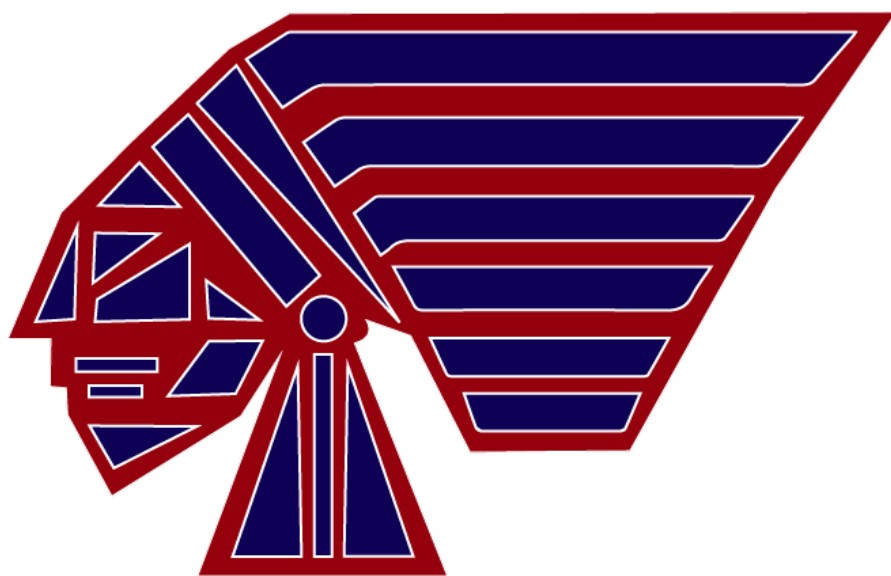


# PIQUA CITY SCHOOLS



## STAFF HANDBOOK

2024 – 2025

## PIQUA CITY SCHOOLS

Welcome to the Piqua City Schools. We are happy to have you join our Staff. Each person is a very valuable part of our school system team and we appreciate your conscientious efforts to serve our students in a quality manner.

This handbook is intended to help you become familiar with the many benefits of becoming a Piqua City Schools' employee. The handbook is not all-inclusive and is subject to future revisions. Please retain your handbook for reference and for updating as new items or revisions become available.

Thank you,

Anthony Lyons  
Assistant Superintendent  
[lyonst@piqua.org](mailto:lyonst@piqua.org)  
773-4321, ext. 6112

# Piqua City Schools 2024-25 Calendar

Certified Staff Work Day	August 29	Thursday
Labor Day/District Closed	September 2	Monday
First Day For Students	September 3	Tuesday
End of 1 <sup>st</sup> Grading Period	November 1	Friday
2 <sup>nd</sup> Grading Period Begins	November 4	Monday
Two-Hour Early Dismissal - Parent/Teacher Conferences (by appt after school hrs)	November 6	Wednesday
K-12 Parent/Teacher Conferences (by appt after school hrs)	November 7	Thursday
Parent/Teacher Conference Day – No Classes	November 8	Friday
Teacher Trade Day	November 27	Wednesday
Thanksgiving/District Closed	November 28	Thursday
Thanksgiving Break Ends/District Closed	November 29	Friday
Holiday Break Begins	December 23	Monday
Christmas/District Closed	December 25	Wednesday
Holiday Break Ends - Classes Resume	January 6	Monday
End of 2nd Grading Period	January 16	Thursday
Teacher Record Day – No School	January 17	Friday
Martin Luther King Day/District Closed	January 20	Monday
Third Grading Period Begins	January 21	Tuesday
President’s Day/District Closed	February 17	Monday
Two-Hour Early Release - Parent/Teacher Conferences (by app. After school hrs)	March 6	Thursday
Parent/Teacher Conferences Day - No Classes	March 7	Friday
3rd Grading Period Ends	March 21	Friday
Spring Break Begins	March 24	Monday
Spring Break Ends/Classes Resume	March 31	Monday
4 <sup>th</sup> Grading Period Begins	March 31	Monday
Good Friday/District Closed	April 18	Friday
Two-Hour Early Release - End of 4th Grading Period - Last Day - Graduation	May 23	Friday
Memorial Day/District Closed	May 26	Monday

# DIRECTORY

## **Board of Education Members**

Sean Ford	<a href="mailto:fords@piqua.org">fords@piqua.org</a>	418-1758
Steve Frazier	<a href="mailto:stevefrazier.board@gmail.com">stevefrazier.board@gmail.com</a>	418-0383
Kelly McMaken	<a href="mailto:kewicker@aol.com">kewicker@aol.com</a>	606-1038
Sean Mitchell	<a href="mailto:mitchellsean@piqua.org">mitchellsean@piqua.org</a>	214-0057
Joanna Marrs		238-1169

## **Board of Education Offices – 215 Looney Rd.**

**773-4321**

Superintendent	Mr. Dwayne Thompson	Ext. 6111
Assistant Superintendent	Mr. Anthony Lyons	Ext. 6112
Treasurer	Mr. Jeremie Hittle	Ext. 6211
Assistant Treasurer	Mrs. Melinda Glazier	Ext. 6201
Director of Facilities	Mr. Sean Shumaker	Ext. 6411
Transportation Supervisor	Mrs. Lougena Hodges	Ext. 6405
Curriculum Director	Mrs. Kiara Williams	Ext. 6812
Curriculum Director	Mr. Scott Bloom	Ext. 6811
Technology Director	Mr. Erich Heidenreich	Ext. 6311
Food Service Supervisor	Mrs. Jennifer Garland	Ext. 6611
Director of Special Education	Mrs. Amy Todd	Ext. 6711
Director of Student Services	Ms. Mindy Gearhardt	Ext. 6511

## **Schools & Principals**

Piqua High School	Mr. Rob Messick, Principal	Ext. 1011
	Mr. Darrell Hite, Assistant Principal	Ext. 1012
	Mr. Joe Taylor, Assistant Principal	Ext. 1013
Piqua Junior High	Mr. Jeff Clark, Principal	Ext. 2011
	Mr. Chad Albers, Assistant Principal	Ext. 2012
Piqua Central Intermediate	Mr. Heath Butler, Principal	Ext. 3011
	Mrs. Lindsay Muhlenkamp, Asst. Principal	Ext. 3012
	Mrs. Megan Askins, Assistant Principal	Ext. 3013
Springcreek Primary	Mr. Ross Loudonback, Principal	Ext. 4011
	Mrs. Sara Watson, Asst. Principal	Ext. 4012
Washington Primary	Ms. Heather Koehl, Principal	Ext. 5011
	Mrs. Shannon Pence, Asst. Principal	Ext. 5012

## **HEALTH INSURANCE**

Effective January 1, 2021, all eligible employees have the option to select one of the following plans:

- a. HDHP (HSA) Plan
- b. Bronze Level HDHP

The Board and Association agree to the following plans to be offered by the Board:

1. HDHP (H.S.A.) Option with \$850/Single or \$1,700/Family board contribution. The board contribution will be distributed 67% January 20 payroll and 33% July 20 payroll.
  - a. Premium will be divided as follows:
    - (1) Board 85% and Members 15%.
    - (2) The deductible will be \$2,000/Single and \$4,000/Family unless the Board is required to increase the amount to keep the plan as a high deductible plan in accordance with Federal regulations.
  - b. The Insurance Committee will automatically convene to examine plan options to lower costs when insurance premiums exceed 10%. (See Article IV Section E)
2. Integrated Benefit Program:
  - a. The Board will continue to offer a voluntary integrated benefit program. The program will provide members who waive Piqua City Schools insurance "opt-out benefits" as explained in Exhibit VI. The membership and Board agree that all members are strongly encouraged to participate in this program if another insurance option is available.
  - b. Members will not automatically be enrolled. The responsibility to enroll rests entirely on the individual member to follow the steps outlined by EMS to get enrolled into the benefit credit within specified timelines.
  - c. The Board reserves the right to adjust the formula or benefit structure of the financial help based on the recommendations of the third party administrator each enrollment period.
3. The Board will use a surcharge method of applying the charge for nicotine use for employees and covered spouses in the amount of \$209.10/month per person for calendar year 2024 and \$227.71/month per person for calendar year 2025.
4. Coverage and the Board paid benefits are not automatic. Staff members desiring coverage must complete the proper application forms through the office of the Treasurer and receive carrier approval prior to coverage. Any staff member denied insurance coverage by the carrier, shall be paid an amount equivalent to the Board premium share for the insurance coverage requested under Section B, 1 of this article.
5. Costs of the coverage will usually fluctuate from one year to the next. Final monthly cost figures will be distributed when available from the insurance carrier.

