

Employee Handbook

For exclusive use of School Substitute Employees managed by:



Table of Contents

Introduction.....	4
Compliance Policies	4
Ethics in Professionalism.....	4
Equal Employment Opportunity.....	4
Eligibility of Employment.....	4
Employment Status	4
Commitment of Employment.....	5
Credentials.....	5
Background Checks.....	5
Public School Works Training.....	5
Letter of Intent.....	5
Job Assignments & Attendance.....	5
Work Assignments.....	5
Taking Assignments	6
Non-Work Days.....	6
Appearance Standards	6
Job Site Rules	6
Attendance.....	6
Cancellations/Tardiness.....	6
No Call / No Show	7
Resignation Process	7
Pay & Benefits.....	7
Compensation	7
Timekeeping.....	7
Pay Advances	7
Pay Deductions.....	7
Electronic Payroll.....	8
Overtime.....	8
Payroll Errors.....	8
Employee Benefits.....	8
COBRA	8
Accessing Employee Payroll Information.....	9
Employment & Wage Verification.....	9
Safety	9
OSHA Hazard Communication.....	9
If Employees Are Injured	9
Returning to Work.....	10
Fraud Policy.....	10
Auditor of State's Fraud Contact Information	10

Employment Policies	11
Accommodating Disabilities	11
Family and Medical Leave Act	11
Jury Duty	11
Time Off to Vote	11
Personnel Data Changes	11
Personnel Records Request	11
Personal Business and Solicitation	12
Substance Abuse Policy	12
Harassment	12
Workplace Violence	13
Use of Technology	13
Electronic Devices Use	14
Dedicated School Staffing Property	14
Non-Disclosure and Confidentiality	14
Social Media Participation	15
Social Media at Work	15
Employee Discipline/Termination Process	16
FMLA - Additional	18
Office Contact Information	19
Business Hours	19

Introduction

Welcome to Dedicated School Staffing!

This handbook was developed to outline the expectations of our employees and the policies, programs, and benefits available. This handbook will answer many questions about employment with Dedicated School Staffing.

Employees are responsible for knowing the policies contained in this handbook. This handbook (and any copies thereof) is the property Dedicated School Staffing and is only authorized for access by current employees.

Compliance Policies

Ethics in Professionalism

All educators employed by Dedicated School Staffing are expected to behave in a professional manner that reflects the status and substance of a school professional with the responsibility of providing high-quality work for each school district. The Licensure Code of Professional conduct for Ohio Educators serves as the basis and guide for conduct appropriate for substitutes employed by Dedicated School Staffing.

Licensure Code of Professional Conduct for Ohio Educators

Ohio Revised Code 3319.31 states that engaging in an immoral act, incompetence, negligence, or conduct that is unbecoming to the person or person's position can result in license suspension, revocation, or limit license renewal

Dedicated School Staffing complies with the aforementioned Ohio Revised Code and applies the same professional expectations to employees regarding job performance and communication.

Equal Employment Opportunity

Dedicated School Staffing provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Eligibility of Employment

An individual's work authorization, or employment eligibility, refers to his or her legal right to work in the United States. U.S. citizens, born or naturalized, are always authorized to work in the United States, while foreign citizens may be authorized if they have an immigration status that allows them to work. Dedicated School Staffing adheres to the rules and regulations established by the U.S. Citizen and Immigration Services, for more information visit:

<https://www.uscis.gov/working-in-the-united-states>

Employment Status

Employees of Dedicated School Staffing are hired to work in job assignments at local school district locations. Dedicated School Staffing will notify employees of available work assignments for which Dedicated School Staffing believe the employee is qualified. Employees will be paid based on the school district job position to which they are assigned. Please note that employees are employed by Dedicated School Staffing and NOT by the school district to which they are assigned to work.

Nothing in this Handbook or elsewhere is to be considered a guarantee of employment or work. Employment is based solely on available work assignments from school districts for which employees are qualified. All employment is strictly at will and can be ended by employees or by Dedicated School Staffing without advance notice.

Commitment for Employment

There is an expectation that each employee will work during the school year they are hired for in a Dedicated School Staffing work assignment. Failure to pick up a work assignment(s) in the school year the employee is active for will result in cease of employment and the employee will not be invited back the following school year.

