Tuscarora
Intermediate Unit 11

Employee Handbook
2026-2027

Welcome

Welcome to the Tuscarora Intermediate Unit 11! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further IU 11 ' s goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, TIU 11 will continue to achieve its goals. We sincerely hope you will take pride in being an important part of TIU 11's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department at Payroll-hr@tiu11.org.

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INTRODUCTION

Last Revised: October 2026

Purpose of Employee Handbook

This Employee Handbook has been developed to outline the terms and conditions of employment with the Tuscarora Intermediate Unit 11 (TIU 11) and has been designed to provide you with information about working conditions, benefits, and policies surrounding employment with TIU.

This Employee Handbook is meant as a guide; it is a supplement to and does not replace the policies promulgated by the Board of the Tuscarora Intermediate Unit (TIU), the Administrative Procedures established by the Administration of the TIU, Meet & Discuss Plan in place by and between any employee or class of employees of the TIU. In the event of any discrepancy between this Handbook and any of the above listed documents/policies/procedures, the provisions of the above-listed items shall govern.

This handbook does not solely cover the TIU Early Learning staff which currently includes employees in our Head Start Program and certain staff in our Early Learning Program. These staff members are covered by this and in the Early Learning Handbook.

Whenever practicable, the governing Board Policies have been cited throughout the Handbook for clarification. All TIU Board Policies can be found on the TIU website at www.tiu11.org under our TIU Board Page.

This Handbook supersedes all previous Employee Handbooks, and memorandums that may have been issued from time to time on subjects covered in this Handbook. This Handbook does not, however, supersede Board policy, agreements, or Employee Group Meet & Discuss Plans. For the most recent version and updates to this Handbook, view it on the employee portion of the TIU Website.

Also, the TIU is subject to interpret, change, suspend, cancel, or dispute any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by TIU, and after those dates all superseded policies will be null. If uncertain about any policy or procedure, employees should speak with their direct supervisor.

How to Use Employee Handbook

This Handbook is organized in sections and sub-sections, based on topic. The Table of Contents at the beginning of the Handbook may be used as a reference for finding specific topics. Page numbers on the Table of Contents are linked directly to each section, for ease of access.

Distribution of Employee Handbook

Upon employment, the employee handbook will be available electronically, on the TIU website. Any supplements or changes to the Handbook will be communicated to employees electronically.

Overview of Intermediate Units and TIU

What are Intermediate Units?

Tuscarora Intermediate Unit is one of 29 Intermediate Units formed by the Pennsylvania State Legislature in 1971 to provide support to local school districts. Created to replace the County Office of Superintendent, intermediate units provide special services as needed by the educational community in their service area. Through cooperation and collaboration among schools and community agencies, intermediate units work to provide innovative, responsive and cost-effective programs that save taxpayers millions of dollars annually. Pennsylvania's intermediate units provide direct and indirect classroom support to more than two million students and nearly 147,000 school professional staff in Pennsylvania.

While there are 29 intermediate units in the Commonwealth of Pennsylvania, no two intermediate units are alike. Each is uniquely shaped by the region it serves and the needs of its member school districts. Each IU performs a number of roles. Intermediate unit employees are simultaneously vendors, service providers, grant writers, financial and management specialists, researchers, advisors, advocates and facilitators.

Today, the Tuscarora Intermediate Unit provides a vast array of effective and efficient services that meet the educational and social service needs of Tuscarora's 51 schools, including the 9 public school districts, 1 charter school, more than 74 nonpublic schools, three career-technical schools and the Pennsylvania Department of Education. Tuscarora Intermediate Unit services are provided through 110 offices: Business Services; Community and Government Relations; Executive Director; Human Resources; Non-public School Services; Professional Learning; Corrections; Technology; Student Services.

Funding sources include state subsidy, government and foundation grants, federal, state and local revenue sources and fees for service. Its administrative staff is led by an Executive Director. The Executive Director provides leadership to the TIU under the guidance of a Board of Directors which is comprised of one representative from each of the nine member school districts.

About TIU 11

The Tuscarora Intermediate Unit 11 is an entrepreneurial, highly skilled, technology-rich and agile provider of cost-effective, instructional and operational services to school districts, charter schools, private schools, vocational technical schools and state organizations. Throughout the years, TIU 11 has expanded its mission by addressing traditional and emerging needs of individuals and families not only in our four-county region of Fulton, Huntingdon, Juniata and Mifflin Counties but across the commonwealth.

TIU Goals

1. Improve student learning by coordinating, expanding, and enhancing professional development for school district, non-public schools, and other education related personnel.
2. Dedicate resources to research and development efforts to ensure that TIU leads efforts to identify future trends, cultivate best practices, spearhead countywide initiatives related to education, and increase entrepreneurial opportunities.
3. Collaborate with school districts and non-public schools to develop an array of programs to serve students with disabilities and students needing alternative learning opportunities.
4. Provide an effective early learning service delivery system by aligning systems, practices, and policies with state and federal guidelines.
5. Implement sound management and fiscal practices in support of overall organizational operations.
6. Ensure that safe and educationally sound facilities are available to all students and staff.
7. Cultivate and foster positive parent, community, business, and governmental relationships to promote and market our services.
8. Develop a culture of trust, respect, and transparency that permeates throughout the organization.

TIU Shared Values

Our Vision

- Exceed Expectations

Our Mission

- Provide Exceptional Service

TIU Key Concepts

- Is this our mission?
- What is the truth?
- What is the best for the customer?
- Loyalty is a two-way street

Our Core Beliefs

(What we must do to exceed expectations)

- Be proactive by anticipating, assessing and analyzing stakeholders' needs.
- Respond to all stakeholder initiated needs in a timely and professional manner.
- Embrace the potential of all stakeholders.

- Promote collaboration within and outside the organization.
- Recognize the importance of focused, comprehensive and continuing professional development. Learning is a lifelong process for everyone.
- Use resources efficiently and effectively.
- Communicate and assess the organizational vision, mission, beliefs and goals on a regular basis.
- Be innovative and visionary in the delivery and expansion of services.
- Be flexible and accommodating to meeting unique, individual, and organizational needs.
- Make decisions based on our four key concepts.

Our Core Competencies

(The capabilities we need and must develop)

- Professional & leadership development services
- Technical & strategic support services
- Technology-based data/information delivery services
- Program & operations management services
- JUST IN TIME SERVICE

TIU Organization Structure

TIU Programs Organizational Chart

The TIU's programs provide services across Pennsylvania to thousands of kids and families. The links below will direct you to the Program sites and provide more information about each.

Early Intervention Technical Assistance

Parent to Parent of Pennsylvania

Community Education & Workforce Services

PaTTAN Autism Initiative

Corrections Education

Head Start and Early Head Start

Curriculum and Professional Development

Special Education

Educational Technology

Management Services

Non Public School Services

Human Resources

The Program Directors and Cabinet, along with the Executive Director comprise the TIU Leadership Team.

TIU Employee Events & Community Activities

The Tuscarora Intermediate Unit (TIU) is committed to developing a positive culture for our employees and creating strong partners with the many communities we serve in Tuscarora. This commitment is reflected in the many voluntary activities for its employees and families throughout the year. Countless employees donate their time and effort in making these activities successful events. Employee participation promotes the teamwork we strive to maintain in making TIU a great place to work. Some of these activities are as follows:

IU-Wide In-Service (*Early Fall)*

To kick off the new school year, the TIU hosts an annual IU-Wide Inservice program for employees. Employee recognition awards are presented. Refreshments and snacks are provided for all those attending.

TIU Main Office Toy Drive/Christmas Presents (December)

Serving our communities, the TIU collect toys and presents that will be provided to needy families in the IU service. We collect new unwrapped toys for children ages 13 and younger, gift cards for older children, clothes and needed items. We ask volunteers to help.

Holiday Luncheons (throughout the year)

Each year TIU employees gather to celebrate the season. This provides activities for staff morale.

TIU Regional Computer Fair (March/April)

The TIU annually host the regional qualifier for the Pennsylvania Computer Fair each year with TIU staff and volunteers playing a large part in its success. This Fair highlights Pennsylvania school students' application skills and computer knowledge. Students are able to unleash their creativity, learn how to convey information more dynamically, and enhance the learning process. The Middle School and High School Computer Fairs are two separate events operating under two separate sets of rules but held the same day at the same place under a common schedule.

EMPLOYMENT

Hiring Process

Board Policies:

Board Policy 302 – Employment of Director/ Assistant Executive Director

Board Policy 304- Employment of Intermediate Unit Staff

Board Policy 305 – Employment of Substitute Employees

Board Policy 314 - Employees - Physical Examination

Board Policy 324- Personnel File

Website Sources: Act 34: PA State Police Clearance

Act 151: Child Abuse Clearance

Act 114: FBI Fingerprint

School Health Form (includes physical and TB test)

Act 168: Employment History Review

Last Revised: 2025

Board Approval

The TIU Board of Directors will be required to approve the employment of all newly hired Employees, as well as any changes that are made in the course of one's employment, at the regularly scheduled Board of Directors meetings. Employees will receive written notification of the action following the Board meetings.

Background Clearances

Pennsylvania State Laws establish some specific pre-employment criteria for working with an educational entity, which is what we are.

All employees must have on file current (within five years) background certificates from the agencies listed below, as well as certificates for the Mandated Reporter Training **and** Educator Discipline Training (also dated within the last five years). If your clearances are current (within the last five years) they are acceptable. The training links can be found on the welcome page.

Pennsylvania Criminal History – HR will send you a secure link to upload the file.

Pennsylvania Child Abuse History - HR will send you a secure link to upload the file.

Federal Criminal History - You will need a service code to register for fingerprinting - **1KG6S7.** Please email your registration number (begins with a UZSV) to hr-compliance@tiu11.org so we may obtain the official report.

Potential hires must have the completed clearances prior to a job offer being made. It does not take long to obtain clearances, however you must schedule an appointment for the fingerprints, so please plan accordingly.

Arrest/Conviction Report and Certification (PDE FORM 6004)

Due to Act 15, the Arrest/Conviction Certification Form is completed pre-hire and must be completed through the course of employment if an arrest occurs. Any TIU staff member who is arrested needs to complete the form within (3) calendar days of the arrest and submit to the Office of Human Resources. The Office of Human Resources will remind employees of their clearance requirements, but it is incumbent on the employee to ensure he/she obtains the new clearances. Evidence of completion should be provided to HR by the employee in order properly track completion dates.

Work Eligibility Records (I-9 Form)

All TIU employees must complete an employment eligibility verification form (I-9 Form) and provide documentation proving your identity and your eligibility to work in the United States.

We will need appropriate valid documentation submitted with your completed I9 form. Documentation may be anything as indicated on the list included with the form. We will retain the information provided with your completed I-9. *(Typically, we see the following forms of ID - passport, or driver's license and social security card, or driver's license and birth certificate.)*

For employees who have worked for this organization previously, this information is required only if it has been more than three (3) years since the last completed I-9 Form was submitted. I-9 Forms are maintained separately from other personnel records and are treated as confidential to the extent possible.

TIU 11 is an E-Verify employer. E-Verify is a free, fast, and user-friendly online system by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) that helps employers verify the employment eligibility of newly hired workers. Employers input employee information from the Form I-9 into the system, which then electronically compares it against government databases to confirm the employee is authorized to work in the U.S.

School Health Form (includes physical and TB test)

All TIU employees must complete the School Health form with all appropriate signatures and dated within 90 days of proposed hire date (the employer retains the original of this form).

REMINDER- New employees **must have** a current TB test (dated within 90 days of when the results are submitted) **and** a current physical (dated with one year of your start date). The health form can be found on the website.

Employee Identification Badge

All TIU employees shall wear a photo identification badge during the execution of job responsibilities. Employees may also be provided a building access card, depending on their assigned work location.

Employee Orientation

Employee Orientation will be offered for all newly hired staff prior to their start date and will be an opportunity for staff to understand the goals and philosophies of the TIU, as well as understand the policies, standards, and workplace expectations. It is the employee's responsibility to review and be familiar with the Employee Handbook and information discussed during Employee Orientation. Questions regarding employment, compensation, and benefits may be directed to the Office of Human Resources (payroll-hr@tiu11.org), while questions regarding job responsibilities and performance expectations may be directed to the employee's immediate supervisor.

