

HUMAN RESOURCES DEPARTMENT



EMPLOYEE HANDBOOK

148 West 21st Street
Erie, PA 16502
814.874.6000 | www.eriesd.org/hr

HUMAN RESOURCES DEPARTMENT

I would like to welcome you as an employee of the Erie School District. Because of your qualifications, you have been selected to join our team.

This Employee Package will be of assistance to you in your initial orientation and further introduction to employee benefit material. Please review our philosophy, history, programs, policies and procedures located on the district's website

If you have any questions regarding the district's policies and procedures, please feel free to contact Human Resources at 814-874-6080. Also, your immediate supervisor may be of assistance to you.

Respectfully,

A handwritten signature in cursive script that reads "Mrs. Bea Habursky". The signature is written in black ink and is positioned above the typed name and title.

Mrs. Bea Habursky
Executive Director of Human Resources

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ERIE SCHOOL DISTRICT

I. General Information

Mission

The Erie School District will create in its schools and in its relationship with the Erie community, a culture of high expectations, collaboration, respect, and accountability.

We will actively engage students in their learning through a high quality curriculum and excellent teaching.

Our primary purpose as an organization is to prepare our students to establish and achieve their higher education and career goals.

Vision

In an environment of high expectations, trust, collaboration and respect WE ALL CAN LEARN.

Shared Values

We believe that...

- education must be student-centered and that every child can learn
- education is a responsibility shared by parents, students, educators, and the community
- education should be differentiated, because every student learns differently and has unique interests.

District Goals

- *Continuous Improvement of Teaching and Learning:*
We are dedicated to delivering an education that is robust and relevant to the real world and reflects the knowledge and skills that our students need to graduate ready for success in higher education or the workforce.
- *Continuous Improvement of Culture and Climate:*
From a strong commitment to increased transparency and communication to continuous leadership and professional development for our staff, we continue to build a culture and climate that nurtures the dedication and involvement of all employees, parents, students and members of the community.
- *Continuous Improvement of Organizational Effectiveness:*
The more effective and efficient we are as an organization, the better able we will be to provide students with a world-class education.

Organizational History

The Erie School District was organized in 1870, but its first school dates back to 1806. From its initial enrollment of 3,700 students in 1870 to approximately 12,300 students enrolled today, the District has served its children well.

By providing multiple educational opportunities in our 18 schools in varying grade configurations, including K-5, K-6, K-8, 6-8, and 9-12 categorized as elementary, middle and high school buildings, the Erie School District has continued its mission of engaging students through high quality curriculum and excellent teaching. Our commitment to academic, career/technical, and personal success is enhanced through state-of-the-art technology and optimized instruction. We challenge our students to realize their potential.

Current Programs

Thanks to the GE Foundation Developing Futures™ in Education, the Erie School District has taken a lead adoption and implementation role in Pennsylvania for the Common Core State Standards. The Common Core initiative defines the knowledge and skills students should have within their K-12 education careers so that they will graduate high school able to succeed in entry-level, credit-bearing academic college courses and in workforce training programs. The standards:

- *Are aligned with college and work expectations;*
- *Are clear, understandable and consistent;*
- *Include rigorous content and application of knowledge through high-order skills;*
- *Build upon strengths and lessons of current state standards;*
- *Are informed by other top performing countries, so that all students are prepared to succeed in our global economy and society; and*
- *Are evidence-based*

In addition, Erie's Public Schools enjoy partnerships with some of the most prominent and successful businesses and organizations in the Erie community. Our schools also offer many opportunities to students from elementary through high school both in and out of the classroom. Some examples include:

- Adopt-A-School Partners – including National Fuel Gas, Tops Markets, Hamot Medical Center, Erie Insurance Group, Knox Law Firm, Erie Times-News, and more;
- Community Educational Partnerships – including GE, Mercyhurst University, PNC Bank, Penn State Behrend College, Gannon University, Hispanic-American Council, International Institute, and more;
- Grant Recipients – GE Foundation Developing Futures in Education Program, Wal-Mart Reading Grant, Greater Erie Economic Development Grant, Schuster Art Project Grant, Oracle Computer Grant, EDCORE Grant, Dollar General Grant, Annenberg Foundation High School Coaching Initiative Grant, Erie Family Center, PA Pre-K Counts, and more;
- PIAA Athletics Program;
- Academic Sports League and Decathlon;

- PJAS - Pennsylvania Junior Academy of Science;
- Challenge 24 – Mathematics;
- Poet Laureate and School Poet annual search;
- SkillsUSA national career and technical competition
- FIRST Lego League and Robotics Team;
- Honors, Advanced Placement, and Dual Enrollment offerings;
- National Honor Society;
- JROTC Honor Units;
- Pennsylvania System of School Assessment (PSSA) tutoring;
- ESL (English as a Second Language) Program;
- Title I Reading and Math classes;
- SAT/PSAT Prep classes;
- Parent-Teacher and Parent-Teacher-Student Associations and Organizations;
- Broadcasting and Communication Programs;
- Fine and Performing Arts;
- After-school programs, including:
 - GEARS
 - CHAMPS – Creating Healthy Active Members Planning to Succeed
- Learn & Serve Program – connecting students with their school and home communities
- Student Services:
 - Student Assistance Program
 - Homeless Student Support
 - Behavior Interventions
 - Bully prevention Programs
 - Peer Mediation Training

ERIE SCHOOL DISTRICT EMPLOYEE HANDBOOK

Overview

This handbook contains a brief description of some of the district's policies, rules and practices concerning its employees. This handbook is not a contract. It is not intended to benefit any particular employee. The employment relationship between the Erie School District and all of its employees is an "at will" relationship. This means that either the Erie School District or the employee may terminate employment with or without cause at any time, with or without notice.

This Employee Handbook supersedes all previous Employee Handbooks, inter-office memos and management memos that may have been issued on subjects contained in this handbook. The Erie School District reserves the right to change, suspend or cancel all or any part of these policies, practices, rules and benefits at any time without notice.

If there is a matter in this Policy and Procedures Manual, which you feel requires more information or if you have any questions regarding a subject not mentioned in this manual or the Rules and Regulations, please contact the Human Resources Department of the Erie School District for more information.

This employee handbook does not supersede any union contract currently in effect.