Credentials

If the employee is working in a teacher, aide, or monitor position, they are required to follow the Department of Education guidelines in the state they are working. More information can be found on the Department of Education website in the state employees are working. Renewal information for credentials can be found in our Letter of Intent Policy in this handbook.

Background Checks

It is a requirement that everyone that works in a school system, whether permanent or substitute employee, must have a background check on file. The background check requirements vary per state, so please check with the Account Associate at Dedicated School Staffing for additional information, specific to state requirements. All hires are contingent on background checks.

Public School Works Training

Dedicated School Staffing prioritizes training of the substitute staff. Each position type is encouraged to complete training to meet both best practice standards and any state training requirements. Additional training courses are available through Public Schools Works.

Letter of Intent

Prior to the completion of the current school year Dedicated School Staffing will send out a Letter of Intent for continued employment for the subsequent school year. The Letter of Intent allows the employee to update any contact information, as well as request changes or updates to the school district(s) and position(s) employees wish to work for the subsequent school year. All district and position changes are subject to compliance approval and requirements. Completion of the Letter of Intent is a written commitment with Dedicated School Staffing that the employee will return to work the following year and complete any necessary compliance items to continue employment. Failure to return the Letter of Intent will cause the employee's employment status to cease as of August 1st of the same year the Letter of Intent was sent. Written declarations from the employee in response to the request for a completed Letter of Intent will be taken as a voluntary resignation and employment would conclude on that date. If a completed Letter of Intent is received but the employee fails to furnish any needed compliance items to resume work will result in the cease of employment on October 1st of the same year the Letter of Intent was sent.

Job Assignments & Attendance

Work Assignments

As a Substitute, employees are required to work as assigned and to do the duties and extra assignments typically done by the district employee for whom they are substituting, including but not limited to bus duty, arrival/dismissal duties, recess duty, cafeteria supervision, hallway/restroom supervision, etc.

Additionally, districts can and will ask substitutes to change assignments, buildings, grade levels based on their needs. It is Dedicated School Staffing expectation that employees will cooperate with the request. Refusal to make changes may result in the dismissal of the employee services for the day and/or exclusion from the building. If employees are dismissed prior to the beginning of the assignment, the employee will not be compensated for their time. If employees are dismissed after the start of the workday, they will be compensated accordingly (based on time worked). In all cases, the decision of the administrator or designee

making the request is to be followed.

It is the employee's responsibility to monitor school cancellations due to inclement weather or other calamity circumstances. The Absence Management System will generally notify employees by email and/or phone when a school district or building cancels due to a calamity day.

Dedicated School Staffing will help coordinate employee's schedules and assignments. Dedicated School Staffing will notify employees of available work assignments for which we believe they are qualified.

Employees assigned to specific short-term assignments are required to use an online scheduling system to select their work assignments. It is the employee's responsibility to select their work assignments and identify the work days that they are unavailable for work. Unless the employee specifically notifies Dedicated School Staffing that they are no longer available for work assignments, employees are considered able and available for work.

If an employee walks off a job before the shift ends, that is considered an automatic voluntary resignation with Dedicated School Staffing. Employment will be terminated and the employee will not be eligible for other work through Dedicated School Staffing. Eligibility for unemployment benefits may also be affected.

Taking Assignments

The Absence Management systems begin automated calls as early as 5:45AM. Dedicated School Staffing will be making personal phone calls from as early as 6AM and as late as 10PM. In addition to phone calls, employees can actively search for assignments by logging into their own account 24/7. As a Dedicated School Staffing employee, assignments are on-call as needed basis; employees are expected to work when called.

Non-Work Days

Employee's Absence Management System and Dedicated School Staffing will make calls on every assignment and without placing non-work days in the absence management system; employees names will appear on the available substitute list and employees are expected to work when called. If employees do not have access to a computer to place non-work days, please call Dedicated School Staffing and we will be able to assist.

Appearance Standards

Dedicated School Staffing expects every employee to be neat, clean and dressed properly for their work environment. Sleeveless shirts and halter-tops are not permitted in any position. Most school districts have their own dress code or standard. Dedicated School Staffing can advise employees of the standards for substitute assignments, and employees will be expected to maintain them. Employees are not permitted to wear jeans, shorts or T-shirts in any school location, unless it has been specifically addressed for special occasions, such as "spirit days," field trips, etc.

