



# **EMPLOYEE HANDBOOK**

## **Renhill Group**

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# INTRODUCTION

This employee handbook is designed to acquaint you with information about your employment with Renhill Group, Inc. Renhill Group, Inc. is part of a group of companies that include, Renhill Professional Services, LLC, HR On Demand, LLC, Renhill Staffing Services, LLC, Renhill Technical Solutions, LLC, and Renhill Group, Inc. This group of companies will be referred to collectively in this handbook as “Renhill” or “Company”.

This handbook will provide information about working conditions, employee benefits, and some of the policies affecting your employment while on assignment with Renhill and/or on Renhill property. No employee handbook can anticipate every circumstance or question about every one of our policies and there may be situations where the need arises for revisions, additions or cancelation of policies. Renhill reserves the right to add new policies, change or cancel existing policies at any time, and retains the right to make decisions involving employment as needed.

## **Mission**

The Renhill Group is committed to connecting quality school employees with Ohio schools while recognizing each position to be important to the education process.

## **History**

Renhill is a locally-owned, full-service staffing firm with over 45 years of experience helping businesses with their personnel, HR consulting, and training needs. Founded in 1970 by Joseph Braden, Renhill began as a permanent placement service. Over the years we have expanded our services and evolved into one of Northwest Ohio’s premier staffing and human resource services providers. Most significantly in 1998, Renhill pioneered the education staffing business in Ohio and more recently in 2010, Renhill Staffing merged with HR On Demand.

Our professional recruiting and service team helps place qualified people in most types of organizations and positions, including administrative/clerical, industrial/warehouse, hospitality, professional/technical, and educational personnel.

Barrie Howell, Renhill’s President, is committed to providing the highest quality of service with the utmost professionalism. Her staff of career professionals shares this same commitment and is also involved worthy community projects and activities.

Renhill is a proud member of all Chambers of Commerce in their respective communities, as well as the Better Business Bureau, the Employer’s Association, the Safety Council of Northwest Ohio, and is a nationally-certified Women’s Business Enterprise.

## **Renhill’s Commitment to You**

It is Renhill’s basic desire to provide quality employment for quality employees. In order to achieve that goal, it is necessary for both Renhill and its employees to assume certain mutual obligations and responsibilities. As an employer, many of Renhill’s obligations are required by law.

## **Your Commitment to Renhill**

Renhill expects its employees to be sufficiently motivated, self-directed, mature and experienced so that they will perform their assigned duties in a businesslike and timely manner. They are expected to follow the direction of management and their supervisors and to devote their full time and attention to the business of Renhill.

All Renhill employees are required to treat co-workers and temporary workers and clients with courtesy and respect and to be honest in their dealings with others. Any serious deviation from these standards may lead to dismissal.

# IMPORTANT STATEMENTS & EXPECTATIONS

## Anti-Bullying Policy

Renhill is committed to providing all employees a healthy and safe work environment. This policy applies to all employees of Renhill. It applies during normal working hours, at work related or sponsored functions. There will be no recriminations for anyone who in good faith alleges bullying.

Bullying is unwelcomed or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior (see "mobbing" below). *Some examples* of bullying behavior are:

### Verbal communication

- Abusive and offensive language
- Teasing
- Trivializing of work & achievements
- Insults
- Spreading rumor and innuendo
- Unreasonable criticism

### Manipulating the work environment

- Isolating people from normal work interaction
- Excessive demands

### Psychological manipulation

- Unfairly blaming for mistakes
- Deliberate exclusion
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Setting people up for failure
- Excessive supervision
- Criticizing in public

Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues and comments that are meant to be, or are taken as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

Any employee who feels he or she has been victimized by bullying is encouraged to report the matter to their employer, The Renhill Group.

- Where appropriate, an investigation will be undertaken and disciplinary measures will be taken as necessary.
- Be familiar with and behave according to this policy.
- If you are a witness to bullying, report incidents to Renhill.
- Where appropriate, speak to the alleged bully(ies) to object to the behavior.
- Any form of retaliation from a Renhill employee as a result of a report of harassment/bullying will be immediate grounds for dismissal.

## **Anti-Harassment Policy**

Renhill is committed to maintaining a work environment that is free of all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. In keeping with this commitment, we will not tolerate any form of unlawful harassment against our employees by anyone, including supervisors, other employees, vendors, clients or customers. All employees are expected to avoid any behavior or conduct that could reasonably be interpreted as unlawful harassment of an employee or a person who does business with Renhill.

### **Harassment Defined**

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as race, color, religion, national origin, sex, ancestry, age, disability, pregnancy, sexual orientation, genetic information, veterans, membership in the military reserves or National Guard, or any other characteristics protected by law – whether actual or perceived.

Harassment includes conduct that denigrates or shows hostility or aversion toward an individual because of his or her protected status or being threatening, intimidating, disrespectful or assaulting a manager/supervisor, coworker, customer or vendor.

### **Sexual Harassment Defined**

The Equal Employment Opportunity Commission (EEOC) guidelines define sexual harassment as unwanted or unwelcome sexual advances, request for sexual favors or other verbal or physical acts of a sexual or sex-based nature where (1) individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Promising an employee a reward, directly or indirectly, if the employee complies with a sexual oriented request;
- Threatening or retaliating against an employee, directly or indirectly, if the employee refused to comply with a sexually oriented request;
- Engaging in indecent exposure; or
- Making sexual or romantic advances toward an employee or persisting despite the employee's rejection of the advances;
- Sex-oriented verbal "kidding";
- Display of foul or obscene printed or visual material;
- Physical contact such as patting, pinching, or brushing up against another's body

While such conduct generally can amount to sexual harassment only if it is both unwelcome and either severe or pervasive, Renhill nonetheless discourages any such conduct in the workplace regardless of the circumstances. Everyone at Renhill is expected to avoid a behavior or conduct that could be interpreted as unlawful harassment. All employees should also understand the importance of informing an individual whenever that individual's behavior is unwelcome, offensive, in poor taste, or inappropriate.

Sexual harassment can be physical and/or psychological in nature. A combination of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

## **Filing a Complaint**

An employee who believes that he or she may have been subject to discrimination, harassment, or any unwanted sexual attention should:

- If possible, make their unease and/or disapproval directly and immediately known to the harasser, including requesting them to stop;
- Make a written record of the date, time, and nature of the incident(s) and the name of any witnesses; and
- Report the incident to his/her appropriate supervisor or a member of management.

## **Investigation of a Complaint**

Renhill will investigate each complaint promptly and discreetly. Your confidentiality and that of any witness and the alleged harasser will be protected against unnecessary disclosure to the fullest extent practicable.

## **Retaliation is Prohibited**

Renhill prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation is a serious violation of this policy and will be subject to disciplinary action up to and including termination.

## **Code of Professional Responsibility & Ethics**

A company's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with Renhill, or any of its clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

Renhill adheres to the highest legal and ethical standards applicable in our business. The Company's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Renhill employees shall conduct their personal affairs such that their duties and responsibilities to the Company are not jeopardized and/or legal questions do not arise with respect to their association or work with the Company.

## **Confidentiality**

The relationship between a teacher or other school based employees and his/her students is a very personal one and it is strictly confidential, both ethically and legally. In due course of employment, an employee may acquire certain facts relative to the student and his/her family. All such information is to be held strictly confidential and personal. All employees are cautioned to hold such information in strictest confidence. Under NO circumstances is the information regarding students and/or families to be discussed with an outside party. Nor are student records of any kind to be removed from school property. If the confidential information is shared, the employee sharing the information is liable for immediate dismissal upon investigation by Renhill.

## **Dress Code & Personal Appearance**

Renhill wants all employees to maintain a professional image at all times and has a high standard of dress, manner and conduct. A neat, tasteful and appropriate appearance contributes to the positive impression you will make to Renhill and its Clients. You are expected to be suitably attired and groomed during your working hours and/or while representing Renhill. Clothing containing offensive language or pictures is not acceptable. Clothing must also not become a safety hazard. Employees must follow both Renhill and Client Dress Code Policies.

Dress code can vary from school to school and classroom to classroom for regular staff. All Renhill employees need to have a neat, clean appearance – we are role modeling professionalism. Your dress should always be appropriate for the classroom and be in compliance with the building dress code for students and staff. Shoes should be comfortable allowing you to move quickly if necessary.

