

Miami Trace Local School District

Employee Handbook

July 2024



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Welcome

Welcome to Miami Trace Local Schools! This handbook is designed to assist in directing employees to pertinent information impacting daily operations.

All employees covered by a collective bargaining agreement must review the applicable collective bargaining agreement for specific terms and conditions of employment.

In addition to reviewing this handbook, all employees also must review and familiarize themselves with Board-adopted policies and procedures. Throughout this handbook there are references to Board policies, where this occurs the applicable policy code(s) also are included. Employees should review the applicable policy. Board policies will periodically be updated and, when revised, supersede any conflicting language in this handbook. The most current policies are available on the District website (www.miamitrace.k12.oh.us). Employees are required to follow all Board policies regardless of whether the policy is referenced specifically in this handbook.

Unless otherwise indicated in a section, the information in this handbook applies to all District staff – professional (certified) and support (classified).

Mission

To provide a quality education with opportunities and relationships that cultivates success.

About Us

The Miami Trace Local School District is located on one central 133-acre campus. The campus features an elementary school, middle school, high school, learning center, transportation department, administrative office building and a maintenance center. In addition, there are multiple athletic facilities on the campus including a football/soccer complex with artificial turf, baseball and softball fields, tennis courts and various practice fields. The campus features a large area for vocational agricultural programs and other related curricular aspects.

The District employs approximately 340 staff members and educates approximately 2,500 students. Miami Trace is the 4th largest land area district in Ohio at 400 sq miles.

Absence Notification

In the event of unanticipated absences, including sickness or tardiness, all employees must call and speak directly to their immediate supervisor as soon as possible.

In the event of anticipated absences (minimum of 24 hour notice) for certified staff, employees must enter their absence in the Frontline (formerly AESOP) platform.

In the event of anticipated absences for classified staff, employees must call or speak directly with their immediate supervisor to ensure coverage.

Failure to follow the proper call-in procedure may result in disciplinary action and/or unauthorized leave without pay.

Who and where do I call for a substitute?

Substitute teachers are accessed in the Frontline (formerly AESOP) platform. All teaching staff members must confirm their Frontline accounts work properly each school year.

What information do I need to relay to the substitutes and how?

Specific information including class rosters and safety procedures along with curriculum instruction should be left for substitutes. These informative pieces may be uploaded to the Frontline (formerly AESOP) platform or provided as hard copies in the classroom.

Can I use email/phone calls instead of Frontline to request a substitute?

If a certified staff member has trouble on the Frontline (formerly AESOP) platform, the teacher should contact the principal of the building via phone call. Emails may not be seen if fewer than 24 hours are available. If the principal does not respond, then contact the assistant principal.

Academic Freedom/Controversial Issues

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. For purposes of this policy, a controversial issue is a topic likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program is related to the instructional goals of the course of study and level of maturity of the students and does not tend to indoctrinate or persuade students to a particular point of view.

[Board Policy 2240](#)

Acceptable Use Policy/Use of Technology

All computers and technology devices are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to Board policies, guidelines and work rules will result in the revocation of the user's access privilege and may result in discipline up to and including termination.

Employees shall sign off on the Staff Network and Internet Acceptable Use and Safety Agreement included FinalForms.

Student use of technology

Student Acceptable Use Policy

Teachers and instructional aides are to review parameters established in student handbooks for student use of technology. Any searches of a student's device may only be done in accordance with the Board-adopted interrogations and searches policy and procedure.

[Board Policy 7540.01](#) and [7540.04](#)

Administration of Medication to Students

Authorized employees are permitted to administer medicines to students at school in compliance with State law and Board-adopted policies and procedures. Only employees who are licensed health professionals or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students. Each building principal will maintain a list of employees authorized to administer medication. All employees must review the policies and regulations for administration of general medication and student use of asthma inhalers or epinephrine autoinjectors.

[Board Policy 5330](#)

Admission of Nonresident Students of Employees

As long as the Board has an open enrollment policy, qualifying staff member children will receive the following priority status:

- First priority will be given to students who move from Miami Trace during the current school year or prior to June 1st preceding the upcoming school year.
- Second priority will be given to students whose parent/guardian is employed in the Miami Trace School District.

[Board Policy 5113](#)

Attendance

Regular attendance is essential to the District's efficient operation and is a necessary condition of employment. When employees are absent, essential work falls behind and, at times, other employees must assume additional tasks.

All employees are expected to report to work on time every day that they are scheduled to work and maintain a satisfactory record of attendance. If an employee is unable to report to work, he/she is required to follow procedures set forth in the Absence Notification section of the handbook.

Employees may be subject to discipline related to attendance for any of the following reasons:

- Failure to follow report-in procedures
- Pattern abuse of sick leave
- Failure to provide verification when required
- Being absent without proper authorization
- Misuse of sick leave

Cash Collection & Deposit

State law requires a proper receipting and depositing of all public monies. Therefore, all monies collected are receipted, accounted for and deposited in accordance with State law and all District policies and procedures.

