

# **BUTLER TECH**

## **Administrative & Non-Association Employee Handbook**

**2018 - 2019**

## Contents

Section I – Employment of Personnel .....	3
Section II - Benefits and Employee Support .....	3
Health, Dental and Vision Insurance.....	3
Butler Health Plan .....	3
Term Life Insurance.....	4
Section 125 Plan .....	4
Section III – Employee Leaves.....	4
Sick Leave.....	4
Sick Leave Attendance Incentive.....	5
Personal Leave.....	5
Vacation.....	5
Jury Duty/Court Appearance/Military Leave .....	6
Professional Leave .....	6
Calamity Days.....	6
Unpaid Leave of Absence.....	6
Family and Medical Leave .....	7
Holidays .....	7
Non-Contract Leave.....	8
Section IV - Professional Development .....	8
Tuition Reimbursement .....	8
Local Professional Development Committee (LPDC) .....	8
Section V - Technology Supplement .....	9
Section VI - Financial .....	9
Pay Periods and Allowable Payroll Deductions.....	9
Hours of Work.....	9
STRS/SERS Pick-Up.....	9
Workers’ Compensation.....	10
Severance Pay .....	10
Ethical Acceptance of Gifts and Use of Corporate Reward Systems .....	10
Section VII - Evaluation.....	10
Section VIII – Personnel Expectations .....	11
Employee Background Check.....	11

Section IX– Employee Compensation System .....	12
Initial assignment.....	13
Movement within a pay grade .....	13
Section X - Board of Education Policies and Administrative Guidelines .....	14
Section XI - Report or Complaint of Discrimination or Harassment .....	14
Section XII – Media Relations .....	14
Section XIII – Education Resource Center .....	14
Section XIV – Salary Schedules.....	15
Effective July 1, 2018 – June 30, 2019.....	15
Section XV - Employee Signature Page.....	17

## Section I – Employment of Personnel

This Handbook applies to administrative and non-association employees. Administrative employees shall be defined as those employees who are issued administrative contracts by the Board of Education. Non-association employees shall be defined as: administrative assistants, clerical, technology, finance and project personnel located in the district administrative offices or other locations exempt by the Master Agreement. All administrative and non-association employees are exempt by the Master Agreement from being members of the Butler Education Association.

The salaries of all full-time administrative and non-association employees shall be determined in accordance with Board of Education adopted policies, with the exception of the salaries of the Chief Executive Officer and the Chief Financial Officer, which shall be set by the Board of Education. The base work year is defined by employee contracts. All other sections of this Handbook not addressed in the individual employment contract shall apply to the Chief Executive Officer and Chief Financial Officer.

## Section II - Benefits and Employee Support

### Health, Dental and Vision Insurance

The Board of Education will pay 88% of health, 90% of dental and 100% vision insurance premiums (single or family plan) for all full-time employees who work an average of 30 hours per week annually. Coverage is effective on the first day of active service. Some changes in an employee's coverage may only occur during open enrollment periods, generally occurring in November. Eligible employees who have elected not to enroll in insurance coverage may not be able to enroll until the open enrollment period. (Policy 4419)

### Butler Health Plan

[www.butlerhealthplan.org](http://www.butlerhealthplan.org)

To enroll: Benelogic Client Services (Employee Portal)

[www.Butlerhealthplan.benelogic.com](http://www.Butlerhealthplan.benelogic.com)

Anthem (Member Services) 1-855-825-1125

[www.anthem.com](http://www.anthem.com)

Express Scripts, Inc. 1-866-275-0044

[www.express-scripts.com](http://www.express-scripts.com)

Delta Dental of Ohio 1-800-524-0149

[www.deltadentaloh.com](http://www.deltadentaloh.com)

Vision Service Plan 1-800-877-7195

[www.vsp.com](http://www.vsp.com)

## Term Life Insurance

The Board of Education will provide \$100,000 of term life insurance for full-time administrators and non-association employees. This provision does not apply to part-time employees as defined in the previous section. All premiums will be paid by the Board of Education.