6. Staff members may elect to have premiums which they have paid for health insurance deducted from pre-tax dollars pursuant to IRS §125. Any administrative costs shall be borne by the Board.
7. The Board provides a dollar amount per policy per month and it is unacceptable for a married couple (when both husband and wife are employed by the Board) to receive a double benefit. This benefit will provide only the approved dollar amount per month per family.
8. Any proposed changes in medical coverage or change of carrier will be discussed with the Association prior to a decision, and the Board will initiate changes in either coverage or carrier which will reduce coverage as currently provided. In the event that the present carrier effects adverse changes in coverage, the Board and the Association will cooperate in soliciting bids from other carriers for mutually acceptable coverage at a cost not in excess of that being borne by the Board at the time of any such change.
9. Detailed description of the insurance provisions mentioned in this article are available to each staff member or may be obtained upon request at the expense of the Board.

### **SCVIEW LEAVE**

Each certified and classified staff member must submit a request for any type of leave, i.e. vacation, sick leave, personal leave, professional leave, etc. through the SCView Leave system. This online program replaces the previous Employee Kiosk system.

A minimum of ten (10) days advance notice is required for vacation leave and one week notice for personal leave days. You will receive a confirmation e-mail and will be able to track the status of your request.

### **VACATION ACCRUAL**

Support staff personnel employed on a 12-month basis will receive vacation during the contract years as specified below. Vacation is earned on a monthly basis, pro-rated at the rate of one-twelfth of the total eligible days in a contract year.

- a. Less than one year of service – **NO PAID VACATION**  
**As a 260 day employee you are entitled to vacation days beginning on your 1<sup>st</sup> year anniversary.**
- b. One through nine of continuous and complete years of service – two weeks of paid vacation (10 days)
- c. Ten through nineteen continuous and complete years of public school service – three weeks of paid vacation (15 days)
- d. Twenty or more continuous and complete years of service – four weeks of paid vacation (20 days)
- e. Four weeks (20 days) of paid vacation – maximum vacation which can be earned in one year

## **SICK LEAVE AND PERSONAL LEAVE**

### **Sick Leave Accumulation:**

Sick leave is accrued at 1.25 days per month. The total amount accumulated per year is fifteen (15) days. Sick leave shall accumulate to a maximum of two hundred seventy (270) days.

1. Such leave may be used for:

- a. Personal illness,  
Personal pregnancy,  
Personal injury,  
Personal exposure to contagious disease which would be communicated to others.
- b. Illness in the immediate family
- c. Death in the immediate family.
  - (1) The staff member shall inform the Principal/Supervisor as soon as possible concerning the anticipated time needed for this absence. If additional time is needed, the staff member may request same from the Principal/Supervisor, who in accordance with the Superintendent may justify the action in hardship cases.
  - (2) A maximum of six (6) days occurrence is chargeable to sick leave.
- d. Death of a close friend or relative not in the immediate family. Time away from the job may be allowed for such funeral, after prior oral approval has been granted by the Superintendent. The staff member shall inform the Principal/Supervisor as soon as possible concerning the anticipated absence and the time needed for the absence. The Principal/Supervisor will report the request to the Superintendent for approval or disapproval.
- e. Parent adopting child who is under the age of four years. A maximum of twenty (20) days is allowed under this section.
- f. Birth of a grandchild. A maximum of one (1) day is allowed under this section. (Illness of the mother or child, see Section C, #1-b above)
- g. A bargaining unit member whose spouse delivers a child (pregnancy) shall be entitled to take up to one week (5 days) of sick leave without medical documentation.

Definition: Immediate Family—spouse, fiancé, parents, children, brother, sister, grandparents, grandchildren, aunts, uncles, nieces, nephews, or in-laws bearing any of these relationships, and legal guardian.

2. The staff member is required to complete the sick leave request via employee mySCView.

- a. A staff member requiring a substitute after 6 P.M. the evening before an absence shall contact his/her Principal/Supervisor by phone through a voice message or text, but not by email only.

### **Personal Leave:**

Each staff member of the Piqua Board of Education may have three (3) days of personal leave in a contract year (August 1 through July 31). Such leave shall be non-cumulative.

Personal Leave days may not be approved for:

- First day of school

- Last day of school
- The day before or after school is closed or not in session
- Interviewing for a different job

### **PAYMENT FOR UNUSED PERSONAL LEAVE**

Staff members will be entitled to payment for unused personal leave based on the following criteria:

- If the staff member is absent for 3.4% or less for the year, they will be paid for all unused personal leave hours at their regular hourly rate. Attendance will be calculated from August 1 through July 31.
- If the staff member is absent for more than 3.4% of the year, they will be paid for all unused personal leave hours at the rate of \$12.50 per hour (equivalent to \$100 per day for 8 hour staff members).

Payment shall be made as an addition to the staff member's regular paycheck following the year of non-use or limited use, on the second paycheck in July. For 260-day employees, payment shall be made on the second paycheck in August.

### **ATTENDANCE INCENTIVE**

1. If a staff member achieves perfect attendance excluding professional leave, bereavement leave, military leave, assault leave, workers compensation injury or jury duty, the member will receive an additional paid day for that month at their per diem rate.
2. If a staff member is absent one day or less excluding professional leave, bereavement leave, military leave, assault leave, workers compensation injury or jury duty, the member will receive an additional half day pay for that month at their per diem rate.
3. No incentive will be paid to staff missing more than one day in a given month.
4. Absence due to FMLA is not excluded from total
5. Pay will be issued the second pay after the given month. For example, September will be paid October 20<sup>th</sup>.
6. Provide documentation of leave (obituary, jury duty summons, etc.) to payroll upon receipt for above mentioned absences to be excluded.
7. The incentive will be available September through May.

### **ABSENCES WITHOUT PAY**

1. Employees who have accumulated a minimum of sixty (60) days of sick leave at the beginning of a school year may be granted, upon request, absence without pay for one (1) instance up to but not exceeding three (3) working days. Such requests shall be submitted to the Superintendent or designee a minimum of ten (10) working days prior to the date of intended use.
2. Such absence shall result in a deduction in pay at employee's current per diem, but the employee shall not be subject to disciplinary action for this absence.



3. An employee who elects to take the absence without pay shall not be eligible for another such absence until the employee has accumulated eighty-five (85) days of sick leave at the beginning of the school year.
4. No more than one (1) such instance of absence without pay per staff member will be permitted in any one school year.
5. Absence without pay is not an entitlement. Therefore, the denial of such absence is not subject to the grievance procedure.

### **LEAVE OF ABSENCE/FMLA BENEFITS**

1. Parties agree to comply with the provisions of the Family Medical Leave Act.
2. The Board shall continue to provide and pay the insurance benefits of members for the employee pursuant to the provisions of the Family Medical Leave Act. After the member's benefits under the Family Leave Act have been exhausted, the member may elect to continue to maintain insurance benefits provided he/she pays the Board's Treasurer in advance one hundred and two percent (102%) of all his/her premiums of his/her choice.

