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PERSONNEL POLICIES GOALS

The personnel employed by the Board are a very important resource for effectively conducting a quality educational program. The Findlay Digital Academy's program functions best when it contracts with the Findlay City School District and/or the Hancock County Educational Service Center for the purchased services of employees who are highly qualified personnel, conducts appropriate staff development activities and establishes policies and working conditions which are conducive to high morale and enable each staff member to make the fullest contribution to the Findlay Digital Academy program and services.

The goals of the personnel program include:

1. Developing and implementing those strategies and procedures for personnel recruitment, screening and selection which result in employing the best available candidates; those with the highest capabilities, strongest commitment to quality education and greatest probability of effectively implementing the educational program.
2. Developing a general assignment strategy, which makes the greatest contribution to the educational program, and using it as the primary basis for determining staff assignments.
3. Providing positive programs of staff development designed to contribute both to improvement of the educational program and to each staff member's career development aspirations.
4. Providing for a genuine team approach to education, including staff involvement in planning, decision-making and evaluation.
5. Developing and using personnel evaluation positive processes which contribute to the improvement of staff capabilities and assist in making employment decisions.
6. Encouraging all employees to be cognizant of their roles in instilling ethical principles and democratic ideals in all students.

[Adoption date: May 10, 2005]

[Revision date: December 4, 2014]

LEGAL REFS.: ORC 124.11
3313.602
3319.01; 3319.02; 3319.081; 3319.11; 3319.111
Chapter 4117

STAFF CONFLICT OF INTEREST

An effective educational program requires the services of individuals with integrity, high ideals, and human understanding. The Board expects staff members to conduct themselves in a manner which not only reflects credit to the district but also presents a model worthy of emulation by students.

All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the State of Ohio, the policies of the Board, and the administrative procedures designed to implement them.

Staff members will not engage in, nor have a personal financial interest in, any activity that conflicts with their duties and responsibilities in the academy. Staff members are expected to refuse compensation from any source other than the Board for the performance of the duties of his/her public employment or any other act or service in his/her public capacity as an academy staff member. *Unless expressly approved by the Executive Director/Superintendent*, staff members may not accept compensation from any source other than the Board for instructional services provided to their current students.

In order that there be no conflict of interest in the selection and evaluation of employees, at no time may any administrator be responsible for the selection and/or evaluation of an employee to whom he/she is directly related.

The Board expects all staff members to maintain high standards in the performance of their professional duties. Essential to the success of the academy's instructional program and other ongoing school operations are the following specific responsibilities which will be expected of all staff members:

- Recognize and respect the basic dignity of all individuals with whom they interact in the performance of their duties.
- Exercise due care to protect the physical safety and emotional health of students, colleagues, and school visitors.
- Support and enforce policies of the Board of Directors and regulations of the school administration.
- Respect the confidentiality of privileged information.
- Be faithful and prompt in attendance at work.
- Be diligent in submitting required reports promptly.
- Represent their own qualifications accurately.

- Refuse to accept anything of value offered by another for the purpose of influencing judgment.
- Refrain from using his/her position or any public property placed in his/her care, or permitting another person to use the staff member's position or public property, for political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.
- Refrain from selling textbooks, instructional supplies, equipment, reference books, or any other school products to the schools in the district, or furnishing the names of students or parents to anyone selling such materials.

[Adoption date: May 10, 2005]

[Revision date: December 4, 2014]

LEGAL REFS.: ORC 2921.42
3313.811
3319.21
3329.10
4117.20

STAFF HEALTH AND SAFETY

Through its overall safety program and various policies pertaining to Findlay Digital Academy personnel, the Board attempts to ensure the safety of employees during their working hours and assist them in the maintenance of good health.

All employees are expected to observe commonly recognized practices which promote the health and safety of Findlay Digital Academy personnel.

An employee with an infectious or otherwise serious disease may continue to work so long as the employee does not jeopardize the health of the employee, other students, or other employees.

It is highly advised for employees to report infectious or otherwise serious diseases or illnesses to the Executive Director/Superintendent. The School will maintain confidentiality to the extent permitted by law.