II. Policies

EMPLOYMENT SELECTION, PROMOTION, TERMINATION

All positions in the organization shall be posted internally and externally. Selection of employees for the positions shall be based on suitability for the position and include a performance based evaluation.

Erie School District reserves the right to externally recruit for the filling of positions within the organization. Recruitment outside the organization will occur through newspaper postings, contact with agencies, or general informal recruitment processes.

Except where a written contract of employment between an individual employee and the Erie School District provides otherwise, all non-instructional employees serve the district in an at-will basis. This personnel manual describes the policies and procedures of the Erie School District, but does not represent a contract between the district and its employees. The policies and procedures contained herein may be changed by the Erie School District at any time upon notice thereof to the employees.

Termination and promotion of staff shall be performance based and not subject to discrimination of the employee with regard to race, sex, color, religion, natural origin, ancestry, age, citizenship, or disability. All equal employment opportunity policies apply to this aspect of personnel procedures. The Erie School District acknowledges the "at will" status of the Pennsylvania law and the need for corrective action. In personnel cases, not involving potential harm to others, a progressive disciplinary process will be applied and shall include corrective action plans.

This corrective action plan shall include:

1. Statement of the problem.
2. Statement of the resources needed to correct the problem.
3. Statement of action and expectation of the employee with regard to the problem.
4. Consequences that will occur should the problem not be corrected.

EMPLOYEE PERSONNEL RECORDS

All new employees are responsible for obtaining and submitting all necessary paperwork to the Human Resources Department prior to beginning work.

This information includes Criminal Clearance, Childline Clearance, transcripts, and other information requested by the immediate supervisor. If this information is not received by the Human Resources Department, the employee will not be able to work until all information is received by the Executive Director of Human Resources.

FAIR CREDIT REPORTING ACT: DISCLOSURE/AUTHORIZATION

In accordance with the provisions of section 604(b)(2)(A) of the Fair Credit Reporting Act (FCRA) (Title II, Subtitle D, Chapter I, Public Law 104-208) a consumer report about you may be ordered and used for employment purposes. *Under the provisions of the Act, a driving record is considered a consumer report when used for employment purposes.*

IMMIGRATION REFORM AND CONTROL ACT

The Immigration and Control Act of 1986 requires all employers to verify the employment eligibility of newly hired employees. In order to comply with this law, new employees are required to provide proof of employment eligibility, such as birth certificate or social security card, as well as proof of identity, such as picture I.D. If these documents cannot be presented on the employee's first day of work, receipts indicating that the documents have been applied for must be presented within three working days, at which time the documents must be presented. Failure to provide the documentation required under this Federal Law will result in immediate termination of employment.

EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION POLICY:

The Erie School District will not discriminate against any employee or prospective employee because of race, color, creed, religion, sex, age, national origin or ancestry, citizenship, veteran's status or non-disqualifying disability.

This policy applies to all decisions relating to hiring, promotion, demotion, training, transfer, layoff, termination, rate of pay and other forms of compensation. Opportunity is provided to all employees and applicants based upon their qualifications and the requirements of the job.

Those persons who have complaints alleging violations of their Civil Rights and Equal Opportunity under the law may submit such complaints to the following grievance procedure, using the appropriate grievance forms. This process is valid for employees, students, and job applicants:

1. Within fifteen working days after the alleged violation, the grievant shall initiate an informal discussion with the principal or immediate department supervisor through the Compliance Coordinator. If the informal discussion does not resolve the issue, the grievant shall submit a written complaint to the principal or immediate department supervisor. The principal or immediate supervisor shall respond within fifteen working days.
2. If the grievance is not resolved under Step #1, the grievant shall submit the complaint, within fifteen working days to the Superintendent or his designee. The Superintendent shall reply within fifteen days.
3. If the grievance is not resolved under Step #2, the grievant shall refer the complaint to the Board of School Directors. The Board shall respond within thirty working days.

NOTE: A grievant has the right to be accompanied by a third party during all steps of the grievance procedure.

If you have any reason to believe the equal employment opportunity has been violated, you may file a complaint with any of the following:

Bea Habursky
Executive Director of Human Resources
Erie School District
148 West 21st Street
Erie, Pennsylvania 16502

Danny Jones
Director of Student Assistance Programs
Erie School District
148 West 21st Street
Erie, Pennsylvania 16502

Office of Civil Rights
Department of Health and Human Services
Office for Civil Rights Region III
Suite 372, Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-9111

Pennsylvania Human Relations Commission
Pittsburgh State Office Building, 11th Floor
300 Liberty Avenue
Pittsburgh, PA 15222

HARASSMENT

It is the policy of Erie School District to maintain a working environment that is free from all forms of harassment including sexual harassment. The Erie School District does not condone and will not permit discriminatory harassment of any employee or client based on race, sex, color, religion, ancestry, age, marital status, citizenship, or disability. Any employee who violates this harassment policy will be subject to corrective action up to and including termination of employment.

Furthermore, it shall be a violation of this policy for any member of the Erie School District staff to sexually harass a staff member through either verbal or physical conduct described below.

Sexual harassment is any unwelcome sexual advance, request for sexual favor, or any other unwelcome verbal or physical conduct of a sexual nature when made by any staff member to a client, by any staff member to another staff member, by any client to a staff member or by any client to a client when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or treatment; or when
- Submission to or rejection of such conduct by an individual is used as the basis for treatment or employment decisions affecting that individual; or when
- Such conduct has the purpose or effect of substantially interfering with an individual's employment or treatment or creates and intimidating, hostile, or offensive treatment of employment environment.

Sexual harassment, as defined above, may include, but is not limited to the following:

- Unwelcome touching.
- Sexually offensive jokes or remarks.
- Pressure for sexual activity.

- Posting or displaying sexually suggestive material or literature.

It is understood that client/counselor therapeutic relationships require discussion of sexual nature at times. Such clinically indicated discussion does not constitute sexual harassment of a client by a counselor and is not defined as such by this policy.

COMPLAINT PROCEDURE

Any employee, who believes that he or she is or has been subjected to sexual harassment as defined above, should report the conduct to their *immediate supervisor*. In the event that the conduct relates to the *immediate supervisor*, the conduct should be reported to the Executive Director of Human Resources.

