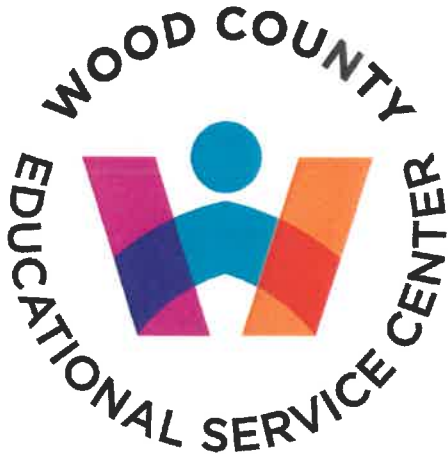




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Payroll Procedures Manual

2022 – 2023 School Year

Board Approved: 06.28.22

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Payroll Schedule 2022 - 2023

Salaried Staff

Annual Salary divided by 26 pays

New Hires: 27 pays

PAYROLL DATE			
1	July 29, 2022	Support Staff: 12 mo	26 pays ~ 7.29.22 => 7.14.22
2	August 12, 2022		
3	August 26, 2022	Administrative Staff: 12 mo	26 pays ~ 8.26.22 => 8.11.23
		Administrative Staff: 10 mo	26 pays ~ 8.26.22 => 8.11.23
4	September 9, 2022		
5	September 23, 2022	Teachers: 9 mo	26 pays ~ 9.23.22 => 9.8.23
		ParaProfessionals: 9 mo	26 pays ~ 9.23.22 => 9.8.23
6	October 7, 2022	[calculating the 9 mo annual salary: Hourly rate x #hours/day x #days/contract]	
7	October 21, 2022		
8	November 4, 2022		
9	November 18, 2022	All time-sheet employees:	
10	December 2, 2022	Time sheets turned in on the Monday after the pay date are paid two weeks later. (If Monday is a holiday, time sheet is due Tuesday.)	
11	December 16, 2022		
12	December 30, 2022		
13	January 13, 2023	Substitute ParaProfessionals:	
14	January 27, 2023	Time sheets turned in on the Monday after the pay date are paid two weeks later. (If Monday is a holiday, time sheet is due Tuesday.)	
15	February 10, 2023		
16	February 24, 2023		
17	March 10, 2023	Substitute Teachers:	
18	March 24, 2023	Time recorded in RedRover on the Monday after the pay date are paid two weeks later.	
19	April 7, 2023		
20	April 21, 2023		
21	May 5, 2023	Absences:	
22	May 19, 2023	All absences (sick/personal/professional/vacation, etc) MUST be submitted through RedRover.	
23	June 2, 2023		
24	June 16, 2023	Personal, Professional, or Vacation leave requires <u>prior</u> approval by your supervisor!	
25	June 30, 2023		
26	July 14, 2023	All Staff:	
27	July 28, 2023	You will receive an e-mail notification of your Direct Deposit on Thursday of pay week even though the money is not in your bank account until Friday. (A WCESC e-mail address will be assigned to you.)	
28	August 11, 2023		
29	August 25, 2023	Please email timesheets to: payroll@wcesc.org	
30	September 8, 2023		

