

BRECKSVILLE-
BROADVIEW HEIGHTS
CITY SCHOOL DISTRICT

BeeKeepers



School Age
Child Care
Program

EMPLOYEE HANDBOOK

Effective 7/1/2014

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MISSION STATEMENT

The mission of the Brecksville-Broadview Heights City School District BeeKeepers School Age Child Care Program is to ensure a program that is one of excellence and quality, and will provide a safe and healthy environment for the students. The program is funded by the families using the services and therefore will not cost the taxpayers.

INTRODUCTION

As a member of our team, you have the opportunity to play an important role in the lives of the students enrolled in the BeeKeepers program. The program's visibility only enhances your responsibility to provide a quality, safe, creative and enriching experience in which both the district and community will take pride.

Along with your co-workers, you will be responsible for the daily operations of your site. You will have a wide array of responsibilities, depending on your job title.

The first several months will be a learning process, establishing a trusting relationship with your students, fellow staff members, and supervisors. You will also become familiar with the many procedures of the BeeKeepers program, as well as the Brecksville-Broadview Heights City School District. Everyone at your school, as well as your supervisor, is willing to help you feel at ease in this position. Please do not hesitate to ask questions.

This manual will outline all of the policies and procedures of the program. Please take the time to read and understand the following material.

WELCOME TO THE BEEKEEPERS PROGRAM!

***BEEKEEPERS
PROGRAM
POLICIES
AND
PROCEDURES***

OPERATION SCHEDULE

School Days

The BeeKeepers Before and After School and Extended Day Kindergarten Care Programs will operate in accordance with the district calendar for school day sessions.

Before School:

Chippewa, Hilton, & Highland Drive	7:00-9:10 a.m.
Central School	7:00-8:30 a.m.

After School:

Chippewa, Hilton, & Highland Drive	3:40-6:00 p.m.
Central School	3:15-6:00 p.m.

Non-School Days Available

Staff will receive an operation schedule at the onset of each school year that will provide dates for each non-school day program. All delayed start and early dismissal days will be handled the same as a non-school day.

NEOEA Day, October
Wednesday Before Thanksgiving
Winter BeeKeepers - excluding observed Christmas Eve, Christmas Day,
New Year's Eve, and New Year's Day
Waiver Days
Records Day, January
Staff In-service Day, October
Spring BeeKeepers - excluding Good Friday
Summer Vacation - excluding Fourth of July and transition day(s)

All programs housed at same location for non-school days 7:00 a.m.-6:00 p.m.

Due to safety issues, BeeKeepers will be closed on all calamity days/delays that the Brecksville-Broadview Heights City School District is closed. Exception would be closing of only one school due to specific problems.

DAYS THE PROGRAM IS CLOSED

Summer to School Year Transition day(s)
Labor Day
Thanksgiving Day and the following Friday
Christmas Eve and Christmas Day (Observed)
New Year's Eve and New Year's Day (Observed)
Martin Luther King Day
President's Day
Good Friday
Memorial Day
School Year to Summer Transition day(s)
Fourth of July (Observed)

The program is closed on the actual holiday OR the day that the holiday is observed.

CAMP BEEKEEPERS

Camp BeeKeepers will offer three special camps each year, all day from 7:00 a.m. to 6:00 p.m. The camps will be geared towards providing fun and exciting activities during extended school vacations. Activities will also adapt to the primary goal of enhancing the education of the students by using enrichment activities. Arts and crafts, sports, games, reading, and enrichment sheets are all a part of the camp programs.

WINTER BEEKEEPERS

Winter BeeKeepers is held during the two weeks of winter vacation of the Brecksville-Broadview Heights schools, excluding the observed holidays: Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. All activities offered during this camp relate to winter fun and games.

SPRING BEEKEEPERS

Spring BeeKeepers is held during the spring recess of the Brecksville-Broadview Heights schools, excluding Good Friday. Activities offered during this camp are primarily related to the theme of "Spring Fever."

SUMMER BEEKEEPERS DISCOVERY CAMP

Summer BeeKeepers Discovery Camp is held during the 10 week BBHCSD summer break, excluding the observed Fourth of July holiday and specified transition days. The campers/parents have an opportunity to design an individual camp experience through a variety of camp options including; Sports, Art, Wilderness Adventure, Science, Theatre, Reading Lab, Swimming and Field Trips.

SAFETY

Each student's safety and well-being is of utmost concern to the Brecksville-Broadview Heights City School District and BeeKeepers staff. The program will use the safety and emergency policies in effect for the school district. No student shall ever be left alone without the supervision of a BeeKeepers staff member or authorized adult. At the time of arrival to the departure from the program, an authorized adult must be within hearing range or visual contact with all students. Students must be signed-in/out daily by the person responsible for the student's arrival and/or departure. Sign-in/out sheets will be located at the Team Leader's work area. Students will only be released to parents/guardians and persons for whom the program has authorization stated on the Child Release Form. The authorization must be left at the Team Leader's work area. If the Team Leader or a Team Assistant questions the identification of the person requesting release of a student, proper identification will be requested to ensure the safety of the student. This procedure is not to antagonize or embarrass the responsible adult; it is done to protect each student.

A first-aid kit is available at the program at all times and is located in the Team Leader's work area. There are BeeKeepers' staff members at each site who are certified in CPR and first-aid. **All** head traumas will be immediately reported to parents/guardians, as well as all injuries needing emergency assistance and/or transportation.

The staff has access to a telephone and emergency phone numbers. The students' emergency numbers are located in the individual Team Leader's work area. The parents/guardians will be notified immediately of any emergency involving their child and if necessary, emergency transportation will be summoned. All accidents are documented on an incident report form, which **MUST** be signed by a parent/guardian and returned to the Team Leader to be placed in the child's file for record purposes. Copies of accident reports regarding incidents that require medical attention will be sent to the Board Office for documentation purposes.

A District BeeKeepers Crisis Plan, as well as individual program plans, has been prepared in the event of an emergency such as fire, death, civil emergency, etc.

CHILD ABUSE AND NEGLECT

The BeeKeepers program will use the same Child Abuse and Neglect policy set forth by the Brecksville-Broadview Heights City School District. State laws require that any and all incidents of suspected child abuse or neglect be reported to the appropriate agency. All personnel knowing or having reasonable cause to suspect that a child has suffered or faces a threat of suffering abuse/neglect are required to report such information. There are BeeKeepers staff members at each site who are trained in Child Abuse Recognition and Prevention.

HEALTH

In order to maintain a healthy environment, we ask that the student not attend the BeeKeepers program if he/she is showing signs of illness. If a student becomes ill during program hours, he/she will be isolated from the group. Parents/Guardians will be contacted immediately and requested to pick up their child.

SACC -10-A-1232, SACC 32-08-C-2,3,4, SACC 32-08-B-1,2,3,4a,4b

Parents/Guardians will be contacted and their child will be isolated if he/she shows any of the following symptoms:

- Temperature of 100 degrees or above using auxiliary method when in combination with other symptoms
- Vomiting
- Diarrhea one or more times
- Discharge from eyes or red eyes (Conjunctivitis)
- Rash or skin lesions (untreated infected)
- Yellowish skin or eyes
- Difficulty or rapid breathing, severe cough causing child to turn red or blue in the face, whooping sound
- Complaints of bladder problems or discolored stool
- Evidence of lice infestation, scabies or other parasitic infestation
- Sore throat or difficulty swallowing

A student may return after 24 hours, if symptom free. Any student returning to the program and is still showing symptoms of a particular illness, the parent/guardian will be required to present a physician's note stating that the student may return to the program. A communicable disease chart provided by the Ohio Department of Health is posted near the Team Leader's work area. There are BeeKeepers staff members at each site who are trained in the recognition and prevention of Communicable Disease

Medication

The Board of Education and/or Beekeepers shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted **only when all attempts have been made to do so while the student is at home.**

For purpose of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent ([see Form 5330 F1](#)). Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication ([see Form 5330 F1a and Form 5330 F1b](#)). These documents shall be kept in the office of the health care coordinator ([or Beekeepers authorized staff\(s\) during non-school hours](#)), and made available to the persons designated by the policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy [5530](#) - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator that the students do not have access to during the school hours.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler and /or EpiPen, provided the student has prior written permission from his/her parent and physician and has submitted [Form 5330 F3](#), Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine auto-injector (EpiPen) to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5530 F4) Authorization for the Possession and Use of Epinephrine Auto-injector (EpiPen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

Only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated to by the Board may administer prescription drugs to students in school.

Provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to student; principal, teacher, school nurse, building secretary, aide, and others as designated by the student's IEP and/or 504 plan.

Beekeeper staff is permitted by the State of Ohio School Age Child Care program guidelines to administer medications that have met with the District Policy guidelines during the program hours while school is not in session.

No employee will be required to administer a drug to a student if the employee objects, on basis of religious convictions, to administering the drug.

Additionally the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by the licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforementioned, may be stored in a school clinic and administered in accord with this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

R.C. 3313.712, 3313.713, 3313.716, 3313.718, 4729.01

(example forms in back of book)

STUDENT DISCIPLINE SACC 32-09-A

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students will respect constituted authority, conform to school regulations and accept directions from authorized personnel. BeeKeepers' personnel will be expected to provide the students with an example of appropriate behavior and social attitudes.

Families will receive, at the time of enrollment, a discipline policy on the rules and regulations in which the students should follow while present in the BeeKeepers program. The information includes the types of conduct that are subject to any form of disciplinary action. Any students, who fail to comply with established rules or with any reasonable request made by BeeKeepers personnel during program hours, will be dealt with according to approved student discipline regulations. If a student violates this policy or the code of conduct, BeeKeepers personnel should report the student to the appropriate Team Leader and BeeKeepers Coordinator.

Constructive, developmentally-appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for the appropriate behavior.

BeeKeepers Student Conduct Code

Grounds for disciplinary action shall include, but are not limited to, the following:

1. Damaging school, BeeKeepers, or personal property.
2. Use or possession of tobacco products or clove cigarettes.
3. Use of bad language in the presence of students or adults.
4. Failure to obey the directions of staff members.
5. Use, possessing, selling, distributing or attempting to sell or distribute drugs or alcohol.
6. Coming to BeeKeepers after using alcohol or drugs.
7. Giving medication, or attempting to give substances that look like medication to other students.
8. Stealing or being in possession of school, BeeKeepers, or personal property.
9. Concealing, attempting to conceal or possessing weapons that can be considered to be dangerous.
10. Fighting.
11. Gambling or betting.
12. Threats against persons (e.g., assault, extortion).
13. Possession of matches, explosives.
14. False fire alarms or false reports of any kind.
15. Starting or attempting to start fires.
16. Harassment of any kind.
17. Repeated misconduct of any kind.

POSITION

REQUIREMENTS

and

CLASSIFICATIONS

Minimum Employment Requirements

BeeKeepers Team Leaders must meet the following staff qualifications:

- Must be at least 21 years of age
- Must have a high school diploma or equivalent
- Must have a minimum of one year (2000 hours) of related experience
- Must receive a TB test within 10 days of employment, per the Cuyahoga County Board of Health
- Must be fingerprinted and have a BCII check.
- Must have a physical within 10 days of employment (renewed every 5 years)
- Must have working knowledge of computer and Word and Excel software

BeeKeepers Team Assistants/Volunteers must meet the following staff qualifications:

- Must be at least 18 years of age
- Must have a high school diploma or equivalent
- Must have a minimum of three months (500 hours) of related experience
- Must receive a TB test within 10 days of employment, per the Cuyahoga County Board of Health
- Must have a physical within 10 days of employment (renewed every 5 years)
- Must be fingerprinted and have a BCII check.

Student Helpers

Student Helpers are staff members who are less than 18 years of age and enrolled in a high school or university. Student Helpers must perform duties under continuous supervision of a BeeKeepers Team Leader or Team Assistant.

Within the **first year** of employment, with the exception of Student Helpers, all BeeKeepers Staff must hold a valid CPR and First Aid credential. Documentation of these fulfilled requirements must be on file in the District's Human Resources Office.

Food Preparation and Cleanup - ALL Employees

Breakfast Setup - Staff members who arrive at the earliest shift will be responsible for breakfast. This consists of cereal, milk, juice, spoons and napkins. Disinfectant water should be prepared and used for table cleanup after breakfast. A broom and a mop with a bucket of disinfectant water should be within reach for floor cleanup. The floor should be swept, and mopped if milk or juice is spilled. Last call for breakfast should be made at the designated time. If no one responds to the last call, breakfast supplies should be put away (i.e. - milk, juice, cereal, etc.) in their proper place.

Morning Snack Setup - Employees who arrive at the earliest shift will be responsible for the morning snack as well as breakfast. Check the snack calendar for the snack items to prepare. Place napkins on the tables and put out the snack while the other staff members take the students to the restroom to wash their hands. Clean the tables and sweep the floor in the area used after snack. This cleaning is **NOT** an **OPTION**. If trash bag is full, it should be removed, tied at the top and placed in the dumpster or designated area. Inform the Team Leader if food supplies are getting low, especially milk and juice.

Lunch Setup - Staff members who arrive at the mid-morning shift and leave by 5:00 p.m. are responsible for lunch duties. Trash cans should be placed in a central location for easy access. Clean disinfectant water should be prepared to wash the tables. The floors around the tables need to be swept and mopped at the conclusion of lunch. This cleaning process is **NOT** an **OPTION**.

Afternoon Snack Setup - Employees who close at the end of the day are responsible for afternoon snack. Check the snack calendar for the snack items to prepare. Place napkins on the tables and put out the snack while the other teachers take the children to the restroom to wash their hands. Clean the tables and sweep the floor in the area used after snack. This cleaning process is **NOT** an **OPTION**.

Close - Staff members who close at the end of the day are responsible for making sure all board games, balls, etc. are put away in the proper space. The tables need to be clean. The restrooms are to be checked at your last restroom break to see if toilets are flushed and water and lights are turned off. Also, check to make sure lights are turned off in any room that was used. **These are not optional.**

Summer Guidelines are different in many areas and vary depending on the location of the Summer Camp. Guidelines will be given to each staff member in the Summer Staff Program Information Booklet each summer.

POSITION of RECORDS ANALYST

1. Billing Procedures

- A. Invoice families according to tuition schedule
- B. Send monthly invoices/statements to each school
- C. Email parents invoices/statements per request
- D. Record payments as needed (approximately 4x/week)
- E. Make deposits within one business day of recording payments

2. Reporting

- A. Remit weekly deposit reports by school to Coordinator's and Treasurer's Office
- B. Remit monthly deposit detail report and monthly report by School to Coordinator
- C. Provide information requested by State Auditors each year
- D. Providing reports to government agencies that provide financial assistance to families

3. Purchasing Basics

- A. Produce requisitions for food orders and dairy products per school per quarter
- B. Produce requisition for supplies per school as needed
- C. Produce requisitions as needed in the absence of the Coordinator
- D. Maintain current purchase orders and remit completed purchase orders to be paid as needed in absence of the Coordinator
- E. Produce transportation requisitions as needed for field trips using mileage and driver costs per hour as guide
- F. Produce requisitions for Field Trips as needed per month

4. Scheduling

- A. Schedule Summer Camp field trips
- B. Schedule bus transportation for field trips and submit forms to Transportation Department
- D. Write Non-School Day staff schedules and submit to the Coordinator for approval

5. Web Site

- A. Maintain web site making approved changes per Superintendent/designee
- B. Update the Operations Schedule each school term
- C. Update the Parent Handbook Operations Schedule
- D. Update the Fees Schedule per Board approved changes
- E. Post updated Summer Camp enrollment papers and field trip permission slips each summer
- F. Post updated Fall enrollment registration and fee forms each fall

POSITION of TEAM LEADER

I. Plan Program Activities

- A. Organize staff meetings to determine lesson plans
- B. Generate monthly newsletter using word processor
- C. Produce monthly snack calendar
- D. Submit monthly paperwork to the Coordinator