Job Site Rules

Every school district has rules or policies that apply in their workplace. School district rules might vary in regards to lunch or rest breaks, but will still be subject to state and federal regulations. As a Dedicated School Staffing employee, there is a requirement to know and follow the policies in effect at job sites and assignments.

Attendance

Consistent and timely attendance to substitute assignments are required traits of a professional and conscientious employee. If employees have accepted a school district assignment and are going to be late or absent for any reason, they must personally notify Dedicated School Staffing at 877.977.9499 immediately in order to allow ample time to secure another employee. Once employees have accepted a position, they have a responsibility to fulfill that commitment.

Cancellations/Tardiness

Two or more cancellations/tardiness in one month is considered excessive and cause for disciplinary action,

unless employees have a note from a doctor or there is a legal basis for the employee's absences.

No Call / No Show

Missing a scheduled work day and failing to notify Dedicated School Staffing prior to the start time of the employee's assignment will be considered job abandonment per applicable state regulations.

Resignation Process

If employees should ever decide to resign from their job and terminate employment with Dedicated School Staffing, we will need the employee's resignation in writing. Employees can complete the resignation form on the Dedicated School Staffing website, send the resignation via email, or through the mail.

Pay & Benefits

Compensation

Every position and assignment has its own set pay rate; positions can have different rates in each district, building, or classroom. If employees change assignments or work in more than one assignment during any pay period, do not assume that the pay rate or pay date will be the same for both. Please be aware of the wage for every assignment worked, if unsure please contact our office for confirmation. Each district we service follows a separate pay calendar, all current pay calendars we follow are available on the Dedicated School Staffing website, every assignment worked will be subject to the applicable pay calendar.

Any position that is paid out at a daily rate will be paid as either a half day or a full day. Any day where the total work time is four hours and under will be paid as a half day, a day where the total work time exceeds four hours will be paid as a full day.

Timekeeping

Accurately recording time worked is the responsibility of every employee. Time worked is the time actually spent on the job performing assigned duties.

Timekeeping procedures are different for different worksites. Employees may be asked to complete a timesheet and/or sign in at the building following their procedures; failure to submit a fully completed timesheet, or sign in per the building procedures, may result in a delayed pay. In every job, be sure to know how records of time worked are being kept to maintain accurate timekeeping.

Any discrepancies in an employee paycheck should be brought to the attention of Dedicated School Staffing immediately. When the discrepancy is verified with the appropriate district, the adjustment will be reflected on the next pay date.

Pay Advances

Dedicated School Staffing does not provide pay advances to employees.

Pay Deductions

The law requires that employers make certain deductions from every employee's paycheck. Among these are applicable federal, state, and local income taxes, court orders (i.e. Garnishments or Child Support), and applicable retirement contributions.

School based positions within the state of Ohio are subject to mandatory alternate retirement withholdings determined by the position worked. Positions will be subject to either the State Teachers Retirement System (STRS) pursuant to Ohio Revised Code 3307 or the School Employees Retirement System (SERS) pursuant to Ohio Revised Code 3309.

Electronic Payroll

All pay received from Dedicated School Staffing will be through electronic payroll, no paper check will be issued. Dedicated School Staffing offers employees two electronic methods for receiving their pay: direct deposit or paycard. Direct Deposit allows Dedicated School Staffing to deposit the employees paycheck to their checking or savings account automatically. If an employee does not have a bank account, we can issue an ATM payroll debit card ("paycard"). Paycards allow the employee to access their money through ATMs, checks, and various point-of-sale (POS) locations.

All employees must authorize direct deposit or provide/request a pay card account, be sure to read all payroll authorization forms carefully and ask a Dedicated School Staffing payroll representative any questions.

Overtime

Federal and state laws require employees be paid time-and-a-half for all hours they work over 40 in one week. When calculating overtime only hours actually worked are counted. Vacation time, holidays, sick and most training time does not count toward the 40 regular hours needed before overtime begins, except as otherwise required by state law. Employees must receive authorization to work overtime prior to beginning any overtime work.

