



Employee Handbook

Revised: August 1, 2017

Our Organization

Mission

The mission of the Muskingum Valley Educational Service Center is to make connections to create services that contribute to learning. As a service center, we seek to provide quality services to area educators and agencies through administration, supervision, consultation, communication and direct instruction programs designed to meet the challenge of an ever-changing world.

Vision

We exist to serve in ways that help young people learn. To truly be the finest service center, our service work must be dependable, responsive and thoughtful. We serve by staying connected to our customers. We stay connected by valuing the relationships that have been built and maintained throughout the years. We must have both if we are to contribute to helping young people learn. We must create services that support learning.

Goals

We, the Muskingum Valley Educational Service Center staff, will seek, create and respond to opportunities that enable MVESC to become an effective regional service center.

We, the Muskingum Valley Educational Service Center staff, will work as a team, linking individual and department goals to the MVESC Mission, and will direct our efforts to create an environment of trust, pride and enjoyment.

Five pillar areas guide our agency work. They include student achievement, employee satisfaction, finances, organizational excellence and customer satisfaction.

Our MVESC Message

“At MVESC, we help students learn and teachers teach.” This MVESC message was developed by the Leadership Team in spring 2015 using a tool called a message map. This tool allows you to tell someone, in 15 seconds or less, a broad message about what we do at MVESC. In this process, we compare an interaction with a potential customer to a ping-pong game, where you use visual cues from the customer to determine their interest in what you are saying.

For the MVESC elevator message, we begin with a Twitter-friendly headline (140 characters or less) like you see above, “At MVESC, we help students learn and teachers teach.” If the person still seems interested or wants more information, you can go on to include information from our three C’s – Connect, Create and Contribute – which come directly from our mission statement; for example, you could say, “We *connect* with students, teachers and members of our community; we create customized

services and provide resources based on your needs; and we contribute by helping districts and community groups save money with shared services." If the person still wants more information (good for you), you can continue with examples for each of those points.

Organizational Structure

The Governing Board of the Muskingum Valley Educational Service Center sets policy for our organization. The Superintendent serves as its chief administrator. The Treasurer has responsibility for fiscal operation. We maintain two offices in New Lexington and Zanesville. There are 13 program areas and seven departments under the leadership of a director within the organization. These program areas and their director/coordinator include:

- Administration and Administrative Support- David Branch and Christine Wagner
- Communications-Kim Tatman
- Curriculum, Instruction and Assessment-Cathy Morgan
- Center for Innovation and Data Services-Dr. Michael Fuller
- Early Childhood - Krystal McFarland
 - Early Childhood Coordinator (Muskingum County) – Elaine Dodson
 - Early Childhood Coordinator (Perry County) – Lisa Gormley
- Fiscal Services-Nan Nolder
- New Lexington Office-Deb Bergeron
- School Psychological Services-Dr. Mike Fain
- State Support Team Region 12-Lisa Baker
- Student Services-Caren Maniaci
- Technology-Tim Deetz
- Tutoring, Learning and Contributing (TLC)-Kathy Raber
- 21st Century Programs-Bobbi Holcombe

Staff Directory

The MVESC staff directory is located under the About Us link found at the top of the MVESC website (www.mvesc.org) in the green bar. The directory is password protected. It is provided for the personal use of staff members and is not for general distribution.

Policies and Procedures

Work Hours

The MVESC office hours at our regional offices are:

- New Lexington Office, 1605 Airport Road, New Lexington-8:00 a.m.-4:00 p.m.
- Zanesville Office, 205 North Seventh Street, Zanesville – 8:00 a.m.-4:30 p.m.

Staff assigned to buildings in districts will follow the work-hour schedule for that building.

Work Days

Please follow the district calendar of the building to which you are assigned for holidays, waiver days and professional days. MVESC employs more than 300 employees located in 25+ buildings, all with varying contracted work days. If you are located at one of the MVESC offices, you will follow the calendar set by MVESC. If you have questions, please check with your immediate supervisor.

Substitute Teachers and Paraprofessionals

Muskingum Valley ESC employs teachers and paraprofessionals. Occasionally, a teacher or paraprofessional must miss a day in the classroom due to illness. On those days, MVESC must place a substitute teacher or paraprofessional in the classroom. If you are a teacher or paraprofessional, it is your responsibility to communicate to the appropriate MVESC personnel as far in advance as possible if you will need a substitute for your classroom.

1. If you are an MVESC teacher, you will need to request a substitute for your classroom in the SEMS system. Directions to access the SEMS system are available in the Employee Section of the Muskingum Valley ESC website.
2. If you are an MVESC paraprofessional, you will contact one of the following individuals if you need a substitute:
 - a. Perry County Paraprofessionals: Contact Michelle Barnette, 740-342-3502, or michelle.barnette@mvesc.org
 - b. Muskingum County Preschool Paraprofessionals: Contact Elaine Dodson, 740-452-4518, or elaine.dodson@mvesc.org
 - c. Muskingum County MD Paraprofessionals: Contact Jamie Price, 740-452-4518, or jamie.price@mvesc.org.
 - d. Muskingum County Behavior Technicians: Contact Beth Johnston, 740-452-4518 or beth.johnston@mvesc.org.