Personnel Files

At the time of hire, each employee will have a cumulative personnel file per Board Policy. New employees must provide all information which is required by law.

Personnel records will be released when subpoenaed or under court order. Personnel information may be released to federal and state officials for auditing purposes without the consent of the employee. Access by other persons will be denied without the written consent of the employee. The employee's request for release of records must specify which records are to be released and to whom they are to be released. Separate consent requests will be required each time information is to be released. An employee may have access to his/her personnel file during regular office hours upon request. A member of the Office of Human Resources will be present while the personnel file is being reviewed. It is the responsibility of each employee to promptly notify Human Resources of any changes in personnel data including contact information or emergency contact information.

Employment at Will

Employment at **Tuscarora Intermediate Unit 11** is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Executive Director.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice; but not without just cause.

Nothing in this employee handbook is intended to or creates an employment agreement, express

or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. **TIU 11** employees have the right to engage in or refrain from such activities

Equal Opportunity and Commitment to Diversity

Equal Opportunity

Tuscarora Intermediate Unit 11 provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

TIU 11 expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, **TIU 11** will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Employees who may require a reasonable accommodation should contact the Human Resources Department.

Commitment to Diversity

Tuscarora Intermediate Unit 11 is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is

embodied in company policy and the way we do business at **TIU 11** and is an important principle of sound business management.

Harassment and Complaint Procedure
Sexual and other unlawful harassment is a violation of **Title VII** of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

Title IX: enacted in 1972 as part of the Education Amendments of 1972. "No person in the United States shall,[1] on the basis of sex, [2] be [a]excluded from participation in, be [b] denied the benefits of, or be [c] subjected to discrimination under any education program or activity receiving Federal financial assistance,..... " 20 U.S.C.A. § 1681 (Emphasis added) Copyright 2020, Levin Legal Group, P.C. and Beard Legal Group

Title VII—Applies only to employment discrimination; did not reach schools, colleges or universities in the capacity as protecting students; Title **IX**—Applies to "recipients of federal financial assistances," including public schools; Colleges and Universities.

It is **TIU 11's** policy to provide a work environment free of sexual and other harassment. To that end, harassment of **TIU 11's** employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. **The Tuscarora Intermediate Unit 11** will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. "Unlawful harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term

or condition of any individual's employment or as a basis for employment decisions; *or*

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at **TIU 11.**

Complaint Procedure. Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to your immediate supervisor or department manager, the HR director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above. When reporting it, please fill out the form that is an AR with policy **348 or 348.1 103 or 104**.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for

confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, **TIU** will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Conflicts of Interest and Confidentiality

Conflicts of Interest

The Tuscarora Intermediate Unit 11 expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. **TIU** recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a Supervisor for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to TIU.
2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company.
7. Participating in civic or professional organization activities in a manner that divulges confidential company information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in the company or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of **Tuscarora Intermediate Unit 11.** Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

COMPENSATION & BENEFITS

Compensation

Sources:

Last Revised: January 2018

Employee Groups

Employees at the Tuscarora Intermediate Unit 11 (TIU) may be categorized into the following groups:

Administrative

Leadership team which consists of the Executive Director and Cabinet members.

Professional Staff

Includes all employees that must maintain valid teacher certification for their work assignment. Professional staff have contracts for employment.

Allied Staff

Individuals in positions that required appropriate college degrees and/or other professional credentials (but not teacher certifications)

Non-Certificated Staff

Employees whose work responsibilities do not require a specialized degree or certification.

Special Project Staff

Employees whose work responsibilities fall in one of the several special project areas. Special project employees have compensation and benefits plans as defined for each special project area.

Please note: our Early Learning Employee group, including our Head Start Staff. Early Head Start Staff, and Pre-K Counts Staff should refer to the Special Project Handbook.

In addition to these groups, some TIU staff also may be designated as Program Operators, Middle Management, or Supervisory staff, depending on specific work assignments.

Each classification group is partitioned into levels that are associated with fixed wage ranges based upon the level of responsibility, supervisory, and technical skill required for the various positions. The wage ranges are also consistent with the market value of like positions in area school districts and intermediate units as determined by the wage and level reviews completed by TIU in 2016 and Pennsylvania School Boards Association in 2017. In addition, there have been some program specific changes since then.

In order to ensure that the compensation system is fiscally sound and competitive in the marketplace, position classifications, levels, and associated wage ranges will be reviewed periodically. Furthermore, this classification system will be utilized to establish the appropriate level and wage range for the creation of future new positions. The system also allows for the creation of additional levels as may be needed due to the diverse nature of the jobs associated with intermediate units. The categories for job descriptions align with the Fair Labor Standards Act (FSLA) Categories described below:

Special Project

Allied

Non-certificated

Certificated

Employee Fair Labor Standards Act (FLSA) Categories

All employees are categorized under Fair Labor Standards Act (FLSA) based on the job duties of the position. This may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons.

Exempt **-** Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

Non-Exempt **-** Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of forty (40) hours per week. Any time a non-exempt employee works outside of their regularly scheduled hours MUST be pre-approved by the supervisor.

Regular Full-Time **-** Employees who are regularly scheduled to work thirty (30) or more hours per week for at least 180 days per fiscal year.

Regular Part-Time **-** Employees whose regularly scheduled work week is less than thirty (30) hours per week.

Temporary - Employees filling a position for forty or fewer days. Temporary employees are not eligible for any of TIU's benefit programs. Regular part-time employees filling in as a temporary full-time employee are not eligible for employee benefits.

Substitutes - Employees that are called on an as needed basis to substitute for regular full or part time employees. Long term substitutes that are designated to fill the same full-time position for more than 40 days are treated as regular full-time employees for the duration of the assignment.

Overtime

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all **hours worked** over forty (40) per week at a rate of one and one-half times the non-exempt employee's regular hourly rate.

All overtime work performed by a non-exempt (hourly) employee must receive the supervisor's prior authorization. The appropriate supervisor's signature authorizes pay for overtime hours worked. Failure to obtain required prior approval may result in disciplinary action.

Compensatory Time may be used for overtime hours worked with mutual agreement between the supervisor and the employee. This agreement must be prior to the overtime hours being worked.

When determining if an employee has exceeded 40 hours in a week, hours paid on days off, such as sick days, holidays, vacation, are not included as hours worked.

Payment of Wages

All TIU Employees will be paid on a semi-monthly basis. Salary will be prorated for all employees who work less than the full approved work year.

The per pay amount for employees paid salary style will be based on the anticipated earnings for the year (salary) divided by the number of pays in the year. For a regular work year, there are 24 pays. Employees that start prior to the usual salary cycle start date for their position may have their pay spread over additional pays. Employees that start after the usual salary cycle start date may have a prorated salary spread over fewer pay periods.

Salaried employees are paid current. New salaried employees will receive their first pay in either the first pay following their actual full time start date, or the second pay. If regular full time works begins at least 10 days prior to a pay date, then that will be the first pay. If the start date is not, then the first pay will be on the subsequent pay date. The same pay scenario will apply to hourly employees that are paid salary style.

Hourly employees that work full time year-round are normally paid salary style. They are also expected to track any overtime hours worked, in order to assure appropriate compensation. Overtime is to be approved in advance.

Hourly employees that do not work year-round or that work part time are normally paid from a timesheet. Most timesheets are completed electronically, through the employee portal. Payment for hours reported via a timesheet occurs in the payroll following the submission deadline for the timesheet.

All employees are expected to participate in direct deposit for payroll. However, if a paper paycheck is generated it will be mailed to the employee's home address.

Salary Cycles

Full year employees (260 days/year) – July 1 through June 30

Corrections Education Employees – August 1 through July 31

Special Education, Early Intervention, Early Childhood – September 1 through August 31

Each employee will be advised of mandatory deductions and any payment options.

Employee Benefits

Provided Coverages

Medical – *Highmark Blue Cross Blue Shield – http://www.highmarkbcbs.com/*

Vision – *Highmark (administered by Vision Benefits of America)*

Prescription - *Express Scripts – http://www.express-scripts.com/*

Dental - *Delta Dental of Pennsylvania - www.deltadentalins.com*

Life Insurance - *The Hartford*

Long Term Disability (select employees) – *The Hartford*

Health Savings Accounts – *Discovery Benefits - www.discoverybenefits.com*

Employee Assistance Program - *Magellan Health - www.magellanhealth.com*

Telemedicine- *First Stop Telehealth- https://www.fshealth.com/*

Voluntary Options Offered:

Hospitalization, Critical Illness, Accident – *The Hartford*

Supplemental Employee, Spouse, Dependent Life Insurance - *The Hartford*

Long Term Disability - *The Hartford*

Last Revised: July 2020

The TIU offers a comprehensive benefits package for eligible employees that include Healthcare coverages (Medical, Prescription, Vision, and Dental coverage), Life Insurance coverage, Long Term Disability coverage (limited to specific level employees), an Employee Assistance Program, as well as other voluntary coverage. Some of these benefit programs require contributions from employees, but others are fully paid by the TIU. This benefit package is defined in compliance with IRS Section 125 requirements.

Eligibility for Employee Benefits depends upon a variety of factors, including employee classification. You can find the details of many of these programs in separate written summaries. Current information on our Employee Benefits can be found on the TIU website, Human Resources section.

We reserve the right to add, amend, modify, or terminate any employee benefit plans or programs, subject to any limitations imposed by employee agreements and our Section 125 plan. Here is a summary of the TIU Employee Benefits coverage:

Healthcare Coverage

The TIU offers comprehensive Healthcare Coverage for eligible employees and bears a substantial cost of this plan for the employee for this coverage. The eligibility for TIU Healthcare plans requires that an employee be a full time or full-time equivalent employee. The effective date of coverage is the first of the month immediately following the start date, or the start date if the employee starts on the first working day of the month. The TIU coverage includes:

Medical Coverage

The TIU provides qualified employees with Medical Coverage benefits through Highmark Blue Cross Blue Shield. Eligible employees may choose between a traditional or standard PPO (PPO) or a qualified high deductible PPO (HDHP). Employees may waive participation in the medical coverage, which should be designated on the enrollment/change form. All employees have a premium share required for participation. The amount of the premium share depends upon the program area in which the employee works, and the level of coverage requested. Current plan description and benefit summaries are available through our website or at *www.highmarkbcbs.com*.

Limited Spouse Enrollment:

Employee's may enroll their legal spouse in our medical plan under specific limited conditions. Spouse enrollment is disqualified if they have the opportunity for insurance through their employer AND their employer is one of these:

a. The Commonwealth of Pennsylvania

b. Any public school district

c. Any of the State System of Higher Education Universities or State-owned universities funded by the State of Pennsylvania

d. Any state-related university of Pennsylvania (Pennsylvania State University, University of Pittsburgh, Lincoln University and Temple University

e. The Federal Government

Prescription Drug Coverage

The TIU provides employees with Prescription Coverage for all individuals enrolled in medical coverage. There is no additional cost for this component. Our benefit manager for our prescription benefit is Express Scripts, and current information regarding the plan is available on our website or at *www.Express-Scripts.com*

Dental Coverage

The TIU provides employees with Dental Coverage through Delta Dental of Pennsylvania for the

upcoming plan year. The plan offered is Delta Dental PPO/Premier. Information regarding the plan is available on our website or *www.deltadentalins.com*. Employees may waive participation by selecting that option on the enrollment/change form.

Vision Plan

The TIU provides vision coverage through Highmark. The plan is Fashion Advantage and is administered through Vision Benefits of America. Current plan description and benefit summaries are available through our website or at http://www.vbaplans.com/. Employees may waive participation by selecting that option on the enrollment/change form.

Life Insurance Coverage

The TIU provides group term life insurance for all full time or full-time equivalent employees. The amount of coverage depends on each employees work group and level. The provided coverage includes an Accidental Death and Dismemberment component.

403 (b) Plan

The Tuscarora Intermediate Unit 11 recognizes the importance of saving for retirement and offers eligible employees a 403(b) plan.

Eligibility, vesting, and all other matters relating to these plans are explained in A Summary of the Tuscarora Intermediate Unit 11 403(b) Tax Sheltered Account Program that can be obtained from Human Resources or is on the Website.