Employees may not collect cash for any reason unless officially authorized to do so by the Treasurer. All monies collected are to be received by a board approved cashier only. Cashiers receiving money are responsible for reviewing and complying with all procedures for cash collection and are responsible for the safekeeping of money until the money is deposited. All money must be deposited in accordance with established district procedures.

Certification/Licensure

Employees working in positions for which a certificate, license or permit is required must provide a valid certificate, license or permit to the MTLSD. It is the employee's responsibility to maintain the proper certificate/license or permit and to initiate the renewal process in sufficient time to receive the updated certificate, license or permit prior to the expiration of the present certificate, license or permit.

Employees whose job requires a Commercial Driver's License (CDL) are responsible for maintaining the appropriate CDL and endorsement. They also are responsible for maintaining valid state certification and other certifications as required.

Any individual hired to direct, supervise or coach a pupil-activity program must have a valid educator license, permanent teaching certificate, or pupil-activity permit, as required under State law.

All certificated/licensed employees must complete and keep current their Individual Professional Development Plans (IPDP) and must submit such plans to the Local Professional Development Committee (LPDC) for approval.

Closings and Delays

Employees are notified of closings through a variety of district communications which include: Call-out system, text (for those who have signed up), email, district app, and school website. Employees should notify Mrs. Jennifer Coe at the Central Office of any changes in contact information.

[Miami Trace Guideline - ABCs of Calamity Days](#)

COBRA/HIPAA Laws

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees (or former employees), their spouses and dependents with a temporary extension of group health insurance when coverage is lost due to certain "qualifying" events.

The Health Insurance Portability and Accountability Act (HIPAA) grants individuals the right to receive notice of the uses and disclosures of their protected health information that may be made by the District and sets forth the individual's rights and the District's legal obligations with respect to protected health information.

Contact the Treasurer's Department for more information on COBRA or HIPAA.

Compensation

Employees are paid semi-monthly over 24 pay periods per year. Payroll will occur on the 5th and 20th of each month unless that date falls on a holiday or weekend. If that is the case, the payroll will occur on the last business day prior to the 5th or the 20th.

The district requires all employees to be paid by direct deposit into a financial institution of their choice.

Based on benefit eligibility, completed tax forms and employee authorizations, the District will automatically deduct federal, state and local required withholdings from an employee's paycheck. In addition, the District will deduct certain authorized, voluntary deductions. Contact the Treasurer's Department for more information.

All direct deposit notices are emailed to employees at their Miami Trace email address. If the employee does not have a Miami Trace email address, their direct deposit notice is mailed to them.

Conduct/Performance of Duties

Employees are required to perform their normal duties as assigned by the Superintendent or his/her designee. Employees who fail to perform their duties will be subject to disciplinary action up to and including termination in accordance with Board policy, laws and any relevant collective bargaining agreements.

All staff members have a responsibility to make themselves familiar with, and to abide by, the laws of the State of Ohio, the bargaining agreement of which they are a member, the policies of the Board and the administrative regulations designed to implement them. All educators also are required to comply with the Licensure Code of Professional Conduct for Ohio Educators. Educators who violate the Licensure Code of Professional Conduct may be subject to discipline by the State Board of Education pursuant to State law in addition to District-initiated discipline.

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

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

- Faithfulness and promptness in attendance at work
- Support and enforcement of policies of the Board and regulations of the administration

- Diligence in submitting required reports promptly at the times specified
- Care and protection of district property
- Concern and attention toward their own and the District's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times

Illegally Assisting a Sex Offender in Attaining School Employment

No employee or Board member of the District shall knowingly engage in any activity intended to assist another person in obtaining employment with a school district or chartered nonpublic school, or in a position responsible for providing educational services to children from six to 21 years old with a county board of developmental disabilities, other than transmitting administrative and personnel files to the prospective employer, if the employee or Board member knows or has reasonable cause to believe that the person has committed an offense listed in [Ohio Revised Code Chapter 2907](#), or a substantially comparable offense, involving a student.

This prohibition does not apply if the information on which the knowledge or reasonable cause is based has been reported to appropriate law enforcement authorities or, if applicable, to the appropriate public children services agency and one of the following conditions is met:

- Law enforcement authorities have investigated the alleged offense and determined that there is insufficient information to indict the individual for the alleged offense.
- The individual has not been indicted for the alleged offense within four years after the date the alleged offense was reported to law enforcement authorities or a public children services agency.
- The individual has been acquitted or otherwise exonerated of the offense.

Conflict of Interest and Nepotism

Employees shall not engage in, nor have a financial interest in, any activity that conflicts with their duties and responsibilities in the District. Employees shall not sell textbooks, instructional supplies, equipment, reference books or any other products to the District. They shall not furnish the names of students or parents to anyone selling these materials.

Employees shall not engage in work of any type in which information concerning a customer, client or employer originates from any information available to them through District sources. Employees must not use their influence or authority to secure authorization of a public contract, including an employment contract, for a family member.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time shall any administrator/supervisor responsible for the supervision and/or evaluation of an employee be directly related to that employee.

Employees, Board members, or agents of the District will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violators of this rule are subject to disciplinary action.

