



2023-2024

# Team Member Guide

Appalachia Intermediate Unit 8  
4500 6<sup>th</sup> Ave  
Altoona, PA 16602  
phone: 814-940-0223  
website: [www.iu08.org](http://www.iu08.org)

# Overview

The information included in this guide serves as a summary of the policies, laws, rules, and/or regulations of IU8. They are the official point of reference for the information contained in this guide and serve as the control for all items referenced. This guide is not a contract. Policies and/or information referenced in this guide may change at any time.

Please use this guide as a reference and resource in conjunction with any Agreement or Plan applicable to you and your role/position within the organization.

You may have questions not specifically answered in this guide. In any instance where you find a gap, please communicate with your immediate supervisor or contact a member of IU8's leadership team for additional assistance.

## Our Mission

Fostering innovation in learning

## Our Purpose

Inspiring people to exceed their dreams.

## Our Core Values

We value **quality** by being in a continuous pursuit of excellence in our relationships, products, and services; **professionalism**, by striving to practice the highest ethical standards of compassion, respect, and continuous learning; **character** by modeling integrity, honesty, commitment, and passion; and **innovation** through our commitment to discovering and inspiring quality solutions to the problems of today and the opportunities of tomorrow.

## We Believe:

- Our primary obligation **is to serve** schools, students, and families while leading student and adult learning into the next century.
- **Learning is the core of our work** and will be supported through varied models of delivery with the primary goal to influence learners and those who inspire learners.
- The future of all work is to **customize in every possible way**.
- **Innovation**, coupled with creativity and imagination, is the future of IU8's success.

## Our Vision

To create a high-energy, innovative, and exciting place to work, our **people** value others and their ideas; are inspired and inspire others; care and invest in relationships; commit to IU8's purpose, mission, and vision; are professional and adaptive; and are committed to being a self-directed learner.

Our **language** is optimistic, proactive and embraces an ethos of excellence and opportunity.

Our **systems** support accountability and embrace flexibility, while remaining flexible; build trust through communication and feedback loops; instill a passion for ideas; institute clear and consistent accountability; and build an ethos of personal responsibility.

## Our Board of Directors

The general operations of the Intermediate Unit are governed by a Board of Directors, comprised of 13 elected members, which is responsible for developing operating policies, defining unit functioning, and overseeing financial management. These board members constitute a representative sample of the communities and their populations within the four-county area.

### 2023/2024 Board of Directors

Thomas Bullington - President	Bedford Area School District	Elizabeth Kreashko	Blacklick Valley School District
Dr. Ronald Sommer - Vice President	Hollidaysburg Area School District	Dr. Frank Meloy	Altoona Area School District
Michael Revak - Assistant Secretary	North Star School District	William Pataki	Chestnut Ridge School District
Patricia Allbaugh	Central Cambria School District	Tricia Shaffer	Richland School District
Brian Bressler	Bellwood Antis School District	Missy Spaugy	Greater Johnstown School District
Celeste Decker	Meyersdale Area School District	Francis Truscello, Sr.	Conemaugh Valley School District
Dr. Mona Eckley	Claysburg-Kimmel School District		

Dr. Thomas Butler  
– Executive Director  
Dr. Amy Woomer –  
Board Secretary (NVM)  
Mr. Jason McMillen –  
Treasurer (NVM)

The IU8 Board of Directors meets the fourth Thursday of each month, July 2023 through June 2024 at IU8's Executive Office at 4500 6<sup>th</sup> Avenue, Altoona. All committee meetings begin at 6:00 pm, followed by the Board meeting at 6:30 pm. You are welcome to attend a meeting of our Board of Directors.

\*There is no Board of Directors' meeting held in November. A December meeting is held the second Thursday of December (12/14/23).

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## General Information – Leadership Team

Dr. Thomas A. Butler .....	Executive Director
Dr. Danny Webb .....	Assistant Executive Director
Dr. Amy Woomer .....	Chief Education Officer
Ms. Julie Della .....	Assistant Director of Educational Programs & Services
Mr. Jason McMillen .....	Director of Business
Ms. Karlie Travis .....	Assistant Director of Business
Mrs. Jennifer Anderson .....	Director of Organizational Development & Professional Learning
Mrs. Janel Vancas .....	Director of Curriculum Innovation
Dr. Hobart Harmon .....	Leader of Strategic Advancement
Dr. Pat Mulroy .....	Director of World of Learning

## Office Locations

OFFICE	ADDRESS	PHONE	Office Manager/ Admin POC*
Executive Offices, Blair County, Altoona	4500 6 <sup>th</sup> Avenue Altoona, PA 16602	814-940-0223	Executive Director Chief Education Officer Department Directors
Education Development Center Offices, Blair County, Duncansville	580 Foot of Ten Road Duncansville, PA 16635	814-695-5652	Mr. Jason Wasovich
Park Street Offices, Cambria County, Ebensburg	119 Park Street Ebensburg, PA 15931	814-472-7690	Mr. Brad Theys
Richland Offices, Cambria County, Johnstown	GJCTC 445 Schoolhouse Road Room E-212 Johnstown, PA 15904	814-262-7392	Mrs. Charlotte Ecklund
Georgian Place Offices, Somerset County	609 Georgian Place Somerset, PA 15501	814-445-9734	Dr. Amy Woomer

\*Please note: The admin. Point-of-Contact for each office serves as a resource for day-to-day office-related information and assistance. Your immediate supervisor serves as your direct contact for your assigned job role & responsibilities.

## Additional Resources

The following resources not contained in this Guide will assist you with additional information you may need as a member of IU8's Team:

- **PA School Code**- A copy of the PA School Code is maintained at IU8's Executive Office. There is an electronic copy of the school code maintained by PDE at:  
<http://www.legis.state.pa.us/WU01/LI/LI/US/HTM/1949/0/0014..HTM>
- **IU8 Board Policies**- All IU8 Board Policies are maintained electronically and can be accessed through IU8's website. The URL to access Board Policies:  
<https://go.boarddocs.com/pa/iu08/Board.nsf/Public?open&id=policies>
- **Collective Bargaining Agreements**- Bargaining Unit members receive a copy of the applicable Agreement upon hire and thereafter when a new Agreement is approved. Two Agreements are in effect:
  - (1) IU8 Branch PSEA Association (2019-2024), comprised of professional teaching members working full-time or part-time, as determined by the PA Labor Relations Board
  - (2) IU8 Education Support Professionals PSEA/NEA (2023-2026), comprised of secretarial staff and classroom aides that are employed full-time or part-time and who meet the criteria for inclusion in the Unit as defined by the Pennsylvania Labor Relations Board.
- **Non-Bargaining Unit Compensation Plan (NBUCP, 2021-2025)**- Act 93/Administrative members and other non-bargaining members are those not covered by the ESPA or the PSEA Agreements (except those with individual employment contracts with the Board). These members receive a copy of the Non-Bargaining Unit Compensation Plan (NBUCP) upon hire and thereafter when a new NBUCP is revised by the Board of Directors for IU8.



## Statement of Nondiscrimination

Pennsylvania School Districts and Intermediate Units, including Appalachia Intermediate Unit 8 do not discriminate in their educational programs, activities or employment based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the American with Disability Act of 1990.

## Compliance Office

Title IX Compliance – Discrimination on the basis of sex or blindness – any concerns or complaints are to be reported to the Executive Director or Assistant Executive Director.

Section 504 Compliance – Any reports of suspected sexual harassment are to be reported to the Executive Director or the Assistant Executive Director.

## Harassment

The Board strives to provide a safe, positive working climate for all of its members whereby harassment in any form is not tolerated. As such, the Board has adopted policies regarding unlawful harassment. Each Policy, 348, administrative members; 448, professional members; and 548, support staff members, can be found on the BoardDocs® section of IU8's website. You are encouraged to review the unlawful harassment policies as each provides definitions of harassment and the complaint procedures afforded to every IU8 team member.

## General Information – Human Resources/Employment

### First Point-of-Contact

IU8's vision of Human Resources (HR) is grounded in the responsibility, accountability, and empowerment of every member of our organization. Every member must have the knowledge and skills necessary to serve in the role each has been given and every member must be accountable to the team of colleagues each works with the department each is part, and the greater IU8 organization. To do this, everyone must know one's role and expectations, then consistently perform their roles and responsibilities with excellence and integrity.

So that responsibility, accountability and empowerment is embedded into the fabric of our culture, our processes are guided by a framework outlining a progressive structure for points-of-contact to assist you with information and guidance for many items considered, “HR.”



Your immediate supervisor will serve as your first point-of-contact when you are seeking assistance and guidance. The exception to our process is if at any time you have a complaint against your direct supervisor. In this case you are to contact your supervisor's immediate supervisor for assistance.

We believe when you need information and assistance, collaborating with your direct supervisor will be the most efficient and effective method.

We do have designated members who facilitate and support the processes and procedures of employment with IU8 through our Office of Human Resources. These members can assist you with any of the following:

## **Required Clearances & Health Records**

At the time of hire for all positions across IU8, your clearances are required prior to beginning employment. Your clearances must be valid in accordance with the law. In addition, at the onset of employment, you must provide our Human Resources office with a School Personnel Health Record, no more than one (1) year old, with a negative TB test result no more than three (3) months old from the date of hire.

Now that you are employed by IU8, you must renew and submit to the HR office via Frontline, each document (Act 34, Act 151, Act 114) every five (5) years in accordance with the law. The compliance date is based on the oldest date of the last three clearances. It will be your responsibility to submit updated clearances to the HR office via Frontline no later than the compliance date maintained in the HR office and reflected in the system. The Frontline system will send you an automatic email 90 days, 60 days, and 30 days outlining your clearance dates and compliance date for renewal & submission.

- PA Child Abuse History (Act 151)  
<https://www.compass.state.pa.us/CWIS/Public/Home>
- PA State Police (Act 34)  
<https://epatch.state.pa.us/Home.jsp>
- PA Department of Education – Digital Fingerprinting (Act 114)  
<https://www.identogo.com/locations/pennsylvania>

All costs associated with required health records, TB test and clearances are the responsibility of the individual member to maintain employment.

## **Employee Records**

Every member of our team has an employee record maintained by the representatives in our HR office. You may review the contents of your employee record as outlined in the Agreement that applies to your position and in accordance with IU8 Board Policy on Personnel Files. With the adoption of Frontline Central, your personnel file is electronically available using the secure platform. After review of your personnel information in Frontline Central, if you have any questions please contact the HR Manager, Christy Townsend, for assistance.

For more information on Board Policy – Personnel Files, please visit the BoardDocs® section of IU8's website.

## **Job/Position Descriptions**

Our HR office maintains all Job/Position descriptions for all positions. The Board of Directors reviews and approves all job/position descriptions when created and revised. As a member of IU8, you are expected to perform the essential functions and duties of the position/assignment you hold, as outlined in the job description, with or without reasonable accommodations.

