2026-2027
NON-UNION CLASSIFIED & UNCLASSIFIED
HANDBOOK

Mason City Schools

211 North East Street, Mason, OH 45040

Approved by the Board of Education
August 18, 2026

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INTRODUCTION

The opportunity to build strong lasting relationships must be at the center of all that we do. We have made it our commitment to be intentional about taking a close look at our culture and designing strategies that allow us to continue to grow Mason in a direction that celebrates what really matters. Our leadership team has a deep conviction to see Mason as a beacon of hope to other public schools around the globe as a community that truly embraces innovation and inclusive excellence. Our objective is to continue working in alignment with our community leaders to be an inclusive community that is welcoming to all learners as we continue designing learning experiences that position Mason as an international destination district.



Jonathan Cooper
Superintendent/CEO


MCS JOURNEY TO 2030 and beyond!
MASON CITY SCHOOLS
PURPOSEFUL LEARNING
MEANINGFUL EXPERIENCES
CONNECTED COMMUNITY
LEGACY INVESTMENT
YOU
LEARNER
CITIZEN
LEADER
VISION: Each and every Comet discovers purpose and potential.
MISSION: Growing learners, leaders and citizens through purposeful learning and meaningful experiences within a connected community.
FOUNDATIONAL VALUES: Culture, Inclusive Excellence, Personalized Learning, Fiscal Stewardship.
PORTRAIT OF A COMET: Integrity, Adaptability, Empathy, Communication, Critical Thinking. (Mason City Schools Enduring Skills)
OUR PRIORITIES
PURPOSEFUL LEARNING
GROW, DISCOVER & CHART YOUR PATH
• Interdisciplinary Pathways and Creative Scheduling — Pathways and schedules support limitless learning
• Responsive and Personalized Professional Learning — Agile personalized professional learning pathways for each Mason staff member
• Learner Centered Systems of Support — Aligned systems ensure learners thrive
• Portrait of a Comet/ My Mason Journey — Each learner discovers and shares their strengths and dreams
MEANINGFUL EXPERIENCES
INSPIRE, EMPOWER & MAKE A DIFFERENCE
• DREAM Centers & Learning Parks — Innovative spaces inspire Comets to dream big and take action
• Peak Moments — Memorable experiences create an inspiring, energized learning community
CONNECTED COMMUNITY
BELONG, THRIVE & BUILD COMMUNITY
• Service Learning — Comets serve and shape our community in powerful ways
• Family Welcome Systems and Centers — A world-class welcome experience that exceeds new families' expectations
• Wellness Opportunities — Mason City Schools is known as a community of well-being
LEGACY INVESTMENT
ENVISION, DEVELOP & SUSTAIN MASON QUALITY
• Future-Focused Staffing and Program Models — Recruiting and retaining the best staff and educators in the world
• Next Gen Mason Quality — Fiscally responsible solutions sustain excellence
Journey to 2030 CommUNITY Kickoff Fall 2022
Design Team begins creating Mason's Portrait of a Comet Fall 2022
Imagine BOLD Moves Fall 2023
Redefine MCS Vision & Mission Spring 2024
Identify Focus Areas & Priorities Spring 2024
Design Roadmap Summer 2024
Iterate, Adjust, Adapt, & Grow Along the Way



Culture

Big Rock 1

Objective: Collectively build an engaging, inclusive, and positive culture. Our culture is the heart of our district. It is what we believe, how we behave, and the experience our behavior produces for others. We strive for progress over perfection. We honor our past, take pride in the present, and are excited about the future.



Inclusive Excellence

Big Rock 2

Objective: With a spirit of humility and curiosity, we can support and empower ALL Mason learners by learning about, reflecting on, and acting for our Inclusive Excellence Principles: Diversity, Equity, Inclusion, and Justice. We want each Comet to feel safe, valued, supported, and empowered.



Personalized Learning

Big Rock 3

Objective: Personalized learning develops knowledge, skills, and mindsets for growth in a complex and uncertain world. By personalizing learning, individuals are prepared to be independent learners who approach problems through a lens of equity and empathy.

Board of Education Members
Desiree Batche
Charles Galvin
Ian Orr
Matt Steele
Danni Tymitz

Superintendent/CEO, Jonathan Cooper

Chief Financial Officer, Shaun Bevan
Cynthia Stubenvoll, Assistant Treasurer
Terri Ross, Payroll Supervisor
Meghan Livermore, Benefits Coordinator

Deputy Superintendent, Amy Brennan
Learning Experience Supervisor P-6, Krissy Hufnagel
Learning Experience Supervisor 7-12, Shanna Bumiller

Innovation Officer, David Knapp

Chief Talent Officer, Laura Blessing

Chief Operations Officer, Eric Messer

Public Information Officer, Tracey Carson

Principals
Melissa Bly, Mason Early Childhood Center - Grades Pre-K-2
Rob Polca, Mason Elementary - Grade 3-4
DeAuna Todd, Mason Intermediate - Grades 5-6
Jacob Reutter, Mason Middle School - Grades 7-8
Ben Brown, Mason High School - Grades 9-12

Special Education Supervisor, Jody Bergman
Gina Fox, Student Support Services Administrator (MHS)
Jenny Woods (HCESC), Student Support Services Administrator (ME/MI/MMS)
DeeDee Walker (HCESC), Student Support Services Administrator (MECC)

Learner Well-being and Supports Supervisor, Amy Dobson
Laura Martin, Prevention and Wellness Coordinator, (K-12),

ESL Supervisor, Milena Varbanova

Gifted Coordinator, Liz Dooley

Buildings & Grounds Supervisor, Jerry Pennington

Student Nutrition Supervisor, Rachel Tilford

Transportation Administrator, Bill Schuessler

Phone Directory

A. Employment - Structure and Conditions

AA Pre-Employment Procedures

AB Confidential Student and Employee Information
AB Compliance Training
AB Bloodborne Pathogens Training
AB Smoke Free Work Environment

AC Probationary Period
AC Seniority

AD Affirmative Action Plan – Non-Discrimination Statement
ADA Title VI, Title IX, Section 504 Grievance
ADB Grievance Procedure

PRE-EMPLOYMENT PROCEDURES

All potential classified staff members will follow the procedures outlined below *prior* to their first day of employment:

1. Complete the Board-adopted, online application to be considered for employment.

2. Undergo a personal interview with the immediate supervisor, and possibly the building principal, director, and/or Human Resources and Superintendent.

3. Provide written verification of criminal record, via the Ohio Bureau of Criminal Identification and Investigation's fingerprint process (BCI) and the Federal Bureau of Investigation (FBI).

   You will submit to a background check at the point of hire. Background checks are processed in the Human Resources Talent Management Office. It is each employee's responsibility to pay for his/her background check. The cost for this service is $50 and is payable by cash, check or credit card.

   Student Nutrition department pays this fee for the new hires since 2022

   Subsequent FBI background checks are required every five years for employees of Mason City Schools at the employees cost.

   Employment with the Mason City School District is contingent upon the recommendation of the Superintendent, and upon formal approval by the Board of Education based upon the results of the criminal background check.

4. Complete all required pre-employment forms as provided by the District.

CONFIDENTIAL STUDENT AND EMPLOYEE INFORMATION

The Board of Education of the Mason City School District is committed to protecting the confidential student and employee records and information that it maintains for the efficient and effective operation of the school district.

To this end, no employee, agent, contractor, or volunteer of the Board of Education shall disclose, divulge, release, transmit, or otherwise make public confidential student or employee records or information without legal authority or permission, which must be in accordance with state and federal law. Such confidential student and employee records or information includes, but is not limited to, the following: medical records, history or information; juvenile or other court records that are not public records; records pertaining to adoption, probation, or parole proceedings; social security numbers; Student IDs and State Student IDs (SSID); student education records and other personally identifiable student information as defined by Ohio law and the Family Educational Rights and Privacy Act ("FERPA"); BCI and/or FBI criminal background checks for employees, agents, contractors, or volunteers; confidential financial records (including, but not limited to, bank account and credit card information); retirement system documents; and any other student or employee records or information, the release of which is prohibited by state or federal law.

Nothing contained herein shall prohibit the disclosure of any record that is considered a public record under Ohio's Public Records Act. Likewise, nothing contained herein shall prohibit the disclosure of student records or personally identifiable student information in accordance with Ohio law and FERPA, including the use or disclosure of personally identifiable student information by an employee acting exclusively in his or her capacity as an employee for a legitimate educational or administrative use.

Access to all records, systems, databases, and data containing student and employee information is granted solely for the purpose of performing legitimate, authorized, and assigned responsibilities required for the necessary and proper administration of the school district. An employee may not access any record, system, or database containing confidential student or employee records or information unless such access is necessary to perform a legitimate, authorized, and assigned job responsibility. Employees may not alter, change, modify, add, or delete student or employee records unless appropriate authority has been granted by a supervisor, or it is a part of their specific assigned responsibilities to do so.

The disclosure of confidential student or employee records or information to others who do not have legal authority to receive such records or information may violate the Ohio Privacy Act, FERPA, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and/or other federal and state laws. Misuse or improper disclosure of student or employee records or information and/or other conduct in violation of this Policy may subject you to disciplinary action, up to and including termination.

Compliance and Safety Training

Compliance and safety training is an online safety training and tracking system specifically designed for school employees.

- Every new employee is required to complete online training courses as assigned.

Each employee has 30 days within which to complete the assigned courses. Additional courses may be required for certain departments.

Subsequent refresher courses are required and will be assigned as needed.

BLOODBORNE PATHOGENS TRAINING

In compliance with Ohio House Bill 308 and the OSHA Bloodborne Pathogens Standard, 29CFR, Subpart Z, Section 1910.1030, an Exposure Control Plan has been developed for the Mason City Schools.

This Exposure Control Plan is a key component in the commitment of the Mason City Schools to control occupational exposure of our employees to bloodborne pathogens. This plan specifically addresses Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

The Plan is:

1. Available at all times to all employees as copies are kept in the front office of each building. Personal copies are available within 15 days of request

2. Further explained via on-line, required training of all employees

3. Explained during training for those employees who have occupational exposure

4. Updated to reflect modifications in tasks or procedures which may result in occupational exposure

5. Reviewed annually and revised as needed

Please refer to the up-to-date copy of the Exposure Control Plan, which is located in each building office, for further details regarding training and inoculations.

SMOKE FREE WORK ENVIRONMENT

Smoking in or on school property is prohibited. The district will advise all potential candidates prior to their employment that smoking is not permissible in or on school property.

PROBATIONARY PERIOD

Within the Mason City Schools, there will be a one year probationary period from the date of assignment during which time the principal or immediate supervisor should conduct a minimum of one appraisal conference during the first year on any person who has applied for and received a reassignment/promotion, and on any newly hired classified personnel. The appraisal conference may or may not result in a written performance appraisal.

Any appraisal shall:

- Summarize the performance of the individual from the time of hiring or reassignment to the point of appraisal
- Determine whether employment will continue for the newly hired individual, the promotion/reassignment for others (at the discretion of the supervisor/building) or further assessment/training if necessary

Employment with the Mason City School District is contingent upon the discretionary recommendation of the Superintendent, based upon the results of the criminal background check, and upon formal approval of the Board of Education.

If employment continues, future appraisals will occur in accordance with board policy.

SENIORITY

Seniority is determined by the date of employment (first paid day) for regular employees, either on a full-time or part-time basis.

Seniority shall be used for the purpose of determining the order in which transportation routes are bid or offered.

The order of seniority shall not necessarily be used solely as the basis for promotion or reduction in force.

Time paid as a substitute worker is not considered part of a worker's seniority.

Should an employee resign or retire, and then be re-employed, the date of employment for seniority purposes shall be the return date rather than the original date they were hired as they severed employment at the time they resigned or retired.

AFFIRMATIVE ACTION PLAN - NONDISCRIMINATION STATEMENT

Responsibilities of the Mason Board of Education Serving Its Citizens

The Mason Board of Education provides the finest educational opportunities for all its students and for its adult community. To ensure all its citizens are provided these services without regard for race, color, national origin, sex, or handicap, the Board believes it necessary to state its responsibilities.