## Section 125 Plan

The Section 125 Plan allows employees to tax shelter their portion of the health and dental benefit payroll deductions. Additional flexible spending accounts can also be included in the tax shelter opportunity.

## Section III – Employee Leaves

### Sick Leave

Each full-time employee shall be entitled to fifteen (15) days of sick leave with pay per year, which shall be credited at the rate of one and one-fourth days per month for each calendar month under contract. Employees may accumulate sick leave to a maximum of days equal to the employee's yearly contract. New employees who do not have sufficient accumulated sick leave may be advanced up to five (5) sick leave days by permission of the CEO.

Employees who have sick time earned through another Ohio public employment agency may transfer the unused sick leave to Butler Tech by contacting their former employer.

Sick leave may be used for the following reasons: personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others and for absence due to illness, injury or death in the employee's immediate family and special circumstances approved by the CEO. Immediate family as defined for sick leave purposes shall include spouse, children, father, mother, grandparents, grandchildren, stepparents and stepchildren and any person permanently residing in the employee's household in a familial relationship. Immediate family as defined for sick leave purposes due to death shall include, in addition to the relations listed above, an employee's brother, sister, mother-in-law, and father-in-law.

Extended use of sick leave may qualify for Family Medical Leave Act (see section below). Sick leave may be used for FMLA due to pregnancy/childbirth while under a doctor's care and runs concurrently with FMLA eligibility.

Falsification of sick leave information is grounds for suspension or termination under sections 3319.081 and 3319.16 of the Ohio Revised Code. (Policy 4432)

### Sick Leave Attendance Incentive

Full time employees shall qualify for the attendance incentive based on the combined limited and non-use of sick leave. The attendance incentive is as follows:

Total Days of Use	Incentive
0	\$1000
1	\$750
2	\$500

When the total days of use contains a partial day, the total days will be rounded up to the nearest whole number, i.e. 1.5 sick days used will qualify the employee for a \$500 incentive for 2 days used. Employees who work less than regular full time status or are hired after the start of the school year will be eligible for the attendance incentive based on a prorated formula.

### Personal Leave

Each full time employee shall be entitled to three (3) days of personal leave, with pay, per contract year. Such leave shall not accumulate from year to year. Personal leave accrual is based on the employee's full contract year. Unused personal leave days will be converted to sick leave at the end of the fiscal year.

### Vacation

It is the Board's intent to provide vacation time to 260 day employees to provide them time away from work and a work-life balance. Vacation is accrued based on working the full term of an employee contract. It is the intent of the district that employees shall take their vacation and not draw pay in lieu thereof. Vacation must be taken in the calendar year of time earned except that up to a maximum of ten (10) days may be carried over to the next calendar year.

- Note: Effective July 1, 2017, employees who had more than ten vacation days accrued were permitted to maintain that higher amount until/if that balance falls below ten.
- Effective January 1, 2019, employees with vacation balances of more than 10 days as of December 31, 2018 will be paid out at their per diem rate for days over 11+, and will be allowed to carryover a maximum of ten (10) days of vacation thereafter.

Full time non-association employees shall be granted vacation with pay as follows:

<b>Vacation Days:</b>	<b>After:</b>
➤ 5 days	6 months of service
➤ 11 days	1 year of service
➤ 16 days	6 years of service
➤ 21 days	12 years of service
➤ 25 days	20 years of service

Vacation accrual will increase on July 1<sup>st</sup> pursuant to the above schedule in alignment with the contract cycle. New employees may be granted vacation as set forth above based on proof of previous service at an Ohio public agency. In the event of termination, the employee will be entitled to payment of all unused vacation.

