

BRECKSVILLE-
BROADVIEW HEIGHTS
CITY SCHOOL
DISTRICT

BeeKeepers



School Age
Child Care
Program

EMPLOYEE HANDBOOK
Effective 7/1/2017 - 6/30/2020

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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 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.

BEEKEEPERS SEASONAL CAMPS

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 promote the primary goal of enhancing the education of the students. Arts and crafts, sports, games, reading, and enrichment activities are all a part of the camp programs.

WINTER CAMP

Winter Camp 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 activities.

SPRING CAMP

Spring Camp 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 and Wellness, Wilderness and Science Adventure, Art, Mystery, Theater, Technology. Swimming and Field Trips are offered as well.

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/incidents reports 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.

A poster or paper of **Information Concerning Early & Periodic Screening, Diagnostic & Treatment** shall be hung on a wall where parents/guardians can easily see. Contact Health Check Coordinators Mary.Riviotta@jfs.ohio.gov or Joyce.Perez-stable@jfs.ohio.gov if help is needed.

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)
- Unusual rash, spots 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 with unusually dark urine or discolored gray or white stool
- Evidence of lice infestation, scabies or other parasitic infestation
- Sore throat or difficulty swallowing
- Stiff neck

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 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 afore noted, 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

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 other's 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 other's 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 **Record Analyst** must meet the following staff qualifications:

- Must be at least 21 years of age
- Must have a High School diploma or equivalent GED
- [Must have an AA in ECE, 4 year degree ECE or Career Pathways Level 3](#)
- Must have at least 2 years of continuous experience in accounts/payable/receivable or 1 year of documented college credits in accounting or Business Administration Assoc.
- Must have a TB Test within 10 days of employment, per Cuyahoga County Board of Health
- Must have a physical within 10 days of employment if possible (renewed every 5 years)
- Must be fingerprinted and have a BCII check within 5 days of employment (payment due at time of fingerprinting)
- Must be proficient skills in Word, Excel and Quick Books Pro software
- Must be able to work independently and meet deadlines
- Must be able to work Monday - Friday at least 8 hours per day (variable start times)
- Must be willing to sub for programs whenever necessary
- [May be required to occasionally assist student with toileting needs](#)
- [Must complete Child Care Staff Orientation, an on-line course within 10 days of hire](#)
- [Must complete Ohio's Approach to Quality & Ohio's Overview of Child Development w/in 10 days of hire.](#)

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 an AA in ECE, 4 year degree ECE or a Career Pathways Level 3](#)
- 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 & FBI 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
- May be required to occasionally assist student with toileting needs
- [May be required to occasionally assist student with toileting needs](#)
- [Must complete Child Care Staff Orientation, an on-line course within 10 days of hire](#)
- [Must complete Ohio's Approach to Quality & Ohio's Overview of Child Development w/in 10 days of hire.](#)

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 an AA in ECE, 4 year degree in ECE or a Career Pathways Level 2](#)
- 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 & FBI check.

- May be required to occasionally assist student with toileting needs
- May be required to occasionally assist student with toileting needs
- Must complete Child Care Staff Orientation, an on-line course within 10 days of hire
- Must complete Ohio's Approach to Quality & Ohio's Overview of Child Development w/in 10 days of hire.

BeeKeepers position of **Intermediate Program Specialist SACC** must meet the following qualifications:

- Must be at least 18 years of age
- Must have a High School diploma or equivalent GED
- Must have an AA in ECE, 4 year degree in ECE or a Career Pathways Level 2
- Must have a minimum of 500 hours (3 months) of related experience
- Must have a TB Test within 10 days of employment per Cuyahoga County Board of Health
- Must have a physical within 10 days of employment if possible (renewed every 5 years)
- Must be finger printed and have a BCII check. (Payment due at time of fingerprinting)
- The candidate must be available to work Monday - Friday and up to 5.25 hours per day
- Will be required to assist student with toileting needs
- May be required to occasionally assist student with toileting needs
- Must complete Child Care Staff Orientation, an on-line course within 10 days of hire
- Must complete Ohio's Approach to Quality & Ohio's Overview of Child Development w/in 10 days of hire.