Responsibilities in the Education Profession

The Mason Board of Education provides education and related services to all eligible citizens of the District without regard for race, color, national origin, sex, or handicap.

Responsibilities as an Employer

The Mason Board of Education is an equal opportunity employer. The District provides employment opportunities in accordance with all laws of the State of Ohio and all rules and regulations of the Personnel Review Board of the City of Mason, Ohio, Warren County, by Section 6.11 of the Charter of Mason, without regard for race, color, national origin, sex, or handicap.

Responsibilities as a Sponsor of Athletic Events & Other Activities

The Mason Board of Education provides athletic teams and other school activities for its students without discrimination on the basis of race, color, national origin, sex, or handicap as required by Title VI of the Civil Rights Act of 1964, Title IX of the Federal Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. To comply with all regulations of Title VI, Title IX, and Section 504, the Mason Board of Education has designated the **Chief Talent Officer** as the **Affirmative Action Officer** for the District (211 North East Street, Mason, Ohio 45040, phone 513-398-0474).

Responsibilities to Enforce All of the Above

The Mason Board of Education is mindful that in a large school community such as the Mason City School District, it is possible that some citizens may need active support to secure all rights due those citizens. To enforce all of the above rights and responsibilities of the school district, the Mason Board of Education asks that all complaints be directed to the **AFFIRMATIVE ACTION OFFICER AT THE MASON BOARD OF EDUCATION OFFICE, 211 NORTH EAST STREET, MASON, OHIO 45040.**

NONDISCRIMINATION/HARASSMENT GRIEVANCE PROCEDURES

The District is committed to having a school environment free from discrimination and harassment on the basis of race, color, national origin, ancestry, citizenship status, religion, economic status, age, or military status. Harassment of a student, staff member, or school visitor is contrary to Mason City Schools' pledge to provide a safe and inviting environment in which to work and learn.

The District prohibits discrimination and harassment in the work and school environment, including the school bus or other school-related vehicle, all academic, extracurricular and school sponsored activities or events whether or not held on school premises. Retaliation and making false accusations and statements in connection with the reporting or investigation of discrimination and harassment is also prohibited by this policy.

The Board has created the following informal and formal discrimination and harassment grievance procedures for those members of the school community and third parties who believe they were unlawfully discriminated against or unlawfully harassed.

- Allegations of unlawful discrimination or harassment on the basis of sex will be promptly and impartially investigated pursuant to the grievance procedures set forth in Administrative Guideline ACA/ACAA-AG.
- Allegations of unlawful discrimination or harassment on the basis of disability will be promptly and impartially investigated pursuant to the grievance procedures set forth in Administrative Guideline ACB-AG.
- Allegations of unlawful discrimination or harassment on the basis of race, color, national origin, ancestry, citizenship status, religion, economic status, age, or military status will be promptly and impartially investigated pursuant to the grievance procedures set forth in this Administrative Guideline AC-AG.

Discrimination and/or harassment on the basis of race, color, national origin, ancestry, citizenship status, religion, economic status, age, or military status occurs when unwelcome conduct (including physical, verbal, and non-verbal conduct) is unwanted and offensive/ humiliating to the person and has the purpose or effect of: (1) creating an intimidating, hostile, or offensive working/educational environment; (2) interfering with one's ability to participate in any District program or activity; (3) interfering with one's ability to benefit from any District program or activity; or (4) interfering with the individual's work and/or educational performance.

Examples of harassment include, but are not limited to:

- **Physical:** Intimidating gestures, physical violence, assault or threats of injury because of a person's race or ethnicity, culture, religion, etc.
- **Oral:** Derogatory remarks about a person's skin color or appearance based on race, ethnic background, nationality, language or cultural background; unwelcome remarks about a person's cultural or religious observances, offensive jokes and comments.

- **Written or graphic material:** Including graffiti, defacing notices or posters, cartoons, caricatures, written threats and derogatory statements.

The examples of harassing conduct apply to any complainant, including staff-to-student and peer-to peer incidents.

Complaints of discrimination and/or harassment on the basis of race, color, national origin, ancestry, citizenship status, religion, economic status, age, or military status must be filed within 180 calendar days of the alleged incident, as delays in filing complaints can make it difficult to investigate. Both the informal and formal grievance procedures are completed within 60 calendar days of the date the incident was reported to the Compliance Officer, unless extenuating circumstances exist. Periodic updates are made as appropriate during the investigation.

Reporting / Investigation Procedures
The District will investigate formal and informal reports/complaints of harassment. Any student (or parent/guardian of a student), staff member or other individual experiencing conduct which he or she believes to be discrimination or harassment should follow these procedures:

Informal Grievance Procedures
A person, including members of the school community and third parties, who believes he/she has been discriminated against on the basis of race, color, national origin, ancestry, citizenship status, religion, economic status, age, or military status may discuss the grievance informally and on a verbal basis with the District's Compliance Officer. Upon receipt of an informal complaint, the Compliance Officer or designee shall perform an investigation into the allegation(s). At any time, the Complainant or Respondent may terminate the informal grievance procedure and proceed under the formal grievance procedures.

Following the Compliance Officer's investigation, he/she shall either (i) respond in writing to the complainant to convey that the investigation did not substantiate the complainant's allegation(s); or (ii) exercise his/her authority to attempt to resolve the substantiated aspects of the complainant's allegations. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint.

Formal Grievance Procedures
<u>Step 1 – Compliance Officer's Investigation</u>
A person, including a member of the school community and a third party, who believes he/she has been discriminated on the basis of race, color, national origin, ancestry, citizenship status, religion, economic status, age, or military status may file a formal grievance with the District's Compliance Officer, verbally or in writing. When filing a complaint, the Complainant should be clear that he/she wishes to pursue the formal grievance procedures, otherwise the Compliance Officer shall exercise discretion to determine whether to investigate the grievance under the informal or formal procedure.

Whether a formal grievance is filed in writing or verbally, it should include the following information to the extent possible:

- a detailed description of the alleged discrimination;
- the date(s) and time(s) upon which the alleged discrimination occurred;
- the identity of the individual(s) who allegedly engaged in discrimination;
- the identities of any individuals who may have witnessed the alleged discrimination;
- and the resolution sought by the complainant.

Staff shall report any incident of alleged harassment of any form, whether such incident is actually witnessed by the staff member or reported. Administrative staff receiving reports of harassment will promptly notify the Compliance Officer.

The Compliance Officer or designee shall initiate an investigation within two calendar days of receiving a formal grievance. Each complaint of harassment shall be investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.

The Compliance Officer's/designee's investigation shall include an interview with the Complainant – which could be satisfied at the time a formal grievance is filed. At the interview, the Complainant shall have the opportunity to identify/present witnesses and identify/present evidence supporting the Complainant's allegation(s). The investigation shall also include an interview with the person(s) who allegedly engaged in discrimination ("Respondent"). At the interview, the Respondent(s) shall have the opportunity to identify/present witnesses and identify/present evidence refuting the Complainant's allegation(s). The investigation shall also include an interview with all other individuals who have a reasonable likelihood of knowing non-superfluous information relevant to the allegation(s). The investigation shall also include the collection and thorough review of any documentation or other evidence that is reasonably believed to support or refute the allegation(s). If the formal grievance was initiated as an informal grievance, the Compliance Officer/designee may rely on the investigation that occurred through the informal grievance process to fulfill any required aspect of the formal investigation.

<u>Step 2 – Compliance Officer's Written Report</u>

Upon the completion of the investigation, the Compliance Officer or designee shall prepare a written report summarizing the initial allegation(s), the details of the investigation, and the Compliance Officer's decision as to whether the allegation(s) of discrimination is substantiated.
If the report is prepared by the Compliance Officer's designee, the designee shall consult with the Compliance Officer to determine whether the allegation of discrimination is substantiated. Even where the written report is prepared by a designee, the Compliance Officer is responsible for determining whether the allegation of discrimination is substantiated.

If the Compliance Officer substantiates the Complainant's allegation(s), then the Compliance Officer's/designee's written report shall include recommended corrective action aimed at immediately ending the discrimination/harassment, remediating its effects, and preventing it from

occurring in the future. District administrators may provide individual or group counseling, training and/or other interventions to restore a nondiscriminatory environment.

Unless a formal grievance presents complications that require additional time, the Compliance Officer/designee shall complete his/her investigation into the alleged discrimination and transmit his/her written report to the Superintendent within sixty calendar days of receiving the formal complaint. Immediately after transmitting his/her written report to the Superintendent, the Compliance Officer/designee shall notify the Complainant and Respondent in writing as to whether the allegation of discrimination was substantiated.

The Compliance Officer determines whether or not, by "a preponderance of the evidence," the Complainant's allegations are substantiated. "A preponderance of the evidence" means that evidence must show the alleged discrimination was more likely than not to have occurred.

Appeal to the Superintendent

If the Complainant is not satisfied with the decision reached in the Compliance Officer's/designee's written report, he/she may appeal the Compliance Officer's decision to the Superintendent. Any such appeal must be made in writing, directed to the Superintendent, within ten calendar days following the transmission of the Compliance Officer's written report. Upon appeal, the Superintendent will review the Compliance Officer's written report, may conduct (or have a designee other than the Compliance office conduct) a further investigation, and may also conduct an informal hearing. Unless an appeal presents complications that require additional time, the Superintendent shall notify the Complainant and the Respondent, in writing, of his/her decision within ten calendar days of receiving the appeal.

Harassment Consequences

Any student who engages in the harassment of another student or adult in the school setting may be subject to corrective or disciplinary action, including but not limited to meeting with school counselor, training, referral to community resources; and suspension/expulsion consistent with special education laws and regulations.

Any staff member who permits or engages in the harassment of a student or another adult shall be subject to disciplinary action up to and including dismissal. Further, any staff member who receives a report of harassment or witnessed harassment of a student, in any form, and who does not act promptly to forward the report to the Principal and/or the Compliance Officer shall be subject to disciplinary action. Remedial action such as individual or group counseling and/ or other interventions may also be provided.

Retaliation Prohibited

The District prohibits retaliation against any individual who has brought a report/complaint charging harassment, opposed harassment and/or participated in the reporting or investigation process. Any charge of retaliatory behavior received by the District will be investigated according to the reporting procedure/investigation process established for harassment. Further, any

individual found to have engaged in such retaliatory behavior will be subject to disciplinary action consistent with harassment violations.

USDA Policy for Student Nutrition Employees

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Title IX

The Title IX Coordinators serve as the grievance officers and coordinate the District's efforts to comply with and carry out responsibilities under Title IX, including any complaint under Title IX. He/She They are vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks. Any investigatory responsibilities of the Title IX Coordinator(s) may be delegated to a designee trained in Title IX compliance and procedures.

Mason City Schools' Title IX Coordinator:

Name: Laura Blessing
Title: Chief Talent Officer
Address: 211 North East Street

Phone number: (513)398-0474 extension 20107
Email: Laura Blessing, blessingl@masonohioschools.com

Reports may be made in person or made 24 hours a day via email, phone, or mail.

TITLE VI, TITLE IX, SECTION 504 GRIEVANCES

Any employee of the District who believes he/she has been discriminated against on the basis of sex, race, color, national origin, or handicap may file a grievance by following the procedures listed below:

1. A sincere attempt shall be made to resolve any grievance by oral interview between the complainant and the building principal or immediate supervisor before any differences become formalized as a grievance.

2. If the grievance cannot be resolved on an informal basis, it may then be submitted in writing to the building principal or immediate supervisor as a formal grievance. Specific forms shall be used for each step of the grievance procedure.

Step I	-	Principal/Supervisor	(MCS-530)
Step II	-	Chief Talent Officer or Chief Operations Officer	(MCS-531)
Step III	-	Superintendent	(MCS-532)

   Copies of these forms can be found on the Mason website.

3. The principal or immediate supervisor must respond in writing to the aggrieved party within seven (7) calendar days.

4. If the problem still remains unresolved, the employee may submit the grievance in writing to the Chief Talent Officer, using the MCS-531 Form - Step II. The completed form may be delivered in person to the Chief Talent Officer or Chief Operations Officer via email or mailed to 211 North East Street, Mason, Ohio 45040. A hearing/meeting shall be conducted within seven (7) calendar days of receipt of the written grievance.