### Jury Duty/Court Appearance/Military Leave

All jury service or work-related subpoenas that direct an employee to appear in court are approved absences from work. When an employee is called for jury service or is subpoenaed to appear in any judicial proceeding in which the employee is not a party, the employee shall keep the remuneration received for jury duty and receive regular pay.

Employees shall be entitled to military leave in accordance with applicable state and federal law. (Policy 4430.03)

### Professional Leave

Professional development is encouraged in order for employees to develop increased competencies and should be coordinated with employee's supervisor. Such leave is subject to supervisory pre-approval. Employees who attend professional opportunities shall be reimbursed for the cost of the opportunity based on available professional development funds. Appropriate forms must be completed and approved prior to attending professional opportunities. Reimbursements for meals, lodging, registration and transportation must be accompanied by receipts and follow the guidelines for approved purchases and amounts. Mileage reimbursement is paid by the established IRS rate.

### Calamity Days

In the event of inclement weather, employees shall report to work unless a Level II snow emergency has been declared in Butler County by the Butler County Sherriff's Office. Employees are directed to maintain communication with supervisors, use prudence and caution, and report to work as soon as practicable.

In the event that the district's educational programs are closed due to inclement weather and a Level II snow emergency has not been declared, the workday for employees covered by this Handbook shall be 9:30 a.m. – 3:30 p.m. unless otherwise notified by the Superintendent/CEO. Arrival after this time must be covered by non-contract, vacation or personal leave up to ¾ day (6 hours).

### Unpaid Leave of Absence

Upon written request, the Board of Education may grant a leave of absence without pay for a period of not more than one (1) year for educational, professional or other purposes. Employees granted such leave shall not accrue seniority during the period of the leave, but shall not lose previously accrued seniority. Upon returning the employee shall maintain the same contract status that was held prior to leaving, subject to the current needs of the district. Employee must provide written notification by April 1 indicating intent to return during the year the leave terminates. If no written notification by this date, the district will assume the employee has no intent to return and will assume resignation. Additional, unpaid leaves of absence may qualify under the FMLA. Please see the section below for more information on FMLA.

An employee on extended and approved unpaid leave for any reason shall be entitled to request and receive the right to continue insurance coverage determined by CEO and covered insurance policies. No other compensation or fringe benefits shall be provided. (Policy 4430)

## Family and Medical Leave

The district will provide family and medical leaves of absence to eligible employees who are temporarily unable to work due to one or more of the following reasons:

1. For the birth and/or care of a newborn child of the staff member, within one year of the child's birth;
2. For placement with the employee for a child for adoption or foster care, within one year of the child's placement.
3. To care for the employee's spouse, son, daughter, or parent who has a "serious health condition" (as defined by the Department of Labor);
4. For the employee's own serious health condition that makes the employee unable to perform the essential functions of the employee's job;
5. Due to a "qualifying exigency" (as defined by the Department of Labor) because the eligible employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; and
6. To care for a "covered service member" who has a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

The maximum total amount of time available to an eligible employee for FMLA leave is 12 work weeks during the rolling 12-month period measured forward from the date the employee's first FMLA leave begins or 26 work weeks to care for a covered service member during a single rolling 12-month period.

To be eligible for FMLA leave, employees must have been employed by the District for at least 12 months (need not be consecutive) with at least 1,250 hours worked during the 12-month period immediately preceding the start date of the leave. When the necessity for FMLA leave is foreseeable, the employee must give notice by requesting leave at least 30 days prior to the onset of the leave. If 30 days' notice is not practicable, the employee must give such notice as soon as practicable. In accordance with the Family Medical Leave Act all group health insurance benefits shall be continued to a maximum of 12 weeks, on the same basis as when the employee is actively working. (The complete FMLA Policy and required forms are available in the Human Resources Department and on the Intranet). (Policy 4430.01)

## Holidays

All support service employees receive the following holidays with pay: Labor Day, Thanksgiving, the day after Thanksgiving, the day before Christmas, Christmas, New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day and the Fourth of July. This section does not apply to employees whose contract provides for non-contract leave.

