Licking Area Computer Association
Council of Governments (LACA COG)

POLICY MANUAL

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LACA POLICY MANUAL

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Welcome to LACA

Introduction

This Policy Manual contains policies, procedures and other items related to the daily administration of LACA. Its primary purpose is to ensure understanding, eliminate the need for personal decisions on matters of company-wide policy, and help promote consistency throughout LACA. Each employee should be aware of the manual's contents and adhere to company policies and procedures. We encourage you to read this Policy Manual thoroughly and refer to it in the event you have questions about your employment.

This Policy Manual is not all inclusive, and does not address in detail LACA's insurance or other benefit plans. Any questions regarding these policies or any benefits offered by LACA should be directed to the Executive Director. Questions or concerns regarding LACA's insurance and other company benefits will be determined by reference to the actual benefit plan documents and policies rather than any summaries contained in this Policy Manual.

If you have any questions about this Policy Manual, please ask the Executive Director. We are sincerely interested in helping you succeed as a team member.

Mission Statement

The purpose of LACA is to develop, support and provide leadership for the administrative, educational and network technology for the member boards of education while striving to surpass customer expectations.

Career Opportunities

It is our desire to see each and every employee achieve their highest potential. We will do our best to provide the opportunity and offer training, education and guidancewhenever possible. See your immediate supervisor if you have questions.

Open Door Policy

It is our objective to provide a work environment free from elements that would deter employees from performing their best work. All concerns may be expressed through our open-door policy. Management at LACA maintains this open-door policy to discuss any issues you may have. Feel free to express yourself about work related or personal matters. We welcome your input.

Disclaimer

This Policy Manual is intended only to outline the employment policies, procedures and benefits of LACA. This manual is not intended to be all-inclusive and should not be considered to be an employment contract. LACA reserves the right to change employment policies, procedures, benefits or this manual at any time without notice. It is the responsibility of the employee to stay abreast of policy. LACA will make every effort to notify employees of any policy changes, additions or deletions. Said changes will immediately become a part of this manual.

Employment

"At-Will" Employment Statement

While we hope to have a long and rewarding relationship with you, your employment with LACA is voluntary and is subject to termination by you or LACA at will, with or without cause, and with or without notice, at any time.

While LACA may have a disciplinary system in place, this system does not have to be used—LACA may make the decision to terminate you without first taking these disciplinary steps.

None of the information provided in our policies signifies a contractual agreement or should be interpreted to conflict with, eliminate or modify in any way, your employment-at-will status with LACA.

Equal Opportunity Employment

Employees are hired based solely on LACA personnel requirements and the qualifications of each individual candidate.

We will not tolerate nor condone discrimination due to age, race, color, religion, sex, national origin or disability. We will comply with the spirit and letter of all local, state and federal laws pertaining to employment. Furthermore, we will not discriminate due to age, race, color, religion, sex, national origin or disability when making decisions regarding termination of employees.

Any questions or concerns regarding any aspect of this policy should be directed to the Executive Director.

Background Checks

To safeguard LACA's operations and the membership it serves, LACA requires an inquiry into the background of each applicant recommended for employment, including all retirees recommended for rehire. This requirement includes all new employees whether full or part-time or temporary. It is not required of any currently employed staff member who is a candidate for another position within the organization.

Record checks shall comply with the law and ensure that at the time of the initial application, the applicant provides a criminal history records check through the Bureau of Criminal Identification and Investigation (BCII), and through the Federal Bureau of Investigation (FBI). Any information and records obtained from such inquiries will be kept confidential and shall not be released or disseminated, unless provided by law. Costs of the background checks are the responsibility of the applicant. Should it be necessary to employ a person to maintain the continuity operations prior to receipt of the criminal history record, LACA may employ the person on a provisional basis until the report is received.

Applicants determined by virtue of a criminal records check to have pled guilty to, or have been convicted of, any offense that could disqualify an applicant from initial employment as either a licensed or non-licensed Ohio school employee under the applicable laws, including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program

relating to any of the offenses listed therein, shall be initially deemed disqualified for employment. At its sole discretion, LACA may proceed with consideration of such an applicant for employment through application of the rehabilitation standards for licensed and non-licensed school personnel developed by the Ohio Department of Education, as applicable, and make a recommendation for employment if determined the applicant can satisfy such rehabilitation standards.

Background checks are required to be completed every five years after being employed.

Conflict of Interest

The proper performance of LACA's business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by LACA's employees. Further, such characteristics are essential to the LACA's commitment to earn and keep the public's confidence. For these reasons, the LACA adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.

1. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities.

2. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any customer in the course of their employment. Included, by way of illustration rather than limitation are the following:
    a. the provision of any private services for a fee
    b. the use, sale, or improper divulging of any privileged information about a customer gained in the course of the employee's employment or through his/her access to LACA records.
    c. the referral of any customer for services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
    d. the requirement of customers to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any credits, promotions, approvals, or recommendations

3. Employees shall not make use of materials, equipment, or facilities of LACA in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private customers.

Exceptions to this policy shall be approved by the Executive Director before entering into any private relationship.

Disabled Employees

LACA will attempt to reasonably accommodate disabled employees and job applicants to permit them to perform the essential functions of their jobs in a safe and efficient manner. LACA will afford reasonable accommodation to qualified applicants and employees with a known disability,

provided that the accommodation does not cause undue hardship on LACA, or, irrespective of the accommodation, that such individuals do not pose a direct threat to the health and safety of themselves or others.

Applicants or employees with disabilities should feel free to inform their supervisor or the Executive Director of the disability in order to suggest how LACA may reasonably accommodate them.

Eligibility for Employment / Worker Documentation

LACA requires employees to submit a Form I-9. All new employees must complete Section 1 of a Form I-9 no later than close of business on his/her first day of work. The employee's signature holds him/her responsible for the accuracy of the information provided.

LACA reserves the right to revise this policy without notice to comply with state and federal law.

Promotions and Transfers

It is the policy of LACA to promote from within, when business and personal circumstances permit. Promotions depend on a variety of factors, including, among others, your qualifications and length of service. Among the qualifications taken into consideration are education, experience, performance record, ability, character, skill, attendance and attitude.

You may become eligible for promotion in an area or department other than the one to which you are currently assigned. If you are interested in such a promotion, you should mention your interest to your Supervisor or the Executive Director. He or she may then discuss with you ways in which you can prepare yourself for promotion and keep current on openings as they occur.

Performance & Evaluation Reviews

Annual performance and evaluation reviews will outline the competencies you need to perform your job functions successfully. Your contributions to your department and LACA are also reviewed and documented. Your supervisor will discuss job requirements for your duties and identify your specific skills. Together you will establish plans for your growth and development. All performance reviews will become a permanent part of your personnel file. Performance Reviews will be based upon job related work, individual professional development plans and successful implementation of Continuous Improvement Goals. It is the responsibility of each staff member to understand the staff evaluation process, initiate improvement, carry out the work, and file all appropriate paperwork on time. The supervisor completing the review, will meet with each staff member on a regular basis.

LACA staff will receive the following annually:
August/September

- Job Target/Goal Setting meeting

January

- Midyear review/progress check towards job targets and goals

June

- Final Evaluation

Familial Employment

LACA does allow family members and relatives of employees to be considered for employment, provided they are qualified for the position and no other conflict of interest exist. Hiring decisions will be the exclusive responsibility of the Executive Director.

HIPAA Notice and Privacy Practices

The Health Insurance Portability and Accountability Act (HIPAA) includes components to ensure that your personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive information to health professionals. It is designed to ensure that protected health information is protected during its collection, use, disclosure and destruction of records at LACA. Breach of this policy should be reported to the Executive Director.

All employees are further required to ensure that the personal health information of the individuals served by LACA is protected so that said individuals are not reluctant to seek our services. Breach of this policy should be reported to the Executive Director.

Part-Time Employment

LACA does offer part-time employment positions. Employees who work less than thirty (30) hours per week will be considered part time. Direct all questions regarding benefits for part-time workers to the Executive Director.

Criminal Convictions

Criminal convictions are taken seriously at LACA. We reserve the right to disqualify any applicant for employment that has been convicted of a criminal offense.

Furthermore, conviction of a crime may result in an automatic termination. LACA will make every effort to evaluate the nature and circumstances of the conviction. With the safety and wellbeing of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, up to and including termination.

Supervision

Your supervisor has the responsibility to see that your department runs smoothly. Since you play an important part in this responsibility, your supervisor has a real interest in your welfare, your progress and your future. He or she will rely on you to be accurate, dependable and cooperative. Please do not hesitate to approach your supervisor with any questions, comments or suggestions you have. Regular individual meetings with your supervisor should take place.

Personnel File

LACA maintains a confidential personnel file for each employee. Files are controlled by the Executive Director and Fiscal Officer. Employees must acquire permission to view his or her personnel file from the Executive Director or Fiscal Officer. These files are the property of LACA; no documents may be altered or removed by the employee. Every reasonable effort is made to keep the information confidential; access is limited to staff members who require access to perform their job functions. Copies will not be distributed to any third party unless mandated to do so by a court of law.

Payroll Policies

Compensation

LACA employees are hired and initially compensated based upon experience, knowledge and education. Rates are established by mutual agreement between the employee and LACA. In ensuing years, compensation will be based upon the Salary Band Compensation Policy. The Board may also institute a cost-of-living adjustment if deemed necessary. Employment is based on an as-needed basis.