Following the report of misconduct, a confidential investigation of the complaint will be undertaken immediately. Response to the investigatory results will be timely and confidentially acted upon and communicated to the involved parties. Appeals to the response may be made to the *immediate supervisor* in accordance with the Erie School District's existing grievance procedure.

CONSEQUENCES

Consequences for sexual harassment behavior will result in disciplinary action according to the *Rules and Regulations Governing Employment of Non-Instructional Personnel 2010*. This disciplinary action may include, but is not limited to, reassignment of the offending employee or termination.

INTRODUCTORY PERIOD

Length of Probationary Period

Each new employee shall serve a probationary period in the position to which he/she is initially appointed or subsequently promoted before being granted regular status in the position. Length of the standard probationary period is 3 months, however, this may be extended for employees who will benefit from an additional period of time to demonstrate competency for the position. Local 1968 and 95 have will have a probationary period of 6 months. The probationary period is not completed until the evaluation and recommendation is approved by the Board.

This probationary period does not represent a contract, in any form, between the employee and the employer. The employee may be terminated at any time during his/her probationary period.

Extension of Probationary Period

The employer may wish to extend the probationary period of any employee who has failed to meet the normal standards of performance during the established probationary period for the position concerned, in order to give the employee additional opportunity to demonstrate his/her ability to perform his/her duties. In no case, however, will the probation period be extended by

more than six (6) months. Notice of such extension shall be provided to the employee at least two (2) weeks prior to the end of the regular probation period, or any earlier extension thereof.

Reduction of Probationary Period

A probationary period should be reduced only in those instances where there is compelling reason for doing so. Whenever possible, full use should be made of the original probationary period. Reasonable justification, such as an overall excellent rating or unusual performance by a former employee (who has been retired), or a person well experienced or trained in the field to which assigned, is required for approval of this request. In any event, the employee is still required to serve a minimum three (3) months' probationary period.

TERMINATION

Employees may voluntarily terminate their employment or their employment may be involuntarily terminated with or without cause at any time. No representative or employee of the Erie School District has any authority to enter into any agreement for any specified period of time or make any agreement contrary to the forgoing except the Board of Directors, provided such commitment is in a signed written document. If an employee decides to resign, notice to his/her supervisor is not required but a prior written notice of at least two weeks would be appreciated.

SCHEDULED HOURS OF WORK

Scheduled hours of work are established by the *immediate supervisor* and will be provided with sufficient advance notice. Scheduled hours are not limited to a single shift and may include first, second and third shifts in accordance with the needs of the organization. In addition, all employees should complete a weekly schedule of their scheduled meeting and appointments and turn it into the immediate supervisor by Monday morning of the work week, where applicable. These schedules will meet the requirements of each individual's job description.

OVERTIME

Overtime options are limited and should be discussed with your immediate supervisor as needed.

TIME RECORDS

Time records will be kept on all employees. All employees are scheduled to work their respective minimum number of hours per week. These records will be approved by the employee's supervisor and maintained by *the Payroll Department*. The *immediate supervisor* will have the primary responsibility for the maintenance and submission of the records. Time records will be utilized for payroll and statistical purposes.

CONFIDENTIALITY

Employees of the Erie School District have the duty and responsibility to safeguard the confidentiality of student information. In the course of performing duties as an employee of the Erie School District employees may have access to information concerning students of the school district. Access to personally identifiable student information is limited to the student, the parent or guardian of the student, and other persons authorized by state and federal law. Employees are not permitted to release in any form, written, oral or electronic (digital images, etc.), any personally identifiable student information to any person not authorized to receive such information. Questions regarding student information must be referred to the immediate supervisor.

FERPA COMPLIANCE GUIDELINES

The following guidelines are offered to assist school staff in complying with the confidentiality requirements concerning student education records under the Family Educational Rights and Privacy Act (FERPA). For purposes of these guidelines, “education records” are defined to include all records, files, documents and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself.

What Staff Cannot Do —

- Staff CANNOT disclose education records to other School District employees who do not have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by the School District.
- Staff CANNOT disclose education records to college-level student teachers, consultants, or volunteers who do not have a legitimate educational interest in the education records for purposes of carrying out their authorized duties, as determined by the School District.
- Staff CANNOT disclose education records (including student addresses and/or telephone numbers) to persons who are not School District employees, college-level student teachers, or volunteers unless permitted to do so by the building principal.
- Staff CANNOT disclose education records (including student addresses and/or telephone numbers) to other students.
- *Staff CANNOT publicly post students' final grades or grade point averages, including giving access to the teacher's grade book.*

Special Needs Student Confidentiality Notes —

- All special education information is confidential.
- Unless in immediate use, all files should be maintained in a locked filing cabinet.
- For all personnel in the school system, breaching confidentiality is a violation of ethics and may result in reprimand and/or dismissal.

Guidelines to Follow —

- Never discuss information about a student in a public place (e.g., faculty lounge, hallway, grocery store, etc.).
- Never discuss information about one student with the parents of another student.
- Never discuss information about one student with another student. (NOTE: If students with and without disabilities are engaged in a cooperative activity or peer tutoring situation, students may need to know some specific information about each other in order to be mutually supportive. In such situations, it is important for them – including the student’s parents – to discuss what information is appropriate to share).
- Never discuss information about a student with school personnel who are not considered members of that student’s educational team.
- Go through the proper channels in order to obtain a student’s records or other personal information if you have need to know.
- Do not create personal files on a student or family.
- If you have questions regarding any procedure concerning confidentiality, or about what constitutes or is covered by confidentiality, speak to your supervisor immediately and before doing anything.
- Remember that e-mail messages must also maintain confidentiality.

BLOODBORNE PATHOGEN PLAN

Universal Precautions in the School Setting

The purpose of universal precautions is to eliminate or minimize exposure to blood or other potentially infectious body fluids. Treat all blood as potentially infectious. Appropriate barrier precautions should be used to prevent skin and mucous membrane exposure when in contact with blood or bodily fluids of any person.

Hand washing

Hand washing is an important preventive measure in the spread of disease. Hands and other skin surfaces should be washed after contact with blood or body fluids and after the removal of gloves. Hand washing facilities with germicidal soap are provided for employees who incur exposure to blood or other potentially infectious material. Hand washing should be done with warm water and soap, vigorously scrubbing hands, wrists, between fingers and under nails. Hands should then be rinsed thoroughly, allowing water to run off finger tips. Dry with paper towel, then use towel to turn off faucet.