The Board may require an individual examination of an employee whenever, in its judgment, it is necessary to protect the health and safety of students or other employees. Whenever the Board requires an employee to submit to a physical examination other than those required by law, the Board assumes the cost of the examination. All health examinations required of employees are to be conducted by one of the physicians approved for this purpose by the Board.

Should the School determine that an employee's disease places others in imminent, serious danger, the School may also request that the employee undergo testing, or may place the employee on an involuntary leave. Certain diseases identified by the Ohio Department of Health may require the employee to be placed in isolation. Prior to return, the School may require a physician's medical certification indicating that the employee's disease no longer poses a danger to the health of others.

If an employee is concerned about contracting another's disease or illness, the employee is first required to discuss his/her concerns with the Executive Director/Superintendent or his/her designee. The Executive Director/Superintendent will determine if there is a real risk of contracting the disease. Should it be determined there is no or minimal risk of infection, the employee will be required to continue working. Employees that refuse to work despite this policy may be disciplined.

This Policy does not affect an eligible employee's ability to use the Family and Medical Leave Act.

Injury

Should an employee be injured while performing their duties at the Findlay Digital Academy or during a Findlay Digital Academy sponsored event (i.e., graduation ceremony), the employee is to fill out an injury form.

Workers' Compensation

In case of injury while pursuing duties in keeping with the employee's contract, the employee may be eligible for payment of medical expenses under the Workers' Compensation Act of Ohio.

Any employee who is injured while at work should immediately report such injury to the Executive Director/Superintendent and request the necessary forms to make application for payment under this act.

[Adoption date: May 10, 2005]

[Revision date: December 4, 2014]

LEGAL REFS.: ORC 3313.643; 3313.71; 3313.711

3327.10

4113.23

4123.01 et seq.

4123.54

Asbestos School Hazard Abatement Act; 20 USC 4011 et seq.

Asbestos Hazard Emergency Response Act; 15 USC 2641 et seq.

Comprehensive Environmental Response, Compensation and Liability Act;

42 USC 9601 et seq.

FINDLAY DIGITAL ACADEMY
REPORT OF INJURY

Employee Information

Full Name:

SS#:

Date of Birth:

Home Mailing Address:

Home Phone #:

City, State, Zip Code:

Cell phone #:

Injury Information

Date of Injury:

Time of Injury:

Date Reported:

To Whom:

Names of Witnesses:

Accident/Injury Location (be specific):

Detailed Description of How Injury Occurred:

Detail Description of the Injury (be specific):

Have you or do you plan to see a doctor regarding this problem?

Treating Physician:

Phone #:

Address:

Do you work any place else other than Findlay Digital Academy?

Return the completed form to Larry Grove. If medical treatment is sought, it is the employee's responsibility to provide copies of all medical documentation to the Personnel Office. Your doctor should provide you with a MEDCO-14 "Physician's Report of Work Ability" indicating what restrictions, if any, apply in order for you to return to work.

[Adoption date: December 4, 2014]

File: GD

TUTORING FOR PAY

Tutorial assistance to students is generally a normal responsibility of teachers. Therefore, except as provided herein or expressly approved by the Superintendent, no teacher will accept payment to tutor a student who is a member of his/her class or under his/her supervision.

This policy shall not apply to the assigned duties of a teacher who has been approved for Board-paid home instruction for one of his/her students.

A district teacher may tutor other students on school premises for pay only in accordance with the following conditions:

- Tutoring will be done outside the teacher's regular work day, unless otherwise approved by the Superintendent.
- Tutoring by a District teacher on school premises must have the approval of the principal.
- When tutoring by a District teacher on school premises is approved, it will be performed for no more than the hourly rate of pay received by home instruction tutors employed by the Board, and accordingly, no rental fee will be charged to either the teacher or the student for classroom use.

[Adoption date: December 4, 2014]

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Board recognizes the right of employees, as citizens, to engage in political activity. The Board also recognizes, however, that school property and school time shall not be used for partisan political purposes except as provided for in laws and policies pertaining to the use of school buildings by civic or political organizations.