II. Design and Maintain Program Environment

- A. Design an effective activity schedule for before/after school, non-school day programs and assist with summer camp programs
 - 1. Establish a consistent routine to offer a structured program
 - 2. Supervise and work with Extended Kindergarten Care program in your building
 - 3. Provide specific interest areas to rotate (K-3rd)
 - a) Homework/enrichment area
 - b) Arts and crafts/creativity
 - c) Puzzles and games
 - d) Active area
- B. Maintain the Program Space
 - 1. Develop daily program set up and clean up procedures
 - 2. Monitor and respect space utilized

III. Documentation and Record Keeping

- A. Complete and process necessary program paperwork
- B. Input attendance records and make changes as needed and report changes to the Records Analyst
- C. Maintain student and employee files
 - 1. Review required paperwork for ODE regulations and compliance
 - 2. Copy files for emergency book and substituting staff
- D. Recognize and adhere to record retention measures

IV. Oversee Program Employees

- A. Train new personnel
 - 1. Attend interview as required by Coordinator
 - 2. Arrange orientation and observation time
 - 3. Assist with orientation process
 - a) Review parent and employee handbooks and all policies and procedures;
 - b) Process required paperwork within three days of hiring a new employee;
 - c) Introduce new employee to staff, students and parents;
 - d) Provide opportunity for new staff member to observe program.
- B. Assist the Coordinator in the Assessment of Staff Members
 - 1. Record attendance on a daily basis
 - 2. Process and submit time sheets and forms on time to the Coordinator according to payroll schedule

3. Observe employees and document information for evaluation
 4. Provide input to Coordinator for the evaluation of employees according to the following review schedule:
 - a) 30-day verbal review and/or written;
 - b) 90-day written review if necessary;
 - c) 120-day written review and conference, including presence of Coordinator;
 - d) Assist with annual written review and conference.
 5. Assist Coordinator in the discipline of employees
 - a.) Follow procedures and steps as outlined in the employee handbook;
 - b.) Include presence of Coordinator in conference.
- C. Provide required in-service training as supplied by the Coordinators
- D. Conduct monthly staff meetings or more as needed
1. Create monthly lesson plans as a team
 2. Update employees on any pertinent information
 3. Discuss strategies to improve program
 4. Apply in-service training through discussion at staff meetings
 5. Notify Coordinator when updates on required classes are needed.

V. Supervise the Students

- A. Maintain good relationship with students and parents
- B. Interact with students on a regular basis
- C. Reprimand students according to discipline policy as needed

VI. Provide Information to BeeKeepers Families

- A. Distribute monthly invoice/statements as received from the BeeKeepers Records Analyst.
- B. Remit payments to the BeeKeepers Records Analyst everyday - do not hold checks overnight.
- C. Remit any late arrival notices to the BeeKeepers Records Analyst immediately.
- D. Distribute any correspondence between administration and the families (i.e. change in schedule, letters, accident reports etc.).
- E. Supply annual operation schedule to each family.

VII. Responsible for Ordering Supplies/Equipment and Inventory System

- A. Submit written Requisition form for any supplies and/or equipment needed to the Records Analyst.
- B. Order food supplies as needed according to schedule given by Food Service Supervisor and/or Building Head Cook.
- C. Remit Petty Cash Voucher form to Coordinator's office following approved purchase.

VIII. Report to Coordinator

- A. Attend Team Leader meetings as scheduled.
- B. Update Coordinator on all significant information as needed.
- C. Documentation regarding approved compensatory time must be turned in with timesheets each 10 days or the time will not be accepted. compensatory time must be pre-approved before days can be taken as such. No more than 16 hours per year may be earned.

- D. Compensatory time must be used within the year that it is accumulated.
Pre-approval must be secured prior to the use of compensatory time.

POSITION of TEAM ASSISTANT SACC SCHOOL YEAR TERM

The following position clarification is designed to aid the Team Assistant in all aspects of the position. Assistants should follow the posted daily schedule consistently each AM/PM session. The **Team Assistant position is 201 days consisting of 2 set up days at the beginning of the school year, all school days, non-school days and 2 set up days for summer camp. A Team Assistant may choose to continue to work the summer camp session under a new contract at their regular pay rate and will be given first consideration for a position. If a Team Assistant decides to take the summer off he/she will remain contracted for the following school year at their regular pay rate, unless Beekeepers is notified differently by the staff person.**

- Set up program in the designated space each morning and afternoon.
- Prepare the **sign-in/out table** near door with all appropriate items, including: sign-in/out sheets, payment box, newsletters, invoices/statements (as delivered), tissue box and any special notices.
- Arrange the **breakfast table** with all food and supplies needed for breakfast, including: cereal, milk, spoons and paper towels).
- Have all cleaning supplies handy, including: **clean-up** solution in bucket or bottle, washcloth or paper towels, broom, dustpan, mop, pail w/waters. Place liquid disposal container (if applies) and wastebasket near breakfast table.
- Set up the **game table** and **art table**. Game table should have an assortment of team as well as individual games. (Examples - cards, puzzles, checkers, Connect Four, matching games, etc.) The art table should have supplies needed for the **theme art project**. All paint, brushes, markers, glue, scissors, paper etc. for the project should be accessible.
- **Floor games** should be set up in designated area. (Examples - Twister, Hot Wheel cars, Lego's, dollhouse, etc.).
- The **active play area** should be set up with sports items needed for planned activity.
- Pick out **music** to listen to or to use for planned game. (Examples - Star Wars, dance, seasonal or classical).
- Set up quiet table for **homework, enrichment papers, books,** and free art.
- Have groups of students begin at each table set up. Groups are to rotate to each table as time allows.
- Record attendance before school, after school, on non-school days and summer camp and total the number of students each day.
- Work independently with the students. A Team Assistant should be at each table. If needed, a Team Assistant may need to monitor two (2) tables.
- One Team Assistant should be at the breakfast table to assist with milk, cereal and other items. He/she should see that each student cleans up his/her own mess. The breakfast "**Last Call**" is to be announced at 8:15 a.m. The breakfast table is to be cleared and the supplies put away in their proper place by 8:30 a.m. The table is to be washed and the floor swept in the breakfast area and around the trashcan.
- All group activities begin at 8:30 a.m. following breakfast. Team Assistants should have his/her group go to the assigned area to begin theme projects, etc. When rotation is called have students pick up their area somewhat, especially the art area, so it is ready for the next group.

- Restroom breaks should be supervised at all times. Restrooms must be checked before and after use to maintain cleanliness. Prior to a scheduled restroom break, a child may use the restroom when accompanied by a partner.
- Team Assistants are responsible for controlling the behavior of his/her assigned groups. Cool downs are to be given to students who have trouble listening or participating in his/her group. Cool down periods are one (1) minute per year of age.
- Team Assistants should make sure that each student in his/her group completes each project so no one is left out. (Example - Parent gift, cards, etc.)
- Team Assistants should never have a favorite student. They are to treat each student the same regardless of his/her personality.
- Each program uses a hand clap to get the students' attention immediately. Ask the Team Leader to demonstrate the hand clap he/she uses to get everyone's attention. Use this method at all times so the students have consistency.
- Team Assistants should know where the emergency exits are located and the proper way to exit the building in an emergency. In case of an emergency, Team Assistants are responsible for the students in their assigned group. Take the attendance sheets and count the students outdoors or in the "Safe" area.
- When on the playground, Team Assistants should position themselves in the three main areas of the playground. This assures that all students can be instructed on the proper use of the equipment so injuries can be reduced. Team Assistants should always face the play areas and the students. Remember, to report any and all head trauma to parents and administer basic first aid to all injuries.
- State Requirements stipulate a Team Assistant be present when a Student Helper is supervising a group of students.
- Clean up of areas at the end of the program should be done at least 10 minutes prior to dismissal time. The students are to help clean their area.
- Prior to dismissal, announcements can be made about any changes in the afternoon location of Beekeepers and birthdays.
- Team Assistants are to sweep the floors and wash all tables at the end of each session. The TV/VCR should be returned to storage room. Any spills should be mopped up and the cleaning supplies returned to their proper place. Trash cans should be placed in the designated area for the custodian.