### **PAID HOLIDAYS**

The following are scheduled holidays for full-time 260 employees:

New Year's Eve – ½ day	Independence Day
New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Presidents Day	Thanksgiving Friday
Good Friday	Christmas Eve – ½ day
Memorial Day	Christmas Day
Juneteenth	

The school calendar, as adopted by the Board will establish the school recess periods and holidays for all administrators and employees hired on a school-year basis.

Except as holidays have been declared for the District or vacation days have been scheduled, all staff members employed on a 12-month basis (260 work days per year) will be expected to work during the recess periods of the school year.

The following are scheduled holidays for employees who are not 12 month/260 day personnel:

New Year's Day	Memorial Day
Martin Luther King Day	Labor Day
Presidents Day	Thanksgiving Day
Good Friday	Christmas Day

### **AUTHORIZATION FOR SPREAD PAY AND DEDUCTIONS**

Each employee at the time of their hire to a position with Piqua City Schools and each year after, shall sign a spread pay form or elect not to participate. If an employee chooses not to participate in spread pay their compensation will be paid as it is earned and deductions will be taken accordingly.

### **OTHER BENEFITS**

School Employees Retirement System

Dental Insurance

Vision Insurance

Term Life Insurance - \$50,000

Section 125 Benefit Plan

403b – 457b Deferred Comp. – Please see [www.TSACG.com](http://www.TSACG.com)

### **SEVERANCE PAY**

1. Staff members will at the time of their separation from service with the Board be paid in cash for part of their accrued but unused sick leave credit. This amount shall be twenty-five percent (25%) of the total accrued days, not to exceed sixty (60) days.

In a contract year when a staff member does not use sick leave, such staff member will earn an additional one (1) day of severance payment upon retirement. This amount is in addition to the provisions outlined above.

2. The staff member must make application to the Board for such severance payment with the Board Treasurer according to procedures within sixty (60) days after the staff member's effective date of retirement. Disability retirement is not covered under the provisions of this section.
3. After the staff member's retirement is verified to the office of the Board Treasurer by the retirement system, such payment shall be made on a regular pay date in January, unless otherwise arranged with the Treasurer. Such payment shall be made only once to a staff member.
4. Such payment shall be based upon the staff member's daily rate of base pay at the time of retirement exclusive of overtime or any supplementary pay.
5. Payment for sick leave under this policy shall be considered to eliminate all sick leave credit accrued by the staff member.
6. Such payment shall be made only to staff members with at least ten (10) years of service as an employee of the Board.
  - a. Only those staff members whose effective date of retirement with the School Employees Retirement System is not later than ninety (90) calendar days after their final day of paid service with the Piqua City Schools shall be eligible to be paid for such severance pay.

- b. If a staff member eligible for severance pay dies, severance pay will be made to the staff member's estate as though the staff member had left employment in accordance with the provisions of Paragraph 4. The personal representative of the staff member shall apply for the severance pay hereunder.

7. Retirement is defined to be the complete processing of separation from the Board through submission of a retirement resignation and Board acceptance of such resignation and the verification of complete processing through the School Employees Retirement System.

## **PUBLIC SCHOOL WORKS**

Each certified and classified staff member must complete periodic safety trainings through Public School Works. Staff members will receive a reminder via e-mail, regarding upcoming trainings and their deadlines. To access training information:

Select "Internet Explorer" from your desktop  
Select "Our Staff", then click on "Staff Tools"  
Click on "Public School Works"

Or, visit Public Schools Works directly at:

<https://www.publicschoolworks.com/LMS/login.php?url=http%3A%2F%2Fwww.publicschoolworks.com%2FLMS%2FmsPersonCourses.php&di=202>

It is recommended to save this Public School Works Login page in your Internet Explorer "Favorites" for quick and easy access. The user name is your last name and first initial (i.e. smithb) and the password is the last four digits of your Social Security number.

## **MAINTENANCE REQUESTS**

All room/building maintenance requests or problems can be made through Public School Works by using the "Our Staff" section on the [www.piqua.org](http://www.piqua.org) web page. Use this link to submit a work request to your building principal or to check the status of a work request/order.

Select Internet Explorer from your desktop  
Select "Our Staff", then the "Staff Tools" tab  
Click on "Facilities Management"

## **FACILITY RENTAL REQUESTS/PROCEDURES**

The Piqua Board of Education recognizes that the schools belong to the community, however, the Board of Education has the right and responsibility to establish regulations as to the use of the facilities. Certain guidelines are needed to assure that any such use is consistent with prudent planning and proper care. The Board of Education has adopted a schedule of fees and charges for the use of the building and grounds.

- Application forms for facility rental can be obtained from the Office of the Assistant Superintendent. It is recommended to file the request at least 30 days prior to the date of the proposed use. However, it may not be possible to obligate the facilities beyond 90 days in advance.

- A rental agreement must be readily available at the event and the named representative must be present during the entire event.
- All non-school groups must provide proof of liability insurance. The only accepted form of proof of insurance will be a Certificate of Insurance that can be obtained from an insurance agent. The certificate must show 3 things:
  - a) The Piqua City Schools Board of Education as an addition insured;
  - b) Valid policy date for the time of your request;
  - c) A minimum of one million dollars (\$1,000,000) liability and twenty-five thousand (\$25,000) property damage as the amount of the policy.

If the rental agreement is approved, school officials will notify the requesting party and forward the regulations governing the use of school facilities and/or grounds, including provisions in the event of damage. A statement of the charges will be forwarded to the requesting party at the conclusion of the activity.

### **CRISIS MANAGEMENT PLAN**

The district Crisis Management Plan is located on the district web-site, [www.piqua.org](http://www.piqua.org), under the "Our Staff" section. Click on "Staff Tools", then near the bottom under "Additional Web Links", click on "PEA Agreement...", then "Staff Documents". Enter the passcode: remote2school. The Crisis Management Plan is accessed there. All staff members are to become familiar with the layout and contents of the plan. There will also be an annual training through Public School Works regarding the Crisis Management Plan.

### **HIRING PROCEDURES / JOB POSTINGS**

Available positions with our district will be posted on the Dayton Area Jobs Consortium website. To access the Consortium website, go to the main Piqua website [www.piqua.org](http://www.piqua.org) and click on "Employment". Click on [www.applitrack.com/dayton/onlineapp](http://www.applitrack.com/dayton/onlineapp) to apply. In addition, a letter of interest and resume should be directed to Anthony Lyons, Assistant Superintendent. After the application deadline, the interview process will begin through this office.

### **PUBLIC RELATIONS**

Positive public relations are a responsibility of every staff member in the district. Staff members are expected to be professional in appearance and manner, promote classroom activities through newsletters and articles, and generally express pride in the school and district.

### **REPORTING ACCIDENTS**

The Piqua City School Board of Education directs that all reasonable efforts be made to provide a safe learning and working environment for the students and employees of this district. To that end, and to the end that an employee's legitimate claims for worker's

compensation may be expedited, the Board requires that all accidents be reported and evaluated. ***Any accident that results in an injury, however slight, to a student or employee, must be reported promptly and in writing through Public School Works. This can be done through the “Staff” link on the Piqua web page.***

Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be appropriate. The injured staff member shall complete an Accident Form on-line, with Public School Works that includes the date, time, and place of the injury; the names of persons involved; the nature of the injury; a list of witnesses; and a description of all relevant circumstances.

