



Wood County E.S.C.  
1867 N. Research Drive  
Bowling Green, OH 43402  
Phone: 419.354.9010  
*Gina R. Fernbaugh, Treasurer / CFO*

# Payroll Procedures Manual

2019 – 2020 School Year

*Board Approved: April 16, 2019*

## Table of Contents

Pay Schedule for Salaried Staff	page 3
Pay Schedule for Time Sheet Staff	page 4
Required Forms	pages 5 - 6
When Will I Receive My First Check?	page 6
Stretch Pay of Salaried Staff	pages 6 - 7
Direct Deposit	page 7
Where Will My First Payroll Check Be on Pay Day?	page 7
Lost Payroll Check	page 8
Changing Direct Deposit Bank Account	page 8
Employee Identification Numbers	page 8
Time Sheet Employees	pages 8 - 9
Absences and the Payment of Substitutes	page 9
Payroll Errors	page 9
Mandatory Deductions	page 9
STRS / SERS	page 9
Collecting Municipality Taxes	page 10
Ohio School District Income Tax	page 10
Medical & Dental Insurance	pages 10 - 12
Life & Accidental Death & Dismemberment Insurance	page 12
Affordable Care Act (ACA)	page 12
Family Medical Leave Act (FMLA)	page 13
Consolidated Omnibus Budget Reconciliation Act (COBRA)	page 13
Workers' Compensation	page 14
Liability Insurance	page 14
Tax Sheltered Products	page 14
Supplemental Benefit Products	page 15
United Way	page 15
Woodco Federal Credit Union	page 15
Making Changes in Contact Information	page 15
Emergency Closing – Central Office	page 15 - 16
Fiscal Department Staff	page 16

## **SALARIED Staff Pay Schedule for the 2019 - 2020 School Year**

<b>PAY</b>	<b>DATE</b>	
1	September 13, 2019	<b>Administrative Staff – 12-month</b> Annual salary divided by 27 pays. First pay 8.16.19 - last pay 8.14.20
2	September 27, 2019	<b>Administrative Staff – 10-month</b> Annual salary divided by 27 pays. First pay 8.16.19 - last pay 8.14.20
3	October 11, 2019	
4	October 25, 2019	
5	November 8, 2019	<b>Support Staff - 12-month</b> Annual salary divided by 27 pays. First pay 7.19.19 - last pay 7.17.20
6	November 22, 2019	<b>Teachers – 9-month</b> Annual salary divided by 27 pays. First pay 9.13.19 - last pay 9.11.20 <i>New Hires: 27 pays from 9.13.19 – 9.11.20</i>
7	December 6, 2019	
8	December 20, 2019	<b>Para Professionals – 9-month</b> Annual Salary (days x hours x hourly rate) divided by 27 pays. First pay 9.13.19 - last pay 9.11.20 <i>New Hires: 27 pays from 9.13.19 – 9.11.20</i>
9	January 3, 2020	
10	January 17, 2020	<b>Para Professionals – Time Sheet</b> Time sheets turned in on Monday after pay day and are paid two weeks later. <i>If Monday is a holiday, time sheet is due Tuesday.</i>
11	January 31, 2020	
12	February 14, 2020	<b>Any other Time Sheet employees</b> Time sheets turned in on Monday after pay day and are paid two weeks later. <i>If Monday is a holiday, time sheet is due Tuesday.</i>
13	February 28, 2020	
14	March 13, 2020	<b>Substitute Para Professionals</b> Substitute payroll time slip forms turned in by pay day, or before, and are paid two weeks later. Employee ID numbers are required on time slip.
15	March 27, 2020	
16	April 10, 2020	<b>Substitute Teachers</b> Paid according to schedule on Page 4.
17	April 24, 2020	
18	May 8, 2020	<b>Absences</b> All absences (sick, personal, professional, etc.) MUST be submitted through Frontline either on-line or by telephone.  Personal, Professional, and Vacation leave requires <b>prior</b> approval by the employee’s supervisor.
19	May 22, 2020	
20	June 5, 2020	<b>All Staff</b> Direct deposit e-mail notifications will be sent on Thursday of pay week even though the funds are not deposited until Friday. <i>(A WCESC e-mail address is assigned to all staff.)</i>
21	June 19, 2020	
22	July 3, 2020	E-mail timesheets to: <b>payroll@wcesc.org</b>
23	July 17, 2020	
24	July 31, 2020	
25	August 14, 2020	
26	August 28, 2020	
27	September 11, 2020	

## ***TIME SHEET STAFF***

### **Pay Schedule for 2019 – 2020 School Year**

<b>PAYROLL DATE</b>	<b>Time Worked Through</b>	<b>Time Sheet Due</b>
August 30, 2019	August 16, 2019	August 19, 2019
September 13, 2019	August 30, 2019	September 03, 2019
September 27, 2019	September 13, 2019	September 16, 2019
October 11, 2019	September 27, 2019	September 30, 2019
October 25, 2019	October 11, 2019	October 14, 2019
November 08, 2019	October 25, 2019	October 28, 2019
November 22, 2019	November 08, 2019	November 11, 2019
December 06, 2019	November 22, 2019	November 25, 2019
December 20, 2019	December 06, 2019	December 09, 2019
January 03, 2020	December 20, 2019	December 20, 2019
January 17, 2020	January 03, 2020	January 06, 2020
January 31, 2020	January 17, 2020	January 21, 2020
February 14, 2020	January 31, 2020	February 03, 2020
February 28, 2020	February 14, 2020	February 18, 2020
March 13, 2020	February 28, 2020	March 02, 2020
March 27, 2020	March 13, 2020	March 16, 2020
April 10, 2020	March 27, 2020	March 30, 2020
April 24, 2020	April 10, 2020	April 13, 2020
May 08, 2020	April 24, 2020	April 27, 2020
May 22, 2020	May 08, 2020	May 11, 2020
June 05, 2020	May 22, 2020	May 26, 2020
June 19, 2020	June 05, 2020	June 08, 2020
July 03, 2020	June 19, 2020	June 22, 2020
July 17, 2020	July 03, 2020	July 06, 2020
July 31, 2020	July 17, 2020	July 20, 2020
August 14, 2020	July 31, 2020	August 03, 2020
August 28, 2020	August 14, 2020	August 17, 2020
September 11, 2020	August 28, 2020	August 31, 2020