A holiday falling on a Saturday shall be observed on the Friday preceding the holiday. A holiday falling on a Sunday shall be observed on the Monday following the holiday. In order to qualify for pay for holidays not worked, an employee must work the scheduled work day before and the scheduled work day after the holiday unless the employee's absence was excused because of vacation or other approved absence by the CEO. Employees shall be paid for holidays not worked on the basis of the employee's per diem rate.



## Non-Contract Leave

Employees with 230-day (or less) employment contracts are entitled to non-contract leave. The number of non-contract days an employee receives is the difference between the number of work days per year, and the number of days in the employee's contract. In the event a work year is longer than 260 work days, non-association employees with 260-day contracts shall only be required to work 260 days. Unused non-contract days cannot be accumulated from year to year.

Non-contract days are subject to supervisory pre-approval. Scheduling of non-contract days should be determined by what drives your work. This will be different for various roles within the organization. Administrators directly working with students and running a building will be expected to avoid scheduling non-contract days when school is in session.

All employees under this Handbook may "buy" one week or five days of non-contract leave per fiscal year. To elect this option, employees must provide written notice to the Human Resources department and his/her supervisor by May 1 before the start of a new fiscal year. The employee's contract will be Board approved for five less contract days, and salary will also be adjusted accordingly.

## Section IV - Professional Development

### Tuition Reimbursement

Employees shall have available funds for tuition reimbursement for the relevant fiscal year as set forth below:

Support Staff:	\$3,150
Certificated and Administrators:	\$3,500

Tuition reimbursement shall be paid to eligible employees for tuition paid for college courses and job-related professional certifications, not including incidental costs. These reimbursements are paid on a monthly basis. To be eligible, employees must meet the following requirements:

1. Be employed by the District for a minimum of one year.
2. Courses must be submitted to the Innovative Teaching and Learning Coordinator for pre-approval prior to the start date of the course.
3. Complete the course with a grade of at least a "B". Pass/fail or audit courses will not be reimbursed.
4. Employees will only be reimbursed for tuition the employee has paid, and tuition paid through scholarships or grants will not be reimbursed.

Butler Tech adult education courses up to 200 hours in length are available to all employees tuition-free, however, space must be available and employees are responsible for the cost of any applicable fees.

### Local Professional Development Committee (LPDC)

The LPDC is responsible for reviewing and approving individual professional development plans and professional development activities for re-certification and licensure as specified by the Ohio Revised Code. Information related to the LPDC and licensure renewal process is available through the intranet as well as the Innovative Teaching and Learning Department.

## Section V - Technology Supplement

The district may provide a technology stipend for certain positions in the organization for the business related use of cell/mobile phones with/without internet connectivity. This is based on a variety of organizational needs including communication access, accessibility of staff and similar work requirements that benefit the district. Such supplements/stipends are considered taxable income and will be paid according to guidelines and procedures developed by the CEO. All such stipends must be approved by the CEO and may not exceed \$100 per position per month.

## Section VI - Financial

### Pay Periods and Allowable Payroll Deductions

All contracted employees will be paid twenty-four (24) times per year. The pay days will be the same as all employees in the district on the fifth (5) and the twentieth (20) of each month. Direct deposit is required of all employees. Payroll deductions of at least \$10.00 per pay period shall be allowable without charge with each of the following agencies: (Policy 6520)

- State, Federal, Local Income Taxes and Medicare
- Retirement
- Premiums for insurance purchased through the district
- Tax sheltered annuities, provided there is a minimum of five enrollees for any new agency
- United Way contributions
- Credit Union
- Ohio Tuition Credits
- Past service credit for STRS/SERS
- Uniforms

### Hours of Work

Employees are expected to work a 40-hour work week and report their time through the appropriate time sheet form.