Any staff member of the Piqua City School District who suffers a job related injury must report the injury and its circumstances to the building administrator as soon as possible following the occurrence of the injury. The failure of a staff member to comply with this mandate may result in disciplinary action.

A staff member who sustains a workplace injury while he/she is under the influence of alcohol or a controlled substance not prescribed by his/her physician, may be disqualified for compensation and benefits under the Worker's Compensation Act. If the staff member tests positive or refuses to submit to a test for alcohol and/or other drugs after sustaining a workplace injury, the employee may dispute or prove untrue the presumption or belief that alcohol and/or other drugs are the proximate cause of the injury.

### **REPORTING SUSPECTED CHILD ABUSE**

Immediately report any suspected or known cases of child abuse to the building administrator or counselor. If a student gives you information and asks you not to tell anyone, please inform the student that you must report the incident under penalty of law. If you observe bruises or marks on a student report the observation to the principal, administrator, or counselor even though you may not have spoken with the student.

### **REPORTING FRAUD**

House Bill 66, effective May 4, 2012 requires public employees to report suspected fraud, including misuse and misappropriation of public money, by any public office or public official through a fraud reporting system established and maintained by the State Auditor's Office. The Auditor's Office is also required to allow complaints to be made anonymously through a toll-free telephone number, the Auditor of State's website or U.S. mail. The Ohio Auditor's website is: [www.auditor.state.oh.us](http://www.auditor.state.oh.us) . Click on "Report Fraud" along the left-hand side which takes you to their reporting/tracking system. If you prefer to report by phone or mail, the regional office address and toll-free number is:

Dayton Regional Office  
Office of Auditor of State  
One First National Road  
130 W. Second St., Suite 2040  
Dayton, OH 45402

Phone: 800-443-9274

### **SEXUAL HARRASSMENT**

It is the policy of the Board of Education to maintain an education and work environment, which is free from all forms of unlawful harassment, including sexual harassment. Staff members are not to engage in sexual harassment. Sexual harassment is an activity of a sexual nature that is unwanted or unwelcome including, but not limited to, unwanted touching, verbal comments of a sexual nature, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. Any staff member who believes they are a victim of sexual harassment should contact the appropriate supervisor. This commitment applies to all operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

### **JURY DUTY**

Staff members who are called for jury duty should inform their immediate supervisor or building principal. Employees serving on jury duty will not be penalized for doing so. They will receive their regular pay and time spent on jury duty will not be charged against vacation time or personal leave. Court-issued checks for jury duty service are to be turned in to the Treasurer's Office the Board of Education offices. Each day while on jury duty, employees are to report to their director, supervisor, or principal as to their schedule for the following day and must report to work when excused from jury duty for one (1) or more days.

Upon completion of jury duty, the employee must complete an ***Absence/Professional Leave Request*** through SCView Leave.

### **DRESS CODE**

While on assigned Piqua City School duties, all staff shall:

- be physically clean, neat and well-groomed;
- dress in a manner consistent with professional responsibilities;
- dress in a manner that communicates to students a pride in personal appearance
- be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

### **ACCEPTABLE USE OF TECHNOLOGY**

All computers, telephone systems, electronic mail systems (e-mail) and voice mail systems are the property of Piqua City Schools and are to be used primarily for business purposes. Personal messages via PCS-owned technology should be limited. PCS retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the PCS technology. Staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

### **PROGRESS BOOK**

This is a grade book package that PCS uses for attendance and grade card entry. The program allows teachers to enter assignments, create lesson plans, align lessons with the state curriculum guide, create seating charts, calculate grades, add coded comments and attendance on grade cards. First year staff members are given guidelines on how to set up their personal grade book and given their username and password.

<https://www.metasolutions.net/>

### **DASL**

Data Analysis for Student Learning is a web base student software program that is endorsed by the Ohio Department of Education. Student data such as demographics, schedules, medical records, attendance, contact information, locker assignment, and grades are all available for each student. Student data is transferred from DASL to EMIS and then reported to the state. Staff members are able to have “read only” privileges to student screens. First year staff members are given usernames and passwords for this program.

<https://ca.metasolutions.net/Security/SignIn?ReturnUrl=%2F>

### **SCHOOL MESSENGER PARENT NOTIFICATION**

This is an automated phone message service that delivers automated phone calls, within minutes to any group, large or small which can include students, parents, and staff members. Each staff member is allowed to have up to two phone numbers listed and the system will automatically call those numbers if there is an announcement for the group that they have been assigned.

### **STAFF DIRECTORY**

The directory includes each staff member’s name, address, phone number, email address, and the building where the staff member works. The directory is in a google sheet. You can make changes by going to the district website under the staff tools page.

### **DISTRICT CALENDAR**

PCS district calendar is created by a calendar committee. This committee is comprised of at least one representative from each building, an elementary and secondary principal, and two representatives of the classified staff. Once the district calendar is approved by the Board of Education it is posted and implemented in the student software programs.

### **TECHNOLOGY STAFF CONTACT INFORMATION**

**Erich Heidenreich:** [erich@piqua.org](mailto:erich@piqua.org) - Network Applications, Servers, District Website  
**Nate Toon:** [toon@piqua.org](mailto:toon@piqua.org) – Network Facilitator

**Robert Allen:** [allenr@piqua.org](mailto:allenr@piqua.org) - Tech Support  
**Rachel Funderburg:** [funderburgr@piqua.org](mailto:funderburgr@piqua.org) – Tech Support  
**Mark Eller:** [ellerm@piqua.org](mailto:ellerm@piqua.org) – Tech Support

The Technology Department supports the staff and students of Piqua City Schools with all technology related needs. This includes all computer equipment, peripheral devices, network systems and software purchased at the district level.

### **CRITICAL TECHNOLOGY INFORMATION**

The Technology Department has created a tab on our internal website to assist staff with frequently asked questions and common problems. Simply go to the [piqua.org](http://www.piqua.org) website and select “Our Staff” and click on “Technology”, then click on the “Technology Guides” tab at the top. Or, simply copy and paste into the address bar, <http://www.piqua.org/Technology.aspx>

### **QUICK CONTACT INFORMATION**

- Equipment problems – Please E-mail Erich Heidenreich at [heidenreiche@piqua.org](mailto:heidenreiche@piqua.org)
- Network user accounts and E-mail accounts – Please contact Rachel Funderburg at [funderburgr@piqua.org](mailto:funderburgr@piqua.org)
- Progress Book, DASL – Please E-mail Tracy Mumaw – [mumawt@piqua.org](mailto:mumawt@piqua.org)

## **RULES AND REGULATIONS OF THE PIQUA CIVIL SERVICE COMMISSION**

**PIQUA, OHIO  
FOR THE  
PIQUA CITY SCHOOL DISTRICT  
PIQUA, OHIO**



**CHAPTER 192**

**ADOPTED BY**

**CIVIL SERVICE COMMISSION MEMBERS**

**Chapter 192**

**PIQUA CIVIL SERVICE RULES AND REGULATIONS**

**DEFINITIONS**

Appointing Authority

Means the Board of Education for classified employees as determined by Chapter 124, Ohio Revised Code and the Rules and Regulations of the Civil Service Commission of Piqua, Ohio for the Piqua City School District.

<u>Appointment</u>	Means the hiring or placement of a qualified individual into a vacant position under civil service.
<u>Appointment, Original</u>	Means the initial appointment of a qualified individual into a vacant position in the Classified Service as the result of an open competitive examination or into the Classified Non-Competitive Service.
<u>Appointment, Permanent</u>	Means when the appointment is either promotional or original, but it occurs via some Civil Service Procedures, is consistent with Civil Service Rules, and is a vacancy.
<u>Appointment, Promotional</u>	Means the appointment of an individual into a vacant classification in the Classified Competitive Service as a result of a promotional examination whether or not an increase in compensation results therefrom, or a higher graded classification in the Classified Non-Competitive Service.
<u>Appointment, Provisional</u>	Means a Temporary appointment to fulfill an urgent requirement when an eligible register is not available from which a permanent appointment can be made and until an eligible register can be established.
<u>Examination</u>	Means all types of screening mechanisms and may not be limited to pencil and paper tests.