Building/Office Security

On occasion, a certified staff member at the New Lexington or Zanesville office may need to work after hours, evenings and weekends. It is the staff member's responsibility to secure the office by making certain access doors to all floors are locked. On weekends, outside doors shall be secured, as well. If using the second-floor facilities (Zanesville office), please secure all doors when finished. Staff members are encouraged to protect themselves and our facilities by practicing prudent security measures.

Parking

Staff at all MVESC offices may park in the provided parking lots around the buildings. Parking is limited, and preference should be given to our clients and the clients of other tenants in our building.

Environment

MVESC is a smoke-free and drug-free environment. Employment practices, working conditions and job descriptions strive to agree and comply with the Equal Employment Opportunity Act, the American Disability Act and the Federal Health and Safety Standards Act.

Pay Periods

Staff members are paid on the 15th and the last business day of the month. Payroll direct deposit is required for all staff members. Staff members may use the bank of their choice.

Staff members paid on an hourly basis are to complete and submit a time sheet for their Department Director approval. Time sheets are submitted electronically and should be completed on the 15th and the last business day of each month. Appendix A.-Timesheets

Holidays

Certified and classified staff who work 230 days or more will be paid for the following holidays as applicable: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Classified staff who work during the school year are paid for the following holidays as applicable: New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving and Christmas.

Vacation

Staff members with a 250-day contract or grandfathered under the merger of 2012 will receive vacation days after providing one year of service to MVESC. A request for vacation should be submitted in advance through the HR Kiosk, which flows to the Department Director and Superintendent for approval.

Benefits

STRS and SERS: Certified staff members contribute to the State Teachers Retirement System (STRS), and classified staff members contribute to the School Employees Retirement System (SERS) in lieu of social security (except for a Medicare contribution of 1.45%).

Insurance Benefits: Insurance benefits are available for regular, full-time staff members, who are defined as those working 30 or more hours a week. Benefits are outlined in the Employee Benefit Guide, found under the Employee Links, MVESC forms. Qualifying staff members are offered medical, dental, vision and life insurance coverage. Staff members may also enroll in additional life, cancer and disability policies.

Retirement Savings Plans: The Ohio Public Employees Deferred Compensation program is a voluntary deferred income program available exclusively for Ohio Public Employees. Through the Treasurer's office, staff members may authorize a portion of their salary to be withheld and invested to save for retirement purposes. MVESC also offers tax-sheltered 403B programs to staff. Contact the Treasurer's office for additional information.

Sick Leave: All regular, full-time employees of MVESC who are eligible for sick leave shall receive 15 sick leave days annually at the rate of 1.25 days a month. Unused sick leave shall be cumulative up to 202 days. Regular part-time employees shall be entitled to sick leave in proportion to the time actually worked in accordance with R.C. 124.38 (i.e., 4.6 hours of paid sick leave for each 80 hours of service). When a staff member must use a sick leave day, the immediate supervisor must be notified by voicemail or email. The employee must complete the absence request using the HR Kiosk. If there is a snow day when an employee has a sick day scheduled, he/she may cancel the sick day. If an employee has a sick day scheduled when his/her district posts a two-hour delay, the employee should take the entire sick day.

To read the entire policy, please visit <http://www.neola.com/mvesc-oh/> . Appendix B.

***Note** – Please see #2 under “Substitutes and Paraprofessionals” above to see what the expectation is for replacing yourself with a sub if you are a teacher or paraprofessional.

Family Medical Leave Act (FMLA): Eligible staff members may take up to 12 weeks of job-protected leave for the following reasons: to care for a newborn or adopted child, to provide physical or psychological care for an immediate family member, to recover from the staff member's own serious health condition or any other qualifying reason as defined in law. To read the entire policy, please visit <http://www.neola.com/mvesc-oh/>. In the event a staff member realizes they must miss more than three consecutive days of work for one of the FMLA qualifying reasons, the staff member must notify their immediate supervisor and the Chief Operating Officer (COO) as soon as possible. The COO will issue the appropriate FMLA forms to the employee.

Personal Leave: MVESC staff members are eligible for up to three personal leave days per year subject to approval by the Superintendent. Personal leave is not cumulative. Except in cases of emergency, a

request must be made using the HR Kiosk three working days prior to the date for which leave is requested. To read the entire policy, please visit <http://www.neola.com/mvesc-oh/>.

Professional Leave: Professional leave to attend conferences and workshops is granted upon the approval of the Department Director, Immediate Supervisor and Superintendent. The staff member is to complete a Professional Leave Approval and Expense prior to the event through the HR Kiosk. Approval will be dependent upon budget allocation, director approval, and the appropriateness of the meeting to the job position.

Tuition Reimbursement: Any employee, classified or certified, may be eligible to receive up to \$750.00 per year for reimbursement for college-level coursework. A form located in the Employee Links section of the website is to be completed before the class is taken. Upon completion of the class, submit your grades and proof of payment for reimbursement. All forms are to be submitted to the Chief Operating Officer's office. MVESC's reimbursement cycle runs from July 1-June 30 of each fiscal year.

