

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:

Date: September 16, 2019

Signature on File

Elfriede Roman, Superintendent

I. SUBJECT: SUBSTITUTE EMPLOYEE

II. PURPOSE:

To provide statement of compensation, benefits, and general guidelines for LCBDD/Deepwood employees classified as substitute (casual) employees. Substitute employees are eligible only for the benefits stated in this policy.

III. REFERENCE:

Ohio Revised Code 325.17 Appointing and hiring employees – compensation - bond

IV. POLICY:

A. Definition

Substitute employees are hired to fill temporary staffing needs on a casual day-to-day basis. Attempt is made to identify the substitute's availability in order for the assigned supervisor to schedule the substitute with as much advance notice as possible. Generally, the substitute employee does not work regular assigned schedule, but works for absent, regular employees or fills additional staffing needs on an as-needed basis. In addition, a substitute may be spontaneously requested to work for an employee who is ill.

B. Evaluations

Substitute employees will receive a performance evaluation once a year. Evaluations may be conducted more frequently at the discretion of the employee's supervisor and evaluations are forwarded to Human Resources Department. Human Resources will maintain evaluations within the employee's file.

C. Compensation

Substitute employees will be paid in accordance with minimum wage law(s) upon successful completion of the Agency orientation. Most substitute employees receive compensation consistent with their Agency experience and classification. Compensation is determined on a daily or an hourly rate, per Board-approved scale, and will be stated on the Employment Agreement, which the employee must sign before commencing employment. Compensation will be reviewed annually.

D. Sick Leave

LCBDD/Deepwood substitute employees accrue 4.6 hours sick time for every 80 hours worked. Sick leave may be used in four-hour increments except that lesser increments may be prior approved by supervisor. Employees may use sick leave

for the following reasons: illness, injury, or pregnancy-related condition of employee; exposure of an employee to a contagious disease, exams (including medical, psychological, dental or optical); death of employee's immediate family (i.e., spouse, parents, siblings, children, grandparents; or in-laws); illness, injury, or examinations of immediate family. Hours accrued are tracked by the Payroll Department. If the substitute employee is scheduled to work and subsequently needs to utilize sick time, the substitute employee must notify his/her supervisor in advance as soon as possible. The substitute employee shall submit a Form B to his/her supervisor requesting authorization for sick-time pay prior to the end of payroll period. If not so submitted, the employee may forfeit sick leave claim.

E. Assault Leave

Assault Leave for substitute employees is appropriate when the absence is due to an overt act by an individual resulting in physical injury to the employee, or an overt act otherwise causing an inability to work, occurring within the course and scope of employment with the Board. The duration of the Assault Leave shall extend for no more than the previously scheduled assignment of seven (7) scheduled work days provided that the employee does not apply for and receive worker's compensation benefits. The leave benefit need not be used continuously or contiguously, so long as it falls within the above time frames. Upon returning to work, an employee will end the Assault Leave benefit. The substitute employee must furnish a certificate from a licensed physician verifying the injury and duration of leave time required prior to any assault leave being approved for payment.

F. Holiday Pay

Substitute employees who work on an identified Agency holiday receive 1-1/2 times pay for hours worked. Substitute employees who do not actually work on holidays do not receive any holiday pay. The following days are considered holidays:

- New Year's Day - January 1
- Martin Luther King Day
- President's Day
- Good Friday - contingent on annual calendar
- Easter Sunday - contingent on annual calendar
- Memorial Day
- Independence Day - July 4th
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve Day - December 24th
- Christmas Day - December 25th
- New Year's Eve - December 31st

The dates of observance are the same for all program areas and are not subject to change.

F. Break/Lunch Periods

Substitute employees scheduled to work four hours or more in a consecutive period shall be entitled to one 15-minute break; employees scheduled to work six hours or more in a consecutive period are entitled to a 15-minute break and a 30-minute lunch which may be duty-free if approved by supervisor. Employees scheduled to work eight hours or more in a consecutive period are entitled to two 15-minute breaks and a 30-minute lunch. Lunch breaks are duty-free at discretion of supervisor

G. Mileage Reimbursement

Substitute employees receive reimbursement for travel that has Supervisor's approval as being Agency approved business. The expense report must be authorized by the supervisor. Mileage reimbursement rate will be at the current mileage rate established by the Board.

H. Removal

1. Availability to Work

If a substitute employee is contacted six (6) times in a 12 month period and is unavailable, or refuses to work, or agrees to work and then fails to report as scheduled, the employee may be subject to termination of substitute employment. Three consecutive occasions of failure to report as scheduled may be cause for immediate termination. Lack of availability to be scheduled for work is also grounds for termination of substitute employment.

2. Inaccessibility

If a substitute employee fails to provide written notice of his/her intent to terminate employment, but has verbally notified his/her manager of same, or if repeated attempts to contact a substitute employee have been unsuccessful, his/her manager may request the employee's removal through written notice to the Human Resources Department. Such notice shall include the basis for the removal request. A letter from the Superintendent shall be sent to the employee at the employee's last known address.

3. Cause

A substitute employee can be removed at any time for cause (i.e. misfeasance, malfeasance, unprofessional conduct, conduct detrimental to the agency).

4. Failure to Complete Orientation or Training

A substitute employee can be removed if he/she fails to fully complete required Agency orientation, Departmental orientation, or annual training within the recommended timeframe.

V. DISTRIBUTION

All Board Members
All Management Staff
All Employees (via Department Managers)
LEADD President

VI. REVIEWED

9/19, 9/18, 9/17, 9/16, 9/15, 9/14, 9/13, 9/11, 6/11, 6/09, 1/07, 5/06, 5/04, 10/03; 5/03;
10/00/ 9/98; 8/95; 5/93; 9/91