For purposes of this policy, “partisan political purposes” is narrowly defined as activities such as the posting of political circulars or petitions, collection and/or solicitation of campaign funds, solicitation of campaign workers, the use of pupils in writing or addressing campaign materials, or the distribution of campaign materials to pupils on District property during school time in any manner which would indicate that a school employee is using a position in the school to further personal partisan views on candidates for office or unresolved questions of public policy in the political arena.

Nothing in this policy is intended to prohibit teachers from conducting appropriate activities which encourage students to become involved in political processes or to prohibit the use of political figures as resource persons in classrooms.

Employees have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office.

The terms and conditions under which the employee may continue employment as he/she seeks or holds such office is determined by the Board and law.

Employees are not permitted to use Findlay Digital Academy time, money, facilities, equipment or supplies to campaign nor are the employees to actively campaign while on duty.

[Adoption date: May 10, 2005]

[Revision date: December 4, 2014]

LEGAL REFS.: Intergovernmental Personnel Act; 42 USC 4701 et seq.

ORC 124.57

3315.07

STAFF-STUDENT RELATIONS

The relationship between the Findlay Digital Academy's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with individual students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgment in their relationships with students both inside and outside of the Findlay Digital Academy context including, but not limited to, the following guidelines:

- Staff members shall not make derogatory comments to students regarding the Findlay Digital Academy and/or its staff.
- The exchange of purchased gifts between staff members and students is discouraged.
- Staff-sponsored parties at which students are in attendance are prohibited.
- Staff members shall not fraternize, written or verbally, with students except on matters that pertain to Findlay Digital Academy-related issues.
- Staff members shall not associate with students at any time in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs.
- Dating between staff members and students is prohibited.
- Staff members shall not use insults or sarcasm against students as a method of forcing compliance with requirements or expectations.
- Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
- Staff members shall not send students on personal errands.

- Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
- Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.
- Staff members are required by Ohio law to report immediately any signs of abuse or neglect to the Head Administrator and/or his designee.
- Staff members must provide proper instruction on safety matters.
- Staff members must report all threats of violence, abuse, or neglect.
- Staff members must report all accidents or safety hazards.
- Staff members must not assume responsibility for duties the staff member cannot perform.

[Adoption date: May 10, 2005]

[Revision date: December 4, 2014]

CROSS REFS.: GBCA, Staff Conflict of Interest
GBCB, Staff Conduct
GBI, Staff Gifts and Solicitations
JHG, Reporting Child Abuse
JO, Student Records
KBA, Public's Right to Know

STAFF GIFTS AND SOLICITATIONS

Gifts

The Board authorizes the expenditure of public funds to purchase meals, refreshments and favors for employees and Board members in the completion of their responsibilities. The Board believes that such expenditures are necessary, on occasion, to further a public purpose in the general operation of the Findlay Digital Academy. Such public purpose includes, but may not be limited to, employee development activities, employee recognition activities and certain routine meetings that may be enhanced by such amenities.

Such expenditures shall be consistent with the Board's purchasing policy and within the appropriate limits established by the Board.

Presentation of gifts to, and the arrangement of social affairs for, employees leaving the system are governed by the following:

- The administration appoints, or employees may volunteer for, a small social committee to plan social affairs such as luncheons.
- Any gifts to be presented to departing employees by their respective groups are at the discretion of the group involved.

Travel Vendor Compensation

District employees shall not accept gifts or other inducements of significant value from sales representatives who do, or wish to do, business with the District. Employees shall not accept gifts, other than single remembrances or tokens expressive of affection or gratitude for services given, from students, parents or other District residents.

Any compensation paid by a private travel vendor to a Findlay Digital Academy official or employee, after the official or employee has participated in selecting the vendor to provide a field trip, is considered "public money" and must be returned to the Findlay Digital Academy.

All travel arrangements must be in compliance with Findlay Digital Academy regulations and approved by the Executive Director/Superintendent or his/her designee.

Solicitations

The Executive Director/Superintendent annually approves all solicitations which are to be permitted in the Findlay Digital Academy. No organization may solicit funds of staff members in the Findlay Digital Academy, nor may anyone distribute flyers or other materials related to fund drives through the Findlay Digital Academy without the prior approval of the Executive Director/Superintendent.