Employees pre-approved for and required to work overtime shall be released in the same work week or pay period the number of hours worked overtime. In the event the supervisor determines they cannot be released, the employee shall be paid at time and a half his/her hourly rate for all hours worked over 40 hours/week or 80 hours/pay period.

### STRS/SERS Pick-Up

Employees of a Board of Education contribute to the State Teachers Retirement System (STRS) or the School Employees Retirement System (SERS) in Ohio in lieu of contributing to Federal Social Security. SERS employees contribute 10% and the Board contributes 14% of gross salary per pay on behalf of the employee. STRS employees contribute 14% and the Board contributes 14% of gross salary per pay on behalf of the employee. The Board shall compute and remit all applicable contributions to STRS and SERS based upon annual salaries and any other earned compensation(s).

For Administrative employees the Board picks up and pays 10% of the Administrator's required contributions to the State Teachers Retirement System or the School Employees Retirement System. (Policy 6520)

### Workers' Compensation

In case of employee injury, the injured party shall notify the Assistant Director of Human Resources as well as complete the appropriate report form - Accident or Injury Investigation - available on the Intranet and through Public School Works.

### Severance Pay

Retiring employees shall receive a sum equal to 35% of the employee's accumulated but unused sick leave. The per diem rate is based on placement on the salary schedule at the time of retirement. The employee must file official notification from the retirement system and notify the CFO in writing. (Policy 1415)

Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the employee. Retirement shall mean retirement under one of the State of Ohio Retirement Systems, and an employee who has already retired under one of these systems is not eligible for severance. A death of an employee while in active service shall be deemed to have retired the day prior to death and the severance benefits accrued shall be paid to the employee's family.

### Ethical Acceptance of Gifts and Use of Corporate Reward Systems

Employees shall not solicit, accept or use their position as an employee at Butler Tech to secure a meal, gift or other thing of value if it is provided by someone doing business with or attempting to do business with the district and that gift may have a substantial and improper influence on the employee's performance of duties. Small gifts, like a book, meal at an inexpensive restaurant, a small promotional item or other items of nominal value would not likely rise to the level of having a substantial influence. Multiple small gifts from the same source would not be appropriate.

Additionally, employees may not redeem rewards from corporate rewards programs gained through use of a district credit card or funds. More information is available on the Intranet. (Policy 4214)

## Section VII - Evaluation

Non-Association staff members who are not in the role of administrators shall be evaluated every year in the first three years of their contracts. The evaluation process begins the first day of the employee's work year and continues throughout the contract period and shall be reflective of the total job of the staff member. Non-association support staff members who are awarded a continuing contract after the initial three years shall be evaluated every three years or by specific request of the supervisor based on identified problems/concerns regarding the employee's performance. For further information, refer to the Board Policies and Administrative Guideline Human Resource-Evaluation. (Policy 4220)

Administrators must complete an evaluation each year of their contract, and twice in the final year of a contract. For further information, refer to the Board Policies and Administrative Guideline - Human Resources- Evaluation. (Policy 1530)

## Section VIII – Personnel Expectations

### Employee Background Check

State law requires each new employee to submit to a criminal background check. A fingerprint search by the Ohio Bureau of Criminal Information and Investigation (BCII) and the Federal Bureau of Investigation (FBI) will be conducted on new employees. This requirement includes all substitutes, persons employed on a part-time basis, and regular volunteers who may have care, custody, or control of students. Current State law requires these background checks be conducted for all employees every five (5) years. The Superintendent may employ the person on a provisional basis until the report is received. The cost of the BCI and FBI Fingerprints are \$50.00 if they are conducted at Butler Tech. The cost of the initial background check is the responsibility of the employee. For non-licensed employees, the District will pay for background checks as needed for compliance with state law. Licensed employees are responsible for the cost of background checks required for licensure renewal. (Policy 4121)