Credit Cards

The District maintains credit cards for use by authorized individuals in accordance with Board-adopted policies and district procedures. Individuals who foresee a need for use of the District credit cards must complete the required steps for authorization. Contact the Treasurer's Department for information.

Persons using a District credit card for personal, non authorized purposes or undocumented expenditures shall be held personally responsible for those expenditures. Misuse of the credit card is subject to disciplinary procedures, including termination. An employee or officer of the Board who knowingly misuses a District credit card account also is in violation of State criminal law.

[Ohio Revised Code 2913.21](#)
[Board Policy 6423](#)

Criminal Records Check

State law requires criminal records checks for school employees during their employment with the District. Employees are responsible for understanding and ensuring compliance with these State law requirements.

Any information obtained by the Board or District employees through a criminal records check is confidential and shall not be released to any person but the applicant, the applicant's representative, the Board, or a court, hearing officer, or other necessary individual involved in a case dealing with the denial of employment due to a criminal records check.

Discipline

All employees are expected to abide by all applicable laws, local ordinances, Board policies and work rules and District and building regulations. All educators also are

required to comply with the Licensure Code of Professional Conduct for Ohio Educators. Violations of any of these shall be regarded as cause for disciplinary action.

Employees may be disciplined for violating Board policies and procedures, administrative guidelines and work rules and regulations. The principles of progressive discipline shall be followed except when the severity of the offense merits a higher level of discipline. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

District Calendars

[School Calendar](#)

[Work Calendars](#)

Dress and Grooming

All employees, when assigned to District duty, including extracurricular activities, shall:

- be physically clean, neat and well groomed
- dress in a manner reflecting their professional assignment
- dress in a manner that enhances a positive image of the District
- dress in a manner that doesn't interfere with the educational process and does not compromise reasonable standards of health, safety and decency
- be prohibited from wearing political buttons, pins or t-shirts at work during work hours

The Board/Superintendent or designee retains the right to address any dress and grooming issues that are deemed inappropriate.

Drug-Free Workplace

No employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and Federal law, in the workplace.

"Workplace" is the site for the performance of any work done in connection with the District. The workplace includes any District building, property, vehicles or Board-

approved vehicle used to transport students to and from school or school activities (at other sites off District property) or any school-sponsored or District activity, event or function, such as a field trip or athletic event in which students are under the jurisdiction of District authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for a violation occurring in the workplace as defined above, not later than five days after such conviction.

When the District has reasonable suspicion an employee is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in State and/or Federal law, the employee may be subject to testing in accordance with prescribed administrative regulations, local, State and Federal law and/or the bargaining agreement and may be considered in violation of this policy. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, State and Federal law and/or the bargaining agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

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

[Board Policies 3122.01](#) and [4122.01](#)

Employee Assistance Plan (EAP)

The District offers an Employee Assistance Plan (EAP) which provides a confidential source to find support and resources to assist with certain life challenges and difficult decisions.

877-851-1631

Open 24 hours a day, 7 days a week

healthadvocate.com/standard6

Employee-Student Relations

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

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

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

- Staff members shall not make derogatory comments to students regarding the school, its staff and/or other students.
- The exchange of purchased gifts between staff members and students is discouraged.
- Staff-sponsored parties at which students are in attendance, unless they are a part of the school's extracurricular program and are properly supervised, are prohibited.
- Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
- Staff members shall not associate with students at any time in any situation or activity that could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
- Soliciting, encouraging, engaging or consummating an inappropriate relationship with any student, minor or individual who was a student in the preceding 12 months is prohibited.
- Staff members shall not use disparaging remarks, insults or sarcasm against students under any circumstances.
- Staff members shall maintain appropriate professional, emotional and social boundaries in the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
- Staff members shall not send students on personal errands.
- Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.
- Staff members shall not attempt to diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance. This provision shall not prohibit a staff member from participating in the identification, evaluation and/or provision of services to a student with a disability as required by Federal or State law.
- Staff members shall not willingly or knowingly violate any student confidentiality required by Federal or State law.
- Staff members shall not groom a student or minor for the purpose of establishing an inappropriate emotional, romantic or sexual relationship.

Social Media

- District staff are prohibited from posting data, documents, photographs or inappropriate information on any social media platform that might result in a disruption of classroom activity or that violates State or Federal law relating to staff and student privacy. The Superintendent/designee has full discretion in determining when a disruption of classroom activity has occurred.
- District staff are prohibited from providing personal social media passwords to students.
- Fraternization between District staff and students via the internet, personal email accounts, text messaging, personal social media and other modes of virtual technology is also prohibited.

Violation of the prohibitions listed above may result in staff and/or student discipline in accordance with State law, Board policies and regulations, the staff and student codes of conduct and handbooks and/or staff bargaining agreements. Violations by staff also may be reported to the Ohio Department of Education for further investigation. Nothing in this policy prohibits District staff and students from the use of education websites and/or use of social media created for curricular, co-curricular or extracurricular purposes.

Equal Opportunity Employment/Nondiscrimination

The District shall provide equal opportunities for employment, retention and advancement of all employees regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status or disability. The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.

