



Wood County E.S.C.  
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*Gina R. Fernbaugh, Treasurer / CFO*

# Payroll Policies & Procedures

2018 – 2019 School Year

*Board Approved: April 24, 2018*

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## **SALARIED Staff Pay Schedule for the 2018 - 2019 School Year**

<b>PAY</b>	<b>DATE</b>
1	August 31, 2018
2	September 14, 2018
3	September 28, 2018
4	October 12, 2018
5	October 26, 2018
6	November 9, 2018
7	November 23, 2018
8	December 7, 2018
9	December 21, 2018
10	January 4, 2019
11	January 18, 2019
12	February 1, 2019
13	February 15, 2019
14	March 1, 2019
15	March 15, 2019
16	March 29, 2019
17	April 12, 2019
18	April 26, 2019
19	May 10, 2019
20	May 24, 2019
21	June 7, 2019
22	June 21, 2019
23	July 5, 2019
24	July 19, 2019
25	August 2, 2019
26	August 16, 2019
27	August 30, 2019

**Administrative Staff – 12-month** Annual salary divided by 26 pays.  
First pay 8.17.18 - last pay 8.2.19

**Administrative Staff – 10-month** Annual salary divided by 26 pays.  
First pay 8.17.18 - last pay 8.2.19

**Support Staff - 12-month** Annual salary divided by 26 pays.  
First pay 7.20.18 - last pay 7.5.19

**Teachers – 9-month** Annual salary divided by 26 pays.  
First pay 9.14.18 - last pay 8.30.19 *New Hires: 27 pays from 8.31.18 – 8.30.19*

**Para Professionals – 9-month** Annual Salary (days x hours x hourly rate) divided by 26 pays. First pay 9.14.18 - last pay 8.30.19  
*New Hires: 27 pays from 8.31.18 – 8.30.19*

**Para Professionals - time sheet & all other time sheet employees**  
Time sheets turned in on the Monday after the pay day and are paid two weeks later. *If Monday is a holiday, time sheet is due Tuesday.*

**Tutors - time sheet employees** Time sheets turned in on the Monday after the pay day and are paid two weeks later.

**Substitute Para Professionals**  
Substitute payroll time slip forms turned in by pay day, or before, and are paid two weeks later. Please use your employee ID number on time slip.

**Substitute Teachers**  
Paid according to schedule on Page 4.

**Absences**  
All absences (sick, personal, professional, etc.) **MUST** be submitted through Aesop either on-line or by telephone.  
Personal, Professional, and Vacation leave requires **prior** approval by your supervisor.

**All Staff**  
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.)*

## ***TIME SHEET STAFF***

### **Pay Schedule for 2018 – 2019 School Year**

<b>PAYROLL DATE</b>	<b>Time Worked Through</b>	<b>Time Sheet Due</b>
August 31, 2018	August 17, 2018	August 20, 2018
September 14, 2018	August 31, 2018	September 04, 2018
September 28, 2018	September 14, 2018	September 17, 2018
October 12, 2018	September 28, 2018	October 01, 2018
October 26, 2018	October 12, 2018	October 15, 2018
November 09, 2018	October 26, 2018	October 29, 2018
November 23, 2018	November 09, 2018	November 12, 2018
December 07, 2018	November 23, 2018	November 26, 2018
December 21, 2018	December 07, 2018	December 10, 2018
January 04, 2019	December 21, 2018	December 24, 2018
January 18, 2019	January 04, 2019	January 07, 2019
February 01, 2019	January 18, 2019	January 22, 2019
February 15, 2019	February 01, 2019	February 04, 2019
March 01, 2019	February 15, 2019	February 19, 2019
March 15, 2019	March 01, 2019	March 04, 2019
March 29, 2019	March 15, 2019	March 18, 2019
April 12, 2019	March 29, 2019	April 01, 2019
April 26, 2019	April 12, 2019	April 15, 2019
May 10, 2019	April 26, 2019	April 29, 2019
May 24, 2019	May 10, 2019	May 13, 2019
June 07, 2019	May 24, 2019	May 28, 2019
June 21, 2019	June 07, 2019	June 10, 2019
July 05, 2019	June 21, 2019	June 24, 2019
July 19, 2019	July 05, 2019	July 08, 2019
August 02, 2019	July 19, 2019	July 22, 2019
August 16, 2019	August 02, 2019	August 05, 2019
August 30, 2019	August 16, 2019	August 19, 2019

## **Welcome to Wood County Educational Service Center**

As a new employee of Wood County Educational Service Center, I am sure you have many questions, and you are not sure who to ask or where to find the answers. There are many forms to complete and information to collect from you before you can be added to our payroll system. I hope you will find this booklet helpful in answering many of your questions.