Housekeeping

All surfaces contaminated with blood or body fluids should be disinfected with 1:10 solution of bleach, 70% alcohol, or disinfectant used by plant operations. Use gloves when cleaning up a spill. Call custodian for cleanup of any large spills, or if you need help cleaning contaminated surfaces.

Do not pick up broken glass with bare hands.

Articles contaminated with blood should be triple bagged and thrown away in a garbage can. The nurse has one in her office. If contaminated articles are thrown away in a classroom waste basket, have custodian remove it as soon as possible. If an article is saturated with blood (blood can be squeezed out of it), it should be placed in a triple bagged trash bag.

Personal Protective Equipment

Gloves (disposable latex or non-latex) – Gloves should always be worn if any contact with blood or body fluids is anticipated. Gloves should be worn only once and thrown away. They should not be washed or decontaminated for reuse and are to be replaced as soon as practical when they become torn, punctured, or when their ability to function as a barrier is compromised. Skin breaks or dermatitis should be covered with a bandage under the gloves. Hands should be washed immediately after removal of gloves. Goggles and masks should be worn whenever droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Mucous membranes should be flushed with water immediately if exposure to blood occurs.

Sharps

Needles or other sharps such as lancets used to test blood sugar in diabetic students should be disposed of in the sharps' container in the nurse's office. The needle should not be recapped or broken.

General Rules

Minimize splashing as much as possible. Do not eat, drink, put in contacts, apply cosmetics, or lip balms in areas with possible exposure.

All exposure incidents should be reported to the principal, supervisor, and school nurse.

WORK RELATED INJURY AND MEDICAL RECORDS AUTHORIZATION

Any work-related injury should be reported immediately to your immediate supervisor and the Employee Benefits Office (814-874-6096).

Any hospital, physician, corporation, or other party is hereby authorized and directed to furnish the Erie School District any and all information, records, and correspondence which it may have in its history, hospitalization, illness, injury, or any other information relating thereto. Erie School District is specifically authorized to secure copies of any and all records or other documents which you may have in your possession pertaining to the foregoing as they relate to me or my dependents including but not limited to employment records, medical records, hospital records, and claim payments, if any. These records will only be used for initial physical and workmen's compensation claims.

WORKERS' COMPENSATION

In accordance with the Pennsylvania Workers' Compensation Act, a panel of providers has been posted. Following are the rights and duties regarding this panel.

The employee has the duty to obtain treatment for work-related injuries and illnesses from one or more of the designated health care providers for 90 days from the date of the first visit to a designated provider.

The employee has the right to have all reasonable medical supplies and treatment related to the injury paid for by the employer as long as treatment is obtained from a designated provider during the 90-day period.

The employee has the right, during this 90-day period, to switch from one health care provider on the list to another provider on the list, and that all the treatment shall be paid for by the employer.

The employee has the right to seek treatment from a referral provider. If the employee is referred to him by a designated provider, and the employer shall pay for the treatment rendered by the referral provider.

The employee has the right to seek emergency medical treatment from any provider, but that subsequent nonemergency treatment shall be by a designated provider for the remainder of the 90-day period.

The employee has the right to seek treatment or medical consultation from a non-designated provider during the 90-day period, but that these services shall be at the employee's expense for the applicable 90 days.

The employee has the right to seek treatment from any health care provider after the 90-day period has ended and that treatment shall be paid for by the employer if it is reasonable and necessary.

The employee has the duty to notify the employer of treatment by a non-designated provider within 5 days of the first visit to that provider. The employer may not be required to pay for treatment rendered by a non-designated provider prior to receiving this notification. However, the employer shall pay for these services once notified, unless the treatment is found to be unreasonable by a URO, under Subchapter C (relating to medical treatment review).

The employee has the right to seek an additional opinion from any health care provider of the employee's choice when a designated provider prescribes invasive surgery for the employee. If the additional opinion differs from the opinion of the designated provider and the additional opinion provides a specific and detailed course of treatment, the employee shall determine which course of treatment to follow. If the employee opts to follow the course of treatment outlined by the additional opinion, the treatment shall be performed by one of the health care providers on the employer's designated list for 90 days from the date of the first visit to the provider of the additional opinion.

DRUG-ALCOHOL FREE WORKPLACE

The Erie School District is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any District employee illegally uses drugs or alcohol on the job, comes to work under the influence of drugs and/or alcohol, and or manufactures, possesses, distributes or sells illegal drug.

1. The Erie School District has established the following policy:
 - A. It is a violation of organizational policy for any employee to manufacture, possess, sell, trade, use or offer for sale illegal drugs or otherwise engage in the illegal use of drugs.
 - B. It is a violation of organizational policy for anyone to report to work under the influence of illegal drugs or alcohol.
 - C. It is a violation of organizational policy for anyone to use prescription drugs illegally.
 - D. Violations of this policy are subject to disciplinary action up to and including termination.
2. It is the responsibility of the organization's supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone share responsibility for maintaining a safe work environment and co-workers should encourage anyone who may have a drug problem to seek help.
3. The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug free environment. The intent of this policy is to offer a helping hand through LifeSolutions to those who need it, while sending a clear message that the illegal use of drugs is incompatible with employment within the Erie School District.
4. As a condition of employment, employees must abide by the terms of this and related policies and must notify the Human Resources Department in writing of any conviction of a work related violation of a criminal drug statute no later than 5 (five) calendar days after such conviction. The Erie School District shall notify our federal contracting agencies of any criminal convictions for illegal drug activity in the workplace within ten days of learning of such conviction. Appropriate sanction shall be applied to personnel convicted of a criminal drug offense. These sanctions may range from discharge to the satisfactory participation in a drug abuse assistance or rehabilitation program.
5. The Erie School District recognizes that services, safety, and the overall performance of the organization can be improved by eliminating substance abuse. Thus, the Erie School District is committed to the following:
 - A. Maintaining a drug free work place.

- B. Aiding employees, where possible, who seek help with a drug or alcohol-related problem.
 - C. Providing employees with a drug free awareness program from an educational perspective.
6. Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees requiring a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Transportation Manager.