   The aggrieved employee shall have the right to have others present at the hearing to provide information relative to the grievance.

5. The meeting coordinator shall respond to the aggrieved employee in writing within seven (7) calendar days of the date of the hearing/meeting.

6. The decision of the meeting coordinator will be final.

All attempts should be made to resolve grievances at the lowest possible level.

GRIEVANCE PROCEDURE

Any employee of the District who believes he/she has been treated unfairly relative to his/her employment has the right to file a grievance.

1. A sincere attempt shall be made to resolve any grievance by oral interview between the complainant and the building principal or immediate supervisor before any differences become formalized as a grievance.

2. If the grievance cannot be resolved on an informal basis, it may then be submitted in writing to the building principal or immediate supervisor as a formal grievance. Specific forms shall be used for each of the three steps of the grievance procedure:

Step I	-	Principal/Supervisor	**MCS-530**
Step II	-	Chief Talent Officer	**MCS-531**
Step III	-	Superintendent	**MCS-532**

3. The principal or immediate supervisor must arrange for a hearing within seven (7) calendar days after receipt of the formal grievance. Following such a hearing, the principal or immediate supervisor must respond in writing to the aggrieved party within seven (7) calendar days after the requested hearing.

4. If the problem still remains unresolved, the employee may submit the grievance in writing to the Chief Talent Officer by moving to Step II of the Grievance Procedure. The second step may involve a hearing with the Chief Talent Officer . The hearing shall be conducted within seven (7) calendar days of the Chief Talent Officer's receipt of MCS-531 - Step II - Human Resources Chief Talent Officer.

   The aggrieved employee shall have the right to have others present at the hearing to provide information relative to the grievance.

5. The Chief Talent Officer shall respond to the aggrieved party within seven (7) calendar days after receipt of the grievance or within seven (7) calendar days after the hearing.

6. The third level of the grievance is the final option available to the aggrieved party. The MCS-532 - Step III - Superintendent Form must be submitted to the Superintendent. Copies of Step I and Step II Grievance Forms must be attached to the appeal request. The Superintendent may also appoint a designee to stand as Hearing Officer to hear the appeal.

7. The decision of the Superintendent/designee is final.

B. Wages & Benefits

BA Salary Schedules

BB Salary Schedule Placement
BB Schedule of Work Days

BC Payroll Deductions
BCA Federal Withholding
BCA State Withholding
BCA Retirement Deductions & Benefits
BCB Medicare
BCB Other Deductions

BD Pay Periods
BD Time Cards/Time Sheets Procedure
BDA Compensatory Time & Work Exchange Days
BDB Overtime Pay
BDB Emergency Overtime Pay
BDC Direct Deposit & Paychecks

BE Benefit Eligibility
BEA Vacations & Scheduling of Vacations
BEB Holidays & Holiday Pay
BEC Severance Pay
BED Health Insurance
BED Spouse Coverage
BEE Dental Insurance
BEE Life Insurance
BEF Vision Insurance
BEG Tax Sheltered Annuities
BEG Section 125
BEH Student Tuition Charge

SALARY SCHEDULE

MASON CITY SCHOOL DISTRICT												MCS-105A
NON-UNION CLASSIFIED SALARY SCHEDULE												
2026-27 SCHOOL YEAR			2.75%									
	A	B	C	D	E	F	G	H	I	J	K	L
ADMINISTRATIVE ASSISTANT												
Class I	34.62	35.44	36.31	37.17	38.05	38.91	39.80	40.59	41.48	42.35	43.17	44.06
Class II	26.72	27.56	28.42	29.30	30.12	30.99	31.85	32.70	33.57	34.44	35.27	36.17
Class III	25.68	26.49	27.31	28.22	29.06	29.90	30.78	31.67	32.48	33.34	34.17	35.08
Class IV	24.54	25.35	26.24	27.14	27.95	28.81	29.71	30.55	31.38	32.24	33.13	34.00
Class V	21.57	22.46	23.28	24.12	24.99	25.82	26.68	27.56	28.42	29.28	30.12	30.99
Family Registration Support Specialist	25.68	26.49	27.31	28.22	29.06	29.90	30.78	31.67	32.48	33.34	34.17	35.08
Receptionist	18.99	19.87	20.67	21.57	22.46	23.28	24.12	25.01	25.84	26.68	27.56	28.42
XLP Administrative Asst	21.57	22.46	23.28	24.12	24.99	25.82	26.68	27.56	28.42	29.28	30.12	30.99
Substitute Clerical	Step A of position filled											
ACCOUNTANTS												
Accounting Clerk	26.72	27.56	28.42	29.30	30.12	30.99	31.85	32.70	33.57	34.44	35.27	36.17
Accounts Payable/Receivable Clerk - Student Activities Department	26.16	27.01	27.88	28.76	29.57	30.44	31.31	32.14	33.03	33.89	34.73	35.61
TECHNOLOGY												
Technology Support Specialist	28.78	30.03	31.29	32.53	33.75	35.02	36.28	37.53	38.81			
Lead Data Specialist	26.16	27.01	27.88	28.76	29.57	30.44	31.31	32.14	33.03	33.89	34.73	35.61
Desktop Specialist	26.16	27.01	27.88	28.76	29.57	30.44	31.31	32.14	33.03	33.89	34.73	35.61
Data Support Specialist	24.54	25.35	26.24	27.14	27.95	28.81	29.71	30.55	31.38	32.24	33.13	34.00
AIDES												
Campus Security Coordinator	13.25	14.13	15.19	16.16	17.19	18.21	19.19	20.25	21.08	21.95	22.80	23.67
Media Center Aide	13.25	14.13	15.19	16.16	17.19	18.21	19.19	20.25	21.08	21.95	22.80	23.67
Preschool Special Education Aide	19.05	19.52	20.02	20.52	21.06	21.61	22.19	22.79	23.39	24.02	24.68	25.35
Preschool Specialized Classroom Aide	19.64	20.19	20.76	21.33	21.92	22.52	23.14	23.76	24.40	25.06	25.73	26.41
Special Education Aide	19.05	19.52	20.02	20.52	21.06	21.61	22.19	22.79	23.39	24.02	24.68	25.35
Specialized Classroom Aide	19.64	20.19	20.76	21.33	21.92	22.52	23.14	23.76	24.40	25.06	25.73	26.41
Study Hall Monitor	13.25	14.13	15.19	16.16	17.19	18.21	19.19	20.25	21.08	21.95	22.80	23.67
Cafeteria /Playground/Recess Aide	18.59	19.40										
Head Cafeteria /Playground/Recess Aide	20.81	21.64										
High School Lab Aide	25.64	26.48										
Substitute	Step A of position filled.											
ESL Aide	20.25	21.08	21.95	22.80	23.67	24.62	25.55	26.58	27.59	28.65	29.79	30.90
Reading/Math Aide	20.25	21.08	21.95	22.80	23.67	24.62	25.55	26.58	27.59	28.65	29.79	30.90
Dream Center Specialist	20.25	21.08	21.95	22.80	23.67	24.62	25.55	26.58	27.59	28.65	29.79	30.90
HEALTH SERVICES												
Class I - RN/LPN	32.91	33.80	34.78	35.72	36.63	37.63	38.55	39.50	40.46	41.38	42.35	43.34
Class II - COTA	27.26	28.10	28.93	29.83	30.63	31.49	32.36	33.21	34.11	34.95	35.80	36.68

STUDENT NUTRITION												
Student Nutrition Field Specialist	25.29	26.14	27.01	27.88	28.73	29.57	30.44	31.31	32.14	33.03	33.89	34.73
Student Nutrition Customer Service Specialist	21.03	21.91	22.74	23.58	24.43	25.29	26.14	27.01	27.88	28.73	29.57	30.44
Student Nutrition Logistics	21.24	22.06	22.94	23.84	24.66	25.51	26.41	27.24	28.10	28.91	29.82	30.64
Kitchen Manager 9 - 12	19.35	20.12	21.00	21.87	22.63	23.47	24.30	25.16	26.05	26.69	27.29	27.85
Kitchen Manager 7 - 8	18.91	19.75	20.55	21.40	22.18	23.04	23.89	24.70	25.56	26.21	26.81	27.33
Kitchen Manager 3 - 6	18.44	19.31	20.08	20.94	21.76	22.61	23.42	24.28	25.15	25.79	26.37	26.89
Kitchen Manager 1- 2	18.00	18.86	19.64	20.52	21.36	22.14	22.99	23.86	24.69	25.31	25.87	26.40
Asst. Kitchen Manager 9 - 12	18.28	19.09	19.92	20.78	21.57	22.44	23.27	24.09	24.99	25.62	26.18	26.72
Asst. Kitchen Manager 7 - 8	17.85	18.65	19.46	20.32	21.13	21.99	22.81	23.67	24.55	25.14	25.72	26.23
Asst. Kitchen Manager 3 - 6	17.39	18.23	19.01	19.90	20.67	21.54	22.39	23.25	24.08	24.69	25.26	25.75
Asst. Kitchen Manager 1 - 2	16.93	17.79	18.59	19.42	20.29	21.10	21.95	22.78	23.66	24.26	24.80	25.30
Student Nutrition Worker	16.37	17.18	17.99	18.82	19.55	20.48	21.32	22.13	22.68	23.19	23.65	24.13
Student Nutrition Kitchen Assistant	13.33	14.21	15.00	15.68	16.37	17.18	17.99	18.82	19.55	20.48	21.32	22.13
Substitute Student Nutrition	Step A of position filled.											
TRANSPORTATION												
Bus Drivers	24.74	25.66	26.86	28.06	29.35	30.74	31.93	32.77				
Head Mechanic	26.27	27.23	28.14	29.08	30.06	31.01	31.98	32.87	33.90	34.81	35.74	36.72
Mechanic	23.67	24.54	25.36	26.19	27.10	27.93	28.80	29.62	30.55	31.35	32.20	33.09
Bus Drivers - Floaters	24.74	25.66	26.86	28.06	29.35	30.74	31.93	32.77				
Transportation Lead Coach	24.74	25.66	26.86	28.06	29.35	30.74	31.93	32.77				
Transportation Specialist	30.00	30.84	31.70	32.58	33.46	34.28	35.19	36.03	36.93	37.77	38.65	39.52
Transportation Database & Route Support	25.12	25.94	26.78	27.66	28.51	29.36	30.24	31.12	31.94	32.79	33.63	34.53
Dispatcher	25.12	25.94	26.78	27.66	28.51	29.36	30.24	31.12	31.94	32.79	33.63	34.53
Van Driver	18.27	18.82	19.40	20.01	20.64	21.27	21.92	22.61	23.29	24.01	24.75	25.52
Seasonal Bus Cleaning	20.81											
Substitute Bus Driver	24.29											
Field Trips	20.81											
Crossing Guard	23.36											
Substitute Transportation	Step A of position filled.											
HOMEWORK CLUB/ENRICHMENT PROGRAM												
Homework/Enrichment Coordinator	22.72	23.52	24.43	25.28	26.14	26.97	27.87	28.73	29.55	30.41	31.30	32.12
Homework/Enrichment Asst. Coordinator	14.13	15.00	15.85	16.70	17.53	18.39	19.31	20.09	20.95	21.89	22.68	23.51
Homework/Enrichment Assistant	13.25	14.13	15.00	15.85	16.70	17.53	18.39	19.31	20.09	20.95	21.89	22.68
Middle School Activities Enrichment Coordinator	22.72	23.52	24.43	25.28	26.14	26.97	27.87	28.73	29.55	30.41	31.30	32.12
DAYCARE												
Comet Care Coordinator	22.72	23.52	24.43	25.28	26.14	26.97	27.87	28.73	29.55	30.41	31.30	32.12
Comet Care Asst. Coordinator	14.13	15.00	15.85	16.70	17.53	18.39	19.31	20.09	20.95	21.89	22.68	23.51
Comet Care Assistant	13.25	14.13	15.00	15.85	16.70	17.53	18.39	19.31	20.09	20.95	21.89	22.68
Daycare Instructor/Director	22.72	23.52	24.43	25.28	26.14	26.97	27.87	28.73	29.55	30.41	31.30	32.12
Daycare Assistant	13.25	14.13	15.00	15.85	16.70	17.53	18.39	19.31	20.09	20.95	21.89	22.68
OTHER CLASSIFIED POSITIONS												
Attendance Officer	25.64	26.48										
Mail Carrier	13.25	14.13	15.00	15.85	16.70	17.53	18.39	19.31				
Testing Coordinator	3.65											
Advertising Coordinator	3.65											
Nurse Liaison	2.20											
FACILITY RENTAL EMPLOYEES												
Facilities Coordinator	25.68	26.49	27.31	28.22	29.06	29.90	30.78	31.67	32.48	33.34	34.17	35.08
Facilities Scheduler	24.54	25.35	26.24	27.14	27.95	28.81	29.71	30.55	31.38	32.24	33.13	34.00
Auditorium Technician	46.91											
CUSTODIAL/MAINTENANCE												
Seasonal Employment	16.35	17.17										
Substitute Custodian	16.35											