### Appearance

Employees should at all times be appropriately dressed and groomed. Staff members who understand this precept and adhere to it enlarge the importance of their task, present an image of dignity, and encourage respect. The following guidelines should be adhered to: be physically clean, neat, and well groomed; dress in a manner consistent with their responsibilities; dress in a manner that communicates to others a pride in personal appearance; dress in a manner that does not cause damage to District property; be groomed in such a way that their dress or hair style does not disrupt the educational process or cause a health or safety hazard. (Policy 4216)

### Drug Free Work Place

The Board of Education believes that quality education and a safe workplace is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which meets the requirements set forth in the Drug-Free Schools and Community Act of 1988. (Policy 4122.01)

### Use of Tobacco

Federal Law prohibits tobacco in all buildings. "Use of tobacco" shall include a cigar, cigarette, pipe, snuff, or any other matter or substance that contain tobacco. The use of tobacco is prohibited in buildings at all times. Such prohibition also applies on school grounds, in all vehicles, and at program-related events. (Policy 7434)

### Weapons

Weapons are not permitted to be carried in Butler Tech owned vehicles. However, handguns in the possession of a person who has a valid concealed handgun license or who is an active duty member of the armed forces are permitted on property if the handgun remains in a personal vehicle with the individual or is left in a locked personal vehicle when the person exits the vehicle. (Policy 7217)

## Section IX– Employee Compensation System

The Butler Tech Administrative and Non-Association Employee Compensation System consists of a set of rational, market-driven, competitive pay grades. Each pay grade allows for compensation gains on the basis of performance, not on tenure.

### Base salary components

The salary schedules encompass seven areas: Administration, Clerical, Administrative Assistant, Finance/EMIS, Technology, Project Staff, and Certified Specialist

1. Administration – Exempt Status
  - Pay Grade 1 - EMS, Paramedic and Fire Coordinators, ITL Coordinator
  - Pay Grade 2 -Satellite Supervisors, Assistant Principals, Assistant Directors, Associate Directors, Assistant Treasurer, Site Supervisors of Bioscience Center, Natural Science Center and School of the Arts
  - Pay Grade 3 - DRL Principal, Directors
  - Pay Grade 4 - Executive Directors
  - Pay Grade 5 - Assistant Superintendent
2. Clerical Staff
  - Receptionist
  - Pay Grade 1 - Basic
  - Pay Grade 2 - Certified
  - Pay Grade 3 - Current Employees Only
3. Administrative Assistants
  - Pay Grade 1 - Senior Administrative Assistants
  - Pay Grade 2 - Executive Administrative Assistant
4. Finance Staff
  - Pay Grade 1 - Accounting Specialist and EMIS Assistant
  - Pay Grade 2 - Credentialed Staff
5. Technology Staff
  - Pay Grade 1 - Basic Technician
  - Pay Grade 2 - Senior Technician
6. Project Staff
  - Pay Grade 1 - Information Analysis & Reporting Coordinator, Recruitment/Outreach Coordinator, Bookkeeper, Digital Content Specialist, Marketing Consultant
  - Pay Grade 2 - Systems Administrator, CDL Range Manager
  - Pay Grade 3 - Systems Engineer, EMIS Coordinator, CDL Training Manager
7. Certified Specialist
  - Pay Grade 1 - ITL Coach, Career Specialist

The Administrator base salary contains five (5) pay grades. Each pay grade is 12% above the previous pay grade and provides for a 30% differential between the highest and lowest performance step.

The Clerical Staff schedule consists of three (3) separate classifications. All newly hired secretaries are placed on Basic level. All Clerical Staff are expected to be proficient in Microsoft Office products. Advancement to Certified level will occur with the passage of Microsoft Office Specialist assessments in Word, Outlook, and Excel and two additional assessments applicable to their job as deemed appropriate by the direct Supervisor, division head and Human Resources OR completion of a comparable professional development plan approved by the direct Supervisor, division head and Human Resources. All exams must be taken in the version of software running on District computers. When a secretary moves to Certified level they will be placed on the step that is closest to but no less than a 6% increase. The increase in pay will become effect on the pay period following Board approval of the increase.

