAFF

The Board of Education directs the Superintendent to promulgate the following guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the School System, the Board reserves the right to evaluate the impact of such interest, activity, or association upon a staff member's responsibilities.

- A. Staff members should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the staff member has obtained or may obtain by reason of his/her position or authority.
- D. Staff members shall not campaign on school property during school time in behalf of any political issue or candidate for local, State, or National office.
- E. Staff members should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- F. Staff members should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

Employees of the Board will not engage in nor have a financial interest, directly or indirectly, in any activity that conflicts with their duties and responsibilities in the school system.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Employees will not sell textbooks, instructional supplies, equipment, reference books, or any other school products to the schools in the District. They will not furnish the names of students or parents to anyone selling these materials.

policy

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POLITICAL ACTIVITIES

Employees of the School District have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

Any employee who intends to campaign for an elective public office will notify the Superintendent, together with the decision as to whether s/he wishes to continue employment.

The terms and conditions under which the employee may continue employment as s/he seeks or holds such office shall be determined in accordance with law or contract requirement.

In connection with campaigning, no employee will use School District time, facilities, equipment, or supplies; nor will the employee campaign with school personnel or students during the working day.

No employee or elected official of the Board shall, in any manner, make use of any Federal funds for political purposes.

policy

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STAFF DEVELOPMENT

Classified staff employees are an integral part of the School District. Their training and development are essential to the efficient and economical operation of the schools.

It is the responsibility of the employee to grow in job skills with the encouragement, assistance, and support of the administration.

Absences to attend meeting, conventions, conferences, and workshops of local, State, or National associations which serve to advance the welfare of the District through the upgrading and strengthening of the support service may be granted by the Superintendent without loss of pay to the employee.

policy

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SEXUAL AND OTHER FORMS OF HARASSMENT

The Board of Education recognizes that a classified staff member has the right to work in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, discriminatory, or offensive working environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, 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. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive educational environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

The harassment of a staff member or student of this District is strictly forbidden. Any classified staff member or agent of this Board who is found to have harassed a classified staff member, student, or other employee of this District will be subject to discipline in accordance with law and/or the terms of any applicable collective bargaining agreement.

The Superintendent shall establish administrative guidelines which address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that the policy and administrative guidelines are available to all classified staff members and are posted in appropriate places throughout the District.

R.C. 4112
42 USC 2000d et seq
42 USC 2000e et seq
29 USC 621 et seq
29 USC Section 794
42 USC Section 12101 et seq
20 USC 1681 et seq

policy

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THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline up to and including termination and/or be reported to the authorities.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

R.C. 2917.11

policy

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SALARY SCHEDULES

The Board of Education will endeavor to provide salary schedules that will:

- A. adequately provide for the retention of those support staff employees who are rendering satisfactory and efficient service in the school system;
- B. encourage and stimulate support staff employees to improve the quality of their work by granting regular salary increments;
- C. provide employees with a financial outlook by indicating the salary that may be expended from year-to-year.

Such schedules will take into account the qualifications required, the responsibilities of the position, and work experience. Initial placement on the schedule may take into consideration the employee's previous experience.

policy

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BENEFITS

Benefits in addition to basic salary are recognized by the Board of Education as an integral part of the total compensation plan for staff members.

The benefits extended to eligible support staff employees will be designed to promote their present and future economic security and to provide the financial incentives for professional development that will benefit the School District.

R.C. 9.90, 3313.202, 3917.01

policy

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LEAVES AND ABSENCES

Leaves and absences granted to the classified staff will be for the purpose of helping them maintain their physical health, take care of family and other personal emergencies, and discharge important and necessary obligations.

All requests for long-term leaves of absence will be submitted by the Superintendent to the Board for its action.