MASON CITY SCHOOL DISTRICT																
EXEMPT SALARY SCHEDULE																
2026-27 SCHOOL YEAR			2.75%													
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Exempt																
Executive Assistant I	67,987.37	69,824.45	71,634.92	73,365.50	75,202.57	76,347.42	77,944.88	79,542.34	82,790.51	83,935.35	87,183.52	90,431.69	93,679.86	94,798.08	96,981.28	99,111.22
Executive Assistant II	61,755.31	63,701.27	65,734.71	67,769.64	69,662.10	71,697.40	73,701.40	75,624.45	77,687.84	79,693.57	81,641.85	83,678.71				
Executive Assistant III	55,541.72	57,290.27	59,114.85	60,939.44	62,637.31	64,461.90	66,261.13	67,984.35	69,834.28	71,633.52	73,382.08	75,206.66				

BB

SALARY SCHEDULE PLACEMENT

New Employees

New employees will be placed at the appropriate step on the salary schedule at the time of employment.

The Chief Talent Officer will evaluate experience for salary placement.

Continuing Employees

Employees who work a minimum of one hundred twenty (120) days in any work year with satisfactory performance will be **eligible** for advancement on the salary schedule.

The Board of Education has given any administrator the option of freezing employees at their current salary step when job performance is substandard.

Freezing of the level of wages may be done for one year, with written direction to the employee for improvement. The employee will also be notified that termination will result if standards are not met within a specified period of time (usually within the next work year).

Administrators may recommend an alternative placement on the salary schedule for a given employee based on competitive market conditions for the position. The Chief Talent Officer will approve or deny the recommendation.

SCHEDULE OF WORK DAYS

Each employee shall be assigned a schedule of working hours and workdays for the work year.

A calendar of the work year will be provided by the Treasurer's Office, indicating the designated work days.

PAYROLL DEDUCTIONS

In accordance with federal, state, and local laws, applicable deductions will be made from all employees' paychecks:

Each newly hired employee shall meet with the Chief Talent Officer or designee to review the new hire packet prior to beginning his/her first day of work.

Payroll deductions may occur according to the eligibility of the employee for particular benefits and programs. Some of these include:

1. Health Insurance
2. Dental Insurance
3. Vision Insurance
4. Credit Union
5. Voluntary Insurance
6. Tax Sheltered Annuities

All necessary paperwork for withholding taxes and retirement contributions must be on file before the first paycheck can be issued.

Completed, signed withholding forms and/or enrollment paperwork must be submitted to the Treasurer's Office for review before deductions and/or coverage may begin. Forms need to be submitted in a timely manner in order to assure insurance coverage and/or no delay in receiving pay.

Sufficient enrollment among employees of the District must exist with a company for tax sheltered annuity (TSA) deductions to occur. The Treasurer's Office may provide more information regarding TSAs.

Changes in health insurance, dental, vision, and life insurance may be made in the Treasurer's Office. Changes to coverage may be made during the district's open enrollment period each year or at the time of a qualifying event. It is the employee's responsibility to notify the Treasurer's office of a qualifying event within 30 days of said event. To determine if you meet the rules as defined for a qualifying event, you should contact the Benefits Coordinator.

Report any changes relative to name, marital status, address, phone number, and/or the birth/adoption of a child.

FEDERAL WITHHOLDING

Federal income tax shall be withheld from each employee's earnings in accordance with rates established by the Department of the Treasury-Internal Revenue Service.

Payroll deductions will be based on the employee's W-4 form, which indicates status and number of exemptions claimed and must be completed at the time of employment, prior to receiving the first paycheck.

Each year on or before January 31st, the Treasurer's Office shall issue a W-2 form with earnings and withholding information for the employee's use in preparing federal, state, and local tax returns. **Changes in federal withholding must be made in writing and the form must be provided to the Treasurer's Office.**

STATE WITHHOLDING

Ohio State income tax shall be withheld from each employee's earnings in accordance with rates established by the Ohio Department of Taxation.

Payroll deductions will be based on the employee's Form IT-4, which indicates status and number of exemptions claimed and must be completed at the time of employment, prior to receiving the first paycheck.

Each year on or before January 31st, the Treasurer's Office shall issue a W-2 form with earnings and withholding information for the employee's use in preparing his/her state tax return. **Changes in state withholding must be made in writing and the form must be provided to the Treasurer's Office.**

RETIREMENT DEDUCTIONS & BENEFITS

School Employees Retirement System of Ohio (SERS)

The following information is subject to legislative changes.

All employees of the District are required to contribute to SERS at the rate of ten percent (10%) of their total salary.

The Board of Education contributes fourteen percent (14%) of total classified salaries to the retirement system.

The Board of Education makes the retirement deductions on a pre-tax basis. This results in a ten percent (10%) reduction of an employee's taxable income for federal and state purposes.

Employees who leave the program prior to retirement age may withdraw the amount which has been deducted from wages per SERS guidelines.

MEDICARE

All employees hired after April 1, 1986, are required to contribute 1.45% of their gross earnings to Medicare. This is in accordance with Section 13205 of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

The Board of Education is also required to contribute 1.45% on the earnings of all employees (both regular and substitute).

Should an employee who was originally hired before April 1, 1986 resign and then become re-employed by the District, or take a leave of absence during which no wages are earned, such employee would then be required to contribute to Medicare.

OTHER DEDUCTIONS

Employees of the Mason City Schools have the option of having other deductions taken from their paychecks.

All employees may choose:

- Credit Union Deductions
- Voluntary Insurance
- Tax Sheltered Annuities (dependent upon participating, eligible companies)

Eligible, participating employees will have the following deducted from their paychecks:

- Health Insurance, if applicable, and HSA deposits and/or premiums
- Dental Insurance Premiums, if applicable
- Vision Insurance Premiums, if applicable
- Voluntary Insurance Premiums, if applicable

Court-ordered or Internal Revenue Service deductions will occur.

Questions or concerns about payroll deductions should be addressed to the Treasurer's Office.

PAY PERIODS

District employees are paid every other Tuesday. Salary changes occur on the following dates each work year:

- July 1st Employees working 250-260 days
- August 1st Employees working 217-249 days
- September 1st Employees working 187-216 days

Annual salary is calculated as follows:

- Number of days in Work Year times the Number of Hours per Day = Annual Hours
- Annual Hours times Hourly Rate = Annual Wages
- Annual Wages divided by Number of Pay Days in Employee's Work Year = Gross Pay (each payday)

Time cards/time sheets will be utilized in reporting overtime or extra days worked. All overtime and/or extra days worked must be **preapproved** by the employee's immediate supervisor, who will sign the time card/sheet, initialing any overtime or extra hours, and approving any comp time.

TIME CARDS/TIME SHEETS PROCEDURE

Time Cards/Time Sheets

Time cards/time sheets will be completed by all regular employees paid on an hourly basis. At the conclusion of a two week period (usually Friday - or the last day worked before holidays or vacation), the completed time card/time sheet must be submitted to the employee's building principal or direct supervisor for approval.

The building principal or supervisor will review all time cards/time sheets for accuracy, initial approved overtime, extra days, or comp time, and will then sign. The building principal or supervisor shall be accountable for time cards/time sheets of all employees in their building or under their supervision, the correct completion of such cards, signature of approval, and attachments such as Absence from Duty forms.

The building principal or supervisor will forward completed time cards/time sheets and attachments to the Treasurer's Office. Where applicable, a payroll summary sheet will accompany the time cards/time sheets and attachments.

COMPENSATORY (COMP) TIME AND WORK EXCHANGE DAYS

The District recognizes that the workload for many employees varies throughout the year. There may be times during the year when it is necessary for an employee to work extra hours that are above the normal work schedule. Comp time accumulated during excessively busy times of the year may be used later as vacation time. All additional hours/days worked must be pre-approved by the employee's direct supervisor/principal.

Compensatory (Comp) Time

1. All time worked must be reported on each employee's time card. All time not worked that is requested to be paid (paid leave) must also be reported, with the reason for the paid leave reported and approved by a supervisor.
2. Any time worked over the standard number of hours per day will be performed only with the prior approval of the employee's supervisor, and only with the prior understanding of whether it is to be paid, or reported as comp time.
3. Additional time worked that is not requested to be paid (comp time) will be added to the employee's vacation balance so the employee may take that time off at a later date.
4. Time worked in excess of the regular hours per day will be reported in the "Extra Hours" columns of the time card. The Treasurer's Office will determine if these hours are eligible for overtime premium.
5. If the employee, with the supervisor's approval, wants the additional time added to vacation time (comp time), it is to be noted at the bottom of the time card in the space provided for comp time.
6. Once accrued and added to the vacation balance, comp time will not need to be requested separately. It is merely additional vacation time and should be requested as vacation time. Comp time hours will be reported as additional vacation time available, and will be subject to the same one-half day minimum use requirement.
7. All vacation leave balances will be subject to the statutory limitations (ORC 3319.084) on balances that may be carried over from one year to the next.
8. Employees are limited to adding no more than 40 hours (including any overtime premium) in one fiscal year (7/1 – 6/30) of comp time to vacation.

Exchange Days/Hours

Employees may request exchange hours or an exchange day in lieu of taking personal days or sick leave days. Exchange hours or an exchange day would be worked in order to accomplish required tasks, making up hours lost during the employee's absence. Exchange time **must** be worked within the **same pay period** that it is to be used. All exchange hours earned and used during the pay period must be reported in the "Extra Hours" column on the time card on the days it is earned and used. All additional hours/days worked must be pre-approved by the employee's direct supervisor/principal.

OVERTIME PAY

An overtime pay rate of one and one half times the hourly wage of an employee shall be paid for time worked in excess of forty hours during a given work week unless an employee elects to take comp time and his/her supervisor approves this request.

All overtime hours must be pre-approved by the Superintendent or his/her designee, and must be placed in the additional hours column on the time card.

Holiday pay will be counted as hours worked. No other kind of leave pay, including vacation, personal, or sick leave pay, will be considered as hours worked when calculating overtime pay. Except for Holiday pay, overtime pay is based upon additional hours beyond forty (40) hours *actually* worked.

When an employee works in two or more pay classifications, a blended rate of overtime pay will be utilized. The rate will be weighted based on the amount of time spent in each classification.

EMERGENCY OVERTIME PAY

An emergency overtime pay rate of one and one half times the hourly wage for employees requested to work outside of their normal assignment during a District Declared Emergency (formally declared by the Superintendent) shall be paid for any time paid in excess of forty hours during a given work week. Holiday, vacation, personal, sick leave pay, or any other kind of leave pay will be considered as hours paid when calculating emergency overtime pay.

When an employee works in two or more pay classifications, a blended rate of overtime pay will be utilized. The rate will be weighted based on the amount of time spent in each classification.

DIRECT DEPOSIT & PAYCHECKS

Classified Employees will receive their payroll via direct deposit with electronic pay stubs sent to the employee via the employee's selected email account. If an employee is to receive a hard paycheck, it will be available for pick up in the Treasurer's Office.

An employee's earnings may be directly deposited into the employee's checking or savings account at any qualified bank or financial institution each pay period. Any change to an employee's direct deposit will result in the employee receiving a paycheck for the next pay period, with the direct deposit beginning with the pay period following that check.

A direct deposit form is included in each packet of information given to new employees. The completed direct deposit form should be returned with withholding forms prior to the first paycheck.