~ Payroll Schedule 2022 - 2023 ~

Time Sheet Staff

PAYROLL DATE	PAY PERIOD START DATE	PAY PERIOD END DATE	TIME SHEET DUE
August 26, 2022	July 31, 2022	August 13, 2022	August 15, 2022
September 9, 2022	August 14, 2022	August 27, 2022	August 29, 2022
September 23, 2022	August 28, 2022	September 10, 2022	September 12, 2022
October 7, 2022	September 11, 2022	September 24, 2022	September 26, 2022
October 21, 2022	September 25, 2022	October 8, 2022	October 10, 2022
November 4, 2022	October 9, 2022	October 22, 2022	October 24, 2022
November 18, 2022	October 23, 2022	November 5, 2022	November 7, 2022
December 2, 2022	November 6, 2022	November 19, 2022	November 21, 2022
December 16, 2022	November 20, 2022	December 3, 2022	December 5, 2022
December 30, 2022	December 4, 2022	December 17, 2022	December 19, 2022
January 13, 2023	December 18, 2022	December 31, 2022	January 2, 2023
January 27, 2023	January 1, 2023	January 14, 2023	January 16, 2023
February 10, 2023	January 15, 2023	January 28, 2023	January 30, 2023
February 24, 2023	January 29, 2023	February 11, 2023	February 13, 2023
March 10, 2023	February 12, 2023	February 25, 2023	February 27, 2023
March 24, 2023	February 26, 2023	March 11, 2023	March 13, 2023
April 7, 2023	March 12, 2023	March 25, 2023	March 27, 2023
April 21, 2023	March 26, 2023	April 8, 2023	April 10, 2023
May 5, 2023	April 9, 2023	April 22, 2023	April 24, 2023
May 19, 2023	April 23, 2023	May 6, 2023	May 8, 2023
June 2, 2023	May 7, 2023	May 20, 2023	May 22, 2023
June 16, 2023	May 21, 2023	June 3, 2023	June 5, 2023
June 30, 2023	June 4, 2023	June 17, 2023	June 19, 2023
July 14, 2023	June 18, 2023	July 1, 2023	July 3, 2023
July 28, 2023	July 2, 2023	July 15, 2023	July 17, 2023
August 11, 2023	July 16, 2023	July 29, 2023	July 31, 2023
August 25, 2023	July 30, 2023	August 12, 2023	August 14, 2023

Welcome to Wood County Educational Service Center

This manual has been developed to answer many potential questions. Employees are encouraged to contact the payroll department with any questions or concerns that have not been addressed in the manual. Contact information is listed on the last page of this manual. Additional information concerning the Wood County E.S.C. can be found in the Board Policy book that is available for review on our website at www.wcesc.org.

Communications from the Wood County E.S.C.

All staff are required to check their e-mail on a frequent basis. The Wood County E.S.C. communicates information through e-mail rather than the U.S. mail system. Important announcements, employment information, direct deposit pay stubs, and other news that an employee needs to know will be delivered via e-mail. Therefore; it is critical that ***ALL employees, including substitutes, frequently check their e-mail.***

Employment Forms

New employees will be assigned forms to complete electronically through Power School Records, an online records management system that the Wood County E.S.C. has implemented beginning with the 2020-2021 school year.

When Will I Receive My First Pay Check?

Before an employee can be paid by Wood County E.S.C., the Governing Board must approve the employee's employment. Employees are paid every other Friday. An employee's first pay is dependent upon whether the employee is a salaried employee, or a time sheet employee. Every attempt is made to pay an employee on the first scheduled pay date after work has begun (*Please refer to pages 3-4*). However, there are situations when a delay is unavoidable due to the coordination of the Board Meeting date, work start date, and paperwork processing.

An employee will not be paid until all required documents are completed. This includes, but is not limited to a copy of the employee's driver's license and social security card. We cannot accept any other form of identification.

Stretch Pay of Salaried Staff

All *newly* hired *salaried* staff for the 2022 – 2023 school year are required to have their salary spread over 27 biweekly payments, excluding certified Special Contract teachers, who will have their salary spread over 21 biweekly payments, but only if health insurance is declined. The 27 biweekly payments are necessary so that new staff will be on the same pay cycle as returning staff. Salary payments for newly hired staff will revert to 26 biweekly payments for the 2022 – 2023 school year. Returning salaried staff will have their salary spread over 26 biweekly payments for the 2022 – 2023 school year.

Part-time salaried staff that is employed when there are 60 or fewer workdays in their employment contract will be paid off in full with the last pay of June and will NOT have their pay stretched over the summer months, unless requested.

Direct Deposit

Direct deposit of payroll is mandatory for all employees. Each employee must complete and submit a Direct Deposit Form through Power School Records <https://wcesc.tedk12.com/sso/Account/Login?ReturnUrl=%2Fsso%2F%3Fpid%3D9%26logout%3DTrue%26allowLogin%3DFalse> to establish direct deposit. Payment will be held until this information is provided.