The following should **NOT** be worn – these are Renhill requirements and override school dress codes:

- Denim (this includes jean pants and skirts)
- Shorts
- T-shirts or mid-drifts
- Skirts shorter than two inches above the knees
- Low-cut shirts
- Piercings - except for ears
- Visible tattoos
- Tennis shoes - unless your position requires you to wear them or required for medical reasons

You are working in a professional environment interacting with students, staff and parents. Therefore your appearance is very important.

We trust that employees will make good business decisions about appropriate wear. However, if your Renhill and/or Client Supervisor/Manager feels your attire is not acceptable, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose. Your manager has the authorization to determine the appropriateness of your dress. Violations of this policy will be subject to appropriate disciplinary action.

### **Tattoos & Piercings**

As a goal of maintaining a professional image, every reasonable attempt should be made to cover existing tattoos. If you are getting a tattoo, we ask that you keep these principles in mind.

Body piercings are allowed in ears and anywhere covered by clothing or not visible. Piercings anywhere on the face or not covered by clothing should be removed during work hours.

### **Fragrance**

Recognizing that people may have sensitivity and/or allergic reactions to various fragrant products such as perfumes, colognes, lotions, powders and other similar products, Renhill respectfully requests that all employees be aware of these sensitivities and follow the general guideline of less is more when choosing to wear fragrances at work. Any employee with a concern about scents or odors should contact his or her Supervisor or Manager.

## **Drug & Alcohol-Free Workplace Program**

Renhill has always had a strong commitment to its employees to provide a safe, healthy, and productive work environment at Renhill's office/facilities and those of their Clients. In light of that, the goal of Renhill's Drug & Alcohol-Free Workplace Program to achieve a work environment free of illegal drugs, alcohol and substance abuse.

### **Prohibited Conduct**

The following list of prohibited conduct is not limited to:

- Reporting to or being at work under the influence of illegal drugs is prohibited and will result in immediate discharge from employment.
- Reporting to or being at work under the influence of alcohol or other legal intoxicant is prohibited and will result in immediate discharge from employment.

- The use, sale, possession, distribution, transfer, receipt or purchase of illegal drugs while on the job or on a customer's property is a dischargeable offense. Illegal drugs will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
- Employees using over-the-counter medication or medication prescribed by a physician are expected to discuss potential side effects with a physician or pharmacist and bring in any recommended restrictions, if some accommodation becomes necessary. An employee using any drug which may alter his or her physical or mental ability must report this treatment to their Human Resource Dept., who will determine whether the Company should temporarily change the employee's job assignment or have the employee go home during the period of treatment.
- Any employee who is arrested or charged with an alcohol or drug-related offense must notify the Renhill within five days of the event. Failure to do so could result in termination. Based on the facts and circumstances of the incident, Renhill may terminate the employee, suspend him/her until the matter is resolved, or subject him/her to special conditions for returning to work including but not limited to random testing.
- The company requires submission to drug testing for all employees and job applicants, at any time, including pre-employment, pre-placement, random, reasonable suspicion, and post accident or post injury. Applicants and employees must consent to the drug screen. The failure to consent will result in a rejection of the individual's application and/or termination of employment. If the test results show the presence of an illegal drug in the body, it will result in the rejection of the individual's application and/or immediate termination.
- Workers' Compensation law provides benefits to employees who suffer an injury or illness arising out of their employment, but may exclude injuries that are the result of illegal drug or alcohol intoxication. **Refusal to submit to a test immediately after the injury may affect your eligibility for Workers' Compensation benefits. HR on Demand's policy is that any incident, which results in property, productivity, or product loss, or results in an injury to co-workers or the public, constitutes cause for a mandatory drug screen.**
- Any employee testing positive and involved in this type of an occurrence will be subject to immediate termination. Any test sample that has been changed, modified, adulterated or considered "dilute" will be deemed a positive test result.
- All employees that have an injury/accident will be tested for drugs and/or alcohol. This test **must** be taken **within four (4) hours of the injury or accident.** **Non-compliance of this policy will lead to termination.**
- Refusal or delay of over 24 hours or **any form of non-cooperation** with the facility regarding your drug screening will be grounds for disciplinary action up to and including termination, subject to the sole discretion of the employer. **This may also affect your eligibility for Workers' Compensation benefits.**

### **Testing**

Testing is the only objective way to know with certainty whether an individual has drugs or alcohol in his/her system. For the safety of all our employees and those of our Clients, Renhill reserves the right to require testing as follows:

- Random drug
- Post-accident drug **is mandatory and should be submitted immediately**
- Other test for cause (i.e. you appear for work and are suspected of being under the influence)

At the sole discretion of the Renhill, you may be removed from your assignment until the drug screening results are received in our office.

Refusing to consent to or submit to a drug and/or alcohol test when required under this policy is considered a violation and an employee may be subject to discipline up to and including termination.

### **Consequences**

If any candidate fails a pre-employment drug test, they may be eligible for reconsideration if all of the following requirements are met.

- The candidate passes a lab-based drug screen at their own expense.
- It has been at least one year since the time of the failed pre-employment drug test.
- The candidate has at least six months of verifiable work experience in the last year.
  - If the candidate is hired, they will not have any unexcused absences in the first 30 days of employment.
  - If the employee fails to call or fails to report at all in the first thirty days, they will be terminated
    - If the employee is terminated under these conditions, they are not eligible for rehire with HR on Demand in the future.
    - If the employee has no incidents in the first 30 days, the normal handbook rules apply.
- If the candidate fails a second pre-employment drug screen, they will not be eligible for rehire in the future.

Failure of any other type of drug test (random, reasonable suspicion, or post-accident/incident) is considered to be a terminable offense and the employee is not eligible for re-employment in the future.

Any violation of this policy is subject to disciplinary action up and including termination of employment.

### **Employment at Will**

It is our intent to employ people at Renhill under the conditions that will develop a relationship beneficial to both the company and the employee. However, employment at Renhill, without a written agreement to the contrary is not for any specific term or duration.

The employment relationship may be terminated, at will, for any reason or no reason at all, by either the company or the employee. Renhill will attempt to give adequate notice should the services of an employee no longer be required; the company expects the same in return. Renhill understands, however, and the employee must also, that notice is not always possible or practical.

### **Equal Employment Opportunity**

Renhill is an equal opportunity employer. Renhill does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, sex, ancestry, age, disability, pregnancy, sexual orientation, gender identity, genetic information, veterans, membership in the military reserves or National Guard, or any other characteristic protected by law – whether actual or perceived. Employment decisions are based on each person’s performance, qualifications, and abilities.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodations would result in an undue hardship for Renhill.

Equal employment opportunities in hiring and in the workplace are essential for our company to ensure that the talents of a diverse workforce are being employed to full advantage. These policies also allow us to develop and serve a diverse customer base.

This policy relates to all phases of employment including selection, job assignment, compensation, discipline, termination, access to benefits and training, and participation in all company sponsored activities.

Any employee who believes they have been discriminated against is encouraged to discuss this with their supervisor or any manager of Renhill. Any employee found to be in violation of this policy will be subject to disciplinary action.

## **Legal, Investigations, Arrests and Convictions**

Substitutes must notify Renhill within 24 hours of any legal investigation, arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any misdemeanor or felony.

### **Moral Turpitude**

Moral turpitude is any conduct that is considered contrary to community standards of justice, honesty or good morals. Moral turpitude includes but is not limited to dishonesty; fraud; deceit; theft; misrepresentation; deliberate violence; base, vile, or depraved acts that are intended to arouse or gratify sexual desire; drug- or alcohol-related offenses; or acts constituting abuse.

**Please note that if Renhill is made aware of any investigations or any conduct of moral turpitude you may be placed on a disciplinary leave and will be unable to continue substituting pending further investigation.**

## **No Weapons Policy**

Renhill prohibits the presence of a firearm, deadly weapon or dangerous ordnance anywhere on Renhill and/or Renhill client premise or property. Renhill and Renhill clients have clearly posted signage at all entrances of the building(s). Any violators will be subject to the strongest legal action by Renhill and its clients including disciplinary action up to and including termination, the use of law enforcement and the use of criminal prosecution measures.

This policy applies to anyone with or without a concealed carry license excluding responding law enforcement officials. This policy applies to owners, visitors, vendors, employees, contractors and customers. This list is not all inclusive.