[Adoption date: May 10, 2005]
[Revision date: December 4, 2014]

LEGAL REFS.: ORC 117.10
3313.81; 3313.811
3315.15
3329.10

SMOKING ON SCHOOL PROPERTY BY STAFF MEMBERS

The Board is dedicated to providing a healthy, comfortable and productive environment for its staff, students and citizens. Health professionals have determined that smoking poses health hazards not only for the smoker, but for the nonsmoker as well.

Recognizing these health issues, the Board prohibits smoking in any Findlay City School District buildings used by the Findlay Digital Academy where routine or regular kindergarten, elementary, secondary or library services are offered to children.

The Board directs the Executive Director/Superintendent to educate all staff members concerning the mandate of this policy, as well as implementing, as appropriate, educational programming concerning smoking and, if needed, resources available to those who wish to discontinue their smoking habit.

A notice to this effect is posted at the entrance to all Findlay City School District buildings.

[Adoption date: May 10, 2005]

[Revision date: December 4, 2014]

LEGAL REFS.: The Elementary and Secondary Education Act; 20 USC 1221 et seq.
Goals 2000: Educate America Act; 20 USC 6081-6084
ORC 3313.20
OAC 3301-35-02; 3301-35-05

PERSONNEL RECORDS

The Executive Director/Superintendent develops and implements a comprehensive and efficient system of personnel records. The Treasurer or his/her designee is hereby designated as the employee directly responsible for the personnel records system. The following guidelines govern such records:

- Personnel files contain records and information relative to compensation, payroll deductions, evaluations and such information as may be required by the state or federal government or considered pertinent by the Executive Director/Superintendent. Anonymous material, or material from an unidentified source, are not placed in a staff member's file.
- A personnel file for each employee is accurately maintained in the Findlay Digital Academy office in accordance with administrative regulations incorporating the requirements set forth under the Ohio Privacy Act for the protection of employees. Employees will be notified whenever personal information concerning them is placed in their file.
- Ohio law requires that all public records be promptly prepared and made available for inspection to any member of the general public at all reasonable times during regular business hours. Upon request, the person directly responsible for the personnel records is required to make copies available, at cost, within a reasonable period of time.
- The public has access to all records in the personnel file with the following exceptions:
 - medical records
 - records pertaining to adoption, probation or parole proceedings
 - trial preparation records
 - confidential law enforcement investigative records
 - social security number
 - records of which Ohio or Federal law prohibits the release
- Each employee has the right, upon written request, to review the contents of his/her own personnel file. If a document is not disclosed to the employee because it is determined by a physician, psychiatrist or psychologist to be likely to have an adverse effect upon the employee, the document will be released to the designated medical authority. Requests are made to the Executive Director/Superintendent and scheduled for a time convenient for the parties involved.
- Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and becomes part of the employee's personnel file after the appeal procedure outlined in the Ohio Revised Code. The appeal

procedure permits any employee who disputes the accuracy, relevance, timeliness or completeness of information maintained in his/her file to compel the school to investigate the current status of the information.

- Personnel records should be reviewed only within the confines of the Executive Director/Superintendent's office or the Board's office.

[Adoption date: May 10, 2005]

[Revision date: December 4, 2014]

LEGAL REFS.: ORC 9.01; 9.35
149.41; 149.43
1347.01 et seq.
3317.061
4113.23
OAC 3301-35-03(A)(10)

DRUG-FREE WORKPLACE

No employee shall unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcohol or any other controlled substance, as defined in Federal and Ohio law.

“Workplace” is the site for the performance of work done in connection with the Findlay Digital Academy. The workplace includes any school building, property, vehicles or Board-approved vehicle used to transport students to and from Findlay Digital Academy activities (at other sites off school property) or any Findlay Digital Academy-sponsored activity, event or function in which students are under the jurisdiction of Findlay Digital Academy authorities.

As a condition of employment, each employee shall notify his/her supervisor, in writing, of his/her conviction of any criminal drug statute for any violation, not later than five days after such conviction.