If you are an individual with a disability and are requesting reasonable accommodation(s) you must contact your immediate supervisor to initiate an interactive process so we may consider and respond to requests for reasonable accommodation.

IU8 is not required to change the essential functions and duties of the job, lower its performance standards, allow a member to violate work rules applicable to all members, or excuse a member from performing any of the essential functions of the member's job. IU8 administration may change the job/position description as jobs/positions are analyzed and modified.

## **Performance Evaluation**

Every member of our team, across the entire organization and at every level, will engage in the process of performance evaluation, at minimum, annually. Your

immediate supervisor will complete and facilitate the performance evaluation cycle with you in the timelines applicable to the position you hold.

Your immediate supervisor will facilitate your performance evaluation using the designated forms and/or rubrics required, by PDE and/or IU8, and aligned to the position you hold in the organization. **Both you and your immediate supervisor shall sign the performance evaluation at the time of review.** This signature does not indicate agreement. Your signature serves as a record that the performance evaluation was reviewed and issued.

For more information on evaluation of employees, please review the applicable Board policy and the Agreement or Plan for the position/assignment you hold. You are encouraged to review Board policies by visiting the BoardDocs® section of IU8's website.

If at any time you do not meet a satisfactory performance and improvement is necessary, your department director and supervisor will develop a plan of improvement to assist you. If you fail to improve this may be cause for disciplinary action, up to and including termination from employment pursuant to Section 514 of the Public School Code.

## Professional Certification

Every professional member of our team must hold and maintain a valid and active professional certificate issued by the Pennsylvania Department of Education (PDE) appropriate for the position/assignment as required by Certification and Staffing Guidelines (CSPGs) accessible on the PDE website.

If at any time you make a change to your professional certificate (ex. converting a Level I certificate to a Level II, adding or removing a certification area) you must submit the updated certificate to our HR office. All certificates are registered according to the PA Public School Code.

You have a personal and professional responsibility to meet all PDE requirements and maintain a valid and active PA certificate. The term "valid" refers to the validity of a Level I (provisional certificate) while the term "active" refers to the Act 48 status. The HR office may send periodic validity reminders to Level I (provisional) certificated members to assist the member. However, the responsibility of maintaining a valid and active certificate is the responsibility of the certificate holder.

IU8 bears no monetary responsibility for costs associated with professional certifications. All costs associated with gaining or maintaining a professional certification is the responsibility of the professional.

## Level I Provisional Certificate

If you are a professional new to the field, with a Level I provisional certificate, you must take note of the following actions to be able to apply for a Level II permanent certificate:

- A Level I certificate is valid for six (6) working years of service, (NOT calendar years). A working year which counts toward the validity of your certificate is working at least 50% of the workday, work week, and work year in a PA public school.
- Evidence of completion of a Teacher Induction Program in PA is required. At IU8, the induction program is developed and facilitated by our organization, with oversight provided by your direct supervisor and department administration. The goal of our Induction Program is to support you in your new professional role and to help acclimate you to our organization.
- You must complete three years of satisfactory teaching experience in PA on the Level I certificate you hold.
- You must complete 24 post-baccalaureate credits, in whole or part by:
  - Credits from a state approved baccalaureate degree-granting institution. (Courses from a community or junior college are not acceptable).
  - Continuing professional education courses by an Intermediate Unit.
  - Six (6) of the 24 credits must be associated with your area of certification and/or designed to improve your professional practice.
  - Evidence of credits, including official transcripts, will be required as part of the application process.
- You must complete and submit to PDE the appropriate form(s) necessary to convert a Level I provisional certificate to a Level II permanent certificate.
- All costs associated with the conversion and maintenance of your professional certificate is your responsibility.
- For more information, please visit the Certification section of PDE's website at: [www.education.pa.gov](http://www.education.pa.gov)

## Level II Permanent Certificate

If you are a member with a PDE Level II permanent certificate (Instructional, Ed Specialist, Supervisory, Administrative or Letter of Eligibility) required for the assignment/position you hold, it is your responsibility to meet all PDE requirements to maintain a valid certificate as identified in the job description.

PDE requires all individuals who hold a PDE issued certificate to complete at least 180 credit hours every five (5) years to maintain an active certificate. IU8 provides many opportunities for its professional members to be able to meet this requirement as outlined in Act 48 of 1999. However, completing these continuing professional

education credit hours are the personal/professional responsibility of the individual holding the certificate.

For more information related to Act 48 you may visit the Continuing Education section of PDE's website at: [www.education.pa.gov](http://www.education.pa.gov). To see your personal information related to Act 48 hours you may visit the Professional Education Record Management System (PERMS) at:

<https://www.perms.pa.gov/screens/wfpublicaccess.aspx>

## Tenure in PA- Professional

In Pennsylvania, A temporary professional employee holding a valid PA Certification (certified as a teacher, supervisor, principal, assistant principal, vice-principal, speech & language pathologist, home and school visitor/social worker, school counselor, school nurse, or school psychologist) becomes a professional employee upon completion of three (3) years of satisfactory service at a public school and completion of an induction program during which time the individual was rated as satisfactory, as required by Section 1108 of the School Code.

## Annual In-Service Hours for Professional Association Members

Professional members must meet in-service hours as outlined in the Agreement. If you are a member who has in-service hours as part of your contractual days, the completed days and/or hours are reported and maintained in our HR system. **For SY 2023-2024, seven (7) days/42 hours of training is required and must be completed between July 1, 2023, and June 7, 2024.** You must report in-service accurately and in an on-going and timely manner using the method established. The standard expected timeline is within five (5) days of completing the in-service activity. Your completed in-service hours or training hours only apply to the current school year's requirements. Hours may not be "banked" or "rolled over" to the next school year.

For some job roles, in-service and training hours will be reviewed and pre-approved by your direct supervisor and/or department administrator. You must have record of pre-approval before you are able to participate in the activity and for the hours to count toward meeting your annual requirement.

All teaching professionals, please be aware that IU8 in-service and PDE Act 48 are two separate professional requirements. All professionals holding a PA Certificate are required by PDE to accrue Act 48 professional development hours to keep your professional certification active. Failure to meet Act 48 requirements will result in the Department of Education making your professional certificate inactive and you unable to work in a professional teaching capacity for IU8. Keep connected with your Act 48 hours and timeline by visiting:

<https://www.education.pa.gov/Educators/Certification/Pages/TIMS.aspx>

All professional members who are covered by the IU8 branch PSEA Association must meet professional development hours as required under the Agreement. At times, in-service hours *may* be Act 48 eligible, however, there is no guarantee that in-service will also be Act 48 eligible.

For additional information on your required in-service or training hours, please refer to the Agreement that applies to the position you hold in the organization.

## **Annual Training Hours for Aides and Educational Interpreters**

Members serving in the capacity of aide or educational interpreter must complete twenty (20) hours of training each school year as required by PA chapter 14. You will report completed training hours using the Frontline system. Training hours required for SY 2023-2024 must be completed **between July 1, 2023, and June 7, 2024**. You will report training hours in an on-going and timely manner. You will report within five (5) days of completing the training activity and include evidence of completion. Training hours apply to the current school year. Training hours may not be “banked” or “rolled over” to the next school year.

All training hours will be reviewed and must be pre-approved by your direct supervisor and/or department administrator. You will be assigned various training opportunities by your immediate supervisor that align with your job assignment. Review and pre-approval are needed by your immediate supervisor and/or department administrator to participate in the training activity and for the hours to count toward meeting your annual training hour requirement, as well as being eligible for hourly reporting and payment.

Failure to meet training requirements, as established by Chapter 14 for paraeducators, may be cause for separation from employment from IU8.

## **Family Medical Leave Eligibility**

The Board provides eligible members with unpaid leave of absence in accordance with the Family and Medical Leave Act (FMLA). You can find specific information on Board policy related to FMLA on the BoardDocs® section of IU8’s website. The Board policies that are applicable are: 335 (administrative); 435 (professional); and 535 (support).

If you have worked a minimum of 1250 hours in the previous 12 months and meet the other established eligibility requirements, you may be entitled to Family Medical Leave (FMLA) in accordance with applicable law.

You may take up to 12 weeks of FMLA leave in any 12-month period to care for your spouse, child or parent who has a serious health condition, or when you are unable to work because of your own serious health condition.

You may take FMLA leave for the birth of a child, placement of a child for adoption or foster care. In this instance, men and women have equal right to leave under FMLA. This type of leave under the FMLA must be taken as a continuous block of leave (intermittent leave does not apply).

FMLA is unpaid leave, however if you are requesting the leave under FMLA, all paid sick leave must be exhausted prior to the leave under FMLA taking effect. If the FMLA is for the care of a family member, all family sick leave days must be exhausted prior to the leave under FMLA taking effect.

You must provide appropriate notice by requesting an FMLA Certification form by contacting a representative of our human resources office. You will need to submit a completed form at least 30 days prior to the anticipated start date of the leave. However, we recognize that an emergency may prevent 30 days' notice. In an emergency, we will collaborate with you to get the Certification Form in a timely manner (standard is within 15 calendar days).

You will also need to prepare to follow our notice of absence procedures (i.e., entering your absences into Frontline/AESOP) unless medically unable to do so.

Ongoing communication between you and representatives of our HR office will help facilitate a better FMLA process for you.

If you have questions or need additional assistance with FMLA you may contact your immediate supervisor or speak with a representative of our HR/Personnel office. Please review the resources section of the Guide for the announcement on Employee Rights Under the Family and Medical Leave Act.

## **Unpaid Leave of Absence**

If you are not eligible for or have exhausted FMLA, each Agreement and the Plan outlines eligibility for a disability leave of absence. If you are unable to work because of personal illness or disability and you have exhausted all sick leave and personal days (where noted in the Agreement), you may be granted a leave of absence, without pay, not to exceed the duration of time as listed in the Plan or Agreement (NBUCP, max 12 months; PSEA, max 18 months; ESP, max 2 years) that applies. For you to be considered for an unpaid leave of absence the following are needed:

- You will need to submit a written request, in the form of a letter, outlining the request for unpaid leave and the reason/rationale for the request for



unpaid leave. Your written request is to be submitted to your department Director, Chief Education Officer, or Executive Director.

- You will need to include a Physician's verification of illness or disability with your letter.
- Please know that during any unpaid leave of absence, you are not eligible for fringe benefits. Fringe benefits include any benefit (as applicable to your job assignment) including but not limited to: paid leave, conference attendance, tuition reimbursement/payment for credits, job improvement training reimbursement, license renewal reimbursement, payment for professional memberships, health insurance, life insurance, dental care insurance, vision care plan, retirement payments or incentives, paid leave, income protections, etc.).

If you are requesting an unpaid leave of absence, not related to an illness or disability, the request must be submitted in writing, and include an explanation/rationale outlining the reason for the request for unpaid leave. There is no guarantee that your request for unpaid leave not related to illness or disability will be submitted for Board approval. There is also no guarantee that the Board will approve your request for unpaid leave not related to an illness or disability.