[Board Policy 1422](#)

The Board designates the following individual(s) to serve as the District's compliance officer:

Title: Mr. Rob Enochs
 Address: 3818 State Route 41 NW
 Phone number: 740-335-3010
 Email: renochs@mtpanthers.org

Individuals who feel they have been subjected to unlawful discrimination or retaliation may file a complaint, either orally or in writing, with the compliance officer or an administrator, supervisor or other district-level administrator. Employees are required to promptly report to the compliance officer or an administrator, supervisor or other district-

level administrator when they become aware of incidents of unlawful discrimination or retaliation. All other persons associated with the District are encouraged to promptly report when they become aware of such incidents. Any administrator, supervisor or district-level administrator who receives such a complaint must forward it to the compliance officer. If the compliance officer is the subject of the complaint, an individual may file a complaint with the Superintendent, who shall assume the role of compliance officer for such complaints. If the Superintendent is the subject of the complaint, the complaint should be referred to the Board President.

The Board requires employees to follow its adopted Nondiscrimination Policy and Discrimination Complaint Procedure for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited under this policy. The Board has adopted separate policies and procedures for sexual harassment. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

Confidentiality

Matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible.

Retaliation

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy. Any administrator, supervisor or district-level administrator who is aware of such retaliation shall forward it to the compliance officer. Reported acts of retaliation will be promptly investigated and addressed.

Evaluations

Evaluation Procedures for MTEA members (teachers and counselors) are presented in contract language. All teachers and counselors may find these specific details in section 8.09 of the contract.

[Board Policies 3220](#) and [3223](#)

While the MTNCEA contract does not include specific details regarding evaluation procedures for personnel staff, the District is following Ohio Revised Code to conduct appropriate evaluations for classified staff members.

[Board Policy 4220](#)

Finally, the Ohio Principal Evaluation System (OPES) is implemented for all administrators who fit the criteria. For those administrators who do not, the superintendent and assistant superintendent complete evaluation procedures that incorporate the job description and expectations of the administrative role.

[Board Policy 1530](#)

Expense Reimbursements

Employees who incur expenses in carrying out their authorized duties shall be reimbursed by the District if they have submitted and received proper approval. Requests for reimbursement must be submitted timely and include itemized receipts as required by administrative regulations.

All expenses must have prior approval from the Superintendent or his/her designee.

Travel expense reimbursements will only be processed if the employee submitted a proper Professional Leave Request and received prior approval. Professional Leave Forms can be found on Kiosk for submission for reimbursement after the leave has occurred. Employees are prohibited from accepting, soliciting or using the authority or influence of his/her position to secure, for personal travel, a discounted or “frequent flyer” airline ticket or other benefit from an airline if they have obtained or earned the ticket on official travel. Any miles earned become the property of the District and must be used for future official travel by District employees or the Board.

A traveler on official school business is expected to exercise the same care in incurring expenses as a prudent person exercises in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement.

Mileage to and from work is not reimbursable. The Board adopts certain mileage and meal reimbursement rates each year.

Family and Medical Leave Act (FMLA)

Refer to the following board policies and bargaining agreements for information regarding FMLA. Questions and requests can be directed to the Treasurer’s Department.

[Board Policy 1630.01](#)

[Board Policy 3430.01](#)

[Board Policy 4430.01](#)

See Appendix for Employee Rights and Responsibilities under the FMLA.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It gives parents certain rights with respect to their children's educational records.

The term, educational records, is defined to mean those records that are directly related to a student and maintained by an education institution. Staff members who have a legitimate educational interest are entitled to these student records.

[Board Policy 8330](#)

Field Trips

All field trips must be approved by the Board or its designee. Field trips should be educational in nature and should relate to the subject matter and course objectives of instruction. Staff members who are assigned to supervise students on field trips will be expected to follow all relevant policies and guidelines for staff conduct during the duration of the trip.

Parental Permission

Written permission from parent(s) must be obtained prior to any student's participation in a school-sponsored field trip.

[Board Policy 2340](#)

Food in the Classroom/Food Services

Food provided to students in the classroom setting must be managed in accordance with the District wellness plan and any applicable student specific needs (i.e. allergies).

[Board Policy 8510](#)

In addition, each of the Student Handbooks incorporates guidelines on food in the classroom and food services.

Fraud Reporting System (Auditor of State)

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any public official or public office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the United States mail or the Auditor of State's website.

Employees may use any of the following methods to report suspected fraud to the Auditor of State:

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

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

Web: www.ohioauditor.gov

Fundraisers

All student fundraising activities must follow State law, the requirements of the Auditor of State's office, as well as Board policies and procedures.

Employees must have prior approval before beginning or promoting any student fundraiser. All fundraisers are required to have prior approval by the Treasurer. If you would like to request authorization to conduct a fundraiser please contact the Treasurer's Department.

Grading Scale

The grading scale across the Miami Trace District is as follows:

92-100 A
83-91 B
70-82 C
60-69 D
0-59 F

[Board Policy 5421](#)

Grievance Procedure

Employees who are members of a recognized employee bargaining unit shall use the grievance procedure set forth in their respective collective bargaining agreement.

The definition of what constitutes a grievance shall be the one in the respective collective bargaining agreement.