Pay Days

LACA employees shall receive payments of salaries and wages at regular intervals as determined by LACA. Presently, LACA issues 24 pays per year falling on the 15th and last day of each month. Should either the 15th or last day fall on a Saturday, Sunday, or recognized holiday, employees will be paid on the business day immediately preceding the scheduled pay.

Payroll Deductions for Federal Tax, State Tax, FICA and Medicare

By law, LACA is required to deduct, where applicable, Social Security, Medicare, federal and state withholding taxes, in accordance with the federal and state withholding forms you are required to complete annually. LACA employees pay into SERS (School Employees Retirement System). Employees pay 10% of salary, employer pays 14%. Please visit http://www.ohsers.org for more information about SERS. LACA employees do NOT pay into Social Security. LACA employees DO pay 1.45% of salary into Medicare. When a change occurs in any information listed on these forms, you must immediately notify LACA so that we may make the appropriate revisions and adjustments.

If you elect to participate in LACA's 403B qualified plan or partake in any other program which affects your paycheck, the corresponding adjustments will be made to your paycheck.

You will be notified when you become eligible to participate in LACA's group insurance plan. All applications for insurance benefits will be completed through the Fiscal Officer's office and premiums will be deducted from your pay based on benefits selected.

The amount deducted for all items may be shown on the stub of your paycheck.

Compensatory time (Comp-Time)

The granting of Compensatory time is contingent upon an existing need, usually temporary, such as additional workload, special projects or events, or to cover the absence of another employee. Working additional hours for the purpose of accruing extra compensatory time off for future use (e.g. to avoid depleting leave reserves) is prohibited and creates an unnecessary fiscal obligation for LACA. Compensatory time, to the extent possible, will be authorized in advance by the responsible supervisor. Compensatory time is an alternative method of overtime payment for hours worked over 40 for non-exempt employees. In lieu of paying a non-exempt employee for overtime worked, employees may be granted compensatory time off at the rate of one and one-half hours off for each hour of overtime worked.

The maximum accrual limit is 40 hours of compensatory time for overtime hours worked. Any employee who has accrued 40 hours of compensatory time will be asked to reduce the balance of compensatory time to below the limit unless approved by the Executive Director.

Employees who have requested the use of compensatory time will be permitted to use such time within a reasonable period after making the request if use of the time does not unduly disrupt the operations of LACA. Each employee who has accrued compensatory time off may be required to use the compensatory time after receiving notice to do so. The notice will include the length of time in which a specified number of hours of compensatory time are to be used. Compensatory time should be used within one month of earning the hours. Employees must reduce any compensatory time hours earned down to zero by June 30th of each Fiscal Year.

If an employee separates, promotes, demotes or transfers, unused compensatory time must be paid out. Additionally, if a non-exempt employee's status changes to exempt, compensatory time must be used or paid out prior to the effective date.

Certain executive, professional and administrative employees are exempt from the overtime provisions of the law. If you are uncertain whether or not you are exempt, check with the Executive Director.

LACA Employee Time Sheet Process
Staff are required to submit a timesheet through ESS weekly

- Approved vacation, personal and sick leave are automatically connected to the ESS timesheet

All requests for overtime, compensatory time or flex time must be pre-approved. Staff should submit the request using the Comp Time/Flex Time/Over Time Request Form in Google docs.

Salary Band Compensation Policy

The Salary Band model of compensation works as follows:

1. The LACA Governing Board determines an annual percent increase for the upcoming fiscal year.
2. An “add on” percent is added to the annual percent increase, based on which salary band the employee’s current salary falls within.
3. Education levels add additional percentages to this figure.
4. The employee’s current salary is multiplied by the total percentage to determine the

dollar increase.

5. This dollar increase is added to the employee's current salary to determine a new salary for the upcoming fiscal year.

Calculation Examples

Assuming the Governing Board sets the annual percent to be 2.00%:

An employee with an associates degree making $45,000.00 will get a 4.05% raise (2% + 2.05% band add-on). $45,000.00 * 4.05% = $1,822.50
New salary: $46,822.50

An employee with a Bachelors degree making $65,000.00 will get a 3.00% raise (2% +0.80% band add-on + 0.20% Bachelors Add-On). $65,000.00 * 3% =
$1,950.00
New salary: $66,950.00

Salary Band Calculation Chart

Min	Max	Band % Add-on Non-Degree and Associate
$ 1.00	$ 39,000.00	2.80%
$40,000.00	$ 49,000.00	2.05%
$50,000.00	$ 59,000.00	1.30%
$60,000.00	$ 69,000.00	0.80%
$70,000.00	$ 79,000.00	0.40%
$80,000.00	$ 89,000.00	0.10%
$90,000.00	$ 1,000,000.00	0.00%
Bachelor	0.20%	additional
Masters	0.40%	additional
PH.D	0.60%	additional

- Salary Bands can receive periodic adjustments to account for inflation. Though actual changes to the salary bands would not be an annual occurrence, the LACA Executive Committee will review the salary band structure annually with the Executive Director to determine necessary alterations.
- In future years, salary bands by position type may be added to the existing salary framework to create minimum and maximum pay levels.
- The LACA Governing Board determines the annual percent increase at each May Governing Board meeting. This percentage is negotiated for up to 3 years at a time.
- LACA Executive Director has the ability to petition to the LACA Executive Committee for onetime salary increases for star performing employees at transition from one band to another, when the impact is greatest.
- LACA Executive Director has the ability to petition to the LACA Executive Committee for onetime salary increases for employees taking on additional responsibilities.
- LACA Executive Director has the ability to freeze the base increase and/or add-on on an employee-by-employee basis for sub-par performance.
- Employee has the ability to re-coop a zero add-on the following year if the performance increases.
- Education-related band increases will only be awarded for degrees that meet the following criteria:
    - ANY degree obtained prior to employment at LACA in any field.
    - ANY degree obtained while employed at LACA prior to January 1, 2019 in any
    - field.
    - Degrees obtained while employed at LACA after January 1, 2019 in a job-related field of study as determined by the LACA Executive Director and the LACA Executive Committee.

  Note: In order to take advantage of the salary increases afforded by the higher degrees, LACA must have a copy of your official transcript on file. An official transcript is a document issued by the college or university with an official seal or

signature, sent directly to the employer to ensure no tampering can take place. Please note, most colleges and universities will require a processing fee to send a copy of an official transcript.

Mileage Expense for Business Use of Personal Vehicle

LACA will compensate an employee for use of their personal vehicle in the fulfillment of company business. All expenses must be pre-approved by your immediate supervisor. Mileage for use of personal cars will be reimbursed at the prevailing Internal Revenue Service (IRS) rate.

Reimbursement of Expenses

LACA will provide for the payment of the actual ordinary and necessary job-related expenses, including traveling expenses, of any employee of LACA incurred in the course of performing services for LACA, and under the direction of LACA. We urge you to exercise good judgement when incurring job related expenses and to limit your expenses to those that are essential.

The validity of reimbursement for job related expenses shall be determined by LACA's Executive Director.

The use of a personal vehicle shall be considered a legitimate job expense if:

1. Travel is among schools to which the employee is assigned.
2. Travel is for professional meetings or professional development.
3. Travel for special emergency purposes is a recognized part of the employee's job responsibilities.

Actual and necessary expenses incidental to attendance at professional meetings shall be reimbursable to the employee if:

1. Approval has been obtained in advance from the LACA Executive Director or Fiscal Officer.
2. Reimbursement shall be made only upon the presentation of original receipts for approved expenses submitted for reimbursement. No reimbursement shall be made unless original, itemized receipts are presented (for all costs except mileage)

Permission for use of LACA Credit Card must be obtained prior to any such use.

Examples of allowable job-related expenses:

1. Ordinary parking and tolls.
2. Meals, when you are away from home overnight, up to $35 per day. Tips, if reasonable (20% or less) are allowable if total amount within the daily allowance. Alcohol is not reimbursed and not permitted to be on a receipt that is submitted for reimbursement. On single day trips, no meal expense reimbursement is allowed.
3. Mileage for use of personal cars will be reimbursed at the prevailing Internal Revenue Service (IRS) rate:

    - When the business trip begins and ends within the business day (to and from the office). Note: For trips to and from the office, mileage will be reimbursed using the

standard mileage chart.

- When no overnight stay is required and the business trip exceeds your usual trip to the office. (The mileage incurred on the business trip in excess of your normal commuting mileage.)
- When an overnight stay is required, you will be reimbursed for your actual mileage incurred during the business trip.

  Note: When two or more employees are attending the same function car-pooling is encouraged. When an employee elects to drive separately for personal reasons, the Executive Director reserves the right to reject the mileage reimbursement.

When you are away from home overnight on an authorized assignment, you will receive payment for the actual cost of hotel or motel accommodations. Use good judgement and select the most economical accommodations. That portion of the sales tax on hotel bills, which is not covered under LACA's tax exempt status, is reimbursable.

Estimated job related expenses must be approved in advance by completing the Professional Leave Request. Job related expenses that were incurred more than sixty days prior to submission will not be reimbursed.

Training & IPDP

LACA provides opportunity for, and encourages participation in, job-related training programs for employees that will enhance skills and knowledge and maximize job performance. The responsibility for participating in training is shared by individual employees, supervisors, and LACA.

In addition, as a component of the Ohio Education Computer Network, LACA employees may be required to create an Individual Professional Development Plan (IPDP) or set professional goals. Staff members with an Ohio Educators License may work with their local Educational Service Center (ESC) to complete the IPDP process through their Local Professional Development Committee (LPDC).