An employee's first payment will be paid by check to allow for the pre-note process with their banking institution. This process verifies bank account and routing numbers. The second payment will be processed as a direct deposit.

Staff that have already been assigned a Wood County E.S.C. e-mail account will have their direct deposit pay stub e-mailed to this address. Substitute employees, CLC Program Assistants and Team Leaders will have their direct deposit pay stub e-mailed to their personal e-mail account.

An email from Stephanie Dyar, Personnel Secretary, will be sent to the address that an applicant used in the application process with the assigned Wood County E.S.C. e-mail address and temporary password. This email should arrive shortly after the applicant has been recommended for hire.

Changing a Personal E-mail Address

CLC Program Assistants, CLC Team Leaders, and substitutes can request to have their personal e-mail account changed. The employee must complete an E-mail / Phone Number Change Form found in Power School Records by clicking on "Blank Documents".

Where Will My First Pay Check Be on Pay Day?

New staff can designate on their new hire employment forms to either pick up their first payroll check or have it mailed.

Checks are placed in In-House mailboxes on the morning of pay day for those new staff receiving a check. The Receptionist will hold all other checks for those electing to pick up their check and don't have an In-House mailbox. For security reasons, a photo ID will be required of any employee picking up a check. Pickup hours are from 8:30 a.m. to 3:30 p.m. Payroll checks will not be distributed prior to pay day for any reason.

Checks are mailed the morning of pay day for those electing to have their check mailed. If a pay date falls on a day the office is closed, checks will be mailed one day prior to the pay date.

Lost Payroll Check

Any employee who has lost or does not receive their payroll check in the U.S. mail must notify the payroll department. Most times mail delivery takes longer than 1-2 days. If a check has not been received after five working days, the Wood County E.S.C. will process a stop payment on the lost check. A replacement check will be reissued after a minimum of 7 calendar days from the original pay date for those checks lost in the mail.

Changing Direct Deposit Bank Accounts

Employees must notify the payroll department prior to changing or closing the bank account where payroll is direct deposited. Failure of notification will cause the direct deposit transmission to be rejected. When this happens, the direct deposit transmission will be rejected and returned to the Wood County E.S.C.

Any employee electing to change their direct deposit bank account is required to complete a new Direct Deposit Form in your online Power School Records account. This form can be accessed by clicking on “Blank Documents”.

The first payment after the banking change will be paid by check to allow for the pre-note process with the new banking institution. This process verifies the bank account and routing numbers. The second payment will be processed as a direct deposit to the new account.

Employee Identification Number

All employees are assigned an employee I.D. number once the first payroll payment has been processed. This employee I.D. number will appear on the top left corner of the payroll check stub and directly below the employee name on the direct deposit notification.

For security reasons, employees are encouraged to use their employee I.D. number in place of their social security number on time sheet forms.

Time Sheet Employees

The first pay date for time sheet employees will be determined by the date the Governing Board approves the employee for hire. In cases where days are worked prior to board approval, time sheet employees will be paid for that time on the first subsequent pay date. Timesheets are completed digitally through the Red Rover website starting the 2022-2023 school year. Time sheets must be approved by a supervisor in Red Rover. Payment

is prohibited without supervisor approval. The payroll department must receive time sheets by the date(s) indicated on the Pay Schedule on page 4. If a time sheet has not been received by the due date, payment will not be issued until the following pay date. Separate or special payrolls cannot be processed for this situation. An absent employee should make arrangements with their supervisor for timely submission of their time sheet to the payroll department.

Absences and the Payment of Substitutes

All staff **must** log their absences through Red Rover Absence Management on-line system. Paper absence forms will not be accepted. It is the employee's responsibility to verify the accuracy of the absence requests. Employees should make arrangements with their supervisor in cases of a long-term absence to ensure that the absence is logged in Red Rover. A physician's statement is required for absences in excess of three (3) days. Note that absences beyond five (5) consecutive days cannot be logged by the employee, therefore; contact with Stephanie Dyar, Personnel Secretary, is required.