ACT 82

Act 82 amends Section 111 of the School Code, which provides for background checks for employees of public and private schools, intermediate units and area vocational-technical schools. The changes to Section 111 became effective June 30, 2012

Act 82 adds several new crimes to the list of offenses in Section 111(e), which disqualify individuals from school employment. Because of the expanded list of prohibited criminal offenses, Act 82 requires all current school employees to complete a Pennsylvania Department of Education ("PDE") form to report prior arrests or convictions for any offense listed in the newly expanded Section 111(e). Section 111(f.1) offenses include felony offenses not listed in Section 111(e), if less than 10 years have elapsed since the date of expiration of sentence; first degree misdemeanors not listed in Section 111(e), if less than five years have passed from the date of the expiration of sentence; and any offense relating to driving under the influence graded as a first degree misdemeanor (if the person has been previously convicted of such an offense and less than three years has elapsed from the date of expiration of the sentence for the most recent offense). Expiration of sentence typically means completion of imprisonment, probation and parole; and satisfaction of all financial obligations required by the sentence, including restitutions, which is recognized by court order.

Act 82 also requires that school employees report to the District within 72 hours of any arrest or conviction for any criminal offense listed in Sections 111(e) that occurs after September 28, 2011. The Form PDE-6004 should be used to make reports of any arrests or convictions to Human Resources in the future.

Obligation to Report Criminal Record

All district employees shall notify his/her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. crimes involving school property or funds;
2. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. crimes that occur wholly or in part on school property or at a school-sponsored activity;
or
4. crimes involving moral turpitude, which include:
 - a. dishonesty; fraud; deceit; theft; misrepresentation;
 - b. deliberate violence;
 - c. base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
 - d. felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - e. felony driving while intoxicated (DWI); or
 - f. acts constituting abuse or neglect under Pennsylvania Laws.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of DWI or DUI must be reported if the employee drives or operates a district vehicle or piece of mobile equipment. Failure to report a conviction or adjudication may result in disciplinary action, up to and including termination. Such report shall be made within three days of the conviction or adjudicatory action. **The district may conduct annual criminal history checks on its employees.**

Conviction of a crime or receiving adjudication for a crime shall not be an automatic basis for termination. The district shall consider the following factors in determining what action, if any,

should be taken against an employee who receives deferred adjudication for or is convicted of a crime during employment with the district:

- the nature of the offense;
- the date of the offense;
- the relationship between the offense and the position to which the employee is assigned.

Violations of Employee Standards of Conduct

Employees shall comply with the standards of conduct set out in Board policies and administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as district employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

ACCEPTABLE USE POLICY

The purpose of the District's computer networking environment is to facilitate communications in support of research and education by providing access to unique resources and opportunities for collaborative work. The Board expects that all administration, faculty and staff will learn to use computers, electronic mail, the Internet all administration, faculty and staff will learn to use computers, electronic mail, the Internet and other telecommunications devices ("technology resources"). The Board also expects that they, as well as volunteers and any other adults who access the District's technology resources (collectively, "adult users") will use them in appropriate ways for the performance of tasks associated with their positions and assignments and the District's educational objectives, generally. The Board encourages adult users to make use of technology resources to explore educational topics, conduct research, communicate with others and incorporate best practices with technology for the purposes of improving efficiency and student achievement.

In accordance with the Children's Internet Protection Act ("CIPA") and the No Child Left Behind Act of 2001, the District will maintain and enforce technology protection measures with respect to all of its computers having access to technology resources. Such technology protection measures will block or filter access through technology resources to visual depictions that are obscene or contain pornography. In addition, adult users may not utilize technology resources for the unauthorized disclosure, use or dissemination of personal confidential information regarding students or other employees.

It is the policy of the District to maintain an environment that promotes ethical and responsible conduct by adult users in all uses of its technology resources. Toward this end, the Board directs the Superintendent to specify what behavior will be permitted, and what behavior is prohibited, as well as appropriate procedures to guide adult users' use of the District's technology resources, generally. Adult users are expected to communicate in a professional manner consistent with any and all state and federal laws governing the behavior of school employees as well as intellectual property rights. It shall be a violation of this policy for any adult user to engage in any activity that does not conform to the established purpose, general rules, policies and/or procedures applicable to the use of the District's technology resources.

III. Protocols

PERSONNEL FILES

Personnel files for all employees are maintained at the Erie School District Dr. James E. Barker Leadership Center. Your personnel record contains all the information that is required by law or relevant to your employment. Your record is treated confidentially and is only available to the persons who have been authorized to have access to it (*Immediate supervisor, Human Resources Staff*). If you would like to see your file, contact the Human Resources Department with a 24 hour notice.

PAYROLL PERIOD AND PAYCHECK DISTRIBUTION

Payroll is generated on a bi-weekly basis twenty-six (26) times annually. Distribution of payroll will occur every other Friday. All new employees will receive their pay via direct deposit.

PAYCHECK CALCULATIONS AND DEDUCTIONS

The Erie School District is required by law to withhold the following taxes from your paycheck:

1. F.I.C.A.
2. Medicare
3. Unemployment compensation

Your payments to the government are matched by the company.

4. Federal, State, and Local Withholding Tax – Federal, State, and Local Tax laws require that a percentage of your earnings be withheld to meet income tax liability.
5. Local Service Tax (where applicable).

Other deductions may also apply, i.e. Flex Plan, Tax Sheltered Annuities, Union Dues, Medical Insurance, Garnishments, Retirement.

RULES OF CONDUCT

All district employees are role models for the district's students, and are therefore responsible for their public conduct even when they are not acting as district employees. Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the district. All professional employees shall be expected to adhere to the standards of conduct set out in the *Pennsylvania Department of Education School Code of Conduct and the Rules and Regulations Governing Employment of Non-Instructional Personnel*.

Personnel-Student Relations

All district personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students.

Compliance with Laws and Policies

Employees of the City of Erie School District shall be subject to and shall comply with all state and federal laws, district policies, procedures, administrative directives, rules and regulations that are in effect at the time of their employment or that may become effective during their employment.

All district employees have the responsibility to protect district assets and shall be expected to be alert to the potential for theft of property, theft of services, theft of anything of value, fraud, misappropriation or financial impropriety. Any employee who knows or has reason to know of or suspect an occurrence of fraud, misappropriation, financial impropriety, or covered activity shall immediately notify his/her supervisor. If the employee has reason to believe that the supervisor may be involved, the employee shall immediately notify his/her Associate Superintendent.