You will receive a New Employee Packet that will include the following forms. These items must be submitted before you can be added to our payroll system.

### **Forms for a Certificated Employee**

- WCESC Application
- Job Description - signed
- Current College Transcripts
- Valid Ohio Teaching Certification or License
- Bureau of Criminal Investigation (BCII) fingerprint results / WebCheck results
- Federal Bureau of Investigation verification
- Emergency Medical Card
- Ohio Ethics Law & Related Statutes Form
- Auditor of State Fraud-Reporting Form
- ODE Non-Guilty Non-Conviction Statement
- Computer Network Agreement Form
- I-9 Employment Eligibility Form (*Bring Driver's License & Social Security card*)
- W-4 Federal Tax Withholding Form
- State Tax Form
- Municipality Tax Form
- School District Income Tax Form
- State Teachers Retirement System application
- Direct Deposit Form with a voided personal check

### **Forms for a Paraprofessional (Classified) Employee**

- WCESC Application
- Job Description - signed
- Paraprofessional test results, Associate Degree documentation, or College Transcripts showing at least 48 Semester Hours or 72 Quarter Hours
- Current Educational Aide Permit
- Bureau of Criminal Investigation (BCII) fingerprint results / WebCheck results
- Federal Bureau of Investigation verification
- Emergency Medical Card
- Ohio Ethics Law & Related Statutes Form
- Auditor of State Fraud-Reporting Form
- ODE Non-Guilty Non-Conviction Statement
- Computer Network Agreement Form

- I-9 Employment Eligibility Form (*Bring Driver's License & Social Security card*)
- W-4 Federal Tax Withholding Form
- State Tax Form
- Municipality Tax Form
- School District Income Tax Form
- School Employees Retirement System application
- Direct Deposit Form with a voided personal check

**Forms for a Classified Employee – (Non-Paraprofessional)**

- WCESC Application
- Job Description - signed
- Bureau of Criminal Investigation (BCII) fingerprint results / WebCheck results
- Federal Bureau of Investigation verification
- Emergency Medical Card
- Ohio Ethics Law & Related Statutes Form
- Auditor of State Fraud-Reporting Form
- ODE Non-Guilty Non-Conviction Statement
- Computer Network Agreement Form
- I-9 Employment Eligibility Form (*Bring Driver's License & Social Security card*)
- W-4 Federal Tax Withholding Form
- State Tax Form
- Municipality Tax Form
- School District Income Tax Form
- School Employees Retirement System application
- Direct Deposit Form with a voided personal check

**When Will I Receive My First Pay Check?**

Before you can be paid by Wood County Educational Service Center, the Governing Board must hire you. Employees are paid every other Friday. When you receive your first pay is dependent upon whether you are a Salaried Employee, or a Time Sheet Employee. Every attempt is made to pay you on your scheduled pay date after you begin work. However, on occasion, coordination of the Board Meeting date when approval for hiring takes place, your start date, and paperwork processing, can cause an unavoidable delay in your first pay.

**Stretch Pay of Salaried Staff**

All *newly* hired *salaried* staff for the 2018 – 2019 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 for the 2018 – 2019 school year. Salary payments for newly hired staff will revert to 26 biweekly payments for the 2019 – 2020 school year. Returning salaried staff will have their salary revert to 26 biweekly payments for the 2018 – 2019 school year.

Part-time salaried staff that is employed towards the end of the school year in which there are 60 or fewer workdays in their employment contract will NOT have their pay stretched over the summer months. Their contracted salary amount will be paid off in full with the last pay of June.

### **Direct Deposit**

All employees, with the exclusion of Y.E.P. Summer Youth students, are required to receive their pay through direct deposit. Y.E.P. Summer Youth students have the option of receiving their pay through direct deposit, but it is not a requirement. You must complete a direct deposit form and supply the payroll office with either a voided personal check or a deposit slip to get direct deposit established for you. Your pay will be held until this information is provided. Often, an employee writes the account number on the form and it is wrong, therefore, we will not accept the form without one of these items.

Your first payment will be paid on a payroll check to allow for the pre-note process with your banking institution. This process verifies your bank account and routing numbers. Your second payment will be processed as a direct deposit.