Job-Related Training

LACA will provide for the payment of job-related training by a vendor of any employee of LACA according to the following guidelines:

1. The LACA Executive Director has approved and determined the training to be job-related and necessary for the operation of LACA.

When an employee attends 5 or more days of training during a fiscal year, or when the cost of the training exceeds $1,000 in a fiscal year, the employee must agree to the following terms:

1. After completing any of the courses, if the employee terminates their employment with LACA within eighteen months, the employee will reimburse LACA for the entire cost of the training course(s). The reimbursable cost shall be determined based on the actual cost incurred by LACA or another state supported agency.
2. After completing any of the course(s), if the employee terminates their employment with LACA within twenty-four months, the employee will reimburse LACA for one-half of the cost of the training course(s). The reimbursable cost shall be determined based on the actual cost

incurred by LACA or another state supported agency.

The attached form should be signed by the employee to acknowledge agreement with these terms and conditions.

EMPLOYEE FORM FOR TRAINING

I, _____, have agreed to take the following course(s) on behalf of LACA and understand that LACA will pay for these course(s):

COURSE TITLE	COURSE DATE(S)	COURSE COST
_____	_____	_____
_____	_____	_____
_____	_____	_____

If I terminate my employment with LACA within eighteen months after completing any course listed above, I will reimburse LACA for the total cost of the course(s) in the amount of $_____.

If I terminate my employment with LACA within twenty-four months after completing any course listed above, I will reimburse LACA for one-half of the cost of the course(s) in the amount of $_____.

_____ _____

Employee Signature Date

Tuition Reimbursement

To encourage personnel to continue their professional growth, course reimbursement will be granted according to the following guidelines:

1. Personnel must have been employed by the LACA for a period of one year or more.
2. A written request for tuition reimbursement must be submitted and approved by the LACA Executive Director prior to the beginning of the course in a subject area also approved by the LACA Executive Director.
3. The employee must return to LACA for the entire contract year following that in which the tuition was received. If the employee leaves prior to that time, they must reimburse LACA any money received for classes within the prior (12) twelve-month period.
4. Approved tuition reimbursement will be granted at the rate of $188.00 per semester hour.
5. Each employee will be limited to reimbursement of (8) eight semester hours per (12) twelve-month period.
6. To be eligible for reimbursement the employee must have the following items on file in the Fiscal Officer's office.
    a. An official grade slip showing completion of the credits for which reimbursement has been applied, showing a grade equivalent no lower than a "C" or "Pass".
    b. An official itemized receipt from the institution, showing payment of tuition.

Prohibited Conduct

Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by the vast majority of society. A “weapon” can also be any object which would do harm to another when used as such. LACA shall deem any such object a “weapon” for the purpose of enforcing of this policy.

Possession of weapons is prohibited on company property and while on duty performing company business at any client location. Any employee possessing a weapon under these circumstances will be subject to appropriate disciplinary action, up to and including termination. Report any weapon possession to your immediate supervisor or the Executive Director.

Alcohol, Drugs & Illegal Substance Abuse

LACA is committed to providing a work environment free of the use of alcohol and the illegal use of drugs. Employees are expected to be in suitable condition to perform their jobs satisfactorily and safely. All employees are expected to follow this policy conscientiously and to demonstrate a responsible attitude toward the use of alcohol and drugs.

LACA policy prohibits the drinking of alcoholic beverages by employees during the workday.

LACA reserves the right to implement additional forms of drug and alcohol screening and to establish such procedures as it finds necessary to effectively enforce this policy. Refusing to cooperate with these procedures is cause for disciplinary action, up to and including termination.

Sexual and Other Unlawful Harassment

LACA is committed to providing a work environment free from harassment of its employees based on race, color, religion, sex, national origin, age, disability or veteran status.

It is the objective of LACA to provide a working environment free from discrimination and conduct commonly referred to as sexual harassment.

The E.E.O.C. (Equal Employment Opportunity Commission) has provided a broad definition of sexual harassment. It is general in nature and may not always be clear when evaluating everyday situations.

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or

3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Sexual harassment refers to behavior inappropriate in the workplace because it is offensive, unwelcome behavior which would not occur but for the sex of the offended person. Both sexual harassment, and accusations of sexual harassment, are disrupting to the work environment.

Harassment, particularly sexual harassment, may take many forms. The most blatant form of sexual harassment occurs when a supervisor demands or requests sexual favors as a term, condition or privilege of employment, as a requirement of continued employment or as an opportunity for advancement. Other forms of harassment can be committed by anyone (manager or non-manager; full-time, part-time or temporary employees; vendors and other non-employees) present in the work environment. Unwelcome verbal comments or physical conduct of a sexual nature (including overt displays of affection, familiarity or the display of sexually explicit or suggestive material) which are sufficiently offensive and pervasive so as to create a hostile work environment constitute sexual harassment as well, but this type of conduct, even when not unwelcome, is always unacceptable at LACA. Vulgar language, jokes or innuendoes directed at an individual or group based on physical characteristics, stereotypes or cultural biases, as well as photographs, pictures, or printed material which others might find offensive or degrading are also unacceptable in the workplace. Conduct, as described above, by and among members of the same gender may similarly constitute sexual harassment.

Reporting:

Employees who believe they have been subjected to harassment of any kind are required to immediately report it to their supervisor or the Executive Director. If the supervisor is the harasser, if the supervisor is unavailable or if the employee does not feel comfortable reporting the harassment to his or her supervisor, the employee may bypass the supervisor and report it to the Executive Director and any other member of management, up to and including the Chairman of the Governing Board.

Any supervisor who becomes aware of possible harassment of any kind should immediately report it to the Executive Director or to any other member of management.

Employees are reminded that all complaints of such conduct will be taken seriously, investigated promptly and dealt with appropriately and employees should not hesitate to bring such complaints to the attention of management for fear of retribution. LACA will not tolerate threats or acts of retaliation or retribution against any employee for reporting harassment or making complaints of any kind.

Employees who are determined to have engaged in harassment or to have misused their positions of authority are subject to immediate discipline, up to and including termination.

Standard of Conduct

We believe that the men and women who accept employment can properly be expected to understand the basic rules of proper conduct in an industrial society; that they have respect for themselves and their work associates; and that they willingly adhere to our work rules and good work practices when they are properly informed.

To coincide with these basic beliefs, it is our policy to enable everyone to work in harmony by establishing reasonable standards of conduct, by communicating these standards in an understandable way, and by counseling with those who violate them.

Compliance with this Standard of Conduct policy is considered a requirement of employment with LACA. However, compliance with such conditions does not necessarily equate to adequate performance as an employee. These disciplinary measures outlined in this policy are guidelines only. LACA, at all times, reserves the right to issue whatever discipline it deems appropriate under the circumstances, including, in all cases of misconduct, the right to terminate any employee for a first offense of any incident of misconduct.

The Standards of Conduct are divided into two (2) levels of misconduct "Group One" - the most serious offenses, and "Group Two" - less serious in nature.

The procedure for enforcing these rules is as follows:

GROUP ONE OFFENSES:

The commission of a Group One Offense, such as those listed below may, depending upon circumstances, result in immediate termination:

(1) Stealing from the employer or employees.
(2) Willful damage or destruction of company property.
(3) Fighting on company property.
(4) Falsifying records or willfully providing false employment-related information.
(5) Refusal to perform assigned duties or to obey instructions (insubordination).
(6) Possession of firearms, dangerous weapons, explosives, etc., on company premises.
(7) Willfully endangering the rights or safety of another employee.
(8) Failure to report to work for three (3) consecutive work days without notifying the company and/or without an acceptable reason.
(9) Immoral or indecent conduct on company property.
(10) Reporting to work drunk or noticeably under the influence of alcohol or drugs, in the possession of open containers, or the use of alcoholic beverages, or intoxicants, of any kind, or illegal drugs on company premises.
(11) Gross negligence resulting in injury to another employee or damage to company property.
(12) Unlawful harassment or discrimination of any form. (See Harassment policy)

GROUP TWO OFFENSES:

Commission of a Group Two Offense, such as those listed below, will often result in the progressive disciplinary action provided below. However, LACA reserves the right to dispense with any of the suggested disciplinary steps listed below and take whatever action it deems appropriate, including immediate termination for a first offense, depending upon the severity of the offense and the totality of the circumstances.

Violation Number	Disciplinary Action
FIRST	Documented verbal warning
SECOND	Written warning
THIRD	Final written warning
FOURTH	Discharge

Examples of Group Two Offenses include, but are not limited to:

(1) Unsatisfactory job performance.
(2) Failure to follow safety rules and regulations.
(3) Gambling on company property.
(4) Disorderly conduct.
(5) Unauthorized use or operation of machines, tools or equipment.
(6) Excessive time on breaks or taking unauthorized breaks.
(7) Poor housekeeping, creating or contributing to unsanitary conditions.
(8) Excessive waste of materials or supplies.
(9) Unauthorized starting or stopping work early.
(10) Failure to wear required protective equipment or to otherwise follow safety rules and regulations.
(11) Use of abusive or threatening language.
(12) Excessive tardiness or absenteeism governed by the attendance policy.
(13) Sleeping on the job.
(14) Unauthorized leaving of company premises during working time.
(15) Unauthorized posting of material or defacing materials on company bulletin boards.
(16) Violation of No-Solicitation/Distribution rule (after one prior warning).

