



**Part Time
&
Adult Education Adjunct Instructors
Employee Handbook**

2019 - 2020

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Section I - Applicability

This Handbook applies to Part Time, Casual/As Needed employees, Non-Association Part-Time employees, and Adult Education Adjunct Instructors. All employees in this category are issued limited Part-Time or Casual/As Needed employment contracts by the Board of Education annually.

Casual/As Needed employees are those who perform work on a temporary or seasonal basis, or who perform a job or task that is not needed on a regular basis. An example would be Adult Education Adjunct Instructors who teach short term programs.

Part-Time employees are those who work on average less than 30 hours per week. An example would be Adult Education Adjunct Instructors who teach CDL programs.

Section II – Assignments, Compensation and Benefits

Assignments

Butler Tech is proud to offer a variety of programs taught by industry experts, and Adjunct Instructors are hired based on their area of specialty. Program Directors assign staff to specific classes based on enrollment, program hours of operation, and are subject to change. No Adjunct Instructor will be assigned to work more than 30 hours per week.

Adjunct Instructors will be approved and paid for 30 minutes of on-site planning time for each 4 hours of classroom delivery. Time must be reported on the appropriate timesheet and approved by program supervisor in order to be paid.

Compensation

The pay rates of Casual, Non-Association Part-Time employees and Adult Education Adjunct Instructors shall be determined in accordance with Board of Education policies and based on experience and educational background. The contract work period is defined by employee contracts, and the schedule is established by the supervisor of each program.

Health, Dental and Vision Insurance

Part-Time and Casual/As Needed employees are generally not eligible for benefits. Part-Time employees may be eligible to purchase benefits by paying 100% of the cost. Please see a member of the Human Resources Department for information.

Section III - Leaves

Sick Leave

Sick leave benefits are specifically designed for full time employees. Casual and Part Time employees are not eligible for use of the sick leave benefit, however, pursuant to FLSA, sick leave will *accrue* at a rate of 4.6 hours for every 80 hours worked. Accrued sick leave may be transferred to another Ohio employer at the end of employment with Butler Tech, or when the employee is hired full time.

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

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 Sheriff's Office or the educational program has been closed, in which event the employee will not receive pay. Employees are directed to maintain communication with supervisors, use prudence and caution, and report to work as soon as practicable.

Family and Medical Leave

An employee may be eligible for unpaid family and medical leaves of absences for the following reasons:

- For the birth of a son or daughter of the employee and to care for the newborn child;
- For placement of a son or daughter with the employee for adoption or foster care. Newborn or placement leaves are not available beyond 12 months from the date of birth or placement;
- To care for the employee's spouse, son, daughter, or parent who has a "serious health condition" (as defined by the Department of Labor);
- For the employee's own serious health condition that makes the employee unable to work at all or makes him unable to perform any one of the essential functions of the employee's job;
- 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
- 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.

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.

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.

If you meet these eligibility requirements and have a need for qualifying leave, please contact the Human Resources Department for applicable forms and policies.

Section IV - Professional Development

Professional development funds available for part-time and casual staff shall be determined at the program level. Employees are expected to participate in professional development as directed by the supervisor.

Local Professional Development Committee (LPDC)

This section only applies to those who hold professional teaching licenses through ODE, not Adult Education Permits.

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. Part-time and casual staff may utilize the Butler Tech LPDC for renewing and approving IPDP for licensure purposes. Information related to the LPDC and licensure renewal process is available through the ITL Department or the Human Resources Department.

Section V - Financial

Pay Periods and Allowable Payroll Deductions

All casual, part-time and Adult Education Adjunct Instructors must complete time sheets to receive pay. Adult Education Adjunct Instructors are required to enter their time in the on-line system. Other employees may use the paper time sheet unless directed otherwise. 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:

- State, Federal, Local Income Taxes and Medicare
- Retirement (STRS 14% or SERS 10%)
- Premiums for insurance purchased through the district if available
- 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

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 BTConnect and through Public School Works.

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. *Refer to Board Policy 3214.*

Section VI – Employment Contract and Evaluation

Every employee will be approved by the Board of Education and will receive a written employment contract that outlines the contract year, position, and salary. The contract terms are not a guarantee of work, and are required to meet statutory requirements. Part-time employees and Adult Education Adjunct Instructors will be evaluated informally, and may be formally evaluated at the discretion of the program supervisor. 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. Applicable evaluation forms may be obtained from your supervisor, and are based off the evaluation forms for full-time employees.

Section VII - Board of Education Policies & Administrative Guidelines

All procedures and regulations are pursuant to the Board of Education Policies and approved Administrative Guidelines. These documents can be found on BoardDocs.

Section VIII - 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
Fairfield Twp., OH 45011
theskenl@butlertech.org
(513) 645-8240

Tony Huff
Director of Student Services
3603 Hamilton-Middletown Road
Fairfield Twp., 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 IX – Personnel Expectations

Employee Background Check

At time of employment and prior to teaching in a classroom a background check is conducted. BCI and FBI Fingerprints are required by law to be conducted every five (5) years or at time of license renewal. 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.

Licensure Requirements for Adjunct Instructors

Adjunct Instructors are required to hold an active Adult Education Teaching Permit issued by the Ohio Department of Education. Permits are issued to teach at Butler Tech, and for specific programs/courses. Individual instructors are required to apply for and renew permits in order to obtain Board of Education approval to teach and be compensated. Permits are may be requested for a one (1) year or four (4) year period. For information, visit the ODE website for [Adult Education Permits](#).

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 X – Media Relations

The Public Relations Coordinator, AJ Huff, 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 Public Relations Coordinator, who will provide an appropriate and timely response, if necessary, after consultation with involved staff.

Section XI – Program Point of Contact

Within each of the education sites, the program director, site supervisor or principal is the employee’s point of contact for concerns, issues or questions 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 XII- Employee Signature Page

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
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.

Board of Education Approval June 18, 2019

Employer Notification

The said employee has received the Butler Tech Part Time Employee Handbook for the contract year 2019-2020. Your signature reflects that you are personally responsible for reading the contents of this handbook.

Employee Signature _____ Date _____

Printed Name _____

Please sign and return this page to the Human Resources Department.

Thank you and welcome to Butler Tech!