BENEFIT ELIGIBILITY

Eligibility for fringe benefits is based on length of assignment as outlined below:

Less Than Thirty (30) Hours Per Week

Those employees who are **scheduled to work throughout the *school* year** for less than thirty (30) hours per week qualify for:

1. Sick Days (1.25 days per month; 12 months per year) *
2. Personal Days (3 days per year; unused days are converted to accumulated sick leave)
3. Severance Pay (based upon accumulated, unused sick days at the time of retirement)
4. Retirement Benefits through School Employees Retirement System (SERS)
5. Holiday Pay (7 days: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, and Memorial Day)

Those employees who are **scheduled to work throughout the *calendar* year** for less than thirty (30) hours per week qualify for:

1. Sick Days (1.25 days per month; 12 months per year) *
2. Personal Days (3 days per year; unused days are converted to accumulated sick leave)
3. Severance Pay (based upon accumulated, unused sick days at the time of retirement)
4. Retirement Benefits through School Employees Retirement System (SERS)
5. Holiday Pay (12 days: Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Good Friday, Juneteenth, and 4th of July)

Thirty (30) Hours or More Per Week

Those employees who are **scheduled to work throughout the *school* year** for thirty (30) hours or more per week qualify for:

1. Sick Days (1.25 days per month; 12 months per year) *
2. Personal Days (3 days per year; unused days are converted to accumulated sick leave)
3. Severance Pay (based upon accumulated unused sick days at the time of retirement)
4. Retirement Benefits through School Employees Retirement System (SERS)
5. Holiday Pay (7 days: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, and Memorial Day)
6. Life Insurance
7. Health Insurance
8. Dental Insurance
9. Vision Insurance
10. Voluntary Insurance

BENEFIT ELIGIBILITY (Concluded)

Those employees who are **scheduled to work throughout the *calendar* year** for thirty (30) hours or more per week qualify for:

1. Sick Days (1.25 days per month; 12 months per year)
2. Personal Days (3 days per year; unused days are converted to accumulated sick leave)
3. Severance Pay (based upon accumulated unused sick days at the time of retirement)
4. Retirement Benefits through School Employees Retirement System (SERS)
5. Holiday Pay (12 days: Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Good Friday, Juneteenth, and 4th of July)
6. Life Insurance
7. Health Insurance
8. Dental Insurance
9. Vision Insurance
10. Paid Vacation Days* (eligible if calendar work days are 230 or more)
11. Voluntary Insurance

Vacation Proration

For employees working eight (8) hours per day, but not five (5) days per week, vacation will be prorated according to time worked.

EXAMPLE: An employee works three (3) days per week, seven and one half (7½) hours per day, which is equal to 60% of a normal work week. Employees are entitled to vacation days equivalent to time worked in a ten day period.
10 days X .60 (sixty percent) = 6 vacation days

VACATIONS & SCHEDULING OF VACATIONS

Employees requesting vacation time must submit a completed Vacation Request Form (**MCS-508 Vacation Request)** as early in the calendar year as possible to their building administrator or direct supervisor. Forms are available from principals and/or supervisors. Use of vacation days when school is not in session is encouraged. After approval, employees are required to document absences through additional means (e.g., shared calendar, online systems (SC VIEW).

The vacation schedule will be arranged by the employee's immediate supervisor or building principal. The immediate supervisor will have final approval of vacation schedules for classified staff. It is the immediate supervisor's responsibility to ensure that vacations are scheduled to least interfere with the operation of schools. Requests of two (2) or more consecutive weeks may be denied.

Every attempt shall be made to meet the needs of the employee; however, it is necessary for all preparations to be completed before the opening or closing of school.

Administrators reserve the right to postpone vacations when the time scheduled interferes with the welfare of the district.

Rate of accumulation for paid vacation days for full-time (year-round and modified year-round) employees are as follows:

1. 0 - 6.99 Years of Service will accumulate 0.84 days per month for an annual total of 10 (ten) work days or 2 (two) weeks
2. 7 - 13.99 Years of Service will accumulate 1.250 days per month for an annual total of 15 (fifteen) work days or 3 (three) weeks
3. 14+ Years of Service will accumulate 1.67 days per month for an annual total of 20 (twenty) work days or 4 (four) weeks
4. At 21 Years of Service a $1,000 longevity stipend will be paid to eligible employees at the end of the contract year.
5. At 28 Years of Service a $1,000 longevity stipend will be paid to eligible employees at the end of the contract year.

Rate of accumulation for paid vacation days for part-time, year-round employees are as follows:

1. 0 - 6.99 Years of Service will accumulate 0.84 days per month for an annual total of 10 (ten) work days or 2 (two) weeks (prorated at their number of hours scheduled to work)
2. 7 - 13.99 Years of Service will accumulate 1.250 days per month for an annual total of 15 (fifteen) work days or 3 (three) weeks (prorated at their number of hours scheduled to work)
3. 14+ Years of Service will accumulate 1.67 days per month for an annual total of 20 (twenty) work days or 4 (four) weeks (prorated at their number of hours scheduled to work)
4. At 21 Years of Service a $1,000 longevity stipend will be paid to eligible employees at the end of the contract year.
5. At 28 Years of Service a $1,000 longevity stipend will be paid to eligible employees at the end of the contract year.

Employees who have been employed by another agency in the State of Ohio or similar experience as determined by Superintendent/designee prior to their employment in the Mason City Schools shall receive credit for that service time towards eligibility for vacation days (in accordance with Ohio law).

BEB

HOLIDAYS & HOLIDAY PAY

The following holidays are recognized by the District:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Good Friday *
5. Memorial Day
6. Juneteenth
7. 4th of July *
8. Labor Day
9. Thanksgiving Day
10. The Day After Thanksgiving Day*
11. Christmas Eve*
12. Christmas Day

* *Paid holidays only for year-round (260 days) employees (30 or more hours per week)*

In order to qualify for such holiday pay, employees need to have accrued full day earnings on the preceding and next scheduled work days.

If a holiday is observed while an employee is on sick leave, or other paid status, he/she will receive holiday pay for the actual holiday and the day will not be charged against the leave.

When it is necessary to call employees who are paid an hourly wage to work on any of their scheduled paid holidays for the performance of emergency work, such employees shall be paid for the holiday, plus for all hours actually worked. The hours actually worked will be paid at the rate of one and one half (1½) times his/her rate of pay. (ORC 4111.03)

SEVERANCE PAY

This payment shall be based upon the employee's rate of pay at retirement and shall eliminate all accrued and unused sick leave credit.

Separation pay shall be paid, according to the calculation below, to the beneficiary of a classified employee who dies while actively employed with the Mason Board of Education.

An employee retiring from active service with the Board after ten (10) or more full years of service with the Board shall be paid 30% the value of his/her accrued, but unused, sick leave credit, at the time of retirement through the School Employees' Retirement System. to a maximum of 85 days.

An employee retiring from active service with the Board with less than ten (10) years of service with the Board shall be paid the following percentage of the formula set forth above:

- Five Years - 70%
- Six Years - 70%
- Seven Years - 70%
- Eight Years - 90%
- Nine Years - 90%

Despite the calculation established above, a classified employee who retires at the end of the school year in which he/she first reaches full retirement eligibility under the School Employees Retirement System (SERS), shall be paid one-half (½) the value of his/her accrued but unused sick leave accumulation.

HEALTH INSURANCE

Health insurance shall be available to all employees working 30 hours or more per week.

If the employee enrolls in health insurance, coverage will begin with the first day of the plan year for new school year hires and those experienced employees enrolling during the open enrollment period. For an employee hired between September 1st and May 31st, coverage will begin on the first work day.
The coverage will continue until one of the following conditions occur:

(A) If an employee resigns during the contract year, his/her coverage will terminate on the last day of the month in which the employee worked at 12:00 midnight.

(B) If the employee works a full contract year and resigns, his/her coverage will terminate on the last day of the contract year at 12:00 midnight.

(C) If the employee retires, his/her coverage will terminate the night before his/her effective date of retirement at 12:00 midnight.

An employee must notify the Treasurer's Office when any of the following things happen:

(A) Marital status change;

(B) Death of spouse or dependent child;

(C) Double coverage, for any reason.

Classified Insurance Information

BED

HEALTH INSURANCE (Concluded)

(A) Each employee's medical premium shall be processed through an Internal Revenue Code, Section 125A Plan. Additionally, employees shall have the option to participate in a full or limited flexible benefit plan under IRC, Section 125. Full or limited plans are offered according to the employee's eligibility.

Employees who do not enroll in insurance coverage at the time of the initial employment must wait for the annual open enrollment period. The only other opportunity to re-enroll is that of a qualifying event. It is the employee's responsibility to notify the Treasurer's Office of a qualifying event and complete the necessary form(s) to add dependents, either through marriage, birth, loss of coverage, or adoption within 30 days of said event.

SPOUSAL COVERAGE

(A) When both the husband and wife are employees of Mason City Schools, either one family plan or two single plans shall be available. The type of policy shall be decided by the employees.

(B) A classified employee's spouse who is eligible to receive health insurance coverage through his/her employer must enroll in such plan on at least a single enrollment basis.

A spouse is considered to be eligible for his/her employer's health insurance plan if:

- The access is continuous (i.e., non-seasonal) and reasonable group coverage is available, and
- The spouse is not required to pay more than 45% of the premiums.

A spouse shall not be required to enroll in his/her employer provided health insurance plan if the only plan available is a High Deductible Health Plan with a Health Savings Account (HDHP with HSA).

When the spouse has enrolled in a health insurance plan maintained by his/her employer, the spouse is eligible for secondary coverage with Mason City Schools' health insurance when the member carries a family plan.

The classified employee shall provide all information required to administer this provision through the enrollment form/process and completion of the coordination of benefits questionnaire distributed during Open Enrollment of each year. Failure to provide accurate information may result in the classified employee having to repay any claims paid to the Board's health insurance account.

(C) An eligible classified employee shall be reimbursed up to $2,000 annually for the difference in net premium payments from that required of his/her spouse's employer and the premium amount required by the Board's plan. This provision applies only to employees hired prior to July 1, 2016.

DENTAL INSURANCE

Dental insurance shall be available to all employees working 30 hours or more per week.

Coverage offered by the District to qualified employees will be provided, if requested.

The coverage will continue until one of the following conditions occur:

(A) If an employee resigns during the contract year, his/her coverage will terminate on the last day of the month in which the employee worked at 12:00 midnight.

(B) If the employee works a full contract year and resigns, his/her coverage will terminate on the last day of the contract year at 12:00 midnight.

(C) If the employee retires, his/her coverage will terminate the night before his/her effective date of retirement at 12:00 midnight.

An employee must notify the Treasurer's Office when any of the following things happen:

1. Change in Marital Status
2. Death of Spouse or Dependent Child
3. Double Coverage for Any Reason

One hundred percent (100%) of the cost of single or family coverage for dental insurance will be paid by the Board of Education for all classified employees scheduled to work 30 hours or more per week.

When both the husband and wife are employed, either one family plan or two single plans shall be available.

In the event a change is made in the dental insurance carrier, employees shall be notified.

LIFE INSURANCE

The District shall provide a life insurance policy in the amount of $50,000 face value to each qualified classified employee who is working 30 hours or more per week at no charge to the classified employee.

VISION INSURANCE

Vision insurance is available to each eligible employee who is working 30 hours or more per week. Coverage offered by the District to qualified employees will be provided upon request.

The coverage will continue until one of the following conditions occur:

(A) If an employee resigns during the contract year, his/her coverage will terminate on the last day of the month in which the employee worked at 12:00 midnight.

(B) If the employee works a full contract year and resigns, his/her coverage will terminate on the last day of the contract year at 12:00 midnight.

(C) If the employee retires, his/her coverage will terminate the night before his/her effective date of retirement at 12:00 midnight.

An employee must notify the Treasurer's Office within 30 days of the event when any of the following occurs:

1. Change in Marital Status

2. Death of Spouse or Dependent Child

3. Double Coverage for Any Reason

One hundred percent (100%) of the cost of single or family coverage for the base vision insurance plan will be paid by the District for all classified employees scheduled to work 30 or more hours/week.