Online Training - Public School Works

All employees are required to complete relevant trainings through Public School Works, an online training program. Employees will receive an email three times per year notifying them of the training modules to complete. A deadline for completion is also included.

Calamity Day Reporting

The Muskingum Valley Educational Service Center Governing Board has established a calamity or snow day attendance policy.

Teachers, paraprofessionals and related service personnel should follow the calendar of the district in which they are located; immediate supervisors, coordinators and directors should report to work unless directed by the superintendent.

If there is a snow day when an employee has a sick day scheduled, he/she may cancel the sick day. If an employee has a sick day scheduled when his/her district posts a two-hour delay, the employee should take the entire sick day.

Travel Expenses

Mileage: Work-related mileage is reimbursed at the current established rate. The staff member is to complete a monthly mileage report (found under Employee Link, MVESC forms) by the **fifth day** of the following month. The immediate supervisor and superintendent will approve electronically.

Staff members should track their mileage daily. Per IRS requirements, you must keep a log of each work site visited. Mileage from your home to your office (i.e., daily community mileage) cannot be

reimbursed by MVESC per IRS standards and MVESC policy. Use the following scenarios when figuring daily mileage:



Figure 1 – 1st and Last Stop – Your Office

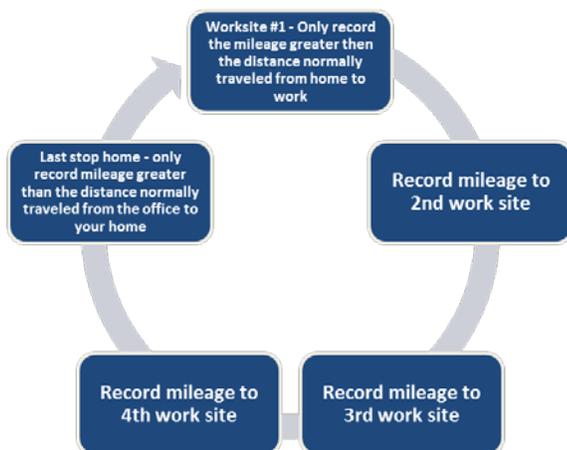


Figure 2 – Day in the Field – No Office Time

For the example in Figure 2, an employee would complete his/her mileage form as follows:

Assume – an employee commutes 20 miles from her home to her normal office location.

Home to Worksite #1

- If the distance to Worksite #1 from the employee’s home is 20 miles, enter 0 miles on the Staff Travel Record.
- If the distance to Worksite #1 from the employee’s home is 15 miles, enter 0 miles on the Staff Travel Record.
- If the distance to Worksite #1 from the employee’s home is 25 miles, enter 5 miles on the Staff Travel Record.

4th Worksite to Home

- If the distance from Worksite #4 to the employee's home is 20 miles, enter 0 miles on the Staff Travel Record.
- If the distance from Worksite #4 to the employee's home is 15 miles, enter 0 miles on the Staff Travel Record.
- If the distance from Worksite #4 to the employee's home is 25 miles, enter 5 miles on the Staff Travel Record.

Other Travel: Travel expenses incurred for official business travel on behalf of the MVESC Governing Board shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines. Payment and reimbursement rates for per diem meals, lodging and mileage shall be approved by the board annually. The board shall establish mileage rates not exceeding the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed. Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations and the entertainment/meals/lodging of spouses or guests. All travel shall comply with the travel procedures and rates established by the Superintendent.

Below are some general guidelines:

Travel Procedures

- Travel should be the most direct and economical route.
- All employees authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the board. Professional staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt with reimbursement available to pay the charges.
- For official travel other than by automobile, tickets may be purchased by MVESC in advance upon request of the individual involved.
- In all instances of travel reimbursement, full itemization of expenditures is required. A credit card receipt without detail of what was purchased is not acceptable. If detail is not provided, the employee will not be reimbursed for the expenditure.

Travel Reimbursement Procedures

- Reimbursement will be at the current rate approved by the board. Requests for reimbursement will be submitted on an MVESC expense report.

- Travel outside the MVESC will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the current IRS rate. Taxi fare from home and conference destination to terminal and return is allowable with receipt.
- Lodging will be reimbursed at a reasonable per diem rate. All claims must be supported by original receipted bills.
- The actual cost of allowable meals plus gratuities will be reimbursed. Gratuities are not to exceed 20 percent. The maximum allowable rate for food per day is \$40. Food expenditures will only be reimbursed for overnight travel.
- Reimbursement for reasonable charges for tolls, lodging, parking, taxis and official telephone calls will be made upon presentation of supporting receipts.
- Registration fees are reimbursable.

Accident Reporting

If a staff member should be injured while performing his or her job, an Accident Report must be submitted to his or her immediate supervisor and the Treasurer's office. The form is found under the Employee Links section of the website.

Emergency Medical Information

In case of sudden illness or accident of a staff member, we need to have emergency medical information. New staff members are required to complete an "Emergency Medical Form," which is kept on file in the Muskingum Valley ESC's Records Room. Returning staff members need to update their information only if there has been a change, such as marital status or address change. This form is found in the new employee packet, as well as under the Employee section of the website under MVESC forms.