IDENTIFICATION BADGES

Employees will be photographed at the time of processing and an ID badge will be prepared for the employee's use at no cost to the employee. Each employee will wear his/her ID badge at all times during normal working hours and overtime. It must be clearly visible, except in cases where the type of work does not permit the display.

If the identification badge is lost or destroyed, the employee will contact his/her department supervisor within three business days to get a replacement. There will be a replacement fee for all lost badges. An ID badge will be replaced at no cost to the employee if the badge is mutilated/damaged; however, the employee is required to present the damaged badge at the time of request for a new badge.

DRESS AND GROOMING

District employees shall dress in a clean, neat, safe, professional manner, appropriate to their assignments in the district. Personal dress or grooming should not be disruptive to other employees or unsafe in regard to working around machinery and equipment.

Each employee needs to check with his/her supervisor for specific dress/grooming codes.

CELL PHONES

It is recognized that cell phones are a necessity of conducting business in today's world. However, please be reminded that cell phones must be turned off or silenced during all meetings. It is imperative that you provide undistracted attention to your peers, supervisors, and STUDENTS. Repeated cell phone disruptions during meetings, will result in disciplinary action.

PERSONAL PHONE CALLS

It is anticipated that from time to time situations will occur in which it is necessary to communicate via phone with family members. However, this practice should be kept to a minimum and if there is constant and excessive personal call occurring, disciplinary action will follow.

LANGUAGE

No employee shall, at any time, for any reason, use obscene, vulgar, profane or suggestive language or gestures of any kind or possess printed or written materials of obscene, vulgar, profane or suggestive nature while on duty or school property. Any employee found in violation of this policy will be subject to disciplinary action up to and including termination.

CHILDREN OF EMPLOYEES

It is expected that all employees will make appropriate childcare arrangements for their child(ren) each and every workday. Children of employees are not permitted to be at the work location during the parent's normal work day or any off-site meetings or activities that they may be involved in.

SAFETY AND REPORTING ACCIDENTS

To attain the maximum results from a safety program, each of us must be dedicated to the idea that every accident and loss can be prevented. We must believe that it is worth our time and effort to prevent even one minor injury that could have been serious, or one minor damage incident that could have been a major loss.

Employees involved in an accident while on the job shall notify their immediate supervisor, or school principal as to the nature of the accident and type of medical care required. If the accident/injury requires medical attention, the employee shall be sent to the nearest emergency room or one of the designated physicians on the "Notice to Employees".

The employee shall report to the building principal or his/her immediate supervisor as soon as possible and within a 24-hour period in order to prepare the employee accident form "Employee's First Report of Injury or Illness". The immediate supervisor shall submit the accident report to Employee Benefits within 24 hours.

Please refer to the Workers' Compensation policy on p. 16 of this handbook.

MEDIA ASSISTANCE

Erie School District

Classroom/School/Program-Based Inquiries: When a member of the news media contacts an administrator, teacher, or staff member to comment on a topic that is within the employee's area of expertise or direct supervision (i.e. about an educational activity in a teacher's classroom, an

inquiry to a principal about a program or activity in his/her school, to an administrator about a program or service in his/her division, or athletic-related inquiries to coaches and athletic directors) the employee may answer those questions immediately, if so desired. However, if the employee prefers to give some thought to the questions before answering, or if he or she has questions about the interview and how to respond, the communications office recommends the employee take the reporter's telephone number, inquire about the story deadline, and return the call. Employees may also contact the communications office for assistance. The district's communications director can advise on clear and concise messaging, share information about the reporter, media outlet or other stories the reporter may be researching or writing at the time, and/or be present to assist during the interview.

While it is optional to contact the communications office prior to talking with a reporter about the employee's area of expertise or direct supervision, the communications office should be notified of the inquiry so it can be logged and the communications office may assist reporters with follow-up inquiries and additional fact gathering if necessary.

District-Level or Sensitive Inquiries: When staff are asked to provide information on a district-wide question or an issue that relates to the entire school system, the reporter should be referred to the communications office. The office will respond and/or determine the appropriate spokesperson on behalf of the district and will refer the reporter to the appropriate source for comment.

Only the Superintendent and individuals specifically authorized to do so will publicly speak on behalf of the entire district.

The communications office should also be notified of all potentially sensitive, contentious or controversial media inquiries with respect to the school district or individual schools. The communications office will respond and/or promptly identify the appropriate spokesperson and arrange for an interview or statement, as required.

IV. Benefits

COMPENSATION OBJECTIVES

The Erie School District compensation plan includes a schedule of pay ranges (minimum, intermediate, and maximum rates of pay) per all job classes in the organization. The compensation plan is based upon the principle of equal pay for equal work, and shall provide compensation necessary to recruit and retain a sufficient number of well qualified employees as well as providing appropriate incentives for superior employee performance.

DISTRICT VEHICLES

Company vehicles exist for the exclusive use of the Erie School District only. Any unauthorized use of these vehicles or use for personal purposes is strictly prohibited. Anyone using the vehicles in this manner will be appropriately reprimanded.

In addition, any traffic violations, parking tickets, etc., received by a staff member while driving one of the District's vehicles should be immediately reported to the immediate supervisor. Any accident involving a district vehicle must be reported to appropriate police department. It is the responsibility of the staff member who received the violation to pay any fines that were received.

MILEAGE REIMBURSEMENT

Should you use your own vehicle for business purposes, you will be reimbursed at the current Board approved rate. Please note that commuting mileage, (to and from your home to place of employment) is not eligible for mileage reimbursement. All mileage reimbursement is contingent upon supervisor approval.

ATTENDANCE

Regular, prompt, and reliable attendance is an essential job function. Employees are expected to report to work on time on a regular basis. Employees who will be absent or late arriving to work are required to contact their designated department prior to the beginning work time, and according to departmental procedures regarding who to contact and when contact must be made. Excessive and/or undocumented absences may lead to disciplinary action up to and including termination.

A doctor's release will be required and must be presented to the department office or supervisor before returning to work for any absence of more than three (3) consecutive days. The Erie School District does reserve the right to check with the doctor on an employee's work status to determine if the employee can perform his/her assigned duties.