When both the husband and wife are employed, either one family plan or two single plans shall be available.

In the event a change is made in the vision insurance carrier, employees shall be notified.

BEG

TAX SHELTERED ANNUITIES

The Board of Education offers opportunities for classified staff to deduct earnings on a pre-tax basis for retirement or future financial planning.

A list of qualified companies may be obtained from the Treasurer's Office. A minimum of one percent of total staff is needed to add qualified shelter companies/agents to the existing list of qualified providers.

SECTION 125

The employee's share of health/medical, dental, and vision insurance premiums may be sheltered from taxes through a Section 125 program.

Employees may purchase additional cancer, intensive care insurance, or choose to deposit money into an account for medical and dependent care expenses. These amounts will be sheltered if they are payroll deducted.

The option of sheltering must be made at the time of coverage enrollment. An employer representative will contact each employee annually concerning re-enrollment.

STUDENT TUITION CHARGE

Any full time, regular classified employee hired on or before September 5, 2006, who resides outside of the Mason City School District, may choose to enroll his/her children in the Mason City Schools. Attendance of an employee's child(ren) shall be free of tuition charges. He/she shall pay the difference of the tuition cost (established by the Department of Education) and the state funding for the individual child. There is an "in-state" versus "out-of-state" amount. The district will advise the employee of the cost when applicable.

The child of the employee must be enrolled prior to the start of the school year. Mason City Schools does not permit employees who reside outside of the Mason City School District to enroll their children in the district's preschool program.

C. Attendance

CA	**Validation of Absence**
CAA	**Absence Procedures**
CB	**School Delays and Closings**
CC	**Use of Sick Leave**
CC	**Sick Leave - School Closings**
CC	**Adoption Leave**
CCA	**Granting Deficit Sick Days**
CCA	**Reporting Accumulated Sick Leave**
CCA	**Sick Leave Accumulation**
CD	**Personal Leave**
CE	**Professional Leave**
CF	**Child Rearing Leave**
CG	**Family and Medical Leave Act**
CH	**Assault Leave**
CH	**Leave of Absence**
CI	**Jury Duty/Court Appearances**
CI	**Loss of Salary for Absence**
CI	**Resignations**

VALIDATION OF ABSENCE

No salary payment for days of absence shall be made to any employee except upon presentation to the Treasurer's Office of a completed Absence from Duty form, indicating the number of days and reason for the absence.

In the case of absence because of injury, surgery, or illness on the part of the employee of more than five (5) consecutive days, a signed statement of the attending physician or surgeon must be submitted covering the entire period of absence. If the employee is absent for ten (10) or more consecutive days, the attending physician or surgeon must certify the employee's ability to return to work.

The Superintendent may require a doctor's certificate for any absence.

An absent employee is expected to return to work the following day unless still under doctor's care and a note is provided to the employer in advance.

Employees who fail to follow prescribed procedures for absence may experience an unexcused absence and a subsequent reduction in pay.

ABSENCE PROCEDURES

The following directives are outlined below for the purpose of clarifying the procedures by which each job classification shall notify their building principal or immediate supervisor of their pending absence:

Administrative Assistants - Building principals and supervisors shall establish a plan of action according to the needs of their respective offices. In general, notification shall be given as soon as possible prior to the beginning of the work day.

Instructional Aides - Media Center, Preschool, Special Education, Specialized Classroom, Cafeteria/ Playground/Recess - Building principals and/or supervisors shall be notified as soon as possible prior to the beginning of the assigned daily schedule.

Health Services – Registered Nurses - Building principal (or designee) shall be notified as soon as possible prior to the beginning of the work day.

Child Nutrition - Kitchen Managers are to notify the Child Nutrition Supervisor twenty-four (24) hours in advance of any absence whenever possible. Child Nutrition Workers must notify the Supervisor by 7:00 a.m. on the day of any absence. *Part-time* Child Nutrition Workers must notify the Supervisor no later than 8:00 a.m.

Extended Care/Daycare/Homework Club - Directors and supervisors shall establish a plan of action according to the needs of their respective buildings. In general, notification shall be given as soon as possible prior to the beginning of the work day.

Lab Tutors/Attendance Officers/Study Hall Monitors - The building principal must be notified as soon as possible prior to the beginning of the assigned daily schedule.

Transportation – Sick Leave – Call in Procedures to Use:

1. A driver who is unable to drive his/her *morning run* should contact the Transportation Dispatcher at 513-615-7047 prior to 5:30 a.m. and if no one answers, you must call the Transportation Supervisor at 513-200-6128 to report your absence. If unable to drive a *mid-day run,* the Transportation Supervisor or his/her designee should be notified by 8:00 a.m. Absence from an *afternoon run* must be reported to the Transportation Supervisor or his/her designee no later than 11:30 a.m. Drivers must call in each day they are absent.
2. When requesting time off due to sickness for midday or afternoon **you must see your supervisor for approval.**
3. Sign the Absence from Duty Form on your first day back to work.

ABSENCE PROCEDURES
(Concluded)

Employee Responsibility

All employees have the responsibility to be on the job at the appointed time or to make the necessary arrangements for their absence.

Employees who are ill should follow the outlined procedures for notifying their building principal or direct supervisor of their absence.

SCHOOL DELAYS AND CLOSINGS

In the event of severe weather conditions that cause schools to be closed, employees will be notified at the earliest possible time. Bus drivers and mechanics will be notified of delays and closings via an automated call.

The following procedure will be followed:

1 HOUR DELAY
All schools are delayed one hour.

- All administrators, building administrative assistants and receptionists, and central office personnel are required to report to work. They are expected to be at work within at least one hour of the normal start time.
- Essential personnel report to work at their regularly scheduled time or as directed by their supervisor.

2 HOUR DELAY
All schools are delayed two hours.

- All administrators, building administrative assistants and receptionists, and central office personnel are required to report to work. They are expected to be at work within at least two hours of the normal start time.

- Essential personnel report to work at their regularly scheduled time or as directed by their supervisor.

SCHOOL CANCELLATIONS
All schools closed.

- All administrators, building administrative assistants and receptionists, and central office personnel are required to report to work. They are expected to be at work within at least two hours of the normal start time. If a staff member cannot make it into work, he or she must use a vacation or personal day to be paid for that day's absence.

- Essential personnel report to work at their regularly scheduled time or as directed by their supervisor.

LEVEL 3 EMERGENCY

- All employees who are not able to come to work because there is a level 3 emergency in Mason City Schools, or the community they live in or travel through, will be compensated for a snow day.

- Essential personnel report to work at their regularly scheduled time or as directed by their supervisor.

SCHOOL DELAYS AND CLOSINGS
(Concluded)

Time Cards

- All time cards are to be filled out to reflect the actual time present with a separate notation for snow day time.

- *Essential business operations personnel are custodians, maintenance, grounds, and HVAC staff. Others may be identified by their supervisor.*

Approval of all leave shall be granted by the superintendent or his/her designee.

USE OF SICK LEAVE

Employees may use sick leave for absence due to illness, injury, exposure to contagious disease, or illness due to pregnancy. Sick days may be used in half day and full day increments. After delivery, a maximum of six (6) weeks of sick leave may be used. A birth mother may use a maximum of six (6) calendar weeks of sick leave and such weeks must be taken within the first six (6) consecutive calendar weeks immediately following the day of birth. If the birth is caesarian, the maximum shall be eight (8) calendar weeks and such weeks must be taken within the first eight (8) consecutive calendar weeks immediately following the day of birth. If additional time is needed, a doctor must provide a written statement indicating that additional sick leave is necessary.

An employee may use sick leave for absence to aid in the recovery of his spouse or partner due to the delivery of his baby or for the purpose of initial care of their newly adopted child. She/He may use sick leave during any of the two (2) calendar weeks immediately following the day of the birth or the first day of custody of the child. Additional days may be granted by the Chief Talent Officer due to unusual circumstances.

Sick leave may be used for illness or death in the immediate family. Immediate family is defined as meaning: spouse, children, stepchildren, parents, parents-in-law, stepparents, or any person living in the same household as the employee.

Employees may use three (3) days of sick leave for absence due to serious illness or death of brothers, sisters, grandparents, grandparents-in-law, grandchildren, brothers-in-law, and sisters-in-law. Under extenuating circumstances, the Superintendent may grant additional days.

Employees may also use three (3) days of sick leave for absence due to the death of an aunt, uncle, niece, or nephew. Under extenuating circumstances, the Superintendent may grant additional days.

Rules covering advancement of sick days are located in Section CCA of this Handbook.

The use of sick leave for reasons other than those listed above is not permitted; and falsification of sick leave is grounds for suspension or termination of employment.

SICK LEAVE - SCHOOL CLOSINGS

Any employee who is on sick leave when schools are closed due to severe weather or other emergency conditions shall receive the same pay as the employee would have received if school had been in session on such days. No deduction from days of accumulated sick leave shall be made for such days.

ADOPTION LEAVE

Employees anticipating an adoption during the upcoming school year may reserve up to two (2) days of unused personal leave for the purpose of adoption. In order to reserve the unused personal leave days, an employee (if possible) shall submit a request in writing to the Chief Talent Officer by May 1st of the school year preceding the school year when the adoption is to occur. The request is only valid for one year.

At the time of adoption, an employee may use sick leave for the purpose of initial care of their newly adopted child during any of the two (2) calendar weeks immediately following the first day of custody of the child.

GRANTING DEFICIT SICK DAYS

A new employee who has not transferred any sick leave balances from another public employer and/or any employee who has used all of his/her accrued sick leave days may apply for and be advanced up to five days of sick leave annually.

Should an employee leave the employment of the Board while owing deficit sick leave days, the Board shall have the right to retain from the employee's last paycheck(s) the value of such paid sick leave days. In the event that the remaining paychecks are insufficient to permit the Board a full recovery, the employee shall be responsible for full reimbursement to the Board.

REPORTING ACCUMULATED SICK LEAVE

The Treasurer's Office shall include a report of the employee's sick leave accumulation on each payroll check stub (or direct deposit notification), with the accumulative one and one quarter (1¼) days being reflected on the first paycheck of each month. Unused personal days converted to sick days shall be reflected by the second paycheck in July of each year.

SICK LEAVE ACCUMULATION

All classified employees shall be entitled to fifteen (15) days of sick leave annually to be credited at the rate of 1¼ days per month.

PERSONAL LEAVE

Up to three (3) days of personal leave shall be granted within each work year (July 1st - June 30th). Personal days may only be used for personal business that cannot be conducted at a time other than on a regular workday and during regular work hours. These days may be taken as full or as half days.

Personal leave days do not accrue. Employees who end the work year with unused personal leave days shall have those days converted to sick leave on an equal basis.

Personal leave shall not be taken on or during:

1. The first ten (10) days of the school year;
2. The day immediately following or preceding a holiday or other break, unless approved by the Superintendent or designee;
3. Fridays or Mondays from May 1st through the last day of school for students. (Applicable only for employees with less than a 12-month contract).

Reasons where one may request an exception to above for consideration include:

1. Emergencies beyond the control of the employee;
2. Graduations of self, parent, spouse, child, sibling, or grandchild;
3. Weddings;
4. Religious Observance;
5. Other extenuating circumstances as approved by the Superintendent or designee.

Unpaid days may not be used immediately before and/or after a personal leave day unless approved by the Superintendent or designee.

An application for such leave shall be made to the immediate supervisor at least two (2) days in advance of the leave day or days. Emergency conditions may prevent the possibility of advance notice; in such instances appropriate forms will be completed upon return to duty.

Under extreme extenuating circumstances, and/or for religious observance, the Superintendent or designee may grant additional days of personal leave.

PROFESSIONAL LEAVE

Classified staff employees are an integral part of the District's total staff. Training and development are essential to the efficient and economical operation of the schools.

Therefore, all classified staff employees shall be encouraged to grow in job skills and to take additional training that will improve their skills on the job.

It shall be the responsibility of all building principals and supervisors to assist to the maximum degree in the training of classified staff assigned to their buildings.

Absences to attend meetings, conventions, conferences, or workshops of local, state, or national associations which serve to advance the welfare of the district through the upgrading and strengthening of the classified service may be granted by the Superintendent without loss of pay to the employee.