Payroll Errors

If employees work regularly and follow all timekeeping procedures, the chance of a payroll error is very low. If a mistake affects an employee paycheck, please contact the Payroll Department as soon as possible. Once we have verified the corrected information any corrections or additional pay will be added to the following paycheck.

Employee Benefits

Dedicated School Staffing does offer Minimum Essential Coverage, Dental, and Vision benefits to active employees following their first paycheck.

All current information and benefit details can be found at www.dedicatedschoolstaffing.com. Since benefits coverage and cost are subject to change please consult the website or contact the Dedicated School Staffing office regarding the current offering and cost. All claims will be handled directly by the insurance provider and not through Dedicated School Staffing. Employees should review all offerings carefully before enrolling to ensure they fit their needs; termination and changes to benefits are subject to Qualifying event requirements as outlined by the insurance provider. The employee is responsible for paying all required premiums to maintain coverage.

COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue existing health insurance coverage when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Dedicated School Staffing' group rate plus an administration fee. The plan administrator provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage. The notice contains important information about the employee's rights and obligations.

Employees should please refer to the Summary Plan Description or contact the insurance provider for additional information.

Accessing Employee Payroll Information

1. Go to www.dedicatedschoolstaffing.com
2. Click Workforce
3. Click Payroll Portal
Employees will receive an email with an auto-generated password
4. After first login, employees will be prompted to create a unique password that they will need to remember for future access

Employment & Wage Verification

If an employee needs employment or wage verification all requests must be submitted in writing with a valid signed release. Verifications can be emailed to Dedicated School Staffing, voe@dedicatedschoolstaffing.com, fax to 419-725-9495, or mailed to our office. All requests will be completed and returned to the requesting agency, no verifications will be completed over the phone.

Safety

The safety of our employees is the most important concern of Dedicated School Staffing. We collaborate with districts who are committed to maintaining a safe workplace, and we employ people we expect to take safety seriously. We comply with every safety rule and do everything possible to reduce the chances of an accident. We expect employees to do the same.

OSHA Hazard Communication

Employees have a right to know about any safety hazards in workplaces. A Dedicated School Staffing representative or school representative will explain:

Any chemical or material substances that are known hazards at the employees job site and which employees may be exposed to the "Material Safety Data Sheets" that describe any hazardous materials, what to do if they are exposed to them and how to identify and properly handle any hazardous substances (if they are approved to do so).

If employees ever have a question about a chemical or substance at their job, be sure to ask the on-jobsite Supervisor for more information.

If Employees Are Injured

If an employee is injured on the job, report the incident to the office of Dedicated School Staffing immediately, even if the injury is minor. Note: Reporting an incident to a School Administrator on the job is not enough. If an injury occurs, employees may seek initial treatment at the provider of their choice, for any follow up visits, please contact the Bureau of Worker Compensation at 888-743-2559 to locate a BWC certified provider in their area. Be sure to name "Dedicated School Staffing" as the employer. Except in a true emergency, employees should not leave the worksite without reporting an injury. There, an employee may be required to take a drug test. If an employee fail or refuse a drug test, and if drugs or alcohol were a cause of the accident, they could forfeit workers' compensation benefits.

Dedicated School Staffing carries Workers' Compensation insurance to protect and benefit any employee who may be hurt on the job.

To get medical attention for an on-job injury, and any Workers' Compensation benefits that may apply, there are certain steps an employee must take. Reporting an injury promptly, within the first 24 hours, is the first and most important step. Once an employee does that, our office can guide them to the next steps.

After an employee has been treated, a Doctor will determine what work they can do: regular work, light work, or no work at all. The Doctor's report will determine whether an employee needs time off or not.

As soon as an employee is able, they must complete a Dedicated School Staffing Injury Report. Please call

for the report to be faxed, emailed or mailed to the employee. The report will let Dedicated School Staffing and our insurer know exactly what happened, how and where an employee was hurt, and how to avoid a similar accident in the future.