Employees are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory. Employees who violate the policy shall be subject to disciplinary proceedings in accordance with prescribed administrative regulations, local, Ohio and Federal laws and/or the negotiated agreement, up to and including termination. Any employee in violation of this policy may be required to participate in a drug-abuse assistance or rehabilitation program approved by the Board.

Employees are provided the opportunity to participate in a drug-free awareness program to inform them of requirements, services and penalties.

A list of local drug and alcohol counseling, rehabilitation and re-entry programs and services offered in the community is made available to employees.

Findlay City School District and/or Findlay Digital Academy-supplied lockers, desks, filing cabinets, files, computers, the computer system and all other property remain the property of Findlay Digital Academy and may be subject to search at any time and without notice.

[Adoption date: May 10, 2005]

[Reviewed: December 4, 2014]

LEGAL REFS.: Drug-Free Workplace Act of 1988; 41 USC 701 et seq.;
20 USC 3474, 1221e-3(a)(1)
Drug-Free Campus and Schools Act; 20 USC 3224(a)

File: GK

CRIMINAL RECORD CHECK

The district of employment from which Findlay Digital Academy enters into a purchased service agreement for an employee will be responsible for completing a satisfactory Criminal Records Check for that employee in accordance with Ohio Revised Code 3319.39.

[Adoption date: May 10, 2005]

[Reviewed: December 4, 2014]

STAFF POSITIONS

All staff positions are created only with the approval of the Board. It is the Board's intent to maintain a sufficient number of positions to accomplish its goals and objectives.

Before any new position is established, the Executive Director/Superintendent presents for the Board's approval a job description for the position.

Although a position may remain temporarily vacant or the number of persons holding the same type of position may be reduced in the event of staff reductions, only the Board may abolish a position which it has created.

The Executive Director/Superintendent keeps all job descriptions current and presents recommended changes to the Board for approval.

[Adoption date: May 10, 2005]

[Reviewed: December 4, 2014]

LEGAL REFS.: ORC 3319.02; 3319.03; 3319.09; 3319.10; 3319.22
4117.01
OAC 3301-35-01; 3301-35-03

STAFF HIRING

The Executive Director/Superintendent determines the Findlay Digital Academy's personnel needs and recommends to the Board suitable candidates for employment. The Executive Director/Superintendent recruits and recommends to the Board the employment and retention of personnel. Personnel are acquired through a Contracted Service Agreement with the Findlay City School District, Hancock County Educational Service Center or with META SOLUTIONS/TRECA/TDA.

It is the duty of the Findlay Digital Academy to see that persons nominated for employment in the academy meet all certification/licensure requirements and the requirements of the Board for the type of position for which the nomination is made.

The following guidelines are used in the selection of personnel:

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with widely varied backgrounds, educational preparation and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the Executive Director/Superintendent.
4. No candidate is hired without an interview and a criminal record check.
5. All candidates are considered on the basis of their merits, qualifications and the needs of the Findlay Digital Academy. In each instance, the Executive Director/Superintendent and others having a role in the selection process seek to recommend the best-qualified applicant for the job.

While the Board may accept or reject a nomination, an appointment is valid only if made with the recommendation of the Executive Director/Superintendent. In the case of a rejection, it is the duty of the Executive Director/Superintendent to make another nomination.

Employment of Retired Administrators

The Board recognizes that recruiting and retaining highly qualified administrative personnel has become increasingly difficult in Ohio's competitive marketplace. Therefore the Board will, under appropriate circumstances, offer to enter into administrative employment agreements with qualified retired administrators whenever practical and when such action appears to be in the best

interests of the Findlay Digital Academy. Retired administrators may be employed as administrators on a part-time or full-time basis.
For purposes of this policy, a “retired administrator” is an individual who has retired pursuant to STRS or SERS rules and regulations.

[Adoption date: May 10, 2005]

[Revision date: December 4, 2014]

LEGAL REFS.: Fair Credit Reporting Act; 15 USC 1681 et seq.