Program Equipment and Maintenance

Team Assistants are to make sure that all supplies and equipment are put in the designated area or shelf at the end of each session.

- All paint, brushes, cups, etc. are to be cleaned and put away for next session.
- Check drawing paper supply box and make sure it is ready for the next session. Remove all used or scrap paper from the box.
- Sharpen pencils and colored pencils if needed so they are ready for use.
- Give the Team Leader **advance notice** if copies or special supplies are needed for a project so there is time to get this done.
- If game boxes or puzzle boxes need repair, please tape them so the pieces are not lost.
- Help keep track of food supplies. (Example - Before you empty last box of cereal tell the Team Leader). Inform the Team Leader **two (2) days** in advance of when you will need additional milk.

- Report any broken or damaged play items to the Team Leader so the item can be repaired or discarded for safety purposes.

Requirements

Team Assistants are to attend all staff meetings. These meetings are held to plan the program activities for each month. This will be helpful since Team Assistants will be helping to complete the planned activities each day. When parties are planned, the employee is to help notify the students as well as the parents by making signs, special snack sign-up sheets, etc. Staff meetings are held at least once per month. Time is paid for attending these meetings.

Team Assistants are required to have 15 hours of In-service training each year. The employee will be given reading material for some of this training. He/she is expected to complete all material given to him/her in a timely fashion. He/she will also be required to complete First Aid/CPR/AED, Communicable Disease and Child Abuse/Neglect training.

Team Assistants are responsible for recording work hours on their time sheet at the end of the A.M. and P.M. sessions each day. If this has not been done on the day the time sheets are due, only hours recorded at that time will be paid. The only exception would be in case of absence. The Team Leader will record the absence and turn in the time sheet.

Time is needed to find a replacement when absence occurs. **Team Assistants are to notify the Team Leader**, not other staff members, at least **10 hours in advance** of being absent, if working the morning or noon sessions. For employees who work the afternoon session beginning 3:30 p.m., **10:00 a.m.** on the day of the absence is the deadline for reporting the absence. Each employee should have the Team Leader's phone number (**cell or otherwise**) so a call can be made within the required time frame.

Team Assistants are to maintain professional behavior at all times, this includes conversations, attitude, tone and volume level of your voice as well as appropriate dress. Team Assistants should never discuss personal problems, dating or what happened over the weekend, in front of the students or with the parents. These type discussions are to be held before or after work.

As stated in the Beekeeper's Parent Handbook, students will only be released to parents, guardians and persons for whom the program has authorization through the Child Release Form. This means that when a Team Assistant does not recognize a parent, guardian or authorized person they must **ask for ID** and compare it to the Child Release Form. **Do not allow the person to remain in the facility if their identification is absent or questionable.**

Report any problems that are work related to your Team Leader. There is **ZERO** tolerance for gossip. Everyone is required to perform every task included in his or her job description, no exceptions.

A student should never be allowed to talk to a Team Assistant with disrespect without receiving some type of discipline. If this happens, give the offender a cool down and then discuss how he/she should have handled the problem. If the employee does not command respect he/she will not get it.

A Team Assistant should never demean a student or embarrass him/her on purpose. Remove the student from the group to discipline him/her when the situation is stressful.

Remember to relax and enjoy yourself, working with students should be fun, not stressful, most of the time.

POSITION of STUDENT HELPER

The following position clarification is designed to aid the Student Helper in all aspects of the position.

The Student Helper should help with the program set up in the designated space each afternoon. This includes the following:

- ◆ Set up the **sign-in table** near door with all appropriate items. Including: sign-in/out sheets, payment box, newsletters, invoices/statements (as delivered), tissue box and any special notices.
- ◆ Prepare **snack table** with all food and supplies needed for snack. (Examples - pretzels, drink, spoons and paper towels)
- ◆ Set up the **game table**. Game table should have an assortment of team as well as individual games. (Examples - cards, puzzles, checkers, Connect Four, matching games, etc.)
- ◆ **Floor games** should be set up in designated area. (Examples - Twister, Hot Wheel cars, Lego's, dollhouse, etc.)
- ◆ The **active play area** should be set up with sports items needed for planned play. (Examples - volleyballs, jump ropes, skip-its, basketballs, etc.)
- ◆ Set up an **art table** with free and **themed art projects, enrichment papers and books** to read.
- ◆ The Student Helper is to assist students at the homework table to provide supervision while students work on their school assignments.

Student Helper will assist in supervising restroom breaks. Restrooms must be checked before and after use to maintain cleanliness.

Student Helper should never have a favorite student, he/she is to treat each student the same regardless of his/her personality.

Each program has a method that is used to get the student's attention immediately. Ask the Team Leader what method he/she uses to get everyone's attention. Use this method at all times so the students have consistency.

Student Helper should know where the emergency exits are located and the proper way to exit the building in an emergency. In case of an emergency, Student Helpers should assist Team Assistant in getting students to a safe area or outdoors and assist in counting the students and making sure they are calm.

When on the playground, the Student Helper should position themselves in one of the three main areas of the playground. This assures that all students can be instructed on the proper use of the equipment so injuries can be reduced. The Student Helper should always face the play areas and the students. Remember, this is not a time for socializing.

Student Helpers are not allowed to supervise a group of students without another staff member being present.

Student Helper is to help sweep the floors and wash all tables at the end of each session. The TV/VCR should be returned to storage room. Any spills should be mopped up and the cleaning supplies returned to their proper place. Trash cans should be placed in the designated area for the custodian.

Program Equipment and Maintenance

Student Helper is to make sure that all supplies and equipment are put in their designated area or shelf at the end of each session.

- ◆ All paint, brushes, cups, etc. are to be cleaned and put away for next session.
- ◆ Report any broken or damaged play items to the Team Leader so the item can be repaired or discarded for safety purposes.

Student Helper Requirements

Student Helper is responsible for recording work hours on his/her time sheet at the end of the afternoon session each day. If this is not done on the day the time sheets are due, only hours recorded at that time will be paid. The only exception would be in case of absence. The Team Leader will record the absence and turn in the time sheet.

Student Helpers should let the Team Leader know as soon as possible about school activities that will require missing work. If an unplanned absence is necessary, let the Team Leader know by **noon** on the day of absence.

Student Helpers are to maintain professional behavior at all times, this includes conversations, attitude, as well as appropriate dress. Student Helpers should never discuss personal problems, dating or what happened over the weekend, in front of the students or with the parents. These type discussions are to be held before or after work.

As stated in the Beekeeper's Handbook, students will only be released to parents, guardians and persons for whom the program has authorization through the Child Release Form. This means that when a Student Helper does not recognize a parent, guardian or authorized person he/she must **ask for ID** and compare it to the Child Release Form. **Do not allow the person to remain in the facility if his/her identification is absent or questionable.**

Report any problems that are work related to the Team Leader. There is **ZERO** tolerance for gossip.

Everyone is required to perform every task included in his/her job description, no exceptions.

A student should never be allowed to talk to a Student Helper with disrespect without receiving some type of discipline. If this happens, give the offender a cool down and then discuss how he/she should have handled the problem. If the employee does not command respect he/she will not get it.

A Student Helper should never demean a student or embarrass him/her on purpose. Remove the student from the group to discipline him/her when the situation is stressful.

Remember to relax and enjoy yourself, working with students should be fun, not stressful, most of the time.