## **Americans with Disabilities Act (ADA) – Reasonable Accommodations Requests**

If you are an employee with an ADA recognized disability and are requesting reasonable accommodation(s) to perform the essential functions and duties of your job, you must engage in the interactive process. This process will clarify the needs and identify the reasonable accommodation so your request can be considered by our administrative team and a determination made.

According to Title I of the Americans with Disabilities Act of 1990 (the "ADA") and accommodation is, "any change in the work environment or in the way things are customarily done that enables an individual with a physical or mental disability to enjoy equal employment opportunities."

If you make a request for a reasonable accommodation, you will be required to provide current documentation of your physical or mental disability and the accommodation(s) you are requesting.

Please note some accommodations are not required or considered reasonable, these include but are not limited to:

- Eliminating or changing any of the essential functions and duties of the position you hold.
- Lowering qualitative or quantitative production standards.

- Allowing an employee with a physical or mental impairment to violate work rules, policies, or procedures, applicable to other employees.
- Eliminating stress from the work environment.
- Creating a new position.
- Granting an accommodation that imposes an undue hardship to IU8.

If you are a member with a physical or mental disability and are requesting a reasonable accommodation to perform the essential functions and duties of your job, please contact our Supervisor of HR, your Department Director, or the Chief Education Officer for further assistance.

## **Information for Our Members**

### **Conduct**

IU8 has Board policies related to the expectations of every team member's conduct. You may review the following Board policies on the BoardDocs® section of IU8's website: 317, 417, 517, relating to conduct/disciplinary procedures; 317.1 and 417.1, related to educator conduct; 319, 419, 519 relating to outside activities; 320, 420, 520 relating to freedom of speech; and 321, 421, 521 relating to political activities.

Additional matters of conduct, including: 323, 423 and 523, tobacco use; and 351, 451 and 551, drug & substance abuse as outlined in Board policy.

Rules of conduct and expectation of behavior for all members apply during all work-related activities when performing as an IU8 employee, regardless of the location of the work. Standards of conduct and behavior apply when working within IU8's region at a locations including classrooms, school buildings, office buildings, training facilities, etc.; outside IU8's region, locations include conference centers, meeting and training sites; and when conducting remote work or participating virtually in a work-related meeting, training, or activity as part of your work assignment. Any activity, action or behavior that would not be acceptable or permissible (and subject to disciplinary action) during the workday, at any physical IU8 location, would also be unacceptable during remote work or virtual work. Failure to meet expectations of appropriate conduct, whether working at a physical location or in a virtual or remote work location, is subject to the appropriate disciplinary action, up to and including termination from employment.

### **Ethics**

National organizations have detailed guidance on professional ethical practices. You are encouraged to find the resources developed to guide the ethical practices and know its content/standards of practice. You can use an internet search to locate the following:

- American School Counselors Association – Ethical Standards for School Counselors
- National Association of School Psychologists – Principles for Professional Ethics
- American Speech-Language-Hearing Association – Code of Ethics
- National Association of Special Education Teachers – Code of Ethics
- Pennsylvania Department of Education – Pennsylvania’s Code of Professional Practice and Conduct for Educators
- Model Code of Ethics for Educators

Team members who are assigned the role of aide/paraeducator may refer to the Resources section of this guide to review IU8’s Standards of Practice for aides/Paraeducators to guide their work.

## **Job Responsibilities**

Every member of our organization has responsibilities assigned to the individual’s job role and every member is expected to follow legitimate directives of the supervisor and/or administration.

All members are expected to adhere to Board Policy and to meet the job expectations, as established, particularly timelines and procedures. When you are given a task-related timeline, you shall meet the timeline. When you are provided a procedure to follow, you shall follow the procedure.

If your job role requires you to meet special education regulations established by Federal IDEA and State Chapter 14 regulations, you shall adhere to all regulations, timelines, and measures of compliance. If your job assignment requires you to engage in the work to report services under PA Department of Human Services and in compliance with Medical Assistance (MA), you shall meet MA regulations and requirements as established.

## **Confidentiality**

Across our organization members have access to educational records and personally identifiable information related to the students we serve. The Federal Educational Rights and Privacy Act (FERPA) is the federal law protecting the confidentiality of personally identifiable student information and educational records.

The guiding principle of FERPA is, “legitimate educational interest” whereby you may only discuss or share information regarding a student with someone who has a “legitimate educational interest” to know and is directly involved with the student through the student’s educational program and/or services.

Every member must meet the highest standard of both respecting and protecting a student's right to confidentiality.

From [nces.ed.gov](http://nces.ed.gov): Students and their parents entrust schools with their personal information with the expectation that this information will be used by the schools to serve the needs of the students effectively and efficiently. School districts maintain and use personal information for a variety of educational purposes while students are in school. To protect the privacy of the students and their families, agency and school staff are legally and ethically responsible for safeguarding student information.

Many federal and state laws and regulations, which must be followed, relate to maintaining and releasing student information. To protect the privacy of families whose children are in school, states and the federal government have established strong legal statutes to keep private the information in education records that schools maintain on students. These laws frame data collection procedures, restrict information disclosure, and safeguard the quality of the information that school systems routinely collect and maintain. All education records about students, whether handwritten or computerized, are protected by the same privacy regulations. Education personnel are responsible for protecting the integrity and accuracy of the information they gather and maintain. Therefore, data managers, their staff, and other agency and school personnel, must become familiar with the laws that ensure the confidentiality of the records as well as the legal concepts underlying those laws.

Education records contain the administrative reports of students' educational progress, along with any information about past or current use of school related services, such as special education, social work services, or other supplementary educational support. The Family Educational Rights and Privacy Act (FERPA), a federal law, limits who can see an education record without the consent of the student's parent, and it provides for a parent's right to see what is kept in the records. These two basic features have broad implications for the treatment of information about students by teachers, administrators, and researchers.

In addition, schools that participate in a federally assisted school nutrition program have personal information about students' eligibility for free and reduced-price school meals or free milk. These programs have regulations that are more restrictive than FERPA's regarding the disclosure and use of this information. In cases of emergency, school officials can obtain data in education records to help students, or their families get the assistance or care they need.

In addition to the everyday use of student information by teachers and administrators, education records are a source of basic data used for administrative purposes and policymaking. Statistical information summarized from education records can be an important resource for monitoring programs and for evaluating the success or failure of education policies. Administrative use of computerized records means that education records are used increasingly farther from their point of origin. As a result, it has become more complicated but no less essential for school officials to be vigilant about protecting the confidentiality of records. Those who work with education records have legal and ethical obligations to observe rigorous procedures for protecting the privacy of the original information and the individuals whose records are involved.

Privacy laws lead to establishing regulations that education agencies and schools must follow so that information about children is available only to officials who are authorized to know such information. The laws were passed by the U.S. Congress to ensure parents the right of access to information about their children, while allowing education officials the flexibility they need to use the information in making decisions that serve children well.

Federal and state privacy statutes pertaining to students in elementary and secondary schools build on concepts of common law and privacy guarantees found in the *U.S. Constitution*. Fundamental to the government's rulemaking about data collection, privacy, and appropriate use are three concepts--notification, disclosure, and informed consent.

***Notification*** (according to FERPA) refers to an agency's responsibility to inform parents, guardians, or students who have reached the age of majority or have entered a post-secondary institution of the legal basis for compiling data and the limited circumstances under which records can be released or disclosed. When school officials collect information about families or students, they must explain the rationale--or "give public notice"--of the reasons the data are being collected.

***Disclosure*** refers to access, release, or transfer of personal information about individuals. Privacy laws define appropriate or inappropriate information disclosures or releases. According to FERPA, data about students may be disclosed without parental consent only to school and other education officials who use it to provide educational services or to carry out legally specified administrative and statistical activities. Any instance in which unauthorized individuals see or use private information about students is an inappropriate and often illegal disclosure, unless the parent or the student gives consent, or the law makes such access legal.

***Informed consent*** involves providing a written account of why personal information is requested and how it will be used. In general, parents should have the option,

without penalty, of agreeing or declining to provide the information an education agency or school requests. Certain information, however, is required by schools, and parents must provide the information in order for their children to be enrolled. Parents' agreement must be based on an understandable explanation of how the information will be used. Once a parent's informed consent is given for a particular purpose or set of purposes, the information cannot be "redisclosed"--used by a third party--except as originally indicated. FERPA regulations require that prior consent be given by parents for the disclosure of information to persons other than school officials.

## **Education Record**

An *education record* is a compilation of records, files, documents, and other materials that contain information directly related to a student and maintained by education agencies or institutions, or by individuals acting on behalf of the agencies. According to FERPA, a record means any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. An education record, sometimes referred to as a student record, may include a variety of details about a student such as the date of birth, date of enrollment, bus route, immunization history, achievement test scores and grades, enrollment and attendance, awards, degrees achieved, and special education plans and evaluations. Personal notes by teachers or other staff that are not meant to be shared are not part of an education record. A record of a student may be maintained in more than one location within an agency or school (e.g., enrollment record in the school's administrative office and health information in the school health clinic).

Information included in an education record is collected primarily from the student (or family members), teachers, and other school staff. It may also be collected from other sources outside the school, such as health care providers or testing companies. Personal information about students is a vital resource for teachers and school staff in planning responsive education programs and services--designing individual education plans; scheduling students into appropriate classes; planning school bus routes; and completing reports for local, state, and federal authorities. In emergencies, the information is readily available to school officials to assist students and their families. A limited amount of this information, as defined by the school district or the state, makes up a student's permanent records or transcripts.

## **Confidentiality**

*Confidentiality* refers to your obligation not to disclose or transmit information to unauthorized parties. Confidentiality extends to information about individuals and/or organizations. For our agency, it means adhering to the policies and procedures that limit access to information about students or their families. This access extends to the school officials who work directly with the students, agency

representatives who serve as evaluators or auditors, or individuals who act on behalf of authorized education officials.

## Privacy

*Privacy* is a uniquely personal right that reflects an individual's freedom from intrusion. Protecting privacy means ensuring that information about individuals is not disclosed without their consent. A student's right of privacy is violated when personal information is disclosed to others without consent, or when he or she is being asked for personal information by others who have no legal basis to do so. While *confidentiality*, defined above, refers to restricting disclosure of information to authorized individuals only, *privacy* refers to protection from personal intrusion.

## Security

*Security* refers to technical procedures that ensure only the authorized and intended parties have access to data.

## Disclosure (or Release)

*Disclosure* includes permitting access to, revealing, releasing, transferring, disseminating, or otherwise communicating all or any part of any individual record orally, in writing, or by electronic or any other means to any person or entity.

## Parent or Eligible Student

FERPA grants parents the rights to review, request amendment to, and release education records. A *parent* means a natural or adoptive parent, a legal guardian, or an individual acting as a parent in the absence of the parent or guardian. These rights transfer to *eligible students* when they reach the age of majority (21 years old in PA) OR when they attend a postsecondary education institution. However, parents can still have access if the *eligible student* is a dependent for tax purposes.