Employees should refer to the Wood County E.S.C. Board Policy manual for more information about the appropriate use of leave. Sick, personal, and vacation leave are available in ¼ day increments. All employees are required to log absences through Red Rover even if a substitute is not required.

Personal Leave Exchange at End of School Year

All staff members who have been awarded Personal Leave Days are eligible to exchange any unused remaining Personal Leave Days at half day increments of the remaining Personal Days at the end of the school year.

Each full day remaining will be exchanged for \$70.00 and each ½ day remaining will be exchanged for \$35.00.

Payroll will convert the unused Personal Leave Days at the end of the school year. Unused Personal Leave Days can only be exchanged for employees who fulfilled their school year contract.

The Personal Leave Day(s) exchanged will be added to the employee's final June paycheck and standard mandatory payroll deductions will be taken from the total amount of the Personal Leave Day Payout.

Jury Duty

The Wood County E.S.C. encourages each employee called for jury duty to serve unless excused by the appropriate judicial authority and provided such jury duty does not impose a hardship on the operation of the Wood County E.S.C. Should an employee be called for jury duty, the absence must be logged through Red Rover prior to the date of the absence. The time spent on jury duty will not be charged against personal leave and will count as time on the job.

The Wood County E.S.C. will pay an employee their regular salary while serving as a juror. All compensation received by the employee from the court system while on paid jury duty leave must be made payable by the employee to the Wood County E.S.C.

Payroll Errors

Every effort is made to ensure that employees are paid accurately. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must review each of your paystubs promptly after they are issued. Employees are responsible for bringing mistakes in their pay and / or improper deductions to the attention of the payroll department in a timely manner.

All errors will be corrected on the payroll that follows the pay in which the error occurred.

Mandatory Deductions

All employees are required to have the following deductions withheld from their pay:

- State Teachers Retirement System (*certified staff only*) 14% of gross pay
- School Employees Retirement System (*classified staff*) 10% of gross pay
- Federal tax
- State tax
- Medicare tax – 1.45% of gross pay if hired after 3/31/86
- Ohio School District Income tax – rate dependent upon the employee's school district of residence.
- Municipality tax – rate dependent upon the employee's work site location.

STRS / SERS

All Ohio public school district employees contribute to either the State Teachers Retirement System (STRS) for certified staff or the School Employees Retirement System (SERS) for classified staff. Employees do not contribute to Social Security.

For retirement purposes, 14% of an employee's salary is withheld for STRS contributing employees, and 10% for SERS contributing employees. The Governing Board is also required to contribute 14% of an employee's salary into either STRS or SERS. Retirement deductions are withheld on a pre-tax basis so that the employee's salary is decreased for federal and state income tax reporting purposes.

Collecting Municipality Taxes

Wood County E.S.C. is required to withhold and submit municipality tax to the municipality where an employee works. As a courtesy, the Wood County E.S.C. will also

withhold municipal taxes for the municipality where an employee resides, if different from the employee's work site municipality.

It is the employee's responsibility to complete a new Municipality Tax Form when changes occur to their work and / or residence locations in order to withhold the correct municipality tax. The form can be found in their Power School Records account by clicking on "Blank Documents".

Ohio School District Income Tax

Employees residing in an Ohio public school district that collects a school district income tax must inform the payroll department. If an Ohio public school district income tax rate changes at any time, it is the employee's responsibility to notify the payroll department of the change.

Medical and Dental Insurance

Wood County E.S.C. is a member of the Wood County Insurance Consortium (*WCIC*), a consortium of nine school districts formed to provide economical health care and related insurance benefits to Wood County schools through group purchasing. Each participating entity's superintendent is appointed to an Administrative Committee, which advises the Trustee, Hylant Group, concerning aspects of the administration of the WCIC.