Policies & Procedures

Attendance

LACA's efficient operation requires dependable attendance as well as continued application to the job by each employee. If you are unable to report to or remain at work because of an illness or other emergency, you must notify your Supervisor at least one hour before your starting time, or immediately if less than one hour remains.

You must continue to notify your Supervisor daily thereafter until you are able to return, or until you request leave in connection with your situation. LACA will determine, based upon the merit of your circumstances, whether your absence or tardiness is excusable. You may be asked to provide a letter from your physician. Oversleeping or lack of transportation is not legitimate reasons for an excused absence or tardiness. Unexcused absences may result in a loss of pay for the period of absence, and may also result in disciplinary action, up to and including termination.

LACA maintains attendance records which are reviewed, along with other factors, at the time salary increases and promotions are considered. Excess absenteeism and tardiness, whether excused or unexcused, may result in a poor performance evaluation which may hold you back or result in your release.

Parking

Parking space is provided by LACA, and employees are asked to park in the designated employee areas. LACA cannot be responsible and assumes no liability for any loss, theft, fire or damage whatsoever to your vehicle or its contents. For your own protection, we expect you to observe all parking rules, drive safely and defensively, lock your car, and leave no valuables exposed.

Work Schedule Requirements

With variations in work load based on demand from our customers, it is our responsibility to meet critical deadlines, sometimes with little notice. As a result, you may be required to work beyond normal hours be it pre-planned or spontaneous.

Working hours are assigned based on the business needs of LACA and its customers. Your Supervisor will notify you of your working hours. The establishment of a normal work week and work days, however, does not necessarily mean that your work schedule will remain the same. See Work Hours Selection Form.

Staff Meetings

Group meetings of all administrative staff employees are to be held monthly at a time and place determined by the Executive Director. All administrative staff employees are required to attend said group meetings. All other employees shall attend group meetings upon being provided notice by their supervisor. Such meetings shall be held on an "as needed" basis.

Bulletin Board

LACA will post required notices and announcements for employees to review.

Suggestions

LACA always encourages employees to submit suggestions, comments or new ideas which may benefit LACA or working conditions. If you wish to remain anonymous, every precaution will be made to preserve your privacy. Any suggestion, comment or new ideas should be submitted in written form to the Executive Director.

Business Hours

LACA is staffed from 7:00 a.m. to 5:00 p.m., Monday through Friday.

Flextime is available to all employees, with the Executive Director or designee approval. The Executive Director may establish special hours.

In order to provide high quality service to our clients, knowing your whereabouts is essential. If you need to be out of the office, approval is required and all appropriate paperwork must be filed.

Workplace Dress Code

When delivering equipment, installing equipment or working at a client site, LACA attire should be worn and the LACA logo visible to customer. Appropriate LACA ID should also be visible.

When working at a client site or meeting with a client, we ask that you dress appropriately. Your attire should be neat, clean, businesslike, and in accordance with the client's expectations.

Dress in the office should be appropriate business casual. However, please be aware of meetings, conferences and events and dress appropriately when clients or other representatives will be present.

In order to provide some guidance, we have set forth some specific definitions below:

Appropriate Business Casual:

- Sweaters, blouses, shirts with collars, or dressier shirts designed without collars (i.e. banded-collar shirts)
- Dresses, skirts, or casual slacks (i.e. chinos, khakis, Dockers)

Inappropriate:

- Tank tops, muscle shirts, T-shirts or sweat shirts
- Clothing with obscene or suggestive statements or symbols
- Any apparel that advertises or promotes drugs or alcohol

- Spandex leggings, stretch pants, or shorts
- Revealing clothing (including visible foundation garments)
- Sweat pants, athletic clothes, or warm-up suits

If the duties being performed require it (outside work, cabling, moving furniture, etc.), other types of clothing, such as jeans, or athletic wear, may be worn.

The Executive Director or supervisor may make exceptions to the above for staff appreciation, special occasions, extremely inclement weather, important events, or other reasons on a case-by-case basis.

It will be the Executive Director or supervisors' responsibility to decide if an employee is violating this policy. Any violation will first be discussed with the employee on an individual basis. Anyone that continues to dress inappropriately will be sent home to change and return to work promptly. Further violations may result in progressive discipline.

Medical Attention

LACA requires employees to notify a supervisor when medical attention is required for any reason, accident or illness. Employees requiring transportation to a medical facility must be taken by trained medical personnel. Transportation and medical costs are the responsibility of the employee.

Remote Work Policy

Monitoring procedures may be put in place during the off-site working arrangement. All arrangements for remote work are considered temporary and may be terminated without notice.

Please see LACA Remote Work Policy for more information.

Reporting Personal Information Changes

Employees must notify the Treasurer's office whenever there is a change in their personal information on file with LACA. This includes name, address, phone number, income tax withholding information, emergency contacts and any other information which LACA would logically require to properly process an employee's documentation (including paychecks) or to facilitate communications with an employee or his or her emergency contacts.

Gifts, Entertainment & Meals

LACA employees and their families are not allowed to give or receive business gifts, favors, meals or entertainment to or from any customers or suppliers of LACA, except as approved by the Executive Director.

If you or a co-worker is approached to give or receive such gifts you are required to request permission from the Executive Director.

Personal Property

LACA is not responsible for personal property of employees in facilities, vehicles or parking areas. Any personal items brought on premises deemed inappropriate by LACA, will be removed without notice. As always, be considerate of LACA's image as well as your image with customers and co-workers.

Personal Cell Phones

Use of personal cell phones, mobile phones or personal digital assistants is approved for business contact during standard working hours. Please limit personal calls to communication regarding important family matters where time is of the essence.

Text Messaging

Use of personal cell phones, mobile phones or personal digital assistants for text messaging is approved for business contact during standard working hours. Please limit personal text messaging to communication regarding important family matters where time is of the essence. Text messages could be a public record.

Social Networking Policy

LACA adopts the following policy governing the issue of social networking and access of social networking sites. Employee use of social networking sites refers to the use of a set of on-line tools, such as web pages and sites where content may be added and/or uploaded by users and shared with others. Examples include, but are not limited to, LinkedIn, Twitter, and Facebook.

Employee use of social networking sites during work-time should be directed at the use of internet sites that enhance the service and instruction delivered to our member school districts, and in particular, any customer that LACA serves. Employees should be aware that their private, non-work use of social networking sites may have unintended consequences on their employment.

The same laws, LACA policies and guidelines, and standards of conduct for interacting with our member school districts, students, parents, and others apply online as in the real world. This includes, but is not limited to, the LACA Handbooks, Standards of Conduct, Acceptable Use Policy, harassment policies, etc. LACA employees may be liable for anything they post to social media sites to the same extent they would while communicating in any other form.

The objective of this policy is to establish some guidelines with respect to the use of personal web pages and social networking sites by the employees of LACA. Our members rely upon the public confidence and trust in the services we provide to students, while effectively protecting their rights to privacy, and respecting our employees' First Amendment Rights. LACA employees do not have the right to post inflammatory comments that could compromise our mission, undermine client or staff relationships or authority, or cause a substantial disruption of our, or our member school districts', educational programs. As such, this policy may apply to employees' online conduct that occurs off LACA property and/or not during work time and may include posts made from an employee's private electronic device. Any social network posting that undermines the professional responsibilities of our employees and/or administrators, has the corresponding effect of reducing public confidence and trust in how LACA discharges its duties.

While employees during non-working time have the right to use personal/social networking pages or sites, they should abide by the following BEST PRACTICES:

- Think twice before posting: Keep in mind that once you post it on social media, you cannot control it. There is no privacy in the social media world. If you would not say it in person, consider whether you should post it online.
- Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas.
- Remember your audience: Anything that is posted on social media is, or easily can be, made available to the public at large. As a result, your message can/will be viewed not only by your target audience, but also peers, colleagues, current and prospective employers, LACA Community Members and others.
- On personal sites: Identify your views as your own. If you identify yourself as a LACA staff member online, it should be clear that the views expressed are not necessarily those of LACA.
- Be polite, courteous, and respectful in your messages: You should always strive to hold yourself to the highest professional standards in interacting with others, whether through social media or otherwise.

GUIDELINES

A. Employee use of social networking sites during work-time should be directed at the use of internet sites that enhance the services provided to member school districts, instruction delivered to LACA students, and/or for fulfilling other job responsibilities. Incidental personal use of social media during work-time is only allowed in accordance with the Acceptable Use Policy.

B. Employees should not use their staff assigned email addresses as the contact email address for any personal social networking web page or site.

C. Photographs or other depictions of the LACA Programs, logos, or students shall not be used on employee internet postings, without prior written authorization from a student's parent (in the case of a student photo) or the administration (in the case of logo use).

D. Employees may not represent their opinions or comments as those of the LACA or the Administration.

E. Employees shall not discuss or divulge any personally identifiable information about a student or proprietary information. Transmission of any material in violation of any State or Federal law or regulation or Board policy is prohibited.

F. Employees are prohibited from engaging in discriminatory harassment based on race, color, sex, age, disability, religion, sexual orientation, gender identity, national/ethnic origin or other characteristic that is intrinsic to a person's identity. LACA employees are also prohibited from posting, broadcasting or otherwise disseminating any sexually explicit, obscene, inflammatory, violent, racial, ethnically harassing or discriminatory material, comments, pictures, art work, video, or other references on their web pages and/or social networking sites, or through any other medium of communication. Employees are prohibited from engaging in inappropriate social networking relationships with students (whether students of LACA's member school districts or LACA itself). Such prohibition includes, but is not limited to, online flirting, bantering with sexual overtones, and extending social invitations to students.