Supplies

Supplies for general office use are available at each office site. Supplies for staff housed off-site are ordered in the spring for the following school year and are distributed each fall. Additional supplies require Department Director approval and a purchase order specifying the budget area for expenditures.

Office Equipment Use

Staff members are encouraged to learn how to use the office equipment and technology that is provided.

Phone: A phone is provided in each office area. If you need assistance with setting up your voicemail message and retrieving messages, please ask one of the administrative assistants to help you.

Copier: The copier in the workrooms at each office is provided to handle the bulk of MVESC copying. Check with a member of the technology department or an administrative assistant if you need help. Copier codes are assigned to each staff member and for special projects.

Paper Shredder: A paper shredder is provided for destroying records of a confidential nature. Before discarding any records, please seek the approval of your department director and review Muskingum Valley ESC's Records Retention policy.

Postage Meter: Outgoing mail is posted using the postage meter. The current day's date must be on all mail. If mail is to go out on another date, check with an administrative assistant for correct procedures. Postage for special projects is to be coded appropriately.

Computer Network: There is a computer network linking all offices and conference areas. It is also possible to access the network from the MVESC website. The fileserver has an automatic back-up system for all files saved on the server. It does not back-up individual hard drives. To make certain you understand how the network operates, please ask the technology staff to assist you. As part of this network, we have established an email system. To receive training on using email, please contact your department administrative assistant or submit a request through the Tech HelpDesk (<http://helpdesk.mvesc.org/portal>).

Staff members will receive an email address and a login for internet access. To receive this access, staff members must sign the Network and Internet Access Agreement.

All requests for technology assistance should be submitted through the Tech HelpDesk found on the MVESC website, Employee Links, Technology section with the exception of an emergency. Requests are prioritized and assigned to the person who can best address your specific need.

Presentation Equipment: If you have a need for presentation materials, please submit a request through the Tech HelpDesk (<http://helpdesk.mvesc.org/portal>).

MVESC Facility Usage by Internal Groups

All MVESC staff members occasionally need to schedule rooms for trainings or meetings. All staff members are to request rooms through the online registration form found in the Calendar section of the MVESC website. The rooms are scheduled on a first-come, first-serve basis.

Office Organization/Cleaning

All staff members are responsible for maintaining the organization, neatness and cleanliness of our office facilities. If you are facilitating a meeting and are using a meeting room, kitchen supplies or other equipment, you are responsible for cleaning up and returning supplies to their proper location.

All staff members are responsible for keeping workroom and work areas neat and orderly. Supplies have a marked location for storage. Please do not leave unused supplies on countertops or work areas. Return any unused supplies to their designated areas when you are finished.

Internal Communications

Covering more than 2,400 square miles, MVESC has the largest service region in Ohio, making us a little bigger than the state of Rhode Island and almost as large as Delaware. Serving the largest geographic area of any Ohio ESC presents challenges, especially in the areas of fostering an MVESC culture and embedding our agency's values in that culture when staff members are assigned to many different offices, schools and administration centers; ensuring all staff members present a common branding through all communications with customers; and delivering important messages in a timely manner to our staff members scattered throughout our service area. Below are a few of the ways and methods we use to communicate with our staff:

Weekly Schedules: Staff members are responsible for advising their administrative assistants of their weekly schedules so the staff member may be located for work-related communication or family emergencies.

Phone Messages: Staff members are to check voicemail messages on their phones **at least once daily**. Pushing the DND (Do Not Disturb) button on the phone will send all calls directly to voicemail if you will be out of the office or in a meeting. You are encouraged to use the DND button in these cases so your calls will go directly to voicemail.

Mailboxes: Incoming mail for each staff member is placed in individual mailboxes. Written messages for other staff members also may be placed in the mailboxes. Staff messages should check their mailboxes any time they are in the office, at least once daily.

Office Email: Staff members are expected to check their MVESC email accounts **at least once daily**. Staff members are encouraged to create an automatic reply if they will be out of the office for professional development, vacation or illness. If you need assistance, please submit a request through the Tech HelpDesk (<http://helpdesk.mvesc.org/portal>).

PreK-12 Call-out System: As part of your new employee packet, you will be asked to provide a contact number in case we need to notify the entire staff quickly about an important matter; for example, we would use this system to notify you of an upcoming staff meeting or the cancellation of an event. If you are not a new employee but have changed your number, please contact Christine Wagner at christine.wagner@mvesc.org or 740-452-4518, ext. 1104 with your new information.

External Communications

The MVESC geographic region also presents challenges as we communicate to external customers, including nearly 2,000 teachers in 17 school districts and more than 32,000 students, in the six-county

area we serve (Coshocton, Hocking, Morgan, Muskingum, Perry and Tuscarawas-Newcomerstown). When anyone thinks of MVESC, we want them to think we are focused on student achievement, we are fiscally responsible, we will treat our customers the way we want to be treated, we are committed to organizational excellence and continuous improvement, and we care about our employees. We call this the Muskingum Valley way.

Communication is a key component of articulating and conveying the current fiscal health and operations of MVESC to our customers. We value customer satisfaction by fostering the relationships we build with them. We nurture those relationships through regular contact, including emails, phone calls and group meetings. We also use the media, presentations, publications, the MVESC website and MVESC social media outlets.