All staff is assigned a Wood County E.S.C. e-mail account and will have their direct deposit pay stub e-mailed to this e-mail account. Your employer sponsored e-mail account will be included with your first payroll check. Notification of your direct deposit will be sent to your Wood County E.S.C. e-mail account one day prior to pay day.

### **Where Will My First Pay Check Be on Pay Day?**

New staff will make the choice of picking up their first payroll check or having it mailed by marking this designation on their new hire employment forms.

Checks will be placed in In-House mailboxes on the morning of pay day for those new staff that have a mailbox, or will be held in the Treasurer's office for all others that elect to pick up their check. Pickup hours are from 8:30 a.m. to 4:00 p.m. on pay day. Payroll checks will not be distributed prior to pay day for any reason.

### **Lost Payroll Check**

If you have lost your payroll check, please notify Robin Newman, Payroll Specialist, or Kelley Allred, Payroll & Accounting Assistant. Most times the mail takes longer than 1-2 days to deliver your check. If you have not received your payroll check after five working days, we will notify the bank and process a stop payment on your payroll check.

A replacement check will be reissued to you after a minimum of 7 calendar days from the original pay date.

### **Changing Your Direct Deposit Bank Account**

Please notify Robin Newman, Payroll Specialist, or Kelley Allred, Payroll & Accounting Assistant *prior* to changing or closing the bank account where your bi-weekly payroll is direct deposited. Failure to notify us will cause your direct deposit transmission to be rejected. If this happens, you will *not* receive your pay on pay day, and it is usually at least one week before we are notified by the bank that your account was closed.

*All* checks will be mailed the day *before* a pay date when a pay date falls on a day the office is closed.

### **Employee Identification Number**

You will be assigned an employee I.D. number once your first payroll payment has been processed. This employee I.D. number will appear on the top left corner of your payroll check *stub*. Your I.D. number will appear directly below your name in your payroll direct deposit notification you receive via e-mail.

You are encouraged to use your employee I.D. number in place of your social security number on all time sheet forms. For Aesop users, only employee I.D.'s will be accepted.

### **Time Sheet Employees**

The first pay date for time sheet employees will be determined by the date the Governing Board meets and approves them 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. Time sheets must be signed by the Supervisor. Payment is prohibited without supervisor approval. The Payroll Specialist must receive your time sheet by the date(s) indicated on the Pay Schedule on page 4. If the Payroll Specialist has not received your time sheet by the due date, you will not be paid until the following payroll date. Separate/special payrolls cannot be processed for this situation. If you know you will be absent and can't submit your time sheet on time, it is your responsibility to notify your supervisor so that necessary arrangements can be made with the payroll department.

### **Absences and the Payment of Substitutes**

All staff **must** log their absences through the Aesop on-line system or by telephone. Paper absence forms will not be accepted. Please make arrangements with your supervisor if you incur a long-term absence so that arrangements can be made to have someone log your absence in the Aesop on-line system in your absence. A physician's statement is required for absences of 5 days or more.



Please refer to the Wood County E.S.C. Policy manual for more information about the appropriate use of leave. Sick, personal, and vacation leave are available in ¼ day increments. You are required to log your absence through Aesop even if you do not have a substitute filling in for you.

### **Payroll Errors**

We strive to make sure that errors do not happen, however, there are times when we do have to deal with this situation. **All errors will be corrected on the payroll that follows the pay in which the error occurred.**

### **Mandatory Deductions**

By law you are required to pay the following deductions:

- 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 – 1.45% of gross pay if hired after 3/31/86
- School District Income tax – rate dependent upon the school district in which you reside.
- Municipality tax of where you work

### **STRS / SERS**

All school districts in Ohio pay into either State Teachers Retirement System (STRS) for certified staff or School Employees Retirement System (SERS) for classified staff. We do not pay into Social Security for retirement purposes.

14% of your salary will be deducted from your pay for STRS contributing employees, and 10% for SERS contributing employees for retirement purposes. The Governing Board is also required to pay 14% of your salary into either STRS or SERS. The 14% or 10% retirement deduction is pre-taxed so that your salary is decreased for federal and state income tax reporting purposes.

### **Collecting Municipality Taxes**

Wood County Educational Service Center collects and pays municipality tax to the municipality where you work. Additionally, the E.S.C. will also collect and pay municipality taxes if you reside in a municipality different from the municipality where you work.