The current providers are:

Authorized Investment Providers This 403(b) TSA Plan

	Contacts	Phone
AIG RETIREMENT SERVICES (VALIC)	N/A	800-448-2542
AMERIPRISE FINANCIAL	N/A	877-496-9251
AXA EQUITABLE LIFE INS CO	N/A	866-786-0856
FRANKLIN TEMPLETON MUTUAL FUNDS	N/A	800-527-2020
HORACE MANN INSURANCE CO	N/A	866-999-1945
INVESCO OPPENHEIMER FUNDS	N/A	800-525-7040
KADES-MARGOLIS CORPORATION	Mark Blaschak	800-433-1828 X 125
MASS MUTUAL LIFE INS CO(existing clients only)	N/A	800-743-5274
METLIFE INSURANCE CO	Alex Bacay	800-492-3553
SECURITY BENEFIT GROUP	Mark Blaschak	800-433-1828 X 125
SYMETRA FINANCIAL (Spinnaker-existing clients only)	Mark Blaschak	800-433-1828 X 125
THRIVENT FINANCIAL FOR LUTHERANS	N/A	800-847-4836
VANGUARD INVESTMENTS	N/A	800-662-2003
VOYA FINANCIAL	N/A	800-584-6001

Long Term Disability Insurance Coverage

Some TIU employees are provided with long term disability insurance. Disability insurance is coverage that provides you with income protection, should you lose time on the job due to a non-work-related injury or illness. With disability coverage, you are compensated for a portion of your lost income. Any employee that has Long Term Disability provided by TIU may not purchase additional coverage.

Health Savings Account (HSA)

The TIU makes a contribution to a Health Savings Account (HSA) account in July of each year for eligible employees participating in the qualified high deductible health plan and enrolled in an HSA through TIU. Our Health Savings Accounts are handled through Discovery Benefits. Employees that move to or start this coverage plan mid-year receive a prorated contribution.

Voluntary Benefits

The TIU also offers our eligible employees the choice to participate in additional voluntary programs at the employee's own cost. Payment for these coverages is made through after-tax payroll withholdings. These coverages include:

Supplemental Life & Spouse and Dependent Life Insurance

Tuscarora Intermediate Unit offers the opportunity to purchase Supplemental Life Insurance through The Hartford. If enrolled within the first month of eligibility, there is a guaranteed issue of up to $180,000. Spouse Life Insurance is available if the employee selects coverage for self, for up to $50. Coverage for child(ren) may also be added for up to $20,000. Accidental Death and Dismemberment may be added to the supplemental life coverages. Enrollment may happen at any time, but if not within the guaranteed window an Evidence of Insurability is required.

Long Term Disability

Available through The Hartford, coverage is income protection at 60% of your weekly earnings. Payment for disability only occurs if you are not being paid through the TIU or Worker's Compensation.

Accident

Available through The Hartford

Critical Illness

Available through The Hartford

Hospitalization

Available through The Hartford

Employee Assistance Program

The TIU provides an Employee Assistance Program through Magellan Health. All employees that are expected to work 500 or more hours per year are eligible to access the resources of our EAP program. Family members are also eligible to access services.

The EAP (Employee Assistance Program) is a confidential counseling and referral service that can help you and your family successfully deal with life's challenges. EAP services are available to you at no cost, as TU has prepaid these services. You have up to 3 counseling sessions available to you. The EAP can help with things like stress, anxiety, depression, relationship problems, job or work stress, parenting, alcohol and drugs, legal issues, and financial concerns.

First Stop Health

Employees that elect to participate in our medical coverage may also participate in First Stop Health. First Stop Health allows you to complete a medical history record with the service and then will provide medical consultation as needed by phone. A doctor will speak with you and review your concerns, provide appropriate guidance and can even prescribe medication, if needed. There is no cost for using this service. Since it is available 24/7, it is a good alternative for times when your doctor is not usually available and may help avoid unneeded trips to convenient care centers or emergency rooms.

First Stop Health's telemedicine solution makes every day healthcare even easier for TIU 11's employees enrolled in the medical plan.

• **Call 888-691-7867** to talk to a doctor in minutes
• **FREE to use**; there are no copays or consultation fees to use this service
• Consultations can be completed by phone or video
• Your **covered dependents** on the medical plan are also eligible to use the service
• **No online registration** is required to access a doctor, just call First Stop Health!
• **Prescriptions are available** if appropriate, or a refill of a maintenance medication is needed. Prescription copays apply.

Click here to watch a short 2-minute overview video of this new telemedicine benefit that we are excited to offer to you!

Common conditions treated via telemedicine:
• infections (e.g., urinary, ear, upper respiratory, eye, etc.);
• sinus or allergy-related problems;
• sore throat & cough;
• colds & flu;

• swelling and/or soreness;
• nausea and/or vomiting;
• rashes; and
• other minor illness & injuries

First Stop Health's mobile app is available to download from the App Store or Google Play store. Login to request consultations in seconds.

Rx N Go

Employees that elect to participate in our medical coverage may also choose to use Rx N Go, a service that provides certain generic drugs at no cost to the employee or other qualified participants. This is a benefit in addition to the regular prescription coverage. Each participant that wants to use the service must submit a profile form. Doctors may either send prescriptions directly to the pharmacy (Specialty Medical Drugstore) or give you a written script that you can mail in. A listing of available medications is located on their website.

Health Care Qualifying Status Changes

The choices you make either as newly hired employee or during Open Enrollment will be in effect for the 12-month plan year from July 1st through June 30th. However, you can make changes during the year if you experience a qualified status change, known as a "life event". Some examples of life events are birth or adoption of a child; marriage, divorce and/or legal separation; death or loss of a dependent (including loss of dependent status); change in your spouse's employment status causing loss or gain of benefits coverage; change in your own employment status; change in residence that affects the benefits offered to you; or eligibility for Medicare. In such cases you must notify the Human Resource Specialist or the Payroll-HR@tiu11.org within 30 days of the life event to be eligible to make the change and to assure a COBRA offer is provided, if appropriate.

Adding a Spouse, Child, or other eligible Dependent to your Insurance Coverage

If you are adding a newborn child, send your request to the Human Resource Specialist or the Payroll-HR@tiu11.org within 30 days of birth. When you receive the child's social security number, please forward the number to the Benefits Specialist. This number is required for federal reporting purposes.

If you are adding a new spouse, send your request to the Benefits Specialist with a copy of the marriage certificate within 30 days of marriage.

If you wish to add a dependent to your coverage other than during open enrollment or due to the reasons listed above, please contact the Benefits Specialist directly.

Removing a Dependent or Spouse

If you would like to remove a dependent or your legal spouse from your health coverage, you must submit TIU-45 to the Benefits Specialist. If you are removing a dependent due to divorce, you must submit a copy of your divorce decree with the request. Depending on other indicated reasons for removal, documentation may be required (such as obtained other coverage.)

Divorce

Once you are legally divorced your spouse is no longer eligible to be covered under your health insurance. Notify the Human Resource Specialist or the Payroll-HR@tiu11.org email immediately to remove him/her from your policy. You will need to provide a copy of the divorce decree and will need to complete the benefits form sent to you by the Benefits Specialist. Your ex-spouse will be sent a COBRA application giving them an option to continue their health benefits. Please provide the Human Resource Specialist or the Payroll-HR@tiu11.org with a mailing address and email address for your ex-spouse. If you fail to remove your ex-spouse from the policy in a timely manner, you will be charged for the full additional premium to carry your ex-spouse. Failure to notify TIU in a timely manner may also impact the ability to add coverage in a timely manner in the event of marriage.

Employee Work Calendar

Resources: Employee Calendars

Last Revised: January 2018

Work Day

The length of the work day is defined by the position being filled. The start and end time each day are set by the immediate supervisor.

Work Year Calendars

Our 12-month TIU staff are scheduled to work all days in the calendar unless the TIU is closed due to a holiday, other scheduled TIU closed day, or inclement weather. The work year for our 12-month employees can vary between 260 to 262 days based on the year and are set from July to June. Some Programs do not follow the TIU Main Office Calendar.

TIU employees who work a shorter work year (9, 10, or 11-month staff) will have their number of work days in their work year defined by their position and in their board appointment letter. A current copy of every employee's work year calendar must be provided to Human Resources via the Payroll-HR@tiu11.org email address.

Calendar Revision Guidelines

For employees who work a 9, 10 or 11-month schedule, there may be times that it will be necessary to make a calendar revision for many reasons such as inclement weather, school or building emergencies, and other unavoidable incidents. Calendar revisions should not be made for personal reasons. Any revised calendar must be provided to Human Resources

In such cases these revisions will be utilizing the following guidelines:

- Staff members assigned to a classroom location must revise their calendar to match that of the school district where they are assigned.
- Non-classroom based staff members are to revise their calendar to maximize service to students/schools/school districts. Revisions are to be scheduled in the following priority order:
    1. The school(s)/school district(s) that lost services due to the weather emergency should receive priority.
    2. Additional time may be scheduled at any assigned school that is open on a given day.
    3. The remaining time may be scheduled at a time and place approved by immediate supervisor.

Once the calendar is revised, the employee will be required to work the revised calendar the remainder of the year. Requests for approved leave days (jury, bereavement, sick, and personal) will be approved in accordance with standard procedures. All calendar revisions must be approved by the employee's immediate Supervisor and Program Operator or Director.

Payroll Schedule

Last Revised: January 2018

TIU Employees will be paid on the 15th and 30th of each month. If those dates fall on a holiday or weekend, the pay date will be the last working day prior to that date.

Direct Deposit

Unless otherwise specified, employees receive their semi-monthly pay via Direct Deposit. Completed Direct Deposit forms are to be sent to the Payroll Clerk for processing.

Tax Sheltered Annuity (403b)

To participate in a TSA program, an employee must review the current listing of TSA approved providers. Once a provider is selected, the employee should complete both a TSA Employee Agreement and a Tax Shelter Annuity Activity Authorization from the TIU site. Completed forms are to be sent to the Office of Office of Human Resources for processing. Please note that the amount that the employee specifies will be withdrawn from their paycheck on a semi-monthly basis.

TIU withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

Unemployment Insurance

TIU provides all employees with unemployment insurance coverage, unless state law requires the employee to pay a portion. Upon separation from employment with TIU, employees may make claims for unemployment insurance coverage. Eligibility for coverage is at the discretion of the state unemployment agency. Employees must file claims with the state agency, and not with TIU.

Mileage & Travel Reimbursement

Employees who travel as part of their assigned job responsibilities as determined by the Executive Director or Designee may submit a Mileage Form for mileage. Any overnight expenses require submission of the Travel/Conference Form in advance of activity.

Educational Assistance/Licensure and Organization Dues /Conference Attendance

Other Sources:

Tuition Reimbursement Request Form Pennsylvania

Licensure Form

Pennsylvania Organizational Dues Form

Professional Development Request (no Travel)

Request to Attend Professional Development Activity Form (with Travel)

General Travel Expense Voucher

Last Revised: January 2018

Tuition Reimbursement

Tuition Reimbursement is available to professional staff, allied employees, administrative and based on the employee's respective agreement. In general, for the guidelines are:

- The "Request for Tuition Reimbursement" form is required for each course. All courses must be pre-approved and course description must be included. Also, an explanation of job relevance is required to support a request for a reimbursement where no credit is given.
- You must be a TIU employee when the course begins and ends to remain eligible for reimbursement. If you are a ten-month employee, you must return to active status in the fall to be eligible for reimbursement for summer courses. The course end date determines the fiscal year for summer courses. This pre-approval applies to this course at the institution specified during the semester indicated. If for any reason you do not take this exact course at this institution during this semester, you are to notify the Office of Office of Human Resources. If you wish to take the course during a different semester, you must resubmit the request for reimbursement.
- Tuition Reimbursement is approved if a final grade of an "A" or "B" is received or "pass" in a pass/fail course. Payment will be for the tuition cost only (no fees, books or other charges). The total amount of payment for the year shall not exceed the maximum approved by the Board.
- A transcript and a valid receipt are required to process payment.

