



# **Non-Association Employee Handbook**

**2021 - 2022**

## Table of 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.....	3
Section 125 Plan .....	4
Section III – Employee Leaves.....	4
Sick Leave.....	4
Personal Leave.....	4
Vacation.....	5
Jury Duty/Court Appearance/Military Leave .....	5
Professional Development.....	5
Calamity Days.....	5
Unpaid Leave of Absence.....	6
Holidays .....	7
Non-Contract Leave.....	7
Section IV – Training and Professional Development.....	8
Tuition Reimbursement .....	8
Local Professional Development Committee (LPDC) .....	8
Section V - Technology Supplement .....	8
Section VI - Financial .....	9
Pay Periods and Allowable Payroll Deductions.....	9
Hours of Work.....	9
STRS/SERS Pick-Up.....	9
Workers’ Compensation.....	9
Severance Pay .....	10
Ethical Acceptance of Gifts and Use of Corporate Reward Systems .....	10
Section VII – Employment Contracts and Evaluation .....	10
Section VIII – Personnel Expectations .....	10
Employee Background Check.....	10
Section IX– Employee Compensation System .....	11
Initial assignment.....	13
Movement within a pay grade .....	13
Section X - Board of Education Policies and Administrative Guidelines .....	13

Section XI - Report or Complaint of Discrimination or Harassment .....	13
Section XII – Media Relations .....	14
Section XIII – Central Office .....	14
<p>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 Central Office, the Assistant Superintendent shall be the point of contact. .</p>	
Section XIV - Employee Signature Page.....	14
Section XV – Salary Schedules.....	16

## 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, adult education, 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 non-association employees. 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.

## Employee Assistance Program (EAP)

All employees and members of their household are eligible for this employer paid benefit that provides solutions to help balance work and life through confidential and easily accessible services. Contact Anthem EAP at [www.anthemead.com](http://www.anthemead.com) or 800-865-1044. Use the company code: Butler Tech

## 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 260 days. New employees who do not have sufficient accumulated sick leave may be advanced up to five (5) sick leave days by permission of the Superintendent/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)

### Personal Leave

Each full-time employee shall be entitled to three (3) days of personal leave, with pay, per contract year; employees hired mid-year will be entitled to prorated leave. Such leave shall not accumulate from year to 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. 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 contract year of time earned except that up to a maximum of ten (10) days may be carried over to the next contract year.

During the first year of employment, employees will accrue vacation leave at the rate of .917 days per month. Beginning the first day of the employee's second contract year and every year thereafter, the employee's entire yearly allotment of vacation days will be credited. If an employee should leave the employment of the Board either voluntarily or involuntarily, the employee shall be required to reimburse the Board the value of any vacation days utilized and paid to the employee that he/she did not otherwise accrue as a result of the employee's time of service with the Board.

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

<b>Vacation Days:</b>	<b>After:</b>
➤ 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. In the event of resignation for the purpose of retirement effective June 30, the maximum payout will be up to 10 days of vacation if unused (carried over).

## 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 submit to the Treasurer's Office the payment 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 Development

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 at the established IRS rate. The Innovative Teaching and Learning Coordinator in the Central Office will provide assistance.

## 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  $\frac{3}{4}$  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, and up to two (2) years for medical reasons. 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. Additionally, 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 be adjusted accordingly.

## Reporting Time Off

Employees contracted to work less than 260 should provide a planning calendar to their supervisor outlining the intended work days during the contract period based on the needs of the position. All employees must report leave time in the web-based system within 48 hours of absence for approval and subsequent submission to the payroll office. Non-exempt employees also complete a bi-weekly timesheet per the pay periods outlined by the Treasurer's Office.



## Section IV – Training and Professional Development

Required staff training is provided through an on-line system, PublicSchool Works. Training modules are assigned upon employment and throughout the course of employment based on the employee’s position and board policy.

Professional development is encouraged and should align with responsibilities as well as personal and professional goals. Professional development may include conferences, trainings, professional associations, and coursework

### Tuition Reimbursement

Employees shall have access to 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 – Employment Contracts 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. Administrators will be issued an initial contract of no more than two (2) years; subsequent contracts are based on evaluations and at the discretion and recommendation of the superintendent. Non-licensed employees will be issued contracts according to state law; the first contract will be up to one year; subsequent contracts will follow the pattern of two (year), two (2) year, two (2) year, then continuing.

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 staff members who are not in the role of administrators shall be evaluated every year in the first three years of their contracts; members will then be evaluated in the final year of their contract. Non-association support staff members who are awarded a continuing contract shall be evaluated every three years or by specific request of the supervisor. 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

1. Administration – Exempt Status
  - Pay Grade 1 – Coordinator
  - Pay Grade 2 – Assistant Director; Assistant Principal; Associate Director; Assistant Treasurer; Satellite Supervisor; Site Supervisor; Supervisor; Project Life Replication Coordinator; Innovative Teaching and Learning Coordinator

- Pay Grade 3 – Director
  - Pay Grade 4 – Executive Director
  - Pay Grade 5 – Assistant Superintendent
2. Clerical Staff
    - Receptionist
    - Basic Secretary
    - Certified Secretary
    - Current Employees Only – Grandfathered Staff
  
  3. Administrative Support Staff
    - Pay Grade 1 – Multimedia Designer
    - Pay Grade 2 – Administrative Assistant; Transportation Coordinator, Executive Support Specialist
  