BEEKEEPER DISCOVERY CAMP
CAMP STAFF ASSISTANT/STUDENT HELPERS
JOB CLARIFICATION

The Camp Staff Assistant is responsible for the program setup in the designated space each morning and afternoon, depending on his/her shift. This includes the following but not limited to;

- ◆ **Openers** will setup the **sign-in** table near door with all appropriate items. Including: sign-in/out sheets, payment box, newsletters, invoices/statements (as delivered), tissue box and any special notices.
- ◆ **Student Helper** in charge of the **breakfast table** will equip the table with all food and supplies needed for breakfast. (Ex. - cereal, milk, spoons, cups, toaster and paper towels) You will be required to serve the campers with the items that are scheduled for breakfast listed on the Breakfast Menu each morning. They will not be given additional items nor will they be able to substitute items. They do not have to take all items if they do not want them.
- ◆ Prepare **clean-up** solution in bucket or bottle and wash cloth or paper towels. Get the broom, dust pan, mop, pail w/water, and place for easy access. Place waste basket near breakfast table. Put all food away in proper place and **begin morning Snack prep for all 3 morning camps. A helper and you will deliver the snacks to the camp locations by 9:30 a.m. Student Helpers will go to their assigned morning camp area after snacks are delivered.**
- ◆ **Student Helpers will prepare P.M. snacks and drink mix for the afternoon snack when lunch is complete.**
- ◆ **Openers** will setup the **game table** and **reading table**. Game table should have an assortment of team as well as individual games. (Examples - cards, puzzles, checkers, Connect Four, matching games etc.) The reading table should have an assortment of all reading level books available.
- ◆ **Openers** will set out **floor games** in designated area. (Examples - Twister, Lego's, building blocks, etc.)
- ◆ **Openers** will pick out **music** to listen to while students are arriving. (Examples - Soft rock, Kid's Bop, seasonal or classical)
- ◆ **Openers** will secure the attendance rosters for each morning camp and check off the campers as they sign in on the register pages. (Example, **Sports Camp sign-in, Art sign-in, Wilderness sign-in etc.**)

Camp Staff Assistants should work independently with the children and should be at each table. If needed, they may need to monitor two (2) tables.

A **Student Helper** should be at the breakfast table to serve breakfast. He/she should see that each child cleans up his/her own mess. The breakfast "Last Call" is to be announced at 8:15 a.m. The breakfast table is to be cleared and the supplies put away in their proper place after the last call is made and the campers have been served. The table is to be washed and the floor swept in the breakfast area. Any spills should be mopped so that we do not experience ants or rodents.

All morning camps begin following breakfast. **Camp Staff Assistants** should have the campers pick up the area where they are and put games etc. away at 8:15 a.m. and prepare to go to their assigned areas at 8:30 a.m. (*Get backpacks, water bottles, gloves, etc., that are needed for their activity.*)

Group restroom breaks should be supervised by a **Camp Staff Assistant** at all times. Restrooms **must be checked** before and after group use to maintain cleanliness. **Camp Assistant** in charge of the restroom break is responsible for **signing the restroom chart** to verify that the restroom was clean when the break was completed. Two (2) campers may go to the restroom unaccompanied by staff, prior to or after a scheduled restroom break if necessary, provided they take a partner.

Camp Staff Assistants are responsible for controlling the behavior of their assigned groups. Cool downs are to be given to campers who have trouble listening or participating in their group. Cool down periods are one (1) minute per year of age. **Two (2) warnings** are given and then the camper is removed from the activity. **We must be consistent at all times** to be fair. If the behavior continues, contact the Coordinator and the parents will be called. Camp Staff Assistants are to treat each child the same regardless of his/her personality.

A hand clap indoors or whistle outdoors is used to get the campers' immediate attention. Use this method **at all times** so the campers have consistency.

Camp Staff Assistants should know where the emergency exits are located and the proper way to exit the building in an emergency. In case of an emergency, **Camp Staff Assistants** are responsible for the campers in their assigned group. Take your attendance sheets with you and count your campers outdoors or in the "Safe" area.

When on the playground, **Camp Staff Assistants** should position themselves in the three main areas of the playground. This assures that all campers can be instructed on the proper use of the equipment so injuries can be reduced. **Camp Staff Assistants** should always face the play areas and the campers. **Remember, this is not a time for socializing.**

Announcements will be made by a **Team Leader** concerning **any/all changes in the afternoon routine before** lunch break begins.

Camp Staff Assistants working during the lunch hour should remain in their designated area until lunch hour is over (example, outdoor lunch area or indoor lunch area, playground area). When campers leave the area that the Team Assistants are supervising they must tell the Team Assistants where they are going and they must take a buddy with them.

Camp Staff Assistants and Student Helpers are to sweep the floors and wash all tables at the end of the indoor lunch time. Trash cans should be emptied and carried to the designated outdoor trash container by 1:00 p.m. Any food that is placed in a trash can must be disposed of immediately after the p.m. snack so **no food trash is left in the building overnight.**

Team Leader or Camp Staff Assistants must check restrooms at the close of the day to make sure that the toilets are flushed and the water is turned off and paper is off the floors. Water spilled on the floors **after 3:00 p.m. must be cleaned up by Camp Staff so that the restrooms are clean for the following morning.** **Team Leader or Camp Staff Assistants** are to **sign** the restroom check sheet after the last restroom check of the day to assure that someone has checked and cleaned up any spills etc. **Custodians leave at 3:30 p.m. each day.**

PROGRAM AND EQUIPMENT MAINTENANCE

Art Camp Assistants

Camp Assistants are to make sure that all supplies and equipment are put in their designated area or shelf at the end of each session.

- ◆ All paint, brushes, cups, etc. are to be checked to make sure that the campers have cleaned, closed paint containers etc. and are put away for the next session.
- ◆ Check drawing/painting paper supply boxes and make sure it is ready for the next session.
- ◆ Sharpen pencils and colored pencils if needed so they are ready for use.
- ◆ Give the Team Leader or person directing the camp session advanced notice if supplies are running low so that additional supplies may be ordered in time.
- ◆ Report any broken or damaged items to the Team Leader or person directing the camp session so the item can be repaired or discarded for safety purposes.

Sports Camp Assistants

- Make sure that all equipment is ready for the sport that you are working with each day.
- Know what your assignment is and be prepared before your day begins.
- Make sure that each camper has applied sunscreen if they will be outdoors for instructions.
- Follow the coaches' instruction at all times and do not go off on your own and instruct campers unless asked to.
- Use the proper indoor/outdoor method of getting campers attention before repeating any instruction to the campers so they will understand their instructions.
- Be patient with the campers. They are present to learn new things and it takes many repetitions to master a new skill.
- Make sure the emergency book for your group is with you at all times as well as the emergency kit.

Wilderness Camp Assistants

- Make sure that you have all necessary equipment and supplies that are needed for the day prepared ahead of time.
- Make sure the **emergency book** for your group is with you as well as an emergency kit.
- When you leave the campgrounds, make sure that at least 2 staff members have a working cell phone with them.
- If groups split up on hikes, each staff person that leads the group must have a cell phone or Walkie-Talkie with them.
- Give each camper their morning snack to put in their backpack if you are leaving the camp location. Take instant hand cleaner with you to sanitize hands while in the woods.
- Make sure sunscreen and bug spray have been applied before leaving the camp location in preparation for the hike adventure.
- Make sure that every camper has his/her water bottle and that they are full. There is no water on the hiking trails. Make sure that every camper has a restroom break prior to leaving the building; there are no restrooms on hiking trails.

Professionalism

Camp Staff Assistants/Student Helpers are to maintain professional behavior at all times. This includes conversation, attitude, intonation and volume level of your voice as well as appropriate dress.

Camp Staff Assistants/Student Helpers should never discuss personal problems, dating or any personal issues in front of or within hearing range of the campers or with the parents of campers. Report any problems that are work related to a Team Leader. There is ZERO tolerance for gossip in the work place. Remember no one is perfect and gossip destroys morale and demeans others.

Safety

Campers will only be released to parents, guardians and persons for whom the program has authorization through the Child Release Form. This means that when a Camp Staff Assistant does not recognize a parent, guardian or authorized person they must ask for ID and compare it to the Child Release Form. Do not allow the person to leave the facility with a camper if their identification is absent or questionable.

If you experience any *difficulty with a parent/guardian* that is not designated to pick up a camper *due to a court order or custody guidelines*, inform the parent/guardian that you are notifying the police to handle the issue. You must follow the most recent legal document that is in the camper's file at the time of confrontation.

