



Non-Association Employee Handbook

2024-2025

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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

To enroll: Benelogic Client Services (Employee Portal) www.Butlerhealthplan.benelogic.com

Anthem (Member Services) 855-825-1125 www.anthem.com	Custom Design Benefits 513-598-2929; 800-598-2929 www.CustomDesignBenefits.com	Express Scripts, Inc. 866-275-0044 www.express-scripts.com
Delta Dental of Ohio 800-524-0149 www.deltadentaloh.com	Vision Service Plan 800-877-7195 www.vsp.com	Butler Advantage – My Premise Health 513-896-2398 www.mypremisehealth.com

Term Life Insurance

The Board of Education will provide \$100,000 of term life insurance for full-time non-association employees. (Reduced for employees over age 70 per provider policy). 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.anthemeap.com or 800-865-1044. Use the company code: Butler Tech

Section III – Employee Leaves

All employees who work less than 260 days are required to submit an annual planning calendar for the next fiscal year with anticipated non-contract, approved by the supervisor, no later than June 1 of each year.

Sick Leave

Each full-time employee shall accrue 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 Leave

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.

Employees will accrue vacation leave at the rate of .917 days per month until they complete a full year of employment (or the per month equivalent based on the schedule below). Beginning the first day of the employee's second full 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:

Vacation Days:	After:
➤ 11 days	1 year of service
➤ 16 days	6 years of service
➤ 21 days	12 years of service
➤ 25 days	20 years of service Or Admin Grade 4 and 5

Vacation accrual will increase on July 1st 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 days earned through the termination date. 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). In the event a 260-day administrator is unable to use vacation due to business demand, the administrator may request payment in lieu of vacation for up to five (5) days per fiscal year.

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 shall receive his/her regular pay.

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

Professional Development 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. Staff will receive a 'per diem' allowance for meals when attending such leave and are, therefore, not required to submit receipts. Reimbursements for lodging, registration and transportation must be accompanied by receipts and must 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. if notified by the Superintendent/CEO.

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. Premiums for insurance coverage will be paid 100% by employee on leave. No other compensation or fringe benefits shall be provided. (Policy 3430)

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 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 employees who work 260 contract days 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, Juneteenth, and Fourth of July.

This section does not apply to employees whose contract provides for traditional non-contract leave. Employees with 230 or fewer contracted workdays do not receive paid holidays. Designated holidays must be taken as non-contract time. Work on a designated holiday should occur only if it is driven by a business need and with supervisor approval.

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 workday before and the scheduled workday 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 based on 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 workdays, 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 days will provide a planning calendar to their supervisor outlining the intended workdays 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” or “Pass”. 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 employees tuition-free, however, space must be available and employees are responsible for the cost of any applicable fees. (Effective January 1, 2024).

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. New employees should contact the LPDC chairperson immediately upon hire to initiate the renewal process. Employees exiting the district should contact the LPDC prior to leaving.

Section V - Technology Stipend

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 per policy
- 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. Sick, personal, vacation leave and holidays are not included as 'hours worked' when computing overtime.

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. The pick-up provision (pickup on the pickup) will be considered compensation for the purpose of calculating retirement benefits. (Policy 6520)

Workers' Compensation

In case of employee injury, the injured party shall immediately notify the Assistant Director of Human Resources as well as complete the appropriate report form - Accident or Injury Investigation - available 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 estate.

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 website. (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 support 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.

During the first 90 calendar days of initial employment non-licensed support employees shall be employed on a probationary basis and may be released from employment by Butler Tech without cause and without recourse through any process provided for in R.C. 3319.081, or through any other

legal process provided by state or federal law. Employment is governed by and subject to R.C. 3319.081 and this probationary period is different than what is provided for in R.C. 3319.081. Should the employee be retained beyond the 90-day probationary period, the effective date of employment is the beginning of this contract.

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. The District will pay for ongoing background checks as needed for licensure and compliance with state law. (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, e-cigarette/vape, 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. Pay grades allows for compensation gains on the basis of performance, academic achievement, and not on tenure.

Initial Assignment

Assignment to a particular performance step will initially be determined by the CEO based upon qualifications, salary expectations, and similarly-situated employees and are not specifically equivalent to years of service.