A deadly weapon or dangerous ordnance can be any firearm, explosive, knife with blade longer than 2.5 inches in length or any weapon of a dangerous nature. This list is not all inclusive.

Premise and/or property can be defined as building, parking lot and company vehicles. This list is not all inclusive.

To ensure the safety and well-being of all employees, customers and other visitors, Renhill and its clients reserve the right to inspect and/or search in appropriate circumstances, all areas including client issued lockers.

## **Reasonable Accommodations of Disability**

Renhill is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodations that do not create an undue hardship. In general, it is your responsibility to notify your supervisor of the need for an accommodation. Upon doing so, the supervisor may ask you for your input on the type of

accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professional. Medical information will be kept confidential. Renhill and those who “need to know” will take precautions to protect such information from inappropriate disclosure. All employees, including employees with disabilities and serious or life threatening illnesses, must possess the ability to perform the essential functions of the job and maintain acceptable performance standards.

## **Safety and Health in the Workplace**

Renhill is committed to making the workplace as safe as possible for all employees, customers, and visitors. All Renhill and Renhill Client safety rules and regulations must be followed. Safety is a responsibility of every employee, and therefore all employees are encouraged to report any workplace hazards or unsafe conditions. All reports of workplace safety should be directed to your supervisor or manager for further investigation. Failure to comply with Renhill and/or Renhill client safety policies may result in disciplinary action, up to and including termination of employment.

All employees will receive proper training and the necessary equipment to perform their jobs safely from Renhill and school/district. As an education employee, you have the additional responsibility to follow all school/district safety policies and to assist in providing a safe environment for students and employees.

Think safety, work safely and follow these guidelines:

- Be familiar with and abide by common safety practices and rules.
- Be familiar with the school districts’ and schools’ safety policies.
- Learn and use methods that reduce hazards related to your job.
- Make suggestions, which will provide safer work conditions to your building principal.
- Report all accidents immediately. Seek first aid or medical assistance without delay.
- Know where emergency equipment is located and how to use it.
- Know all procedures and duties designed to reduce damage or injury in the case of fire.
- Be aware and follow all procedures pertaining to emergency evacuations plans, lockdowns, fire and tornado drills.
- Intentional non-compliance with safety rules and regulations will result in disciplinary action up to and including termination.

**IMPORTANT:** If you are requested to perform a task or to use equipment that you have determined is unsafe or you are not provided the same equipment as other employees, immediately contact a Renhill representative, notify them of the problem and let them discuss it with the school.

### **Health Precaution**

It is recommended that you discuss your position with your health care professional. You may be exposed to blood borne pathogens. Your health care professional may recommend additional immunizations such as the **Hepatitis B** vaccine for you.

### **Injury or Accident**

- Any injury or accident that occurs during working hours must be reported to the Renhill client and to your Renhill representative within one (1) hour of the incident/accident. Even if it is a seemingly minor injury/accident, it must still be reported in the event it is worse than first suspected. Failure to do so may result in disciplinary action up to and including termination.

- The client must have knowledge that the injury/accident occurred during working hours for the company to acknowledge it as a work related claim. You will also be required to complete a written form describing the accident and any injuries, which you may have suffered. Failure to do so may result in disciplinary action up to and including termination.
- All employees that have an injury/accident will be tested for drugs. This test **must** be taken **within four (4) hours of the injury or accident. Non-compliance with this policy will lead to termination.**
- A test result that is positive or refusal to submit to a test immediately after an injury may affect the employee's eligibility for Workers' Compensation benefits. Failure to submit to a drug test may result in termination.

## **Smoking/Tobacco in the Workplace**

Smoking and use of any tobacco product is prohibited in all facilities and outdoor areas while on assignment for Renhill or on Renhill property.

### Non-Permitted Items and Activities

- **All forms of tobacco**, including but not limited to:
  - cigarettes
  - cigars
  - pipes
  - hookahs
  - electronic cigarettes
  - all forms of smokeless tobacco
- **Tobacco use** includes smoking, chewing, dipping or any other use of tobacco products.
- **Smoking** refers to inhaling, exhaling, burning or carrying of any lighted or heated tobacco product, as well as non-tobacco smoking substances and smoking instruments.

## **Whistle Blower Policy**

A whistleblower as defined by this policy is an employee of Renhill, Renhill Group or Renhill/HR on Demand who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Risk Manager. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must

contact the Risk Manager immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Risk Manager who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Risk Manager.

## TECHNOLOGY

Renhill understands the popularity and usefulness of social networking sites, Internet forums, blogs and other forms of Internet communication and expression (collectively known as social media). Renhill has no desire to keep employees from realizing the benefits of social media; however, we recognize that the popularity of social media creates challenges. When using your computer, your email account, the Internet or social media Be Professional.

### **Personal Phone Calls & Texting**

It is the policy of Renhill to utilize personal and business phones in a respectable and appropriate manner.

In this age of increasing telephone business transactions, the use of Renhill's and its Client's phone lines should be confined to business. Incoming personal calls on Renhill or Client phone lines should only occur in case of absolute necessity of an emergency. Please inform relatives and friends of this policy. They can also contact your Renhill Representative in the event of an emergency.

Personal cellular phones are to be put away out of eye sight, to remain in silent mode and are not to be used during working hours. Messages/texts/calls should be returned or made during your break or meal period. Violators of this and/or Client's policy are subject to disciplinary action.

### **Pictures, Videos & Recording Devices**

No cameras or recording devices are to be allowed at the worksite, without prior approval from the client and your Renhill HR on Demand Representative. If your position requires you to take pictures or video, use Client equipment as directed. No picture or video may be taken of any student by anyone including the media without the written permission of the parent(s) or guardian(s) on the **Permission / Release Form**. Pictures or videos of students cannot be used in any publication or web site without a signed **Permission/ Release Form issued by the school office.**

### **Social Networking**

Renhill takes no position on your decision to start or maintain a blog or participate in other social networking activities. Unless specifically instructed, employees are not authorized and therefore restricted to speak on behalf of Renhill. However, it is the right and duty of the company to protect itself from unauthorized disclosure of information. Renhill's social networking includes rules and guidelines for company-authorized social networking and personal social networking and applies to all Renhill management and staff. These rules and guidelines are described below.

#### **General Provisions**

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Renhill.

Unless specifically instructed, employees are not authorized and therefore restricted to speak on behalf of Renhill. Employees may not publicly discuss clients, products/services, employees or any of Renhill's Confidential Information or trade secrets outside of company-authorized communications. Employees are expected to protect the privacy of Renhill and its employees and clients and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to customer information, trade secrets, financial information and strategic business plans. These rules, however, are not intended to restrict rights created by Section 7 of the National Labor Relations Act.

### **Employer Monitoring**

Employees are cautioned that they should have no expectation of privacy while using the Internet. Your postings can be reviewed by anyone, including Renhill. Renhill reserves the right to monitor comments or discussions about the company, its employees, clients and the industry, including products/services and competitors, posted on the Internet by anyone, including employees and non-employees. Renhill uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.

### **Reporting Violations**

Renhill requests and strongly urges employees to report violations of this Social Networking Policy, including discussions that violate the privacy of Renhill employees or clients, any discussion of Renhill's or its client's proprietary information, and any unlawful activity related to blogging or social networking.

### **Discipline for Violations**

Renhill investigates and responds to all reports of violations of the social networking policy and other related policies. Violation of the company's social networking policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking post. Renhill reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

### **Authorized Social Networking**

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about company products and services, promote and raise awareness of the Renhill brand, search for potential new markets, communicate with employees and customers to brainstorm, issue or respond to breaking news or negative publicity, and discuss corporate, business-unit and department specific activities and events.

When social networking, blogging or using other forms of web-based forums, Renhill must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

# EMPLOYMENT

## Access to Personnel Files/Information

Current employees' personal employment records can be made available to the employee on a limited basis. Your personnel file is the property of Renhill. While you may view your personnel file upon written request, and in the presence of a designated Renhill employee, you are not permitted to make copies of the documents in your file, or take pictures of the documents in your file, without express written permission from Risk Manager or President of the Company. We will supply copies of employment files upon formal, written request from a government entity, or issuance of a valid subpoena.

## Background Checks

Renhill requires a criminal background check for all employees as a condition of employment.

Background checks will be conducted according to Ohio Department of Education and/or Client standards.