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<u>Examiner</u>	Means the individual appointed by the Civil Service Commission and delegated by that Commission to carry out certain aspects of its authority relative to the Piqua City School District.
<u>Layoff</u>	Means a reduction in the work force due to lack of work, lack of funds, or abolishment of position.

Reduction, Involuntary

Means the reduction in classification, grade and/or compensation of a permanent employee as the result of disciplinary action or in accordance with procedures applicable to a reduction in force.

Reduction, Voluntary

Means the reduction in classification, grade and/or compensation at the request of a permanent employee and approval of the appointing authority to a vacant classification for which qualified.

Re-Instatement

Means can be accomplished within one year for an employee who has left permanent employment without fault. This requires the approval of the appointing authority and Commission action.

Supervisor

Means any person authorized to interview and/or recommend to the appointing authority the hiring of an individual for a position in the classified service, the promotion, demotion, suspension or dismissal of an employee.

Suspension

Means the temporary relief from assigned as a result of disciplinary action which results in a loss of compensation.

Total Seniority-  
System Seniority

Means the length of credited service with the Piqua City School district in the Classified Service.

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**CITY OF PIQUA, OHIO  
RULES & REGULATIONS FOR  
PIQUA CITY SCHOOL DISTRICT**

The following Rules and Regulations of the Civil Service Commission of the City of Piqua, Ohio are hereby adopted in accordance with authority conferred upon said Civil Service Commission by Section 64 of the City Charter, Sections 32.11, 32.12, 32.13 of the Piqua Code, and by Section 124.40 of the Ohio Revised Code, to provide uniform standards for appointments, promotions, and separations in the Classified Service of

the City School District and the Appeals procedure in the event of separation therefrom; and consistent with Ohio Revised Code 124 and the Piqua City Charter and Code.

## **RULE I** **REGULATIONS**

All previous rules of the Piqua Civil Service Commission for admission to the Classified Service of the Piqua City School District, employment and promotion therein, and for appointment of examiners thereunder are hereby annulled and withdrawn; provided, however, that nothing herein contained shall affect any examination held or any grading had thereunder, if any, or any eligible register heretofore formed, and every eligible register duly formed or appointments made under previous regulations shall in all respects be deemed to be formed under these rules, and to be an eligible register or appointment for the classification specified. These rules shall supersede any rules or regulations now in existence for employees in the classified service in the Piqua City School District.

## **RULE II** **ORGANIZATION & DUTIES**

### Section 1.

- (A) The Civil Service Commission shall consist of five (5) members who shall be citizens of the City. They shall be nominated and elected by the City Commission. The City Manager shall be the appointing authority on behalf of the City Commission, and shall have the powers, and perform the duties specified by the Charter, the City Code and the Revised Code.

The terms of the members of the Commission shall be three (3) years. A vacancy shall be filled by the Commission by Nomination and election for the unexpired terms.

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- (B) If any member of the Civil Service Commission shall cease during a term for which he/she is appointed to become a legal resident and citizen of the city, then his/her appointment to this Civil Service Commission shall be terminated as of the date of his/her change of residence and the Commission shall proceed to appoint a new member to the Civil Service Commission.
- (C) The Commission, in addition to the rules and regulations prescribed by the Charter, shall be empowered to adopt other rules and regulation in the manner and method prescribed by the Charter, which in their opinion, shall

be for the betterment of the Department. Such rules shall not be inconsistent with the Charter and R.C. Chapter 124.

- (D) All rules and regulations, or amendments thereto, adopted by the Civil Service Commission shall not become effective unless printed in full prior to a public hearing thereon, held by the City Manager after reasonable notice and unless thereafter approved by the Manager. ('52 Code, S127.02) (Ord. 58-75, passed 12-15-75; Am. Ord. 36-79, passed 6-4-79)

Section 2. The Civil Service Commission shall appoint a person of professional competence, from those persons nominated by the Superintendent of Schools as Examiner for the School District. The Civil Service Commission shall designate said Examiner as its agent.

Section 3. In case of reduction, suspension of more than three working days, or removal, the appointing authority shall furnish such employee with a copy of the order of reduction, suspension, or removal, which order shall state the reason therefore. Such order shall be filed with the Director of the Civil Service Commission. Within ten days following the filing of such order, the employee may file an appeal, in writing, with the Civil Service Commission. In the event such an appeal is filed, the Commission shall forthwith notify the appointing authority and shall hear, or appoint a trial board to hear, such appeal within thirty days from and after its filing with the Commission, and it may affirm, disaffirm, or modify the judgment of the appointing authority.

### **RULE III**

#### **DUTIES OF THE EXAMINER**

Section 1. It shall be the duty of the Examiner to recruit qualified applicants, to provide application forms for employment in the Classified Service, to prepare and to conduct examinations for employment and promotion whenever practical and to supervise grading of same, to maintain a roster of classified school employees, to maintain records of personnel actions affecting employees, to prepare reports, to make recommendations to clarify or improve the Merit System procedures in the School District when necessary, and to perform such other duties relating to personnel work as may be required by the Superintendent of Schools or his designee, or the Civil Service Commission.

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### **RULE IV**

#### **APPLICATION OF RULES**

Section 1. In accordance with the provisions of Section 124.11 Ohio Revised Code, employees of the City School District of the City of Piqua are hereby divided into the Unclassified Service and the Classified Service. All current employees are to be grandfathered into Civil Service without test.

Section 2. The Unclassified Service shall comprise the following positions:

- (A) Elected members of the Board of Education or persons appointed to fill vacancies in such positions.
- (B) Members of Committees, Commissions, Associations, Research or Study Groups appointed by the Board of Education for a limited specific purpose.
- (C) All Administrative and Supervisory Officers, including but not limited to: superintendents, assistant superintendents, treasurers, assistant treasurers, administrative assistants, principals, assistant principals, directors of instruction, teachers, support personnel (nurses, speech and hearing therapists, psychologists, attendance officer) and such employees are engaged in educational or research duties connected with the City School District.
- (D) One secretary to the Superintendent, Assistant Superintendent, Business Coordinator and the Payroll Clerk, Financial Clerk and Budgetary Clerk are to be unclassified by fiduciary nature of said position.
- (E) The professional and/or part-time staff at the school library.
- (F) Library aides and teacher aides who are engaged in educational duties.
- (G) Seasonal or student employees.
- (H) Contract employees who are engaged to complete specific research or specialized task or study within a specified time.
- (I) Food Service Secretary and who will assume human resources aspects for their departments.

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Section 3. The Classified Service shall include all persons in the employ of the Piqua City School District that are not specifically included in the Unclassified Service provisions of Section 2. The Classified Service shall be divided into two classes designated as the Competitive Class and Non-Competitive Class.

- (A) The Competitive Class shall include all positions in the Piqua City School District for which it is practicable to determine the ability and fitness of applicants by competitive examination for which an Eligible List shall be established.