Positions within each Pay Grade:

1. **Administration** – Exempt Status

- Pay Grade 1
 - Coordinator
- Pay Grade 2
 - Assistant Director;
 - Assistant Principal;
 - Assistant Treasurer of Adult Education;
 - Associate Director;
 - Innovative Teaching and Learning Coordinator;
 - IT Infrastructure Manager;
 - Project Coordinator;
 - Project Life Replication Coordinator;
 - Supervisor
- Pay Grade 3
 - Dean of Healthcare Programs;
 - Director of Accountability & Assessment;
 - Director of Finance;
 - Director of Student Services;
 - Director of Property Services;
 - Principal;
 - Secondary Coordinator
- Pay Grade 4
 - Executive Director;
 - Fairfield Township Campus Director
- Pay Grade 5
 - Assistant Superintendent

2. **Classified Support Staff** – Non-Exempt
 - Pay Grade 1 - Receptionist
 - Pay Grade 2 - Basic – Entry Level Secretary; Marketing Specialist
 - Pay Grade 3 - Certified – Credentialed Secretary

3. **Administrative Support Staff** – Non-Exempt
 - Pay Grade 1
 - Multimedia Designer;
 - Career Awareness Specialist
 - Pay Grade 2
 - Administrative Assistant;
 - Financial Aide & Accreditation Liaison

4. **Finance Staff** – Non-Exempt
 - Pay Grade 1 - Accounting Specialist; EMIS Assistant; Fiscal Specialist
 - Pay Grade 2 - Credentialed Staff
 - Pay Grade 3 – Payroll Specialist
 - Pay Grade 4 – Lead Payroll Specialist

5. **Technology Staff** – Non-Exempt
 - Pay Grade 1 – Entry Level Technician
 - Pay Grade 2 – Basic Technician
 - Pay Grade 3 - Senior Technician
 - Pay Grade 4 - IT Technical Lead

6. **Project Staff** – Exempt Status
 - Pay Grade 1
 - Career Awareness Coordinator;
 - Entrepreneurship Coordinator;
 - Healthcare Clinical Coordinator;
 - Industrial Welding Instructional Coordinator;
 - Peace Officer Academy Commander;
 - Recruitment & Retention Coordinator-AE;
 - Welding Instructional Coordinator
 - Pay Grade 2
 - EMIS Coordinator;
 - EMS Clinical Coordinator;
 - EMT Coordinator;
 - Public Relations Coordinator;
 - Robotics and Automation Instructional Coordinator;
 - Secondary Enrollment Specialist;
 - Systems Coordinator
 - Pay Grade 3
 - Career Strategist;
 - CDL Training Manager;
 - EMS/Paramedic Coordinator;
 - Student Services Coordinator;
 - Systems Administrator;
 - Transportation Testing & Training Coordinator

- Pay Grade 4 – Adult Education Fiscal Coordinator; Systems Architect

7. Certified Staff – Exempt Status

- Pay Grade 1 – Instructor – Initial placement
- Pay Grade 2 – Instructor – Masters and/or +10 years
- Pay Grade 3 – ITL Coach; Programming Coordinator; Project LIFE Replication Specialist

8. Bus/Van Driver – Non-Exempt

- Non-Association Bus/Van Driver

9. Adult Education Transportation Staff

- Pay Grade 1: Class D Driving Instructor
- Pay Grade 2: Driving Examiner (SERS)
- Pay Grade 3: CDL Instructor (STRS); CDL Instructor/Examiner (STRS)

The Classified Support Staff: All newly hired secretaries are placed on Pay Grade 2, the 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, completed outside the workday.
- When a secretary moves to the Certified level they will be placed on the step that is closest to a 6% increase.
- The increase in pay will become effective on the pay period following Board approval of the increase.

The Finance Staff: Newly hired Finance Staff are placed on Pay Grade 1; a new employee may be placed on the Credentialed Staff level by holding a bachelor's degree in business, Economics, Finance or Accounting, or related degree or similar credential as determined by the CFO.

- Advancement to Credentialed 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 attainment of a bachelor's degree or equivalent professional development activities.
- When staff move to the Credentialed level they will be placed on the step that is closest to a 6% 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 Pay Grade 1, the Entry level; or Pay Grade 2, the Basic level, based on the following criteria:

- Pay Grade 1:
 - Hold or obtain A+ and Vendor Self-maintainer certification (proprietary) in first year.
- Pay Grade 2:
 - Hold current (1) above or achieve and/or renew within first 3 months;
 - Hold Net+; a security certification (Sec+, CISSP, etc.); and

- At least 30 hours of customer service training or acceptable equivalent combination of education and experience; and
 - Ability to operate fully independent.
- Advancement to Pay Grade 2 requires the following criteria:
 - Attain Grade 2 criteria above and be employed a minimum of one year.
 - Advancement to Pay Grade 3 requires the following criteria and the recommendation of the supervisor and approval of the Superintendent/CEO:
 - Attained Grade 1 and Grade 2 (above);
 - 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 attainment of a combination of the following: bachelor's degree; Professional Management Professional (PMP); other approved certification demonstrating ability to manage projects and people; 90+ hours continuing education in comparable field; as approved by supervisor and HR.
 - Pay Grade 4 – IT Technical Lead – Staff recommended by the supervisor as the lead in a specific facet of the department with the approval of the Superintendent/CEO.
 - When staff move to a new Pay Grade, they will be placed on the step that is closest to a 6% increase at the beginning of the next contract year.