## Classification of Employees

It is the intent of Renhill to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

**Contingent/Substitute/Temporary Employees** are employees working for an assigned client for either a temporary timeframe/project or to possibly become hired by the client. These employees receive all legally mandated benefits and may be eligible for some of the Company benefit programs.

In addition to the preceding, employees are also categorized as "exempt" or "non-exempt" per the Fair Labor Standards Act (FLSA).

**Exempt** – Pursuant to FLSA and applicable state laws, exempt employees are paid on a salaried basis and excluded from overtime.

It is our policy to comply with the "salary basis" requirements of the Fair Labor Standards Act. Therefore, we prohibit all company managers from making any improper deductions from the pay of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA.

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, the company is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

If you believe that an improper deduction has been made from your salary, you should immediately report this information to your supervisor, or to the Payroll Department. Reports of improper deductions

will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

**Non-Exempt** – Pursuant to the FLSA and applicable state laws, non-exempt employees are entitled to overtime pay, must keep an accurate record of their hours of employment, and are subject to certain deductions to their weekly pay under the law.

An employee’s exempt or non-exempt classification may be changed only upon written notification by Renhill management.

## **Employment Applications**

Renhill relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Renhill will also perform reference checks, verifications of employment/degrees or other documented information criminal background checks, and job-related background checks. This information will be utilized in the consideration of employment.

## **Employment and Income Verifications**

It is the policy of Renhill to protect the privacy of each employee.

Organizations who wish to verify the employment or income of a current or past Renhill employee will use The Work Number®, an automated, external employment verification service selected by Renhill. Renhill provides information to The Work Number at every payroll cycle to ensure that employment and income data available to authorized verifiers is current. This process results in the utmost privacy of your information while streamlining the transfer of that information to those who require it.

Employment and income verifications may be required when applying for a loan, buying a car, leasing an apartment, qualifying for a government benefit or similar instances where proof of employment or income is needed. In most cases, the employee provides the credit grantor (the verifier) with their consent to verify at the point of application, in the form of a signature (ink or digital) or other acknowledgement. Using that consent, the verifier can access The Work Number database and complete the verification instantly and securely.

As an employee of Renhill, you can access and review the information made available to verifiers through the following:

### **Information for Employees:**

Renhill Employer Code: 15108  
The Work Number Access Information: [www.theworknumber.com/employees](http://www.theworknumber.com/employees)  
**1- 800-367-2884**  
1-800-424-0253 (TTY-hearing impaired)

If you are applying for credit or other services and the verifier requests proof of your employment or income, please direct them to The Work Number:

### **Information for Verifiers:**

Renhill Employer Code: 15108  
The Work Number Access Information: [www.theworknumber.com/verifiers](http://www.theworknumber.com/verifiers)

**1-800-367-5690**

1-800-424-0253 (TTY-hearing impaired)

**Information for Social Services Agencies:**

Renhill Employer Code: 15108

The Work Number Access Information: [www.theworknumber.com/SocialServices](http://www.theworknumber.com/SocialServices)

**1-800-660-3399**

1-800-424-0253 (TTY-hearing impaired)

**All employment and income verification requests must use this automated service.** Renhill will provide Federal, State, and local government agencies any employee information required by law.

## **Immigration Law Compliance**

The Company is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Company within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **Performance Expectations**

The general performance guidelines set below, although not inclusive, should be followed. Failure to comply with any of the following policies is grounds for disciplinary actions up to and including termination. (This is at the sole discretion of the employer.)

- Perform the work assigned to you in a proper and efficient manner consistent with the direction of the classroom and/or school.
- All employees are required to remain awake during work hours. Sleeping on the job is not only a performance issue but a safety violation. Sleeping on the job will result in immediate termination.
- If you become ill while on assignment, please report it to the school nurse or office and notify Renhill.
- If while on assignment you become aware of confidential information of the school, you are expected to maintain confidentiality.
- All property, tools and equipment furnished by the teacher or school for your use should be properly operated and maintained and returned to the company at the end of the work period.
- All work areas should be maintained in a neat, clean and safe manner.
- While on an assignment, be sure you know the work times, including break times and the appropriate location for your lunch.
- Devote your full effort and attention to performing your assignment to the best of your ability and to the quality standards set by the school system.
- A positive attitude promotes a more desirable working environment.

- If you are a Substitute Teacher – Students’ work should be checked, collected, and graded as per the teacher’s instructions.
- Renhill employees are expected to attend all meetings and training sessions required by the school to become familiar with all manuals and handbooks provided.
- If you have any questions about Renhill’s rules or about how to conduct your assignment, contact your Renhill representative.

**It should be noted that particular schools will have additional rules or standards that must be followed on assignment. Adherence to those rules is mandatory and is your responsibility.**

## **Personal Data Changes**

It is the responsibility of each employee to promptly notify the Company of any changes in personnel data. Personal contact information (mailing address, email address, phone number), marital status, dependent changes, income tax status, emergency contact information, and other such status reports should be accurate and current at all times. Be sure to notify your Renhill manager of all personal data changes.

## **Proper Conduct**

It is necessary for all Renhill employees to follow common rules of behavior. There are certain policy violations that have the potential to lead to damage, loss, injury, or the disruption of business, and therefore these violations will lead to immediate termination. The list below is not comprehensive but is intended to indicate the nature and severity of policy violations that will lead to immediate termination.

- Theft from Renhill, a school or another employee.
- Engaging in fighting or physical violence during a work assignment.
- Intentional destruction of property.
- Insubordination or intentional failure to follow instructions of a Renhill Account Manager or Client Supervisor or Manager.
- Engaging in immoral or indecent behavior.
- Engaging in any illegal activity.
- Gross negligence that endangers other persons or property.
- Being threatening, intimidating, disrespectful or assaulting a manager/supervisor (Renhill or Client), coworker, customer or vendor
- Arriving late or leaving early without authority.
- Sleeping on the job.
- If you are a Substitute Teacher or Aide – Failure to maintain proper classroom management.
- Appearing for a work assignment under the influence of alcohol or illegal drugs, sale, possession or distribution of alcohol or illegal drugs. Any employee may be required to submit to an immediate test to determine the presence of alcohol or controlled substances in their bodies. A test result that is positive for the presence of alcohol or controlled substances or a refusal to submit to a test will be grounds for immediate termination.
- Being in possession of, sale, or distribution of firearm / deadly weapon or look alike while on a work assignment.
- Using swear words with staff members or students.

- Discussing information about a staff member to students.
- Altering or misusing a time card.
- Engaging in non-work related conversations or activities with staff or others about a student.
- Falsifying records, making false statements, or concealing defective work.
- Disclosure of confidential information to unauthorized individuals as defined by the Confidentiality Policy.

Certain violations may require Renhill to contact the Ohio Department of Education and may lead to the suspension or revoking of substitute teacher license or aide permit as outlined in Licensure Code of Professional Conduct for Ohio Educators.

## **Rehire Policy**

It is Renhill's policy to consider re-employment of former employees if they:

- Submit an application/resume,
- Have qualifications that meet the requirements of the open position,
- And they had been in good standing at the time of their termination.

Renhill is under no obligation to rehire former employees.

Service recognition will include former employment in Renhill and/or Renhill Group and/or Renhill/HR on Demand and/or Renhill Technical Solutions.

Service recognition for medical benefits will be handled according to plan specifics.

## **Separation of Employment**

Separation of employment can occur for several different reasons.

- Resignation
  - Voluntary separation of employment initiated by an employee.
  - Renhill requests you to provide a minimum of one-week notice to your Renhill Representative.
    - If you fail to provide one-week notice, fail to appear for your scheduled work assignment, leave your assignment without permission, or fail to return to your assignment from lunch or break without permission, you will no longer be eligible for assignments with Renhill. Any hours that you have worked up to that point, for which you have not been paid, will be paid to you at the current minimum wage.
- Job Abandonment
  - Renhill will result in a determination that you have voluntarily abandoned your position if you do not call in and do not arrive for your scheduled shift/assignment for three consecutive days.
  - The Last Day Worked will be considered your separation date for payroll purposes.
  - You will no longer be eligible for assignments with Renhill.
- Involuntary Separation

- Involuntary separation of employment initiated by Renhill. While this will ordinarily occur for misconduct, policy violation or unsatisfactory work performance, Renhill reserves the right to terminate employment at any time, with or without cause.