[MTEA Contract - Article 3](#)

[MTNCEA Contract - Article 4](#)

Hazing and Bullying

[Board Policy 5516](#)

[Board Policy 5517.01](#)

Health and Safety

All employees are required to review the district's emergency management and safety/crisis management plans and participate in all required trainings. Teachers are responsible for seeing that students know what to do during emergency situations and that appropriate instructions are posted in each room.

[Board Policies 8400](#) and [8420](#)

Hours of Work/Work Schedules

The regular work day for teachers shall be a maximum of seven (7) hours and thirty (30) minutes including a minimum of one-half (1/2) hour uninterrupted duty free lunch, unless the school day is extended for Board-approved calamity days.

In the event the student day starting time is delayed or ending time is shortened because of bad weather or other emergency, the teacher reporting time will be delayed and the end of the teacher work day will be shortened accordingly.

Non-Compensated Meetings Outside of the Regular Workday:

The work day shall include attendance at faculty meetings and other necessary and reasonable conferences, meetings and supervision which occur outside of the regular work day, not to exceed one-hundred and twenty (120) minutes per month beyond the maximum work day.

Compensated Meetings Outside of the Regular Workday:

Teachers attending district-initiated curriculum meetings, committee meetings, and/or instructional training shall be compensated at the rate of \$19.00 an hour for work outside of the work day.

Classified Staff members' work schedules are dependent on their job classification and assignment type.

Insurance

The District offers Medical, Dental, Vision, and Life insurance plans to eligible, regular, employees based on contracted hours per week.

- Medical - contracted to work at least 30 hours per week
- Dental & Vision - contracted to work at least 25 hours per week
- Life - Certified/Non-Union - contracted to work at least 3.75 per day
- Life - Classified - contracted to work at least 15 hours per week

See Bargaining Agreements for exceptions.

The District offers other types of voluntary insurance policies through AFLAC, Washington National, and The Standard Insurance Company.

Open enrollment for insurance occurs annually in the month of October for the plan year effective the following January 1. Insurance enrollment or waiving of coverage is mandatory on an annual basis and is completed through the district's online enrollment portal, HR Connection.

Plan documents are available on the district website or via HR Connection. Please contact the Treasurer's Department for more information on insurance, eligibility, and enrollment.

Interrogations and Searches

All employees shall abide by the District interrogations and searches policies and procedures and must contact an administrator prior to searching of a student and/or their property unless extenuating circumstance presenting an emergency or appearance

of an emergency that immediately threatens the health and safety of any person or damage or destruction to district property and a search is reasonably necessary to avert that threat or possible threat.

[Board Policy 5771](#)

Leaves

Assault Leave

An employee shall be granted assault leave by the Superintendent or his/her designee in the event that the employee is absent due to physical disability resulting from an assault that occurs in the course of Board employment while the employee was performing his/her assigned duties.

Application for and granting of assault leave shall be in accordance with applicable Bargaining Agreements and the following Board Policies:

[Board Policy 3439](#)

[Board Policy 4439](#)

Jury Duty Leave

[Board Policy 4235](#)

Military Leave

The Board shall grant military leave and reemployment in accordance with [Ohio Revised Code 3319.14](#) and [3319.085](#).

Personal Leave

Full-time employees shall receive 3 days of personal leave each contract year, without loss of salary, to transact personal business or attend to affairs that are of personal nature and cannot be conducted at times other than during regular work hours. Part-time employees' personal leave shall be prorated.

Applications for personal leave shall be made to the Superintendent at least 3 days prior to the beginning of such requested leave, except in the event of an emergency.

Allowable uses of personal leave days are outlined in the bargaining agreements.

Professional Leave

Paid professional leave may be used for the following reasons:

- Meetings
- Conferences/conventions
- Seminars/workshops
- In accordance with the negotiated terms of the bargaining agreements

Employees must complete an online request via Kiosk and receive all required approval before using the professional leave.

Sick Leave

Full-time employees shall be entitled to 15 days sick leave with pay for each year under contract, which shall be credited at the rate of one and one-fourth days per month.

Use of Sick Leave – Sick leave with pay may be used for the reasons outlined in the bargaining agreements.

Any employee who finds it necessary to be absent for any of the allowable reasons shall contact his/her appropriate supervisor at the earliest possible time. An employee returning to work after unanticipated sick leave must complete and process a Kiosk request immediately upon his/her return to work.

After 5 consecutive days of absence, medical documentation is required.

Sick Leave Bank – Available to bargaining unit employees in accordance with applicable bargaining agreement.

Unpaid Leave

Pursuant to [Ohio Revised Code 3319.13](#), upon the written request of an employee, the Board may grant an unpaid leave of absence for a period of not more than two consecutive school years for educational, professional or other purposes, and shall grant such leave where illness or disability is the reason for the request. Upon subsequent written request by the employee, the Board may renew the unpaid leave. Upon the return to service of the employee at the expiration of the leave of absence, the employee shall resume the contract status that he/she held prior to the leave of absence.

Vacation Leave (Classified Employees)

The Board of Education believes that it is beneficial to the District that personnel employed to work twelve (12) months per year be given periodic relief from the responsibilities of their job without loss of compensation.