G. Employees shall not discuss any ongoing investigations involving themselves or fellow staff on any internet sites or social medium sites or networking. This prohibition includes any files, pictures, written statements, and videos involving students, administrators, and staff. Employees are prohibited from making defamatory statements involving LACA programs, staff or students.

H. Administrators are discouraged from "friending" their subordinates on social media platforms.

Employees shall not violate and will be aware of copyright laws. Violation of any of the foregoing guidelines and/or this policy may lead discipline, up to and including the termination of employment with LACA.

Personal Safety

It is the desire of LACA that its facilities be a safe place for you to work. We need your cooperation to do this. From time to time, your Supervisor may give you safety training and safety-related rules and regulations to follow. Other safety-related rules or procedures may be posted at key locations. Strict adherence to these rules and regulations is a condition of continued employment, as well as of continued insurance coverage. We ask that you be constantly on the alert for unsafe conditions and unsafe practices and call them to the attention of your Supervisor. Failure to comply with all health, safety and environmental policies and procedures may result in disciplinary action, up to and including termination.

If you become ill or have an accident, regardless of how minor it may appear, report it to your Supervisor immediately. He or she may help make arrangements for you to get first-aid treatment and, if necessary, medical attention.

Food & Beverage

As long as reasonable care is taken to safeguard Company property, food and beverage is allowed within the immediate proximity of any Company computers (or related hardware) or other

Company property. Employees should be mindful of potential business visitors within the work area. Meals should be eaten in the specified lunch area.

Smoking

Smoking is not allowed in LACA facilities or on the campus where LACA is located.

Office Parties

Office parties for employees of LACA may be held on company premises with permission from the Executive Director.

Deaths of staff or family members

If a current or former employee should pass away, LACA may send flowers or other appropriate donations or gifts. LACA may also send flowers or other appropriate donations or gifts or the death of family members. In this section the family of an employee is defined to mean the father, mother, brother, sister, daughter, son, husband, wife, grandmother, grandfather, father-in-law, mother-in-law, brother-in-law, or sister-in-law. LACA may send a sympathy card to other “near relatives”.

Staff may decide to do additional collections with the approval of the area supervisor or Executive Director.

References

All requests for information about current, retired or terminated employees are to be referred to the Executive Director. You are not to give an opinion or assessment of a former or current employee’s job performance or attitude.

Housekeeping

LACA will provide basic housekeeping and trash removal; however, housekeeping remains the responsibility of each employee. You are to keep your work-station and surrounding area as neat and orderly as possible.

Domestic Violence Statement

LACA recognizes that domestic violence can have an adverse impact on employee job performance and may also impact co-worker’s performance.

LACA will assist employees affected by domestic violence, both the victim and the abuser within reasonable guidelines. Information will remain confidential as long as the safety of others is not at risk.

Confidential Information

As a matter of course employees of LACA will have access to confidential and proprietary information. This information includes, but is not limited to, personnel information, information concerning individuals served by LACA, contractual agreements, and other forms of confidential and proprietary information. It is a condition of employment that you not disclose this information to third parties during or after employment. Disclosure of LACA confidential information without express written approval is prohibited.

Phone Systems, Voice Mail and Personal Calls

One of the most important tools of LACA business is the telephone. You are requested to inform your friends and family that calls at work on Company lines will be received only when absolutely necessary. Necessary personal calls are to be kept as short as possible. Compensation to LACA for any personal long-distance phone calls will be required from all employees.

Company Property

Facilities Security

It is the responsibility of all employees to make sure the facilities and work areas are secure. The last employee to leave should make sure that all doors are pulled securely shut.

Report any potential security risks to your immediate supervisor.

Office Supplies, Postage & Company Accounts

LACA postage, postage systems, shipping accounts and accounts with various vendors and suppliers are to be used for company business purposes only. Improper use of these items may result in appropriate disciplinary action, up to and including termination.

Company Equipment

Company property, such as laser printers, copiers, computers and all production tools, are to be used for LACA business purposes only. Unauthorized use of equipment may result in appropriate disciplinary action, up to and including termination.

Your designated work area, desks and cabinets are not to be locked with personal locks. If you need assistance securing company property, see your immediate supervisor.

Computers and Related Equipment

LACA provides employees access to computers, printers and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of LACA. Employees found to be using company computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination.

Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair or maintenance, notify your immediate supervisor.

Employees shall not use company systems to knowingly violate any city state or federal laws.

Computer games and personal software may not be installed on company equipment.

Company equipment shall not be used to create or store personal information or projects.

Company equipment shall not be used to store or display images depicting violence, sexually explicit material or racially offensive material.

Software installed on company computers must be properly licensed and installed at the direction of the computer systems supervisor.

Employees are not permitted to download any software (free or otherwise) without express permission from the computer systems supervisor.

Internet

Company computer systems, connected to the internet, are connected for business purpose only. Accessing the internet for personal use is prohibited. Employees are expressly prohibited from allowing any third party to use company provided computers or internet services.

Conducting company business on the internet must be done following all guidelines and policies for conducting business in conventional settings.

Do not expect privacy on company computers. Our software and systems have the capability of tracking each visit, each email, each chat and each file transfer, by every computer on the system.

LACA maintains the right to limit internet access.

LACA will comply with any reasonable requests from law enforcement to review internet activities of any employee.

While accessing the internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent LACA to the world at large while online.

For protection of LACA network and proprietary information, security measures have been installed on the systems. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

E-Mail & Electronic Communication

Company provided email is provided for business purposes only. Personal use should be kept to

an absolute minimum.

All emails, sent or received, are company records and as such, are accessible to appropriate staff members.

No anonymous emails can be sent from company systems. All employees are required to identify themselves by name and email address.

Instant Messaging activity is prohibited except for business related forums which require approval from your immediate supervisor.

LACA's E-mail, computer, Internet, and voice mail systems are Company property. These systems are in place to enable employees to do their jobs efficiently and productively. Each of these systems is to be used solely for Company business purposes, and any personal use is prohibited without written authorization from the Executive Director. LACA may at any time intercept, monitor, copy, review, and download any communications or files that an employee creates or maintains on any of these systems without notification.

When using the Internet, employees shall not send information of a sensitive nature or that constitutes "confidential information" belonging to LACA or anyone else unless the information is properly encrypted to prevent interception by third parties. Employee communications via E-mail, computer, Internet, and voice mail systems will be subject to the same standards and policies LACA has established with respect to any other Company communications, including compliance with Company policies prohibiting discrimination and harassment. Employees are expected to use good judgment in their use of any of these Company systems, and shall immediately notify their supervisor and Executive Director if they receive or become aware of any violation of Company standards and policies by any employee in the use of any of these systems.

Each employee's compliance with this policy regarding Company E-mail, computer, Internet, and voice mail systems is a term and condition of employment. Failure to abide by this policy and cooperate with LACA in the enforcement of this policy shall be grounds for discipline, up to and including termination.

Liability Insurance

All LACA employees shall be covered under LACA's Liability Insurance

Policies for Leave of Absence

Eligibility

Paid and non-paid leave of absence is a benefit for full time staff working at LACA. LACA reserves the right to, without notice; revise these leave of absence policies.

If you have questions, contact the Executive Director.

Family and Medical Leave

Upon the written request of an eligible employee, the Licking Area Computer Association (LACA) may grant an unpaid leave of absence of up to twelve (12) weeks in a rolling twelve (12) month period that begins on the first day for which leave is requested under the terms and conditions set forth in this policy. Employees who receive unpaid leave under this policy shall have their health benefits continued under the same terms as if the employee were still working. Further, the employee is entitled to return to the position he/she held at the time he/she began the unpaid leave of absence or to an equivalent position, provided that the position has not been eliminated. If an employee who takes Family Leave pursuant to this policy does not return to work following his/her leave, he/she may be required to reimburse LACA for the share of health insurance premiums paid by LACA on his/her behalf during the leave period.

Entitlement and Definitions:

Examples of circumstances under which an employee may be granted Family Leave under this policy include:

- For the birth and care of the newborn child of an employee;
- For placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (i.e., spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.
- The spouse, son, daughter, parent or next of kin of a covered service member may take up to 26 weeks of Family leave during a single 12-month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty on active duty. This provision applies to the families of members of both the active duty and reserve components of the Armed Forces.

“Eligible employee” – any employee who has worked for LACA for:

- a minimum of twelve (12) months (need not be consecutive); and
- a minimum of 1,250 hours in the twelve (12) months immediately preceding the first day of the proposed Family Leave.

Employees who are granted Family Leave under this policy shall be required to use any accrued and unused paid vacation, personal, sick, and any other form of paid leave concurrently with unpaid leave.

If leave is for the birth or placement of a child, both parents of the child work for LACA, and leave is granted, the parents shall be granted a combined total of up to twelve (12) weeks of Family Leave for the birth or adoption of any one child (not up to twelve (12) weeks for each parent) Family Leave under this policy may be granted any time within the first twelve (12) months following the birth or placement of a child.

Family Leave that is granted under this policy may be granted for one single block of consecutive days (up to twelve (12) weeks in any rolling twelve (12) month period) or it may be granted for use on an intermittent or reduced schedule basis.

Notice of Family Leave

To be considered for Family Leave, employees must provide at least thirty (30) days' advance notice when the need for Family Leave is foreseeable. If Family Leave is not foreseeable, the employee must provide as much advance notice as is practicable.