The Administrative Assistant classification consists of two (2) separate classifications. The Senior level is for Administrative Assistants to senior leadership and the CFO Administrative Assistant. The Executive level is for Administrative Assistant to the CEO. All newly hired Administrative Assistants must pass Microsoft Office Specialist assessments in Word, Excel, and Outlook within the first year of employment in order to be competitive with the industry standards. Employees may not study during work time, but may use professional leave to take courses.

The Finance Staff consists of (2) separate classifications. Accounting Specialist & EMIS staff may move to the Credentialed Staff level in the same manner as Clerical Staff move from the Basic to the Certified level. A Finance Staff member may also be placed on the Credentialed Staff level by holding or obtaining a Bachelor's degree in Business, Economics, Finance or Accounting, or related degree as determined by the CFO. At the time the approved certification/degree is achieved, the employee will move to the Step that is closest to but no less than a 6% pay increase.

Technology Staff consists of (2) separate classifications. Basic Technician is for initial employment. The employee will move to Senior Technician at the time an approved certification is achieved per an approved professional development plan. The employee is placed at Step 1 or the nearest step that takes them as close to but no less than a 6% pay increase.

### Initial assignment

Assignment to a particular performance step will initially be determined by the CEO based upon the person's qualifications and salary expectations.

### Movement within a pay grade

Movement within a pay grade will be determined by employee performance. No steps will be automatic because of district tenure. Earning Accomplished or Skilled on the Final Summative Rating will result in an annual move of one (1) performance step. Earning Developing or Ineffective on the Final Summative Rating will result in no movement on the performance step matrix. In the event a performance evaluation is not conducted the employee will automatically receive one (1) performance step.

## Section X - Board of Education Policies and Administrative Guidelines

All procedures and regulations are pursuant to the Board of Education Policies and Senior Leadership approved Administrative Guidelines. These documents can be found on the intranet as well as Board Docs.

## Section XI - Report or Complaint of Discrimination or Harassment

Butler Tech intends to provide a work environment that is free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment or discrimination of any sort whether verbal, physical, electronic or visual will not be tolerated. Any employee who becomes aware of an incident of harassment or discrimination, must immediately report it to one of the Compliance Officers. The following individual(s) is/are designated as the "District's Compliance Officer" (as known as "Civil Rights Coordinators") (hereinafter referred to as the "COs"):

Lori A. Thesken  
Executive Director of Human Resources  
3603 Hamilton-Middletown Road  
Hamilton, OH 45011  
theskenl@butlertech.org  
(513) 645-8240

Tony Huff  
Director of Student Services  
3603 Hamilton-Middletown Road  
Hamilton, OH 45011  
hufft@butlertech.org  
(513) 645-8278

All reports of harassment will be promptly investigated and corrective action will be taken if necessary to appropriately remedy the situation. (Policy 1662)

## Section XII – Media Relations

The Supervisor of School and Public Relations is the main point of contact for the media. All television, radio, newspaper, or other media inquiries regarding district affairs are to be immediately forwarded to the Supervisor of School and Public Relations, who will provide an appropriate and timely response, if necessary, after consultation with involved staff.

## Section XIII – Education Resource Center

Within each of the education sites, the program director, site supervisor or principal is the employee's point of contact for concerns, issues or question arising out of that location. For those employees covered by this Handbook who work in the Educational Resource Center, the Assistant Superintendent shall be the point of contact.