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 program 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.

SACC ODE REQUIREMENTS

Effective January 1, 2017 All staff members must complete and online orientation that the Ohio Department of Education prescribes within 30 days of starting employment as a staff member.

SACC 32 02 J1 Staff member who do not have an **associate or higher degree** shall annually complete in-service training of **(15)** fifteen hours until a total of **45 hours has been completed**. Staff members who have met the **45 hour in-service requirements** shall therefore **complete 5 annual clock hours** of in-service.

Food Preparation/Cleanup for B/A School and Camps - ALL Employees

Food Prep - Staff handling food must wash their hands and wear gloves prior to handling the breakfast or snack food. Any food sliced must be cut with a clean kitchen knife that has been washed before use and a clean surface provided for the prep of sliced foods. The areas used must be sprayed with disinfectant solution and wiped after breakfast or snack is prepared. All utensils must be washed and put away and areas disinfected after each use. Wash hands after removing your gloves and put gloves in the trash.

Check the student allergy list posted on the wall when preparing breakfast or snacks to see if alternate items are needed.

Breakfast & Morning Snack Setup - Staff members who arrive at the earliest shift will be responsible for breakfast set up and clean up. Disinfectant solution in a spray bottle should be used for table cleanup after breakfast. Last call for breakfast should be at 8:00 at Central and 8:30 at all Elementary schools. If no one responds to the last call, breakfast supplies should be put away in their proper place. A broom, mop and 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 and trash bag removed, tied at the top and placed in the dumpster or designated area. This cleaning is **NOT** an **OPTION**. Inform a Team Leader if food supplies are getting low, especially milk and juice.

Lunch Setup - Camp & Non-School Day Staff who arrive at the mid-morning shift and leave by 5:00 p.m. are responsible for lunch and afternoon snack duties. Trash cans should be placed in a central location for easy access. Disinfectant should be used to clean the tables. The floors around the tables need to be swept and mopped, trash is taken to dumpster at the conclusion of lunch. 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 cleaned. 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 guidelines are not optional.**

Summer Guidelines are different in many areas and vary depending on the location of the Summer Camps. 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

Requirements

- Must be at least 21 years of age
- Must have a high school diploma, GED, [AA or 4 year degree in ECE or Career Pathways Level 3](#)
- Have at least 2 years of experience in accounting or accounts receivable/payables or 2000 hours (1 year) of documented college credits in accounts receivable/payables/business administration.
- Must have a TB test within 10 days of employment, per Cuyahoga county Board of Health
- Must have a physical exam within 10 days of employment if possible (renewed every 5 years)
- Must be fingerprinted and have a BCII check within 5 days of employment (payment due at time of fingerprinting)
- Must have proficient skills in Word, Excel, and Quick Books Office Pro software
- Must be able to work independently and meet deadlines.
- Must be able to work Monday - Friday at least 8 hours per day
- Must be willing to sub for the program whenever necessary
- [Must complete Child Care Staff Orientation, an on-line course within 10 days of hire](#)
- [Must complete Ohio's Approach to Quality & Ohio's Overview of Child Development w/in 10 days of hire.](#)

Every staff person is required to perform every task included in his/her position description, no exceptions.

[Additional information concerning position description will be given at the time of employment.](#)

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
- D. Assist a student with toileting necessities.

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 over night.
- 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.

Minimum ODE Requirements

- Staff person must maintain the Child/Teacher ratio of 18:1 or 24:1 depending on the age of the students within the program. The youngest student within the group dictates the ratio.
- Must be at least 21 years of age
- Must have a High School diploma or GED, [AA](#), [ECE 2 year degree](#), or [Career Pathways Level 3](#)
- Must have a minimum of one year (2000 hours) of related experience
- Must have a TB test within 10 days of employment, per the Cuyahoga County Board of Health
- Must be fingerprinted and have a BCII check (payment is due at time of fingerprinting)
- Must have physical within 10 days of employment, if possible (renewed every 5 years)
- [Must complete Child Care Staff Orientation, an on-line course within 10 days of hire](#)
- [Must complete Ohio's Approach to Quality & Ohio's Overview of Child Development w/in 10 days of hire.](#)

Every staff person is required to perform every task included in his/her position description, no exceptions.