Employees will receive their final pay in accordance with applicable state law – processed on the normal pay date. Any medical premiums due for the month will be deducted in full from the final paycheck. You will be provided with information about benefits that may be continued, and of the terms, conditions, and limitations of such continuance.

The separating employee must return all Company property at the time of separation. Failure to return some items may result in deductions from the employee's final paycheck. An employee will be required to sign a Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

# ASSIGNMENT POLICIES & PROCEDURES

## Classroom Management Expectations & Tips

- Write your name on board/overhead.
- Introduce yourself to staff and students. A substitute is expected to be easily understood by students and staff.
- Set out clear expectations for student behavior.
- Give students time to process your instructions.
- Maintain a calm demeanor and a professional tone of voice in volume, attitude and age appropriateness with students at all grade levels.
- Be actively engaged in classroom activities. Talking on your cell phone, texting, reading personal materials, or working on a computer is unacceptable. Sitting behind a desk uninvolved in the classroom may result in a substitute being removed from a school.
- Use proximity – walk around classroom.
- “Shut up!” is never acceptable!
- Remain in the classroom with students. If a situation arises where a full-time employee dismisses you from class, i.e., co-teach situation, report to the front office immediately. As with full-time employees, restroom breaks for substitutes must be timed with conference/off periods and lunch.
- Should a personal emergency arise, seek help before leaving a class unattended.
- Handle minor disciplinary issues. Ask for assistance for major and/or repetitive disruptive behaviors.
- Many schools have call buttons and/or phones. Utilize these when other measures are not working. If no call button or phone is available, send a student to the office to get assistance.
- Before sending a student out of class alone, be very aware of the age of the student.
  - For example, there is no reason for a kindergarten student to be sent unescorted away from the class room to the parking lot or other areas not contiguous to their classroom. On secondary schools, any student dismissed from class must have a hall pass. At the elementary level, inquire about proper procedures for students needing to leave class.
- Avoid going through an employee’s desk or materials without permission. Do not allow students to do so without specific permission.
- Do not work on personal laptops computers, PDA’s, Blackberry’s, cell phones, or other such devices when in direct contact with students. Substitutes are to be actively engaged in monitoring student behavior and lesson implementation.
- Do not listen to your iPod during class time.
- Do not attempt to take away a student’s cell phone, iPod, etc. Ask them to put the item away. Should they refuse, make a note for the teacher about the incident.
- Do not allow class discussion to gravitate toward anything of a personal or sexual nature.
- Do not give students food products of any kind! Many students have food allergies.
- Do not distribute any materials to students without permission from the principal.

## **Student Supervision & Welfare**

Each professional staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities. Staff members are expected to observe the following guidelines:

- A professional staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- Each staff member shall immediately report to the building administrator knowledge of threats of violence by students.
- A professional staff member shall not send students on any personal errands.
- A staff member shall not inappropriately associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol or tobacco.
- If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the Center or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law. A student shall not be required to perform work or services that may be detrimental to his/her health.

Since most information concerning a child in school, other than directory information, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

## **Religion In School**

Instructional activities shall not advance or inhibit any particular religion or religion in general. Curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world. Students may engage in free, individual, and voluntary expressions of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate.

## **Sexual Misconduct & Interaction With Students**

Any teacher, administrator, coach, or other school authority or acting school authority, who engages in sexual conduct with a student, may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

School employees should use common sense to prevent false claims of abuse and inappropriate touching:

- Avoid being alone with a student of either sex.
- Avoid physical contact with students, which could be misunderstood as sexual in nature.

- Physical force to enforce discipline is not allowed.
- Avoid communicating with students outside of school hours.
- Avoid off-the-cuff comments with suggestive or double entendre overtones.
- Do not be drawn into discussions of sexually explicit topics, such as tasteless jokes or suggestive song lyrics, politics, or religion.
- If a student confides in you regarding a personal topic of a sexual nature, invite another adult to join the conversation and report the conversation in writing to the school counselor administrator immediately.
- Avoid any romantic contact with current or former students, even if the students are over 18 years of age.

## **Suspected Child Abuse And Child Neglect**

Any employee suspecting a case of child abuse or neglect is legally bound to report it under penalty of law in accordance with the Ohio Revised Code, Section 2151.421. You should report this directly to the local children services office of your worksite location.

## **Student Medication Dispensed At School**

Unless specifically directed to do so and properly trained by the school/district as part of your position, do not dispense any medication to students. All medications must be maintained in the school office. Refer parent (or student) to the building principal for policy and procedure for dispensing medication to students. If you have any questions about this policy, please contact your Renhill Representative.

## **Transportation Of Students**

Under NO circumstances are students to be transported in staff vehicles.

## **Student Discipline**

All Renhill employees should become familiar with the school & classroom discipline procedures. Corporal punishment shall not be used by any Renhill employee, under any circumstances. Check with the principal regarding the procedures to be followed if a severe problem arises.

The following list represents the types and areas of misconduct that are expressly prohibited by policy in most school districts.

- No student shall disrupt any school activity by acts of violence, force, coercion, threats, rioting, sit-ins, walk-outs or false reports.
- No student shall destroy or damage public or private property by any means.
- No student shall strike, hit, threaten, cause any physical harm, blackmail, extort or intimidate another person.
- No students shall participate in any hazing activity. Hazing is prohibited.
- No student shall act in violation of policies and intervention procedures of tobacco, alcohol and other drugs.
- No student shall possess or attempt to possess, handle, transport, transmit or conceal dangerous weapons or "lookalike"- counterfeit weapons, firearms, knives ordnance or dangerous instrument.
- No student shall be truant from school or tardy to classes or activities they are assigned.
- No student shall use profanity or obscenity in any form, either verbal or nonverbal.

- No student shall steal or appropriate for his/her own use the property of others or any school property.
- No student shall be disrespectful of or harass any staff member.
- No student shall practice academic dishonesty such as cheating, plagiarizing or copying, or encouraging or assisting others to engage in such dishonest acts.
- No student shall engage in inappropriate display of sexual or sexually related behavior.
- No student shall violate the policy regarding dress and appearance.
- No student shall repeatedly ignore or break orders of staff members.
- No student shall use the building or property without proper authorization and shall not be in an unauthorized area during the school day.

### **Aggressive Behavior**

Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. There is zero tolerance for any gestures, comments, threats and/or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student.

Retaliation against any person who reports, or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated.

## **SUBSTITUTE GUIDELINES & POLICIES**

**Below are some additional policies that will apply to your work.** The list below is not comprehensive, but is intended to indicate the nature and severity of policy violations that will lead to immediate termination.

### **When You Are Called For An Assignment**

**BE AVAILABLE TO ACCEPT JOB ASSIGNMENTS.** Renhill will contact substitutes when needed. Substitutes will be contacted as soon as possible after notification of a need. Calls to substitutes will be made as early as 5:00 a.m. and as late as 11:00 p.m. If a message is left with an assignment for you, please confirm that you accept/decline the assignment as soon as possible. *Please keep a pen and paper with you to write down your assignments.*

- All substitutes will revert to an *as needed* status upon completion of a specific assignment.
- Every attempt shall be made to maintain as much continuity as possible by engaging one and only one, substitute for the full period of an absence, and by calling back a substitute to serve in a classroom in which he or she has already performed successfully during the same term.

### **If You Are Called In Error**

Normally our system of providing substitutes works very well. On rare occasions, however, a mistake is made. Should you be called to work at a building and, upon your arrival there, be informed that the regular teacher/aide is in attendance that day, you may be paid for one-half day as a teacher and up to two hours as an aide. In this case, you will be expected to remain at the school for that timeframe and to perform duties as assigned by the building principal. If you choose not to remain in the school building to perform duties as assigned, you will forfeit payment for that day.

### **Assignment Flexibility**

When you are asked/sign up to substitute for someone, all attempts will be made for you to remain in that assignment until the employee returns. However, circumstances may alter this on a given day, and **building principals have the authority to modify your assignment to meet the needs of their buildings.**

Substitutes may be assigned other teaching or non-teaching duties during the regular teacher's planning time. If a sub does receive planning time, it should be used to review lesson plans, prepare lessons, grade papers, etc. **Substitute teachers may not leave the building during planning time without permission of the principal.**

### **Exclusion**

The following criteria are considered and put in place with the best interest of the students served in our districts in mind.