All staff members have the responsibility of communicating the MVESC message (At MVESC, we help students learn and teachers teach) within the context of their jobs. Marketing and public relations responsibilities belong to everyone. Within this framework, our Communications Coordinator and Superintendent have the lead responsibilities for communications and will serve as resources to the rest of the staff.

It is important that our messages are clearly stated and communicated in proper style and format. Always have someone proofread your writing. Nothing reflects more negatively on an educator than a written or spoken statement that is grammatically incorrect. Please access all the available resources to make sure this does not happen. When in doubt, ask your Communications Coordinator.

Letters to individuals and agencies outside our organization should be sent on official letterhead and in official MVESC envelopes. Communications to the districts can go on copies of the stationery and in the less expensive black and white printed envelopes. We encourage you to send thank you and congratulatory notes when appropriate.

Important items to note:

Media Contacts: The following individuals are authorized to contact the media for publicity purposes or emergencies:

- David Branch, Superintendent
- Christine Wagner, Chief Operating Officer
- Nan Nolder, Treasurer/CFO
- Kim Tatman, Communications Coordinator

To promote a special event involving students or other customers or to place advertising in a media outlet, please contact the Communications Coordinator for assistance.

Communications Approval Procedures: MVESC official communications pieces must be proofed by the responsible MVESC Department Director and Communications Coordinator *before* being sent or launched to customers: newsletters, brochures, flyers, social media pages, website pages, and instructional items and materials produced for resale.

Logo Policy: The MVESC logo is a visual representation of the mission of Muskingum Valley. The three stars represent the three Cs of MVESC’s mission – connect, create and contribute. The person reaching for the stars represents MVESC customers – students, teachers and administrators. The arc of the stars makes the connection between the customer and MVESC as an institution. The logo provides a visual image that makes MVESC products and publications easily recognized.

The logo was adopted in January 2011 and replaces all former MVESC logos and symbols. **The logo may not be modified or adapted.** Official MVESC logos may be downloaded from the MVESC website.

Exceptions to the established logo policy must be approved before any use. Requests should be submitted to the Communications Coordinator. The full logo policy may be found on the MVESC website under the Employee Tab, Governance section.

Explaining Who We Are:

Because we have many classrooms and programs housed in district sites, we sometimes face confusion as to how we should describe these programs to our parents, school friends and community members. We work so hard to blend into our district cultures that we sometimes forget that those classrooms and programs are MVESC classrooms and programs. To help you with the language you can use with your district communities, we offer the following examples:

- If you are a preschool teacher assigned to Falls Elementary and you want to talk about a fun activity, you could say the following, “Preschool students at our Muskingum Valley ESC Falls Elementary site/classroom learned about clouds, rain and sunshine during a unit on spring this week.”
- If you are an MD teacher assigned to John Glenn High School, and you want to talk about an upcoming parent performance, you could say the following, “Our students in the Multiple Disabilities Classroom at the Muskingum Valley ESC John Glenn High School site are busy preparing for their annual parent performance on Monday, May 18...”
- If you are a related-service employee serving a district in Perry County, you could introduce yourself this way, “Hi, I am John Smith, a Muskingum Valley ESC Occupational Therapist serving Northern Local Schools.”

If you ever struggle to make the connection between your classroom/program and Muskingum Valley ESC, the Communications Coordinator is ready and willing to help.

Supervision and Evaluation

All staff members will be evaluated according to policy established by the MVESC Governing Board. Each Director or Immediate Supervisor will meet with his/her staff and discuss the timeline and procedures to be used. Each staff member will be given a copy of the procedures and time line, goal action plan and the evaluation instruments to be used.

Teachers will be evaluated based on the Ohio Teacher Evaluation System (OTES) and directors and supervisors will follow the guidelines set for in the Ohio Teacher Principal Evaluation System (OPES). Other employees will use the evaluation instrument developed by MVESC

Policies and Administrative Guidelines

Staff members are responsible for adhering to the policies established by the Muskingum Valley Educational Service Center. The full text of these policies and the corresponding Administrative Guidelines are available on the MVESC website under the Employee Tab, Governance section.

Dress Code

The MVESC Governing Board believes all classified and professional staff members set an example in dress and grooming for their students to follow. A staff member who understands this precept and adheres to it enlarges the importance of his/her task and presents 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. All staff members shall, when assigned to MVESC duty:

- Be physically clean, neat and well groomed;
- Dress in a manner consistent with their assigned responsibilities;
- Dress in a manner that communicates to students a pride in personal appearance;
- Dress in a manner that does not cause damage to MVESC property;
- 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.

LPDC

Each new employee will receive Individual Professional Development Plan (IPDP) information at new employee orientation. Please note - effective Jan. 1, 2014, all licenses (new and renewals) will be submitted online to the Ohio Department of Education. No paper copies will be processed at any of the MVESC regional offices.

New Employees: Employees who are new to MVESC and already have an IPDP on file in another district should get a copy and submit it to the MVESC-LPDC. It will remain in effect as approved by the previous district.