Vacation

An employee shall not be eligible for vacation until the employee has received a permanent Board appointment and has completed the employee's probationary period. Eligible, full-time,

twelve month (260 day) employees will earn vacation based on their position and attendance. *Annual vacation time for Administration and non-bargaining is credited July 1 of each year and must be used within 15 months of the date awarded. Requests for vacation time must be submitted to the employee's immediate supervisor for prior approval.*

Sick Leave

Full time employees shall be entitled to cumulative sick days per year based on their position. Sick leave is authorized in cases of illness or disability. Sick leave may also be used, subject to prior approval, for medical appointments that cannot be arranged outside of working hours. The following provisions also apply to the use of sick leave:

- A. An employee using sick leave must report by telephone to his/her supervisor prior to the start of the scheduled work period. Information left should include the schedule for the day, and an emergency contact phone # to be reached at;
- B. Any use of sick leave exceeding two consecutive days requires a physician's certification and the estimated date that the employee will be released to work;
- C. The *immediate supervisor* may, at his/her discretion, require an employee to provide a physician certification for any use of sick leave;

Family and Medical Leave Act (FMLA)

The FMLA of 1993 entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family & medical reasons. *Erie School District employees may use their accumulated sick or personal days for Family Medical Leave.*

EMPLOYEE ELIGIBILITY:

- Worked for employer for 12 months.
- Worked at least 1,250 hours over previous 12 months.
- An employee is entitled to 12 weeks of FMLA during a 1 year period.
- Additional Family/Medical leave is measured forward from the 12 month date the employee's first FMLA leave began.

LEAVE ENTITLEMENT:

- Birth & care of newborn child.
- Placement with employee of son or daughter for adoption or foster care.
- To care for an immediate family member (spouse, child, parent) with serious health condition.

SERIOUS HEALTH CONDITION: An illness, injury or impairment or mental condition that involves *inpatient care or continuing treatment by a health care provider*

- To take medical leave when employee is unable to work because of a serious health condition.

EXPANSION OF FMLA FOR MILITARY FAMILIES:

- 12 weeks – eligible employees who are spouse, son, daughter or next of kin of service member on or called to active duty if they have any “qualifying exigency”.

- 26 weeks within 12 months to care for service member who received serious injury or illness in line of duty.

NOTICE:

- Employees must notify the HR Office of the need to take FMLA leave.
- Employees **must** complete the FMLA leave form supplied by the HR Office.
- Medical documentation is required to support the need for leave due to a serious health condition affecting the employee or an immediate family member's serious health condition.

JOB RESTORATION:

- Upon return from FMLA leave, an employee must be restored to his/her original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

MEDICAL BENEFITS:

- The employee will keep the existing level of coverage under our group health insurance plan while on FMLA leave.
- Prior to return to work, the employee will need medical documentation regarding their status certifying that the employee is able to resume work.

THE ERIE SCHOOL DISTRICT WILL NOT REFUND ANY MONEY REQUESTED BY PRIVATE PHYSICIANS FOR COMPLETING THE REQUIRED FAMILY/MEDICAL LEAVE PAPERWORK

Funeral Leave

All permanent or regularly assigned employees shall be allowed five (5) work days, or seven (7) consecutive days, beginning with the day following the death, with full pay, in each case of death of a member of the immediate family. The term "immediate family" shall be understood to include the following: mother, father, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household or any person with whom the employee has made his home. In other cases: grandmother, grandfather, grandson, granddaughter, son-in-law, daughter-in-law—absence will be allowed with pay through the day of the funeral. In all cases of death of near relative (first cousins, aunt, uncle, niece, nephew, brother-in-law, sister-in-law), an employee will be paid for absence on the full day necessary to attend the funeral.

The above is applicable in all cases unless stated otherwise in the employee's union contract.

In special cases, the Superintendent may use his discretion to extend time. A letter giving pertinent facts must be submitted to the Human Resources Department. Absence for this reason may or may not affect accumulated sick leave.

Holiday Leave

The Erie School District observes the following holidays per the school calendar:

1. New Year's Day
2. Martin Luther King Day
3. Good Friday
4. Easter Monday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Friday after Thanksgiving
10. Monday after Thanksgiving Day
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

Personal Leave

Employees shall be entitled to three (3) days of personal leave per year unless stated otherwise in your union contract. Such leave shall be used for matters which cannot be scheduled outside of work hours. All days must be first approved by your immediate supervisor. Personal days are awarded and not earned; therefore, the employee receives three personal days at the time of employment or upon completion of probation. Since it is not earned time, personal time is awarded on the employees' anniversary date and not on July 1.

An employee cannot use more than three (3) consecutive personal days. Personal days can accumulate up to five (5) unless stated otherwise in your union contract. In the event that an employee does not use any of the allowed personal days during the work year (July 1 through June 30), the unused day or days will be credited to that employee's accumulated sick leave as of the beginning of the following school year.

Jury Duty

Full time employees are eligible to be excused for jury duty. An employee on jury duty will be compensated for the difference between the payment received for jury duty services and his /her regular salary. The employee will present proof of service and the amount of pay received to their immediate supervisor who will forward to the Payroll Department. No other leave pay shall be paid during the absence. An employee must notify his/her supervisor in advance of an appearance for jury duty.

Unauthorized Leave

In the event an unauthorized absence exceeds three consecutive work days, the employee automatically terminates his/her employment, unless a compelling circumstance prohibited the

employee from properly notifying his/her supervisor or the Human Resources Department of the absence.

Unpaid Leave

Employees taking unpaid leave must pay any required dependent deduction or monthly contribution for health insurance.

Employees are required to request, in writing to their department head, the reasons for taking an unpaid leave. In all cases, the department head shall, in his or her sole discretion, determine whether such leave shall be recommended to the Executive Director of Human Resources for approval.

While an employee is on an unpaid discretionary leave, an employee will not be entitled to accrue or receive any leave benefits. Any accrued benefits, however, will be restored to the employee upon return from a leave of absence. The employee may continue all health related benefits during an unpaid leave of absence by paying the monthly contribution rate or the dependent deduction.

RESIGNATION

Be sure to investigate your benefits BEFORE you officially resign. Once your resignation has been accepted by the Human Resources Department, it cannot be rescinded.

The following checklist is being provided as a recommended guideline to use by all staff members when severing their employment with the district. All inquiries about prospective resignations will be handled in a confidential manner by the Human Resources, Employee Benefits and Payroll departments.