[Additional information concerning the position description will be given at the time of employment.](#)

POSITION of TEAM ASSISTANT SACC

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 under an employment agreement for the following school year at their regular pay rate, and their portion of the insurance would need to be paid in the form of a check for the summer months. Contact Laurie Falcone for the amount you need to pay. This position may include health benefits depending on number of hours regularly worked each day.

Staff person will be responsible for helping to set up the program each morning and afternoon prior to the start of the sessions. This includes sports equipment, art supplies, table games, breakfast/snack items, sign-in/out clip board and any information for the parents. He/she is responsible for the cleanup of the breakfast/snack table, floors surrounding the breakfast/snack table, and the art/crafts tables. Area must be mopped if spills occur during the session.

Staff person is responsible for supervising the students during the program hours and provide guidance when behavioral issue occur. Staff person should be able to administer basic First Aid/CPR if necessary and follow all medical directions for the students in his/her care. Staff person may occasionally assist a student with toileting necessities. Position may require some lifting, carrying, storing food and equipment, items will not exceed 50 lbs. Staff person must hold a valid CPR and First Aid credential within the first year of employment.

State ODE Requirements

Staff person must maintain the child/teacher ratio 18:1 or 24:1 depending on the age of the students within the program. The youngest student within the group dictates the ratio.

Must be at least 18 years of age

Must have a high school diploma, AA in ECE, BS in ECE or Career Pathways Level 2

Must have a minimum of three months (500 hours) of related experience

Must have a TB Test within 10 days of employment, per 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. (payment is due at time of fingerprinting)

Every staff person is required to perform every task included in his/her position description, no exceptions.

Additional information concerning the position description will be given at the time of employment.

POSITION OF INTERMEDIATE PROGRAM SPECIALIST SACC (new position)

The Intermediate Program Specialist position is 178 days beginning the first day of school and ending the last day of school. Must be available for any training session provided. He/she may choose to continue to work the summer camp session under a new employment agreement at the same rate of pay. He/she will be given first consideration for a position. If he/she chooses not to continue working during the summer he/she will remain under an employment agreement for the fall school year as needed.

He /she will be responsible for helping with the program activities and assisting students that need additional attention during their stay with Beekeepers and provide guidance when behavioral issue occur. Staff person should be able to administer basic First Aid/CPR and follow all medical directions for the students in his/her care. Staff person may from time to time assist a student with toileting necessities, wheel chair or communication device. Staff person must have a valid First Aid/CPR credential before starting the position. Position may require some lifting, carrying, storing of food and equipment, items will not exceed 50 lbs. unless additional assistance is provided. He/she may move from school to school, if needed.

State ODE Requirements

Staff person must maintain the Child/Teacher ratio 18:1 or 24:1 depending on the youngest student present.

Must be at least 18 years of age

Must have a High School Diploma or equivalent GED, AA in ECE, BS in ECE or Career Pathways Level 2

Must have a minimum of three months (500 hours) of related experience

Must have a TB Test within 10 days of employment, per Cuyahoga County Board of Health

Must have a Physical Exam within 10 days of employment (renewed every 5 years)

Must be fingerprinted and have a BCII check (Payment due at time of fingerprinting)

Must be available for work Monday - Friday up to 5.25 hours per day

Every staff person is required to perform every task included in his/her position description, no exceptions.

Additional information concerning the position description will be given at the time of employment.

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.

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.

Additional information concerning the position description will be given at the time of employment.

***BEEKEEPERS
EMPLOYMENT
POLICIES
AND
PROCEDURES***

NEWLY HIRED EMPLOYEE

During the first 90 days of employment, a newly hired employee shall receive 2 reviews, 30 and 90 days. This 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.