Initial IPDP (Form 2a): Employees who are in their first year of a new license must submit an initial IPDP using form LPDC 2a by Oct. 1. The IPDP must be discussed with and approved by the employee's supervisor and signed before submitting it to the committee. Only complete the first year of the five-year plan on the form. When the plan is approved, the educator will receive a confirmation letter. If the plan is rejected, the employee must resubmit the plan with changes recommended by the LPDC members.

Annual Review (Form 2c): Each employee's IPDP is reviewed annually by the educator and his/her supervisor. New goals for the following year are set to align with the approved five-year plan. The goals are to be approved by the supervisor. Goals will not be approved by the LPDC. The annual review requires form LPDC 2c and is approved and initialed by the supervisor by Oct. 1 of each year of the five-year cycle. The committee will not approve yearly goals but will review the entire plan at the time of license renewal. The plan and Form 2c must be completed for licensure approval and submitted to the LPDC when renewing.

License Renewal: Educators must submit their five-year plan in a timely manner to the LPDC with other required paperwork for license renewal. Please refer to the Certification Renewal Checklist for items that need to be submitted. They include the:

- Completed IPDP and Form 2c
- Official transcripts of any coursework completed
- Copy of current license or certificate
- Contact hours documentation

Note: The LPDC chair will not sign off on license application for submission to the state until all required items are submitted to and approved by the LPDC. If you have any questions, please contact any of the LPDC members listed below. For the complete LPDC page and resources, please visit www.mvesc.org/410.

Current LPDC Members:

- To Be Determined, Administrative Representative, Chair
- Susan Siemer, Administrative Representative
- Karla Frye, Psychologist Representative
- Gretchen Combs, Teacher Representative
- Debbie Shoemaker, Teacher Representative
- Martha Chesler, Teacher Representative
- Trisha Holmes, Teacher Representative

Public Records and Records Retention Policy

Muskingum Valley ESC is a local government entity. As a government or public entity, Muskingum Valley ESC is required keep all documents it creates that document the operations of the organization. Examples include board minutes, financial records and student records. Most, but not all of these records, are available to the public for review on request.

Muskingum Valley ESC is required to keep public documents for specific periods of time as required by law. MVEESC has also adopted a board policy concerning its public records, which outlines and defines how much time each public record must be kept. The Public Records Policy can be found on the MVEESC website or is available on request by contacting the Fiscal Office.

All employees must contact the fiscal office to determine if a public record must be maintained or if the record may be destroyed. Public records should never be destroyed without first consulting the Treasurer. If a public record is approved for disposal, proper care must be taken to dispose of the record properly. Always consult the Fiscal Office with questions about public records.

HR Kiosk Guide

The HR Kiosk is an online program Muskingum Valley ESC employees use to apply for leave or absences from work days. The HR Kiosk also houses other valuable employee information, such as old pay stubs and W2 information. This section provides instructions to use the HR Kiosk. The HR Kiosk replaces the use of paper leave forms; however, all MVEESC employees must still follow a specified procedure for reporting absences from work. This procedure varies by county and location, but usually involves calling a supervisor, calling a substitute provider, or reporting absences in the Substitute Employee Management System (SEMS). If you have questions about reporting absences from work, contact your immediate supervisor.

To Access the HR Kiosk:

- Go to the MVEESC website at www.mvesc.org.
- In the green bar in the middle of the screen, click on the word “Employee.”
- Under links, choose HR Kiosk.
- Your log-in name is your MVEESC email address firstname.lastname@mvesc.org
- The HR Kiosk will assign your first password, which you will find in your HR Kiosk registration email. When you log in for the very first time, the system will require you to enter a new password of your choosing.

First Time HR Kiosk User

- Follow these directions the first time you use the Kiosk.
- Click on **Leave Request** (found on the far-left side of the screen).
- From the drop-down menu, select **Set Leave Starting and Ending Time Preferences**.
- Enter the beginning and ending time of your normal work day.
- Click **Set DEFAULT Starting and Ending Time Preferences**.

To Enter a Leave Request

- Click on **Leave Request** (found on the far-left side of the screen).
- From the drop-down menu, select “Create New Request.”
- The first field is labeled **Job**—verify the job is labeled as active. If not, click on the drop down and select your active job.
- Select the leave type you need. Additional directions for each leave type are found below.

Sick Leave

- Beside the heading, **Leave Type**, select “sick leave.”
- A drop-down **Sub Category** menu and your sick leave balance will appear.
- Select the appropriate reason for your leave in **Sub Category** box.
- If you use “other” as the reason for your leave, type an explanation in the **Reason** box.
- Enter the Start Date of your leave.
- Enter the End Date of your leave.
- Your default Start and End Times will be preloaded. If your actual leave time is different than the default times, enter the time your leave began and ended.
- Enter your **Leave Requested in Days**. The first box is for whole days, and the drop-down box is for partial quarter-day increments (.00, .25, .50, .75).
- Click on the **Submit** button (top right hand corner of leave box).