- Administrators reserve the right to exclude substitutes from an individual teacher's classrooms, grade levels or entire buildings.
- Substitutes who are excluded from two buildings in one district may be excluded from the entire district.
- Substitutes who are in multiple Renhill districts and are excluded from two or more districts may be excluded from AESOP for all school districts associated with the Renhill.
- Depending upon the nature of the exclusion, a substitute may be excluded from an entire district and/or Renhill immediately.

**Exclusion from the AESOP system may result from offenses, conduct or performance deficiencies including but not limited to the following:**

- Poor Classroom Management.
- Not following lesson plans as outlined by the classroom teacher.
- Not supervising students when the assignment requires supervision.
- Job shopping.
- Accessing the AESOP system during the work day. (ie. phone, computer, BlackBerry, Jobulator, etc.).
- Using computers during work time for any purpose other than the classes you are teaching.
- Using cell phones during class time. Phones should be turned off or on vibrate during work time.
- Leaving the building during work hours without explicit permission from the building principal.
- Bringing food to the classroom for yourself or students.
- Leaving your classroom unattended.
- Touching a student or staff member in an inappropriate manner.
- Failure to maintain classroom control.
- Not following the regular classroom teacher's prepared lesson plans.
- Failure to leave any follow-up notes for the regular classroom teacher.
- Smoking on school grounds including inside one's own vehicle.
- Making inappropriate comments to students, parents and/or fellow staff members.
- Not showing up for an assigned duty on time; creating a situation where students are unsupervised.

**Maintain Contact With Your Renhill Representative**

The Renhill Customer Service Representative is available for immediate contact 24 hours a day, seven days a week.

- You are expected to stay in contact with your Renhill representative, keeping them current with your availability for assignments. If you have an on-line account with Renhill, your availability may be updated there as well.
- If you determine that it is impossible for you to appear at your assignment as scheduled, you are to call Renhill immediately, no matter what time. Failure to appear once without calling may result in immediate termination, subject to the sole discretion of the employer.
- If we do not hear from you within 3 months, Renhill will assume you are not available and have voluntarily quit your position with Renhill.
- If you have any problems or concerns about your work assignment, contact your Renhill representative immediately.
- If you have questions regarding your payroll or W-2 information, please contact your Renhill representative.
- Be aware that Renhill manages certain aspects of the employer/employee relationship. Both Renhill and Renhill customers expect communication to be with your Renhill representative.

## **Student Accidents / Illness**

If a pupil has an accident or becomes ill in the classroom or at any place on school grounds, the teacher/substitute teacher should take charge immediately. If appropriate to the situation, the office and/or principal should be informed. The principal, in turn, will decide what action should be taken regarding contact with parents or the school nurse will arrange for the pupil to be taken home. When an emergency exists, please contact a teacher in the next classroom for assistance immediately. Send a student for help.

## **Additional Responsibilities**

Substitutes, in addition to classroom responsibilities, will assist in assignments normally carried out by the regular school employee. The assignments could include such things as supervision on the playground, in the hallway, in the cafeteria, in study halls, and bus duty. Students should not be left unattended at any time.

## **Record Keeping / Reporting**

Complete records should be kept of student attendance, of work accomplished and/or grades earned. Records are kept in a prescribed manner for the benefit of the regular teacher. Cafeteria or lunch count will need to be reported according to the building procedures.

## TIME OFF & ATTENDANCE

No employee can successfully perform their job assignment unless they are present for a full workday on a regular basis. Our goal is to provide a consistent, successful school program for our students. In order to accomplish this, all employees must maintain a good attendance record. If you are unable to report for your entire shift, prior arrangements should be made with Renhill as detailed below.

### Appointments / Personal Business

- Appointments are to be scheduled around your work schedule
- Personal time is unpaid and requires you to update the AESOP system to reflect this time

### Emergencies & Personal Illness

In the event of personal illness, emergencies or other situations that prevent you from arriving to your work site, or require you to leave your assignment after arriving, the following steps must be followed:

- Contact your Renhill representative as soon as you are aware of your absence. **Your representative's voicemail is available 24 hours per day.**
  - In order to cancel out of any assignment with Renhill you must contact your primary Account Manager. Renhill does not allow the option for you to cancel assignments online through AESOP nor will the system allow you to enter a non-work day in that district if it conflicts with an assignment for which you are assigned. You must provide a minimum of a two-hour notice if you are unable to report at your scheduled report time.
    - Late call offs may result in disciplinary action, up to and including termination.
  - After three unexcused absences, within one school year, you may be subject to disciplinary action, up to and including termination of employment.
    - An excused absence is an absence that has been approved by your Renhill Account Manager.
      - In order for an absence to be excused, documentation must be provided – such as doctor's note, court papers or other documentation deemed acceptable by the Account Manager and/or Risk Manager.
    - Failure to appear for your scheduled shift and or start time, without a minimum two- hour notice, may result in disciplinary action up to and including termination.
    - Three consecutive days of failure to call and failure to report to work is considered abandonment of employment, and is grounds for termination without consideration for rehire in the future.

### Long-Term Illness

To return to work after a long-term absence –five days or longer due, a signed release from your doctor may be required. Renhill Group must obtain a copy of a physician's signed release.

### Holidays

Renhill observes (office closed) the following unpaid holidays during the calendar year:

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)

- Thanksgiving Day (fourth Thursday in November)
- Day After Thanksgiving
- Christmas Day (December 25)

When a holiday falls on a Saturday or Sunday, the Company will designate an alternative day as the observed holiday.

Districts/Schools may observe the same, different and/or additional holidays during the school year. A link is provided in AESOP or you can go to the district/school's website to review the holiday schedule. Your Renhill Account Manager can also provide you with a holiday schedule. Holidays are unpaid.

## **Jury Duty**

Renhill encourages employees to fulfill their civic responsibilities by serving jury duty when required.

If you are summoned for jury duty, you will be eligible for unpaid leave, and your pay may be adjusted in compliance with the Fair Labor Standards Act and any applicable State laws.

To qualify for jury duty leave, submit a copy of the "Summons to Serve" to your Account Manager upon receipt and prior to serving. You are asked to keep your manager informed daily and to report to work when it does not conflict with your jury duty obligations. Contact your Account Manager if released from jury duty before the end of your regular working hours. You will also need to put a non-work day(s) into AESOP during your service. Upon returning to work, you must provide confirmation of participating in jury duty.

## **School Closings and Delays**

All employees are required to listen to your local weather station/news for school delays and closings. If you are unsure or have questions about a closing or delay, contact your Renhill Representative. Employees are not compensated for calamity days.

## **LEAVES OF ABSENCE**

We understand that under certain circumstances the need for a leave of absence may be necessary. Parameters concerning both employment and benefit-related issues vary under each type of leave. Giving Renhill as much notice as possible will assist in determining how a leave of absence may assist your situation.

### **Family Medical Leave of Absence (FMLA)**

Renhill understands there are situations that require you to be away from work for your own serious health condition or a serious health condition of another as qualified under the Family Medical Leave Act.

#### **Eligibility for Leave**

All employees are eligible for up to twelve (12) weeks of unpaid leave per year. To qualify for Family and Medical Leave, an employee must have been employed for at least twelve (12) months and must have worked at least 1,250 hours in the twelve (12) month period immediately prior to the request for leave. Eligibility for leave is determined by calculating all Family and Medical Leave taken in the rolling twelve (12) months prior to the request for leave. An employee may be eligible for up to twenty-six (26) weeks to care for a member of the Armed Forces who is being treated for a serious illness or injury.

The Family and Medical Leave may be taken for any of the following reasons:

- Birth and care of a newborn (prior to the child's first birthday).
- Placement of a child for adoption or foster care in the employee's home (within the first year of placement).
- Care for a spouse, child or parent with a serious health condition.
- A serious health condition which makes the employee unable to perform the functions of the employee's job.
- Care for a member of the Armed Forces who is being treated for a serious illness or injury.
- Active duty military illness or injury.
- Active duty military "qualifying exigency".

Spouses employed by the Renhill are jointly entitled to a combined total of twelve (12) weeks of family leave for the birth or placement of a child for adoption or foster care. When the spouses both use a portion of their joint FMLA leave entitlement, each spouse is then individually entitled to any remaining leave to care for a child, spouse or parent with a serious health condition or a serious health condition of the employee. Each employee's remaining leave is the difference between the joint leave taken by that employee and twelve (12) weeks.