  4. Finance Staff
    - Accounting Specialist; EMIS Assistant
    - Credentialed Staff
    - Payroll Specialist
  
  5. Technology Staff
    - Basic Technician
    - Senior Technician
  
  6. Project Staff
    - Pay Grade 1 – Recruitment Coordinator; Recruitment & Retention Coordinator; EMS Clinical Coordinator; Peace Officer Academy Commander
    - Pay Grade 2 – Information Analysis & Reporting Coordinator; Marketing Coordinator; Public Relations Coordinator; CDL Range Manager; Batavia Testing Site Coordinator; Paramedic Coordinator; Workforce Development Strategist
    - Pay Grade 3 – Systems Administrator; EMIS Coordinator; CDL Training Manager; Student Services Coordinator; Adult Education Fiscal Coordinator;
    - Pay Grade 4 – Systems Engineer
  
  7. Certified Staff
    - Pay Grade 1 – Instructor – Initial placement
    - Pay Grade 2 – Instructor – Masters and/or +10 years
    - Pay Grade 3 – ITL Coach; Career Specialist; Career Strategist; Secondary Coordinator

The Clerical Staff: 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 completion of a professional development plan approved by the direct Supervisor, ITL (PD) Coordinator, and Human Resources. The professional development plan must include goals appropriate to the position and include a minimum of 80 hours of professional development activities. When a secretary moves to the 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 effective on the pay period following Board approval of the increase.

Administrative Support Staff: All newly hired Administrative Support Staff are expected to be proficient in Microsoft Office products.

The Finance Staff: 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. The increase in pay will become effective on the pay period following Board approval of the increase.

Technology Staff: Newly hired Technology Specialists are placed on the Basic schedule upon initial employment. The employee will move to Senior 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.

Certified Staff: Instructors are placed on Pay Grade 1 or Pay Grade 2 based on education level, experience and labor market forces.

### 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 website and BoardDocs.

## 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  
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 XII – Media Relations

The Public Relations Coordinator 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 at [huffa@butlertech.org](mailto:huffa@butlertech.org) who will provide an appropriate and timely response, if necessary, after consultation with involved staff.

## Section XIII – Central Office

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 Central Office, the Assistant Superintendent shall be the point of contact.

## Section XIV - 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. (Policy 1422, 3122, 4122)

### 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 Non-Association Employee Handbook each year through Public School Works. Completion of the associated training reflects that you are personally responsible for reading the contents of this handbook.

*Board of Education approval date: June 15, 2021*



## Section XV – Salary Schedules

Effective July 1, 2021 – June 30, 2022 (3% Increase)

Administration - Exempt 230 days										
Pay Grade	Performance Steps									
	1	2	3	4	5	6	7	8	9	
1	75,673	78,196	80,802	83,496	86,279	89,154	92,126	95,198	98,370	
2	84,755	87,579	90,499	93,515	96,632	99,853	103,182	106,620	110,173	
3	94,925	98,089	101,357	104,738	108,227	111,834	115,564	119,416	123,395	
4	106,315	109,859	113,520	117,306	121,216	125,256	129,431	133,746	138,202	
5	119,072	123,043	127,143	131,382	135,761	140,286	144,962	149,795	154,787	
Clerical Staff – 260 days										
Title	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
Receptionist	34,651	35,690	36,761	37,865	38,999	40,169	41,374	42,616	43,893	45,210
Basic	38,501	39,656	40,845	42,071	43,333	44,632	45,972	47,350	48,722	50,235
Certified	46,200	47,586	49,014	50,484	51,999	53,560	55,167	56,822	58,526	60,282
Current Employee Only	53,900	55,518	57,183	58,900	60,665	62,486	64,361	66,291	68,281	70,328
Administrative Support Staff- 260 days										
Pay Grade	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	43,249	44,547	45,883	47,259	48,677	50,138	51,642	53,191	54,787	56,430
2	57,750	59,484	61,269	63,107	64,999	66,949	68,957	71,026	73,158	75,352

<b>Finance Staff - 260 days</b>										
Title	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
Acct Spec/EMIS	49,012	50,483	51,997	53,559	55,164	56,820	58,524	60,280	62,088	63,950
Credentialed	53,424	55,026	56,679	58,377	60,127	61,933	63,791	65,704	67,676	69,706
Payroll	58,233	59,979	61,778	63,631	65,539	67,507	69,532	71,618	73,767	75,980
<b>Technology Staff - 230 days</b>										
Pay Grade	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	49,016	52,874	54,460	56,095	57,777	59,510	61,295	63,134	65,028	66,979
2	61,600	63,448	65,351	67,313	69,333	71,412	73,554	75,761	78,035	80,376
<b>Project Staff - 230 days</b>										
Pay Grade	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	64,169	66,094	68,075	70,117	72,222	74,389	76,620	78,918	81,287	83,725
2	70,585	72,702	74,883	77,128	79,443	81,826	84,281	86,810	89,413	92,096
3	74,114	76,337	78,626	80,986	83,416	85,918	88,496	91,151	93,886	96,703
4	81,525	83,972	86,490	89,085	91,758	94,511	97,345	100,265	103,272	106,371
<b>Certified- 190 days</b>										
Pay Grade	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	45,897	47,863	49,842	51,816	54,308	55,764	57,737	59,707	61,682	63,656
2	65,635	67,605	69,580	71,549	73,521	73,521	73,521	73,521	77,470	77,470
3	66,462	69,286	72,231	75,299	78,500	81,837	85,315	88,942	92,721	96,660