Please note that it is your responsibility to complete a new Municipality Tax form if your work and /or residence location changes in order to withhold the correct municipality tax.

### **Ohio School District Income Tax**

If you reside in a school district that collects a school district income tax, you must let our payroll department know this information. If the rate changes at any time, it is your responsibility to notify the payroll department of that change.

### **Medical and Dental Insurance**

Wood County E.S.C. is a member of the Wood County Insurance Consortium (WCIC), which is a consortium of nine school districts formed to provide economical health care and related insurance benefits to Ohio 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 different 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 providers, please call 800-382-5729.

WCIC contracts with the Medical Mutual of Ohio drug network. A mail-order process is available for maintenance drugs through Express Scripts. You will be 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.

If you are eligible for insurance and you elect medical and / or dental insurance coverage, coverage will become effective on your first day of employment. Employees eligible for insurance can only elect a single plan if they are covered on any other plan. An employee who declines coverage upon employment will not be eligible to elect coverage until the annual open enrollment period during the entire month of June, with coverage effective July 1. Insurance coverage may be elected or changed at times other than our open enrollment period if our plan group sponsor receives notification within 31 days of a qualifying event. Change forms can be obtained from the Payroll Specialist or Payroll & Accounting Assistant, and must be completed to make any type of change to your coverage.

For employees that are terminated or resign, health insurance coverage ceases at midnight on the last day of the month in which you resign or are terminated. If your contract is non-renewed for the following school year, health insurance coverage ceases at midnight on June 30<sup>th</sup> for employees on 12-month classified contracts; July 31<sup>st</sup> for employees on administrative contracts; or August 31<sup>st</sup> for employees on 9-month teaching or 9-month classified contracts.

Medical and dental insurance premiums (for those eligible for insurance) are deducted from your pay one month prior to the effective date of coverage, as the premiums are due to our insurance provider by the first day of the month of coverage. The monthly premium is split between your first and second pay of the month. No premium is deducted from the third pay when a month has three pays. The premiums are also pre-taxed so that your salary is decreased for federal and state income tax purposes. New employees electing medical and / or dental insurance will have two months of premiums deducted from their pay during their first month of employment. The first month of premium will be applied to the current month of insurance coverage. The second month of premium deduction will be applied to the following month of coverage.

Each employee will receive a plastic membership card(s) 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 <http://www.medmutual.com>.

Each year, current employees eligible for insurance coverage will be **required** to meet with an American Fidelity representative during the months of April and May to complete necessary insurance paperwork. New employees will be required to meet soon after day of hire or at the E.S.C.'s annual Back-To-School meeting in August, whichever comes first. By completing this paperwork, each employee certifies that they understand that they can only elect single insurance coverage 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 WCESC's health or dental insurance, and fails to meet with an American Fidelity representative and sign the required paperwork will have their employee premium(s) deducted "after tax", i.e., NOT tax sheltered.

### **Term Life & Accidental Death and Dismemberment Insurance**

If you are eligible for term life insurance and you elect life insurance coverage, coverage will become effective on your first day of employment. If you decline coverage upon employment, you will not be eligible to elect coverage until our annual open enrollment period during the entire month of June, with coverage effective July 1. The premium for life insurance is 100% Board paid.

Private policies, upon termination of employment with the E.S.C., as per the terms of the agreement, are available to any individual who wishes to convert to private coverage.

## **Affordable Care Act (ACA)**

Patient Protection and Affordable Care Act (PPACA), commonly called the Affordable Care Act (ACA) or "Obama Care", is a United States federal statute 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 costs of healthcare for individuals and the government.

As per the Affordable Care Act's (ACA's) requirement, WCESC tracks all work hours and offers benefits to all employees, including common law and variable hour employees who average 30 hours of work a week or more. WCESC uses a 12-month standard look-back measurement period for all employees, 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.

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 their first day of work. 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.

Each employee's Salary Notice will serve as the Service Record for IRS purposes, for all non-variable hour employees. 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 slip.

## **Family Medical Leave Act (FMLA)**

An employee who has worked for the E.S.C. for at least 12 months may be eligible for 12 work weeks of Family Medical Leave during a 12-month period provided the employee worked at least 1,250 hours in the 12 months preceding the beginning of the leave. An eligible employee may take FMLA 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, and
4. the employee's own serious health condition that keeps the employee from performing the essential functions of his or her job.
5. the spouse; son or daughter; parent; next of kin of a covered service member with a serious injury or illness.