Classified staff members in bargaining-unit positions shall follow the vacation policies as established in the bargaining agreement.

Classified staff members in non-bargaining unit positions shall follow the vacation policies as established in [Board Policy 4433](#).

Administrative staff members shall follow the vacation policies as established in [Board Policy 1433](#).

Upon separation from employment, employees shall be entitled to compensation at their current rate of pay for all lawfully accrued and unused vacation leave at the time of separation.

In case of the death of an employee, such accrued and unused vacation leave and prorated portion for the current year shall be paid in accordance with [Ohio Revised Code 2113.04](#) or to the employee's estate.

Sabbatical Leave (Certified Employees)

[MTEA Bargaining Agreement](#)

Meetings

Employee meetings shall be periodically scheduled throughout the school year by the Superintendent/designee/supervisor/principal. Employees are expected to attend the meetings related to their duties/position. Employees unable to attend an employee meeting should communicate directly with their supervisor.

In the MTEA contract, Article 8 Section 8.02 outlines information on Non-Compensated Meetings outside the Regular Workday which shall not exceed 120 minutes per month. In addition, this same section states that Compensated Meetings outside the Regular Work Day shall be compensated at \$19 an hour.

For all classified staff, it is mandatory that they be clocked in when working. If extra time is required, that request must be made by the direct supervisor.

Overtime/Compensatory Time

Overtime

Overtime compensation is available to those employees who are non-exempt from the provisions of the Fair Labor Standards Act (FLSA). Employees must receive prior approval from a supervisor before working overtime.

Overtime is paid at the rate of one and one-half times the employee's regular hourly rate of pay for any hours actually worked over 40 in a workweek. "Hours actually worked" shall exclude all paid holidays, paid leave including personal leave, sick leave and vacation leave as well as any calamity time.

Compensatory Time

Under the Administrative Guideline for Calamity Days, *ABC's of Calamity Days*, certain calamity situations may create circumstances where compensatory time is earned.

All compensatory time must be taken no later than June 30 of the current school year or it is lost. The Treasurer's Department is responsible for maintaining compensatory time records.

Please see the [ABC's of Calamity Days](#) for more information or you may contact the Treasurer's Department.

Personnel Files

The official personnel file of each member shall be maintained in the office of the Superintendent. This shall be considered a confidential file to the extent permitted by law, except for that information which is directory information. In addition, principals may maintain separate anecdotal files; however, upon request a teacher may review anecdotal records about him/her.

Upon advance written request, members shall be able to review his/her personnel file in the office of the Superintendent. The file may be reviewed in the presence of the Superintendent or his/her designee. The member shall have the right to be accompanied by an Association representative. A representative of a member shall be given access to the file of said member upon presentation of written authorization from the member, including the signature of said member.

A member shall have the right at any time to attach a written reply to any material being placed in his/her file and this reply shall be attached to the material in question. Anonymous materials shall not be placed in an employee's file nor be a matter of record.

If a member of the public requests to review a teacher's personnel file, the teacher will be notified of the identity of the person making the request and the items requested for review, when possible. If the identity of the person is unknown, the teacher will be notified that his/her file has been accessed or requested to be accessed.

Any member shall have the right to obtain a copy of any item in their file. Employees will be provided with a copy of any evaluations, written reprimands or derogatory information prior to placement in the employee's file. Derogatory information is defined as any document that contains negative, critical or disparaging information. The provisions of this section of the contract shall not be construed as limiting the rights accorded to a member pursuant to [Chapter 1347 of the Ohio Revised Code](#) including the right to challenge the timeliness, accuracy or relevancy of said material pursuant to 1347 of the Ohio Revised Code.

[Board Policy 8320](#)

Phone Usage

Employees shall not use cell phones for personal purposes **while on duty** except in the case of an emergency. Employees may be subject to disciplinary action for inappropriate use of cell phones during their scheduled workday.

[Board Policy 7530.02](#)

Public Records (Public's Right to Know)

[Board Policy 8310](#)

Purchasing Procedures

According to the Ohio Revised Code, a purchase order is the only authorized mode of purchasing for public entities. Employees are subject to District purchasing policies and procedures. Employees must receive necessary approval in advance of a purchase. Contact the building principal or Treasurer's Department for more information.

Reduction in Force (RIF) of Certified Employees

The Board may suspend an employee's contract in order to achieve a reduction in force due to any reason set forth in [Ohio Revised Code Section 3319.17](#).

All details regarding Reduction in Force are found in the bargaining agreement Article 6.

Reduction in Force (RIF) of Classified Employees

Pursuant to State law, a reduction in force (RIF) can occur when the Board decides that it will be necessary to make a reasonable reduction in the number of nonteaching employees.

All details regarding Reduction in Force are found in the bargaining agreement Article 4.

Reporting Child Abuse and Mandatory Training

All employees of the District who know or have reasonable cause to suspect that a child under 18 years of age or a disabled person under 21 years of age has suffered, is suffering or faces a threat of suffering any type of abuse or neglect shall immediately report such information to the public children services agency or the local law enforcement agency.