(B) The listing of Competitive Class positions is as follows:

HS-BOS	High School Building Operations Supervisor
DM-3	Maintenance
BC-1	Head Custodian, Groundskeeper
BC-2	HS & JHS Day, 2 <sup>nd</sup> & 3 <sup>rd</sup> Shift Custodian, Stadium & Fieldhouse Custodian
BC-3	Second Custodian
TR-6	Bus Mechanic
S-3	Secretary to Special Education
S-5	Secretary to HS Principal
S-6	Elementary School Secretary, JH School Secretary, HS Financial Secretary, HS Attendance Secretary, Athletic Director Secretary, and Guidance Secretary
TR-1	Bus Driver
FS-1	Head Cook
FS-2	Asst. Head Cook
FS-3	Cook

(C) The Non-Competitive Class shall include all positions in the Piqua City School District for which it is not practicable to determine the ability and fitness of applicants by competitive examination and for which no Eligible List shall be established.

## **RULE V**

### **APPLICATIONS FOR EMPLOYMENT**

Section 1. Applicants for employment in the Classified Service must complete and file with the appropriate office of the Piqua City School District a standardized employment form which accurately includes information as to the applicant's name, address, previous address, formal education, specialized training, previous work experience, and references relating to previous work performance.

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Section 2. Applicant must pass a medical examination as may be required by the Piqua City School District or as may be required by other appropriate authorities as required for a given class or division within said class.

Section 3. The Examiner, after testing an applicant, may proceed with a reference/background check; may request a physical examination, with the physician to be at the school's choice and expense; may reject an applicant where evidence shows that the candidate is unfit for the particular position sought.

Section 4. The Examiner may refuse to examine an applicant, or, after an examination, refuse to certify the applicant as eligible, who is found to lack any of the established preliminary requirements for the examination, who is physically so disabled as to be rendered unfit for the performance of the duties of the position which he seeks, who is addicted to the habitual use of intoxication liquors or drugs to excess, who has been convicted of a felony, who has been guilty of infamous or notoriously disgraceful conduct, who has been dismissed from either branch of the civil service for delinquency or misconduct, or who has made false statements of any material fact, or practiced, or attempted to practice, any deception or fraud in his application or in his examination, in establishing his eligibility, or securing his appointment.

Section 5. Applications for examination must be on file in the office of the Examiner no later than forty-eight (48) hours prior to a scheduled examination. Applicant must score 70% or better on the written exam, before an oral exam will be given.

## **RULE VI**

### **NOTICE OF EXAMINATION**

Section 1. Notice that an Open Competitive Examination is to be conducted shall be advertised in a newspaper with general circulation in the Piqua City School District at least two weeks prior to such examination, and by the posting of an announcement at the office of the Board of Education and such other locations normally used to post vacancies.

Section 2. Notice that a Promotional Examination is to be conducted shall be posted at the Board of Education Office and in such other school locations normally used for such purpose.

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## **RULE VII**

### **CONDUCT OF EXAMINATIONS**

Section 1. Examination shall be conducted under the direction of the Civil Service Commission. They shall be fair, impartial, practical, and designed to test the relative fitness and qualifications of applicants to discharge the duties of the particular position they seek to fill. Examinations shall be written, oral, physical, psychological, a demonstration of skill, and/or an evaluation of training and experience.



Section 2. On Open Competitive Examinations an oral examination or other evaluation of credentials may be used to supplement the written or performance examinations when qualifications of the position to be filled include relevant factors which cannot be measured by written questions. No questions in any examination shall relate to political or religious opinions or affiliations

Section 3. On Open Competitive Examinations applicants will be scored on the basis that the sum total of all examination components equals one hundred percent, and that a score of seventy percent will be required to place name on the Eligible List or Register.

Section 4. On Promotional Examinations a written examination will be required as far as practical. If the position to be filled requires manual dexterity or skill in addition to specific knowledge of procedures, the written test may be supplemented by practical or performance tests which are designed to fairly measure such skills and the fact that the standards of the performance test, and of scoring such test are written shall suffice to show that the examination is in writing.

Section 5. On Open Competitive Examination any soldier, sailor, Marine, Air Force, Coast Guardsmen, member of Auxiliary Corps established by Congress, member of Nurse Corps of the Armed Forces or Red Cross Nurse who has served in the Armed Forces of the United States and has been honorably discharged therefrom, may file with his/her application for employment with the Civil Service Commission a certificate of service and honorable discharge, whereupon he/she receive an additional credit of twenty percent of his/her total grade given in the regular examination in which he/she receives passing grade.

Section 6. Seniority in permanent full time paid status in the Piqua City School District shall be a factor on Promotional Tests. Applicants shall receive credit not to exceed ten percent of the total grade, on the basis of one percent of the total grade obtainable in such examination for each of the first four years of service and six-tenths of one percent of such total grade for each of the next ten years of service.

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Section 7. An efficiency rating of the employee's performance will be used as a portion of the Promotional Test score. The weight given for efficiency ratings shall not exceed ten points of the final score.

Section 8. The determination of credit for seniority for Promotional Examinations shall be established as of the date on which the examination is held.

Section 9. The actual conduct of every examination shall be under the responsible direction of the Civil Service Commission or his./her designated agents, free

from interference, participation or influence of the appointing authority, or of any person other than examiners or experts approved in advance and employed or appointed by the Civil Service Commission, and the Civil Service Commission is hereby authorized to employ such assistants or experts.

Section 10. In an examination the Examiner may require applicants to furnish a written statement of their experience, education or training qualifying them for the position they seek.

## **RULE VIII** **ELIGIBILITY LISTS**

Section 1. Eligibility Lists shall be prepared as the needs of the Piqua City School District may require for each classification in the Classified Service from candidates found to be duly qualified by examination.

Section 2. The term of an Eligibility Lists is fixed as one year from the date of certification, but the Civil Service Commission may, upon the request of the Superintendent of Schools or his designee and prior to the expiration date of such list, extend the period of eligibility for a group or position up to one additional year. The total time period or life of an Eligibility Lists shall not exceed two years.

Section 3. In the event two or more applicants receive identical scores on an Open Competitive Examination, they shall be listed or ranked on the Eligibility Lists by the date and time on which application for examination were filed with the Examiner. On Promotional Examinations, applicants with identical scores shall be ranked by classification seniority and thereafter by total permanent full time paid status in the seniority and thereafter by total permanent full time paid status in the service of the Piqua City School District. If the above procedure fails to break identical rankings on the Eligibility Lists, ties will be broken in accordance with the procedures utilized by the Civil Service Commission. The Ohio Revised Code provides that veterans receive priority over non-veterans in case of ties.

Section 4. Any classified employee of the Piqua City School District may take a promotional examination for any vacancy.

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## **RULE IX** **APPOINTMENTS IN THE CLASSIFIED SERVICE**

Section 1. Every vacancy not filled by reinstatement, transfer, or demotion shall be filled by appointment from the Eligibility List established for that position or as provided by specific sections of these Rules and Regulations or Chapter 124 Ohio Revised Code.

Section 2. Appointments shall be made from persons certified by the Civil Service Commission on the most nearly appropriate Eligibility Lists.

Section 3. Whenever the Superintendent, or his designee, shall request a certification from the Civil Service Commission for appointment or employment in a position in the Classified Service, he/she shall specify on the title, duties, and compensation for such position so that certification can be made from a proper Eligibility List, or when necessary, a proper list can be prepared as the result of an examination held for that purpose. The Appointing Authority, upon recommendation of the Superintendent, shall choose from the top three eligible persons in making appointments from such lists. When any list contains less than three certified names, appointment from said list shall not be mandatory. Open Competitive Eligibility Lists may be combined with the Promotional Eligibility List when any promotional list contains less than three certified names. In any event, those applicants certified on any such promotional list shall be referred to the Superintendent, or his designee, for consideration for appointment.

Section 4. If more than one position in a respective classification is to be filled, the Civil Service Commission may certify a group of names from the Eligibility List and the appointing authority shall appoint in the following manner: Beginning at the top of the list, each time a selection is made, it must be from one of the first three candidates remaining on the list who is willing to accept consideration for the position. A person certified from an Eligibility List more than three times to a representative of the appointing authority for the same or similar positions, may be omitted from future certification to such appointing authority, provided that certification for a temporary appointment shall not be counted as one of such certifications.