When an employee attends a professional workshop or meeting that was pre-approved by his/her supervisor or by an administrator, the employee's approved expenses will be reimbursed in full upon presentation of detailed itemized receipts and documentation to the Treasurer.

This Professional Leave Policy does not apply to sessions required for an employee's job-specific recertification.

CHILD REARING LEAVE

Child rearing leave for a newly born or newly adopted child shall be granted for up to twelve (12) consecutive months without pay. Extensions may be granted at the discretion of the Board. The twelve (12) months shall commence immediately following the expiration of sick leave, in accordance with the statutory law of Ohio.

Pregnant employees shall submit written notice to the Chief Talent Officer on the approved Leave Request form no later than thirty (30) days prior to the anticipated date of the employee's last work day. The form may be obtained directly from the Human Resources Office.

The thirty (30) day notification will be waived in the case of adoption. However, the employee will provide a written notice, advising of the anticipated date of return.

Upon the return of the employee from an approved leave of absence, the employee shall return to a position for which the employee is qualified *within the same job classification.*

The Board recognizes that the granting of unpaid child rearing leave does not preclude an employee from also exercising his/her statutory rights to sick leave for maternity leave in accordance with the statutory law of Ohio.

The Board and the employee shall continue paying his/her shares of any insurance premiums in which the Board participates for the first twelve (12) weeks of child rearing leave per the Family and Medical Leave Act. If the employee's leave extends beyond twelve (12) weeks, he/she shall assume full premium payment for the remainder of the leave.

Maternity leave, child rearing leave, and leave taken under the Family and Medical Leave Act shall run concurrently.

FAMILY AND MEDICAL LEAVE ACT

The FMLA requires covered employers to provide up to twelve (12) weeks job-protected leave to "eligible" employees for certain family and medical reasons in a year.

The District's FMLA Plan Year is based on the school (fiscal) year (July 1st through June 30th). All FMLA time will be used concurrently with accrued leave (sick, personal and vacation).

Employees are eligible if they have worked for a covered employer for at least one year, for a minimum of 1,250 hours over the previous twelve months, and if there are at least fifty (50) employees within seventy-five (75) mile radius.

The following reasons are qualified examples of reasons staff may request FMLA leave:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- Under the provisions of the Family Medical Leave Act (FMLA), an eligible employee is allowed time off to care for their child due to a serious health condition. The Board may allow an employee to use sick leave, if available, to aid in the recovery of his/her child due to the birth of his/her grandchild should he/she meet the minimum qualifications of FMLA. The paid time allotted for said leave would be as follows: Up to seven (7) calendar days immediately following the day of birth if the birth is natural and up to ten (10) calendar days immediately following the day of birth if the birth is "C-section" assuming you have available paid leave.
- For a serious health condition that makes the employee unable to perform the employee's job; or
- Because of any qualifying exigency (as the US Department of Labor shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; or
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member.

Employees who wish to request FMLA must first fill out a Leave Request form (MCS-502) and return it to the Treasurer's Office. Upon receipt of this form the employee's supervisor will be notified and FMLA Rights and Responsibilities form will be sent to the employee.

For additional information on the Family Medical Leave Act, call or visit: 1-866-4US-WAGE (1-866-487-9243) WWW.dol.gov/whd

ASSAULT LEAVE

The District may grant up to a maximum of ten (10) days assault leave to any employee who is absent due to physical disability from an assault which occurs in the course of District employment. Such employees will be maintained on full pay status during the period of such absence and such leave shall not be charged against the employee's earned or earnable sick leave.

The District shall require an employee to furnish a signed statement provided by the District to justify the use of assault leave. A certificate from a licensed physician, stating the nature of the disability and its duration, shall be submitted to the Chief Talent Officer before assault leave can be approved.

Under extremely unusual circumstances involving serious injury, the ten (10) day limitation may be extended with approval from the Chief Talent Officer.

Any employee applying for assault leave shall cooperate with the law enforcement agencies as requested. The District shall provide the employee with release time necessary to cooperate with said agencies.

LEAVE OF ABSENCE

Normally, granting of a leave of absence will be considered only for the following reasons:

- Major Illness or Disability
- Service in the Armed Forces

Except for service in the Armed Forces, a leave of absence will be granted for only one year upon recommendation of the Chief Talent Officer to the Superintendent and approval by the Board of Education. It may not be renewed unless, in the judgment of the Superintendent or Chief Talent Officer, there are compelling reasons for such renewal and evidence that the interests of the school district will not suffer. Such renewal must be approved by the Board of Education.

When an employee has been absent due to serious personal illness or injury for a continuous period and sick leave is exhausted, the Superintendent shall investigate the case and make a recommendation to the Board of Education as to whether or not that employee should be given an unrequested leave of absence.

In such circumstances, the employee is entitled to a hearing before the Board of Education (ORC 3319.081).

If an employee has exhausted all paid leave and has a need to be out for an unpaid leave due to illness or disability of a person listed in "Use of Sick Leave" Section CC of this Handbook, up to an additional 5 days of unpaid leave will be made available. The following guidelines apply:

- The employee must be out of all available paid leave
- The requested additional time must align with Section CC of this Handbook
- The days requested must be approved by the Chief Talent Officer
- Up to 5 days are available per school year, which runs from July through June
- Days must be used continuously and cannot be used sporadically

JURY DUTY/COURT APPEARANCES

When an employee is called for jury duty, he/she must provide proper notice to the building principal or supervisor. (Please refer to **CD Personal Leave**)

If an employee is subpoenaed as a witness as a result of his/her employment with the district, or is involved in court action as a result of his/her employment with the district (other than as a plaintiff), he/she must provide proper notice to the building principal or supervisor. (Please refer to **CD Personal Leave**)

Should a continued absence for jury duty be required, the employee shall notify their direct supervisor of their status on a daily basis.

The District will pay the employee his/her regular per diem pay and will not charge his/her any type of leave.

The employee shall surrender to the Treasurer's Office any payment received as a result of such duty. It is the responsibility of the employee to collect for his/her court services.

Court responsibilities not a result of an employee's employment with the district or as a result of jury duty, will require the use of personal days or unpaid leave if no personal days are available.

LOSS OF SALARY FOR ABSENCE

Unexcused absence on the part of any employee shall result in the loss of salary. A day's salary shall be calculated by dividing the annual wages by the number of days in the employee's work year.

Such unexcused absence by an employee will be cause for disciplinary action which may include a suspension of one (1) to ten (10) days and/or may lead to termination of employment.

Written notification of the District's action to terminate employment must be provided by certified mail. Under Ohio law and Section 6.11 of the City Charter, the employee has ten (10) days after the receipt of the notice to file a written appeal with the Personnel Review Board of the City of Mason.

RESIGNATIONS

Resignations must be submitted, *in writing,* to the Chief Talent Officer.

The resignation of any employee whose appointment was confirmed by the District shall be referred to the Board of Education for action.

In the event the employee is on spread pay, he/she will be advised of any salary adjustments, as well as vacation and sick leave balances.

If the employee is in possession of a uniform or any other Mason City Schools property, this property must be returned before final pay will be released.

D. Performance & Evaluation

DA **Employee Job Classifications**

DB **Recruitment, Selection & Appointment**

DC **Personnel Records**

DC **Examination of Personnel Records**

DD **Supervision and Evaluation of Job Performance**

DDA **Process of Evaluation**

DDB **Assigned Uniforms & Equipment**

DDB **Unsatisfactory Job Performance**

EMPLOYEE JOB CLASSIFICATIONS

Although the purpose of the school is instruction, it is readily recognized that instruction is impossible without the assistance and cooperation of many people. The operation of a school system is an intricate and complicated proposition, and no part of the system can operate effectively unless each of the other facets is functioning properly. Each job in a school system is important because the entire system is affected by it and depends upon it.

The Superintendent/designee(s) shall be responsible for the selection and evaluation of all employees and for making recommendations to the Board of Education for their appointment, reemployment, or dismissal.

The non-union employees of the district shall be employed in accordance with Sections 124 and 3319 of the Ohio Revised Code (ORC). Section 7.07 of the Charter of the City of Mason creates and establishes the Personnel Review Board. In accordance with law, the Personnel Review Board shall act in the role of Civil Service Commission for the District. The Personnel Review Board is the third step in the review process of an appeal made by non-union employees.

Employee job classifications have been established by the District for non-union employees as follows:

- Administrative Assistants
- Aides
- Accounting Clerks
- Technology
- Health Services – Registered Nurse
- Child Nutrition
- Transportation
- Daycare/Extended Care
- Salaried Employees
- Facility Rental
- Homework/Enrichment Program Club
- Other

RECRUITMENT, SELECTION & APPOINTMENT

Employment practices are established to give equal opportunity to any person with respect to hiring, tenure, terms, conditions, and privileges of employment. No inquiry in regard to sex, race, handicap, color, religion, national origin, or ancestry shall be made of any person proposed for or seeking employment in any capacity in the District, except as required or permitted by law.

Applications for classified positions will be completed online at masonohioschools.com.

Falsification of any statement in an application shall be considered dishonesty and sufficient cause for disqualification or removal from service.

The Superintendent/designee(s) shall recommend to the Board persons for:

- Initial Employment
- Reinstatements
- Suspensions
- Removals
- Layoffs
- Reductions in Force

Those recommendations shall be in accordance with the Administrative Rules and Regulations of the Personnel Review Board of the City of Mason and/or the Policy Manual of the Mason Board of Education.

Whenever a vacancy occurs, the building principal or department supervisor shall make a request to the Chief Talent Officer for either a replacement of an existing position or for a new position. The request must include the proposed job title and other data describing the duties and responsibilities of the position, location, immediate supervisor, qualifications as required to perform the job, and whether the position is to be filled permanently or temporarily on a full-time or part-time basis.

Appointments to positions will be filled with the most qualified applicants.

Temporary appointments are made to fill vacancies when regular employees are ill for a prolonged period of time or off duty on an approved leave of absence. Persons are selected on an “as needed” basis to serve as substitute workers or as extra help to relieve heavy workloads.

Seasonal positions will be filled by appointments based upon the recommendation of the supervisor or director in whose department the need exists.

PERSONNEL RECORDS

The Chief Talent Officer's Office shall maintain a personnel file for each classified employee, active and inactive. The file may include, but shall not be limited to:

- Application
- Pre-Employment Physical Examination Form (as applicable)
- Salary Information
- Work Hours
- Work Schedule
- Location
- Contracts (as applicable)
- Salary Notice (as applicable)
- Probationary & Evaluation Forms
- Transcripts, Certificates, Permits, Licenses (as applicable to the position held)
- Attendance Records
- Commendations
- Complaints
- Discipline Letters
- Suspension Letters
- Termination Letters

EXAMINATION OF PERSONNEL RECORDS

Upon advance request, employees shall have the right to view the contents of their personnel file. All contents of the file shall be available for viewing, except pre-employment information.

The District reserves the right to charge for copies of materials in the file (with the exception of pre-employment information). The Chief Talent Officer, his/her designee(s), or the principal must be present during the viewing of the personnel file.

SUPERVISION AND EVALUATION OF JOB PERFORMANCE

The primary purpose of an effective evaluation program is to improve job performance by identifying the strengths and weaknesses of each employee and to provide a basis for administrative decisions concerning the retention, promotion, or demotion of each employee.

The Chief Talent Officer shall plan and implement the evaluation program for the classified staff. This evaluation plan shall be approved by the Superintendent.

Written observations and recommendations will provide the basis for an informal and formal interview with the employee being evaluated. Employee evaluations will be filed in the personnel file in the Human Resources Talent Management Office.

Employees shall be retained on the basis of a satisfactory job performance. Written recommendations to improve an unsatisfactory job performance will be made by the building principal or the immediate supervisor. Probationary and regular employees who cannot or will not improve an unsatisfactory job performance will be subject to disciplinary suspension, including removal.

Types of Evaluation

The performance evaluation will be used for three different types of evaluations: probationary, annual, and special.

1. Probationary - Each classified employee shall serve a probationary period of one year following the original appointment. During this probationary period each employee may be evaluated at any time. During an employee's probationary period, the immediate supervisor should conduct a minimum of one appraisal conference during the first six (6) months. This appraisal conference may or may not result in a written performance appraisal. At the end of the probationary period, the building principal or supervisor will make a recommendation for continued employment or to discontinue employment.