## Agency or School

Agency or school refers to the entity that collects, maintains, uses, and releases information from education records. This entity may be a state education agency, school district, public or private school or institution, intermediate education unit, or an institution to which funds have been available to administer an educational program for students with disabilities or school-to-work programs administered on behalf of an education agency.

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## References

Information Infrastructure Task Force. 1995. *Privacy and the national information infrastructure: principles for providing and using personal information.*

National Forum on Education Statistics. 1994. *Education data confidentiality: two studies*. Washington, DC: Government Printing Office.

Russell, D., and Gangemi, G.T. Sr. 1991. *Computer security basics*. Sebastopol, CA: O'Reilly & Associates, Inc.

## Identification Badges & Security System Access

You must have a photo ID badge, provided to you by IU8. Your ID is to be visible when in any school building or classroom location. IU8 members must use their ID badge to log every entry and exit at any IU8 office location with available “swipe capabilities”.

Upon resignation or separation from employment, you must return your IU8 ID badge to your immediate supervisor by the close-of-business on the day you are last scheduled to report to work, even if this date is prior to the effective date of your resignation or separation from employment.

Due to the security that has been enacted in many of the locations our members serve, you must also have available a driver’s license or State issued photo ID to meet the security standards and gain entrance into locations you report to as part of your job assignment.

Every member must follow all sign in/sign out procedures across all work locations. When signing in/out, you must accurately report the time in/out and may not sign in and out at the same time. The information you report reflects a commitment to accountability to those we serve and the greater organization. Any refusal to log the appropriate information or misrepresentation of visits to a location, dates, and times of arrival/departure, or services provided is fraudulent reporting and is subject to review and possible discipline, up to and including separation from employment.

If any member serves at a location that does not have or maintain a record of visitors and services, the provider will need to use another method to log/verify the site visit. Please collaborate with your immediate supervisor about options to use as verification/record of site visits for services to learners.

## Emergency Operations Plan (EOP)

The Appalachia Intermediate Unit 8 Emergency Operations Plan (EOP) outlines IU8’s approach to emergency management and operations. The plan has been designed to assist in the protection of IU8 staff and students during an emergency.

The mission of Appalachia Intermediate Unit 8 in an emergency/disaster is to:

- Prevent emergencies and disasters
- Protect lives and property



- Mitigate the effects of a disaster
- Respond to emergencies promptly and properly
- Aid in recovery from disasters

The plan takes an all-hazard approach to emergency management and plans for prevention, protection, mitigation, response, and recovery. The plan discusses the expectations of staff; roles and responsibilities; direction and control systems; internal and external communications; training and sustainability; authority and references as defined by local, state, and federal government mandates; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery. Each IU8 office has an IU8 Emergency Quick Reference Card and Emergency Guide. Every member of our organization has the responsibility to review the IU8 EOP and its supporting IU8 Emergency Quick Reference Card and Emergency Guide to know and understand their roles and responsibilities before, during, and after an incident.

## **Name and Personal Contact Information**

When you have a change to your name or to your personal contact information (address or phone number) you must report any change as quickly as possible. You will report all name, contact, and address changes using the specialized forms available in the Frontline system. Our HR office will then update your information in other offices including payroll and benefits.

Upon separation from employment with IU8, you will need to provide a current address, phone number, and personal email address so that we may reach you regarding items related to your employment. It is important to keep your information updated with IU8 to ensure we send all end-of-year tax documents to your current address.

If you are a member holding a PA Department of Education Certification, you must submit all name changes through PDE's Teacher Information Management System (TIMS). You, as the certificate holder, are responsible for and must update your PDE profile.

## **Assigned Calendar**

Every member of our team is assigned an annual calendar outlining all workdays. If you are a 12-month, non-bargaining member identified by the NBUC Plan or a 12-month secretary covered by the Educational Support Professionals (ESP) Agreement, you will follow the IU8 calendar approved by the Board. Non-bargaining members who work less than 12-months, will follow the work calendar assigned by the immediate supervisor.

If you are a member covered by the PSEA Agreement or an aide covered by the ESP Agreement, you will follow the calendar assigned to you by your immediate program supervisor. The assigned work calendar must reflect 180 workdays/student days, as required by the Agreements.

Your supervisor may not approve calendar adjustments during the 180 designated student days established by the LEA (either IU8 EI/PS or school districts). If you are not able to report to work on a designated workday/student day, you must request/report leave in the Frontline Absence Management System. If you have exhausted all leave and will not report to work, you must contact your immediate supervisor. Failure to report to work after exhaustion of leave will require a request for unpaid leave and Board approval.

You are required to fulfill all contracted workdays as indicated in the Plan or Agreement that applies to the role you serve in the organization. If you are a full-time member of our team and you do not fulfill the total days as required by the Agreement, days not worked will be reconciled as unpaid days and your pay will be adjusted accordingly.

There may be dates when you are not able to schedule certain types of leave days in relation to your assigned work calendar. You will need to refer to the language in the Agreement or Plan that applies to you for further information on any limitations that apply. Your supervisor can assist with identifying dates that would not be eligible for leave in relation to your assigned work calendar. You must provide timely and adequate notice of days leave, as outlined in the applicable Agreement or Plan.

## **Work Schedule & Daily Calendar**

Your immediate supervisor will approve your daily work schedule. The daily schedule must meet the requirements of the Plan or Agreement that applies to your assignment and align with your assigned work. Program supervisors shall assign and approve the daily work schedule for teachers, aides, and other educational service providers. Your daily work schedule will correspond to the time students are present at the location(s) you are assigned. You must be onsite at the assigned work location and available no later than the start time of your workday. You must remain at a work location and be available until the assigned end of your workday.

All Professionals must maintain an electronic calendar that is accessible to colleagues, supervisor(s), and administration. Your immediate supervisor will provide you with specific directions on the system you will use and the members in the organization you are to provide access to view the details of your calendar.

Daily work calendars must be accurate, maintained in a timely, on-going manner, and include enough detail (including locations) to reflect the planned and executed work you are engaging in. Any changes to your daily schedule are to be entered into your electronic calendar as quickly and conveniently as possible.

You are expected to follow the calendar according to the details you have entered. At minimum, a day will reflect the times and locations you are scheduled. If you do not enter a specific time and location, your immediate supervisor and others having access to your calendar will expect that you are at the work site you are assigned, such as an assigned office location or an assigned classroom location.

## **Accountability, Attendance & Absences**

You are accountable for regular and timely attendance including reporting to work on time and fulfilling your workday as scheduled (see Board Policy 418). Most members are expected to maintain an updated and accurate electronic calendar reflecting all work locations/assignments for the day. This calendar shall be accessible to those individuals across the organization, as required. The calendar information must be specific and accurate enough for your supervisor and/or other members of the organization to be able to locate you, whenever necessary, throughout the scheduled workday.

Board policies 334 (administrative); 434 (professional) and 534 (support) outline information related to sick leave. Please review the Board policy that applies to your position/assignment in the organization. Our administration has a right to require proof of illness or disability from any member of our organization. You will need to submit a certificate from a physician certifying that you were unable to perform your duties when reporting three (3) or more consecutive sick days leave or for a pattern of sick leave such as a series of medical appointments. When a pattern of use of sick leave causes a disruption to a program, a service, or the department in which you work, you will be required to provide a doctor's excuse or evidence from a physician justifying the medical need for on-going use of sick leave. In addition, anytime you report a sick day for a doctor/medical appointment, please be prepared to provide evidence of the appointment, such as a doctor note/medical excuse. Finally, no member of the organization may utilize any portion (quarter, half, or full) of sick leave time on any day the member is engaging in or preparing for other gainful employment. Misuse of sick leave shall be considered serious and may be subject to disciplinary action.

If at any time you are absent from work for any reason, you must provide timely and accurate notice prior to taking the absence. Your first method to report an absence is using the system designated for absence reporting. Our organization provides every member access to Frontline Education™, an absence management tool accessible by phone, computer, or mobile app. It is expected that every member

will report his/her own absence in the system provided. No other person, *including your immediate supervisor or support staff*, may report any absence on your behalf, except in an emergency situation or when the system prevents the entry by the member. Current members have been provided detailed information/directions on how to access and use this system. New members are provided with this information upon hire. When Frontline Education/Absence Management™ cannot be accessed due to an extenuating circumstance, you must first contact the appropriate “call off” line (no emails are permitted) to report an absence and then your immediate supervisor if related to a personal emergency.

Your Agreement or Plan outlines the leave made available to you based on the position/assignment you hold. You are to review the Agreement or Plan applicable to your position/assignment and be knowledgeable of the type of leave you are afforded, the timelines for notice, and any other information associated with each type of leave.

## **Dress and Grooming**

All members of IU8’s team are expected to use good judgement, always, regarding personal appearance. This standard applies across various work locations, including both in-person and when working remotely. Please review Board policies 325 (administration); 425 (professionals); and 525 (support staff) found on the BoardDocs® section of IU8’s website for policy on Dress and Grooming.

The following guidelines are to be followed for all workdays, including in-service and training activities \* (see notation below) or approved outdoor classroom activities\*\* (see notation below):

Items not permitted:

- clothing that would create the impression of having an unkempt, untidy or rumpled appearance.
- clothing that would create a safety hazard in a particular working environment.
- clothing that is revealing.
- shorts or sweatpants.
- any clothing designed as “sleep wear.”
- denim jeans (except during specific times noted as permissible).
- T- shirts or sweatshirts (except during specific times noted as permissible).
- “Athleisure wear” (i.e., “clothing designed for workouts and other athletic activities”)
- hats including ball caps, winter hats/ “slouch hats” etc.

\*Certain training, such as first aid or physical interventions (i.e., NCI) may require comfortable clothing, business-casual pants, and athletic shoes.

\*\*Casual pants and athletic shoes may be acceptable attire for adapted physical education, physical activities with students, or classroom activities that take place outdoors (i.e., farms, nature walks, fire station, etc.) NOTE: other exceptions to the guidelines may be approved on a case-by-case basis due to proper medical documentation identifying an individual's medical needs.

## Casual Days

The following information serves as additional guidance for all members regarding, “casual/dress down days” as established by the Executive Director:

Casual days are available each Friday (or the last scheduled day of a shortened workweek) where you may wear blue jeans, casual shoes, and a casual top.

**Although the day is “casual” all members must practice good judgement when choosing casual clothing – during *all* work time, you are a representative of our organization.** At no time are hats (ball caps, winter hats/ “slouch hats” etc.) acceptable for casual days.

If you have scheduled work to be performed outside of IU8 office locations, or events with IU8 visitors, you may not be able to participate in casual dress. You must meet highest code of dress/norms of the locations you are serving.

## Cell Phone Usage

### IU8 Classrooms & Instructional Time

Personal cell phone use for personal calls, texts, social media, etc. is not appropriate or acceptable during instructional time when students are present. Any IU8 member aware of personal cell phone in a classroom, which is interfering with student instruction is to contact the program supervisor to assist. Any inappropriate use of a personal cell phone with students or other members of the classroom or office that is observed is to be reported to the immediate supervisor.