Returning to Work

Unless the Doctor says the employee is unable, the employee must report for work the day after any injury. If they feel they are unable to return, they must contact Dedicated School Staffing to discuss the situation. If the Doctor says an employee cannot work at all, the employee must provide written notice from the Doctor and call a Dedicated School Staffing manager the next day to discuss the situation. Whether they are released for light or limited work, or for regular duty, Dedicated School Staffing will have a suitable job for them the next day.

Fraud Policy

Workers' Compensation is designed to limit the loss of an employee who is injured or becomes ill in the course of their work. Dedicated School Staffing will do all it can to ensure that its employees receive the benefits to which they are legitimately entitled. Benefits are available when an injury is accidental and when an injury or illness is both work-related and medically verified.

If an injury or illness was not caused by an on-the-job accident or condition at all, if an accident or illness never really happened, if there were no real injuries, or injuries are falsely exaggerated, filing a claim for Workers' Compensation benefits is fraud. Secretly working another job while collecting Workers' Compensation payments is illegal and it is also fraud.

Dedicated School Staffing has **zero tolerance** for fraudulent claims.

Auditor of State's Fraud Contact Information

The Ohio Auditor of State's office maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.

If the below are suspected:

- Fraud
- Theft
- Drug Use
- Illegal Activity
- Unsafe Conditions
- Contract Violations
- Improper Behavior

TELEPHONE: 1-866-FRAUD OH (1-866-372-8364)

US MAIL: Ohio Auditor of State's Office
 Special Investigations Unit 88 East Broad Street
 P.O. Box 1140
 Columbus, OH 43215

WEB: www.ohioauditor.gov

Employment Policies

Accommodating Disabilities

As Dedicated School Staffing' desire to maintain a diverse workforce, Dedicated School Staffing are fully committed to compliance with the Americans with Disabilities Act (ADA) and with all other federal, state, and local laws providing for nondiscrimination in employment against qualified individuals with disabilities.

In compliance with the ADA, and applicable state and local laws preventing discrimination against individuals with a disability, Dedicated School Staffing offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but who can still perform the essential functions of the job.

Dedicated School Staffing will endeavor to work with our School Districts to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities, whenever it is possible to do so without undue hardship on Dedicated School Staffing or the worksite School. Employees with qualified disabilities should make requests for accommodations to a Dedicated School Staffing representative at Dedicated School Staffing.

Family and Medical Leave Act

Dedicated School Staffing provides leave of absence without pay for up to 12 weeks to qualified employees who need to take time off from work in the following circumstances as well as any other reason required by law. Current policies and information can be found at the end of this document on page 18.

Jury Duty

Dedicated School Staffing will comply with all applicable laws regarding jury duty service and absences from work.

If applicable law requires Dedicated School Staffing to provide unpaid time off to fulfill jury duty, employees must show the jury duty summons to their Dedicated School Staffing Representative as soon as possible so arrangements can be made to accommodate the employee's absence. Employees are expected to report for work whenever the court schedule permits. NO letters to excuse an employee from Jury Duty will be written by Dedicated School Staffing.

Time Off to Vote

Dedicated School Staffing believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee whose work schedule does not provide him or her with time off while polls are open, will be granted reasonable unpaid time off in order to vote. Employees should request time off from their Dedicated School Staffing representative at least 48 hours prior to Election Day.

Personnel Data Changes

It is the responsibility of each employee to promptly notify Dedicated School Staffing of any changes in personnel data. Personal mailing addresses, email addresses, telephone numbers, direct deposit information, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed it is the employee's responsibility to notify Dedicated School Staffing.

Personnel Records Request

Employees or a designated agent of the employee may request to inspect his or her own employment record. Dedicated School Staffing will make these records available during regular business hours. Requests to inspect employee records must be made at least 48 hours in advance. If an appointment is requested for a designated agent to inspect the employment record, the employee must make that designation in writing. Copies of personnel records will be provided according to applicable state laws.

Personal Business and Solicitation

Soliciting during working hours and/or in working areas (including email) or at a time or place or in a manner that interferes with the work of another employee is not allowed. This includes, but is not limited to selling merchandise, tickets, or services, collecting funds, obtaining signatures, or any other private solicitation of any kind.

Solicitation is against the rules in every job assignment. Solicitation is also not permitted on Dedicated School Staffing property or any school district property.