Certified Staff: Instructors are placed on Pay Grade 1 or Pay Grade 2 based on education level, experience and labor market forces. Employees on Pay Grade 3 are placed based on education level, experience and labor market forces.

Transportation Staff: Newly hired Transportation Staff are placed on the Pay Grade depending upon which Class (A or D), capacity in which they are serving (Instructor and/or Examiner), and licensure requirements.

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 (or similar performance indicator) will result in an annual move of one (1) performance step. Earning Developing or Ineffective on the Final Summative Rating (or similar performance indicator) 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
3605 Hamilton-Middletown Road
Fairfield Twp., OH 45011
theskenl@butlertech.org
(513) 645-8240

Tony Huff
Director of Student Services
3605 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 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
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: April 16, 2024

Section XV – Salary Schedules

Effective July 1, 2024 – June 30, 2025

Administration - 230 days										
Pay Grade	Performance Steps									
	1	2	3	4	5	6	7	8	9	
1	81,889	84,620	87,440	90,355	93,366	96,478	99,694	103,018	106,450	
2	91,717	94,773	97,933	101,196	104,569	108,056	111,657	115,378	119,233	
3	102,722	106,147	109,683	113,341	117,118	121,021	125,057	129,225	133,531	
Pay Grade	Administration – 260 days									
4	113,931	117,728	121,652	125,709	129,899	134,229	138,704	143,328	148,102	
5	127,601	131,858	136,251	140,794	145,486	150,336	155,347	160,526	165,876	
Classified Support Staff – 260 days										
Title	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	37,498	38,622	39,781	40,975	42,202	43,468	44,772	46,116	47,499	48,923
2	41,663	42,914	44,200	45,526	46,893	48,298	49,748	51,240	52,778	54,362
3	49,995	51,495	53,040	54,631	56,270	57,960	59,699	61,490	63,334	65,233
Administrative Support Staff- 260 days										
Pay Grade	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	46,802	48,206	49,651	51,141	52,675	54,256	55,884	57,561	59,288	61,065
2	62,494	64,371	66,302	68,291	70,339	72,448	74,622	76,861	79,168	81,542

Finance Staff - 260 days										
Title	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	54,097	55,718	57,390	59,112	60,884	62,712	64,593	66,531	68,528	70,583
2	58,968	60,735	62,557	64,434	66,366	68,358	70,409	72,522	74,698	76,938
3	64,277	66,203	68,190	70,236	72,341	74,513	76,748	79,051	81,424	83,865
4	67,491	69,513	71,599	73,747	75,958	78,238	80,585	83,004	85,495	88,058
Technology Staff - 230 days										
Pay Grade	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	37,129	40,053	41,253	42,492	43,766	45,079	46,431	47,824	49,258	50,737
2	53,042	57,218	58,933	60,703	62,523	64,398	66,330	68,320	70,369	72,481
3	66,660	68,660	70,720	72,842	75,028	77,278	79,596	81,985	84,445	86,978
4	76,384	78,674	81,033	83,464	85,969	88,548	91,203	93,940	96,757	99,661
Project Staff - 230 days										
Pay Grade	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	69,440	71,523	73,667	75,878	78,155	80,500	82,914	85,401	87,964	90,603
2	76,384	78,674	81,033	83,464	85,969	88,548	91,203	93,940	96,757	99,661
3	80,201	82,608	85,085	87,639	90,268	92,976	95,766	98,639	101,599	104,646
4	88,222	90,869	93,595	96,403	99,296	102,275	105,341	108,501	111,755	115,109
Certified- 190 days										
Pay Grade	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	49,667	51,794	53,936	56,072	58,268	60,345	62,480	64,611	66,748	68,885
2	71,026	73,158	75,295	77,425	79,561	79,561	79,561	79,561	83,834	83,834
3	71,921	74,978	78,164	81,484	84,948	88,559	92,323	96,248	100,338	104,600

Bus/Van Driver – 190 days										
Pay Grade	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	31,285	32,190	33,095	33,950	34,805	35,710	36,614	37,503	39,263	41,023
Hourly	\$20.58	\$21.18	\$21.77	\$22.34	\$22.90	\$23.49	\$24.09	\$24.67	\$25.83	\$26.99
Adult Education Transportation Staff – 260 days										
Title	Performance Steps									
	1	2	3	4	5	6	7	8	9	10
1	46,802	48,206	49,651	51,141	52,675	54,256	55,884	57,561	59,288	61,065
2	53,040	54,631	56,270	57,959	59,698	61,489	63,334	65,233	67,191	69,207
3	55,161	56,817	58,521	60,277	62,085	63,949	65,867	67,843	69,878	71,976