WCIC retains Medical Mutual Insurance (a Third-Party Administrator) to administer school district health insurance plans and pay appropriate claims. Financial information can be obtained from Medical Mutual of Ohio, P.O. Box 943, Toledo, Ohio 43656. Plan documents explaining health insurance benefits in detail are distributed upon enrollment in the plan.

Wood County E.S.C. is a member of the preferred provider network – Medical Mutual of Ohio (MMO). Voluntary use of MMO providers helps to keep health insurance premiums as low and stable as possible. To inquire on contracted Medical Mutual providers, please call 800.382.5729 or go online to <https://medmutual.com>.

WCIC contracts with the Medical Mutual of Ohio drug network. A mail-order process is available for maintenance drugs through Express Scripts. Employees are required to pay a prescription drug deductible for each prescription order or refill of a brand name or generic prescription drug obtained through the MMO mail order pharmacy.

Insurance eligible employees may enroll in medical and / or dental insurance coverage no later than 31 days from hire, with insurance effective on the first day of employment. An employee can only elect a single plan if they are covered on any other plan. An employee who declines coverage at the time of hire will not be eligible to elect coverage until the annual open enrollment period during the months of May and June, with coverage effective July 1. Insurance coverage may be elected or changed at times other than the open enrollment period if our plan group sponsor receives notification within 31 days of an employee's qualifying event. An Insurance Change Form can be obtained from the payroll department and completed in order to make any type of change in coverage.

Health insurance coverage ceases at midnight on the last day of the month in which an employee resigns or is terminated. If an employment contract is non-renewed for the following school year, health insurance coverage ceases at midnight on June 30th for employees on 12-month classified contracts; July 31st for employees on administrative contracts; or August 31st for employees on 9-month teaching or 9-month classified contracts.

Insurance eligible employees electing medical and / or dental insurance will have premiums withheld one month prior to the effective date of coverage, as premiums are due to the insurance provider by the first day of the month of coverage. The monthly premium is split between the first and second pay of the month. No premium is deducted from the third pay when a month has three pays. The premiums are withheld on a pre-tax basis, which reduces an employee's salary for federal and state income tax purposes. New employees electing medical and or dental insurance will have two months of premiums withheld from their pay during their first month of employment. The first month of premium will be applied to the current month of insurance coverage, and the second month of premium will be applied to the following month of coverage.

Each employee will receive a membership card for medical and / or dental coverage approximately 3-4 weeks after initial enrollment. One card will be provided for single coverage and two cards for family coverage. Additional cards may be obtained by calling Medical Mutual of Ohio at 800.382.5729 or requesting cards on-line at <https://www.medmutual.com>.

Annually, current employees eligible for insurance coverage are **required to meet** with an American Fidelity agent during scheduled times between March and May to complete paperwork. Employees that are no longer eligible for health insurance, but are participating in voluntary insurance products will also be required to meet with an agent. New employees must meet with an agent soon after day of hire or at the Wood County E.S.C.'s annual Back-To-School meetings in August, whichever comes first.

This meeting is required due to government regulations that require employers to annually document that insurance has been offered to eligible employees. The Wood County E.S.C. fulfills this government requirement by obtaining an electronic signature of the employee during the meeting with the American Fidelity agent. **Therefore; even if an employee wishes to decline insurance, the Wood County E.S.C. must still obtain an employee's electronic signature.**

In addition, by completing this paperwork, each employee certifies they understand that only single insurance coverage can be elected if they are covered on another person's policy, i.e., spouse, parent, etc. This paperwork also allows the employee to elect or decline participation in the IRS Section 125 (Pre-tax) deduction of medical and / or dental premium(s). Any employee who participates in Wood County E.S.C.'s health or dental insurance, and fails to meet with an American Fidelity agent to sign the required paperwork will have their employee premium(s) deducted "after tax", i.e., the deduction will not be tax sheltered.

Term Life & Accidental Death and Dismemberment Insurance

Insurance eligible employees may elect term life insurance coverage which will become effective on the first day of employment. If coverage is declined at the date of hire, an employee will not be eligible to elect coverage until the annual open enrollment period during May and June, with coverage becoming effective July 1. The premium for life insurance is 100% Board paid.