No member may use a personal cell phone to photograph or videotape any student without parental consent as recorded on a signed photo/video release form and for reasons related to the learner's education.

### IU8 Offices & Professional Learning Sessions

The use of a personal cell phone for personal, non-work-related reasons requires professional discretion during work time and when participating in any professional learning sessions or meetings, inside or outside the organization. Please be cognizant of your personal use of your cell phone so that you may uphold the professionalism we value across our organization.

## While Driving

Anyone employed by IU8 is to follow all state/federal laws and regulations regarding cell phone use while driving. While we recommend that you avoid making and taking calls while driving, at times, it may be necessary to do so. We strongly recommend that you use a hands-free option or pull off and stop driving when making or taking a phone call. **While driving, every IU8 member is prohibited from reading and/or sending text messages and reading and/or sending email messages using a cell phone.**

## IU8 Office and/or Classroom Visitation

IU8 has two Board policies regarding visitors: 907A, Classroom Visitation and 907B, Intermediate Unit Visitors. Please review these policies found on the BoardDocs® section of the IU8 website.

IU8 office locations (Executive office, EDC, Park Street, Richland, and Somerset) are not considered public buildings. All visitors must have a legitimate educational, professional, employment, or business-related reason to be on the premise. The same holds true for all IU8 classrooms. Any person coming into any IU8 classroom, regardless of its location (in a school building, in the community, in an IU8 office location), must have a legitimate educational reason (along with proper clearances) to be in that classroom.

Former IU8 employees may not make visits to IU8 offices or IU8 classrooms after separation from the organization without prior notice and approval by the program supervisor, office manager, or other member of IU8's administration.

**You may not have family members visit or be in an IU8 classroom, for any reason, without prior notice and approval of your direct supervisor.**

If a member of your family comes into an IU8 office location, where no students are on premises, the member must sign in at the main desk. You must always accompany the family member while in the IU8 office location. If a family member is to be at your IU8 office location for an extended period, you must notify and get preapproval from your direct supervisor or the office manager.

## Weather Related Events

NBUCP members and secretaries: Any IU8 office closings or adjustments to the regularly scheduled workday due to a hazardous weather event will be determined by our organization's administration and communicated through an email sent to all IU8 Associates, posted on the homepage of the IU8 website, and communicated using any electronic notification system designated by administration.

You are responsible for monitoring/accessing the designated communication method for updates related to hazardous weather and work-day adjustments.

Members of PSEA and teacher aides: you will follow the IU8 Teacher and Staff Guidelines for School Closings, Delays & Early Dismissals (see additional information in the Resources section of this document). The guideline document will also be provided to you and reviewed with you annually by your immediate supervisor. You will review the guidelines, so you are prepared to make the appropriate adjustments to your schedule when hazardous weather conditions impact the workday. If at any time you need assistance with deciding on any adjustment to your workday due to hazardous weather conditions, you are to contact your immediate supervisor for assistance.

## Travel

### Daily, Work-Related

Every member has guidance and requirements regarding work-related travel and travel reimbursement that applies to his or her assignment. Work-related travel is reimbursed at the IRS rate, updated each July 1. No member will be reimbursed at a rate that exceeds the IRS rate. Only mileage *actually* and *necessarily* incurred by the member is eligible for reimbursement. Mileage from your home to your assigned work location and from your assigned work location to your home is not eligible for mileage reimbursement. These are commuting miles and not allowed to be reported. All reimbursement requests must be in accordance with any applicable Board policy, Plans or Agreements.

### NBUCP Members

Members of the Non-bargaining Plan (NBUCP) follow the guidance as provided in the Plan. Only mileage *actually* and *necessarily* incurred by the member is eligible for reimbursement.

If a member travels from his/her home to a first location other than his/her permanent base office, the member may only report the mileage that exceeds that from his/her home to permanent base office.

If a member travels from a last location to home and the mileage exceeds that from his/her permanent base location to home, the member may only report the mileage that exceeds that from permanent base location to his/her home.

If at any time a member travels from his/her home to a location and then to home, the member can determine if mileage is reportable by taking total miles traveled for the day minus the member's daily commuting miles. If the result is a negative number, no miles may be reported for reimbursement. If the result is a positive, this may be reported for reimbursement.

**Example One:**

Home to Base Location = 15 miles (commuting miles =30)

Traveled from home to other location and then back home (round-trip mileage = 45 miles)

Round-trip miles (45) minus commuting miles (30) = 15 miles to be reported for reimbursement.

**Example Two:**

Home to Base Location = 15 miles (commuting miles = 30)

Traveled from home to other location and then back home (round-trip mileage = 20)

Round-trip miles (20) minus commuting miles (30) = -10 no miles may be reported for reimbursement.

No member is eligible for mileage reimbursement incurred when “stopping” at an IU8 office location along/within the employee’s daily commute, to or from, the employee’s home or the employee’s permanent base office. You will report all travel using the designated form or system for reporting mileage and expenses.

**IUEA/PSEA Members**

Members covered by the PSEA Agreement shall follow the Travel Allowance as indicated in the Agreement. Only mileage *actually* and *necessarily* incurred by the member is eligible for reimbursement. All travel reimbursements must be submitted by the date identified on the Employee Travel Expense Voucher form made available to members by the organization.

**ESP/PSEA/NEA Members**

Members covered by the Education Support Professional Agreement shall follow the Travel Allowance as indicated in the Agreement. Only mileage *actually* and *necessarily* incurred by the member is eligible for reimbursement. All travel reimbursements must be submitted utilizing the Employee Travel Expense Voucher form made available to members by the organization.

**Meetings, Conferences or Workshops****Members of an Association**

Topics of travel (meetings, conferences, or workshops) are specifically addressed in both Agreements and apply to the job role you are assigned. Please refer to your Agreement for additional information to be eligible to attend.



To receive payment or reimbursement for costs associated with any meeting, conference, or workshop, review the requirements to attend and to be reimbursed. If you are requesting to attend a conference inside or outside the IU8 region, you will complete a Conference form on Adobe Sign. This request must be submitted well in advance to ensure pre-approvals, along with Board approval and so pre-payments can be facilitated. After attending, you will be required to complete the second part of the Conference form **within 10 business days of the final date of attendance** for reconciliation or reimbursement from attending (all itemized receipts for costs incurred must be provided, no reimbursement is available for costs reported but without an itemized receipt).

## NBUCP Members

### **Meeting or workshop within or outside IU8 region, no cost to attend**

If you are requesting to attend a one-day meeting or one-day workshop that is within or outside IU8's region and has no registration fee or other costs associated, you will: (1) seek pre-approval (via email or verbal) from your immediate supervisor; (2) if pre-approved, reflect the time and location of the meeting or workshop on your Outlook calendar; and (3) report the mileage on your monthly travel form for reimbursement.

### **Meeting or workshop within or outside IU8 region, cost to attend**

If you are requesting to attend a one-day meeting or one-day workshop that is within our outside IU8's region and has a registration fee and/or other costs associated, you will: (1) seek pre-approval from your immediate supervisor (via email or verbal); (2) if pre-approved, reflect the time and location of the meeting or workshop on your Outlook calendar; (3) self-pay the registration and other costs associated then (4) report the mileage and costs using the expense reimbursement process in the business system provided. You must include copies of all itemized receipts and registration payment in the system with the expense reimbursement request.

## All Members

### **Changes to approved conference, meeting or workshop attendance**

If you do not attend the meeting, conference, or workshop as pre-approved, you must report this immediately to your direct supervisor and by completing the second half of the form in Adobe Sign noting, "Did not attend". If you are pre-approved to attend a meeting, conference or workshop and you will not be attending, you must contact your supervisor to provide notice of this change.

If at any time you are at a meeting, conference or workshop and must adjust your attendance in any way, you must contact your immediate supervisor prior to leaving the meeting, conference or workshop prior to the date/time that was approved. You

may be required to utilize leave appropriate for the circumstances prompting the change in attendance (i.e., personal, sick, vacation, bereavement).

If you are approved and scheduled to be attending a meeting, conference, or workshop, either inside or outside of the IU, you are expected to fully attend and participate in the event in its entirety. Failure to attend, participate or properly report as approved and scheduled is not acceptable and could result in disciplinary action.

## **SBAP/ACCESS**

Our organization is an active participant in the PA School Based ACCESS Program (SBAP). This federal program provides reimbursements for direct health-related services provided to eligible learners with disabilities ages 3-21. If you are a member whose job role provides eligible services as defined by SBAP, you are required to engage in the reporting work required for SBAP ACCESS reimbursements. All services rendered reporting, with any supporting documentation that is required by the SBAP must meet established reporting criteria and timelines.

IU8 has an expected contribution of ACCESS funds to IU8's Early Intervention/Preschool Budget, as established by the Office of Child Development and Early Learning (OCDEL). All Early Intervention/Preschool providers of MA services must report eligible services to the maximum extent to ensure IU8 is able to meet the expected MA contribution to the EI/PS program budget.

## **Reimbursements**

### **Licensure**

If you are required to maintain a professional license for SBAP (ex. social workers, occupational therapists, physical therapists, COTA, and speech and language therapists) to do the work you are assigned and report direct health-related services, you are eligible for reimbursement for the cost to renew your professional license. Please refer to the Plan or the Agreement that applies to your role for additional information on reimbursement.

At no time will reimbursement be greater than the actual fee for license renewal. Any added costs to complete the request for your renewal are not eligible for reimbursement (i.e., on-line fee, fee for expedited service, etc.). You will have to complete the appropriate License Reimbursement Request using the system or form designated. All required information must be submitted before any reimbursement can be reviewed and approved.

## Tuition Reimbursement

You may be eligible for tuition reimbursement. Payment will only be for the actual cost of the course/credit(s) and will never exceed the maximum as indicated in the Plan or Agreement which applies to you in the role you are assigned. For specific information on tuition reimbursement, please refer to either the Plan or Agreement.

If eligible for tuition reimbursement, you must first secure pre-approval by completing a Course Pre-Approval form on Adobe Sign prior to the scheduled start date of the course.

Upon successful completion of the pre-approved course/credit(s), you will complete a Course Reimbursement Request form on Adobe Sign. You must provide all required documents with your request for reimbursement.

## Professional Memberships

If you are a member covered by the NBUCP, you are eligible for payment for professional membership(s), not to exceed the amount indicated in the Plan. You will complete the Membership Dues Request form on Adobe Sign. You must provide all required information with your request for reimbursement.