ORC 3313.53

3319.02; 3319.07; 3319.11; 3319.21; 3319.22-3319.31; 3319.39

3323.06

OAC 3301-35-03(A)

PART-TIME AND SUBSTITUTE STAFF EMPLOYMENT

All personnel serving as substitute or in part-time positions are recommended by the Executive Director/Superintendent for appointment by the Board. The rates of pay for such employment are recommended by the Executive Director/Superintendent and established by the Board.

Administrators assume responsibility for the scheduling of substitutes from the approved list as needed. Administrators develop regulations for substitute teachers to guide them in the performance of their duties. The Executive Director/Superintendent approves the regulations.

[Adoption date: May 10, 2005]

[Reviewed: December 4, 2014]

LEGAL REFS.: ORC 3317.13
3319.08; 3319.10; 3319.13

STAFF DEVELOPMENT OPPORTUNITIES

Staff members are encouraged to pursue, and are provided with, opportunities for the development of increased competencies beyond those which they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growth may include:

1. Planned in-service programs and workshops offered within the Findlay Digital Academy from time to time.
2. Released time or compensated time for attendance at conferences, workshops and other professional meetings.

The Executive Director/Superintendent has the authority to approve released time for conferences and visitations, and reimbursements for expenses, provided that such activities are within budget allocations for that purpose.

[Adoption date: May 10, 2005]

[Reviewed: December 4, 2014]

LEGAL REFS.: ORC 3313.20
3315.07
3319.131
OAC 3301-35-03

EVALUATION CONTRACTED SERVICES

To assist employees in the development of their professional abilities, to provide information for employment decisions and to comply with mandates of state law, the following procedures are employed by the Executive Director/Superintendent/Designee in evaluating personnel:

- The evaluator employs the evaluation criteria which are designed to measure the employee's effectiveness in performing the duties set forth in his/her written job description. All employees will be evaluated annually. The evaluator will also assess the employee's progress in meeting plans and objectives set for that school year. Areas of outstanding, satisfactory and poor performance will be noted. The Executive Director/Superintendent/Designee will meet with each employee to discuss the written evaluation. The evaluatee is given a copy of the evaluation and has an opportunity to discuss it with the evaluator at this second meeting.
- A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's employment. All employees are hired through purchased services from the Findlay City School District and/or Hancock County Educational Service Center.
- The employee may request a meeting with the Board prior to any Board action on his/her employment. The employee may have a representative of his/her choice at the meeting.
- All evaluation criteria, procedures and written job descriptions are reviewed annually by the Executive Director/Superintendent/Designee and revised as necessary.

[Approval date: May 10, 2005]

[Revision date: December 4, 2014]

SUSPENSION AND TERMINATION OF STAFF MEMBERS

Suspension

The Board may suspend a staff member pending final action to terminate his/her employment if, in its judgment, the character of the charges warrants such action.

Termination

The contract of a staff member may be terminated for gross inefficiency or immorality, for willful and persistent violations of reasonable regulations of the Board or for other good and just cause. Before terminating any employment, the Board furnishes the professional staff member a written notice signed by the Treasurer of its intention to consider termination of his/her contract and specification of the grounds for such consideration. The Board informs the professional staff member of his/her right to request a hearing by the Board or by an independent referee. At such a hearing, both parties may be represented by counsel and present and cross-examine witnesses. A stenographic record of the proceedings is made. After the hearing, the Board makes its determination by majority vote. Any order of termination of employment states the grounds for termination.

If the suspension or termination is based in whole or in part on the results of a consumer report (as that term is used in the Fair Credit Reporting Act), the Board furnishes the professional staff member with pre-adverse action and adverse action notices required by the Fair Credit Reporting Act.

[Adoption date: May 10, 2005]

[Reviewed: December 4, 2014]

LEGAL REFS.: Fair Credit Reporting Act; 15 USC 1681 et seq.

ORC 124.36

3319.02; 3319.11; 3319.16; 3319.161; 3319.17

RESIGNATION OF STAFF MEMBERS

Any staff member may terminate his/her employment with the Findlay Digital Academy by filing a written notice with the Treasurer two weeks prior to the effective date of termination.

[Adoption date: May 10, 2005]

[Reviewed: December 4, 2014]

LEGAL REF.: ORC 3319.081