Section 5. When an eligible person refuses to accept an appointment, or fails to acknowledge a firm offer of appointment cannot be contacted or refuses an interview within four business days, the name of such person will be removed from such Eligibility List.

Section 6. An eligible person, who has declined an appointment on the ground of insufficiency of salary offered, shall not thereafter be certified for a position at the same or at any lesser salary for a period of one year thereafter.

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### **RULE X** **APPOINTMENTS IN GENERAL SERVICE**

Section 1. The General Service Class shall include ordinary unskilled laborers. Vacancies in the General Service Class shall be filled by appointment from lists of applicants registered with the Examiner. The Examiner shall require an applicant for registration in the General Service Class to furnish such evidence or take such tests as the Civil Service commission deems proper. General Service applicants who fulfill the requirements shall be placed on the Eligibility List, as such qualified persons may

become available, for the kind of labor or position sought, and preference shall be given in employment in accordance with the rating received from such evidence or in such tests. Upon the request of the Superintendent or his designee, stating the kind of labor needed, the pay and probable length of employment, and the number to be employed, selection shall be determined from the highest three persons on the list, with a maximum of double the number to be employed presented, from which the appointing authority shall appoint the number actually needed for the particular work. In the event of more than one applicant receiving the same rating, priority in time of application shall determine the order in which their names shall be certified for appointment. If, however, it shall be made to appear to the satisfaction of the Civil Service Commission within ten days after giving such notice, that the person was prevented from accepting such appointment for reasons of just cause, the name may be restored to the appropriate place on the Eligibility List. When any list contains less than three certified names appointments from said list shall not be mandatory.

## **RULE XI**

### **TEMPORARY PROVISIONAL AND TEMPORARY EXCEPTIONAL** **(NON-COMPETITIVE CLASS) APPOINTMENTS**

Section 1. Provisional Appointments --- When there are urgent reasons for filling a vacancy, and the Civil Service Commission, upon requisition from the Superintendent or his designee, is unable to certify a list of persons eligible for appointment to such position, the Superintendent or his designee, may nominate a person to the Examiner for non-competitive examination, and if such nominee is certified by the Examiner as qualified, said nominee may be appointed provisionally to fill the vacancy until selection and permanent appointment can be made after competitive examination. Provisional appointments shall continue in force only until a regular appointment can be made from an Eligible List resulting from a competitive examination. Competitive examinations shall be prepared and administered whenever practicable within a six-month period from the date of the provisional appointment, provided an examination is required by these rules for such provision: Any employee who remains in a provisional status in the same classification, during which period no competitive examination is held, shall become a permanent appointee in the Classified Service at the conclusion of a two year period.

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Permanent Civil Service Appointment does not apply to or affect any position in a program financed in whole or part by federal funds and/or which is subject to federal merit system standards of the United States Department of Health, Education and Welfare, the Department of Labor, Department of Housing and Urban Development or the Office of Civil and Defense Mobilization.

Section 2. Exceptional (Non-Competitive Class) Appointment. When a vacancy occurs in a classification which requires peculiar or exceptional qualifications of a scientific, managerial, professional, para-professional or educational character, or such

other characteristics as may be determined by the Board upon the recommendation of the Superintendent or his designee, and upon satisfactory evidence that competition in such special case is impracticable and the position can best be filled by selection of some designated person of special and recognized attainments in such qualities, the Civil Service Commission may suspend the provisions of these Rules which require competition.

Section 3. In the event of special needs, special appointments may be made without regard for these Rules, but shall in no case continue for more than 180 days and no successive appointments may be made unless otherwise subsequently ratified by the Board upon recommendation of the Civil Service Commission. Interim or temporary appointments made necessary by sickness or disability shall continue only during such period of sickness or disability. The acceptance or refusal by an eligible person of a temporary appointment shall not affect his/her standing on the register for permanent employment; nor shall the period of temporary service be counted as a part of the probationary service in case of subsequent appointment to a permanent position.

## **RULE XII**

### **PROBATION PERIOD**

Section 1. All original and promotional appointments shall be for a probationary period of ninety (90) calendar days and no appointment or promotion is deemed to be final until the appointee has satisfactorily completed the probation period. If service is unsatisfactory, an appointee may be removed or reduced after completion of sixty (60) days of his/her probationary period.

## **RULE XIII**

### **EFFICIENCY RATINGS**

The Piqua City School District will determine and from time to time re-determine the relative efficiency of classified employees by adopting and from time to time readopting a standardized Efficiency Rating Form which will evaluate the comparative work performance of such employees. Such ratings may then be used by the Examiner as a factor to determine Promotional Examination scores. Such ratings shall be used by the Examiner only if such evaluation is available for any applicant at the time of examination.

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## **RULE XIV**

### **TRANSFER**

Section 1. With the approval of the Superintendent or his designee, an employee may be transferred from one position in his/her classification to another position in his/her classification without any loss or gain in grade, provided said employee is qualified to perform the duties of the newly assigned position.

Section 2. If a permanent employee is transferred to a lower rated position, such transfer must comply with the provisions of these rules relating to reduction.

Section 3. If a permanent employee is transferred to a higher rated position, such transfer must comply with the provisions of these Rules relating to promotion or Temporary, Provisional, and Exceptional (Non-Competitive) Appointments.

## **RULE XV** **REDUCTION**

Section 1. An employee may be reduced or demoted to a lower rated position in the following instances:

- (A) During the probation period, following a promotion, if performance is unsatisfactory.
- (B) If employee voluntarily, in writing, requests a reduction for medical or other valid reasons.
- (C) If employee becomes physically and/or psychologically unable to perform the assigned duties and if a vacancy exists for which the employee qualifies.
- (D) For disciplinary reasons for actions which otherwise might also be a basis for dismissal or suspension. Written notice of such demotion or reduction will be made promptly to the employee and to the Board.
- (E) For such reasons as provided for in Section 1 (A) of Rule XVII.

Section 2. When a reduction occurs as a result of a disciplinary action to a permanently certified employee pursuant to (D) above, the employee shall be provided with a copy of charges and specifications and shall have the right of appeal as provided by Rule XX.

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## **RULE XVI** **SUSPENSION**

Section 1. The appointing authority, upon the recommendation of the Superintendent and any supervisor, shall have the power to suspend employees without pay for a reasonable period, for disciplinary reasons involving infractions of established policies or rules, conduct unbecoming an employee, excessive absence, inefficiency, insubordination, or for other reasons enumerated or provided for under Section 124.34,

Ohio Revised Code. The superintendent or his designee shall have the power to suspend for three (3) days with loss of pay, or less for disciplinary reasons for infractions set fourth in this section.

Section 2. Employees who are suspended shall be provided a copy of the written notice of suspension stating the reasons for such suspension. Such notice shall be served in person or by mail as soon as the necessary signature of the appointing authority is obtained. Immediate notice of such action shall be filed with the Civil Service Commission.

Section 3. Employees shall have the right of appeal of any suspension in excess of three working days, but such appeal must be filed in writing with the Civil Service Commission within ten calendar days from the filing of the order of suspension with the Civil Service Commission.