Respect

A camper should never be allowed to talk to a Camp Staff Assistant/Student Helper with disrespect without receiving some type of discipline. If this happens, the **Camp Staff Assistant/Student Helper** should give the offender a cool down and then discuss how he/she should have handled the problem. If you do not command respect, you will not get it. A Camp Staff Assistant/Student Helper should never demean or embarrass a camper. Remove the camper from the group to discipline them when the situation is stressful.

Every Camp Staff Assistant/Student Helper is required to perform every task included in his/her position description, no exceptions.

***BEEKEEPERS
EMPLOYMENT
POLICIES
AND
PROCEDURES***

NEWLY HIRED EMPLOYEE

During the first 90 days of employment, a newly hired employee shall serve a 90 day probationary period and receive 3 reviews, 30, 60 and 90 days. This probationary time is given to the staff person as well as the Beekeepers program leader(s) to determine if the person is well-suited for the position. It shall be the responsibility of the Team Leader during the review period of each employee to investigate thoroughly the efficiency, conduct, and integrity of the employee and determine whether or not he/she recommends continued employment. Program Coordinator makes all final decisions on employee reviews and recommendations to the Human Resource Director.

Contracts

PURSUANT TO O.R.C. 3319.081, an employee is initially hired for a school year, or what is left of a school year. If the employee is rehired, they are employed for a two year period. If re-hired after the two year period, they are to be provided a continuing contract.

Casual/Camp Employees

A casual/Camp (10-11 wks.) employee may be hired to meet temporary needs.

EMPLOYMENT REDUCTIONS

The reduction-in-force procedure in Ohio Law will be used when employment reductions become necessary due to return of any employee after a leave of absence, decreased enrollment of pupils, suspension of schools, territorial changes, or financial reasons.

SCHEDULE AND WORK HOURS

Work Schedule

One of the primary responsibilities of a BeeKeepers team member is to be at the appointed site during the time he/she is scheduled to work. Excessive absence from work reflects negatively on overall performance. Morning team members are expected to arrive on site at 6:45 a.m. unless scheduled otherwise. Afternoon team members are expected to be on site at least 15 minutes before school is dismissed. If a Team Assistant is going to be late or absent, he/she is required to notify his/her Team Leader. If a Team Leader is going to be late or absent, he/she is required to notify the Coordinator. Team Leaders may contact a sub to fill a position as soon as it is determined to be necessary.

Because of the time frame in which the program is operated, work hours for the before and after school program are not very flexible. At the time of employment, employees will be informed about the hours he/she is expected to work on a regular basis for all BeeKeepers programs. Summer camp schedules are different.

The regular/full-time position schedule shall be Monday through Friday. The Coordinator and Team Leader will determine the beginning and end time of the employee's day. If it is determined that an employee's schedule or shift will be changed, notification will be given as soon as it becomes apparent a change is needed. Schedules for positions are determined by student enrollment and may be changed as needs arise.

In the event that a parent is late in picking up his/her child, two staff members will be required to stay with the student until the parent arrives if no other school staff are in the building. This will be done first on a voluntary basis, or a rotation system can be implemented if necessary.

POSITION ASSIGNMENT

An employee contracted by BeeKeepers shall work under a position classification as approved by the Program Coordinator. Consistent with the position classification, each employee will be assigned duties as determined by the employee's supervisor.

NON-SCHOOL DAYS

Employees will work all non-school days unless they are scheduled to be on vacation.

LEAVING THE BUILDING

Before leaving the building for any reason during the scheduled workday, the employee shall obtain prior approval from the Team Leader or designee whose approval will not be unreasonably withheld.

STAFF MEETINGS/IN-SERVICE TRAINING

All staff meetings are mandatory. In all instances, an employee must notify his/her Team Leader that he/she will or will not be attending the meeting (illness/emergency). The Coordinator will meet with Team Leaders as often as the program demands. The Team Leaders will meet with their staff for 30 minutes once per month for planning or more if Summer Camp planning sessions (10 total hours) are required.

LATE ARRIVALS

Staff is scheduled to accommodate the child/teacher ratio. Each staff person is needed when they are scheduled. When a staff person is late for a shift, it puts the program in jeopardy of violating State Guidelines. Calling in advance of arriving late is appreciated, but in no way excuses the late arrival. To encourage staff persons to be on time, the following rules will apply regarding being on time for a scheduled shift:

1. A staff person is late when they are not in the designated area at their scheduled start time. One quarter hour (.25) will be docked from that pay period in which the late arrival occurs.
2. When a staff person is more than 15 minutes late an additional one quarter (.25) will be docked from that pay period. (Example 16 minutes = .50 time docked). This process continues for each one quarter hour that a staff person arrives late.
3. Late arrivals will be documented in the staff person's evaluation.
4. The staff person will be subject to discipline per the Discipline Guidelines on page 32.

COMPENSATORY TIME

Compensatory time should be considered the exception rather than the rule and will be used only in extenuating circumstances. Compensatory time will be limited to Team Leaders and Records Analyst and must be approved by the Coordinator or designee. A log must be kept and initialed by the employee and submitted to the Coordinator with each time sheet. Compensatory time occurs when a Team Leader or Records Analyst exceeds 8 hours in a given day and only then may it be banked. The employee must use compensatory time in 3 hour increments on non-school days and low count days (if staffing permits). Compensatory time must be used during the same year at a time that is mutually agreed upon. Compensatory time may not be used in lieu of sick or personal day coverage and must not cost the program additional money for staffing of said day. Compensatory time used on non-school

days must be requested before the staff's schedules have been completed or it will not be recognized. All unused compensatory time not used by the end of the school year (June 30th) will not carry over and will be forfeited.

TIME SHEETS

Time sheets and record of hours must remain at the BeeKeepers program at all times. Team Leaders are responsible for checking, signing, and turning all time sheets into the Coordinator. Payable hours include time spent working at the BeeKeepers site and various in-service classes. Time is to be recorded each morning upon arrival and at departure. The same procedures for the time sheets are to be followed for the afternoon session. If time sheets are not complete the day the time sheets are due, only hours recorded at that time will be paid. The only exception would be in case of absence. The Team Leader will record the absence and turn in the time sheet for the employee. Falsification of a time sheet will result in disciplinary action up to and including termination. **The Employee Absentee Report** form is the responsibility of the staff person and should be attached to the timesheet when turned in to the Team Leader. Staff persons are responsible for completing their own time sheet.

ABSENCES

Excessive Absences is considered missing more than 3 days during a year unless there is evidence of an extenuating circumstance recorded: i.e., medical FMLA, death of immediate family member etc. Excessive absences are subject to the "Discipline Guidelines" on page 32.

For employees working the morning shift, phone calls should be made 10:00 p.m. prior to the day of the employees absence. If it is not possible to call in by 10:00 p.m., he/she must call the Team Leader at home by 5:30 a.m. Please do not call your supervisor between the hours of 10:00 p.m. and 5:30 a.m. except in the case of an emergency. Personal Leave Requests **must** be submitted to the Coordinator at least **5** days prior to the date of the requested leave.

For employees working the afternoon shift, a call must be received by 10:00 a.m. of the day of absence. If it is possible to call earlier, it will help in providing adequate time to place a substitute at your school.

The employee must call each day he/she is absent. If an employee is absent due to illness for an extended number of days, the employee may be ask to provide a written medical release to return to work from their physician.

An unexcused absence is defined as any absence that was not approved by the Team Leader and/or the Coordinator/designee. An unexcused absence could result in suspension without pay or termination.

The same guidelines apply for seasonal/casual staff to call-in absences as listed above.

DRUG AND ALCOHOL TESTING

Prohibited Conduct Regarding Alcohol - No employee shall:

1. Use alcohol while at work.
2. Report to work with the smell of alcohol on your breath or clothing.
3. Report to work under the influence of alcohol.
4. Possess alcohol on school premises.
5. Use illegal drugs while at work.
6. Possess illegal drugs on school premises.
7. Report to work under the influence of illegal drugs.