No solicitation of Dedicated School Staffing or school district employees is allowed during an employee work shift or the work shift of the person being solicited. For purposes of this work rule, "solicitation" specifically includes passing out fliers, letters, petitions or other documents for signatures.

Substance Abuse Policy

Dedicated School Staffing maintains a **zero-tolerance** policy towards any substance used prior to or during scheduled work hours that would affect the substitutes ability to be safe and engaged throughout their work day. Dedicated School Staffing is committed to a Drug-Free Workplace, and does not accommodate medical marijuana.

The use, possession, solicitation for, distribution, purchase or sale of any illegal substance, legal substance that can cause impairment ("Impairing Substance"), or alcohol on the premises of Dedicated School Staffing, or its clients, or while performing any Dedicated School Staffing job duty is strictly prohibited. Dedicated School Staffing reserves the right to request any employee to submit to drug or alcohol testing at any time, without notice, as permitted by law. As permitted by law, a drug test may be required immediately after an on-the-job accident and any time there is reasonable suspicion that an employee may be under the influence of drugs or alcohol.

Harassment

Dedicated School Staffing believes in a professional workplace that is not hostile or offensive, where all employees, school staff and students are treated fairly and with respect. Harassment, threats, intimidation or discrimination of any kind, including verbal or visual, will not be tolerated for any reason. Any employee who violates this policy will be subject to serious discipline, including termination.

It is important to understand that, among other things, harassment can take place in person or online and includes:

- Verbal Harassment - making a joke or comment about a certain age or ethnic group, race, sex, nationality, disability, religion, sexual preference, or using vulgar or profane words or slurs.
- Physical Harassment - assault, touching, blocking or physically interfering with a person's movement or work.
- Visual Harassment - derogatory images, posters, cartoons or drawings.
- Sexual Harassment - unwelcome sexual advances or requests for sexual favors, verbal, visual or physical conduct of a sexual nature, such as name calling, obscene jokes, suggestive comments, gestures or sounds, or graphic remarks about a person's anatomy.
- Intimidation - creating an intimidating, hostile or offensive work environment through conduct like that described above.

If an employee feels they have been subjected to harassment, threats, intimidation, or discrimination by a co-worker, a supervisor or manager, a client Associate or any other person connected with their job, they should report the incident to a Dedicated School Staffing manager immediately. If the complaint involves the manager, or if they feel uncomfortable discussing the matter with him/her, report the matter to his/her superior.

Dedicated School Staffing will promptly investigate every harassment complaint and take the appropriate corrective action. All investigations will be handled as confidentially as possible, and no employee will be punished in any way for bringing any good faith complaint to Dedicated School Staffing' attention.

Any Dedicated School Staffing employee, supervisor or manager, who is found to have engaged in harassment, or in retaliation against another individual who complained of harassment, will be subject to serious discipline, including possible termination.

Workplace Violence

Dedicated School Staffing is committed to preventing workplace violence and to maintaining a safe work environment. Dedicated School Staffing has adopted the following guidelines to deal with threats of (or actual) violence that may occur during School hours or on its premises.

All employees, visitors, clients, Affiliates, etc., should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Employees may not possess firearms, weapons, or explosives, concealed or otherwise while on duty or on the premises of any School District, or Dedicated School Staffing worksite. Dedicated School Staffing reserves the right, within applicable law, to deny employment to any person who has on his/her person a firearm or weapon. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to a Dedicated School Staffing representative. Reporting includes threats by employees, as well as threats by any school staff, substitutes, students, parents, guardians, vendors, solicitors, or other members of the public.

Dedicated School Staffing will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Dedicated School Staffing may suspend employees, either with or without pay, pending investigation.