Personal Leave

- Beside the heading, **Leave Type**, select “personal leave.”
- A drop-down **Sub Category** menu and your personal leave balance will appear.
- Select the appropriate reason for your leave in **Sub Category** box.
- If you use “other” as the reason for your leave, type an explanation in the **Reason** box.
- Enter the Start Date of your leave.
- Enter the End Date of your leave.
- Your default Start and End Times will be preloaded. If your actual leave time is different than the default times, enter the time your leave began and ended.
- Enter your **Leave Requested in Days**. The first box is for whole days, and the drop-down box is for partial quarter-day increments (.00, .25, .50, .75).
- Click on the **Submit** button (top right-hand corner of leave box).

Vacation Leave:

- Beside the heading “Leave Type,” select “vacation leave.”
- Your vacation leave balance will appear.
- Enter the Start Date of your leave.
- Enter the End Date of your leave.
- Your default Start and End Times will be preloaded. If your actual leave time is different than the default times, enter the time your leave began and ended.
- Enter your **Leave Requested in Days**. The first box is for whole days, and the drop-down box is for partial quarter-day increments (.00, .25, .50, .75).
- Click on the **Submit** button (top right hand corner of leave box).

Professional Leave:

- Beside the heading, “Leave Type,” select “professional leave.”
- Enter the Start Date of your leave.
- Enter the End Date of your leave.
- Your default Start and End Times will be preloaded. If your actual leave time is different than the default times, enter the time your leave began and ended.
- Enter your **Leave Requested in Days**. The first box is for whole days, and the drop-down box is for partial quarter-day increments (.00, .25, .50, .75).
- Enter the location of event (found on the right side of the screen).
- Enter the Purpose of Leave/Leave Description.
- Enter the registration fee amount.
- Enter the lodging (hotel) fee if applicable.
- Enter the estimated cost of meals for overnight travel only.
- Enter other estimated expenses, such as parking.
- Enter number of miles you will drive your personal vehicle.
- Click on the Calculate button and the system will figure your total estimated costs.
- Click on the Submit button (top right hand corner of leave box).
- When your supervisor and superintendent have approved your professional leave, you will receive an email. Log back into the HR Kiosk and print the approved leave request. Leave requests need to be forwarded to your department secretary for purchase order processing. If you have any questions about this step, contact your supervisor or the treasurer’s office.

Jury Duty or Dock Days

- Jury Duty or Dock Days require special processing.
- In the event you need to use Jury Duty or Dock Days, contact your supervisor prior to requesting these days.
- Once your supervisor and other appropriate officials are aware of your need to use Jury or Dock Days, please proceed with the following steps.
- Beside the heading “Leave Type,” select “jury duty” or “dock days.”
- Enter the Start Date of your leave.
- Enter the End Date of your leave.
- Your default Start and End Times will be preloaded. If your actual leave time is different than the default times, enter the time your leave began and ended.
- Enter your **Leave Requested in Days**. The first box is for whole days, and the drop-down box is for partial quarter-day increments (.00, .25, .50, .75).
- Click on the **Submit** button (top right hand corner of leave box).
- Please note – if you are compensated for jury duty, you must turn in the check you receive to the MVESC Treasurer Office.

Questions – Contact the MVESC Fiscal Offices at 740-452-4518.

eTimesheets

To gain access to the eTimesheet system, you will need to contact Nancy Hynds at nancy.hynds@mvesc.org or 740-452-4518, ext. 1135, or Amber Curry at amber.curry@mvesc.org or 740-452-4518, ext. 1116. Once you know you are entered in the system, please follow the instructions below.

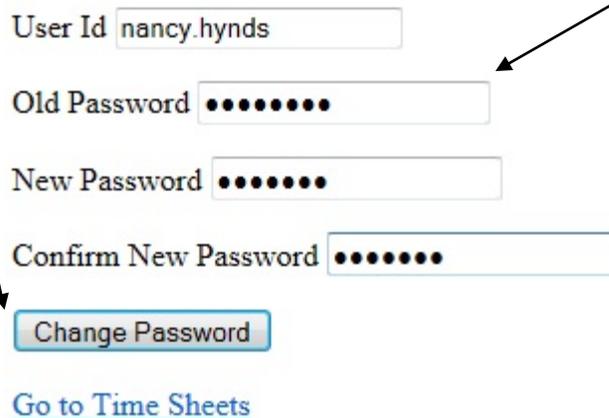
Go to the MVEESC website – www.mvesc.org.

Click on the Employee link on the green menu bar toward the top-right of the page. Choose Timesheet under the Human Resources section.

1. A “Login” screen will appear. Your username is firstname.lastname (i.e., Nancy Hynds would be nancy.hynds).



2. First time users need to type in **changeme** as their password. You will then be prompted to change the password to one of your choice (Your old password is now changeme). Click **Change Password** or press Enter (Your password can be anything you will remember. Capital letters, numbers or symbols are not required).



A **message** at the top of the page should indicate your password has been changed.

→ Password changed

User Id

Old Password

New Password

Confirm New Password

[Go to Time Sheets](#)

3. Click on Go to Timesheets. Login using the password you just created.

Your name should appear in the Staff Name box. Click on **Get Timesheet**, Get Split Time Timesheet or Substitute Teacher Timesheet, whichever is appropriate.