Professional Dues Reimbursement

Reimbursement for Professional Organization Dues will be provided as indicated in the employee's contract, or upon approval by the Program Director (or designee). Reimbursement will be made for annual membership dues only, not for other related fees or services.

Reimbursement will be made whose purpose is professional development and is related to the employee's primary job responsibilities. Reimbursement will not be made for any organization where collective bargaining and/or Meet and Discuss is a goal and/or a function of the organization.

To apply for reimbursement, eligible employees must complete Reimbursement for Professional Pennsylvania Organizational Dues Form and submit the form to the Office of Human Resources, along with verification of the amount of payment and a copy of the Professional Renewal Notice. Directions on the Membership Reimbursement Form must be followed for reimbursement to be approved.

Reimbursement will be included with a regular paycheck once the request has been processed by the Business Office. The date the membership was paid will determine the fiscal year for reimbursement. If membership payment is due in June, the employee is required to send the

Reimbursement for Professional Organization Membership Fees Form to the Office of Human Resources by June 30, so that funds can be encumbered from the current fiscal year. Supportive documentation must then be forwarded once it is received so that payment can be made.

Professional Development and Conference Attendance

All requests for professional development activities during the work day require appropriate approval from your supervisor and Office Director. Additionally, attendance for professional development or conference activities that incur expenses to the IU require administrative approval by the employee's supervisor, the Office Director, and the Executive Director/designee utilizing the Professional Development Activity Form. Per IU Board policy, requests for reimbursement must be reasonable and economical. Expenses will be reimbursed according to the guidelines listed on the forms.

The Executive Director may decide that the activity is appropriate to the employee assignment, but funds may not be available to support the activity. In such cases, the Executive Director may recommend partial funding, if available, for the activity.

When an employee has been approved to attend an activity and a fee has been paid, the employee must attend the function to receive reimbursement unless directed by Supervisor or Office Director to cancel attendance or in the case of documented illness. In such cases, the Director shall authorize payment without attendance.

Following attendance at a conference, the employee should use the General Travel Expense Voucher when submitting for reimbursement

Maintenance of Personal Information

Website Links: https://employees.tiu11.org/

Documentation: Certificate of Residency (Earned Income Tax) Form
W-4 Form
Direct Deposit Form

Last Revised: January 2018

Employee Portal

The Employee Portal is available to all employees via the TIU website home page by clicking the Employees Portal link at the bottom of the page. The direct web address for the portal is https://fis2.csiu-technology.org/IU11/Account/LogOn?ReturnUrl=%2fIU11%2f

Portal Highlights:

- View/edit demographic information, as it appears in the Payroll and Personnel system
- View Local and Federal Tax Withholding Deductions
- View employee absence balances for all absence types
- Request paid sick, vacation, personal, or paid time off absences
- View and print regular paystub information, including direct deposited amounts
- Complete and submit timesheets, if required
- Approve requests for absences and timesheets (if part of work responsibilities)

Access to the system is available with the following information:

- The Username is your first initial, full last name
- The Initial Password is the last 4 digits of your social security number. You are required to change your password to a secure password the first time you login. You will also be required to change your password every 90 days.

For problems accessing the system or any questions about the data shown, please contact the Office of Human Resources at Payroll-HR@tiu11.org.

Changing Personal Information

Employees can change their current name or address by submitting a Change Request in the Employee Portal AND submitting an updated Certificate of Residency form to the Payroll Clerk. If changing name, you also must provide a copy of your new Social Security card showing the new name.

Some other items may also be updated by request through the portal. If additional documentation is required, you will be notified. Please be sure to add at least one emergency contact through the Personnel Data Change screen.

For changes to federal tax withholdings or direct deposit, submit updated forms to the Payroll Clerk.

TIME OFF/LEAVES OF ABSENCE

Reporting of Employee Absences

Website: https://fis2.csiu-technology.org/IU11/Account/LogOn?ReturnUrl=%2fIU11%2f

Last Revised: June 2021

Unauthorized Absence/Tardiness

An unauthorized absence occurs when an employee does not arrive to work on time and/or report to the designated work area on time and does not follow the guidelines to inform an employee's immediate supervisor. An unauthorized absence includes:

- Failure to report to work on time at the designated work time.
- Unscheduled breaks or absences from the workplace during the work day.
- Not reporting to work (unless leave has been approved and communicated to an employee's immediate supervisor).
- Failing to follow call-out procedures in the event of an emergency or illness.
- Failure to return to work following extended leaves of absence (such as FMLA or Workers' Compensation).

Any employee who takes an unauthorized absence will be in violation of the attendance requirements and may be subject to corrective action. Continued unauthorized leaves of absence may be treated as resignations or abandonment of employment.

Personal Illness Leave

Board Policy: 334 Sick Leave

Other Sources:

Last Revised: June 2018

On the first employee workday of each year, all eligible employees shall be credited with the appropriate number of sick leave days for the current year under the employee's contract or employee Policy 334 Sick Leave or 336 Personal Necessity Leave. Any unused days of sick leave remaining at the end of a given year shall be credited as additional days of sick leave for the following year and shall be cumulative from year to year.

Please note the following conditions regarding illness/sick leave:

- For Illness/sick leave absences that extend a TIU holiday period, a doctor's excuse may be required to submit to the Office of Human Resources at Payroll-HR@tiu11.org upon return to work.
- For Illness/sick leave absences of three (3) or more consecutive days, a doctor's excuse may be required to submit to the Office of Human Resources at Payroll-HR@tiu11.org upon return to work. If a doctor's excuse is not filed, the entire absence may be considered unexcused. It is the employee's responsibility to provide the doctors note upon return to work. NOTE- a physician's statement may not be presumed to conclusively establish the employee's illness.

Employees are permitted to use sick days, if available, for the care an immediate family member who is ill. Immediate family shall be defined as husband/wife, son, daughter, parent, or any near relative who lives in the same household. The request for use of sick days for the illness of a family member must be reported in the employee portal for approval. In the "Notes to Administrator" box please indicate the relationship of the family member. Once the allotted days are exhausted, employees must use another paid leave type to care for an immediate family member or use an unpaid leave type.

All absences get entered into the Employee Portal. Absences need to be reported in the Employee Portal **BEFORE** you take the time off, unless you are otherwise unable to do so. i.e., Too sick. **ANY absence 5 or more days you need to fill out the TIU-335 form whether the days are paid or unpaid.**

TIU members' illness/sick leave should be taken in no less than ½ day increments per the policy. All other TIU staff Illness/ Sick leave time should be taken in no less than ½ day increments unless otherwise specified by policy or pre-approval.

Employee Leave Days

Sources: https://go.boarddocs.com/pa/iu11/Board.nsf/Public?open&id=policies
https://www.tiu11.org/human-resources/personnel-forms/

Documentation: Portal Absence Request
Bereavement Form
Leave Request Form
Leave Without Pay Form

Last Revised: January 2018

The TIU understands that periodically our employees will take time away from work. Please note that all of the leave types outlined in this section may not be available for every employee of TIU. All paid leave may be taken in full- or half-day increments only.

The following paid leave options may be available:

Personal Leave Days

On July 1 of each year, all eligible employees shall be credited with the appropriate number of personal leave days for the current year based on TIU Board Policy or Special Project Policy guidelines and appropriate Administrative Regulations.

Requests for personal days must be submitted through the employee portal absence request feature. Requests should be submitted in advance whenever possible.

Unused Personal Leave time will be converted to sick leave at the end of the year.

Vacation Leave Days

On the anniversary of employment date, all eligible 12-month employees shall be credited with the appropriate number of vacation days for the following year under policy. Requests for vacation days must be pre-approved by the Supervisor in the portal.

Vacation days may be carried over into the next year if unable to be used in the current year. Any days above 20 days will not be eligible to be paid out if a separation of employment occurs.

All vacation days should be taken in no less than ½ day increments

Jury Duty Leave:

Employees are encouraged to serve on jury duty and fulfill their civic obligations. Employees shall provide a copy of the notice to report to their immediate supervisor and to Human Resources. Employees will also provide notice if there is a change in the date scheduled, if they are no longer required to report, or if they are selected to serve on a jury. The expected dates of service are to be provided as soon as available.

The TIU will compensate employees at their regular pay for the time period during which they are required to serve. Employees must provide evidence of service, including monies received from jury duty service (excluding travel expenses) to the Payroll Coordinator who will ensure that the employee is appropriately compensated.

When excused or released from jury duty, employees are expected to return to work promptly.

Bereavement Leave

All employees are entitled to excused absences for three to five (3-5) days because of death in the immediate family, and one (1) day because of the death of a near relative.

When an employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence for the maximum periods specified below. Bereavement leave days must be taken consecutively at the time of the event:

1. Five (5) days - Death of employee's immediate family member. **Immediate family** shall be defined as father, mother, brother, sister, son, daughter, husband, wife, or a child over whom the employee has legal guardianship or custody.

2. Three (3) days - Death of grandfather, grandmother, grandchild, parent-in-law, son-in-law, daughter-in-law, near relative who resides in the same household, or any person with whom the employee has made his/her home.

3. One (1) day - Death of first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law, grandparent-in-law. The terms that define **near relative** shall apply only to the employee for bereavement leave and will not be approved for the death of these relatives for a spouse.

Uncompensated Leave

Employees may request an uncompensated leave for up to one (1) year by submitting a written request to the Executive Director or designee at least sixty (60) days in advance of the desired leave, setting forth the purpose, reason, and requested length of time for such leave. Special consideration will be given to emergencies. Extensions of leave may be granted by the Board, upon written request to the Executive Director or designee.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken.

TIU Unified In-Service

Each fall, the TIU hosts an annual IU-Wide Inservice program for employees. Unified In-Service is mandatory and if for any reason the employee cannot be there, they need to contact their supervisor and fill out the form that goes to the Executive Director.

Military Leave

Tuscarora Intermediate Unit 11 supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed

time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Time Off for Voting

Tuscarora Intermediate Unit 11 recognizes that voting is an integral part of being in a community. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations. Employees are not permitted to take time off from work to vote but can if a voting worker.

Family & Medical Leave Act (FMLA)

Board Policy: Board of Directors Policy 335- Family and Medical Leaves.

Website: Family Medical Leave (http://www.dol.gov/whd/fmla/)

Last Revised: June 10, 2021

In accordance with the Family and Medical Leave Act, TIU affords its eligible employees FMLA as set forth in its policy. The parties agree to comply with the requirements of the Family and Medical Leave Act of 1993 (FMLA). Neither TIU nor the employees waive the right to exercise any prerogative or right under the Act. If both spouses are employed by TIU, each employee shall be entitled to FMLA rights. FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Reasons for Taking Leave:

Unpaid leave must be granted for any of the following reasons:

- The birth of a child and to care for the newborn child within one year of birth; the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition; a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty";

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee is required to utilize such paid leave concurrent with the FMLA leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.
- An employer may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the employer's expense), and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan".
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violation.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or Collective Bargaining Agreement which provides greater family or medical leave rights.

For Additional Information:

Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

Workers' Compensation

Board Policy: Board of Directors Policy 346 – Workers Compensation

Board of Directors Policy 347 – Workers Compensation Transitional Return to Work Program

Resources: Worker's Compensation Panel (2015-2016)

Last Revised: April 11, 2019

The TIU has a very specific procedure for handling workplace injuries from our employees, and they should follow these steps in the case of an injury:

1. When an employee is injured, he/she is to contact his/her supervisor, the Benefits and Attendance Coordinator and SDIC (800) 445-6965, our insurance company, of the work-related injury.

2. To be covered by Workers' Compensation, the employee must seek medical attention, when necessary, from a physician/facility on the list of designated physicians found on the TIU Website under Workers' Compensation. In the case of a medical emergency, the employee may seek immediate attention from the closest appropriate provider.

3. The employee is required to use a physician on the list of designated physicians/facilities for the first 90 days of treatment. After 90 days, the employee may seek medical attention from a physician of his/her choice as long as he/she notifies the Benefits Department within 5 days of the visit to the physician who is not on the designated list.

4. Anytime an employee is injured on the job, he/she is to complete a Workers' Compensation Packet and enter the absence into AESOP. These forms may be obtained on the TIU SharePoint site and from the Benefits and Attendance Coordinator.