## **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. Additional information can be found in the Wood County E.S.C. Board Policy book that is available for review on our website at [www.wcesc.org](http://www.wcesc.org).

New employees will receive a New Employee Packet that will include the following forms. These items must be completed and returned before an employee can be added to the payroll system and paid.

### **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 Withholding Form
- Municipality Tax Withholding Form
- School District Income Tax Withholding Form
- State Teachers Retirement System application
- Direct Deposit Form with a voided personal check *or* Bank Direct Deposit Enrollment Form

### **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 Withholding Form
- Municipality Tax Withholding Form
- School District Income Tax Withholding Form
- School Employees Retirement System application
- Direct Deposit Form with a voided personal check *or* Bank Direct Deposit Enrollment Form

**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 Withholding Form
- Municipality Tax Withholding Form
- School District Income Tax Withholding Form
- School Employees Retirement System application
- Direct Deposit Form with a voided personal check *or* Bank Direct Deposit Enrollment Form

**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.

**Stretch Pay of Salaried Staff**

All *newly* hired salaried staff for the 2019 – 2020 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. Returning salaried staff will also have their salary spread over 27 biweekly payments for the 2019 – 2020 school year in order to recycle the payroll, which happens approximately every eight years. Salary payments will revert to 26 biweekly payments in the 2020 – 2021 school year.

Part-time salaried staff that are 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 exception of Youth Employment Program students, are required to receive their pay through direct deposit. Youth Employment Program students have the *option* of receiving their pay through direct deposit. Each employee must complete a Direct Deposit Form and supply the payroll department with either a voided personal check or a Bank Direct Deposit Enrollment Form 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.

All staff are assigned a Wood County E.S.C. e-mail account and will have their direct deposit pay stub e-mailed to this address. Substitute employees will have their employer sponsored e-mail address included with their first payroll check. All other employees will receive their e-mail address in their New Hire packet. E-mail notifications of direct deposit will be sent to Wood County E.S.C. e-mail accounts one day prior to pay day.

### **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 4:30 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 and supply the payroll office with either a voided personal check or a Bank Direct Deposit Enrollment Form. Due to increasing fraud, employees are required to physically bring the completed form with a photo ID to the payroll department at the Wood County E.S.C. If that is not possible, the form can be sent to the payroll department, and a phone call will be made to the employee to ask security questions to ensure the change was made by that employee.

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. Time sheets must be signed by a supervisor. 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 the Frontline on-line system or by telephone. Paper absence forms will not be accepted. Employees should make arrangements with their supervisor in cases of a long-term absence to ensure that the absence is logged in the Frontline on-line system. A physician's statement is required for absences of 5 or more days.

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 Frontline even if a substitute is not required.

### **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**

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.

### **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 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.

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.

### **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, WCESC 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.**

COBRA (*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**

The provisions of the workers’ compensation law cover all employees of the Wood County E.S.C. A workers’ compensation claim may be filed for any injury that occurs in the course of, and arising out of employment. In the event of an injury, please follow these steps:

1. The employee must immediately report the injury to their direct supervisor and seek medical treatment (if necessary) from a Bureau of Workers’ Compensation (BWC) certified medical provider.
2. If medical treatment is sought, identify Sheakley Unicom as the Managed Care Organization (MCO), and Wood County E.S.C. as the employer.
3. As early as is practical, the injured employee must complete the online “Employee Accident/Exposure Incident Report” on the Wood County 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 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.

**Tax Sheltered Products**

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 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 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: 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**

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

## **Woodco Federal Credit Union**

All employees of the Wood County E.S.C. are eligible to join the Woodco Federal Credit Union. Payroll deductions can begin at any time throughout the year. Contact the payroll department for an election form.

## **Making Changes in Contact Information**

Please contact the payroll department with address or phone number changes. 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. Please note that many of the forms addressed throughout this manual are available on the Wood County E.S.C. website at [www.wcesc.org](http://www.wcesc.org).

## **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 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**

Gina R. Fernbaugh – Treasurer/CFO <a href="mailto:gfernbaugh@wcesc.org">gfernbaugh@wcesc.org</a>	419.354.9010 x 215
Kelley Allred – Payroll & Accounting Assistant <a href="mailto:kallred@wcesc.org">kallred@wcesc.org</a>	419.354.9010 x 212
Melanie Feather – Fiscal Data Specialist <a href="mailto:mfeather@wcesc.org">mfeather@wcesc.org</a>	419.354.9010 x 202
Jackie Haar – Assistant to the Treasurer <a href="mailto:jhaar@wcesc.org">jhaar@wcesc.org</a>	419.354.9010 x 214
Arleta Herzig - Bookkeeper <a href="mailto:aherzig@wcesc.org">aherzig@wcesc.org</a>	419.354.9010 x 209
Robin Newman – Payroll Specialist <a href="mailto:rnewman@wcesc.org">rnewman@wcesc.org</a>	419.354.9010 x 213