Upon separation of employment from the Wood County E.S.C., private life insurance policies are available to any employee who wishes to convert their policy to private coverage.

American Fidelity Supplemental Benefit Products

Following is a list of supplemental benefit products offered through payroll deduction to staff who qualify for health insurance:

- Long Term Disability Insurance
- Life Insurance – Term and Whole Life
- Accident Insurance
- Cancer Insurance
- Critical Illness Insurance
- Vision Insurance
- Dependent Care Assistance Plan
- Medical Expense Reimbursement Plan

Attn: Kyle Ochs, Account Executive
Email: kyle.ochs@americanfidelity.com

Office: 513.701.3171
Cell: 419.307.8516

Investment Products

Employees may request payroll deductions for investment plans such as 403(b) or 457 plans. Providers for 403(b) plans may be added if at least 5 Wood County E.S.C. employees wish to invest with the same provider.

Wood County E.S.C. requires all employees wishing to participate in an investment plan to complete a Salary Reduction Agreement form. Approved deductions will start once the form has been submitted to the payroll department.

Following is a list of current participating companies offering before-tax and after-tax products available through payroll deduction.

MetLife Investors & 403B ASP

Attn: Carleton Hollister

419.728.0309

VOYA Life Insurance & Annuity Company 403(b) & 457 Plans

Attn: Matthew Carter

800.451.4702 x 4025480

Attn: Glenn Alford
Attn: Brent Shimman

419.243.0588
419.693.9000

Ohio Public Employees Deferred Compensation
<https://www.ohio457.org/home>

877.644.6457

United Way

Employees may elect to contribute to United Way and have contributions withheld from their pay. Election forms are distributed via Power School Records at the annual Back-To-School meetings. Employees can also contact the payroll department for a United Way Form after these meetings have taken place. Payroll deductions begin with the first pay of October.

Sun Federal Credit Union

Employees of the Wood County E.S.C. are eligible to join the Sun Federal Credit Union. Payroll deductions can begin at any time throughout the year. Access the Sun Federal Credit Union Form found in Power School Records by clicking on "Blank Documents".

Affordable Care Act (ACA)

The Patient Protection and Affordable Care Act (PPACA), commonly called the Affordable Care Act (ACA) or "Obama Care", is a United States federal statute that was signed into law by President Barack Obama on March 23, 2010. The ACA was enacted to increase the quality and affordability of health insurance, lower the uninsured rate by expanding public and private insurance coverage, and reduce the cost of healthcare for individuals and the government.

As per the Affordable Care Act's (ACA's) requirement, Wood County E.S.C. tracks all work hours and offers benefits to all employees, including common law and variable hour employees who average 30 or more hours of work a week. Wood County E.S.C. uses a 12-month standard look-back measurement period, which begins May 1 and ends April 30. At the end of the standard measurement period, an administrative period follows from May 1 to June 30, which allows a two-month period of time to offer benefits to those employees that qualify. Health insurance benefits will run from July 1 to June 30. If an employee does not average 30 hours per week at the end of their measurement period, they will be notified of the termination of their benefit eligibility.

As per the ACA requirement, new employees hired after the standard measurement period has begun will have their own 12-month initial measurement period, which will begin on the first day of the month following their date of hire. After the measurement period, if an employee qualifies for insurance, coverage will be offered no later than 13 months from the employee's first day of work, plus any time between the employee's first day of work and the end of the month.

The standard measurement period, administrative period, and stability period may be revised in the future as permitted by the ACA.

A non-variable hour employee's Salary Notice will serve as the Service Record for IRS purposes. The Salary Notice will be signed by the employee acknowledging that the hours and days listed on the Salary Notice are the actual hours and days worked. Any differences in work days and / or hours must be submitted on a time sheet.