TOBACCO-FREE ENVIORNMENT

The use of tobacco inside school buildings, district offices, non-instructional facilities, board-owned vehicles, and anywhere on school property (except in personal vehicles) is prohibited. The "use of tobacco" shall be defined as all use of tobacco, including a cigarette, cigar, pipe, snuff, or any other matter or substances that contain tobacco.

DRESS CODE

All Team Members are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times. Tank tops, spandex, jogging pants, wind pants, and cropped shirts are not permitted. All staff must dress modestly and keep in mind that we are supervising children.

The following will serve as guidelines to follow:

- BeeKeeper's staff is required to wear "BeeKeepers attire" on specified days.
- Skirts and dresses must follow the "fingertip" rule.
- Shorts will not be permitted during days that school is in session. On those days that shorts may be worn, they must follow the "fingertip" rule. Denim shorts are not permitted unless approved for a specified day.
- Jeans of any color are not permitted unless the particular school has a special "jeans day."
- Shirts (gentlemen) and blouses must cover your chest when bending over and (men/ladies) completely cover your stomach, hip area and back of pants when bending over or sitting.
- Gentlemen should wear a belt or pants that fit at your natural waistline. Large baggy pants that expose any part of your undergarments are not permitted.
- Tee shirts that advertise any product or have phrases written on them are not permitted. Clothing that is torn or in disrepair will not be permitted.
- Any type of tennis shoe or street shoe that will allow you to participate in physical activity is permitted. Sandals may not be worn on field trips that include hiking or days that include sports or similar activities.

Staff wearing inappropriate apparel or foot wear that inhibits the participation in scheduled activities will be sent home on their own time to change into appropriate attire.

COMPLAINT PROCEDURES

Complaint Definition

A complaint is a written or verbal concern expressed to the Coordinator or Team Leader regarding a situation that occurred.

All Complaints

Complaints against any employee shall be handled through the established chain of command whenever possible. The complaint shall be referred first to the employee; if unresolved, then to the Team Leader. The Team Leader is required to report any alleged criminal activity to the program Coordinator as soon as the facts have been presented to the Team Leader.

CODE OF CONDUCT

Each employee has an obligation to observe and follow the program's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of the program, corrective disciplinary measures will be taken.

The following misconduct may result in discipline up to and including discharge: flagrant misconduct, violation of the program's policies or safety rules, insubordination, gossiping in an attempt to discredit the program or a staff member, poor attendance, late arrivals, possession, use or sale of alcohol or controlled substances on work premises or during working hours, poor performance, theft or dishonesty, physical harassment, sexual harassment or disrespect toward fellow employees, visitors or other members of the public. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors. We are all professionals and role models at all times. It is difficult to rebuild your character or credibility once you have given the opportunity for it to be questioned.

DISCIPLINE

Any employee who compromises the safety of the students, integrity of the program, inadequate fulfillment of job responsibilities, or violation of operation and employment policies in any manner, is subject to disciplinary action up to and including termination.

DISCIPLINE GUIDELINES

In the case of a serious infraction as determined by the Coordinator termination may be recommended to the Board.

Steps of discipline: These steps can be skipped at any time based on the seriousness of the infraction.

- Verbal reprimand
- Written reprimand: Suspension without pay not to exceed five (5) days
- Dismissal

The Coordinator shall determine the discipline step to be issued following an investigation and a meeting with the employee. The Team Leader may be present at the meeting to provide input as necessary.

PERFORMANCE EVALUATIONS

The purpose of the procedures in this Section is to provide an assessment of an employee's position performance and help the employee achieve greater effectiveness in the performance of his/her position assignment.

Procedures for Evaluation

The employee's Coordinator will conduct a written evaluation based on the performance of their position classification requirements, attendance and contribution to the program. Team Leaders shall provide input regarding Team Assistants performance in the BeeKeepers program as appropriate.

Schedule for Evaluation

A new employee will receive a review at least (3) times during his/her first ninety-day (90) period (30, 60, 90 day review).

Every regular employee will be evaluated annually each school year. The seasonal employees will not receive an evaluation. A statement of recommendation from the Team Leader is required in order for a seasonal employee to be considered for future employment.

In the event the employee receives a needs improvement or below rating in any area, the employee will be given an improvement plan that will provide specific target areas in which the employee can improve and suggestions advising how the employee can improve in the targeted areas. The employee shall be given a copy of the improvement plan.

Written Evaluation Signing

The employee and the Coordinator will sign written evaluations. A copy of the evaluation will be given to the employee. The employee's signature is merely an acknowledgement of having received the evaluation and does not indicate agreement or disagreement with the evaluation.

Evaluation Conference

Each employee will have the opportunity to discuss the written evaluation with his/her supervisor and/or the Coordinator prior to the evaluation being filed in the employee's personnel file. Each employee shall be notified in advance of the scheduled evaluation conference.

LESSON PLANS

Lesson plans will be submitted via email to the Coordinator by the Team Leader on or before the first day of the month that is represented. The Team Leader will write lesson plans with help of the Team Assistants/Helpers at each school. Hand written lesson plans or newsletters are considered unacceptable means of correspondence.

COMMUNICATION

Proper communication between all Team Members is essential to the overall success of the program. The Coordinator must be kept abreast of all situations concerning the program and staff. The staff must be able to cooperate to succeed in achieving a common goal. Team Leaders are responsible for the confidentiality of all information given to them by the Coordinator. At times Team Leaders will be

instructed to relay information to their Staff immediately if the information will affect their schedule or place of employment.

WAGE SCHEDULE

Pay rates will be recommended by the Coordinator and Superintendent to the Board for approval. The level of prior experience and the responsibilities of the employee will determine the starting salary recommendation for the Team Leaders and Records Analyst positions.

Position Wage Ranges

Student Helper (is still enrolled in high school)	\$7.85 or current minimum wage
Beekeeper Camp Staff Assistant (June-Aug.)	\$9.53 per hour
Team Assistant Beekeeper SACC (201 days)	\$10.00 - \$12.00 per hour
Team Leader 260 day position	\$12.75 - \$15.00 per hour
Records Analyst 260 day position	\$16.00 - \$19.00 per hour

Pay Increases

Pay increases or a bonus may be approved by the Board of Education and given to staff members based on their annual evaluation. To receive an increase or a bonus an employee must have been employed with the program for 260 days. The anniversary date for pay increases will be July 1st. Employees working less than 260 days prior to July 1st will receive the increase after 260 days of employment. Pay increases will be recommended by the Coordinator to the Superintendent, Director of Human Resources, and Treasurer for approval consideration and possible presentation to the Board.

LIFE INSURANCE

The BeeKeepers program shall provide each employee who is regularly scheduled for 5.25 hours per day with a 201 day contract a \$20,000 term life insurance policy and each employee scheduled for 6 to 8 hours per day with a 201/260 day contract a \$50,000.00 term life insurance policy.

HOSPITALIZATION, MEDICAL, DENTAL & PRESCRIPTION INSURANCE

- The BeeKeepers program shall provide the option of enrolling in an insurance benefits plan.
- Premiums for coverage for 260 day employees working at least 6.00 hours per day shall be as follows:
 1. Employees pay a percentage of the premium for insurance benefits.
 2. Any payment due toward insurance is by payroll deduction.
- Any employee who works 201 days and at least 5.25 hrs. per day may participate in the insurance benefits on a **percentage** premium share with Beekeepers.
This provision only applies to staff hired before July 2014.

PAYMENT IN LIEU OF INSURANCE COVERAGE

- A 260 day employee contracted to work 6 - 8 hours per day may elect NOT to receive the Medical/Hospitalization insurance coverage provided above and instead elect to receive additional compensation of \$1,500 per year, less applicable payroll deductions, to be paid in the first payroll in October, the following year. Any 201 day employee eligible to participate in the percentage plan

will receive \$750.00 compensation per year, less applicable payroll deductions, to be paid in the first payroll in October the following year.