Benefits

During Family Leave taken pursuant to this policy, employees:

- will not accrue seniority or other leave accruals;
- will be required to pay their portion of health insurance premiums at times prescribed by LACA;
- will continue to receive life, dental and vision benefits as if they were working.

Jury Duty

Notify your immediate supervisor if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law.

Staff members called for civic duty or subpoenaed as witnesses shall be given time off. If serving as a juror, the employee is expected to give their jury compensation to LACA. LACA will compensate the employee for a normal workday minus any compensation the employee receives from the court for jury duty. The employee must submit written verification of the employee's jury duty attendance and the amount paid.

A court / jury duty absence does not include, for example, criminal or civil cases where the employee is a party to the action, traffic court, divorce proceedings, child custody proceedings, or appearing as directed as parent or guardian of juveniles. For these instances, the employee must use personal leave or vacation, or request an unpaid leave of absence.

Military Duty

In accordance with requirements of law, LACA will provide military leave of absence and reinstatement for qualifying employees. LACA will provide eligible employees up to two weeks paid leave for military leave of absence.

Calamity Day

On days when a majority of the schools in LACA's service area and/or in the employee's home/commute area are closed, and employees are concerned about their safety in traveling to work, each employee has the right to take a day (vacation or personal) and the two week notice is waived. It is recommended to reserve a couple of vacation days each year for this very purpose. LACA needs to be notified immediately upon your decision.

Benefits

Overview

Benefits to employees are provided at the will of LACA and LACA reserves the right to modify or eliminate benefits without notice under conditions of law. The benefits listed herein are intended to be a general description only. Details of specific benefits are outlined in the documentation for the benefit program. **Notice: Insurance Plan details may change without notice**

Medical Insurance

The LACA Board shall provide group health insurance for the employees of LACA eligible to participate in accordance with statute. Participation in this plan is optional. LACA will pay a maximum per month as set by the Board for such insurance.

Currently, LACA provides a High Deductible plan with a Health Savings Account (HSA). LACA deposits 50% of the annual deductible into the employees HSA on the first pay date of the calendar year. Employees on the Family plan receive $3,400.00 and Single plan receive $1,700.00 divided equally over 24 pays. The remaining 50% will not be provided to employees hired after June 30, 2026. LACA pays 85% of the premium with the employee paying 15%.

Annual Opt Out:
Annually Opting Out is defined as a member voluntarily forgoing coverage of LACA provided hospitalization/surgical/major medical plan. Any staff member who demonstrates with an insurance card or other documentation from a health insurance company that he/she is covered by a non-LACA hospitalization/surgical/major medical plan shall have the right to annually opt out of the LACA-provided hospitalization/surgical/major medical insurance plan.

The Annual Opt Out procedure shall be:

> The member provides written notice to the Treasurer between November 1 and November 15 of any year, which must be done each and every year that a member opts out.
>
> LACA shall pay a lump sum equal to 25% of the Board share of the family plan premium. This lump sum amount shall be forwarded to the member the first paycheck in November of the succeeding year. Employees receiving this lump sum shall receive no compensations related to the health plans annual deductible.

In order to be reinstated to the LACA plan, one of the two following criteria and conditions must be followed:

1. If a member demonstrates to LACA that he/she has lost coverage of the non-LACA health plan involuntarily, then the member will be reinstated immediately to the LACA plan.

2. If the member chooses to voluntarily re-enroll in the LACA plan, he/she must do so during the annual enrollment period.

Dental Insurance

The LACA Board shall provide dental insurance for the employees of LACA eligible to participate in accordance with statute. Participation in this plan is optional. LACA will pay a maximum per month as set by the Board for such insurance.

Currently, LACA pays 100% of the premium. There is no Opt Out payment for dental.

Life Insurance

The LACA Board shall purchase from a carrier licensed by the State of Ohio, Group Term Life insurance and an equal amount of accidental death and dismemberment coverage for each LACA employee in the amount set by the Board. The full cost of this program and any increases thereof, shall be paid by the LACA Board.

Currently, LACA employees receive a $50,000 life insurance policy. LACA pays 100% of the premium.

Vision Insurance

The LACA Board shall provide vision insurance for the employees of LACA eligible to participate in accordance with statute. Participation in this plan is optional. LACA will pay a maximum per month as set by the Board for such insurance.

Currently, LACA pays 100% of the premium. There is no Opt-Out payment for vision.

403B Retirement Plan

LACA encourages employees to plan for retirement. LACA does offer a 403B Retirement Plan option. There are no employer matching contributions.

Worker's Compensation

Employees suffering on-the-job injuries may be covered by Workers' Compensation Insurance. LACA is responsible for the cost of this benefit and provides it at no cost to you. To qualify for coverage, you must report and record all accidents immediately upon occurrence. Any injury, regardless of how trivial it may appear, must immediately be called to the attention of your Supervisor or the Executive Director so that appropriate arrangements may be made regarding medical attention and the filling out of proper reports in accordance with the Workers'

Compensation laws. Failure to make a timely report may prevent your coverage being effective. LACA's group health insurance plan may not cover injuries incurred on the job, so your prompt reporting of all such injuries is vitally important.

Holidays

LACA provides the following holiday schedule for all employees. Eligible employees qualify for paid days. Non-qualifying employees are required to take the days off without pay unless otherwise approved in writing by your immediate supervisor.

Should you be asked to work a scheduled holiday, you will either be paid your normal hourly rate of pay for time worked (if you are an hourly employee) or you will be allowed another day off as compensation for the holiday worked, in LACA's discretion. Salaried employees will not receive extra pay for working on a holiday, but will be allowed to take an additional day off, to be scheduled at LACA's discretion. The following is a list of recognized holidays:

New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Juneteenth
Independence Day (Fourth of July)
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

If you are out on leave or vacation when an observed holiday occurs, you will be paid for the holiday and it will not count as a vacation day. If you are out on any other leave of absence when an observed holiday occurs, you are not eligible for holiday pay.

Holidays falling on Sunday will be observed on the following Monday, those falling on Saturday will be observed the preceding Friday.

Employees wishing to observe national-origin holidays or religious holidays not listed in the Holiday Schedule must obtain permission from their immediate supervisor for time away from work. However, a maximum of 12 holidays will be paid to any employee.

The Executive Director may also designate other Bonus days during Spring Break and Christmas season.

Sick Leave

All full-time employees of LACA eligible for sick leave shall receive 15 sick leave days annually at the rate of one and one-quarter per month. Unused sick leave shall be cumulative up to a maximum of 255 days. Regular part-time employees shall be entitled to sick leave in proportion to the time actually worked.

LACA shall accept by transfer the accumulated sick leave up to 120 days, which any new employee has acquired in another position of public service in Ohio, provided that the last termination of such service shall have been within the 10 years immediately preceding the

employee’s employment with LACA.

New employees who have exhausted their accumulated sick leave shall be entitled to an advancement of five days of sick leave, which shall be part of the fifteen days that can be accumulated for the year.

A. Use of sick leave - Sick leave may be used for the following purposes and must have the approval of the LACA Executive Director:
    1. For absence of the employee due to personal illness, injury, pregnancy, or exposure to a contagious disease which could be communicated to other employees or students.
    2. For absence of the employee due to illness or injury of someone in the employee's immediate family. In this section the employee's immediate family is defined as the employee's parent, spouse, child or any other dependent who resides in the home of the employee.
    3. The exact number of days granted under this section shall be determined by the circumstances.
    4. For absence due to death in the family of an employee. In this section the family of an employee is defined to mean the father, mother, brother, sister, daughter, son, husband, wife, grandmother, grandfather, father-in-law, mother-in-law, brother-in-law, or sister-in-law. The exact number of days granted shall be determined by the family relationship and the circumstances surrounding the death.
    5. For absence of the employee due to attendance at a funeral for other non-immediate family members or friends.

B. Verification of sick leave - an employee requesting use of sick leave may be asked to furnish a written signed statement to justify the use of sick leave. The Executive Director may require a physician’s statement to justify the use of sick leave.

C. Records of sick leave - the personnel records of LACA shall show the attendance of each employee, and such days as that employee may be absent shall be recorded with the reason for such absence noted. A record shall be made of the unused sick leave days accumulated by each employee.

D. Requests for leave shall be submitted and approved through the leave system..

Vacation Leave

Each regular classified employee serving 12 months per year shall be entitled to an annual vacation, with pay. The Executive Director, Operations Director and Director of Technology are entitled to 25 days of vacation leave. LACA reserves the right to specify the conditions under which vacation time may be taken.

“Years of Service” shall be defined as years of service at LACA and previous years of experience in an education or other work-related field.

Eligible employees must apply for vacation to the LACA Executive Director or designee at least two (2) weeks in advance of the desired start date. The two (2) week requirement may be shortened in unusual situations. All applications are subject to final approval by the LACA Executive Director.

Vacation carryover cannot exceed more than one year's accumulation. Directors may not

carryover more than 10 days of vacation leave.

Vacations will be granted only at times of the year when they will not interfere with the normal operation of the program.

Unused vacation, upon separation from employment, will be paid at the employee's earned rate of pay but not to exceed the unused amount accrued in the prior year, plus the prorated portion earned but unused for the current year.

A. Employees with less than five (5) years of service:
Employees with less than five (5) years of service, shall be entitled to an annual vacation, exclusive of legal holidays, of two (2) weeks.