Employment Agreement

A person hired by Beekeepers will be under an Employment Agreement which **may or may not be renewed** at the end of each year. A staff person's renewal is dependent on their attendance record, evaluations, professionalism, quality of work and participation in all requirements of their position description. **Automatic renewal is not to be assumed.** Staff will be advised at the time of their yearly evaluation if their employment agreement will be renewed. Non-renewal may be due to lack of enrollment within the programs or reorganization of staff and may not be just a reflection of the staff person's evaluation or performance. The BeeKeepers Program is not covered under the B.O.S.S. Agreement.

Orientation

All staff member must complete an online **orientation** that the Ohio Department of Education prescribes **within 30 days** of starting employment as a staff member. Those that fail to complete this orientation can't supervise students until the orientation is completed and certificate is printed and given to the Coordinator for proof of completion. **SACC professionals are required to complete 2 free on-line courses Ohio's Approach to Quality (2 hrs.) and Ohio's Overview of Child Development (3 hrs.),** which must be registered for at: <https://www.occrra.org/>.

Causal/Camp Employees

A casual/Camp (10-11 wks.) employee may be hired to meet temporary or camp 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, then contact Coordinator accordingly.

Because of the time frame in which the program is operated, work hours for the before and after school program are not 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 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 will 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 AGREEMENT

An employee working under an employment agreement with BeeKeeper's 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 or Coordinator.

NON-SCHOOL DAYS

260 day Agreement staff will work all non-school days unless they are scheduled to be on vacation. **Team Leaders may take up to 5 non-school days off as vacation days. Other staff will be assigned hours based on the need and the number of days in their employment agreement. Regular hours may or may not be worked on non-school days.**

LEAVING THE BUILDING

Before leaving the building for any reason during the scheduled workday, the employee shall obtain prior approval from the Coordinator 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 (20 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.

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 the regular assigned hours 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. Team Leaders are responsible for verifying the accuracy of their staff's time sheets before signing and submitting them to the Coordinator. All corresponding forms must be attached to the time sheet.**

ABSENCES

Excessive Absences is considered missing more than **5 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 28.**

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 unable to call themselves a family member may report the absence for them. 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 is not reported to Team Leader and 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 ENVIRONMENT

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 and HYGIENE

All Team Members are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times. Tank tops w/1" straps or less, spandex, jogging pants, unless worn under a skirt, fingertip rule on length of skirt, form fitting shirts 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 and **capri pants** are permitted during the summer.
- **Leggings** are permitted if the blouse/tunic completely covers the entire hip/bottom area.
- **Jeans** are permitted on Beekeepers Friday causal day." Jeans are permitted during the summer camp months.
- **Shirts** (gentlemen) and **blouses** (ladies) must cover your chest when bending over and (men/ladies) completely cover your stomach, hip area and back of pants when bending over, sitting or raising your arms.
- 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.
- All staff **must** wear undergarments designed for their gender every day.
- All staff **must** maintain personal hygiene while working with the Beekeepers programs.
- Staff's hair must be clean and not cover ones face and men's beards must be groomed to maintain the professional standards.

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 valid written or verbal concern expressed to the Coordinator or Team Leader regarding a situation that occurred. **Team Leaders must pass the information on to the Coordinator at all times.**

All Complaints

Complaints against any employee shall be handled through the established **chain of command**. The complaint shall be referred first to the person: **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. ***Please understand that the meaning unresolved does not mean that you did not get the answer that you wanted.*** To resolve an issue a staff person must turn to the employee handbook to see what it says in the position description to settle the issue or you are able to reach an agreement of terms. Have your concerns written down when you talk to the staff person first. Pass the written concerns on to the Team Leader so that he/she may talk with the staff person.

EMAIL MESSAGES

Email messages may constitute a public record under Ohio Revised Code 149.43. The employee should insure that emailed communications are: addressed to the intended recipient, professional in nature, and within the Districts acceptable use and policy.

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, their position description or their disrespect of any staff person, corrective disciplinary measures will be taken. *Failure to follow the proper Chain of Command will be viewed as insubordination and a step in the disciplinary guidelines.*

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.