## Section XIV – Salary Schedules

Effective July 1, 2018 – June 30, 2019

3% Increase

Administration - Exempt 230 days										
Pay Grade	Performance Steps									
	1	2	3	4	5	6	7	8	9	
1	69,251	71,560	73,946	76,410	78,957	81,589	84,309	87,119	90,023	
2	77,562	80,147	82,819	85,580	88,431	91,380	94,426	97,573	100,825	
3	86,870	89,765	92,757	95,849	99,044	102,345	105,757	109,282	112,924	
4	97,293	100,536	103,888	107,351	110,929	114,627	118,447	122,396	126,475	
5	108,968	112,602	116,354	120,233	124,241	128,382	132,661	137,083	141,652	
Clerical Staff – 260 days										
Title	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
Receptionist	31,710	32,661	33,641	34,651	35,690	36,760	37,864	39,000	40,169	41,374
Basic	35,234	36,291	37,379	38,501	39,656	40,845	42,071	43,332	44,633	45,972
Certified	42,280	43,548	44,855	46,200	47,587	49,015	50,485	52,000	53,560	55,166
Current Employee Only	49,327	50,807	52,330	53,901	55,518	57,184	58,899	60,665	62,486	64,361
Administrative Assistants - 260 days										
Title	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
Senior Admin	52,850	54,436	56,069	57,751	59,484	61,268	63,106	64,999	66,949	68,957
Executive	56,021	57,702	59,433	61,216	63,052	64,944	66,892	68,899	70,966	73,095



<b>Finance Staff - 260 days</b>										
Title	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
Acct Spec/EMIS	44,853	46,199	47,586	49,014	50,483	51,998	53,557	55,164	56,820	58,523
Credentialed	48,891	50,357	51,868	53,424	55,026	56,678	58,378	60,129	61,933	63,791
<b>Technology Staff - 230 days</b>										
Title	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
Basic	44,856	48,388	49,839	51,335	52,874	54,460	56,094	57,777	59,510	61,296
Senior	56,373	58,064	59,806	61,601	63,449	65,353	67,313	69,332	71,412	73,555
<b>Project Staff - 230 days</b>										
Pay Grade	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	58,723	60,485	62,298	64,167	66,093	68,076	70,117	72,221	74,388	76,619
2	64,595	66,532	68,528	70,584	72,702	74,883	77,130	79,443	81,826	84,281
3	67,824	69,859	71,954	74,113	76,337	78,628	80,986	83,415	85,918	88,496
4	74,607	76,845	79,151	81,525	83,971	86,490	89,085	91,757	94,509	97,345
<b>Certified Specialist - 190 days</b>										
Title	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	60,822	63,407	66,101	68,910	71,839	74,892	78,075	81,394	84,852	88,458

## Section XV - Employee Signature Page

**This employee handbook is for those employees who fall into the categories of non-association employees who are administration, clerical staff, finance, technology or project.**

### Equal Employment Opportunity

It is the policy of the Board of Education that no professional staff member or candidate for such a position in this district shall, on the basis of race, color, religion, national origin, age, gender, pregnancy, disability, genetic information, military status, or other classes protected by local, state, or federal law, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

### Ohio Fraud Reporting System

The Auditor of the State of Ohio has established a reporting system whereby public employees can file complaints of fraud and misuse of public funds by public offices or officials. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website or through United States mail. The contact information of the Auditor of State for fraud reporting is:

Telephone: 1-866-FRAUD OH (1-866-972-8364)  
Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)  
U.S. Mail: Ohio Auditor of State's Office Special Investigations Unit  
88 East Broad Street  
P.O. Box 1140  
Columbus, Ohio 43215

Employees who file a complaint with the new fraud-reporting system receive some protections under Section 124.341 of the Revised Code. If a classified or unclassified employee becomes aware of a situation and reports it to the Auditor of State's fraud-reporting system, the employee is protected against certain retaliatory or disciplinary actions. If retaliatory or disciplinary action is taken against the employee, the employee has the right to appeal with the State Personnel Board of Review.

### Employer Notification

Employees receive the Butler Tech Administrative and Non-Association Employee Handbook for each year through PublicSchool Works. Completion of the associated training reflects that you are personally responsible for reading the contents of this handbook.

*Board of Education Approved July 17, 2018*