FAMILY LEAVES OF ABSENCE

In accord with Federal law, the Board of Education shall provide up to twelve (12) work weeks of unpaid leave to all classified staff members working 1,250 hours or more during any contract year for one of the following reasons:

- A. The birth of a child or the placement of a child with the classified staff member by way of adoption or foster care;
- B. The classified staff member is needed to care for a newborn, adopted child or foster child within one year of the child's arrival;
- C. The classified staff member is needed to care for an immediate family member (son, daughter, spouse, or parent) with a serious health condition; or
- D. The classified staff member's own serious health condition prevents him/her from performing the functions of his/her job.

Such leave may not be taken intermittently or on a reduced-leave schedule in the event of the birth, adoption, or foster care of a child, unless there has been specific approval by the Superintendent. A staff member may, however, take an intermittent or reduced-leave schedule when medically necessary to care for a spouse, child, or parent who has a serious health condition, or if the staff member has a serious health condition. In both cases, the taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken.

The Superintendent may require the staff member to transfer temporarily to an alternative position at the same compensation when the intermittent or reduced-schedule leave is foreseeable and the transfer better accommodates recurring periods of leave, if the leave periods exceed twenty percent (20%) of the total number of workdays encompassing the period of anticipated leave.

Whenever the leave is necessitated by the serious health condition of the staff member or his/her family member, and is foreseeable based on planned medical treatment, the staff member shall provide the Superintendent with thirty (30) day's notice. If there is insufficient time to provide such notice because of the need for treatment, the staff member shall provide such notice as early as practicable. The staff member shall make reasonable efforts to schedule treatments so as not to unduly disrupt the regular operation of the District.

The Board shall require that all accrued paid vacation leave, medical or sick leave, or personal leave be used to substitute for the family leave described in this policy. In cases in which the District has employed both the husband and the wife, the total amount of family leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either the husband or the wife.

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If the classified staff member has not accrued adequate paid leave to encompass the entire twelve (12) week period of leave, the additional weeks of leave necessary to attain the twelve (12) weeks of Family and Medical Leave shall be taken without compensation.

In the case of a health condition of a family member, the Superintendent is directed to obtain medical certification from the physician of the staff member or his/her family member, including:

- A. the date the serious health condition began;
- B. the probable duration;
- C. appropriate medical facts regarding the condition;
- D. a statement that the staff member is needed to care for the family member;
- E. an estimate of the amount of time needed for such care.

In the event of the staff member's own health condition, a statement from his/her physician will be required which states that the staff member is unable to perform the functions of his/her position. Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to ensure minimal disruption to the students' program.

The Board reserves the right to obtain, at its expense, the opinion of a second health provider and, in the event of conflict, the opinion of a third health provider whose decision shall be binding and final.

The staff member shall provide the District with a statement from his/her physician that s/he is able to assume full-time responsibilities for his/her position.

At the end of any leave described in this policy, the Board shall restore the staff member to his/her former position or to one that is equivalent in responsibility and compensation. During a family leave, the Board shall maintain the staff member's current coverage under the District's health insurance program, but the staff member shall not accrue any seniority, sick leave, vacation, or other benefits during the family leave period.

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Should the staff member elect not to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of the health condition that gave rise to the leave or for circumstances beyond the control of the staff member, the staff member shall reimburse the District for the health insurance premiums paid by the District during the leave period.

The Superintendent shall prepare guidelines which are appropriate for this policy.

Family and Medical Leave Act of 1993
R.C. 3319.13
29 U.S.C. 2654
20 C.F.R. Part 825

policy

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JOB-RELATED EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any classified staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

policy

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UNAUTHORIZED WORK STOPPAGE

The Board of Education is obligated and committed to provide certain basic services to students participating in District programs. Therefore, if the schools are open and students are in attendance, those basic services will be provided.

Recognizing the fact that a District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services to the schools and will fulfill its obligations to operate the schools, when possible.

Classified staff members who fail to perform their normal duties when so required as part of an unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the policies of this Board and the laws of the State.

R.C. 3313.202, 4117.01 et seq.