## Petty Cash

Petty cash accounts are approved by the Board to assist with meeting small purchase needs for the program the account is assigned. If you are an account custodian, you are responsible for management and accurate reporting of all expenditures. All reimbursements utilizing an approved petty cash account must be less than \$20 and evidence of the purchase must be in the form of an original, itemized receipt scanned and submitted with the request for reimbursement. At no time may a reimbursement be approved without an itemized receipt. Purchases deemed inappropriate or unnecessary by a direct supervisor or program administrator will not be eligible for reimbursement. **Petty Cash may not be used for any curricular materials or instructional plans/resources** in lieu of lesson planning and development. Petty Cash expenditures will be reported using the Petty Cash Request for Reimbursement form on Adobe Sign.

## Requisitions

If you are requesting the purchase of any item, you will need to complete and submit a Purchase Requisition. Purchase Requisitions are divided into two categories: (1) Requisition less than \$4,000 and (2) Requisition greater than \$4,000. Any requisition greater than \$4,000 requires Board approval prior to any purchase. Requisitions can be completed using the system designated by the organization, School ERP Pro.

## Equipment Removal or Relocation

If you need any furniture, equipment, instructional materials, etc. moved for any reason, you will need to complete a Request to Move Furniture form on the platform provided by the organization. This form can be accessed on Adobe Sign. After the form has been received and approved, members of our facilities team will assist with the move. For your safety you may not move large items. Please request so the members of our facilities team can move large items.

## Resignation - Required Notice

Proper and timely notice is requested for resignation from any IU8 position, including part-time and full-time, to allow the organization to begin the planning needed to ensure our work continues with limited interruption to those you serve.

If you wish to resign from your position in the organization, either resignation or resignation with the intent to retire, you must indicate your intent to resign in writing and submit this to your immediate supervisor. All resignations will be placed onto the next scheduled Board meeting for official Board action.

An email is not considered an appropriate or professional way in which to communicate your intent to resign from IU8. An email with an attached document of correspondence that includes your signature is acceptable. There must be an acceptable window of time from the date you submit your letter of resignation to the date you are requesting the resignation be effective to allow time to complete the exit procedures, including documentation of collection of all IU8-issued item, such as identification badges, technology resources, etc.

For all professional employees (those with certifications): Provisions 1101 and 1121 of the PA School Code, as well as in the contract you signed with IU8, requires **all professional employees to provide 60 calendar days' notice of the professional employee's intent to separate**. After notice of your resignation is received, members of the administration will facilitate a transition and identify the date for separation from employment with IU8. If you are resigning from the organization and have fulfilled the contractual workdays, you may be released from starting the next school year's contract, including exemption from engaging in training/in-service hours prior to the first scheduled student day.

Prior to your departure from the organization you must participate in a face-to-face meeting, with your immediate supervisor or other member of the administration, as designated by the administration for the purpose of completing an Exit Interview/Separation from IU8 Checklist (see example in Resources section of this document) including an accurate phone number and/or personal email address where you can be reached by HR representatives, representatives of the IU8

Business Department or a department administrator for any outstanding items related to your employment at IU8.

## Retirement

You may direct any retirement questions you have to the PA Public School Employees Retirement System (PSERS). The PSERS' website, [www.psers.gov](http://www.psers.gov) will be a source for retirement information and for contacts who can assist you with your retirement planning.

## IU8 Business Department

### Work-Related Injury

If at any time you suffer a work-related injury, you must seek treatment from a provider on the Workers Compensation Doctors Panel\* available on the IU8 Employee section of the IU8 website. This list is critical to ensure that medical treatment is eligible for payment by the organization or its Workers' Compensation insurance company.

**\*In an emergency, a member may go to the nearest emergency facility.**

If you do suffer a work-related injury, you must call our business office at 914-940-0223 x1377 or x1310 to report the injury to a member of our business office. You should then report the injury to your immediate supervisor.

Within 24 hours of the work-related injury, you must complete an Employee Injury Report. This "Employee Injury Report" is accessible in the Frontline Central system.

For additional information related to work time/days missed due to a work-related injury, please refer to the Plan or Agreement that applies to you in your assigned role.

## Payroll

All members participate in direct deposit payroll. Bi-weekly pay schedules are established and approved by our Board of Directors. Full-time, salaried members are paid in equal bi-weekly installments, prorated for any missed service within the compensation year.

12-month members' annual pay period runs 27, bi-weekly pay dates, July 1 through June 30. Newly hired 12-month members begin to receive pay on the next scheduled pay date of the pay-period following the member's first date of work.

10-month members' annual pay period runs 26, bi-weekly pay dates, August through July (based on total contracted workdays). Any member not fulfilling the total number of contracted workdays will receive a pro-rated salary based on total days worked. New members will have a 10-month annual pay period, with a first pay in August.

9-month members annual pay period runs 26, bi-weekly pay dates, September through August (based on total contracted workdays). Any member not fulfilling the total number of contracted workdays will receive a pro-rated salary based on total days worked. New members assigned a "stretch calendar" will have a 9-month annual pay period, with a first pay in September.

A member who is paid hourly receives his/her pay based on the timely and accurate submission of time worked using the platform provided by the organization (i.e., TimeClockPlus). If you are member who works and is paid hourly, you must accurately report your hours worked at the end of each workday. If you do not enter your hours worked, you risk having your pay interrupted due to the cycle of bi-weekly pay schedules established. Any hours you do not enter by the day/time established for bi-weekly payroll will not be paid until the next bi-weekly payroll.

## **Benefits**

Eligibility for insurance coverage is governed by the Plan or Agreement that is applicable to the role you are assigned. Coverage available may include medical insurance, dental insurance, vision care, and/or life insurance. All questions regarding health insurance or health-related benefits are to be directed to our business office.

It is your responsibility to keep all beneficiaries for life insurance and dependents for health care insurances updated and accurate, as applicable.

You may be eligible to participate in an income protection insurance program, Disability Income Protection Plan, at your own expense. Please refer to the Plan or Agreement that applies to you in your assigned role to see if this income protection may be available.

## **Credit Union**

Deductions are available from salaries for members belonging to the CBW Schools Federal Credit Union per the Agreement. If you are interested in more information, please contact a member of our business office for additional information.

## **Tax-sheltered Annuities**

All employees are eligible to participate in payroll deductions through a 403(b) tax-sheltered annuity, provided all documentation and limitation requirements are met. Participating companies are limited by those approved by the IU8 Board. The approval process is addressed in Board Policy 615.

## **PSERS**

If you are a member working five (5) hours or more per day or a part-time member working 80 days or 500 hours per school year, you are required to become a member of the Public School Employees' Retirement System (PSERS).

If PSERS eligible, you must keep your beneficiaries updated. Information regarding beneficiaries and retirement options can be obtained by contacting PSERS. All contact information and other PSERS-related information can be accessed at:

[www.psers.pa.gov](http://www.psers.pa.gov)

## **IU8 Technology Support**

### **Acceptable Use Policy**

All members are provided an Acceptable Use Policy upon hire at IU8. As part of the onboarding process, you provided your signature on the Acknowledgement Form of the Policy. Your signature noted receipt and understanding of the Policy and your agreement to abide by the rules outlined in the Policy. You are encouraged to review, on a periodic basis, IU8's Acceptable Use Policy to maintain a working knowledge and awareness of the actions IU8 considers strictly prohibited and if violated may result in disciplinary action, which could include suspension or discharge from employment. Additionally, you must be aware that any user who violates the IU8 Information Systems security may incur criminal or civil liability.

No member is assured privacy on IU8 Information Systems. All use is subject to review and computer records are subject to disclosure pursuant to legal processes. IU8 has the right to monitor, track, log, access, and report all aspects of its information systems and related systems of all users. In addition, any personal computers and/or related technologies brought on to IU8 premises or in any way connected to the IU8 Information System is also subject to review.

## **During any Period of Remote Work**

There may be periods where IU8 may allow or require a member to temporarily conduct his or her work remotely. Any member who is requested or directed to conduct his or her work remotely, will be given as much advanced notice as is possible by his or her direct supervisor. Any member who is conducting his or her

work remotely is expected to have the competency, skills, and knowledge to fully facilitate the essential functions and duties of the job remotely using the technology resources provided by IU8 (does not include home internet service as home internet service is the responsibility of the individual).

IU8's IT team can assist you to determine if your remote environment will adequately support your access to facilitate all expected job duties and responsibilities efficiently and effectively. If this is not possible, you may be provided resources and/or an IU8 on-site location to conduct your work. There will be positions and/or job duties that are not appropriate or eligible for remote work. There is no entitlement to remote work.

Any member identified as eligible for periodic or regular remote work shall sign a remote work agreement. Members conducting remote work must have an appropriate work environment within his or her home. IU8 will not be responsible for any costs associated with the set-up of the member's home office, including furniture, lighting, remodeling, etc. IU8 will determine the equipment needs on a case-by-case basis. Any equipment that is available and accessible at an IU8 office location and or IU8 classroom will not be provided for the member in his or her home.

All expectations for information security and confidentiality that would apply at an IU8 office or classroom location/setting would apply in the remote work setting.

There is no guarantee for remote work and no specified period for remote work arrangements. IU8 may require any member to return to regular, in-office work at any time for any reason.

All remote workdays are to be equal to that of a standard workday as specified in the Agreement or Plan. Any time a member is not able to remote work, the member must report available leave time into the absence system in the same timeframe/manner the member would if reporting to an on-site location.

A nonexempt member is not permitted to work any hours beyond the hours of the regular assigned/scheduled workday, as designated in the Agreement or Plan, without prior approval of the member's direct supervisor.



IU8 Contacts\*:

\*In most cases, your first contact will be with your immediate supervisor.

Immediate Supervisor: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Department Director: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Chief Education Officer: Dr. Amy Woomer – [awoomer@iu08.org](mailto:awoomer@iu08.org) – 940-0223 x 1372  
or cell: 814-502-0507

HR Supervisor: Ms. Christy Townsend – [ctownsend@iu08.org](mailto:ctownsend@iu08.org) – 940-0223 x 1326

Business Manager: Mr. Jason McMillen – [jmcmillen@iu08.org](mailto:jmcmillen@iu08.org) – 814-940-0223 x  
1310

Assistant Business Manager: Mrs. Karlie Travis- [ktravis@iu08.org](mailto:ktravis@iu08.org) – 814-940-0223 x  
1381

Executive Director: Dr. Thomas Butler – [tbutler@iu08.org](mailto:tbutler@iu08.org)

Assistant Executive Director: Dr. Danny Webb – [dwebb@iu08.org](mailto:dwebb@iu08.org)

## RESOURCES

### FMLA Leave Information for Teachers and Counselors

- \* Contact our HR office to request a FMLA Certification Form. When making your request, please indicate if the request is for Self or Family Member (FMLA Certification is required even if the employee has enough accrued leave to cover the entire leave period)
- \* Submit the completed FMLA Certification Form from your Health Care Provider at a minimum of 30 days prior to anticipated leave (excluding emergency situations)
- \* Submit a letter outlining use of accrued leave AND dates of anticipated FMLA leave (maximum of 60 workdays in a “rolling” 12-month period).
- \* Please be aware, if the FMLA request is for you, all of your accrued sick and personal days will have to be exhausted before FMLA will apply.
- \* If the FMLA request is for a family member, sick leave is used up to the confinement period and all personal days will have to be exhausted before FMLA will apply.
- \* You will need to be prepared to follow all established notice of leave procedures by entering all absences in AESOP (Sick, Personal and Board Approved Leave) and will also need to update the HR office of any adjustments to entered absences are needed due to school closings.
- \* If the FMLA request is due to the birth of a child, please be sure to contact Michele Klayko in our business office as quickly as possible but within 30 days of the child’s arrival for healthcare enrollment.
- \* **HOW YOUR PAY OUT FOR LEAVE IS CALCULATED:**
  1. Business office will run a report to determine the amount of salary you have been paid, to date, for the current fiscal year
  2. They then will calculate your Daily Rate:  $(\text{Total Fiscal Year Salary}) \div (\text{Total Days of 187}) = \text{Daily Rate}$
  3. Followed by a calculation to determine the amount you are owed:  $(\text{Daily Rate}) \times (\text{total number of days worked thus far, including in-service days}) = \text{Amount Owed}$
  4. Finally, a calculation to determine your gross pay for your pay out:  $(\text{Amount Owed}) - (\text{total salary paid for fiscal year to date}) = \text{Balance of Contract Owed}$
  5. Upon return to service, the  $(\text{Daily Rate}) \times (\text{\# of days working upon return}) \div (\text{remaining pays})$  will equal your gross pay per pay period(s) remaining in the fiscal year.