5. If the incident involves a student, you will also need to complete an Incident Report through your Office.

6. Approval of a Workers' Compensation claim is the decision of the worker's compensation insurance company. A representative of the insurance company will contact you for specific information once the claim is filed. The claims administrator for TIU is the School District Insurance Consortium. If you have any questions, you may call SDIC at (800) 445-6965, extension 101.

7. The nature of the injury and the length of time absent will determine the type, method, and amount of compensation. You will use accumulated sick leave in conjunction with payment from worker's compensation to maintain your full salary. If you do not have sick leave available, you will receive the amount provided by workers' compensation only.

8. Questions regarding Workers' Compensation should be directed to the Human Resources Department.

Inclement Weather/Emergency Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt TIU operations.

TIU 11 will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable and enter the appropriate leave time in the Employee Portal with in three (3) days.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take Paid Time Off (PTO). Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

The following procedures will be in effect when work schedules need to be modified due to "acts of nature" or other safety-related situations based on whether employees are "Office Based Staff" or "Non-Office Based Staff".

Emergency Closing for Office Based Staff

Office based staff includes:

All Administrative Staff	Training & Consulting Professional Staff
All CTC & Support Staff	School Psychologists
PaTTAN Staff	Non-classroom based Early Intervention Staff

Office based staff are expected to report to work at the regular time unless the TIU offices are closed. If the TIU offices are closed, employees who had previously requested to use sick time, personal time, or vacation time will not be charged for the day.

Office based staff members who do not report to work when the office is open must use either vacation time or personal time to cover their absence.

Emergency Closing for Non-Office Based Staff

The following applies to all staff members not identified in the previous section as "Office Based" which would comprise mainly our Student Services, Corrections and Non-Public classroom-based staff. Staff members are to follow the schedule of the school(s) to which they are assigned on the given day. For example: if the school(s) to which you are assigned is/are closed – you have a snow day. If the school(s) to which you are assigned is/are open, you are to report to the school(s).

If a staff member is assigned to more than one school/school district on the day in question, and one or more of these schools is open, the staff member may:

- adjust his/her schedule to spend more time at the open school(s)/school district(s)
- work at the TIU office for the time that would have been spent in the closed school(s)/school district(s)
- take a half of snow day with supervisors' pre-approval (Note: Snow days can only be taken as "half" or "whole" days)

Employees who had previously requested to use sick time or personal time on a day that becomes a snow day, will not be charged for the time. Employees whose schools are closed may not opt to use a sick day or personal day instead of a snow day. This means that snow days supersede all other types of absences.

Part-time Professional Staff and Support Staff who were scheduled to work on a day that becomes a snow day, are to record the day on their per diem sheet as a snow day. They will be paid for snow days.

Shortened Work Schedules in Emergency Situations – Office-Based Personnel

The following procedures will be in effect when work schedules need to be modified due to "acts of nature" or other safety-related situations. (late openings; early closings)

1. When the office closes early, office-based members of the support and professional staff shall be permitted to leave the building at the designated time. Administrators who have program related and/or transportation responsibilities may leave once their responsibilities are completed. Administration, Cabinet or Program Operators and Support Staff who are needed after the scheduled closing time to cover the switchboard or complete a specific task may be asked to stay longer. In such instances, these individuals would be entitled to compensation time.
2. In the event that the office opens late, all of the support and professional staff are expected to report to work at the designated time. Administrators who have program related and/or transportation responsibilities are expected to handle any situations which may arise as a result of the emergency and may therefore be required to report earlier.
3. Whenever emergency situations require a work schedule alteration, the day will count as a full day which means that:
    a. employees who were on approved absence (vacation, sick, or personal time, etc.) will be charged a full day;
    b. employees who report to work at the designated time will be credited with a full day;
    c. employees who begin on an earlier work schedule (for example: 8:00 AM – 3:45 PM) will follow the revised work schedule in emergency situations. This means they shall leave at the time the office closes if an early closing is necessary or they will be permitted to come into the office late if a late opening is called. Since the length of the day is less than the standard, no compensation time will be earned.
4. Whenever the office is open, employees are expected to report at the scheduled time. Any employee who is unable to report to work on time must contact the Office of Human Resources. Employees will be required to use personal or vacation time to cover lateness. Some flexibility may need to be exercised in extreme situations. Employees who wish to leave earlier than the scheduled closing time because of weather-related reasons will be required to use personal or vacation time. Requests for special consideration are to be referred to the Office of Human Resources.
5. If TIU Administrative Offices are closed prior to start of work or during the work day AND districts remain open where IU classes are located, then the program administrator and supervisor assigned to those classes are "on call" to cover emergencies

TIU Holidays

Board Policy: 343- Employees – Paid Holidays

Other Sources: TIU Holiday Calendar

Last Revised: July 2020

The TIU offices are closed for holiday celebrations each year. The days are approved by our Board of Directors each year, and below are the days in the 2023-2024 year that the TIU is closed for Holiday celebration:

Date	**Holidays**
July 4	Independence Day
September	Labor Day
November	Thanksgiving Break
December	Winter Break
January	Martin Luther King Jr. Day
February	Presidents' Day
March or April	Spring Break
May	Memorial Day

Any additional holidays will be designated by the company at start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the company will select either the following Monday or the preceding Friday as a substitute holiday. The company reserves the right to pay eligible employees in lieu of time off if the holiday falls on Saturday.

Religious observances

Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The company will seek to reasonably accommodate individuals' religious observances.

WORKPLACE EXPECTATIONS

Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voice mail and e-mail messages are not acceptable except in certain emergency circumstances.

Excessive absenteeism or tardiness will result in discipline up to and including termination.

Failure to show up or call in for a scheduled work day without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance with Tuscarora Intermediate Unit 11. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

TIU employees are allowed work in similar fields after hours. Policy 319 addresses this. Guidelines are listed on the policy to be able to do this. This is in conjunction with PaTTAN's and other IU's policies.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Yearly Mandated Trainings

There are required yearly trainings that ALL employees are required to take. These trainings are at the OTIS webpage: https://otispd.com/. To complete any required training, follow the directions below to log into the OTIS. When your training is complete, please send your certificate to hr-compliance@tiu11.org.

If you have questions, please contact Stephanie Bilger at (814) 542-2501 ext. 1112 or sbilger@tiu11.org.

Yearly Safety Trainings

All staff are required to do Safety and Security Training annually on one or more of the following: situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying awareness, and substance use awareness. Training may be in-person or virtual. Emergency Preparedness Training: Emergency training drills (including fire, natural disaster, active shooter, hostage situation, and bomb threat), and the identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities, or the community. Training on these two topics may be done at separate times, and using different modalities, but the emergency training drills must always be delivered in person.

Mandated Reporting of Child Abuse

Board Policy: Board Policy # 317.1 Educator Misconduct

Board Policy # 806 – Child Abuse

Resources: CY-47 Report of Suspected Child Abuse

University of Pittsburgh Training *(TIU Endorsed Training)*

TIU Mandated Reporter Training

Website: http://keepkidssafe.pa.gov/index.htm

Contact for making a Report

Phone Number: 1-800-932-0313 (State Child Abuse Hotline)

Web Address: https://www.compass.state.pa.us/cwis/public/home

Last Revised: April 2019

Obligation to Report

You must immediately report suspected child abuse if you have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

1. You come in contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. You are directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to you that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to you that s/he has committed child abuse.

You must make the report in writing through the "CY-47 Report of Suspected Child Abuse" or through an oral report via the statewide toll-free telephone number at 1-800-932-0313. A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the Intermediate Unit with a written record of the report.

After making the initial report, you must also notify your supervisor and any applicable building administrator. If you make an initial report verbally you are also responsible for making the follow-up written electronic report utilizing the CY-47 Report of Suspected Child Abuse form within forty-eight (48) hours, and shall provide the supervisor or building administrator with a copy of the report confirmation promptly after the written electronic report has been filed. The building administrator shall in turn provide a copy of the report confirmation to the Executive Director or designee.

When necessary to preserve potential evidence of suspected child abuse, you may, after the initial report is made, take or facilitate taking photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The supervisor or building administrator shall be notified whenever such photographs are taken.

Your Obligation to Cooperate:

You shall cooperate with the Children and Youth Agency and/or law enforcement in any investigation or assessment of suspected child abuse by providing, upon request, such information as is consistent with the law. Such cooperation shall include permitting authorized personnel from Children and Youth Agency to interview a student while the student is in attendance at school.

Except in connection with the taking appropriate action with respect to reporting suspected child abuse, the TIU employee who makes a report shall not reveal the existence or content of the report. TIU employees who initiate a student abuse report shall be immune from civil and criminal liability arising out of the report. If you willfully fail to report suspected child abuse or who willfully violate the confidentiality of such a report commits a summary offense.

Training Requirements Under CPSL

The Pennsylvania Department of Education (PDE) has mandated training on the Child Protective Services Law (CPSL) known as "Mandated Reporter". This applies to all TIU staff and requires the completion of three hours of training on Mandated Reporter responsibilities no later than March 1, 2018, and then every 5 years thereafter. Additionally, some of our staff are required to complete this training based on deadlines imposed on staff holding private licensures under Act 31. You are required to complete this training on your own time and forward the completion certificate to our Office of Human Resources.

As part of fulfilling this training requirement, the TIU is endorsing the use of the on-line presentation offered through the University of Pittsburgh. This training is a comprehensive overview of the changes in the Child Protective Services Law in that it addresses all necessary components required in the training, except for the review of local policy. The University of Pittsburgh training is eligible for both Act 48 credits and Act 31 requirements. This training does not have to be completed in one session. It allows you to stop the training and pick up at the same spot in the training at a later date/time. The Office of Human Resources will upload the Act 48 credits from the University of Pittsburgh on a quarterly basis to the PDE Act 48 Tracking System. Any alternative training methods should be approved by Human Resources to ensure meets the necessary state compliance requirements. Once completed, please forward your certificate through an e-mail to the Office of Human Resources.

Additionally, under Act 126, all school employees, contractors, and volunteers who have direct contact with children are required to complete training on the Professional Educator Discipline Act every five years. This training covers critical topics including professional ethics, mandatory reporting obligations for suspected misconduct or abuse, district reporting policies, and maintaining appropriate professional boundaries with students. To fulfill these state requirements, school employees must complete a minimum of 3 hours of PDE-approved Act 126 training every five years (which also counts toward Act 48 continuing education credits for certified teachers) and strictly adhere to mandatory reporting protocols whenever educator misconduct or child abuse is suspected.

Discrimination & Harassment

Board Policy: Board of Directors Policy 103 Nondiscrimination/Discriminatory Harassment - Educational Programs/Services

Board of Directors Policy 104- Nondiscrimination in Employment and Contract Practices

Board of Directors Policy 348- Unlawful Harassment

Board of Directors Policy 348.1 – Workplace Bullying Prevention

Last Revised: October 2020

Equal Employment Opportunity

In accordance with the existing state and federal laws, TIU will employ qualified personnel for all positions without regard to race, creed, color, sex, age, religion, national origin, or disability. Selection of candidates for positions will be made upon the basis of demonstrated capability, competence, and appropriate experience.

Nondiscrimination

It is the policy of TIU not to discriminate on the basis of race, color, religious creed, national origin, sex, disability, or age in its educational programs, activities or employment as required by Title VII, Title IX, Section 504, and the Americans with Disabilities Act (ADA) and its amendments. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at TIU will be based on merit, qualifications, and abilities. TIU does not discriminate in employment opportunities or practices in accordance with the Pennsylvania Human Relations Act.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. If you are uncomfortable going to your immediate supervisor, you may speak with your Office Director or a member of the Office of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

Harassment & Sexual Harassment

TIU is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

TIU pledges its best efforts to ensure that no employee or job applicant is subjected to sexual harassment or discrimination. Employees who engage in conduct which is sexually harassing, or

who contributes to a hostile, oppressive, intimidating, or offensive work environment, will be dealt with strictly.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately to your immediate supervisor. If you are uncomfortable going to your immediate supervisor, you may speak with your Office Director or a member of the Office of Human Resources. Employees can raise concerns and make reports without fear of reprisal.