#### **Child and Parent Defined**

A "child" includes a person under the age of eighteen (18) who is a biological, adopted, foster or stepchild, a legal ward of the employee or a child for whom the employee stands in the place of a parent. A "child" also includes a person over the age of eighteen (18) who is similarly related to the employee and who is incapable of self-care because of a physical or mental disability. A "parent" includes a biological, adoptive, foster or stepparent, as well as a person who stood in the place of a parent when the employee was under the age of eighteen (18). A "parent" is not a parent-in-law.

#### **Notice of Leave**

Employees must notify their Renhill Supervisor/Manager and the Office Manager or the Risk Manager of all leave requests. Any employee who qualifies for Family and Medical Leave must provide at least thirty (30) days notice before the leave is to begin. If the leave is for the birth or placement of a child

and circumstances do not permit thirty (30) days notice before the leave is to begin, the employee must give whatever notice is practical. If the leave is for the serious health condition of the employee or a family member and the health condition does not permit thirty (30) days notice, the employee must give as much notice as practical. Further, if the need for leave is foreseeable and necessary for planned medical treatments, the employee should make a reasonable effort to schedule treatment so as not to interrupt Renhill or the Client's operations.

### **Medical Certifications**

If an employer requires Family and Medical Leave due to the serious health condition of the employee or a family member, the employee must provide Renhill with a medical certification that the condition qualifies as a "serious health condition", its expected duration, and other information. The employee is also required to provide a medical certification for temporary leave and for intermittent leave. These forms are available from Renhill's Office Manager or Risk Manager. The employee must return the medical certification to the Office Manager or Risk Manager at least thirty (30) days before leave begins when leave is foreseeable, or as soon as practical. If leave is unforeseeable and does not allow for certification prior to leave, the employee must still provide the certification within fifteen (15) days of employee's knowledge of the need for a family/medical leave. If leave is foreseeable and thirty (30) days notice is not given, Renhill may delay leave until thirty (30) days after the date the employee provides notice.

Renhill may have a doctor of its choice review all requests for leave due to illness or injury. Renhill may require an employee to get a second opinion at the Renhill's expense if the Company has questions about the validity of the certification. If the two (2) certifications differ, Renhill may pay for a third certification by a doctor selected jointly by the employee and the Company. All medical information will be maintained in confidence and in accordance with the Americans with Disabilities Act. The employee is entitled to a copy of the second and third opinion upon request.

### **Intermittent Leave**

Intermittent leave is available when foreseeable and medically necessary due to the serious health condition of the employee or the employee's family member. The employee may be required to transfer temporarily for the period of the intermittent leave to an alternative position with equivalent pay and benefits to better accommodate the intermittent leave. For leave taken for planned medical treatment, employees are expected to schedule them so as to avoid undue disruption in the workplace.

### **Maintenance of Benefits**

While an employee is on family/medical leave, Renhill will maintain the employee on Renhill's health plan under the same terms as if the employee continued to work. The employee remains responsible for his/her share of the premium. If the employee fails to make the necessary payment within thirty (30) days after the due date for coverage, Renhill will terminate coverage. If the employee fails to return to work at the end of the leave, the employee will be required to reimburse Renhill for the premiums paid during the leave. Renhill will not seek reimbursement for the premiums paid if the employee fails to return to work due to a continuation or recurrence of a serious health condition or if the employee is a Key Employee, as defined by law, and is denied restoration or due to circumstances beyond the employee's control. A Key Employee may be denied restoration if necessary to prevent substantial and grievous economic injury to Renhill's operation.

### **Job Restoration**

Upon return from leave, Renhill will reinstate the employee to the position held before the leave or to an equivalent position with equivalent pay, benefits, and other terms. This includes the same or substantially similar duties and responsibilities with substantially equivalent skill, effort, responsibility and authority. Changes in assignments, duties, hours and schedules may occur due to business necessity. Renhill will reasonably accommodate any employee with a disability in accordance with the Americans with Disabilities Act.

### **Return to Work**

The employee must notify Renhill of their expected date of return. If the employee took leave due to the employee's own serious health condition, the employee must provide medical certification that the employee is physically able to resume work.

### **Failure to Return to Work**

If the employee fails to return to work at the end of the leave, the employee will be considered to have voluntarily resigned, effective as of the last day of leave.

### **No Work While On Leave**

The acceptance of another job with the same essential functions while on Family and Medical Leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

### **Key Employees**

A Key Employee is any salaried employee who is among the highest paid ten percent (10%) of Renhill's workforce located within seventy-five (75) miles of the facility where the employee is employed at the time of the request for leave. A Key Employee may be denied restoration if necessary to prevent substantial and grievous economic injury to Renhill's operations. Upon Renhill's notice to the Key Employee that the Company intends to deny restoration to their prior position, the Key Employee will have an opportunity to return to work.

### **Workers' Compensation**

If an employee is on a Workers' Compensation Leave for a reason that also qualifies as a serious health condition, the employee's Family and Medical Leave will be triggered and will run concurrently.

### **Military Duty**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military services is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence, if applicable.

If applicable, continuation of health insurance benefits is available as required by USERRA based on the length of leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

If applicable, benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable position depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, if applicable.

Contact Renhill's Office Manager or Risk Manager for more information or questions about military leave.



# COMPENSATION

## **Administrative Pay Corrections**

The Company takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their Renhill supervisor so that corrections can be made as quickly as possible. Except in emergencies, adjustments will appear in the next issued paycheck.

## **Breaks / Meals**

Employees will be provided breaks and meal periods according to the District's/School's specifications. You are not permitted to leave school grounds during breaks or meal periods, unless given specific written permission by school administration. Please contact your Renhill Manager with any questions regarding breaks and meal periods. Abuse of these break/meal privileges may be ground for disciplinary action up to and including termination of employment with the Client and/or Renhill.

You may accept a position as a non-exempt employee for which break periods are automatically deducted, according to client policy. If you are unable to take your break, or your break is interrupted for work purposes, please report this immediately to your Renhill Representative or to Payroll, in writing, as soon as is practicable, so that your pay may be adjusted accordingly. If you sign a timecard for your assignment, please adjust your timecard accordingly, prior to signing it and turning it in for payment.

If your Renhill Representative knows or has reason to believe that you are continuing to work during your break period while working as a non-exempt employee, then that time is considered to be time worked, and your Renhill Representative will contact payroll and the client company to ensure that your pay is adjusted accordingly, in compliance with the Fair Labor Standards Act.

## **Direct Deposit**

Renhill requires that all employee paychecks to be paid via direct deposit. Employees must complete a direct deposit form to include bank routing information and account numbers. Employees may choose to have their funds deposited into a checking, savings or other bank account. Employees will not receive an actual paper check but will be able to review and print the direct deposit statement online via the company website in the Web Center Login. User name is employees first initial, last name and last 4 digits of social security number; password is the last 4 digits of social security number. Employees will be able to change the password after they've signed in the first time.

## **Overtime**

At times, due to work load, the Company will require that you work overtime. Overtime will be paid at 1.5 times your normal rate if you are an hourly non-exempt employee and have worked over 40 hours within the work week.

Overtime pay is based on actual hours worked. Time off, such as vacation, holidays or any leave of absence, will not be considered hours worked for purposes of performing overtime calculations.

Overtime must be pre-approved. Non-exempt employees will be paid for all overtime worked. However, working any overtime without prior approval from your Client/Renhill immediate supervisor will be subject to disciplinary action up to and including termination.

## **Pay**

The working hours, pay rates, work schedules and duties of Renhill employees may vary from assignment to assignment because of the differing nature of the business of each of Renhill's

customers. Renhill follows all applicable provisions of the Fair Labor Standards Act, including provisions for overtime, to make sure that all Renhill employees are paid according to all legal requirements, and our payroll department maintains detailed records of all time records submitted to ensure that you are paid for all hours worked.

**IMPORTANT** – If you accept an assignment through Renhill and fail to appear for your scheduled work assignment, walk off the assignment during your shift, quit without at least a week notice during an active assignment without good cause as determined by your Renhill Account Manager or do not return after lunch or a break on any given work day – you will be terminated by Renhill. Any hours that you have worked up to that point for which you have not been paid will be paid to you at the current minimum wage.

## **Paydays**

Pay dates are determined by each district. A copy of the pay schedule can be found on AESOP or with your Renhill Account Manager. Accessing your statement information is described in the Direct Deposit Policy. Contact your Renhill Account Manager as soon as possible if there is a question or a problem with either the amount of pay or deductions.