→

Muskingum Valley ESC Timekeeping

Staff Name:

Period Ending:

[Change Password](#)

[Logout](#)

Special Timesheets:

(for working a split day)

(for Substitute teachers)

[Time Sheet Approval](#)

Start and End Time must be entered as a single digit or hour:minute format (i.e. 8, 8:00, or 8:30). Lunch must be entered as minutes only without colons or letters (i.e, 15, 30, 90) except for one hour lunches - they can be entered as 1 (60 is also acceptable).

For questions or issues, please contact Nancy Hynds 740-452-4518 Ext. 135

Enter your Start Time and End Time, verifying AM and PM. If you need to make a change, just click the drop-down arrow and make the switch. Enter the time you took for lunch in minutes (i.e., 30 for a half hour). The system will accept 1 for one hour. **Leave blank if none was taken.**

Muskingum Valley ESC

Payroll Time Sheet

[Main Page](#)

Name: Nancy Hynds

Day	Date	Start Time	End Time	Total Hours	Lunch Time	Net Hour Worked	Comments
Wednesday	11/16/2011	8:00 AM	5:00 PM	9	1	8	
Thursday	11/17/2011	8:00 AM	5:00 PM	9	1	8	
Friday	11/18/2011	8:00 AM	5:00 PM	9	1	8	
Saturday	11/19/2011						
Sunday	11/20/2011						
Monday	11/21/2011						
Tuesday	11/22/2011						
Wednesday	11/23/2011						
Thursday	11/24/2011						
Friday	11/25/2011						
Saturday	11/26/2011						
Sunday	11/27/2011						
Monday	11/28/2011						
Tuesday	11/29/2011						
Wednesday	11/30/2011						
<input type="button" value="Save"/>		<input type="button" value="Email Christine Wagner timesheet is complete"/>		Total Hours Worked		24	<input type="button" value="Print (after save)"/>

Click **Save** in the bottom left **each time you enter information**. **Verify** the time the system calculated. You can go in and out as many times as you like. You can fill your timesheet out every day or at the end of the week, whatever works for you. **Please complete your timesheet by the end of the pay period.**

Monday	11/28/2011	<input type="text"/> AM	<input type="text"/> PM	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	11/29/2011	<input type="text"/> AM	<input type="text"/> PM	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	11/30/2011	<input type="text"/> AM	<input type="text"/> PM	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>		Email Christine Wagner timesheet is complete		Total Hours Worked	24	<input type="button" value="Print (after save)"/>

When all time is complete for that pay period, click to **email supervisor** for approval. Once it has been approved, you will no longer be able to make changes. If you need to make a change after their approval, contact them or one of us in the Fiscal Department. We will remove the approval so you can make changes. Your supervisor will then need to approve the timesheet again.

The timesheet will always be saved in the system, and you will have access to view past timesheets. The system defaults to the current pay period, but you have a choice on the first page to choose a Period Ending date, next to the Get Timesheet button. You also have the option to print at any time at the bottom right of the timesheet.

Please have your timesheets completed at the end of the pay period. If you can't finish it by then, please complete the form ASAP so your supervisor has time to approve the timesheet for the next payroll.

Please logout when you are finished in the system.

If you have questions, contact Nancy Hynds at nancy.hynds@mvesc.org or 740-452-4518, ext. 1135 or Amber Curry at amber.curry@mvesc.org or 740-452-4518, ext. 1116.

Supervisors

You enter the timesheet system the same way. See pages 20 and 21 of this handbook.



Time Sheet Approval

Pay Period Ending: 11/30/2011

[Logout](#)

Shafer Christopher

You should be able to only see the employees you need to approve. A timesheet will only appear if they have started entering information. **Select each person,**

Monday	11/28/2011	<input type="text"/> AM	<input type="text"/> PM				
Tuesday	11/29/2011	<input type="text"/> AM	<input type="text"/> PM				
Wednesday	11/30/2011	<input type="text"/> AM	<input type="text"/> PM				
<input type="button" value="Save"/>		Email Christine Wagner timesheet is complete		Total Hours Worked		24	<input type="button" value="Print (after save)"/>

verify the **total hours** at the bottom of the sheet, and if all looks OK,

Muskingum Valley ESC

[Supervisor List](#)

Payroll Time Sheet - Review Time

Name: cshafer

Day	Date	Start Time	End Time	Start Time 2	End Time 2	Total Hours	Lunch Time	Net Hour Worked	Comments
Wednesday	11/16/2011	11 <input type="text"/> AM	3:30 <input type="text"/> PM	<input type="text"/> PM	<input type="text"/> PM	4.5	<input type="text"/>	4.5	
Thursday	11/17/2011	<input type="text"/> AM	<input type="text"/> PM	<input type="text"/> PM	<input type="text"/> PM		<input type="text"/>		
Friday	11/18/2011	<input type="text"/> AM	<input type="text"/> PM	<input type="text"/> PM	<input type="text"/> PM		<input type="text"/>		
Saturday	11/19/2011	<input type="text"/> AM	<input type="text"/> PM	<input type="text"/> PM	<input type="text"/> PM		<input type="text"/>		

click on the **Approve Timesheet** button at the top. We will do calculations to pay any extra time, if needed, and print the timesheet for payroll records. If anything looks wrong, please contact your employees and ask them to make a correction.

***Revised 4/2016**