B. Employees with five (5) years but less than ten (10) years of service:
Employees with five (5) years but less than ten (10) years of service, shall be entitled to an annual vacation, exclusive of legal holidays, of three (3) weeks.

C. Employees with ten (10) or more years of service:
Employees with ten (10) or more years of service, shall be entitled to an annual vacation, exclusive of legal holidays, of four (4) weeks.

Note: Employees reaching 5 or 10 years of service will be awarded a prorated amount of the additional 5 vacation days based on their anniversary date and the remaining time to be worked prior to June 30th.

Personal Leave

LACA shall, pursuant to the provisions of this policy, provide for an employee's absence for personal necessity.

LACA reserves the right to specify within limits of law, the manner of proof of personal necessity, and the type of situations in which such leave will be permitted and the total number of days which may be used in any school year for personal leave.

Up to three (3) full days of personal leave with pay may be used in quarter-day increments, if approved by the LACA Executive Director, each contract year by full-time employees. Personal leave is not cumulative.

Eligibility for personal leave days is as follows:

- Full-time employees employed as of July 1, three days for the contract year (July 1 – June 30).
- Full-time employees employed after July 1, .25 days for each full month of employment.

Employees that do not use their full allotment of personal leave days in any year will be credited with the corresponding number of additional days of sick leave at the end of the contract year to be added to his/her accrued, unused sick leave total. For example, employees that do not use any personal leave days will be credited with three additional days of sick leave, employees that use one personal leave day will be credited with two additional days of sick leave, and employees that use two personal leave days will be credited with one additional sick day. If an employee has maxed out their sick leave balance, unused personal days will not be rolled into sick leave, but will

be paid out at on half of the employee's current daily rate.

Personal leave days may be used for personal obligations that are necessary and compelling which involve including, but not limited to, family events, community events, business transactions or legal transactions, subject to the following conditions:

A. Request shall be completed in the leave request system.
B. Day(s) shall not be used preceding or following legal holidays, unless approved by the Executive Director.

Unpaid Leave

Employees may request unpaid leave for personal, professional, or medical reasons. Unpaid leave under this policy is at the discretion of the Executive Director, and all unpaid leave requests should be directed to the Executive Director.

Taking unpaid leave pursuant to this policy is intended so the same or similar position will be held open for an employee, or will be made available upon his or her return, subject to the provisions set forth in any intervening reduction in force and/or other financial issues that would have affected the employee had the employee been in active pay status.

1. Policy Details
    A. Paid leave accrual during unpaid leave. Employees do not receive pay for holidays that occur during an unpaid leave. Vacation and sick leave credits do not accrue during an unpaid leave.
    B. Exhaustion of paid leave required. Available vacation and sick leave must be used prior to the approval of unpaid leave.
    C. Conditions that may terminate unpaid leave. If an unpaid leave is used for a purpose other than that stated, the unpaid leave may be canceled and the individual may be subject to discipline up to and including termination.
    D. Benefits during unpaid leave. Employees will be billed for benefits contributions while on unpaid leave.
    E. Retirement contributions during unpaid leave. A member of the School Employees Retirement System of Ohio (SERS) may be allowed to contribute to the retirement system to obtain service credit for the unpaid leave period. Eligibility requirements, procedures, and terms and conditions are determined by SERS.
2. Unpaid Medical Leave
    A. Use: Employees may be granted unpaid leave for serious illnesses or medical conditions, at the discretion of LACA.
    B. Documentation: LACA reserves the right to require the employee to provide satisfactory medical documentation for unpaid medical leave which indicates a projected date for return to work or reevaluation, medical verification of ability to return to work, and other appropriate information.
3. Unpaid Personal or Professional Leave
    A. Unpaid personal leave is intended for employees who do not qualify for Family leave or the unpaid medical leave available under this Policy.
    B. Unpaid professional leave is intended to provide employees the opportunity to engage in a professional endeavor such as a teaching, writing a book or text, or going on a speaking tour.

Unemployment Compensation Insurance

All employees are covered under applicable state unemployment laws. The cost of this coverage is paid entirely by LACA.

Policy Changes

LACA reserves the right to amend, modify or terminate any and all Company policies, including those contained in this Policy Manual, at any time. As policy changes occur, LACA will take steps to inform all employees who have a job-related need to know. Such steps may include direct contact, posting notices on bulletin boards, or providing amended inserts for this Policy Manual, for example. Any time you receive an insert for this Policy Manual, you will also be informed which pages are superseded. You are expected to keep your Policy Manual up to date.

Discipline Policies

Problem Resolutions

The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees.

We recommend the following:

For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it. If no resolution is reached, both employees together should approach a supervisor and allow the supervisor to participate in the resolution. If a resolution is not reached, it should be turned over to the Executive Director. The Executive Director will gather and review all information and provide a solution with the best interest of all parties.

If a supervisor is involved as a party in the initial dispute, it must be turned over to the Executive Director at the outset.

Decisions of the Executive Director will be final.

Violation of Company Policy

Employees found to be in violation of company policy will be given official notice of the infraction. All reasonable attempts to resolve the problem will be made to constructively resolve the situation. Appropriate disciplinary action, up to and including termination, may be taken if the violation continues.

Employees who believe they have been falsely charged with an infraction can appeal the charge to the Executive Director. All appeals must be in writing clearly defining the reason you believe the charge was false. The Executive Director will review all available information and make a ruling. All decisions of the Executive Director are final.

Notices of violation, appeals and final disposition documentation will become a permanent record in the employee's personnel file.

Termination of Employment

Termination

Employees of LACA are not given tenure. The employees of LACA may choose to terminate employment at any time.

Employees choosing to terminate their employment with LACA are required to return all company property to their immediate supervisor before leaving the premises on their final day of employment.

If you voluntarily terminate your employment, you must give your Supervisor and the Executive Director of LACA notice at least ten (10) working days prior to departure so that LACA will have sufficient time to locate a replacement for you.

You will receive your final paycheck on the next normal payday following your termination if you have given proper notice.

Unused Vacation leave will be paid out at separation. Unused Personal leave will not be paid out at separation.

LACA may terminate employment at any time for any reason. If an employee is terminated for a severe violation of policy they may be escorted from the premises immediately. Any personal property, plus their final paycheck including any earned vacation pay, if applicable, will be given to the employee upon receipt of all company owned property.

The Executive Director will provide opportunity to all employees leaving LACA to have an exit interview. Requests for exit interviews must be made with reasonable time for the Executive Director to schedule the interview.

LACA considers personnel files confidential. Any request for employment confirmation will be provided only with employment dates and positions held.

Severance

Employees of the Licking Area Computer Association may at the time of their separation by retirement apply for severance pay upon the following basis:

A. Each employee with a minimum of ten (10) years' service in the State Retirement Systems will be granted severance pay when officially granted retirement benefits by any of the State Retirement Systems.
B. Said severance pay shall be calculated upon the basis of one-fourth (1/4) day credit for each accumulated day of sick leave up to a maximum of 240 days, plus one (1) day for each year of service over ten (10) years employment with LACA.
C. Employees must apply within 90 days of retirement to be eligible for severance pay.
D. Such payment shall be based upon the employee's rate of pay at the time of his/her

separation for retirement.

E. Upon being granted severance pay, all previously earned sick leave is cancelled.
F. Such payment may be made only once to any employee.
G. Retire/Rehire staff may opt to take their vacation payout at their first retirement date or final separation after rehire.
H. Upon separation due to death of the employee, who has not already retired, the sick leave will be paid to the employee's survivors in accordance with section 2113.04 of the Ohio Revised Code, or to the employee's estate.

A FINAL ENCOURAGEMENT

We are pleased that you are part of our team. We want to help you to do a job you are proud of and to help you feel at home here. If you have any questions or need any assistance, do not hesitate to see your supervisor or the Executive Director.

We hope your career with us is long and rewarding, and we wish you satisfaction and success in your work. We hope our association will be a prosperous and pleasant one.

Acknowledgement

LACA

RECEIPT AND ACKNOWLEDGMENT OF POLICY MANUAL

This is to acknowledge that I have received a copy of the LACA Policy Manual and have read it carefully. I agree to abide by its rules, policies, terms and conditions. I understand that the Policy Manual rules and provisions are subject to change, and may be amended or revised at any time by LACA. I also understand and agree that my employment is at-will, meaning that it can be terminated at any time, with or without cause or notice. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with LACA may be modified at the sole discretion of LACA with or without cause or notice at any time. I further acknowledge that this Policy Manual is not an express or implied contract of employment between LACA and me. I further recognize that all previously issued Policy Manuals and the policies, procedures and rules contained therein are hereby revoked and have no continuing force and effect.

_____

Date

_____

Employee Signature

_____

Employee Name [printed]

LACA reserves the right to make changes to this Policy Manual for the purpose of modifying, revising and updating company policy and this manual. Notice of changes will be posted on the bulletin boards and become a part of this manual. Violation of any company policy may result in immediate termination.

EMPLOYEE'S COPY -- ORIGINAL PLACED IN EMPLOYEE'S PERSONNEL FILE

END OF POLICY MANUAL

Forms

LACA Remote Work Policy

Adopted 7/1/2026

Overview

Remote Work is **not an entitlement and is not guaranteed** for all LACA employees. Offering the opportunity to work at home, and at what frequency, is a management decision based upon the discretion of the Executive Director and Board Policies. LACA may implement work monitoring software with notification to the employee.