Use of Technology

Our Schools maintain their information and communications systems, including, without limitation, computers, laptops, networks, internet facilities, email, voice mail, and telephones, as well as connectivity with devices that may be owned by employees (such as mobile phones), at great expense to facilitate their business. The following policies are applicable to those systems:

- Use of these systems is a privilege, not a right, and our schools reserve the right to govern, monitor, and restrict use in any way it deems appropriate. The equipment, services, and technology provided to an employee remain at all times the property of our schools.
- Under no circumstances may an employee use the systems for a purpose that is or is intended to be harmful or disruptive, that interferes with their work or someone else's work, or that violates Dedicated School Staffing' or the school district's policies. Use of the systems for any illegal purpose is prohibited, as is using information or other property belonging to another in violation of trademarks, patents, or copyrights, or software license agreements.
- Employees should expect that any information created, transmitted, downloaded, received, reviewed, viewed, typed, forwarded, or stored in a school's computers or personal computers used for school business, or on the school's voicemail system may be accessed by the school district at any time without prior notice. School district systems are not private to an employee and employees should have no expectation of privacy when using them. Use can be tracked, monitored, recorded, intercepted, and otherwise seen or heard by others without their knowledge or permission, and our school districts reserve the right to do so at any time. For instance, if employees access the Internet, the sites visited can be tracked.
- An employee should only access the libraries, files, data, programs, and directories that are related

to their own work duties. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of the school districts, or improper use of information obtained by unauthorized means, is prohibited. Employees should not send e-mail or other communications that either mask their identity or indicate that someone else sent them. An employee should never access any technical resources using another employee's password.

- Subject to the applicable law, and Dedicated School Staffing' Social Media Policy, sending, saving, or viewing offensive material is prohibited. Messages stored and/or transmitted by computer, voice mail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any employee. Offensive material includes, but is not limited to, pornography of any kind, sexual comments, jokes or images, racial slurs, gender-specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, HIV-positive status, possession of the sickle-cell anemia genetic trait, as well as any other category protected by federal, state, or local laws.
Notwithstanding anything stated in this policy, communications relating to work conditions, employee complaints, and any type of activity protected under state or federal labor laws, including concerted protected activities, are not restricted by this policy.
- Dedicated School Staffing does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, Dedicated School Staffing reserves the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.
- Use of the systems to view, receive, download, store, create, display, or transmit obscene, pornographic, or offensive material (whether written, verbal, graphic, or otherwise), or to illegally discriminate against or harass others (see the equal employment opportunity policies) is prohibited. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Electronic Devices Use

Cell phone or other electronic device use is prohibited during work hours. If an employee is on an electronic device, it may constitute dismissal.

Employees are prohibited from unauthorized photography, audio or video recording of students, school employees, confidential documents, or anything on school premises. Thus, employees are strictly prohibited from using a recording device to record audio and/or video in the workplace.

Employees may not use a cell phone, or any other handheld device in a manner that violates Dedicated School Staffing' Unlawful Harassment policy, Equal Employment Opportunity policy, or other Dedicated School Staffing policies. Employees may not use a cell phone, or any other handheld device in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Employees who violate this policy are subject to discipline, up to and including immediate termination of employment.

Dedicated School Staffing Property

All items of work produced by employees in the course of employment with Dedicated School Staffing in school districts are considered the sole intellectual property of the school district requesting the work. There is no condition or situation that will allow an employee to take Dedicated School Staffing or school district property for personal use. Any violation of this policy could be subject to legal prosecution.

Non-Disclosure and Confidentiality

Dedicated School Staffing may receive or have access to confidential and proprietary information of Dedicated School Staffing or one of their School Districts ("Confidential Information"). Among many other things,

Confidential Information includes information on the school districts, students, any staff/employees of the District, security systems, personnel, contracts, or business and personnel files and records. Student or staff names, contact names, work sites, shift times, wage rates, personnel counts and other school information are all strictly confidential. As a condition of continued employment, all employees must agree to protect all Confidential Information.

Employees are to treat any information or in any school assignment as confidential and may not be disclosed to any other party, even another Dedicated School Staffing representative.

If the employee is unclear as to whether certain information is confidential, treat the information as if it is confidential.

Disclosure of Confidential Information is a policy violation that will result in disciplinary action, including possible dismissal.

Incoming and outgoing calls to our office are on a recorded line and all written communication to the Dedicated School Staffing office is retained, all records are subject to all applicable laws.

Social Media Participation

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to the employee's own or someone else's we log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with Dedicated School Staffing or participating School Districts, as well as any other form of electronic communication, including, but not limited to, video or wiki postings, sites such as Facebook and Twitter, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Dedicated School Staffing (referred to collectively as "Social Media" or Social Networking").