## **Pay Deductions**

Renhill is required by law to withhold from its employee's wages the following deductions:

- **Social Security / FICA-M (Medicare portion only for school system positions)**, which is each employee's contribution to the Social Security Medicare fund. Renhill also makes a contribution for each employee to this fund.
- **Federal Income Tax** is withheld from each wage payment made to an employee. The amount that is withheld depends on the amount the employee earns and the number of dependents claimed by the employee. The amount withheld for this purpose is credited towards the employee's annual income tax payment.
- **State Income Tax** is also withheld from each wage payment where applicable. Like the Federal tax, the amount withheld is dependent on the amount of wages and number of dependents.
- **City Tax** is withheld from each wage payment made to an employee for the city in which the employee works, if applicable. The amount withheld complies with regulations. City tax for the city in which the employee lives is not withheld.
- **School District Tax** is withheld from each wage payment made to an employee for the city in which the employee lives, if applicable. The amount withheld complies with regulations.
- **Attachments, Garnishments and Child Support Orders** received from a court to withhold a portion of an employee's wages and pay them into the court to satisfy an obligation of the employee. If an employee objects to a garnishment or attachment, they should consult with the court issuing the order.
- **The State Employee Retirement System of Ohio (SERS)** is withheld from each wage payment made to an employee. Your contribution rate is 10%. This only applies to NON-TEACHING positions. The school district you work for will contribute 14% of your gross wages to this fund.
- **The State Teachers Retirement System of Ohio (STRS)** is withheld from each wage payment made to an employee.

Your contribution rate will be:

- As of July 1, 2014 = 10%
- As of July 1, 2015 = 13%

- As of July 1, 2016 = 14%

This only applies to TEACHING positions. The school district you work for will contribute 14% of your gross wages to this fund.

PLEASE NOTE: STRS/SERS may not apply for work at private schools or non-standard schools. If you have a question about this, please contact your Renhill Representative.

Since the amount withheld from employee wages for taxes can be affected by family status, it is important that the administrative department be notified immediately of any changes in marital status, number of dependents or change of names. In addition, employees may request that the amount of taxes withheld from their wages be increased or decreased. You may submit new tax paperwork anytime your circumstances change and/or you would like the amount of certain deductions to change.

If you feel that your deductions are incorrect for any pay period, please check with your Renhill Manager. You will receive an annual Wage and Tax Statement (IRS Form W-2) for the preceding year on or before January 31.

## **Reporting Time - Timekeeping**

Accurately recording time worked is the responsibility of every employee. Federal and state laws required the Company to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

- Each employee is responsible for making sure that the hours they have worked are properly recorded.
- The specific method to record your time will be communicated to you upon assignment – signing in and out with the school each day or completing a Time Card. It is your responsibility to use the chosen method appropriately and according to policy requirements.
- If required to complete a Time Card:
  - You must record all of the hours you have worked that week, sign it, and have it signed by an authorized representative of the school.
  - If you complete a pre-printed Time Card, you must document any changes to start, stop and break times if you are pre-authorized (by the school and/or your Renhill Account Manager) to work prior to the standard start time, after the standard stop time or do not receive your full meal period.
  - **All completed Time Cards must be received by the Renhill Office by Monday at 12noon following the week worked.**
  - Time Cards can be faxed to 419-254-2917 or scanned and emailed to your Account Manager.
  - If Time Cards are not received by the deadline, Renhill cannot ensure that you will be paid on time.
  - A pattern of failing to meet the deadline may result in disciplinary action.

Altering, falsifying, tampering with time records, recording time on another employee's time record or repeated offenses of working unapproved overtime will be subject to disciplinary action up to and including termination.

## **Work Hours**

Normal work hours are determined by each District/School. At times, due to District/School demands the work hours may necessitate variations in the total hours that may be scheduled each day and week. Permission from your Client and Renhill Supervisor is required to work outside your normal working hours.

## **Work Week**

The Work Week will be defined as including those workdays starting on Sunday at 12:00am and ending on Saturday at 11:59am – unless otherwise defined by the District/School. The defined Work Week will be used to determine the payment of overtime.

# **BENEFITS**

## **Benefits**

Renhill maintains an employee benefits program to assist you and your eligible dependents in meeting the financial burdens that can result from illness, disability, and death.

Upon your start with Renhill, if your employment status is re-classified (ie. part-time to full-time), and during the annual Open Enrollment period, you will be told which benefits you are eligible for.

If you have a change in your family/dependent status, you must contact your Renhill Account Manager immediately as you have a limited amount of time to make the associated changes to your benefits. If you miss the deadline, you will not be able to change coverage until the next annual Open Enrollment Period. You may change Beneficiary information at any time.

Please contact your Renhill Account Manager if you have any benefit questions.

## **FEDERAL / STATE MANDATED BENEFITS**

### **Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation Insurance Policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting your supervisor to any condition that could lead or contribute to an employee accident. Additionally, the Company will attempt to provide a reasonable accommodation that is feasible, medically necessary and does not impose an undue hardship on the Company as prescribed by applicable federal, state or local law.

The Company will abide with all requirements set forth by the Workers' Compensation Act and any other applicable law. We will not take any adverse action against an employee in retaliation for filing a worker's compensation claim.

The amount of the benefits payable to you and the duration of payment depend upon the nature of your injury or illness. The Company reserves the right to investigate or seek independent medical review of any questionable injury.

## CONCLUSION

We want you to be as fully aware as possible of all parts of this handbook, and should you have any questions at all concerning provisions in this handbook, please immediately contact the main office in Perrysburg, Ohio.

It is important for you to understand that this employee handbook is not intended to create any contractual rights in favor of you or the company. The company reserves the right to change the terms of the employment set out in this handbook at any time.

Periodically, the employee handbook will be revised and updated to reflect all changes made. Renhill will give you adequate notice of any necessary changes in this handbook.

We truly hope that this Renhill Employee Handbook helps your better recognize your responsibilities in your job and your benefits. Renhill strives to keep you as a satisfied employee with the knowledge that you will do your best to make certain that our valued customers get the top quality services that they are entitled to when they use Renhill.

## **EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF THE RENHILL EMPLOYEE HANDBOOK**

I have read this Renhill Employee Handbook and understand that this and only this governs my terms and conditions of employment at Renhill.

I will try to the best of my ability to follow the rules and regulations as set out in this Employee Handbook and do my best to help the company be productive and competitive so that the company can continue to provide employment for all employees.

I understand that this Employee Handbook is not intended to create any contractual rights in favor of the company or me. I understand that the company reserves the right to change the terms of employment set out in the Employee Handbook at any time and that I am an at will employee.

After following the procedures set out in this Employee Handbook, or any other procedures that are later adopted, at any time, I understand that my employment and compensation can be terminated at the option of either Renhill or myself.

Renhill reserves the rights to modify, terminate, or change any or all policies and procedures, in whole or in part, at any time with or without notice.

I understand that no one other than the president of Renhill has any authority to enter into any other agreement for my employment for any specified period of time, or to make any individual agreement with me that is contrary to the foregoing.

I understand that in the event of a work injury or illness, Renhill requires me to submit to an immediate test to determine the presence of alcohol or illegal drugs. A test result that is positive or a refusal to submit to a test may affect my eligibility for Workers' Compensation benefits. Any test sample that has been changed, modified, adulterated or considered "dilute" will be deemed a positive test result.

**I have received the Renhill Employee Handbook, have read the Handbook, and understand all provisions of the Handbook.**

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## **CONFIDENTIAL INFORMATION & PROFESSIONAL ETHICS**

The relationship between a teacher or other school based employees and his/her students is a very personal one and it is strictly confidential, both ethically and legally. In due course of employment, an employee may acquire certain facts relative to the student and his/her family. All such information is to be held strictly confidential and personal. All employees are cautioned to hold such information in strictest confidence. Under NO circumstances is the information regarding students and/or families to be discussed with an outside party. Nor are student records of any kind to be removed from school property. If the confidential information is shared, the employee sharing the information is liable for immediate dismissal upon investigation by Renhill.

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**I have received the Renhill Employee Handbook, have read the Handbook, and understand all provisions of the Handbook.**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Renhill Representative – Witness to Receipt

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## CONFIDENTIAL INFORMATION & PROFESSIONAL ETHICS

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date