2. Annual - Classified employees are evaluated during each of their first two years in the district. Thereafter, classified employees are to be evaluated a minimum of once every three years. Supervisors, however, may evaluate employees annually.

3. Special – A formal evaluation should be held immediately if an employee's performance warrants discipline or dismissal, and this should be documented on the evaluation form. The evaluation will be shared with the employee during a conference. A written recommendation to terminate their employment should be attached to the original evaluation form, then forwarded to the Superintendent. The procedure can take place any time during the school year.

SUPERVISION AND EVALUATION OF JOB PERFORMANCE (Concluded)

Evaluation Procedures

The following procedures are in accordance with Policy GDN and GDN-R of the Board Policy Manual. These policies refer to the "continuing program of performance evaluation for the classified staff." The program will include written evaluations and a means of making the results of such evaluations known to the employees.

This "continuing program" is outlined below:

1. All regular classified employees will be evaluated annually during their first two years of employment; once every three years, thereafter.

2. The supervisor will assess the employee on the basis of work performance and abilities.

3. Evaluation forms used shall be appropriate to the employee's position.

4. Evaluation forms shall be written in ink, typewritten, or computer generated. (No pencil).

5. An additional narrative report may be written if the building principal or supervisor feels it is warranted.

6. The building principal or supervisor shall also submit his/her recommendation regarding continued employment of the employee.

7. After completing the evaluation form, the building principal or supervisor will conduct a conference with the employee to discuss:

   A. the reasons for the performance evaluation; and
   B. the areas in which work performance should be improved.

8. The building principal or supervisor and employee shall sign the evaluation form at the close of the conference and distribute copies to the following**:**

   - Human Resources Talent Management Office/Personnel File
   - Employee
   - Principal's or Supervisor's File

9. Original evaluation forms are sent to the Chief Talent Officer at the Central Office no later than May 30th for review and placement in the employee's personnel file.

PROCESS OF EVALUATION

The administrator, building principal, director, supervisor, or designee has the primary responsibility for evaluating all classified employees under his/her supervision. Those responsibilities include:

- Observations
- Documentation
- Evaluation Conference

Each employee shall be advised of the purpose of the evaluation and how their names fit into the evaluation schedule.

Evaluation of personnel is an on-going, day-to-day process which should enable the administrator, building principal, directors, or supervisors to make factual observations and recommendations.

Observations of the employee's job performance should be included in the formal written evaluation. The formal evaluation should include all aspects of the employee's job performance with appropriate indications on the form; and contain recommendations, as well as factual statements that present an accurate description of the employee's job performance.

The evaluation conference shall be set at a convenient place and time, allowing adequate discussion of the employee's job performance. The conference should also allow the employee to explain his/her position relative to his/her job assignment. A friendly and honest interchange between the employee and the evaluator is essential to reach a mutual understanding of his/her job performance. This is the time to share preventive or corrective measures to assist in the improvement of job performance. Reinforcement of good behavior and recognition of good work provide positive feedback in the evaluation process.

Facts that affect the job assignment will be discussed in the conference in an effort to assist the employee in a continual pattern of growth and improvement. The evaluation conference shall also serve as a time to explain the overall goals of the district and how such goals relate to the employee. Classified employees are a contributing part of an outstanding school system.

The evaluation conference provides the employee the occasion to discuss any problems concerning day-to-day duties or activities as well as his/her personal growth or career opportunities.

The conference shall conclude with the evaluator and the employee signing the evaluation form, signifying that the documents have been read and the conference held. The employee has the right and must be given the opportunity to react to the report either orally or in writing within fourteen (14) calendar days. The employee's written statement will be attached to all copies of the evaluation.

Following the evaluation conference, the employee will receive a copy of the completed, signed form. A copy will be retained by the supervisor. The signed original will be sent to the Chief Talent Officer for review and then filed in the employee's personnel file.

ASSIGNED UNIFORMS & EQUIPMENT

Since employees are representatives of the school district, certain classified job assignments require wearing specific uniforms. Employees are expected to wear their uniforms at all times when performing their duties, including weekends, holidays, or any other additional hours worked.

Each regular employee who is required to do so will be provided five (5) changes of uniform, by the school district at no charge. Laundry and maintenance are the responsibility of the employee.

- Child Nutrition – Shirts, Pants, and Caps or Hair Nets
- Transportation Mechanics – Shirts, Pants, and Jacket

A photo ID/name badge will be worn during working hours.

Footwear shall conform to OSHA standards.

Other specialized uniform components (jackets, aprons, promotional wear, etc.) or small equipment (masks, goggles, and latex gloves) shall be worn at the direction of the employee's direct supervisor or manager.

Failure to conform to the uniform requirement could result in the following disciplinary action being taken:

- First Violation - Verbal/Written Warning
- Second Violation - One Hour Off *without pay* to go home and change into uniform
- Third Violation - Four Hours Off *without pay* to go home and change into uniform
- Fourth Violation - Sent Home during Employee's Entire Assigned Shift *without pay*
- Fifth Violation - Dismissal

UNSATISFACTORY JOB PERFORMANCE

In the event an employee's job performance is unsatisfactory, such employee will be notified and written recommendations to improve the employee's job performance shall be made by the building principal, immediate supervisor or other administrator. Such written recommendations need not be given in instances where it is determined that such recommendations are unlikely to raise the employee's performance to a satisfactory level. Probationary or regular employees who cannot or will not improve an unsatisfactory job performance will be subject to disciplinary action, up to and including suspension and removal.

E. Reduction, Suspension & Removal

EA **Written Notice**

EA **Disciplinary Suspension**

EA **Removal or Discharge**

EB **Procedure for Disciplinary Action, Suspension, or Removal of an Unsatisfactory Employee**

EB **Reduction in Force**

EC **Layoff**

ED **Transfers**

EE **Reinstatement**

WRITTEN NOTICE

The tenure of each employee of the District is incumbent upon his/her good behavior and efficient service. No such employee shall be reduced in pay or position, suspended, or removed, except for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of the Personnel Review Board, or any other failure of good behavior, or any other acts of misfeasance, malfeasance, or nonfeasance in office.

This does not limit the District's right to layoff or reduce employees in pay or position due to lack of work, lack of funds, abolishment of positions, or other valid reasons as determined by the District.

Before reducing an employee, suspending him/her for more than five (5) days, or removal, the Superintendent/designee shall give the employee written notice of the Superintendent's intention to recommend such action to the Board, the grounds for the intention, a summary of the allegations against the employee, and an opportunity for the employee to appear before the Superintendent/designee to rebut or refute the allegations or to otherwise explain his/her conduct. The Superintendent after such an opportunity may make her/his recommendation to the Board, which will not hold a hearing.

In the case of reduction or suspension for more than five (5) days, or removal, the Superintendent/designee shall furnish such employee with a copy of the order of reduction, suspension, or removal which shall state the reason(s) for action.

DISCIPLINARY SUSPENSION

A classified employee may be suspended without the right of appeal, and without pay, for a period not to exceed five (5) working days for disciplinary purposes.

Notice of disciplinary suspension must be in writing with reasons stated for the suspension and will become a part of the employee's personnel record.

REMOVAL OR DISCHARGE

A discharged employee of the District shall be served within a reasonable time with a written order of removal.

1. The order shall contain one or more statutory reasons for grounds for removal together with such specifications of facts as shall place the person fairly upon defense.

2. A copy of such order of removal must be filed with the Superintendent/designee.

PROCEDURE FOR DISCIPLINARY ACTION, SUSPENSION, OR REMOVAL OF AN UNSATISFACTORY EMPLOYEE

All employees are members of a team working together for the education of our youth. By accepting the position, they accept the responsibilities to carry out the duties in an efficient manner.

No employee will be reduced in pay or position, suspended, or removed, except for incompetence, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any failure of good behavior, or any other acts of misfeasance, malfeasance, or nonfeasance in office.

Procedures used are to aid the school administrator, director, or supervisor in carrying out his/her duties and responsibilities. The process allows for ***due process*** for the employee and is in keeping with Board policy, as well as the rules and regulations of the Personnel Review Board of the City of Mason.

The authority to initiate or take disciplinary action, short of suspension and termination, is designated to the Superintendent or designee.

The Superintendent, and Treasurer shall have the sole authority to suspend an employee.

The Board of Education shall have the sole authority to terminate an employee.

REDUCTION IN FORCE

Reduction in the number of classified staff members in the District shall be accomplished in accordance with Board policy.

1. Methods of Reduction

   A. Attrition - Employees who retire or resign may make further reductions unnecessary.

   B. Layoff - If the need to reduce classified staff cannot be met by attrition, seasonal employees shall be laid off first, and probationary (within the first 12 months of employment) shall be next to be laid off.

      Thereafter, the least efficient of the regular employees, in the opinion of the administrator, director, or supervisor, shall be laid off after due consideration of merit ratings.

LAYOFF

1. **Layoff Process**

   Layoffs shall occur in the following order:

   A. Seasonal employees
   B. Probationary employees (within the first 12 months of employment)
   C. Least efficient of the regular employees
      (in the opinion of the administrator, director, or supervisor, based upon merit ratings)

2. **Layoffs May Occur Due to:**

   A. Lack of work
   B. Lack of funds
   C. Abolishment of position(s)

3. **Notification of Intent to Reduce Staff**

   When staff reduction is necessary, the Superintendent shall give written notice to the affected employees as soon as possible. Such notification shall include:

   A. The reasons for the reduction/layoff;
   B. A list of the positions to be eliminated;
   C. A list of employees affected.

4. **Recall List - Establishment of Layoff Lists**

   The names of persons holding classified positions which have been abolished or made unnecessary shall be placed on an appropriate "layoff" list in order of their original date of employment for a period not to exceed one (1) year. When discontinued positions are reestablished by the District, former employees of the departments in question who have been laid off and whose names appear on the "layoff" list shall be first to be considered for employment.

TRANSFERS

The Superintendent or designee has full authority to assign or reassign classified employees as he/she deems appropriate.

There are two types of transfers of classified employees:

- Voluntary
- Involuntary

Voluntary Transfers

Requests for transfers shall be made in writing to the Superintendent/designee. The request shall state the reason for the requested transfer, the position sought, and any other supporting information that would help in making a decision.

Should an employee apply for and receive a new position, that employee is not eligible to apply for another position for 12 months from the acceptance date, unless extenuating circumstances warrant approval of the request or the Superintendent or designee agree to allow the transfer.

The Superintendent/designee(s) will give full consideration to employees who apply for said positions. Candidates will be chosen on the basis of meritorious performance, potential for effectiveness, and experience. Seniority shall not be used solely as the basis for promotions or transfers.

Involuntary Transfers

Administration may initiate a change in job assignment when it is deemed appropriate for the welfare of the school district.

The immediate supervisor will meet with the classified employee being transferred involuntarily to discuss the reasons for the transfer.

REINSTATEMENT

Any regular employee who has resigned without delinquency may be reinstated by the District at any time provided there are no former employees of the department who have been laid off and whose names appear on the eligibility list for the classification or department.

If in the event an employee is reinstated, he/she shall forfeit any and all seniority privileges which may have accrued as a result of the prior period of service. Such seniority privileges may include, but are not limited to, vacations, longevity pay, bumping privileges, or any other privilege.

Any exception to this rule shall be made only with the approval of the Superintendent upon a determination that there exists a particular need for such exception. Any exceptions made shall be on a case by case basis.

F. Forms

SCVIEW	Absence from Duty (online)
SCVIEW	(Request for) Leave of Absence (online)
MCS-503	(Request to) Attend Professional Meeting
MCS-504	Personal Leave Request
MCS-505	Employee Incident Report
MCS-507	Change of Address
MCS-508	Vacation Request
MCS-510	Separation (Resignation, Retirement, Non-Renewal & Termination)
MCS-530	Grievance Form – Step I
MCS-531	Grievance Form – Step II
MCS-532	Grievance Form – Step III
MCS-541	Performance Appraisal - Non-Union Classified/Unclassified Employees
MCS-606	Monthly Mileage Form