Family Medical Leave Act (FMLA)

An employee who has worked at least 1,250 hours in the prior twelve months preceding the beginning of a leave may be eligible for twelve weeks of Family Medical Leave. An eligible employee may take FML for:

1. the birth and first-year care of a child;
2. the adoption or foster placement of a child;
3. the serious illness of an employee's spouse, parent, or child;
4. the employee's own serious health condition that keeps the employee from performing the essential functions of his or her job, and
5. the spouse, son or daughter, parent, or next of kin of a covered service member with a serious injury or illness.

The Wood County E.S.C. requires employees to use all accrued paid sick, personal, and vacation leave for purposes of a FML absence.

When FML is foreseeable, an employee **must notify the Wood County E.S.C. of their request for leave at least 30 days prior to the date the leave is to begin.** If the leave is not foreseeable, the employee must give notice as early as is practical. **The Wood County E.S.C. may deny the leave if the employee does not meet the notice requirements.**

For the duration of FML, the Wood County E.S.C. will maintain an employee's medical and dental insurance coverage, and continue to pay the Board's share of premium. If an employee has exhausted paid leave (sick, personal, vacation) during their FML, the employee is responsible for submitting payment to the Wood County E.S.C. for their share of the premium one month in advance of the month of coverage.

An employee can elect to keep life insurance in effect during their FML, and will be responsible for submitting the entire premium to the Wood County E.S.C. one month in advance of the month of coverage.

Please refer the Wood County E.S.C. Board Policy manual for more information on the FMLA.

C.O.B.R.A.

C.O.B.R.A. (*Consolidated Omnibus Budget Reconciliation Act*) permits employees to temporarily continue their health insurance coverage at group rates, at their own expense. However, this coverage is only available when coverage is lost due to certain specific events.

Information regarding employee rights under the federal C.O.B.R.A. law will be provided after any enrollment in the health insurance plan as well as upon insurance termination, separation of employment, retirement, or a Board approved leave of absence.

Workers' Compensation Work Related Illness or Injury

The following procedures are applicable to all accidents. It is very important for staff to follow the instructions below to ensure your medical claims and return to work are processed smoothly. If an employee has any questions about reporting an accident, or the steps to take after reporting, please call Alicia Holdren, Executive Secretary, at 419.354.9010 x 217.

What to do if you are injured on the job

Our employees' health is the first priority! *If an injury requires emergency medical attention, immediately call 9-1-1 and seek medical care.* A medical emergency is when an employee needs immediate medical services that are necessary to alleviate severe pain, or an acute injury that could lead to a serious physical disability, mental disability or death.

IMMEDIATELY submit an Employee Accident/Exposure Incident Report.

To submit an employee incident report, go to the district website (www.wcesc.org), scroll to the *very bottom* of the page and click on the Public School Works logo. Then click on "Staff Accident Management" and click on Submit Accident Report. Enter all information requested and follow the steps to submit your report.

Substitutes Only: Follow the same steps as above. Substitutes will instead click on "Paper Accident Report Form". Submit the completed, signed form to Wood County Alicia Holdren, Executive Secretary at the Wood County E.S.C.

If an employee needs help, ask your supervisor or call Alicia Holdren, Executive Secretary at 419.354.9010 ext. 217. If the injured employee is unable to submit the accident report, another employee can complete the report with the assistance of the affected employee.

Medical Care Options

When obtaining medical care, an employee **MUST TELL THE PHYSICIAN** it is due to a work-related injury. Identify Sheakley Unicom as the Managed Care Organization (MCO).

First Visit

The first visit to any medical provider, whether an emergency or non-emergency, is covered for a work-related injury considered compensable by the Bureau of Workers' Compensation.

All Other Visits

After the first visit, if an employee obtains medical care for a work-related injury from a medical provider other than those noted below, workers' compensation insurance may not cover the costs and the employee may have to pay for the services. We encourage injured employees to go to one of the six medical providers listed below, most convenient for the employee, and specializes in work-related injuries, treatment and follow-up, including proper reporting, transitional work, physical therapy, and other occupational services.

Perrysburg:

ProMedica Urgent Care – Perrysburg

Levis Commons
25950 North Dixie Highway, Perrysburg, OH
(567) 585.0010
Mon - Sun 8:00 a.m. - 8:00 p.m.