The E.S.C. requires an employee to use all accrued paid sick, personal, and vacation leave for purposes of a family leave.

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

For the duration of FMLA, the E.S.C. will maintain your medical and dental insurance coverage. The E.S.C. does not pay your share of the premium, only the Board's share. If you exhaust paid leave (sick, personal, vacation) during your FMLA, you will be responsible for submitting payment for your share of the premiums to the E.S.C. one month in advance of the month of coverage.

If you want to keep your life insurance in effect during your FMLA, you will be responsible for submitting the entire premium to the E.S.C. one month in advance of the month of coverage.

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

### **C.O.B.R.A.**

COBRA (*Consolidated Omnibus Budget Reconciliation Act*) permits employees to temporarily continue their health insurance coverage at group rates, at their own expense. This coverage, however, is only available when coverage is lost due to certain specific events.

Information regarding your rights under the federal C.O.B.R.A. law will follow any enrollment in the health insurance plan as well as upon insurance termination, employment termination, resignation, retirement, or leave of absence.

### **Workers' Compensation**

The provisions of the workers' compensation law cover every employee of the E.S.C., and if you receive an injury in the course of, and arising out of your employment, you may file a claim. In the event of an injury, please follow these steps:

1. **Immediately** report your injury to your direct supervisor and seek medical treatment (if necessary) from a Bureau of Workers' Compensation (BWC) certified medical provider.
2. If you seek medical treatment, identify Sheakley Unicom as your Managed Care Organization (MCO), and Wood County E.S.C. as your employer.
3. Immediately complete the online "Employee Accident/Exposure Incident Report" on the E.S.C.'s website. Go to [www.wcesc.org](http://www.wcesc.org) and click on: Report an Employee Accident.

## **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 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.

## **Tax Sheltered Products**

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

### MetLife Investors & 403B ASP

Attn: Carleton Hollister 419.728.0309

### VOYA Life Insurance & Annuity Company 403(b) & 457 Deferred Compensation

Attn: Matthew Carter 800.451.4702 x 4025480

Attn: Glenn Alford 419.243.0588

Attn: Brent Shimman 419.693.9000

### Ohio Public Employees Deferred Compensation

Attn: Cynthia Price 877.644.6457

## **American Fidelity Supplemental Benefit Products**

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

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

Attn: Mo Maaraba, Account Executive

Office: 513.701.3171

Cell: 567.703.6660

Attn: Steve Siclair, Account Executive

Office: 513.701.3171

Cell: 419.304.3508

### **United Way**

You can elect to contribute to United Way and have your contribution deducted from your pay. Election forms are distributed at our Back-To-School Opening event. You can also contact our Payroll Specialist for a United Way form after our Opening event. Payroll deductions begin with the first pay of October.

### **Woodco Federal Credit Union**

As an employee of the Wood County Educational Service Center, you are eligible to join the Woodco Federal Credit Union. Payroll deductions can be started at any time throughout the year. Contact our Payroll Specialist for an election form.

### **Making Changes in Contact Information**

Please contact Robin Newman, Payroll Specialist, or Kelley Allred, Payroll & Accounting Assistant, with address or phone number changes. They will inform others at the Wood County Educational Service Center who need this information. It is very important that we have your current contact information on file. Please note that many of the forms addressed throughout this booklet are available on the Wood County E.S.C. website at <http://www.wcesc.org>

### **Emergency Closings / Central Office**

On occasion the Superintendent will close the Wood County Educational Service Center in emergency situations. Daily staff at the central office (1867 N. Research Drive) should follow closing announcements on Channel 13.

All staff at the central office are required to report to work unless the Superintendent has closed the Educational Service Center.

All other staff that are not housed at the Wood County Educational Service Center should follow the delay / closing announcements of the buildings they work at, as listed on the television, radio, etc. Please note that it is **NOT permissible to use sick leave in the event you do not come to work due to inclement weather.**

### **Fiscal Department Staff**

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Melanie Feather – Fiscal Data Specialist <a href="mailto:mfeather@wcsc.org">mfeather@wcsc.org</a>	419.354.9010 x 202
Jackie Haar – Assistant to the Treasurer <a href="mailto:jhaar@wcsc.org">jhaar@wcsc.org</a>	419.354.9010 x 214
Arleta Herzig - Bookkeeper <a href="mailto:aherzig@wcsc.org">aherzig@wcsc.org</a>	419.354.9010 x 209
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