- Improvement Plan for 30 days
- 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. Coordinator will seek Director of Human Resources input concerning dismissal.

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. The evaluation also provides a record of employee's performance over several years, to provide guidance in determining renewal of the employee position agreement from year to year.

Procedures for Evaluation

The employee's Coordinator will conduct a written evaluation based on the performance of his/her position classification requirements, attendance, attitude, cooperation 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 (2) times during his/her first ninety day period (30, 90 day review).

Every regular employee will be evaluated annually each school year. The seasonal employees will not receive an evaluation. Input from staff member will be requested to evaluate a seasonal employee for consideration 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. The length of the improvement plan (30 or 60 days) will be determined at the time of the Improvement Plan implementation.

Annual Evaluation Signing

The employee and the Coordinator will sign the annual evaluation. 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 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. [Signing the evaluation doesn't mean agreement but acknowledgement of receiving the evaluation. Team member may write a rebuttal that will be attached to the completed evaluation form.](#)

LESSON PLANS/NEWSLETTERS

Lesson plans and Newsletters will be submitted via email to the Coordinator by the Team Leader on or before the fifth day of the month that is represented, unless instructed otherwise. 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, unless informed otherwise.

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)	Current minimum wage
Beekeeper Camp Staff Assistant (June-Aug.)	\$9.53 - \$10.00 per hour
Team Assistant Beekeeper SACC (201 days)	\$10.27 - \$12.00 per hour
Team Leader 260 day position	\$13.50 - \$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 or cost of living offset. 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 based on their individual annual evaluation. 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 agreement 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/week 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/week may participate in the insurance benefits on a **percentage** premium share with Beekeepers. Any payment due toward insurance is by payroll deduction.
- Open enrollment time is in September and a decision must be made before October 1st.

This provision only applies to staff hired before December 2016.

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.
- 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 Payroll/Benefits, 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 regular scheduled work day, regular scheduled worked hours will be paid. 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 their location **3 hours prior to the afternoon session** in order to work their full 6 hours, unless instructed otherwise. On delayed start days that encompass the Beekeepers morning care service the Team Assistants should be in their place for the afternoon session. **There may be exceptions to this process should an emergency arise.**

VACATION LEAVE

Throughout this vacation leave section, an employee is defined as a **260 day** 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. (Any staff hired before 7/1/2016 will be grandfathered)

An employee, regularly scheduled to work 260 days will be granted paid vacation as follows:

- 1 week at the completion of **(1)** year of service
- 2 weeks at the completion of **(5)** years of service
- 3 weeks at the completion of **(10 or more)** years of service

Vacation for New 260 Day Contracted Beekeeper staff

- A 260 day 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. **A Team Leaders may not secure all Holidays off for vacation at the beginning of the new vacation calendar to allow for other 260 staff to have an opportunity to be off during long holidays.** A Team Leader must be present on all non-school days and Holidays when Beekeepers is open. Each employee must give at least **two weeks prior written notice** of his/her intent to use vacation. 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 will **only be approved if the position can be covered**. Efforts will be made to secure coverage but is not guaranteed. 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 and **at least 5.25 hours five days a week**, 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 days are not 3 extra vacation days** to use up before the end of the school year. 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 or working less than 5.25 hours per day Monday - Friday. 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.
- Seasonal, student helpers, "as needed", temporary assigned staff or staff working less than 201 days are not included in this benefit.

FAIR LABOR STANDARDS ACT (Board Policy 6700)

Overtime may be authorized only by a **Supervisor/Coordinator** and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from the Superintendent or a Supervisor/Coordinator will be subject disciplinary actions for insubordination up to termination.

RETIREMENT BENEFITS

When a staff member decides to retire, he/she will need to contact SERS for determination of retirement benefits. Only SERS benefits are available to staff that fall under the guidelines of this Employee Handbook.

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

27 Public Square

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CHIPPEWA BEEKEEPERS

8611 Wiese Road

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(440) 740-4240

HIGHLAND DRIVE BEEKEEPERS

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(440) 740-4340

HILTON BEEKEEPERS

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(440) 740-4640