Mercy Health Medical Center - Perrysburg

12623 Eckel Junction Road, Perrysburg, OH
(567) 368.1000
Open 24 hours - 7 days a week

Rossford / Northwood / Penta /Lake:

ProMedica Urgent Care - Oregon

3316 Navarre Ave. Suite F, Oregon, OH
(419) 291.1420
Mon - Sun 8:00 a.m. - 8:00 p.m.

Mercy St. Charles Hospital

2600 Navarre Ave, Oregon OH
(419) 696.7200
Open 24 hours - 7 days a week

Otsego / Bowling Green / Eastwood / Elmwood / North Baltimore

Ready Works @ Wood County Hospital

960 W. Wooster, Suite 201, Bowling Green, OH
(419) 373.4162
Urgent Care: Mon - Fri 8:00 am - 4:30 pm
Hospital: Open 24 hours - 7 days a week

Walk-In Urgent Care

1107 South Main Street, Bowling Green, OH
(419) 806.4222

Mon - Fri 8:00 a.m. - 10:00 p.m. / Sat - Sun 10:00 a.m. - 8:00 p.m.

If exposed to another person's bodily fluids (Bloodborne Pathogen) the following documents must be given to the medical provider:

1. A copy of the Wood County E.S.C.'s Bloodborne Pathogens Exposure Control Plan obtained from the Safety Document Library within Public School Works.
2. A copy of the OSHA Bloodborne Pathogens regulations (29 CFR 1910.1030) obtained from the Safety Document Library within Public School Works.
3. A copy of the completed Employee Accident/Exposure Report obtained from the Staff Accident Management System within Public School Works.
4. Results of the source individual's blood testing (if available) obtained from the other individual or medical provider.
5. All medical records applicable to treatment of the employee, including vaccination status, obtained from the medical provider.

If an employee is injured or becomes ill and does not choose to seek medical attention, the employee is still required to complete an Employee Accident / Exposure Incident Report from the online Staff Accident Management System of Public School Works.

Liability Insurance

The Governing Board recognizes the risks it faces in the ordinary course of participating in a school program and chooses to insure itself against certain liabilities as a result of said risks.

The Governing Board, as required by law, insures its employees against injury or death resulting in the course of their employment, and also chooses to insure members of the Governing Board, officers, and employees of the Wood County E.S.C. against liability for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of the employee's office or employment.

Making Changes in Contact Information

Please complete an Address / Name Change Form found in Power School Records by clicking on "Blank Documents". Other departments at the Wood County E.S.C. who need this information will be informed. It is very important that we have current contact information on file.

Emergency Closings / Central Office

On occasion, the Superintendent will close the Wood County E.S.C. in emergency situations. Daily staff at the central office (1867 N. Research Drive) should follow closing announcements on ABC Channel 13.

All staff at the central office are required to report to work unless the Superintendent has closed the Wood County E.S.C.

All other staff that are not housed at the Wood County E.S.C. should follow the delay or closing announcements of the buildings where they work, as listed on the television, radio, etc. Please note that it is **NOT** permissible to use sick leave for failing to come to work due to an inclement weather event.

Fiscal Department Staff

Jackie L. Haar – Treasurer/CFO 419.354.9010 x 214
jhaar@wcesc.org

Joy Stacey – Assistant to the Treasurer 419.354.9010 x 215
jstacey@wcesc.org

Tracy August – Payroll Specialist 419.354.9010 x 213
taugust@wcesc.org

Laurie Haar – Fiscal Data Specialist 419.354.9010 x 202
lhaar@wcesc.org

Arleta Herzig - Bookkeeper 419.354.9010 x 209
aherzig@wcesc.org

Executive Secretary – Contact for Workers' Compensation – Public School Works

Alicia Holdren 419.354.9010 x 217
aholdren@wcesc.org

Personnel Secretary – Contact for Red Rover On-line Absence Management

Stephanie Dyar, 419.354.9010 x 305
sdyar@wcesc.org