## **RULE XVII**

### **LAYOFFS, REINSTATEMENT, REMOVAL OR DISCHARGE**

Section 1. The tenure of office of an employee of the Piqua City School District holding a position in the Classified Service shall be during good behavior and efficient service. No employee shall be removed or discharged unless:

- (A) The position in the Classified Service is abolished, reduced in hours, or made unnecessary, or the person holding such office or position is laid off. Positions abolished, made unnecessary, or a reduction in hours will be determined and approved by the Piqua City Schools Board of Education.
- (B) The employee is dismissed for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect or duty, falsification of records, misappropriation of funds or property of the Piqua City School District, an act of misfeasance, malfeasance, or nonfeasance in office for other reasons provided for in Section 124.34, Ohio Revised Code, violations of such rules as may be established by the Board of Education, or other violations of the rules established in Chapter 124 of the Ohio Revised Code.

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Section 2. In the event of reduction, suspension or removal, the appointing authority shall furnish such employee with a copy of the Order of Removal or Discharge which state the reasons for such order. A copy shall forthwith be filed with the Civil Service Commission.

Section 3. The affected employee within ten calendar days following the date of notice with the Civil Service Commission may appeal in writing to the Civil Service Commission. In the event of such appeal, the Civil Service Commission shall notify the appointing authority and shall cause such appeal to be heard within thirty days or as

soon as practicable after such appeal is filed. Following such hearing, the Civil Service Commission may affirm, disaffirm or modify the order of the appointing authority.

Section 4. In event of removal or of reduction in pay for disciplinary reasons, either the employee or the appointing authority may appeal from the decision of the Civil Service Commission to the Court of Common Pleas in accordance with the provisions of Section 119.12 of the Ohio Revised Code.

Section 5. For the purposes of an involuntary reduction as a result of a layoff, such layoffs shall be conducted by classification, classified seniority and retention points and any displaced employee may exercise bumping rights first to the next lower rated classification in a classification series, if any, and thereafter to a lower rated position formerly held for which he/she may be certified. Once displaced from a currently held classification, a person's bumping rights to a lower rated classification outside of a classification series shall be on the basis of the system seniority time in a certified status with the Piqua City School District, if such person is able to perform the duties of the lower rated classification.

Section 6. Retention points, as covered in Section 124.325 of the Ohio Revised Code, shall be determined by the following --- employees will be granted 365 seniority points for each applicable year of continuous employment with the Piqua City Schools.

An employee's efficiency rating, not to exceed 10% of accumulated seniority, will be added to complete an employee's retention points. This system shall be used to establish tenure in the event of layoff, removal, discharge and/or reinstatement. All employees will be granted 365 points for 12 months of continuous employment beginning with the effective date of hire, established by the Piqua City Schools Board of Education.

## **RULE XVIII**

### **FAILURE TO RETURN FROM LEAVE**

Section 1. Should an employee fail to report for duty at the expiration of any leave of absence, and if no notice or explanation which shall be both reasonable and acceptable to the Superintendent or his designee is received from such employee within three work days from date of expiration of such leave, this shall be deemed a resignation.

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## **RULE XIX**

### **ABSENCE WITHOUT LEAVE**

Section 1. When an employee is absent from normally assigned duties without authorization for such absence, this shall be deemed to be absence without leave, and such absence shall be without pay.



Section 2. Absence without leave shall be subject to such disciplinary action normally provided for non-performance of assigned duties, i.e., neglect of duty.

## **RULE XX**

### **PROCEDURE ON APPEAL**

Section 1. When an employee in the Classified Service who has completed the necessary probationary period is dismissed, suspended for more than three days, or reduced in rank, files with the Civil Service Commission a written notice of appeal to the Civil Service Commission within ten calendar days from the filing of any such appealable order with the Civil Service Commission, the Civil Service Commission shall proceed to hear or cause to be heard said appeal within thirty days or as soon as practicable from receipt of such notice to hear such appeal. The Civil Service Commission shall give written notice to the Superintendent or his designee and to the employee of the time and place of the hearing.

Section 2. The Civil Service Commission, in causing the conduct of hearings, shall have authority to subpoena witnesses and to require the production of records, pursuant to Ohio Revised Code Section 124.09.

Section 3. Hearing procedure and order of proof:

- (A) The School Superintendent or his designee, on behalf of the appointing authority, shall first present evidence in support of the charges leading to suspension, reduction or dismissal.
- (B) The employee shall then produce such evidence as he/she may wish to offer in his/her defense.
- (C) The Civil Service Commission may appoint a Trial Board to hear cases, consisting of disinterested persons not to exceed three members. A single referee may be appointed to act as a Trial Board.
- (D) The Civil Service Commission may hear rebuttal evidence, if offered.

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- (E) The Civil Service Commission, at its discretion, may hear arguments and/or accept briefs.
- (F) The Civil Service Commission may question witnesses and require submission of specific documents or pertinent information necessary to establish the validity of evidence presented during its hearing.

Section 4. The Superintendent or his designee may be represented by legal counsel and the appellant may also be represented by counsel.

Section 5. The Civil Service Commission, after due consideration of evidence presented at a hearing, or consideration of a recommendation of a trial board, shall render its judgment in writing to the appellant and to the School Superintendent or his designee and it may affirm, disaffirm, increase or decrease the imposed sanction of the appointing authority.

Section 6. In cases of removal, or of reduction in pay for disciplinary reasons, the appointing authority or the employee may appeal from the decision of the Civil Service Commission to the Court of Common Pleas in accordance with the procedure provided by Section 119.12 of the Ohio Revised Code.

Section 7. No appeal rights shall be granted for a probationary removal or reduction.

## **RULE XXI** **REPORTS**

Section 1. The Superintendent or his designee, on behalf of the appointing authority, shall promptly report to the Civil Service Commission at the office of the Civil Service Commission the following matters and those other matters mentioned in these Rules by a copy of the agenda of the Board of Education, or by other appropriate transmittal:

- (A) Appointments, whether temporary or permanent.
- (B) Reinstatement appointments.
- (C) Refusal to accept appointment by a certified eligible person.
- (D) Suspensions.
- (E) Separations from service including resignations, discharge, layoff, or removal.
- (F) Such other reports as may from time to time be requested by the Civil Service Commission.

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## **RULE XXII** **CHANGES IN RULES AND REGULATIONS**

Section 1. These Rules may be amended, repealed, or supplemented at any time and new Rules and Regulations adopted, provided that:

- (A) Such change will not be effective until seven days after being approved.

(B) Such rule change will not be operative until approved by the Civil Service Commission.

**RULE XXIII**  
**SAVINGS PROVISION**

Section 1. If any provisions of these Rules and Regulations or such Rules and Regulations as may be amended, repealed or supplemented from time to time or the application of any such provisions to any person, employee or circumstance be held invalid by an authority of competent jurisdiction, the remainder of the provisions or the application of such provisions other than those being held invalid shall not be affected thereby and shall remain in full force and effect.

**EFFECTIVE DATE**

These Rules and Regulations of the Civil Service Commission of the City of Piqua, Ohio, shall take in effect and be in force from and after the date of these Rules and Regulations adoption.

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Passed \_\_\_\_\_



**PIQUA CITY SCHOOLS**

This handbook is meant to provide employees with references and a brief summary of some of the roles, responsibilities, and expectations of Piqua City Schools. For a complete list of rights and responsibilities, please consult Board Policy, job descriptions, the Negotiated Agreement between the Piqua Board of Education and the Piqua Teacher's Association, or your immediate supervisor.

### **STATEMENT OF POLICIES**

For a complete list of employee expectations as adopted by the Board of Education, please refer to the Piqua City Schools' Board Policies, available on-line through our website.

To access our Board Policies, please use the following path:

Website: [www.piqua.org](http://www.piqua.org)

Click on "Our District", then click on "Board of Education"

Select "Board of Education Policies"

To access the employee expectations (Staff Ethics) - same path, then:

Choose "Professional Staff" (3000) or "Classified Staff" (4000)

*Professional Staff:* Click on "3210" - Staff Ethics

*Classified Staff:* Click on "4210" - Staff Ethics