The same principles and guidelines found in Dedicated School Staffing policies apply to an employee's activities online. Ultimately, the employee is solely responsible for what he or she posts online. Risks and rewards that are involved must be carefully considered before posting online. An employee's conduct that adversely affects his or her job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of Dedicated School Staffing or Dedicated School Staffing' legitimate business interests may result in disciplinary action up to and including termination.

Social Media at Work

Social media while on work time is prohibited.

Guidelines:

- Employees are expected to be fair and courteous to fellow employees, school staff, Administration, students or parents, keeping in mind that the employee is requested to resolve work-related complaints by speaking directly with his or her co-workers or supervisors rather than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, they are not permitted to use statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that disparages customers, members, employees, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Dedicated School Staffing policy.
- An employee must never represent themselves as a spokesperson for Dedicated School Staffing or

one of our School Districts without prior, written authorization. If Dedicated School Staffing is a subject of the content an employee is creating, he or she must be clear and open about the fact that he or she is an employee and that their views do not represent those of Dedicated School Staffing, fellow employees, members, school districts, suppliers or people working on behalf of Dedicated School Staffing. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Dedicated School Staffing or a School District."

- Do not post, take, or use a picture or likeness of a student, school staff member, supervisor, administrator, co-worker, district name, parent or guardian.
- Employees engaging in use of Social Media, Social Networking and blogging activities are subject to all of Dedicated School Staffing policies and procedures, including this Social Media Policy. Violations of this policy or any other Dedicated School Staffing policies may result in disciplinary action, up to and including termination of employment.

Employee Discipline /Termination Process:

Discipline will be assigned, determined on a case-by-case basis. The sequence of the discipline shall be determined by the administrator based on the severity of the infraction. Discipline measures may result in verbal reprimand, written reprimand, suspension or loss of pay or termination.

There are certain activities and behaviors Dedicated School Staffing considers so severe, they can be grounds for immediate termination. Although not exclusive, the following may be grounds for termination:

- **Dishonesty:** False statements or misrepresentations during the application process; producing false ID or documents.
- **Violence and Weapons:** Any act or threat of violence toward another person, fighting or provoking a fight while on company or client premises; possession of a weapon or explosives.
- **Excessive incidences of exclusion from school districts and/or buildings.**
- **Criminal Behavior:** Engaging in any criminal conduct, including betting or gambling while on company or client property.
- **Immoral Conduct:** Indecent behavior on company or client property.
- **Destroying Property:** Causing damage or destruction of company or client property, or property of other Associates.
- **Endangering Others:** Any willful action which endangers the life or safety of another person.
- **Inappropriate / unwarranted / unacceptable:** Touching of students or school staff members.
- **Theft:** Of company or client property, or the property of other Associates; unauthorized use or possession of any company or client property, including documents and computers.
- **Falsifying Time:** Falsely reporting work hours or altering any Associate time records; reporting time not actually worked.
- **Breach of Confidentiality:** Giving confidential, proprietary or private information to unauthorized person(s).
- **No Call/No Show:** Missing a scheduled work day and failing to notify Dedicated School Staffing prior to the start time of the employees' assignment will be considered job abandonment per applicable state regulations.

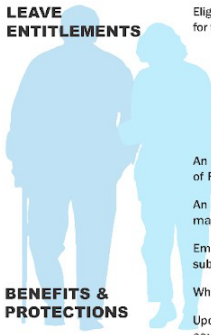
- **Insubordination or other disrespectful conduct**
- **Not Staying Safe and Engaged during the substitute work day Dedicated School Staffing**
- **Refusal to participate in a Dedicated School Staffing sponsored investigation or requested drug-test**

Final paychecks will be distributed on the next regular payday following termination or in accordance with state law. Final paychecks are only applicable when employment with Dedicated School Staffing is terminated. Final pay will be paid according to the original method of payment selected by the employee.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16



Office Contact Information

6546 Weatherfield Court Building B, Suite 1 Maumee, OH 43537

Phone 419.725.9499

Fax 419.725.9495

www.dedicatedschoolstaffing.com

Business Hours

Monday - Thursday: 6:00am - 9:00pm

Friday: 6:00am - 4:00pm

Sunday: 5:00pm - 9:00pm