Employee Home Office Equipment Expectations

Remote Work employees must be able to work normal business hours and deliver the **same** level of support to districts that you would provide if you were sitting at your desk at the LACA office. This includes but is not limited to:

- Reliable high speed or business class Internet access (employee will provide). A poor internet connection cannot be an excuse for inability to conduct your work.
- Softphone software or telephone handset (LACA will provide).
- A working computer with all appropriate software that is needed to support and protect user information, including but not limited to Zoom or other web conferencing tools supported by LACA. The computer will have anti-virus software and firewall enabled. The computer may be provided by LACA, depending on the circumstances.
- A hardware VPN (Virtual Private Network) connection to LACA when working from home (LACA will provide) and software VPN when off-site.
- A dedicated line where the employee can be reached. Employee will provide this connection. Long distance calls will not be reimbursed.
- Your Home Office workspace should be a dedicated space where you can conduct your work without interruption.
- Equipment provided by LACA that is damaged or lost by the employee may result in the employee paying for replacement items.

Employee Responsibilities

- End users should not be aware that you are working from home. Do not discuss it with them, and be aware of background noise that might be distracting to customers.

- Watching TV or using social media while working from home is not appropriate.
- Employees must keep other staff members updated on their whereabouts in a timely manner. This includes but is not limited to LACA in/out board, phone system status (away/unavailable) and emails to staff informing them of deviations from the normal schedule.
- Employees will ensure that any information that may contain student or staff identifiable data that is downloaded in the course of a workday to their hard drive MUST BE REMOVED and is not to be stored on any other media at their home.
- It is required that staff utilize an encrypted connection while working remotely with any provided device.
- Employees must ensure that any student or staff identifiable data is not accessed or viewed by anyone other than themselves.
- If employees normally provide baby sitter service or day care for their children or other dependent family members, the same arrangement must in place on the day of telecommuting.

In the Event of Equipment Failure

In the event of an Internet outage at your home, or a failure of computer equipment at your home, the employee must report to the office. If reporting to the office is not possible, then personal leave or vacation leave must be submitted for the duration of work-time missed.

LACA Responsibilities

- LACA will maintain, repair and replace any LACA-provided equipment necessary for employees to telecommute in a timely manner.

Appendix A: Procedures for Equipment Failure

Internet Service Failure

Home Internet service is provided by the employee. In the event of an Internet outage or degradation, the employee should contact the tech support for the provider of their home Internet service, inform them of the outage or degradation, and work with that provider to resolve the issue so they can resume remote work.

LACA VPN Failure

The LACA VPN could be one of two types of VPN:

1. Software-based VPN configured on your workstation/laptop
2. Hardware-based VPN box provided by LACA.

In either case, contact the LACA Network Team for support. The team can generally troubleshoot the software VPN remotely. If a LACA-issued hardware VPN box fails, work with the Network Team to troubleshoot it remotely. If those attempts fail, return the VPN box to LACA for troubleshooting, and the LACA Network Team will fix the issue or replace the VPN box if necessary.

Workstation Failure

If your home workstation is a LACA-provided workstation, contact the LACA Network Team for support. The Network Team may be able to troubleshoot and resolve the issue remotely. If not, the workstation must be returned to LACA for inspection, and the team will fix the problem or a new workstation will be provided. For equipment owned by the employee, please contact the vendor for assistance.

Phone Failure

Your phone may be either a hardware phone, or a software-based phone running on your computer. Contact the LACA Network Team for assistance. Software-based phone issues might be resolved remotely. If your hardware phone is not working, it must be returned to LACA for inspection. The Network Team will fix or replace the phone as needed.

Shipping Equipment (if necessary)

For remote employees who cannot easily return equipment to the LACA office, LACA will pay to have the item shipped to LACA and return shipped to the employee. The Employee is responsible for securely packing the equipment to ensure no damage occurs during shipping to LACA.

Workarounds

When equipment is offline that prevents the employee from working remotely, the employee must report to the LACA office. If the employee cannot report to the LACA office due to travel constraints, the LACA Network Team will do their best to find a workaround so the employee can continue to work remotely. If a reasonable workaround cannot be reached, the employee must take personal or vacation leave until such time that equipment is repaired and they can resume remote work.

Work Hours Selection Form

As a LACA employee, I understand that I have the ability to select my work hours from the choices shown below for the Fiscal Year. If approved by management, these work hours will be effective **August 1** through **May 31.** All LACA staff pay rates and leave benefits are based on 8 hours in a day. Each staff member will select a scheduled work shift that consists of a seven and one half (7.5) hour workday along with a one hour lunch period. Lunch can be taken in the hours between 11am-2pm. Any lunch outside these hours must be pre-approved by a director. If any LACA staff member needs to work beyond the 40 hours in a weekly period, then they would need to get prior approval and would need to track all time during the weekly period and submit for the appropriate amount of Compensatory Time. LACA staff are also encouraged to utilize Flex-Time and adjust their schedule during a weekly period as needed and restrict the use of Comp-Time to only approved planned activity or emergencies. See below for more information on Flex-Time and Comp-Time.

Sick leave, vacation, and personal leave requests are still treated as if you are working an 8 hour day. Examples: Taking a ½ sick day still requires you to work 4 hours, a ¼ sick day still requires you to work 6 hours, etc.

The following are the standard work hours:

Start Time	Lunch	Stop Time
7:00am	60 Minutes	3:30pm
7:30am	60 Minutes	4:00pm
8:00am	60 Minutes	4:30pm
8:30am	60 Minutes	5:00pm

I understand that management may not approve the selected work hour choice based on the needs of LACA, in which case I will be consulted about selecting another choice. LACA Executive Director reserves the right to assign the work hours for each service area and employee based upon the needs of our customers. I also understand that this selection will be in place August 1-May 31 or until another copy of this form supersedes the one on file. **Further, I understand that I may request that my supervisor approve a schedule adjustment in my work hours when needed.**

FLEX-TIME. For LACA full-time employees, the scheduled workday is 7.5 hours, and the scheduled workweek is 37.5 hours during a given seven-day workweek. LACA Directors may occasionally require employees to work hours outside of their normal shift in order to meet deadlines, perform maintenance, or troubleshoot problems. LACA employees may also approach LACA Directors requesting to work outside of normal hours for a justifiable reason. In these cases, the work schedule will be adjusted to avoid comp-time situations by readjusting the workday and/or the workweek. This is known as flex-time.

Staff members must have adjustments to their normal work schedule PRE-APPROVED by a Director in order for those hours to apply toward flex-time.

COMPENSATORY-TIME (COMP-TIME) For Non-exempt FLSA employees, comp-time is calculated at not less than one and one-half times the hours worked over 40 hours in a workweek. In determining whether an employee has worked any eligible comp-time, only those hours actually worked will be considered. Vacation, Sick and Personal leave hours are not included. Holiday leave hours can be considered with approval of the Director. In order to be eligible for comp-time hours, you must obtain your Supervisor's or Director's approval prior to working past the 40 hours, and you must record all hours on the Comp-Time Request spreadsheet. Certain executive, professional and administrative employees are exempt from the comp-time provisions of the law. If you are uncertain whether or not you are exempt, check with the Executive Director. See LACA Policy Manual for more information on Compensatory Time.

NOTIFICATION IF YOU CANNOT REPORT TO WORK: In order to maintain a safe and productive work environment, LACA expects employees to be reliable and punctual in reporting for their scheduled work hours every day. In cases where an employee cannot avoid being late to work, the employee should notify their supervisor or the Executive Director via phone, text, or email as soon as possible. It is recommended that you receive a positive confirmation that your message was received. If you need to take sick or personal leave, follow the procedures as outlined in the LACA Policy Manual, submit your leave in the leave system, and notify your supervisor or the Executive Director of your status through phone, text, or email.

LEAVING THE OFFICE FOR PROFESSIONAL BUSINESS: If you are required to attend an offsite meeting or training that is outside of LACA's normal service area, this requires entering a Professional Leave Request into the leave system. You do not need to enter Professional Leave to visit a member district. However, you must update the LACA In/Out board when you are out of the office for any reason, so staff know your availability. If you are required to leave the office for an unplanned break-fix or tech support situation at a customer site, you must update the LACA In/Out Board and email the staff your whereabouts and an estimated time out-of-office.

SUMMER HOURS: When LACA Summer hours are in effect, June 1- July 31, lunch may be reduced to 30 minutes and the Stop Time will be 30 minutes earlier than normal. You may optionally continue to take a 60 minute lunch and the Stop Time will then be the same as normal. You may be flexible and change lunch to 30 or 60 minutes as needed during summer hours, but you must notify a supervisor in advance of changes to your NORMAL lunch choice.

Start Time	Lunch	Stop Time
7:00am	30 Minutes	3:00pm
7:00am	60 Minutes	3:30pm
7:30am	30 Minutes	3:30pm
7:30am	60 Minutes	4:00pm
8:00am	30 Minutes	4:00pm
8:00am	60 Minutes	4:30pm
8:30am	30 Minutes	4:30pm
8:30am	60 Minutes	5:00pm

Employee Printed Name: _____

Employee Signature: _____ **Date:** _____

Management Approval: _____ **Date:** _____

Employee Notice of Auditor of State's Fraud Reporting-system

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.

Auditor of State's fraud contact information

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

Acknowledgement of receipt of Auditor of State fraud reporting-system information

Employees are required to comply with Auditor of State bulletin 2024-005, inclusive of completing the acknowledgement of receipt of the Auditor of State fraud reporting-system information:

https://ohioadutior.gov/publications/bulletins/2024/2024-005.pdf