To ensure prompt reports, building administrators shall inform their employees of reporting procedures. Employees should follow the reporting procedures for their building. A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

Fayette County Children Services:

If you suspect child abuse or neglect, contact us from 7:30 am to 4:30 pm at 740-335-0350.

If you have an emergency situation after hours, on weekends, or holidays, an on-call person can be reached at 740-335-6170

The information above is provided as a convenience and does not remove the employee obligation for reporting child abuse if the information provided is not accurate at time of report. Employees are responsible for reporting child abuse in accordance with law and finding the most recent contact information to fulfill reporting obligations.

The District has developed a program of in-service training in child abuse prevention; violence; school safety and violence prevention including human trafficking; substance abuse, the promotion of positive youth development and youth suicide awareness and prevention. Training is also provided on the Board's harassment, intimidation, or bullying policy. Where required this program is developed in consultation with public or private agencies or persons involved in child abuse prevention, school safety, violence prevention or intervention programs or youth suicide awareness and prevention.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of the established in-service training within two years of commencing employment with the District, and every five years thereafter.

Middle and high school employees who work as teachers, counselors, nurses, school psychologists and administrators must receive training in dating violence prevention. The curriculum for training in dating violence prevention is developed by the Superintendent/designee and training must occur within two years of commencing employment and every five years thereafter.

Conversely, public children services agencies must notify the Superintendent of any allegations of child abuse and neglect reported to them involving the District, as well as the disposition of the investigation.

Restraint and Seclusion/Positive Behavioral Interventions and Supports (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a multi-tiered school-wide, behavioral framework developed and implemented for the purpose of improving academic and social outcomes and increasing learning for all students. The District implements PBIS on a systemwide basis in an effort to promote positive interactions and solutions within the District. The District encourages family involvement as an integral part of its PBIS system.

[Board Policy 5630.01](#)

Severance Pay

Upon retirement, employees shall be paid the value of their accrued but unused sick leave credit in accordance with the bargaining agreement and/or board policy. The payment shall be based on the employee's rate of pay at the time of retirement and eliminates all sick leave credit accrued but unused by the employee at the time payment is made.

Questions regarding sick leave severance, super severance, and retirement can be directed to the Treasurer's Department.

Sexual Harassment

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Assistant Superintendent

740-335-3010

3818 State Route 41 N.W., Washington C.H., Ohio 43128

Secondary Director of Curriculum and Instruction

740-333-4700

300 Bloomingburg New Holland Rd., Washington C.H., Ohio 43128

Student Records

To carry out their responsibilities, school officials may have access to student education records for legitimate educational purposes. All employees must follow the Board student records policy.

Employees with access to education records must not disclose personally identifiable information from student education records except in accordance with law, Board policies and procedures. Employees are prohibited from posting on social media any personally identifiable information from student education records, including student photos, that might violate State or Federal laws relating to student privacy.

Student Supervision, Management and Discipline

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, the school is responsible for them. School employees assigned to their supervision serve in loco parentis.

All students shall be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices or engaging in school-sponsored activities. School employees assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge. No employee shall leave his/her assigned group unsupervised except if an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students shall be released only into the custody of parents or persons caring for students in the absence of parents.

The Board believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal. When an employee has actual knowledge that the behavior is sexual

harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discusses the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. A student cannot be suspended, expelled or removed from school solely because of unexcused absences. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

Procedures for and due process procedures related to suspension, emergency removal and expulsion are outlined in Board policy.

Discipline of students with disabilities is subject to all applicable requirements of the Individuals with Disabilities Education Improvement Act (IDEA).

[Board Policies 3213](#), [4213](#) and [5600](#)

Student Supports and Family Engagement

Student supports and family engagement are an essential part of student success. Parent and family engagement in a student's education is an expectation. Research indicates that a home-school partnership and greater involvement on the part of parents and families in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents, family members and foster caregivers are encouraged to take an active role in the education of their children or foster children. Professional staff are expected to review and implement all applicable parent and family involvement policies and procedures of the building(s) to which they are assigned. Teachers are encouraged to initiate positive communications with parents about their student.

Parent and family involvement strategies in place are designed to:

- encourage strong home-school partnerships
- provide for consistent and effective communication between parents and family members or foster caregivers and school officials
- offer parents and family members or foster caregivers ways to assist and encourage their children or foster children to do their best

- offer ways parents and family members or foster caregivers can support classroom learning activities

In addition, building administrators/designees of schools receiving Title I funds will jointly develop with and distribute to parents of children participating in Title I programs a written parent family involvement policy and guidelines. The requirements of the policy and guidelines are consistent with Federal and State law.

The District provides various support services for developing the whole child. This includes and emphasis on, and resources related to mental health and social and emotional learning. For more information on services and programs available to the students you serve, or for resources on how to integrate SEL into your classroom, contact the guidance counselor of the building(s) to which you are assigned.

Students experiencing homelessness

The district is responsible for identifying and serving students experiencing homelessness. The National Center for Homeless Education Common Signs of Homelessness document is a helpful starting point for understanding signs of students experiencing homelessness [Common Signs of Homelessness](#)

If a staff member recognizes these, or other signs of homelessness, the building counselor, administrator or district homeless liaison should be contacted.