- In order to elect this option and receive this additional compensation, the employee must, during the month of September in a given year, complete, sign and turn in to the Coordinator, a statement indicating his/her election or forfeit this benefit. Except as provided below, once this election is made, it shall remain in effect and the employee shall not be entitled to receive coverage provided above for the duration of the one-year period.
- Notwithstanding the foregoing, during the year an employee may revoke his or her prior election of no coverage and prospectively elect to receive the insurance coverage if there is a Qualifying Event (e.g., divorce, death of spouse, spouse loses insurance coverage, marriage, birth or adoption of a child, placement for the adoption of a child, a child losing eligibility for coverage, a court order requiring coverage for a child, or certain enrollment rights required by ERISA and/or other federal law). If an employee elects to receive the insurance coverage after 6 months in which he/she first opts for the payment in lieu of insurance coverage, he/she shall receive a pro-rated dollar amount of the payment in lieu of insurance coverage for the month he/she was not receiving insurance coverage. The pro-rated amount is based on a twelve-month period.
- ***This provision only applies to Beekeepers staff hired on or before July 1, 2013, if they were already receiving the payment on that date.**

HOLIDAYS

Each 201/260 day employee will receive paid holidays. If the holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday.

260-day Employees

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve

201-day Employees

New Year's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

SCHOOL CANCELLATION/DELAY DAYS

Each 201/260 day Beekeepers employee will be paid for days when school is closed and it was originally scheduled to be open as determined by the District. The employee must have been scheduled to work on that day to receive pay. On a delayed start day the Team Leader is expected to arrive at work at their 7:00 a.m. unless instructed otherwise or weather conditions cause them to arrive later. On delayed start days that encompass the Beekeepers morning care service the Team Assistants are not required to come to work that morning but should be in their place for the afternoon session.

VACATION LEAVE

Throughout this vacation leave section, an employee is defined as an **11 or 12 month** employee in active pay status. Vacation pay per week will equal the contracted hours scheduled per week. The BeeKeepers employee will be granted paid vacation according to the following schedule.

An employee, regularly scheduled to work 11-12 months will be granted paid vacation as follows:

- 2 weeks at the completion of **(1)** year of service
- 3 weeks at the completion of **(10)** years of service
- 4 weeks at the completion of **(20 or more)** years of service

Vacation for New BeeKeepers Employees

- An **11 or 12** month employee is not granted vacation until he/she completes his/her first year of employment with the BeeKeepers program.
- After an employee completes his/her first year of employment with the program, his/her vacation shall be prorated for the time between the employee's first year employment anniversary date and the following July 1st. From that July 1st on, vacation will be granted on a July 1st through June 30th basis in accordance with the vacation schedule indicated above.
- To prorate the employee's vacation amount, one would take the days the employee is scheduled to work between his/her hire date and July 1st, divide those days by 260 days, and multiply that number by 10 days. To receive any prorated vacation days, the employee must have accrued at least one-half vacation day using the formula in this paragraph. Also when using this formula, any part of a day will be rounded up to the nearest half day.
 - Example 1: A staff member is scheduled to work 120 days between his/her employment hire date and July 1st. To determine the prorated vacation days, one uses the formula $120 \text{ days} / 260 \text{ days} \times 10 \text{ days}$ which equals 4.60 days. This would be rounded up to 5 days.
 - Example 2: A staff member is scheduled to work 30 days between his/her employment hire date and July 1st. To determine the prorated vacation days, one uses the formula $30 \text{ days} / 260 \text{ days} \times 10 \text{ days}$ which equals 1.20 days. This would be rounded up to 1.5 days.
 - Example 3: A staff member is scheduled to work 12 days between his/her employment hire date and July 1st. To determine the prorated vacation, one uses the formula $12 \text{ days} / 260 \text{ days} \times 10 \text{ days}$ which equals .46 days. Since using this formula the employee did not earn the minimum .5 days of prorated vacation, he/she will not be granted any prorated vacation days.

Vacation Time Period/Requests

All vacation must be used during the time period July 1st through June 30th. Each employee must give at least two weeks prior written notice of his/her intent to use vacation. Requests that are received on or before May 1st for the upcoming school year (beginning July 1st and extending through June 30th) will be given priority. All requests for the use of vacation leave must be submitted on the Vacation Leave Request Form and submitted to the employee's immediate supervisor. The employee will be notified of approved/disapproved vacation as soon as practicable. Vacation can only be approved if the position can be covered. Efforts will be made to secure coverage. If an employee cancels any of his/her approved vacation days, that employee must notify his/her supervisor, in writing, two days before the scheduled vacation commences. Employee must submit the change in

vacation days used to the Board using the approval copy and writing cancelled across the form or specific day(s).

PERSONAL LEAVE

- Each employee working **260/201** days per year, excluding student helpers, Discovery Camp Staff Assistants and as-needed staff, shall be granted up to (3) days of personal leave (.25 days per month worked) each year without loss of salary, to transact necessary personal business or attend to affairs of personal nature that cannot be conducted outside the regular workday. Personal leave shall not be used for recreational purposes.
- Valid reasons for taking personal leave may include, but not be limited to, the following: family obligations, weddings, funerals, legal obligations, court appearances, travel conditions making it impossible to report as assigned, act of nature or accident to the employee's home or utilities that create a hazardous condition, emergencies beyond the employee's control, summons or subpoena issued for a non-job related issue, and for other just and prudent reasons not covered by any other leave policy.
- To apply for use of a personal leave day(s), the employee shall submit a "Request for Personal Leave" form to his/her immediate supervisor **at least (5) days in advance** of the use of personal leave, unless an emergency exists. In the event of an emergency, the "Request for Personal Leave" must be completed and submitted on the day the employee returns to work.

SICK LEAVE

- Pursuant to **ORC 3319.141**, sick leave is not granted to student helpers, substitutes, adult education instructors, working less than 120 days per school year, or persons employed on an **as-needed, seasonal, or intermittent basis**. However, all other employees are entitled to sick leave on the following basis: (1-1/4) one and one-quarter days for each completed month of service or (15) fifteen days for each completed year of service. (Day = number of contracted hours)
- Each regular employee will be informed, with each paycheck, the number of sick leave days he/she has accumulated. Official records will be kept by the Team Leader and the Coordinator, as correct totals on **all** leaves may not appear on paychecks.

Acceptable reasons for use of sick leave are:

1. Absence due to illness, injury, or death in the immediate family. For the purpose of this subsection only, "immediate family" shall be defined as spouse, child, parent/step, or person living in the same household as the employee, and who clearly has stood in the same relationship to the employee as a spouse, child, or parent although not related to the employee by law.
2. Absence due to illness, injury, or death, of members of family not listed above. Absence shall be granted up to but not to exceed (5) days in any one school year. Family in this category include son-in-law, daughter-in-law, parent-in-law, grandparent/step, grandparent-in-law, brother, sister, brother-in-law, sister-in-law, aunt, and uncle.
3. Personal illness, pregnancy, injury or exposure to contagious disease.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Employees are entitled to utilize provisions of the FMLA per Federal Law.

JURY DUTY LEAVE

- An employee summoned for jury duty shall immediately notify his/her supervisor.
- When it is necessary for an employee to be absent due to a jury summons, the employee shall not lose any pay for the days he/she serves on jury duty. In order to be paid, the employee must, upon returning to work, submit to the Coordinator a certificate issued by the court indicating the days jury duty was served.
- The employee shall retain any jury duty reimbursement to defray out-of-pocket expenses for having served as a juror.

RETIREMENT BENEFITS

When a staff member decides to retire, (s)he will need to contact SERS for determination of retirement benefits.

TELEPHONE DIRECTORY

COORDINATOR'S OFFICE

440-740-4114

ACCOUNTING OFFICE

440-740-4129

Central Beekeepers

27 Public Square

Brecksville, Ohio 44141

FAX: (440-4104)

CENTRAL SCHOOL BEEKEEPERS

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CHIPPEWA BEEKEEPERS

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HIGHLAND DRIVE BEEKEEPERS

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HILTON BEEKEEPERS

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(440) 740-4640