## **FMLA Leave Information for 12 Month Employees:**

- \* Contact our HR office to request a FMLA Certification Form. When making your request, please indicate if the request is for Self or Family Member (FMLA Certification is required even if the employee has enough accrued leave to cover the entire leave period)
- \* Submit the completed FMLA Certification Form from Health Care Provider at a minimum of 30 days prior to anticipated leave (excluding emergency situations)
- \* Submit a letter outlining use of accrued leave AND dates of anticipated FMLA leave (maximum of 60 workdays in a “rolling” 12-month period).
- \* Please be aware, if the FMLA request is for you, all accrued sick, personal and vacation days will have to be exhausted before FMLA will apply.
- \* If the FMLA request is for a family member, sick leave can be used up to the confinement period. All personal and vacation days will have to be exhausted before FMLA will apply.
- \* You will need to be prepared to follow all established notice of leave procedures by entering all absences in AESOP (Sick-Personal-Vacation-Board Approved Leave).
- \* If the FMLA request is due to the birth of a child, please be sure to contact Michele Klayko in our business office as quickly as possible but within 30 days of the child’s arrival for healthcare enrollment.
- \* **HOW YOUR PAY OUT FOR LEAVE IS CALCULATED:**
  1. Business office will run a report to determine the amount of salary you have been paid, to date, for the current fiscal year
  2. They then will calculate your Daily Rate:  $\text{total fiscal year salary} \div \text{total days (i.e., 262)} = \text{Daily Rate}$
  3. Followed by a calculation to determine the amount you are owed:  $(\text{Daily Rate}) \times (\text{total number of days worked thus far}) = \text{Amount Owed}$
  4. Finally, a calculation to determine your gross pay for your pay out:  $(\text{Amount Owed}) - (\text{total salary paid for fiscal year to date}) = \text{Balance of Contract Owed}$
  5. Upon return to service, the  $(\text{Daily Rate}) \times (\text{\# of days working upon return}) \div (\text{remaining pays})$  will equal your gross pay per pay period(s) remaining in the fiscal year.

Separation from Employment Checklist:

**Appalachia Intermediate Unit 8**  
**SEPARATION/TERMINATION CHECKLIST**

Employee Name: \_\_\_\_\_ Date of Exit: \_\_\_\_\_

IU8 Representative: \_\_\_\_\_

**I. Return of all IU8 Property**

\_\_\_\_\_ IU8 Office Building Keys

\_\_\_\_\_ IU8 ID Badge

\_\_\_\_\_ Credit Card or Petty Cash

\_\_\_\_\_ Files

\_\_\_\_\_ Manuals

\_\_\_\_\_ Laptop with charger(s), wireless keyboard, wireless mouse

\_\_\_\_\_ Desktop

\_\_\_\_\_ IPAD/SurfacePro/Chrome Book with chargers

\_\_\_\_\_ Cellphone with charger(s), screen lock code \_\_\_\_\_

\_\_\_\_\_ APPLE ID and password

\_\_\_\_\_

\_\_\_\_\_ Other, please list:

\_\_\_\_\_

**II. Return of other Property (may be agency or school location)**

\_\_\_\_\_ Building Keys

\_\_\_\_\_ Student Files

\_\_\_\_\_ Computer

\_\_\_\_\_ Other, please list:

\_\_\_\_\_

**III. Information to be given**

\_\_\_\_\_ Insurance coverage will be effective through \_\_\_\_\_.

\_\_\_\_\_ COBRA coverage is available per law. Notice will be mailed separately upon expiration.

\_\_\_\_\_ As a terminated employee, you have no access to IU8 property, personnel, work sites

\_\_\_\_\_ Contact payroll if you have questions about the amount of your final pay.

\_\_\_\_\_ Remove all personal property, requests for personal property after today go to HR

\_\_\_\_\_ Submit final expense report to supervisor.

\_\_\_\_\_ IU8 Contact is Ms. Christy Townsend from this point forward.

\_\_\_\_\_ Other information: \_\_\_\_\_

\_\_\_\_\_ Phone number for any follow-ups: \_\_\_\_\_

\_\_\_\_\_ Postal Address \_\_\_\_\_

\_\_\_\_\_ Personal Email: \_\_\_\_\_

**IV. Exit**

\_\_\_\_\_ Escort to vehicle

\_\_\_\_\_ Observe vehicle leaving IU8 property

**V. Notifications**

\_\_\_\_\_ Notify Supervisor, \_\_\_\_\_, supervisor notifies district/agency

\_\_\_\_\_ Notify IT to remove network access via email to: dhann@iu08.org

\_\_\_\_\_ Notify HR if no HR representative present

\_\_\_\_\_ Removal of name from outside vendors/third party information systems

**VI. Notes**

## Hazardous Weather-Related Guidelines:

### IU8 Teacher and Staff Guidelines for School Closings, Delays & Early Dismissals

Guidance for itinerant teaching staff, serving one to two districts or one to two non-public buildings, regarding hazardous weather-related schedule changes:

**All adjustments to the day due to hazardous weather must be reported on the period travel as record of the change due to the weather event.**

Hazardous Weather-Related Events	Itinerant Teacher
<p>District whose calendar the teacher follows calls a cancelation/ school closing OR Non-Public building whose calendar the teacher follows calls a cancelation / school closing</p>	<p>Itinerant teacher does not report*. This is a snow day, required to be made up according to the school district's calendar for snow make-up days.</p> <p>*An itinerant teacher could report to the other district or non-public building, <u>if the other district or non-public building has remained open and the itinerant teacher was <b>previously scheduled</b> to provide a full day of service in that district or non-public building.</u></p>
<p>District whose calendar the teacher follows calls a delay OR Non-Public building whose calendar the teacher follows calls a delay</p>	<p>Itinerant teacher reports at the same time as the district/non-public teachers report, <u>for the district &amp; building or non-public building the teacher is scheduled to provide service the morning of the delay.</u></p>
<p>District whose calendar the teacher follows calls an early dismissal OR Non-Public building whose calendar the teacher follows calls an early dismissal</p>	<p>Depart at the same time as the district/non-public teachers depart, <u>for the district &amp; building or non-public building the teacher is scheduled to provide service the afternoon of the early dismissal.</u></p>

Guidance for itinerant staff (EI, SLPs, HIS, VIS, non-public) serving MULTIPLE districts or MULTIPLE non-publics, regarding hazardous weather-related schedule changes:

**All adjustments to the day due to hazardous weather must be reported on the period travel as record of the change due to the weather event.**

Hazardous Weather-Related Events	Itinerant Teacher
<p>District whose calendar the teacher has been assigned to follow calls for a cancelation / school closed OR Non-public building whose calendar the teacher follows calls a cancelation / school closing</p>	<p>Do not report*. This is a snow day, required to be made up according to the school district's calendar for snow make-up days.</p> <p>*An itinerant teacher, serving multiple districts or non-publics, could report to the other district(s) or non-public building(s), <u>if the other district(s) or non-public building(s) has remained open and the itinerant teacher can provide a <b>full day of service</b> in those district(s) or non-public building(s).</u></p>
<p>District whose calendar the teacher has been assigned to follow calls a delay OR Non-public building whose calendar the teacher follows calls a delay</p>	<p>You report* at the same time as the district teachers report, <u>for the building you are scheduled to provide service the morning of the delay.</u></p> <p>*An itinerant teacher may need to report at a regularly scheduled time at other district(s) or non-public building(s), <u>if the other district(s) or non-public building(s) has remained open and the itinerant teacher can provide a full morning of <b>direct services</b> to students in those district(s) or non-public building(s).</u></p>
<p>District whose calendar the teacher has been assigned to follow calls an early dismissal OR Non-public building whose calendar the teacher follows calls an early dismissal</p>	<p>Depart* at the same time the district teachers depart, <u>for the building you are scheduled to provide service on the day of the early dismissal.</u></p> <p>*An itinerant teacher may need to remain and work a regularly scheduled day <u>if the other district(s) or non-public building(s) has remained open and the itinerant teacher can provide a full afternoon of <b>direct services</b> to students in those district(s) or non-public building(s).</u></p>

**Guidance for classroom staff assigned to a classroom located within a public school:**

Hazardous Weather-Related Events	Classroom Staff
District where the class is located calls for a cancelation / school closed	Teacher and staff <u>do not report</u> . This is a snow day, required to be made up, according to the school district's calendar for snow make-up days.
District where the class is located calls a delay	<p>Teacher and staff* report at the same time that the district teachers, in that building, report when the district has called a delay.</p> <p><b>*In the event of a delay, the teacher and all additional classroom staff are to follow the remainder of the day's schedule, including taking lunch, according to the regular daily schedule.</b></p>
District where the class is located calls an early dismissal	<p>Teacher and staff depart at the same time as the district teachers, in that building, depart, <u>but not prior to all students in that classroom having safely boarded transportation and transportation has left the school.</u></p> <p><b>*In the event of an early dismissal, if the daily schedule is not altered due to the early dismissal, the teacher and all additional classroom staff are to follow the day's schedule, including taking lunch, according to the regular daily schedule.</b></p>



**Guidance for classroom teacher(s)/staff, assigned to an Alternate Site such as preschool, BRIDGE, partial programs, day treatment:**

<b>Hazardous Weather-Related Events</b>	<b>Teachers/Staff</b>
District where the site is located calls for a cancelation / school closed	Teacher(s) and staff <u>do not report</u> . This is a snow day, required to be made up, according to the school district's calendar for snow make-up days.
District where site is located calls a delay.	Teacher(s) and staff report at the regularly scheduled time*, acknowledging safe arrival is paramount when traveling in severe weather conditions.  <b>*If the staff, at any of the above programs, observes delays and the daily schedule is adjusted for a modified start, all teachers and staff are to report at the modified start time. Teachers and staff are to follow the remainder of the day's schedule, including taking lunch, according to the daily schedule.</b>
District where site is located calls an early dismissal.	Teacher(s) and staff depart <u>only after all students in the program have safely boarded transportation and transportation has left the premises.</u>

**Guidance for classroom staff, assigned to Residential Settings such as County Prisons & Juvenile Facilities:**

<b>Hazardous Weather-Related Events</b>	<b>Teachers/Staff</b>
Due to the residential nature of the students, educational programs are not canceled, delayed or dismissed early. Teacher(s) and staff report as scheduled and follow a regular workday, acknowledging safe arrival is paramount when traveling in severe weather conditions.	