Tobacco Use

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

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products at all times (twenty-four (24) hours a day, seven (7) days a week) within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and/or any school-related event.

[Board Policy 7434](#)

Transfers

Upon certified staff members being transferred from one building to another, a Letter of Transfer, will be issued to said employee copying the appropriate principals on the letter.

Upon classified staff members being transferred, administration will follow the details under Article 6 of the bargaining agreement titled *Involuntary and Temporary Transfers*.

Transportation

The transportation director, transportation supervisor, school bus drivers, bus aides and drivers of vehicles other than buses for the purpose of transporting students shall comply with all applicable provisions of the Ohio Revised Code and the Ohio Administrative Code. Employees should refer to the *Ohio Pupil Transportation Operation and Safety Rules* from the Ohio Department of Education, which is incorporated by reference into this handbook. Failure to comply may result in discipline up to and including termination.

[Board Policy 8600](#)

Student Transportation in Private Vehicles

The use of private vehicles to transport students is discouraged and is permissible only in emergency situations. All employees shall abide by the District policies for transportation of students in personal vehicles including receiving advanced approval from appropriate administrators.

Tuition Reimbursement

Available to certified staff members, see bargaining agreement.

Tutoring for Pay

No teacher may tutor for pay a student who is a member of his/her class. Tutorial assistance to students in his/her class is considered a normal responsibility of the teacher, except in extenuating circumstances.

A teacher may tutor other students on school premises for pay only in accordance with the following conditions.

- Tutoring is done after the regular school day, unless special exceptions are approved by the Superintendent.
- Tutoring in the school must have the approval of the principal and must be in accordance with District requirements and guidelines for community use of school facilities.

[Board Policy 3231](#)

Vacancies

Vacancies within the District are defined as openings in bargaining unit positions as the result of the creation of a new position, reassignment, resignation, retirement, reclassification, non-renewal or termination of an employee.

Posting Vacancies is further defined and processes explained in both bargaining unit contracts: [MTEA Article 8-Section 8.05](#) and [MTNCEA Article 5](#).

Visitors to Classrooms

The Board of Education and Administration welcome and encourage visits to school by parents and community members; however, in order to maintain safety protocols and a fluid educational program, it is necessary to invoke visitor controls.

Persons wishing to visit a school building or classroom should make arrangements in advance with the school office personnel. Upon arrival, all visitors must report to the main office where they can complete check-in procedures.

- A visitor must have a valid reason for observing the class.
- Limits on visit length should be set.
- The teaching schedule should not be disrupted.
- The teacher shall not leave the classroom to talk to visitors.
- Visitors should be discouraged from interacting with the children unless their involvement in an activity is specifically requested.
- Confidential information regarding the children shall not be shared with unauthorized individuals.

Board members may visit school buildings for general interest, as informal expressions of interest in school affairs and not as inspections or visits for supervisory or administrative purposes. Board members visiting classrooms for reasons other than

general interest will inform the Superintendent, make arrangements for visitation through the principal of the school and indicate to the principal the reason for the visit. Official visits of Board members are carried out only under Board authorization.

Any visitor to the school whose presence or conduct is disruptive may be requested to leave the premises.

[Board Policy 9150](#)

Volunteers

Employees must contact the building principal prior to scheduling classroom volunteers. Volunteers may be subject to criminal records checks in accordance with policies and procedures.

[Board Policy 8120](#)

Workers' Compensation

Any employee who is injured while at work should immediately report such injury via Public School Works, the District's online portal for accident reporting. If the injured employee is unable to submit the accident report, another employee can complete it for them with their assistance.

The injured employee may be requested to undergo chemical testing, as established by law and administrative regulation. The employee must prove that the injury was not proximately caused by the employee being intoxicated, under the influence of a controlled substance not prescribed by the employee's physician or under the influence of marihuana (marijuana). The results of, or the employee's refusal to submit to, any of the requested chemical tests may affect the employee's eligibility to receive workers' compensation benefits.

Employees who are temporarily unable to perform the duties of their positions due to a job-related injury or illness may be assigned appropriate modified duties when possible.

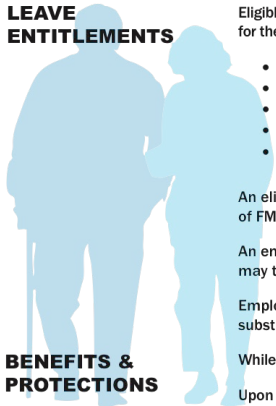
Accident reporting procedures are available on the District's website or may be obtained by contacting the building secretary or Treasurer's Department.

Appendix A - Employee Rights Under the FMLA

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

Appendix B - Employee Handbook Acknowledgement

Miami Trace Local School District Employee Handbook Acknowledgement Form

The signature on this form indicates that you have received an electronic copy of the Miami Trace Local School District Employee Handbook. Any updates will be provided electronically, and employees are responsible for reviewing all updates.

Please return this acknowledgement form to the MTLSD District Office after printing your name and providing a signature and date below.

Printed Name

Signature

Date