If you are not satisfied with the response, you may file the complaint with the Director of Human Resources who will respond within 10 days. If you are not satisfied with the response of the Director of Human Resources, you may file the complaint with the Executive Director.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor who will handle the matter in a timely and confidential manner.

Title IX & Section 504

All TIU personnel operations are operated in compliance with the Title IX regulations regarding sex discrimination and Section 504 requirements regarding handicapped persons. **(See pages 17-19 for Title IX. Complaint Process)**

Americans with Disabilities Act

All TIU personnel operations are operated in compliance with the Americans with Disabilities Act (ADA) and its amendments. TIU will not discriminate against qualified applicants or employees with a disability who can perform the essential functions of a job with or without reasonable accommodation. TIU will make every effort to provide reasonable accommodation for qualified applicants or employees unless such accommodation poses an undue hardship for TIU or poses a direct threat to the health or safety of others. It is the responsibility of the applicant or the employee to notify their immediate supervisor of the type of accommodation that is necessary for the individual to perform the essential functions of the job.

Nursing Mothers

TIU follows the guidelines provided by the Fair Labor Standards Act in providing reasonable breaks for nursing mothers, as well as a private place that is shielded from view and free from intrusion (bathrooms are specifically excluded).

Nepotism

An employee of TIU will not be directly supervised, rated, or evaluated by a close relative.

For the purpose of this policy, close relative will be defined as: an employee's spouse/significant other; the mother, father, grandmother, grandfather, or grandchild of the employee or of the employee's spouse; the son, son-in-law, daughter, daughter-in-law, stepchild, brother or sister of the employee or of the employee's spouse.

Confidentiality/HIPAA

Employees in the course of their employment may have access to confidential information pertaining to its students, employees, officers, contractors, and agents. This confidential information may be in written, oral, electronic, or other formats.

Employees should not disclose any confidential information except as lawfully approved by their supervisor or Program Administrator, including but not limited to the following:

- Student information (including protected information covered by FERPA
- Health information (including protected information cover by HIPAA
- Passwords, databases, access codes
- Personnel and payroll information
- Financial information
- Contracts and service agreements
- Documents, correspondence, email, and accounts belonging to other employees

Any employee who is uncertain as to the confidential status of information should consult their Supervisor or Program Administrator for clarification and direction. All confidential information should be disposed of in the appropriate deemed by your Supervisor or Program Administrator.

Dress Guidelines

Board Policy: Board of Directors Policy 325 – Professional Appearance

Last Revised: April 2017

TIU is a professional educational organization, and appropriate business attire is required. We have many visitors to our office each day, including leadership of the School Districts and communities we serve, government officials, and other clients. It is therefore very important to put forth a public image that will make us all proud to be TIU employees. The manner in which our TIU employees dress is critical to this public image. With this in mind we have put forth the following dress guidelines for our TIU employees:

TIU Office Staff (located in TIU main office or school offices)

Our TIU offices will observe a corporate casual dress code unless meetings or other events dictate that full business attire (such as suit, jacket, or the like) is necessary. Supervisors have the right to mandate their employees observe a more formal dress than corporate casual based on the needs of the workplace.

In observing a corporate casual, the following is not appropriate:

325-AR-1. ACCEPTABLE AND UNACCEPTABLE ATTIRE FOR EMPLOYEES

Pleases note: The Policy of your non IU work location will take precedence over TIU Board Policy 325 and its accompanying Administration Regulations.

School Year Acceptable	**School Year Not Acceptable**
• Suits • Dresses, skirts, skorts, or similar clothing not shorter than Bermuda length • Khakis • Dress Shirt and Tie • Polo Shirt • Blazers • Dress shoes • Capris • Leggings with Tunic • Dress Pants • Turtlenecks • Sweaters • Loafers • Open toed, open back, or sling type shoes	• Sweatshirts • Athletic Attire (Sweatpants, sweat suits, etc.) • Shorter than Bermuda length skirts/dresses/skorts • T-shirts • Tank, halter, spaghetti strap, or muscle tops/dresses • Flip-flops • Sneakers • Shorts • Jeans • Inappropriately sheer, tight or low-cut clothing that bares or exposes traditionally private parts of the body, including but not limited to the stomach, buttocks, back and breasts.

School Year Dress Down Days Acceptable	**School Year Dress Down Days Not Acceptable**

• School year acceptable clothing
• Sweatshirts
• Jeans (no holes)
• Sneakers
• T-shirts (**must be in good taste**)
	• Athletic Attire (Sweatpants, sweat suits, etc.)
	• Shorter than Bermuda length skirts/dresses/skorts
	• Tank, halter, spaghetti strap, or muscle tops/dresses
	• Flip-flops
	• Shorts
	• Inappropriately sheer, tight or low-cut clothing that bares or exposes traditionally private parts of the body, including but not limited to the stomach, buttocks, back and breasts.
	• Clothing or accessories that contain any advertisement, symbols, words, slogans, patches or pictures that:
	  • Refer to drugs, tobacco, or alcohol.
	  • Are of a sexual or sexually suggestive nature.
	  • Denote membership in gangs.
	  • Are obscene, profane, vulgar, lewd or legally libelous.
	  • Threaten the safety or welfare of any individual.

Screenshot

Classroom and Itinerant Instructional Staff

TIU Classroom Itinerant Instructional staff should observe the dress necessary to be effective in the classroom and/or as dictated by the school in which the classroom is located. Jewelry, especially dangling piercings and necklaces may not be recommended depending on the needs of the children in the classroom.

Facilities and Operational Support Staff

Operations employees should observe the dress necessary to be safe and effective in the workplace and to perform maintenance and cleaning. Jewelry, especially dangling piercings and necklaces may not be permitted due to safety concerns.

Casual Days

During the school year, the TIU will observe opportunity to have "casual days" where employees may wear more casual clothing, such as jeans, T-shirts, and sneakers. These days will be connected to making a small donation towards a worthy cause and the dates of these casual days are generally announced well ahead of the date.

Supervisor Discretion

In general employees should use good judgment in determining appropriate attire to ensure modesty. Appropriate undergarments should be worn at all times. Low-rise pants, plunging necklines, excessively short skirts or shirts, or generally ill-fitting clothing, any of which could be inappropriately revealing when the employee bends, twists, or moves, should be avoided.

Employees that are concerned whether an article of clothing is acceptable should discuss the matter with their supervisor prior to wearing it. A supervisor that believes an employee's dress is inappropriate in light of the duties being performed or for the event that is occurring, has the right to send the employee home to change; and the employee will not be paid during the time he/she is away from work. Violation of the dress code is also subject to disciplinary action.

Drug, Alcohol, and Tobacco-Free Workplace

Board Policy: Board Policy 351- Drug And Substance Abuse
Board Policy 323- Tobacco Use
Board Policy 218.1 – Weapons

Last Revised: October 2018
June 2017
February 2017

TIU believes in providing and maintaining a drug-free work environment for its employees. In this regard, TIU will comply with the provisions of the Drug-Free Workplace Act of 1988 and the PA Act 191 of 1988. This policy applies to all employees and volunteers without exception. Reporting to work while under the influence of drugs or alcohol will not be tolerated.

Illicit drug use in the workplace is strictly prohibited. Employees who are convicted of criminal drug violations (defined as the manufacturing, distribution, dispensing, and/or use or possession of any controlled substance) must notify their employer within three (3) days. Appropriate personnel action will be taken within thirty (30) days of the conviction.

Consistent with PA Act 191, any employee who is convicted of delivery of a controlled substance or possession of a controlled substance with the intent to deliver is to be terminated from his/her employment. Under provisions of this Act, TIU will enforce this termination within sixty (60) days of the conviction. As a condition of employment, all employees will abide by the terms of this policy. Violation of this policy will result in disciplinary action, up to and including termination of employment.

Possession of Alcohol or Controlled Substances

No employee or volunteer is permitted to consume, possess, sell, use, or purchase any alcoholic beverage, drug, or controlled substance on any property owned, leased, or operated by or on behalf of TIU.

Acceptable Medications

Any employee who is prescribed legal medications or has certain over-the-counter non-prescription medications (i.e., aspirin, ibuprofen, or cough drops) may possess medications in the workplace, only if they are safely stored in a locked area that is not accessible to children, and if they are being used in the manner prescribed and do not result in limitations in performing job duties. However, where the use of legal medications outside the workplace results in the employee being impaired during regular work hours, corrective action may be taken.

Impairment in the Workplace

Any employee who suspects another employee or a family member of a student of possible impairment of drug or alcohol use should immediately report this to his/her supervisor or the Program Administrator. In a case where the use of drugs or alcohol may pose an imminent threat to the safety of others or TIU property, an employee must immediately report the violation; failure to do so may result in corrective action.

Reasonable suspicion of impairment is based upon first-hand observation as well as the report of others who report having reasonable suspicion. Suspicion may be based on:

- Directly observing the use or possession of drugs or alcohol in the workplace;
- The person's speech, appearance, odor, or actions; and
- Indications of the withdrawal effects of a substance and/or alcohol.

Any TIU employee will be subject to a mandatory screening if there is reasonable suspicion of impairment.

Tobacco Use

TIU recognizes its responsibility to provide a safe and healthy environment for its employees, students, and all those who visit its facilities. TIU further recognizes that providing a tobacco-free environment is consistent with promoting wellness. For purposes of this policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, e-cigarettes, pipes and smokeless tobacco.

Smoking is not permitted at TIU facilities or on client school premises.

Workplace Safety

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 8 for an outside line, then dial 911 to activate the medical emergency services, from within the Main Office.

Board Policy: Board Policy 705 – Safety

Board Policy 218.1- Weapons

Last Revised: March 2020

May 2019

February 2018

The TIU is committed to maintaining and operating our buildings and programs in a condition that is safe for students, employees and visitors. With this mind, the TIU directs that a safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect Intermediate Unit buildings, equipment and property.

The safety program shall provide: instruction for students and staff in safety and accident prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of educational programs and support services.

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor and follow the directions under in the Worker's Compensation Packet.

Safe Driving Administrative Regulation

Employees must read and adhere to this administrative regulation and any other vehicle policies.

Comply with laws and safety regulations

- Employees must comply with applicable federal and state laws and local driving laws and
- ordinances, parking regulations, and IU safety policies.
- Employees must drive in a safe manner at all times, in accordance with road
- conditions - especially during inclement weather.
- Drivers and all passengers must wear seat belts at all times while the vehicle is in motion.
- Drivers are required to use hands-free cell phone devices while operating IU or personal
- vehicles. Otherwise, drivers may not use cell phones for any purpose (call, text, data,
- etc.) while the vehicle is in operation.

Alcohol, controlled substances or medications that may impair driving

- Under no circumstances may any employee or other occupant of an IU vehicle purchase, carry, imbibe any form of alcoholic beverage or controlled drug substances while using or occupying an IU vehicle, or drive or occupy an IU vehicle while under the influence of alcohol or controlled drug substances. With a valid prescription, an employee or other occupant of a vehicle may carry a controlled substance within an IU vehicle.
- Drivers shall not operate IU-owned or personal vehicles for IU business when they are required to take medication, which may impair their ability to safely operate a moving vehicle. Drivers have an affirmative duty to report to their health care provider the fact that they are required to drive for IU business and the type of vehicles that they are responsible for to enable the provider to give appropriate direction about the use of prescription medication and IU driving tasks. Drivers must also report any restrictions and limitations to their supervisor when taking such medication.

Violations or citations

- Drivers are personally responsible and liable for any citations and/or violations received while operating a IU vehicle. Failure to promptly respond to any citations/violations may result in disciplinary action and/or a loss of IU vehicle use privileges.
- Employees are required to immediately report to their supervisors any tickets or citations for stationary, parking or moving violations received while operating a IU owned, leased or rented vehicle, or a personal vehicle while conducting IU business.
- For employees required to drive or maintain a IU vehicle, employees must possess a proper Driver's license classification, and any necessary endorsements/restrictions, to lawfully operate the assigned vehicle. Furthermore, as part of their official duties, driving record convictions may be considered as grounds for disciplinary actions up to and including termination whether infractions incurred while conducting IU business or outside of work.
- Employees required to use a vehicle to conduct IU business must notify their immediate supervisors within 24 hours of receiving notice that their license has been or will be revoked or suspended.