If you are resigning in order to retire from PSERS, you must contact Human Resources.

If you are eligible to use any of the benefits listed above, the district can help you coordinate your leave or resignation to assure you receive the benefits you have earned.

- Provide the Human Resources Department with your new address if you are moving.
- Unused earned vacation days will be paid at the employee's current daily rate.
- All inquiries regarding terminating membership in the Teachers Retirement System of Pennsylvania (PSERS) and withdrawing member contributions need to be addressed directly with PSERS.
- Social Security questions may be answered by calling the Social Security office at 1-800-772-1213 or 713-290-0660.

1. **Contact Board Secretary** to begin your Retirement Application Process with PSERS and to arrange a PSERS exit interview.
2. Insurance questions can be answered by calling **Employee Benefits Supervisor**.
3. Prior to your retirement date contact **Executive Director of Human Resources** to schedule an appointment to sign your “**official**” Erie School District retirement papers. This is your required exit with the District.

At this time you will meet with the Board Secretary, Employee Benefits Supervisor, Payroll Manager and representatives from the 403(B) plan to obtain information that will affect your retirement and to answer any questions you may have. This meeting will remain confidential. Your retirement will appear in the Board Meeting following this appointment.

Plan on approximately one (1) hour for this appointment.

CONTINUOUS SERVICE

Should a full time employee leave his/her employment but be rehired within 90 days, service will be considered unbroken, with the understanding the Erie School District reserves the right to accept or reject re-employment and that the employee does not have a right to the same or equivalent position upon return.

COBRA CONTINUATION OF COVERAGE

On April 7, 1986, a federal law called COBRA (Public Law 99-272, Title X) was enacted, requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called “continuation of coverage”) at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to provide you a summary of your rights and obligations under the continuation of coverage provisions of the new law. Both you and your spouse should read this notice carefully.

If you are an employee (including retirees), spouse of an employee, or dependent child of an employee of the subject company and are covered under the group health plan, you have the right to choose this continuation of coverage for 18 months if you lose your group health coverage because the employee’s work hours are reduced or his/her employment is terminated (for reasons other than gross misconduct). This 18 month period may be extended for up to 29 months for individuals who are disabled at any time during the first 60 days of COBRA, if a written determination of disability by the Social Security Administration is provided to the COBRA Administrator within 60 days of disability determination and before the end of the initial 18 month period.

If you are a spouse of an employee covered under the group health plan, you have the right to choose continuation of coverage for yourself for 36 months if you lose group health coverage under this plan as a result of: 1) your spouses’ death, 2) your parents’ divorce or legal separation.

3) Your parent becoming eligible for Medicare or 4) your loss of “dependent child” status under this group health plans.

A child who is born to or placed for adoption with the covered employee during a period of COBRA coverage will be eligible to become a qualified beneficiary. In accordance with the terms of your company and the requirements of federal law, these qualified beneficiaries can be added to COBRA coverage upon proper notification to the plan administrator of the birth or adoption.

If you are a covered retired employee or the spouse or dependent child of a covered retired employee of an employer filing for chapter 11 reorganization, you are entitled to continuation of coverage for the life of the retiree, plus an additional 36 months of coverage after the death of the retiree if you are his/her surviving spouse or dependent child.

Under the law, the employee or a family member has the responsibility to inform the COBRA administrator of divorce, legal separation, or a child losing dependent status under this group health plan within 60 days of the qualifying event. The subject company has the responsibility to notify the COBRA administrator of the employee’s death, termination of employment, reduction in hours, or Medicare eligibility.

When the COBRA administration is notified that one of these events has happened, you will be notified of your right to choose continuation of coverage. You have 60 days from the notification date to elect continuation of coverage.

If you choose continuation of coverage, you will be given coverage, which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members.

COBRA also provides that your continuation of coverage will terminate for any of the following reasons:

1. The subject company no longer provides group health coverage to any of its employees;
2. The premium for your continuation of coverage is not paid in a timely fashion;
3. You are covered under another group health plan (unless there is a pre-existing condition clause under the new plan; contact the COBRA administrator for more information);
4. You are covered by Medicare.

You do not have to show that you are insurable to choose continuation of coverage. However, you will have to pay the premium for the continuation of coverage, check with the COBRA administrator for the amount of the premium you must pay. Remember, you must enroll in order to begin continuation of coverage. Contact the COBRA administrator for the proper forms if you have not received them.

Also, if this group health plan offers a conversion benefit, COBRA states that at the end of the continuation of coverage period, you must be allowed to convert from the group plan to an individual conversion health plan.

EMPLOYEE INITIAL ORIENTATION CHECKLIST

ALL NEW EMPLOYEE FILE INFORMATION MUST BE RECEIVED WITHIN 30 DAYS OF HIRE DATE

Name _____ Hire Date ____/____/____ Position _____

I have received information regarding the following policies located in the employee handbook and agree to abide by the City of Erie School District policies and procedures.

_____ Application Form

_____ W-4 Form

Included in handbook agreement:

_____ Acceptable Use Policy

_____ Equal Employment Opportunity Policy

_____ Sexual Harassment Policy Drug

_____ and Alcohol Policy Workman's

_____ Compensation Policy

_____ Confidentiality Agreement

_____ Medical Record Authorization

_____ Fair Credit Reporting Disclosure

_____ Employee Selection, Promotion, Termination Policy

_____ Employee "Personnel Record" Information

Employee Signature

Date

Supervisor Signature

Date

Employee Acknowledgment

I hereby acknowledge that it is my responsibility to read and understand the Erie School District Employee Handbook. My signature below indicates that I agree to read the Handbook and abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that additional regulations, policies and laws are in the "Professional Standards and Practices" through the Pennsylvania Department of Education.

The information in this Handbook is subject to change. I understand that changes in district policies may supersede, modify or eliminate the information summarized in this Handbook. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alteration of at-will relationships are intended by this Handbook. I understand that nothing in this Handbook is intended to confer a property interest in my continued employment with the District beyond the term of my current contract. I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc.

I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation.

My signature on this form is acknowledgment that I agree the district may deduct any fines or fees charged to the school district incurred by me (an example may be a traffic citation received as a result of my operation of a district motor vehicle).

Printed Name

Signature

Date