**IU8 Teacher and staff Guideline for early dismissals, Non-weather related:**

**NOTE: There is no entitlement to a non-weather-related early dismissal. Any full-time member, not reporting, and entering leave on a day where a non-weather-related early departure is afforded to the adults, must enter a full day's leave. Despite the early departure, the adult is being credited (and paid) for one workday toward fulfilling the 180-workday required by the Agreement.**

<b><u>Nonweather-related Early Dismissal</u></b>	<b><u>Teachers &amp; Staff</u></b>
<p>Many schools' districts schedule early dismissals for students at various times of the school year. These early dismissals allow students to leave while teachers and staff remain to conduct the work of teaching and/or to attend training opportunities.</p>	<p>Any early dismissal for students while the teachers and staff remain in the building to conduct job-related work or to attend training will require all IU8 full-time teachers, including itinerant, and all other full-time staff to also remain and fulfill their regularly scheduled 7.5 hour contracted workday.</p> <p>Hourly staff assigned to provide 1-1 services to students are to be dismissed when the students are dismissed. The staff member will note the early dismissal when the member reports hours in the system for reporting.</p>
<p>There are other times when districts schedule early dismissals for the students and allow their full-time teaching and other full-time staff to dismiss early. These types of early dismissals typically occur the day before a scheduled holiday like Thanksgiving or Christmas, or the final day of the school year.</p> <p>*Any early dismissal must be reported on the 18-day report.</p>	<p>Full-time classroom teachers and full-time classroom staff assigned to an IU8 operated classroom hosted in the school district with the scheduled early dismissal prior to a holiday: The classroom teacher and full-time support staff may dismiss NO EARLIER THAN TWO HOURS PRIOR TO THE REGULARLY SCHEDULED END OF THE TEACHER'S WORKDAY.</p> <p>Any early dismissal for the district's teachers that is contractually-related, does not apply to IU8 teachers who serve a classroom hosted by the school district.</p> <p>Hourly staff assigned to provide 1-1 services to students are to be dismissed when the students are dismissed. The staff member will note the early dismissal when the member reports hours in the system for reporting.</p> <p>Full-time itinerant teachers and itinerant related service providers must follow their daily schedule. An itinerant teacher may follow an early dismissal prior to a holiday if all schools the itinerant serves dismiss early and/or when IU8 as an organization closes its offices prior to a holiday. NO EARLIER THAN TWO HOURS PRIOR TO</p>

	THE REGULARLY SCHEDULED END OF THE TEACHER'S WORKDAY.
<p><b>ALTERNATE SITES:</b></p> <p>Alternate/Community teaching locations: Teachers at alternate/community teaching locations (AYS, BRIDGE, EFP) will have any early dismissals, not weather related, identified on the program's annual calendar issued by the direct program supervisor.</p> <p>Corrections education and adjudicated facilities: It is unlikely an early dismissal for teachers serving these students would be applicable. IU8 early office closures apply to teachers working in an itinerant capacity and assigned to an IU8 office location.</p>	

### **Hazardous weather guidance for school psychologists and social workers:**

- If the school district you are scheduled to serve closes due to hazardous weather (this does not include school closings for sub-zero temperatures, only hazardous snow and/or ice) you may choose to honor the snow day. You will list "snow day" on your monthly travel. This day would not count toward your workdays as defined in the Plan. The "snow day" will then need to be made up either (1) on an IU8 holiday when schools are open or (2) would need to be worked beyond the last workday reflected on the approved calendar.
- If every school district in the county, you are assigned to serve closes due to snow and/or ice (sub-zero temperatures do not apply) honor the "snow day" and list this on your monthly travel. This day does not count toward your workdays as defined in the Plan and will need to be made up either (1) on an IU8 holiday (i.e., MLK day in January or Monday following Easter) or (2) beyond the last workday reflected on the calendar you had submitted.

The following is guidance to be followed for delays/early dismissals, IF you are scheduled to report directly to and remain at a district for the day:

- If the school district you are scheduled to serve calls a delay due to hazardous weather (this does not include sub-zero temperatures, only hazardous snow and/or ice) please know the district's practice for non-bargaining staff. If non-bargaining staff honor the delay, you may honor the delay (report when non-bargaining staff report) and indicate the delay on your monthly travel. If the non-bargaining staff are to report as usual, you are to report as scheduled.
- If the school district you are scheduled to serve calls an early dismissal due to hazardous weather (snow and/or ice) follow the district's practice for non-bargaining staff. If non-bargaining staff follow an early dismissal, you may follow an early dismissal (depart when non-bargaining staff are dismissed) and indicate the early dismissal on your monthly travel. If the non-bargaining staff remain as scheduled, you are to do the same.

If you are scheduled at your assigned IU8 office:

- If every school district in the IU8 county office you are assigned calls a delay for snow and/or ice (sub-zero temperatures do not apply), you may honor a delay (report no later than 10:00 am) and indicate the delay on your monthly travel.
- If every school district in the IU8 county you are assigned calls an early dismissal due to snow and/or ice, you may honor an early dismissal (depart no earlier than 1:30 pm) and indicate this on your monthly travel.

## **Flexible Instructional Days (FID)**

Pennsylvania affords Public Schools an option to complete and apply for a maximum of five (5) Flexible Instructional Days (FID), annually. PDE approves district plans and lists approved districts on the FID section of the website. These days may also be referenced by some school districts as Remote Learning Days or Virtual Instructional Days.

FID are to be specifically designed as options when faced with circumstances that prevent the delivery of instruction in its customary manner or location.

Circumstances will likely be hazardous weather-related but could also be when school buildings are not accessible due to another building issue or a safety issue.

Every school-age classroom or site-based program that follows the host district's plan for a FID will be responsible for facilitating the instructional deliverables to learners using the method and mode of the host school district. A plan for establishing and reporting student attendance and ensuring access to FAPE is required.

Itinerant service providers assigned to a school that calls for a FID have a greater challenge to establish the expected instructional deliverables for the students of the school district the itinerant service provider is following. Itinerant providers must report all FID hours (no less than 6) as indirect services to the students that the indirect work related to IEP implementation can be attributed. Direct instructional time reported requires evidence that a live-virtual instructional session was facilitated with the learner.

IU8's Early Intervention/Preschool programs do not honor School Age FID or Remote Learning Days. Our EI/PS program has make-up student days identified on the Board approved EI/PS calendar for SY 2023-2024.

## Standards of Practice for IU8 Paraeducators and Educational Interpreters:

### Accepting Responsibilities

- Recognize that the supervisor has the ultimate responsibility for the instruction and management, and follow the legitimate directions prescribed by him/her.
- Engage only in activities for which you are qualified or trained.
- Do not communicate progress or concerns about students to parents unless directed to do so by the child's teacher.
- Refer concerns expressed by parents, students, or others to the teacher.

### Relationships with Students and Parents

- Discuss a child's progress, limitations and/or educational program only with the child's teacher in the appropriate setting.
- Discuss school problems and confidential matters only with appropriate personnel.
- Do not engage in discriminatory practices based on a student's disability, race, sex, cultural background, or religion.
- Respect the dignity, privacy, and individuality of all students, parents, and staff members.
- Present yourself as a positive adult role model.

### Relationship with the Teacher and Supervisor

- Recognize the teacher and supervisor as a team leader.
- Establish communication and a positive relationship with the teacher and supervisor.
- When problems cannot be resolved, follow the chain of command to seek assistance.
- Discuss concerns about the teacher or teaching methods directly with the teacher and/or program supervisor.

### Relationship with IU8

- Accept responsibility for improving skills and responding to feedback.
- Know IU8's policies and procedures.
- Represent IU8 in a positive manner.

## Confidentiality and Ethics

- Maintaining confidentiality is mandated by the Federal Educational Rights and Privacy Act. It is the law, and it is imperative that all IU8 personnel follow this ethical code of conduct. We are expected to respect the legal and human rights of children and their families. Therefore, maintaining confidentiality is essential.
  - Make every possible effort not to violate confidentiality. Understand the rule “Need to Know vs. Desire to Tell.” It will guide you in deciding when and to whom you share student information. Only those people who are directly involved in the education of the student may have specific student information.
  - If you are unsure about accessing specific student information, ask the child’s teacher.
  - If you are unsure about sharing student information, defer to the child’s teacher.
- Paraeducators and Educational Interpreters must
  - Maintain confidentiality
  - Positively contribute to the classroom and learning environment/culture of learning.
  - Respect the legal and human rights of children, youth and their families
  - Follow IU8 policies for protecting the health, safety, and well-being of children and youth
  - Demonstrate an understanding of distinctions in roles of various educational personnel
  - Follow the legitimate directions of teachers and other supervisors
  - Follow the chain of command for various administrative procedures
  - Demonstrate dependability, integrity, respect for individual differences and other standards of ethical conduct and expected/appropriate behavior
  - Actively participate in all required training activities/hours to improve performance
  - Practice the conduct and behavior always expected of a paraeducator, whether the assigned work is on-site at an IU8 location, classroom or school building or, if applicable, when participating in the role of IU8 paraeducator during a remote or virtual meeting setting. Standards of behavior will apply equally to both in-person/on-site and remote/virtual settings. Failure to meet job-related expectations in any work setting is subject to appropriate disciplinary action, up to and including termination from employment.

# Your Employee Rights Under the Family and Medical Leave Act

## What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

## Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your employer **may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call 1-866-487-9243 or visit [dol.gov/fmla](http://dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

SCAN ME





# Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

## Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

## What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

## What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

## What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding
- Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation

## What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

**Submit** an inquiry through the EEOC's public portal:  
<https://publicportal.eeoc.gov/Portal/Login.aspx>

**Call** 1-800-669-4000 (toll free)  
1-800-669-6820 (TTY)  
1-844-234-5122 (ASL video phone)

**Visit** an EEOC field office (information at [www.eeoc.gov/field-office](http://www.eeoc.gov/field-office))

**E-Mail** [info@eeoc.gov](mailto:info@eeoc.gov)

Additional information about the EEOC, including information about filing a charge of discrimination, is available at [www.eeoc.gov](http://www.eeoc.gov).