Tobacco

The use of tobacco products is prohibited in all IU vehicles and while driving during IU work time, without exception.

Transportation in Personal Vehicles

No school vehicle may be used for personal use or convenience of any employee of the district for any reason.

In order to ensure the maximum safety of students, district employees involved in transportation activities must follow these risk management guidelines:

1. It is the policy of the district to provide district vehicles for official school activities and business whenever possible.

2. When district-provided transportation is available, students and district employees are required to use this transportation unless circumstances exist which warrant alternative arrangements. These arrangements must have prior approval by the superintendent.

3. The use of private vehicles, particularly for the transportation of students, is discouraged and will be approved only when no other method is available. When private use of a vehicle is approved, the following procedures must be followed:

a) A request to use a private vehicle must be submitted to Central Office before the employee will receive mileage reimbursement.
b) The employee must submit proof of valid insurance and certify he/she will inform the district if there is any change in insurance.
c) The employee will provide authorization to check his/her record through a Department of Motor Vehicles check. The drivers license of the employee must be valid and his/her driving record acceptable to the district.

d) The district will not provide coverage for damage to an employee's personal vehicle when the employee drives a personal vehicle on behalf of the district.
e) If district transportation is not provided, students and parents of students participating in the trip need to be aware that the district does not take responsibility for the trip, the routes taken, or supervision during the trip.

4. All staff using school vehicles for transporting students must complete the assigned driver trainings annually.

Zoom Meetings

This is a reminder that all staff, especially those operating IU vehicles, must not use handheld devices while driving. This includes participating in Zoom or other video conferencing calls during vehicle operation.

Effective immediately, under Pennsylvania's new law, it is illegal to hold a cell phone or electronic device while driving or stopped at a red light. Violation of this law may result in citations and the loss of driving privileges for IU vehicles.

Participating in Zoom meetings while driving is considered an unsafe and unacceptable practice. It demands a high level of concentration that is incompatible with safe driving and poses a serious safety risk.

TIU 11 considers this a serious matter. Do not engage in workplace video or phone conferences while operating a vehicle.

Weapons Prohibition

The Board prohibits employees from possessing and bringing weapons and replicas of weapons into any Intermediate Unit operated classroom or building; onto property owned, leased or occupied by the Intermediate Unit; to any Intermediate Unit-sponsored activity; onto any public vehicle providing transportation to or from an Intermediate Unit program or sponsored activity; or while the employee is coming to or from the site of an Intermediate Unit program.

Weapons include items such as a knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Employees whose jobs require the use of box cutters or other sharp instruments are required to use them only in their designated work area and stored appropriately when not in use. Items such as paring knives and other sharp cooking utensils must be kept in food preparation areas and kept out of reach of students at all times. When not in use, box cutters, knives and other sharp cooking utensils must be secured appropriately.

Workplace Violence Prevention

The Tuscarora Intermediate Unit 11 is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All TIU 11 employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

TIU 11 prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The TIU reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on company property.

Internet Use & Social Media Policy

Board Policy: Board Policy 815 - Acceptable Use of Electronic Communications Systems, Devices, Network and Internet

Board Policy 815.1 – social media

Last Revised: June 11, 2020

The TIU encourages employees to use this tool only to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the company.

Refrain from using e-mail in a manner that violates any of our company guidelines/ policies, including but not limited to the Equal Opportunity and Harassment policies, the Conflict of Interest Policy, etc. Delete any e-mail messages prior to opening that are received from unknown senders and advertisers.

It is the company's goal to respect the dignity of employees at all times. Because e-mail, telephone and voice mail, and internet communication equipment are provided for company business purposes and are critical to the company's success, your communications may be accessed without further notice by Information Technology department administrators and company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Office telephones are for business purposes. While the company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the company's cell phones, long-distance account, or toll-free numbers is strictly prohibited.

Abuse of these privileges is subject to corrective action up to and including termination.

The TIU reserves the right to monitor customer calls to ensure employees abide by company quality guidelines and provide appropriate levels of customer service. Should an employee need to make or receive a personal call during work hours, a telephone designated for that purpose should be used. Should the subject matter of the conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

It is also against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

TIU provides employees and students with access to TIU's electronic communication systems and network, which includes internet access, whether wired or wireless, or by any other means.

The electronic communications systems and network provide vast, diverse, and unique resources. The TIU Board will provide access to TIU's networks and systems and to the internet for staff members, internet consortium members, and for students in order to access information for the purpose of research and collaboration. Our TIU networks and systems are meant to facilitate learning and teaching, and to foster the educational purpose and mission of TIU.

For students and for staff, TIU's network and electronic communications systems are to be used primarily for education-related purposes and performance of TIU job duties. Incidental personal use of school computers is permitted so long as such use does not interfere with the employee's job duties and performance, with system operations, or with other system users. Personal use must comply with this policy and all other applicable policies, procedures and rules, must not violate any of the rules contained in this policy, and must not damage the school's hardware, software, computer, or electronic communication systems.

Please review and understand the TIU Acceptable Use of the Electronic Communications Systems and Network Policy located on the TIU website. All employees will be required to sign an Acceptable Use Agreement at the time of hire.

815.1 Social Media Acceptable Use

Guidelines

TIU Social Media Accounts

TIU social media accounts must remain professional and consistent with the educational mission of the TIU at all times. The operators of Intermediate Unit social media accounts are responsible for the content on the social media accounts that they manage.

Establishment of Social Media Pages

The Intermediate Unit will establish and maintain a presence on social media or social sites as determined by the Intermediate Unit administration. The social media sites shall be established to support and promote the Intermediate Unit's mission, goals, and strategic direction only.

The Intermediate Unit shall include on its social media sites, in a prominent location, reference to the Intermediate Unit website address for individuals seeking more information about the Intermediate Unit and its schools.

Many social media sites, such as Facebook, do not provide an option which allows comments to be screened prior to posting. Moreover, the Intermediate Unit does not have the resources to provide constant monitoring of its site. However, the Executive Director or designee shall monitor the page on a regular basis.

The Intermediate Unit shall include language on its social media sites that the Intermediate Unit reserves the right to remove comments or posts to its social media sites, and will notify the individual responsible for the posting, when such comments or posts are viewed as abusive, inappropriate, offensive, or of a harassing or threatening nature, including, but not limited to, comments or posts that are or contain:

1. Commercial solicitations.
2. Factually inaccurate, erroneous, or libelous information.
3. Any vulgarity or obscenity or abusive or sexually explicit language.
4. Any pornographic, obscene, or sexually explicit material or other visual depictions.
5. Any links to unknown, unapproved, offensive or inappropriate websites or web pages.
6. Personal attacks of any kind, including posts that easily identify students, staff or others in defamatory or abusive terms.
7. Political support or opposition to any candidate, political measure, or ballot question.
8. Offensive comments that target or disparage any group or person.
9. Violations of Intermediate Unit policy.
10. SPAM, that is, repeatedly posting the same comment or comments that simply advertise or promote a service or product.
11. Discussions not related to the Intermediate Unit or its programs.

The Intermediate Unit shall include notice to the community that its social media sites are intended to serve as a mechanism for communications between the public and the Intermediate Unit and that any comments submitted to the page, and its list of fans, are public records subject to disclosure in accordance with the Pennsylvania Open Records Law.[4][5]

The Executive Director or designee shall develop regulations for the monitoring of the Intermediate Unit's social media sites on a regular basis. This shall include approving requests for sharing through the Intermediate Unit's social media sites as well as to monitor comments, posts, or other content on the sites. The Intermediate Unit's Executive Director or designee shall have overall responsibility for approval of content for the Intermediate Unit's social media sites.

The Intermediate Unit's Facebook page or other social media sites/channels shall be established through Facebook Business Manager (Pages) account or utilize similar tools available on other platforms that help organize and manage multiple programs and department accounts.

All of the Intermediate Unit's social media sites shall be maintained by the Executive Director or designee. Groups within the Intermediate Unit must first obtain permission from the Executive Director or designee before creating a social media/social site or a new group for an existing site.

All content and posts are bound by the terms of use of the specific social media site as well as the Intermediate Unit's Employee Handbook and policies including, but not limited to, the Acceptable Use of Electronic Communications Systems and Network Policy, nondiscrimination policy statement, anti-discrimination policy and unlawful harassment policy and procedure.[2][6][7]

The Intermediate Unit will cooperate to the extent legally required with social media sites, Internet service providers, local, state, and federal officials in investigations or with other legal requests, whether criminal or civil actions.

The Intermediate Unit's social media sites shall include a statement that the content submitted by individuals does not necessarily reflect the thoughts or opinions of the Intermediate Unit, the Board, the administration, staff or students.

The Intermediate Unit's social media sites will conform to the requirements of accessibility for individuals with disabilities.

Photographic or video images of students shall either be personally unidentifiable or, if identifiable, shall be with the written permission of the student's parent/guardian through a photo/video release.

Account Ownership

TIU social media accounts are owned by the TIU, and operated by TIU employees or Board members on behalf of the TIU. The Director of Technology or designee shall maintain a list of all social media accounts operated by the TIU, along with a list of credentials to access the accounts.

Employees who desire a social media account for their professional use and/or the representation of the TIU purpose must receive permission from the Executive Director or designee. Requests will be reviewed by Executive Director or designee and a determination as to whether to approve or deny the request will be made within two (2) weeks of receipt of the request. All TIU social media accounts must be created by the Director of Technology or designee. Similarly, anyone wishing to use the TIU logo and/or intellectual property for the purpose of social media must receive prior written permission from the Director of Technology or designee.

Photos, Videos, & Livestreams of Students

TIU social media account operators may post photographs, videos, and livestreams of students engaged in the educational process or at school-related events unless the student's parents/guardians have opted the student out of FERPA's directory information sharing, or if parents/guardians have declined to sign the TIU's release form. The operators of TIU social media accounts are responsible for complying with this provision.

Political Activity

Resources: Board Policy 321 – Political Activities

Last Revised: July 2016

The Board recognizes and encourages the right of administrative, professional and support employees, as citizens, to engage in political activity. However, Intermediate Unit property and work time, paid for by taxpayers, may not be used for political purposes by Intermediate Unit employees when performing assigned duties.

TIU recognizes and encourages employees to exercise their constitutional right to vote and participate in the political process. However, political and campaign activities can be disruptive and must be limited during work hours. Intermediate Unit property and work time, paid for by taxpayers, may not be used for political purposes by Intermediate Unit employees when performing assigned duties.

In the interest of maintaining a productive and tension-free work environment, TIU has adopted the following guidelines restricting political and campaign-related activities in the workplace. Employees may be subject to disciplinary action for violating these guidelines.

Prohibited Employee Activities

Employees are not permitted to participate in any political activity that interferes with or disrupts the workplace in any manner. It is against the TIU's guidelines for any employee to:

- use work time or organization resources to accomplish goals which are politically motivated;
- solicit or encourage monetary contributions or other support for a political party, campaign, candidate, or political belief during work hours;
- use organization facilities, such as break or eating areas, conference rooms, or offices for any political or campaign activity;
- utilize the organization's property or organization-issued property, including but not limited to, telephones (both cellular and desk phones), computers, facsimile machines, e-mail systems, interoffice mail or voicemail, photocopiers, postage, paper, envelopes, or other office supplies, for any political or campaign activity; or
- use the organization's name or affiliation in connection with any political or campaign activity, at any time, without the organization's express written approval.

Requesting Time Off for Voting

The organization encourages every employee to play an active role in the election process. Employees are encouraged to vote during non-working hours. Employees are not permitted to take time off from work to vote.

Political Coercion, Harassment, and Retaliation

TIU embraces diversity and respects each employee's political beliefs and preferences. It is against organization policy for anyone to behave in a threatening, harassing, or discriminatory manner toward any other employee with respect to his or her political beliefs or activities. The organization does not permit its officers or managers to coerce employees into supporting or opposing any political candidate, party, or belief. It is a violation for any manager to retaliate, threaten to retaliate, or take any adverse action against an employee for his/her support or opposition to any political campaign or party affiliation.

Employees Running for Public Office

Employees who decide to run for public office are expected to keep politics separate from employment and should not allow political involvement to interfere with work performance. TIU strictly prohibits employees seeking public office from using the organization's name in association with any political or campaign activity without the organization's express written permission. Employees wishing to run for public office should notify their supervisor and the Human Resources Director in writing of their intentions, specifying the position and venue in which they are seeking election. Employees running for office are expected to maintain all regular work duties during the campaign and upon election.

Employees elected to public office must disclose to the Executive Director the existence of any potential or actual conflict of interest affecting the employee's duties or loyalty to the organization and shall cooperate to the extent practicable to resolve such conflicts to the organization's satisfaction.

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which includes all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on company property at any time.

Employee Disciplinary Procedures

Last Revised: July 2016

The effective operation of the TIU's programs requires a discipline policy that is applied fairly and consistently to all employees. The orderly conduct of the IU's business requires uniform compliance with policies and rules, as well as penalties and disciplinary procedures for violations of such policies and rules. The IU's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial.

The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. To this end the TIU utilizes a progressive discipline at its discretion, and may use any of the following four steps:

(1) verbal warning

(2) written warning

(3) written warning and suspension with or without pay, and/or

(4) termination of employment.

However, The TIU may at its discretion begin at any level deemed necessary by the severity of the employee's action or inaction.

The TIU may, at its discretion, also pursue demotion and/or civil/criminal procedures in conjunction with any of these four steps. As this procedure is intended to be progressive in nature,

- The concept is that a **first offense** shall result in a verbal reprimand/warning. The supervisor may make a written note for his/her own reflection showing a verbal warning was given to the employee and the date.
- For a **second offense**, the supervisor shall reprimand employee by giving him/her written notice of the offense and warning, with a copy being given to the employee and copied to the employee's personnel file.
- A **third offense** shall result in a written notice of the offense and warning, and may be accompanied by a suspension, with or without pay. This determination shall be made jointly by the employee's supervisor and Human Resources.
- A **fourth offense** may result in termination (*see persistent negligence in performance of duties under 24 PS 11-§1122)*, as recommended by the IU Administration and approved by the TIU Board.

For purposes of progressive discipline, each offense will be treated separately, and discipline may be implemented for either the same or different type of offense. Additionally, depending upon the severity of the infraction and/or the number of occurrences, there may be circumstances when one or more steps are by-passed. All information relating to any such discipline shall be documented in writing, with a copy given to the employee and copied to the employee's personnel file.

Serious Infractions:

Additionally, the IU recognizes there are certain types of employee infractions that are serious enough to justify immediate suspension or termination of employment, without going through the progressive discipline steps. The following examples of violations are considered "Serious Infractions" that may result in a suspension (with or without pay) or termination for a first offense. The list is not exhaustive, and there may be other violations of policy or conduct that may give rise to immediate suspension and/or termination.

1. Placing any child in immediate physical or mental harm; whether it results from an affirmative action or inaction. §§11-1122, 5-514.
2. Touching a student as a form of punishment and/or discipline except as may be required by his/her IEP. 24 PS §§11-1122, 5-514.
3. Violating any of the following pertaining to use of tobacco on TIU ground or in TIU facilities; and/or pertaining to alcohol and drug possession and use; and/or pertaining to harassment). 24 PS §§11-1122, 5-514.
4. Being a party to any physical altercation with another staff member, parent, student, or visitor while on TIU property or during regular working hours. 24 PS §§11-1122, 5-514.
5. Arrest* for or conviction of ***any*** felony. 24 PS §§11-1122, 5-514.

6. Arrest* for or conviction of a misdemeanor relating to abuse or harm to children; dishonesty, fraud, or theft; drug possession/use; or any other misdemeanor recognized by the Pennsylvania School Code. 23 Pa. C.S.A. §6356(2)(ii); 24 PS §§1-111, 5-527.
7. Violating any other rule, regulation, or law outlined in the Pennsylvania School Code as grounds for suspension or dismissal. 24 PS §§11-1122, 5-514.

* *An arrest under these circumstances shall result in suspension unless extenuating circumstances would indicate otherwise.*

Accusations of Misconduct with Students/Children:

Any employee who is accused of any misconduct with students and/or any minors, including abuse, touching, romantic, and/or sexual relationships, and the like, shall be placed on immediate leave pending investigation.

In the event it is necessary to suspend, demote, or dismiss any employee, a hearing shall be provided as required by applicable law.

Evaluations & Performance Review

Last Revised: July 2016

Supervisors will conduct performance reviews with all regular full-time and regular part-time employees. All employees will receive a formal annual performance evaluation, conducted by the employee's supervisor, usually at the end of the school year (May/June). Additional review of an employee's performance is done halfway through the year or as necessary by the supervisor. The TIU Evaluation forms can be found on the TIU SharePoint Site under Human Resources Forms. Below is a rough schedule of the yearly evaluation process for staff, though periodic evaluations may also be used to address performance concerns.

Time Frame	***Administrative Staff***
Late Summer / Early Fall	Office Directors Goal Summary Form (*to HR Office) / Goal* Setting Template *(to Supervisor)* Administrators Summary of Goal Form (*to HR Office) /* Goal Setting Form *(to Supervisor)*
January	Mid-Year Goal Review (*maintained by Supervisor)*

Late May/ Early June	For ALL Administrative Staff Goal Attainment End-Of-Year Summary *(to Supervisor)* Administrative Year-end Evaluation Form *(to HR Office)* For ALL Certified Professional Staff PDE 82-3 Summary Form – Used for Supervisory & Non-Instructional Professionals PDE 82-2 Summary Form – Used for Principals *(submitted to HR Office)*
Professional Certified Staff	
Late September / Early October	Differentiated Supervision (DS) Mode Staff Completion of Project Proposal form for staff in DS Mode *(self-directed or peer collaboration) (maintained by Supervisor)* *Staff in Formal Observation Mode not required to complete*
Late January/ Early February	Differentiated Supervision (DS) Mode Staff Mid-Year Progress Report *(maintained by Supervisor)* *For Non-Tenured Professional Staff* PDE 82-1 Summary Form – Used for Instructional Professionals PDE 82-3 Summary Form – Used for Non-Instructional Professionals *(submitted to Office of Human Resources)*
Late May	Differentiated Supervision (DS) Mode Staff End of Year Projection Evaluation Form For ALL Professional Staff PDE 82-1 Summary Form– Used for Instructional Professionals PDE 82-3 Summary Form - Used for Non-Instructional Professionals *(submitted to HR Office)*

Following is additional information on the TIU evaluation and employee performance process:

- A signed copy of the end of year evaluation is maintained in the employee's personnel file.
- In the event an employee does not agree with their evaluation, he/she has the right to submit a written rebuttal to the evaluation. This rebuttal shall be included with the evaluation in his/her personnel file, but it will not replace the original evaluation.

- As part of the evaluations and performance reviews, the certified professional employees are given evaluations required under the Pennsylvania School Code.
- New employees to the TIU will not receive a mid-year or end of year evaluation unless they have been in the position more than 60 work days. The CTC and Support Staff will receive a review of their performance in the first 90 days of employment with the TIU and are subject to dismissal if performance is not satisfactory.

SEPARATION OF EMPLOYMENT

Voluntary Separation

We hope all employees will find their association with the TIU to be a rewarding experience. However, should an employee desire to terminate his/her employment, it is important to give the TIU adequate notice.

Resignation - Giving Notice

Prior to giving notice, employees are strongly encouraged to discuss their departure plans with their immediate supervisor. Once this is done, notice (for purposes of resignation or retirement) must be in writing and directed to the attention of the Director of Human Resources, with a copy to the Executive Director and the employee's immediate supervisor.

Non-Certificated & Support Staff should give at least a two-weeks' notice. For employees holding PDE certification, the TIU requires 60 days' notice prior to resignation as per the PA School Code and the employee's employment contract.

The amount of personal, vacation, and sick leave provided to a departing employee will be prorated according to the date of resignation or retirement. If the employee has used more personal, vacation, and/or sick leave than he/she is entitled to at the time of employment cessation, his/her final paycheck will reflect a deduction of those days. Remaining vacation days will be reimbursed at the employee's daily rate. Personal days will be converted to sick days. Resigning employees do not receive a payout for sick days however, if the employee becomes employed with another PA school entity, the TIU will write a letter indicating the number of sick days the employee had with the TIU at the time of resignation. If the employee is reemployed with the TIU, sick days will be reinstated.

Retirement

Once the decision has been made to retire, TIU employees should set their exit meeting date with Pennsylvania School Employees Retirement System (PSERS). Below is additional information and resources to assist you in navigating both TIU policies and procedures and post-employment benefits.

Post-Employment Health Benefits -

"Active" Healthcare Benefits with the TIU typically continue until the last day of the month following retirement. Additionally, staff that begin their year in August and complete a full year of service (through June) will remain on "active" healthcare benefits for a full 12 months (through end of August). Following "active" Healthcare Benefits ending, there are several options for post-employment coverage for Medical, Prescription, and Dental, including:

TIU COBRA coverage

For those who qualify as a PSERS "super-annuitant" and are under the age of 65, you may remain on the TIU Medical, Prescription, and Dental benefits through age 65, paying for the full cost plus the 2% administration charge. If you are not super-annuated you may continue your TIU Medical, Prescription, and Dental benefits up to 18 months, paying for the full cost plus the 2% administration charge.

PSERS Health Options Plan

For those who have one of the following qualifying events, you may contact the Health Options Program (HOP) for benefits solutions:

- You retire or lose health care coverage under your school employer's health plan;
- You involuntarily lose health care coverage under a non-school employer's health plan;
- You or your spouse reach age 65 or become eligible for Medicare.

Affordable Healthcare Act (ACA)

Retirement is considered a life event and with the Patient Protection and Affordable Care Act there is an availability of enrollment into affordable health plans. Information for this option can be found on www.healthcare.gov through local providers at Independence Blue Cross (IBX) or the Aetna Group.

Spousal Coverage

Your retirement is also considered a life event and if applicable may allow you to join your spouse's healthcare coverage.

Planning with Medicare/Social Security

We highly suggest that you contact the local Social Security office to ensure that you have enrolled in all of the proper Medicare programs. Please visit http://www.ssa.gov/pgm/retirement.htm for details.

Compensation at Retirement

Please refer to your current agreement for complete details. Payments will be made within 40 days of last day of work.

Disability Retirement

The TIU understands the decision to take disability retirement is a difficult one. However, it is imperative that any employee that applies to PSERS for disability retirement also write a letter (see *Giving Notice* above) stating that, pending approval by PSERS, the employee intends to take disability retirement. The letter should also state the employee's intended last day of work with the TIU. The TIU must have this date in order to certify the necessary information to PSERS. For more information on disability retirement, visit the PSERS website.

Involuntary Termination

For Cause

In cases where an employee has violated the PA School Code, been convicted of certain crimes that make them no longer employable by a school entity, or in cases of termination for cause as determined by the TIU Progressive Discipline Procedure, the terminated employee will be escorted to his or her workstation and be given appropriate time to gather personal belongings. The person escorting the employee will also obtain any TIU property, including security badge, from the employee and will then escort the employee to the nearest exit of the building.

Layoff

Unfortunately, the TIU may need to, in some instances, layoff individuals due to elimination or reduction of services. An employee who is separated from TIU due to a layoff will be given information on any of the terms for the furlough, including any post-layoff compensation and health benefits by the Executive Director (or designee). For employees affected by a layoff, if the employee becomes employed with another PA school entity, the TIU will write a letter indicating the number of sick days the employee had with the TIU at the time of separation.

It is expected that the employee will return company property, including laptop, access card, etc., to his/her supervisor prior to the employee leaving on the last day.

Reemployment

In the event an employee resigns from the TIU and is then rehired, the employee's "hire date" is the most recent date of hire. Although all of an employee's work time is accumulated for purposes of PSERS, the employee's seniority, leave accumulations, and the like begin anew with the TIU.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of ***the Tuscarora Intermediate Unit 11.*** *I understand and agree that it is my responsibility to read and comply with the policies in the handbook.*

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I further agree that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the president of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of the company.

_____

Employee ' s Name in Print

_____

Signature of Employee

_____

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE