

Cincinnati Public Schools[★]

Employee Handbook



2021-2022

EMPLOYEE AND LABOR RELATIONS DEPARTMENT





PREPARING STUDENTS
FOR LIFE

Through Academic Achievement · Personal Well-Being · Career Readiness

Cincinnati Public Schools Employee Handbook 2021-22



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Dear Cincinnati Public Schools Employee,

As an employee of Cincinnati Public Schools, you are part of something very special and important—the education of children.

This is a noble responsibility and one that none of us should take lightly. All of us -- classroom teachers, paraprofessionals, principals, clerical staff, central office administrators, specialists, psychologists, therapists, school social workers, crafts-persons, food-service workers, security staff, custodians, and coaches – contribute every day to creating an environment where children can learn. Our professionalism, respect for each other and the students, and our willingness to go the extra mile are what make Cincinnati Public Schools a *destination district*.

This handbook is designed to give you an overview of the regulations and guidelines that pertain to CPS employees. Please read it thoroughly and keep it available for easy reference.

As the Director of Human Resources, I am glad you have chosen to become a part of the CPS team. Together we will continue to ensure that our schools prepare our students for their chosen career field – and for life.

Sincerely,

Paul McDole, Jr.
Employee and Labor Relations Department

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Cincinnati Public Schools – General Information

History of Cincinnati Public Schools

Cincinnati Public Schools, the largest public school district in Greater Cincinnati and the third largest in Ohio, originated in 1829 as a district called, “The Common Schools of Cincinnati.” The City of Cincinnati was founded in 1788 on the Ohio River bank opposite the mouth of the Licking River. By the early 1800s, several public schools were operating, making Cincinnati the first to have a public school system in the new Northwest Territory. An Ohio law passed in 1825 which allowed a half-mill tax to be collected to pay for public schools, which led to the establishment in 1829 of The Common Schools of Cincinnati.

Today, Cincinnati Public Schools operates elementary and high schools in a district covering an area of about 90 square miles including all of the City of Cincinnati, Amberley Village, Cheviot and Golf Manor, most of the City of Silverton, parts of Fairfax and Wyoming, and parts of Anderson, Columbia, Delhi, Green and Springfield townships. CPS's main office is in the Education Center located in Corryville.

Strategic Plan

The Cincinnati Public Schools Strategic Plan: A Roadmap to Destination Cincinnati Public Schools is a roadmap to ensure that Cincinnati Public Schools is a District of Destination — for students, families, staff, and partners, and to drive the District’s goals, strategies, and measures for **Equity, Engagement, and Excellence**.

This Strategic Plan reflects the community’s expectations, and the success depends on those served by it, as well as internal and external stakeholders. Equity and engagement are pathways to excellence that are based on the District’s cultural tenets. This plan:

- Charts a course for the District’s future;
- Guides the District’s direction for growth and advancement;
- Encompasses strategic thinking, informed planning, continuous improvement, and financial sustainability and accountability measures.

For more information on the district’s Strategic Plan, navigate to:

<https://www.cps-k12.org/about-cps/strategic-plan>



CPS Culture

I am CPS is a districtwide initiative launched in January 2016 that is building a culture of excellence throughout Cincinnati Public Schools.

Described as a “culture transformation,” *I am CPS* is creating an organizational climate to help Cincinnati Public Schools achieve the ambitious vision for student learning laid out in CPS' My Tomorrow initiative and to make CPS a national district of choice for educational professionals.

I am CPS is an investment in employees and in students. With *I am CPS*, the district is establishing a culture that inspires, attracts and retains talented people at all levels. All Cincinnati Public Schools' employees, regardless of their jobs, play a critical role in helping CPS achieve the My Tomorrow vision — that all students graduate on time and are prepared to pursue postsecondary education and chosen career paths.

I am CPS stands on four competencies and the behaviors that support them: **I Care, I Continuously Improve, I Collaborate** and **I Commit to Success**.

For more information on the *I am CPS* initiative, navigate to <https://mycps.cps-k12.org/about>



Our Board of Education

The CPS Board of Education is an elected, policy-making, public body exercising control over the educational and financial affairs of CPS according to state law.

The Board of Education consists of seven members elected at-large by voters to a four year terms. The Board annually elects a president and vice-president.

The Board's responsibilities include:

- Hiring and evaluating the Superintendent, Treasurer, and Internal Auditor
- Adopting CPS's annual budget
- Establishing educational goals and initiating and adopting policies
- Approving the Superintendent's Recommendations
- Hiring and dismissal of employees
- Adopting of salary schedules
- Providing monies, through taxation, to finance CPS
- Approving expenditures

The Board meets in regular public sessions at the Education Center. For the calendar of Board meetings, visit CPS website at www.cps-k12.org



Covid-19 Information

Cincinnati Public Schools

District Safety Plan for School Reopening

COVID-19 Pandemic Preparedness 2021-22

Last Updated: 8/27/21

The following safety protocols will be implemented by each school in the Cincinnati Public Schools district and are based on the guidance from Centers for Disease Control and Prevention at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

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Behaviors that Reduce Spread - PREVENTION

1. Stay Home when Appropriate

- District Administration: Develop and communicate policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies. Consider not having perfect attendance awards, not assessing schools based on absenteeism, and offering virtual learning and telework options, if feasible.
- District and School Administration: Educate staff and families about when they/their child(ren) should stay home and when they can return to school.
- School and District Administration/Teachers: Actively encourage employees and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- Staff/Students/Parents: Stay home if you have tested positive for or are showing COVID-19 symptoms. [CDC Isolation Guidance](#). [CDC Quarantine Guidance](#).
- Staff/Students/Parents: If you have recently had close contact with a person with COVID-19 and are not vaccinated, you should closely monitor yourself for symptoms.
- Students/Parents: Conduct a personal health screening including taking your temperature at home every day prior to coming to a school building or getting on a bus, and do not come if you are running a fever higher than 100.4° or showing other symptoms.

2. Hand Hygiene and Respiratory Etiquette

- School Administration/Teachers: Encourage students to use hand sanitizer upon entry into the building and into each classroom.
- School Administration/Teachers: Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- School Administration/Teachers/Parents: Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. Teach and reinforce use of hand sanitizer when handwashing is not feasible.
- Teachers: Schedule handwashing times into the daily routine.
- Custodians: Place hand sanitizer (with at least 60% alcohol) in common areas and in each classroom.

3. Cloth Face Coverings

- **Students/Parents/Teachers/Everyone: Wearing a mask is required at all times by all staff, students, and visitors in the building and while riding on a bus. Masks are not required outdoors if social distancing can be maintained.**
- District Administration: Provide information to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.
- School Administration: Provide masks to those individuals who are unable to provide their own mask.
- Staff: Provide your own mask to wear to school each day.
- School Administration/Teachers/Parents: Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Teachers/Parents: Teach and reinforce use of cloth face coverings. Use positive reinforcement and encourage fun, personalized masks.
- Teachers: Schedule regular mask breaks, to allow students to breathe for a few minutes without the mask. Carefully ensure maximum physical distancing during these mask breaks.
- Bus drivers/monitors: Provide reminders to students of bus expectations such as wearing masks.
- Bus drivers/monitors: Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.
- Parents: Provide your child with a mask to wear to school each day.

4. Adequate Soap and Hand Sanitizer

- Custodians/District Administration: Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, and tissues.

5. Signs and Messages

- District Administration: Develop signage that promotes everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands, properly wearing a mask and social distancing).
- District Administration: Update messaging as guidance from CDC, WHO, state of Ohio, and local health trends change.
- District Administration: Create staff and parent/student educational and engagement materials to teach new safety procedures such as wearing masks, washing hands, and keeping distance from others as much as possible. Use visible reminders especially for maximum social distancing.
- District Administration: Incorporate these new safety procedures in the school's Positive Behavior Intervention Support plan.
- School Administration: Broadcast regular announcements on reducing the spread of COVID-19 on PA systems.
- District and School Administration/Teachers: Include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).
- School Administration/Teachers: Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.
- School Administration: Ensure proper signage is installed in building entrances, restrooms, hallways and common areas, offices, leading into the office, classrooms that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- Teachers: Deliver instruction to students on new safety procedures when school reopens.
- Parents: Follow posted guidelines and read all signage whenever entering the building.

Maintain Healthy Environments - PREVENTION

6. Cleaning and Disinfection

- District Administration: Ensure supplies are readily available for custodians and teaching staff.
- District Administration: Create and communicate safe and correct use and storage of cleaning and disinfection products , including storing products securely away from children. Use products that meet EPA disinfection criteria.
- Custodians Make sure teachers are provided with supplies needed daily including disinfectant and paper towels.
- Custodians Disinfect high touch areas frequently including during teacher plan bells, lunch and after school.
- Custodians: Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place.
- Custodians: Disinfect restrooms based on schedule provided by school administration. This includes but is not limited to door handles, toilets, stalls, and sinks.
- Custodians: Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.
- Custodians: Ensure designated doors are propped open at arrival and dismissal.
- Custodians: Ensure designated doors are closed after arrival and dismissal.
- Custodians: Update the cleaning seal checklist daily. See attachment.
- Custodians/Teachers: Ensure safe and correct use and storage of cleaning and disinfection products , including storing products securely away from children.
- Bus vendors: Ensure the bus is disinfected following outlined safety protocols.
- Teachers: Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room.

7. Shared Classroom Supplies and Technology

- Teachers: Encourage hand washing or hand sanitizer if students are sharing materials.

8. Ventilation

- District Administration: Ensure ventilation systems operate properly. And increase fresh air delivery and air exchange rates as much as possible and Increase frequency of air handling unit filter changes. See attachment.
- Teachers: Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.

9. Water Systems

- Custodians/District Administration: Drinking fountains should be cleaned and sanitized, but encourage staff and students to bring their own water to minimize use and touching of water fountains.
- Parents: Provide your student with a water bottle daily.

10. Modified Layouts (classrooms and buses)

- District Administration: Provide bus seating charts.
- District Administration: Provide storage solutions for extra furniture or classroom materials.
- School Administration: In the office, ensure seating areas are properly physically distanced.
- Teachers: Ensure classroom setup of desks/tables provides maximum social distancing for students - 6' distancing when feasible, otherwise the maximum distance allowed by the space.
- Teachers: Turn desks to face in the same direction if possible (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Teachers: Teach and reinforce maximum social distancing in the classroom and in all areas of the building.
- Students: Maintain appropriate physical distances at all times in the classroom, hallways, playground, office, and other locations in the building.

- Students: Maintain appropriate physical distances while at the bus stop, on bus lots, and while entering the building.
- Students: Sit in your assigned seat and remain seated, facing forward while riding the bus.

11. Physical Barriers and Guides

- District Administration: Install barriers in the main office to protect employees working in the main office.
- District and School Administration: Provide physical guides, such as tape on doors or sidewalks and signs on walls, to ensure that staff and children remain at maximum social distance in lines and at other times (e.g. guides for creating “one way routes” in hallways).
- School Administration: Remind individuals to maintain appropriate physical distances in the office and to position themselves behind the barriers when interacting.

12. Communal Spaces (cafeterias and playgrounds)

- **District Administration: Serve meals in the classrooms and/or cafeteria to ensure a minimum of 3' distancing during times when masks are removed.**
- School Administration: Do not allow large groups of students in communal spaces to promote social distancing.
- School Administration/Teachers: Create a schedule for staggered recess and use of playground equipment, for only small groups at a time.
- Custodians: Clean and disinfect playground equipment.
- Teachers: Teach and reinforce 6' social distancing on the playground.
- Teachers: Stagger the use of the gym for only small groups at a time and plan gym activities that allow for 6' social distancing. For any vigorous-intensity exercise, prioritize the use of outdoor space, and if indoors, it is especially important to maximize the physical space between individuals.

13. Food Service

- **District and School Administration: Utilize the cafeteria, classrooms, gyms, outdoor spaces or other spaces to ensure a minimum of 3' social distancing during the time when masks are removed.**
- School Administration: Use desktop barriers during the time masks are removed (recommended but not required). Keep the duration of time masks are removed as short as possible.
- District Administration: Provide appropriate trash receptacles and collection procedures to accommodate meals in classrooms.
- District Administration: Pack and distribute take-home meals for the students who choose remote learning.
- District Administration: Adjust extermination schedule as needed due to meals in the classroom.
- District Administration: Provide desktop barriers for meals when masks are removed.
- Teachers: Disinfect all desks and table tops before and after lunch.
- Teachers: Allow students to remove masks when seated and eating breakfast/lunch.
- Teachers: Ensure that technology devices are kept in a separate area if students are eating meals in the classroom.

Maintain Healthy Operations - PREVENTION

14. Protections for Staff and Children at Higher Risk

- District Administration: When possible, offer options for staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).
- District Administration: Develop and communicate leave policies for higher risk employees.
- District Administration: Offer options for students at higher risk of severe illness that limit their exposure risk (e.g., Cincinnati Digital Academy).
- District Administration: Order personal protective equipment for specialized units.
- Staff: Utilize personal protective equipment when teaching specialized units where close contact is necessary.

15. Regulatory Awareness

- District Administration: Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.

16. Gatherings, Visitors and Field Trips

- District/School Administration/Teachers: Pursue virtual group events, gatherings, or meetings, when possible. Keep student assemblies to small groups to promote 6' social distancing as much as possible. Work-related travel by staff is permitted following the [CDC Travel Guidance](#).
- School Administration/Teachers: Parents and community volunteers are permitted and must follow all of the safety precautions in this document at all times.
- School Administration/Teachers: External groups and community partners are permitted. This should include as few individuals as possible to deliver the program/service. All partner events, gatherings or visits must follow all of the safety precautions in this document, including but not limited to mask requirements, social distancing requirements, and limiting the number of individuals entering the event to prevent crowding and allow for social distancing.
- School Administration/Teachers: Special school events (such as proms, end of year celebrations, open houses and arts performances) are permitted if a maximum capacity limit is set and followed. Outdoor events are highly preferred and should be limited to no more individuals than can allow for 6' distancing. Large indoor events are now permitted at 25% of the normal capacity of the space being used. Schools should have a plan to monitor entry and access to the event in order to prevent crowding. See attachments for safety precaution checklists. For example, in a gym that normally can hold 200 people, the event should allow no more than 50 people at one time. Special school events must follow all of the safety precautions in this document, including but not limited to mask requirements, social distancing requirements, and limiting the number of individuals entering the event to prevent crowding and allow for social distancing.
- School Administration/Teachers: Field trips are permitted, only if the field trip destination follows safety precautions similar to those in this document. Bus seating charts should be created for field trips. For international travel by students, follow the [CDC Travel Guidance](#)
- Teachers/Parents: Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.

17. Cohort Small Groups

- School Administration/Teachers: Where possible, ensure that student and staff groupings are as static as possible, by having the same group of children stay together and with the same staff
- School Administration: Provide mobile carts as needed for teachers who are moving classrooms.
- School Administration/Teachers: Limit mixing between groups when at all possible.

18. Staggered Scheduling

- School Administration/Teachers: Ensure students maintain physical distance whenever possible.

- School Administration: Stagger arrival and drop-off locations or put in place other protocols to limit large crowds and contact between students who are not in class together.
- School Administration: When possible, implement staggered bell schedules to maximize physical distancing and student safety in the hallways.
- School Administration: Develop and implement locker use schedules for buildings where lockers are issued to students.
- School Administration: Monitor drop off and dismissal to ensure students do not congregate in groups.
- School Administration: If necessary, provide consequences to those who violate rules about social distancing and not congregating in groups. See the Positive Behavior Intervention Support plan.
- Teachers/Staff: Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.
- Teachers/Staff: Assist in supervision of restrooms, hallways, and common areas between classes.
- Students: Maintain maximum physical distance from peers whenever possible. 6' distancing when feasible, otherwise the maximum distance allowed by the space.
- Students: Report immediately to your classroom, upon arrival to school.
- Students: Follow all signage in the hallways and common areas.
- Students/Teachers: When possible, stay to the right when traveling down hallways and using stairs.
- Students: Follow locker use schedules as provided by staff for buildings who issue lockers.
- Students: Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.
- Students: If all restroom stalls are in use, students wait outside the restroom entrance.

19. Designated COVID-19 Point of Contact (nurses)

- District Administration: Identify and train school nurse to be responsible for responding to COVID-19 concerns.
- District Administration: Provide communication scripts for nurses in multiple languages.
- School Administration: Ensure that all school staff and families know who this person is and how to contact them.
- School Administration: Help build trusting relationship between nurse and teaching staff.
- Nurse: Coordinate parent permission form in advance for COVID-19 testing at school.
- Parents: Ensure contact information is up to date in the event the nurse needs to contact home.

20. Community Response Efforts

- District Administration: Participate with local authorities in broader COVID-19 community response efforts (e.g., sitting on community response committees).

21. Communication Systems

- District Administration: Create staff and parent/student educational and engagement materials to teach new safety procedures such as wearing masks, washing hands, and keeping distance from others as much as possible.
- District Administration: Provide school administration and Customer Care Center with responses for FAQ for parents for COVID-19 related questions.
- District Administration: Provide school administration with scripts in advance for various COVID-19 scenarios, in multiple languages.
- District/School Administration/Teachers: Include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).
- School Administration: Broadcast regular announcements on reducing the spread of COVID-19 on PA systems and on digital signage.
- Parents: Ensure contact information is up to date in the event the nurse needs to contact home.
- Students: Disseminate district communication about proper COVID-19 procedure to your peers via social media.

22. Leave and Absence Policies

- District Administration: Develop and communicate leave policies for higher risk employees. See attachment.
- District Administration: Develop and communicate policies that encourage sick employees and students to stay at home without fear of reprisal, and ensure employees, students, and students' families are aware of these policies. See attachment.

23. Back-Up Staffing Plan

- District Administration: Develop and communicate backup staffing procedures to ensure that instruction and operations can continue if individuals become ill.
- District Administration: Ensure high quality, trained substitute teachers are available.

24. Staff Training

- District Administration: Develop and deliver training program on all safety protocols for staff, parents, and students.
- Staff: Participate in and diligently apply the training on safety protocols.

25. Signs and Symptoms (daily health assessments)

- District Administration: **Communicate a self-screening process for staff and students to conduct at home before leaving for school. Temperature screenings should be done at home and will no longer be done at building entrances. School offices and nurses will still have thermometers available for use.**
- District Administration: Create a student and staff absentee dashboard to monitor illness rates in buildings.
- School Administration: Actively monitoring building health (absentee dashboard) and promptly following reporting requirements of building staff and students (on Pandemic Illness Tracking forms) who are absent or report ill during the day, due to COVID related symptoms or exposures.
- Students and Parents: Conduct self-screening every day prior to coming to a school building and do not come if you are running a fever higher than 100.4° or showing other symptoms.

26. Sharing Facilities

- School Administration/Teachers: Do not permit any external organizations to use the school facilities unless a building permit has been issued. **Building permits may be issued for essential or non-essential events and activities, per the regular facility rental guidelines. All gatherings and events MUST follow all of the safety precautions in this document, including but not limited to mask requirements, social distancing requirements, and limiting the number of individuals entering the event to prevent crowding and allow for social distancing.**
- School Administration/Teachers: External organizations that are approved to use the school facilities must also follow these same safety precautions..

27. Support Coping and Resilience

- District/School Administration: Ensure employees are familiar with the Employee Assistance Program
- District/School Administration/Teachers/Parents: Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- District/School Administration/Teachers/Parents: Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.

- District/School Administration/Teachers/Parents: Encourage employees and students to talk with people they trust about their concerns and how they are feeling.

Preparing for When Someone Gets Sick - TRACKING AND CONTAINMENT

28. Advise on Home Isolation Criteria

- Parents/Staff/Students: Sick employees or students should consult with their healthcare provider or local health department, and follow their guidance along with [CDC-recommended steps](#) if they are sick.
- Parents/Staff/Students: Sick staff members or students should not return until they have met CDC's [criteria to discontinue home isolation](#) and personal healthcare provider.

29. Isolate and Transport Sick

- District Administration: Install barriers as needed to protect employees working in the nurse's office.
- District Administration: Adjust air handlers in isolation areas if a confirmed case.
- School Administration/Teachers: Observe students throughout the day and refer students who have symptoms to the school nurse. See attachment.
- School Administration/Nurse: Ensure the student isolation area is properly supervised when in use.
- Nurse: Isolate students who are showing symptoms to a separate area away from other students and staff. See attachment.
- Nurse: Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area.
- Custodians: Ensure regular cleaning and disinfecting takes place in the office area and nurse's office.
- Parents: Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.

30. Clean and Disinfect

- District Administration: Establish protocols for cleaning and disinfecting areas of isolation of sick, areas where COVID positive individuals have been, and other areas as needed.. Facilities procedures will follow the CDC/EPA [guidance for cleaning and disinfecting](#), use products that meet [EPA disinfection criteria](#), and ensure [safe and correct use](#) and storage of [cleaning and disinfection products](#) including storing products securely away from children.
- Custodians: Clean and disinfect the isolation area and modify the ventilation system after students who utilize the area have left the building. See attachment.

31. Notify Health Officials and Close Contacts

- District Administration: Develop and communicate the staff/student ill procedures and the confirmed COVID-19 procedures. See attachment.
- District Administration: Provide standard letter templates to communicate confirmed cases.
- School Administration: When needed, communicate the building staff/students who are COVID positive and send parent notifications when directed to do so by Environment Health and Safety or the local health department (letter templates will be provided).
- District Administration: Monitor the Pandemic Illness Tracking Forms for staff and students and coordinate with local health department.
- District Administration: Notify local health department of confirmed or suspected cases.
- District Administration: Communicate with local health department to assess risk and other close contacts of a confirmed case. Close contacts will be notified. **Fully vaccinated individuals will not need**

to quarantine if free of COVID symptoms. If a student has been identified as a close contact of a COVID positive person at school, the student may continue to attend school while free of COVID symptoms.

- District Administration: Determine if a short term closure is necessary for a classroom, zone, school or entire district.
- District and School Administration: Develop and communicate a remote learning plan in the event of a short term or long term closure (see the Curriculum Principal Binder).
- School Administration: *Actively monitor return of staff and students who had previously reported ill, due to COVID related symptoms and ensure they are following proper protocol for Return to Work/School (usually, due to COVID absence, they will have a physician written Return to Work/School letter, or has followed the 10-14 day isolation or quarantine period (a School Nurse is an appropriate advisor on this item). [CDC Isolation Guidance](#). [Quarantine Guidance](#).*
- Staff: Understand and follow the district staff/student ill procedures and the confirmed COVID-19 procedures.
- Staff: Promptly complete the online Pandemic Illness Tracking forms to report COVID related illness, and COVID I confirmed or suspected COVID-19 cases.
- Teachers: Develop and communicate to students/parents the class remote learning instructional plan that will be used in the event of a short term or long term closure.
- Staff/Parents/Students: Be aware of and ready to implement the remote learning plan in the event of short term or long term closure.

Definitions:

COVID-19 Symptoms	Any one of these symptoms: Cough or Shortness of Breath /Chest Tightness,Headache, Sore throat, Chills, Body Aches, Body Shake, New loss of taste and/or smell
Close Contact	Individual who has had close contact (< 6 feet) for 15 minutes or longer with a: <ul style="list-style-type: none"> • Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness) or • Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation)
Confirmed Case	Person who has tested positive for COVID-19 (laboratory confirmed)
Suspected Case	Person who is awaiting test results for COVID-19 (laboratory) and has COVID-19 symptoms

Updates to This Plan:

Date	Updates
7-1-2020	Original version
7-7-2020	Added language for use of gym, after school care providers, Blended Learning Groups A & B assignments, breakfast kiosks, take-home meals, daily health assessments/temperature screenings, attachment for Facilities Disinfecting and Ventilation Guidelines.
7-14-2020	Added item #15 for Daily Health Assessment under School-Specific Safety Plan section (page 15)
7-15-20	Revised the Group A/B weekday schedule (page 6)
7-16-20	A revised Confirmed or Suspected COVID-19 Case Process linked (page 1)
7-29-20	2 attachments added: Daily Health Assessment Temperature Check Process and COVID-19 screening and testing (page 1)
7-31-20	1 attachment added: Daily Health Assessment Temperature Check Instructions 1 attachment updated: COVID-19 screening and testing (page 1)
8-3-20	1 attachment added: Cleaning Standards for Technology (page 1)
8-4-20	Revised attachments: Staff and Student Illness Protocol and Confirmed or Suspected COVID-19 Case Process (page 1) 1 attachment added: COVID-19 Related Posters and Signs (page 1)
8-5-20	1 attachment added: COVID-19 Confirmed Case Letter Template (page 1) Added bullet: District Administration: Limit central office staff from entering buildings other than the entrances where health screening occurs. (page 8) Re-worded for clarification the first bullet for weekly Group A/B under Staggered Schedule (page 6)
8-6-20	1 attachment added: Tools to Teach Students COVID-19 Safety Procedure (page 1) Link to CDC Isolation Guidance and CDC Quarantine Guidance (page 2 and 10)
8-17-20	2 attachments added: Student COVID-19 Guide and Employee COVID-19 Guide (page 1)

8-19-20	1 attachment added: Indoor Air Quality and Ventilation (page 1)
8-21-20	2 attachments added: Employee Return to Work Instruction and Supervisor Procedures for Ill Employees . 1 attached revised: Indoor Air Quality and Ventilation for COVID-19 (page 1)
8-27-20	2 attachments added: Safe Return to School for Students Video and Safe Return to School for Employees Video (page 1) 1 attachment updated: Indoor Air Quality and Ventilation (page 1)
9-24-20	2 attachments updated (page 1): Staff Leave Options for COVID-19 and COVID-19 Confirmed Case Notification Letter Template 7 attachments added (page 1-2): Return to School Safety Lesson Specialized Classroom Return to School Guidance Guidance for Cloth Face Coverings Decision Tree for COVID-19 Response for Students/Staff and Principal Checklist COVID-19 Illness Scenarios Meals In Classroom Process and Guidance Recess Guidance Added language for Food Service (page 6) District Administration: Provide desktop barriers for student desks for meals in classrooms when masks are removed.
10-7-20	4 attachments updated (page 1) : COVID-19 Confirmed Case Letter Templates (4)
10-12-20	1 attachment added (page 1): Pandemic Illness Tracking Link - Students
10-13-20	1 attachment updated (page 1): Confirmed or Suspected COVID-19 Case Process 1 attachment updated (page 1): Facilities Disinfecting and Ventilation Guideline for Confirmed Case
10-13-20	2 attachments deleted (page 1): 2 Confirmed Case Letter Templates (Classroom/Activity and Bus template) 1 attachment updated (page 1): Updated Close Contact Letter for Schools and Building-wide General Awareness letter
10-17-20	2 attachments updated (page 1): Confirmed or Suspected Case Process and Guidance for Cloth Face Coverings
10-26-20	2 attachments updated (page 1 and 2): Decision Tree for COVID-19 Response Student/Staff, and Supervisor Procedure for Employee Reporting Ill/COVID Exposure
10-28-20	1 attachment added (page 1): Isolation Processes and Forms
10-30-20	2 attachments updated (page 1): Added link for translated letters for COVID-19 Confirmed Case Letters (General Awareness and Close Contact letters)
11-9-20	1 attachment added (page 1): COVID-19 Scenarios Quick Sheet
11-13-20	2 attachments updated (page 1): Added CDC updated language for "close contact" for COVID-19 Confirmed Case Letters
12-9-20	1 attachment updated (page 1): Confirmed or Suspected Case Process
1-5-21	4 attachments updated (page 1): Employee - Return to Work Instructions, Supervisor Procedures for Employee Reporting COVID Related Situations; Staff Pandemic Illness Tracking Form. Removed Student Pandemic Illness Tracking Form.

2-3-21	Updated social distancing language for classrooms (page 5,7,8,14): 6' distancing when feasible, otherwise the maximum distance allowed by the space, with a minimum of 3'. CDC Quarantine guidance has been updated to allow 10 day quarantine for staff (page 3). 2 attachments updated (page 1): Confirmed or Suspected Case Procedure, COVID Scenarios Quick Sheet.
2-4-21	1 attachment updated (page 1): Staff Leave Options Related to COVID-19
3-10-21	Updated social distancing language for classrooms (page 6,8,9,15,18): "6' distancing when feasible, otherwise the maximum distance allowed by the space." Reference to ventilation attachment (page 6). Updated Communal Spaces and Food Service section to permit the use of cafeterias to help reach 6' distancing during time masks are removed for meals (page 7). Updated Staggered Scheduling section to remove Group A and Group B blended learning (page 8, 15). 2 attachments updated (page 1): Confirmed or Suspected Case Procedure, COVID Scenarios Quick Sheet.
3-17-21	1 attachment added: Staff Vaccination and Quarantine Update (includes fully vaccination exception to quarantine)
3-26-21	Updated Sharing Facilities section to allow for outdoor facilities rentals (page 9). Updated Gatherings, Visitors and Field Trips section to allow for outdoor gatherings and events, community partners that are essential to the academic goals of the school and cannot deliver their programs/services via virtual events, and volunteers that are serving in a role to support the safety plan (page 7).
4-15-21	2 attachments updated with 10-day reduced quarantine (page 1); template letters for schools
4-29-21	Walking field trips to outdoor locations will be permitted starting in summer school (page 7) Large indoor events with guests and visitors are still not permitted. Outdoor events are permitted with all safety precautions in place (page 7) Confirming still no work-related travel for staff (page 7)
5-6-21	1 attachment added - Criteria for Learning Model Shifts (page 2) 1 attachment updated - Confirmed or Suspected COVID-19 Case Process (page 1)
7-2-21	Updated link to "Pandemic Illness Tracking Form - Staff" for School Year 2022-21
7-6-21	Building rentals are permitted if events/activities follow safety protocols (page 9) Large indoor events with visitors and guests are permitted at 25% of normal capacity of the space (page 7)
7-7-21	1 attachment added - Performing Arts Guidelines (and request for approval form) (page 2) 1 attachment added - Large Indoor Gathering Guidelines (and request for approval form) (page 2)
7-19-21	Temperature checks at building entrances eliminated (page 9) Staggered bus arrival and departure eliminated (page 7) Field Trips permitted (page 7) Visitors and volunteers permitted and must follow all safety protocols (page 7) Work-related travel permitted (page 7) Teachers moving classrooms instead of students eliminated (page 7) Shared materials permitted (page 5) Distancing during meals when masks are removed is required to be 3' minimum (page 6) Close contacts will continue to quarantine if unvaccinated Masks will still be required for everyone indoors and on buses. Not required outdoors (page 3)
8-5-21	Close contacts may still attend class if free of COVID symptoms (page 10) Plastic barriers for meals are recommended but not required (page 6)
8-9-21	Updated Links for the following (page 1) #34. Fine & Performing Arts

	#4.Employee Return to Work Instructions #5.Supervisor Procedures for Employee Reporting COVID Related Situations #7 CDC Considerations for schools
8-9-21	Removed links/options for the following-#21 & 22
8-13-21	26. Decision Tree-updated link (page 1)
8-16-21	16. Updated Link COVID Confirmed Case Letter Template (page 1) 17. Updated Link COVID Confirmed Case Letter Template (page 1)
8-18-21	Added School-Specific Safety Plan Template (page 14-15)
8-23-21	Updated #25- Guidance for face coverings
8-27-21	Updated # Indoor large gathering guidelines

**Some portions were adapted from the Lebanon City Schools Fall 2020 Reopening Plans*

Cincinnati Public Schools

School-Specific Safety Plan for School Reopening

COVID-19 Pandemic Preparedness Fall 2021

School Name:

Person Submitting Plan:

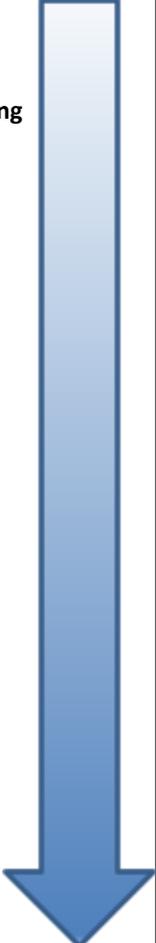
	Building-Specific Safety Plans
1	<p>Describe your building plan to maximize physical distancing in the classrooms. Students should be a minimum of 3' apart. When at all possible, teachers should remain 6' apart from students. Buildings may need to creatively use other space for classroom space to ensure this distancing, such as media center, art and music rooms, or athletic spaces.</p> <p>Individual school floor plans can be found here: https://drive.google.com/drive/folders/1DeZs6f3A1Im2kW1SdChMrz66h16OvMBF?usp=sharing</p> <p>Various sample furniture layout templates can be found here: https://drive.google.com/drive/folders/1DeZs6f3A1Im2kW1SdChMrz66h16OvMBF?usp=sharing</p>
2	Describe your building plan for storage of extra furniture or classroom materials, if needed
3	Describe your building plan to avoid hallway congestion & stagger recess
4	Describe your building plan to identify and isolate staff or students who are exhibiting COVID-19 symptoms during the school day (after arrival), including identifying the isolation area. The isolation area should be separated from the well-area of a nurse office.
5	Describe your building plan to educate students and parents on new safety protocols (videos and written materials will be provided by district administration), including visual reminders throughout the building.

6	<i>Describe your building plan to replace large school assemblies when possible with other means of communication or virtual events.</i>
7	<i>Describe your building plan to be prepared for remote learning, in the event a short term or long term closure is necessary.</i>
8	<i>Describe your building plan to give reminders and warnings to students not following these safety protocols. See the Positive Behavior Intervention Support Plan.</i>
9	<i>Describe your building plan for identifying backup staffing for principal and for reviewing, updating, and distributing the school emergency plan.</i>
10	<i>Your school nurse will be your primary Building COVID-19 Point of Contact. Describe how your building will ensure everyone knows who the primary contact is and identify the backup contact, in case the primary contact is absent.</i>
11	<i>Other than the plans listed above, describe any other specific building plan which may be necessary to implement 3' minimum social distancing, mask-wearing, handwashing, cleaning, or other guidelines listed in this document.</i>

Employee Discipline

CPS retains the right and the responsibility to manage the workforce. When the discipline of an employee becomes necessary, such action shall be in proportion to the employee’s offense or misconduct, consistent with the law and/or the specific provision of any appropriate collective bargaining agreement. All matters that could involve discharge from Cincinnati Public Schools must be dealt with in accordance with Ohio revised Code 3319.16.

The following actions may lead to a recommendation of disciplinary action, including suspension with or without pay, or termination. This list does not include all prohibited conduct, but is intended to suggest the types of conduct that will not be condoned:

<ul style="list-style-type: none"> ● Insubordination ● Refusal to follow a supervisor’s reasonable instruction ● Deliberate disregard of established safety and health practices ● Not taking your temperature prior to entering a CPS building ● Wearing a mask ● Gathering in large groups ● Inappropriate and unprofessional communications ● Violation of Board policy 9125 	<p>Discipline Conference/Hearing</p> 
<ul style="list-style-type: none"> ● Inappropriate communication with another staff member ● Use of abusive, profane language or inappropriate language toward students, visitors, or other employees ● Negligent inattention to work while on duty or conduct while on duty, resulting in personal injury or property damage or loss of instructional time 	<p>Letter in Personnel File</p>
<ul style="list-style-type: none"> ● Failure to immediately report an accident or injury on the job ● Falsification of any school record or employment application ● Unauthorized use of school property and equipment ● Workplace harassment ● Violation of any District policy or procedure 	<p>Required PD Administrative Transfer</p>

<ul style="list-style-type: none"> ● Deliberate damage to, or destruction of, school property or property of another ● Disorderly conduct on school property or while on duty, including fighting, threatening, or attempting to inflict bodily harm on another person ● Inappropriate use of electronic communications ● Illegally possessing, using, selling, or buying controlled substances or other intoxicants during work hours, or reporting to work under the influence of alcohol or controlled substances ● Theft 	<p style="text-align: center;">Paid Leave</p> <p style="text-align: center;">Suspension (unpaid leave)</p>
<ul style="list-style-type: none"> ● Unauthorized absence or misuse of leave ● Use or possession of any dangerous weapon on school property 	<p style="text-align: center;">Termination</p>

The District has created a Complaint Hotline number 363-0671 so employees can call and express concerns/issues when mask wearing & social distancing guidelines are not being followed.

The COVID Hotline for supervisor staff Covid reporting as well as employee and parent COVID question is 513-363-0527.

District Travel for the 2021-22 School Year

The Board of Education approved the suspension of Board Policy 2340: Field and Other District Sponsored Trips (supporting and encouraging field trips for the students) for the 2021-22 school year at the July 13, 2021 Board meeting.

“The Board presently anticipates that no staff travel or student field trips outside of a 100-mile radius will be scheduled or approved for the 2021-22 school year.”

Cincinnati Public Schools – Employee and Labor Relations AND Talent Acquisition and Staffing Departments Information

Equal Opportunity Employment

Cincinnati Public Schools is an affirmative action/equal opportunity employer in compliance with all applicable federal and state legislation and regulations. All academic and business service opportunities and employment practices such as recruitment, appointment, promotion, and transfer are administered without regard to race, color, age, religion, national origin, sex, sexual orientation, handicap or veteran's status. CPS values diversity among all its employee groups.

Prohibition against Harassment of Students and Staff

Prohibited Conduct

The CPS policy against harassment is applicable to harassment on all bases protected by law, including age (forty (40) and over), gender, race, color, religion, national origin, sexual orientation, disability, or veteran status.

CPS prohibits harassment of its employees, contractors, visitors, and students. It is a violation of this district's policy for employees, visitors, contractors, or students of CPS to harass an employee or a student or to condone such conduct. This policy applies to all claims of harassment, including but not limited to student-to-student, staff-to-student, and staff-to-staff conduct. A violation of this policy may result in disciplinary action up to and including dismissal or other action as appropriate.

No person cited in the previous paragraph shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee with regard to employment conditions such as hiring, termination, promotion, wages, or a significant change in benefits. No employee shall threaten or insinuate, either explicitly or implicitly, that a student's refusal to submit to sexual advances will adversely affect the student with regard to material, academic decisions, or opportunities. No supervisor or employee shall insinuate that an employee's or student's acceptance of sexual advances will positively affect an employee or student with respect to such conditions. This policy confirms that submission to unwanted advances will never constitute an actual condition of employment or academic or extra-curricular opportunity. Any representation to the contrary is not to be relied upon. Immediate reporting of such unwanted advances is mandatory.

Any unwelcome verbal or physical conduct may be viewed as harassment if such speech or conduct is because of protected characteristics such as race or gender and has the purpose or effect of unreasonably interfering with an individual's job or academic performance or creating an intimidating, hostile, or abusive work or academic environment. Therefore, such speech or conduct is prohibited.

Inappropriate or unprofessional remarks or conduct may be reason for intervention and discipline whether or not they are actually harassing. All possible examples of poor judgment or unprofessional conduct cannot be listed here. However, the following examples will serve to illustrate the kind of speech or behavior not wanted in CPS:

1. Verbal abuse of a sexual, racial, or ethnic nature
2. Sexual gestures
3. Commenting about an individual's body or clothing in a sexually offensive manner
4. The unwelcome touching of another person
5. Degrading words used to describe an individual's race, age, sex, sexual orientation, religion, ancestry, or disability; Board Policy 2260.02
6. Similarly degrading objects, pictures, cartoons, magazines, e-mails, or computer images

The educational mission of CPS should advance in an environment of professionalism and trust. Actions of members of the community that detract from such an environment are to be guarded against. Relationships

between faculty and student, supervisor and employee, Board members and others, should be built on professionalism and trust, should be consistent with CPS's mission and should avoid even the appearance of a conflict of interest, exploitation, personal favoritism, or bias.

Accordingly, no member of the Board, faculty, staff, or administration shall:

1. Engage in sexual/romantic/amorous relationships (whether or not consensual)with students.
2. Engage in sexual/romantic/amorous relationships (whether or not consensual)with subordinate employees or other persons over whom they have instructional, supervisory, monetary, or other authority.
3. Engage in social or personal relationships with persons over whom they have authority or influence when or to the degree such relationship may be a conflict of interest, impair objectivity, and create the appearance of impropriety, bias, or favoritism.

When an individual is unclear about whether a relationship may violate CPS's policy in this regard, they should notify the Office of General Counsel of the issue so that appropriate review and resolution may occur.

Reporting Harassment

It is everyone's responsibility to maintain a discrimination and harassment-free work and educational atmosphere. This includes freedom from harassment not only by employees and students, but also by other persons whom CPS employs and students encounter in the course of their employment and education. School staff who has reason to believe that harassment has occurred must immediately report the conduct to their principal or supervisor (or their designee) or to the General Counsel.

Principals and supervisors (or their designees) must report any reports they receive to the General Counsel. A harassment report form is available on CPS's website. Complaints may be forwarded directly to:

Office of General Counsel
Education Center
2651 Burnet Avenue
Cincinnati, Ohio 45219
Main (513) 363-0111 and Fax (513) 363-0055

Employees who have a complaint or concern about possible harassment of any employee or student in connection with incidents they have experienced or of which they are aware are required to report such complaint or concern immediately to the Office of General Counsel or the Employee Labor Relations Department, if the complaint is against the Office of General Counsel.

Although an employee may choose to discuss the complaint or concern with his/her supervisor, a report to a supervisor or peer does not fulfill this reporting requirement. Supervisors should not conduct investigations. The Office of General Counsel and/or the Employee Labor Relations Department is prepared to receive complaints about behavior that is perceived as unprofessional or inappropriate regardless of whether the behavior constitutes unlawful harassment.

Students and parents who have a complaint or concern about possible sexual harassment of any student in connection with incidents they have experienced or of which they are aware are required to report such complaint or concern immediately to the Office of General Counsel. For this policy CPS's hot-line number is

363-0111. To discuss the concern or complaint with a teacher, administrator, or peer, or to report to a teacher, school administrator or peer does not fulfill this reporting requirement, nor should those people conduct investigations.

The Office of General Counsel and the Employee Labor Relations Department will receive and document complaints about behavior that is perceived as unprofessional or inappropriate regardless of whether the behavior constitutes unlawful harassment.

For each complaint, they will complete an investigatory report that will include, at a minimum: (1) the name or a description/ identifying information available and protected class of the alleged victim and, if different, the name or a description/identifying information available and protected class of the person reporting the allegation; (2) the nature of the allegation, a description of the incident, and the date and time (if known) of the alleged incident; (3) the name(s) and protected classes of all persons alleged to have committed the alleged harassment, if known, or a description/identifying information available if the name is not known; (4) the name(s) or description/identifying information and protected classes of all known witnesses to the alleged incident; (5) any written statements of the reporter, the victim (if different from the reporter), the accused, and any known witnesses; (6) the outcome of the investigation; and (7) the response of school personnel and, if applicable, District-level officials, including the date any incident was reported to the police, with the exception of reports of child abuse or neglect. The Office of General Counsel will maintain all reports made either to it or the Employee Labor Relations Department under this policy.

If a complainant requests confidentiality, CPS will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. CPS must evaluate the request for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for students and staff.

When an employee, student, or parent of a student reports a claim of harassment to the Office of General Counsel or the Employee Labor Relations Department, an investigation will be conducted and prompt, appropriate corrective action will be taken. The General Counsel or Employee Labor Relations Department shall investigate by reviewing all relevant documentation and, where appropriate, interview all persons with knowledge of the alleged harassment. In making its determination regarding whether harassment occurred, CPS will determine whether the facts constituting harassment alleged by the complainant are more likely true than not true. Investigation results will be communicated to all parties in conference or in writing no later than 20 calendar days from the date of the initial complaint, unless circumstances require a longer investigation.

CPS will use available means to stop, remedy, and prevent the recurrence of any conduct found to be in violation of this policy. Such means may include taking steps to remedy the effects of harassment on victims and establishing measures to ensure the safety of all staff and students.

Retaliation against an employee or student because of a report of harassment or because of participation in an investigation of alleged harassment is prohibited and will not be tolerated. Employees and students are required under this policy to timely report allegations of suspected retaliation to the Office of General Counsel or the Employee Labor Relations Department. Complaints of retaliation will be investigated and, where appropriate, may lead to disciplinary action up to and including potential dismissal. Regardless of who is involved or the status of the accused, retaliation as set forth above is not permitted.

Professionalism

All CPS staff have a special responsibility to be role models for students and representatives of CPS to parents and the community. Employees are expected to conduct themselves in a professional manner at all times.

Professional Employee Dress and Grooming

The Board retains the authority to specify the following dress and grooming guidelines for employees that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional employees shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
and
- D. be groomed in such a way that their appearance or dress does not disrupt the educational process nor cause a health or safety hazard.

Identification Badges

During work hours, while on CPS property every employee must wear an identification badge issued by CPS's Security Office. Consultants who work on CPS' property also must wear an identification badge issued by CPS's Security Office.

Americans with Disabilities Act

In accordance with Federal and State Office for Civil Rights Guidelines, any employee who believes the Cincinnati City School District or any of CPS's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1991 (disability), may file a complaint which shall be referred to as a formal grievance.

Mandatory Reporting of Suspected Child Abuse

All District employees (and other government employees who work with children) are required by law to report suspected child abuse or neglect. To fulfill the law's requirements, an employee must report the suspected abuse or neglect to the proper authorities, which, for CPS employees, is the Hamilton County Department of Job and Family Services at 241-KIDS. This agency will determine whether to investigate the report.

Failure to make the mandatory report when child abuse or neglect is suspected could result in discipline up to and including termination and/or criminal penalties.

For more information, refer to CPS's website www.MyCPS.cps-kl2.org or contact the Employee Labor Relations Department at 363-0130 or Office of General Counsel at 363-0111.

Bargaining Units

CPS employees are represented by a number of unions. If you are a member of a union, contact your union representative for additional details related to the topics addressed in this handbook. For employees not represented by a union, please contact the Employee Labor Relations Department with questions.

The following bargaining units represent employees within Cincinnati Public Schools:

Cincinnati Federation of Office Professionals (CFOP)

2055 Reading Road Suite 120

Cincinnati, Ohio 45201-1461

Telephone: (513)961-2272

American Federation of State, County, and Municipal Employees, Local 232 (AFSCME)
1213 Tennessee Avenue
Cincinnati, Ohio 45229
Telephone: (513)641-2900

Cincinnati Federation of Teachers (CFT)
2055 Reading Road. Suite 120
Cincinnati, Ohio 45201-1461
Telephone: (513)961-2272

Greater Cincinnati Building Trades Council 1550 Chase Ave
Cincinnati, Ohio 45223
Telephone: (513)541-0328

Operating Engineers, Local 20 1150 West 8th St. Suite 205
Cincinnati, Ohio 45203
Telephone: (513)751-1671

The Collective Bargaining Agreements can be found at <https://sites.google.com/a/cpsboe.k12.oh.us/cps-human-resources/collective-bargaining-agreements?authuser=0>



Performance Evaluation

Performance evaluations are developed and modified in conjunction with employee groups to ensure alignment with CPS's strategic goals. An individual performance evaluation will help guide an employee in his/her day-to-day activities as well as help them grow in our ever-changing educational environment. Specific information about each employee's evaluation will be disseminated by the Talent Acquisition & Staffing Department according to the evaluation calendar.

Some positions in CPS require a probationary period. This is an important time for an employee and the employee's supervisor. It provides the supervisor an opportunity to evaluate a new employee's performance, and it gives the new employee the opportunity to adjust to the job. Refer to your bargaining agreement for details.

For more information on your evaluation, please login to Schoology and navigate to this page <https://schoology.cps-k12.org/course/2247514814/materials>

Conflicts of Interest

The Ohio Revised Code explicitly prohibits conflict of interest situations for all board members, employees and Agents of the State and its political subdivisions. The policy of the Cincinnati Board of Education regarding possible conflicts of interest of employees is based on the principle that decisions made by all board members, supervisors, faculty, staff administrators or employees in the performance of their work responsibilities must be made in the best interest of CPS. In reaching these decisions, persons previously cited in this paragraph must not be influenced by personal considerations which might affect judgments to what is in the best interests of the Cincinnati Public Schools.

Transactions with individuals and organizations outside CPS will be conducted on a highly ethical basis. A conflict of interest exists when an employee uses his or her influence, knowledge of District events, or power or position to bring about a direct or indirect personal benefit from a business transaction with CPS (other than the employee's regular compensation). Board Policy 4116.24 sets out the Conflict of Interest Policy.

Annually, you will be asked to acknowledge receipt of the Conflict of Interest and Workplace Harassment agreement which is to be submitted electronically by each Board Member and All employees to the Office of General Counsel. For additional information visit CPS's website at <http://MyCPS.cps-k12.org>

If an employee is uncertain whether a given situation violates CPS's Conflict of Interest policy, the employee must immediately bring the questionable situation to their supervisor, the Employee Labor Relations Department, the Office of General Counsel, or the Superintendent.

Personal Status Changes

For changes in names, address, telephone number or marital status, please make changes on the Employee Online

portal <https://cin-eo.businessplus.powerschool.com/ifas7/login/login.aspx?ReturnUrl=%2fBusinessPLUS%2fEmployeeOnline%2fEOHomePage> or in writing to the Employee Labor Relations Department.

Employment Verification

Employee or former employee requests for verification of employment or reference checks must be submitted to the Employee Labor Relations Department. Information provided will be limited to an employee's dates of employment and position titles. Salary information is provided only with a signed release from the employee. Employees should keep in mind, however, that their personnel files, emails, and other documents may be requested pursuant to the Ohio Public Records Act.

Personnel Files

Personnel files for all administrative, professional and support staff are maintained in the Employee Labor Relations Department and are available for employees to review. Employees must schedule an appointment to review their files. A fee will be charged for copies of a file.

Personnel files of school district employees are public records, and may be requested pursuant to the Ohio Public Records Act. Medical information, social security numbers, financial information, home address and home phone number records may be redacted and should not be made available pursuant to a public records request.

Safety and Health Program

CPS's goal is to provide a safe and healthy work environment for all employees at all work sites, as defined by governmental regulatory requirements. Each employee is responsible for following regulatory requirements for his/her safety and the safety of fellow employees and the students.

Written guidelines are provided in CPS's Safety Manual, Employee Safety Handbook, other related work practices and information as well as online resources on My CPS under Environmental Health & Safety. <https://sites.google.com/a/cpsboe.k12.oh.us/environmental-health-and-safety/procedures-services> It is the employee's responsibility, as well as the supervisor's, to seek additional information or clarification before proceeding with a work activity.

Accidents and injuries that occur on the job are of great concern. Specific guidelines and report formats exist to assist CPS in providing employees with the best and most appropriate treatment options.

Employees' adherence to the guidelines is necessary to minimize delays in treatment and potential long-term complications as a result of injuries. Any accident or injury must be reported to your supervisor immediately. <https://sites.google.com/a/cpsboe.k12.oh.us/environmental-health-and-safety/page-1>

Whistleblower Protection

Employees must be honest and ethical in their conduct, and comply with applicable State and Federal law, Board policies and administrative guidelines. The Board of Education encourages staff to report possible violations to their immediate supervisors.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that may violate Federal or State law, or Board policy, to report this conduct to the attention of his/her immediate supervisor. If the employee reasonably believes that the violation is a criminal offense that is likely to cause an imminent risk of physical harm to persons or a hazard to public health or safety, or an improper solicitation for a contribution, the employee shall orally notify the employee's supervisor or other responsible officer of the Board of the violation and subsequently shall file with that supervisor or officer a written report that provides sufficient detail to identify and describe the violation.

If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of students' education records. Generally, CPS cannot disclose personally identifiable information to persons outside CPS without written consent from a parent or a student aged 18 or over.

More information on FERPA compliance can be found at:

<https://www.cps-k12.org/community/customer-care-center/student-records>



Cincinnati Public Schools – Employee Expectations

Attendance and Attendance-Related Information

Recognizing individuals employed by Cincinnati Public Schools directly or indirectly are responsible for providing high quality learning opportunities, all employees are expected to be at work on time every day. When an employee is going to be absent or tardy, prompt communication according to the procedures established at work sites is important.

Absence Notification

An employee who is unable to report to work because of sickness or an emergency must notify the employee's supervisor (or the supervisor's designee) per established guidelines at the employee's worksite. Failure to properly notify a supervisor is considered an unauthorized absence, which may result in the loss of pay for the time of absence and/or disciplinary action up to and including termination.

Severe Weather Procedure (Snow & Cold Days)

When severe weather or emergencies impact CPS, an alert banner will display on the CPS website (www.cps-k12.org).

Information on school closings or delays is also available from:

- Automated phone calls
- CPS app
- Local TV and radio stations (live and on the stations' websites)

CPS will rarely dismiss schools early. If this occurs, the building administrators will take the lead. More information on Staff Reporting for severe weather can be found at:

<https://www.cps-k12.org/families-students/alert-policies/staff>



Sick Leave

All employees participate in the Sick Leave Plan. This plan is designed to protect an employee and the employee's family against wage loss caused by illness or injury, resulting from the inability to work due to illness or injury or the need to care for family members.

Full-time employees /certificated employees earn 1.25 sick days per month.0608 per hour towards sick leave that accumulates over time (15 days per year for full-time employees).

Part-time Civil Service employees earn .0575 per hour towards sick days in proportion to the number of hours worked. For example, an employee who works half time earns .625 sick days per year leave that accumulates over time (15 days per year for full-time employees).

Sick days accumulate without limitation and are banked until the employee needs to take time off for qualified absences. Time off may be taken for the employee's own illness or injury, or the illness or injury

of immediate family members (parent, child, spouse, sister, brother, aunt, uncle, nephew, niece, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law and a child's spouse). Accumulated sick leave totals are shown on employees' paychecks.

To use sick leave days, an employee must submit a Sick Leave Form to the person responsible for submitting payroll in their work area. If the absence lasts more than five days and was caused by the employee's own illness/injury, the employee must provide a doctor's statement. The doctor may complete the back of the Sick Leave Form or write a specific note on a prescription pad.

Sick days may be advanced to an employee if the employee uses up banked days. Refer to the collective bargaining agreement for details. If employees are unclear about the sick leave advance policy, contact the Employee Labor Relations Department at 363-0130.

Sick Leave Earned With Other Public Employers

All public employers in Ohio award sick leave days and allow them to accumulate. Employees with service with any Ohio public employer should ask their former employers to transfer sick leave days to CPS. This transfer may be made within a ten-year time period. It is an employee's responsibility to seek the transfer of accumulated sick leave.

Bereavement Leave

Employees may use up to three days of absence chargeable to sick leave for a death in the immediate family or permanent member of the household. (Immediate family means parent, child, spouse, sister, brother, aunt, uncle, nephew, niece, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law and a child's spouse.) Refer to your bargaining unit contract for details.

Jury Duty Summons or Subpoena

Employees summoned for jury duty shall incur no loss in pay, benefits or accrued leave. Employees who are subpoenaed to appear in court or an administrative hearing as a representative of Cincinnati Public Schools will not incur loss in pay, benefits, or accrued leave.

Personal Leave

Personal Leave is paid release time during normal regular work hours to allow an employee to conduct personal business. Arrangements must be made with the employee's supervisor to cover or reschedule work assignments during the leave period. The reason for personal leave is to be reflected on the Personal Leave Form. Certain job classifications are not eligible for personal leave. Refer to your collective bargaining agreement for details.

Military Leave and Return from Service

An employee may be entitled by state or federal law to take military leave. Contact the Employee Labor Relations Department for additional information.

Overtime

A supervisor may request overtime work. No employee shall work overtime unless authorized in advance by the employee's supervisor. Refer to the collective bargaining agreement for details.

Payday

Employees are paid every two weeks.

CPS is required to make payroll deductions including, but not limited to, the following: City of Cincinnati income tax, federal income tax, state income tax, court ordered deductions, healthcare, Medicare, and the Ohio School Employees Retirement System (SERS) or the State Teachers Retirement System (STRS).

Work Hours

The work schedules and hours of work vary for each employee group. Check with your supervisor and/or the collective bargaining agreement for details.

Prohibited Conduct

Most employees will do an excellent job of following the rules and representing CPS well. However, in the event that an infraction does take place CPS has in place a progressive discipline plan for employees. See chart below.

Central Office and Iowa Street Virtual Work

As approved by the BOE, some Central Office and Iowa Street Employees may be eligible for virtual work beginning June 21, 2021. Please review the [new guidelines for telework](#) carefully. If you believe you are eligible and wish to pursue virtual work, complete the mandatory new SafeSchools training and fill out a Telework Request Form for approval.

Instructions to complete the SafeSchools telework course can be found here: [CPS Central Office Telework](#).

If you have additional questions regarding the new telework guidelines, please speak with your direct supervisor.

For SafeSchools support, contact LaunchED at 513-363-0406 or LaunchED@cpsboe.k12.oh.us.

Employee Discipline

CPS retains the right and the responsibility to manage the workforce. When the discipline of an employee becomes necessary, such action shall be in proportion to the employee’s offense or misconduct, consistent with the law and/or the specific provision of any appropriate collective bargaining agreement. All matters that could involve discharge from Cincinnati Public Schools must be dealt with in accordance with Ohio revised Code 3319.16.

The following actions may lead to a recommendation of disciplinary action, including suspension with or without pay, or termination. This list does not include all prohibited conduct, but is intended to suggest the types of conduct that will not be condoned:

<ul style="list-style-type: none"> ● Insubordination ● Refusal to follow a supervisor’s reasonable instruction ● Deliberate disregard of established safety and health practices ● Not taking your temperature prior to entering a CPS building ● Wearing a mask ● Gathering in large groups ● Inappropriate and unprofessional communications ● Violation of Board policy 9125 	<p>Discipline Conference/Hearing</p>
<ul style="list-style-type: none"> ● Inappropriate communication with another staff member ● Use of abusive, profane language or inappropriate language toward students, visitors, or other employees ● Negligent inattention to work while on duty or conduct while on duty, resulting in personal injury or property damage or loss of instructional time 	<p>Letter in Personnel File</p>
<ul style="list-style-type: none"> ● Failure to immediately report an accident or injury on the job ● Falsification of any school record or employment application ● Unauthorized use of school property and equipment ● Workplace harassment ● Violation of any District policy or procedure 	<p>Required PD Administrative Transfer</p>
<ul style="list-style-type: none"> ● Deliberate damage to, or destruction of, school property or property of another ● Disorderly conduct on school property or while on duty, including fighting, threatening, or attempting to inflict bodily harm on another person ● Inappropriate use of electronic communications ● Illegally possessing, using, selling, or buying controlled substances or other intoxicants during work hours, or reporting to work under the influence of alcohol or controlled substances ● Theft 	<p>Paid Leave</p> <p>Suspension (unpaid leave)</p>
<ul style="list-style-type: none"> ● Unauthorized absence or misuse of leave ● Use or possession of any dangerous weapon on school property 	<p>Termination</p>

Smoking

Smoking is prohibited anywhere on district-owned property including:

- All buildings and grounds
- Board-owned vehicles
- Facilities used or leased by CPS.

Substance Abuse

It is the policy of Cincinnati Public Schools to provide employees with a drug-free workplace. The following conduct is prohibited:

- Unlawful manufacture, distribution, dispensation, possession or use of any controlled substance (drugs) on CPS property during work hours or while attending any district sponsored activity or function.
- Reporting to work (including returning from breaks) under the influence of alcoholic beverages or controlled substances (drugs).
- Driving any CPS vehicle on business, while under the influence of alcoholic beverages or controlled substances (drugs).
- Consumption, use, possession, sale, or purchase of alcoholic beverages on CPS property during work hours or while attending any activity or event sponsored by CPS.

Weapons

Professional employees are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, *in* a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a District-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall report a professional employee who violates this policy to law enforcement officials, regardless of whether such staff member possesses a valid concealed weapon license. The professional employee will also be subject to disciplinary action, up to and including the termination of employment, in accordance with Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

1. weapons under the control of law enforcement personnel
2. drill weapons for R.O.T.C. programs
3. theatrical props used in appropriate settings
4. starter pistols used in sporting events

Professional employees shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the appropriate administrator. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

In accordance with State law, CPS posts notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form:

Unless otherwise authorized by law, pursuant to Ohio Revised Code 923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

CPS shall conspicuously post the notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report.

Employee Ethics

The Board of Education expects all employees to maintain high standards in their working relationships, and in the performance of their duties, to:

- Recognize basic dignities of all individuals with whom they interact in the performance of duties
- Represent accurately their qualifications
- Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates
- Seek and apply the knowledge and skills appropriate to assigned responsibilities
- Keep in confidence legally-confidential information and follow all federal and state laws regarding confidential information
- Ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests.
- Comply with Ohio Department of Education Licensure Code of Professional Conduct
<http://education.ohio.gov/Topics/Teaching/Professional-Conduct/Licensure-Code-of-Professional-Conduct>
- Refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

Receipt of Gifts

While the Board of Education considers the presentation of gifts to employees by students and their parents an undesirable practice, employees may accept gifts of *nominal* value from students or parents. Individual gifts from the professional employee to each student are strongly discouraged. It is suggested that if a professional employee wishes to give a gift, they may do so as a gift to the classroom, for example, library books or other educational resources for the class.

Upon the recommendation of the Superintendent, the Board shall consider, as appropriate, the presentation of token gifts to retiring employees who have rendered service for a period of time.

Employees shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services.

Cincinnati Public Schools - Communications

Media Policy

In Cincinnati Public Schools, the Office of Communications and Engagement (OCE) Department is responsible for the public information released about CPS, as directed by the superintendent. CPS's official spokesperson is the Chief Strategic Communications Officer or the Chief Officer's designee.

Employees who receive calls from the media (newspaper, TV or radio reporters) for official CPS comment should direct the callers to the Office of Communications and Engagement (OCE). The Office of Communications and Engagement will determine what interviews will be conducted and what information will be given out. OCE will work directly with principals on media inquiries about individual schools. In a crisis or emergency situation at a school, all information given to the media will be coordinated by the OCE and the principal.

More information on branding, marketing, and communications can be found out at:

<https://sites.google.com/a/cpsboe.k12.oh.us/public-affairs-cps/home?authuser=0>



Social Media

What is Social Media?

Social media includes the various online websites and tools that enable people to communicate easily over the Internet to share information and resources. Social media can include text, audio, video,

images, podcasts and other multimedia communications. These websites provide information and allow for interaction through user-generated content.

Social media is accessed through various forms of technology, including computers, notebooks, smart phones, tablets and other devices that allow Internet access.

Cincinnati Public Schools uses several social media tools, including Facebook, Twitter, Instagram, and YouTube.

Social Media Policy

The Cincinnati City School District recognizes the importance of using social media as a communication and learning tool. This document provides CPS's guidelines regarding the use of online social media by its employees.

All staff members are expected to serve as positive ambassadors for CPS and appropriate role models for students. It is vital that staff maintain professionalism in their interactions with students and the community. Failure to communicate professionally when using social media could be a violation of Board policies - making district employees subject to disciplinary action.

Personal Media Guidelines

Although staff members enjoy free speech rights guaranteed by the First Amendment to the United States Constitution, certain types of communication, typically by virtue of their subject-matter connection to CPS or its schools, may have ramifications for the author, CPS or its schools.

When using technology owned by CPS, all communication is governed by the Board's Acceptable Use Policy (#7540.04). Students and staff should not expect privacy in the contents of their personal files on CPS's Internet system or other District technology, including email. District technology may only be used for educational or District business purposes. Use for personal purposes, such as personal blogging, instant messaging, online shopping or gaming, is not allowed.

Use of personal technology (equipment that a staff member owns personally for personal use) may violate CPS's acceptable use policy if CPS reasonably believes the conduct or speech will cause disruption to school activities or a staff member's ability to perform his/her job duties.

Personal Internet usage should be unrelated to school. In certain circumstances, courts have held that personal online communications may be connected enough to CPS to result in staff member discipline.

Personal Technology Guidelines

Work/Personal Distinction - Staff members must maintain a clear distinction between their personal social media use and any District-related social media sites.

Limit On-Duty Use - Staff members must limit their personal technology use during duty hours. Use of personal technology should be limited to off-duty time and designated breaks. Student Photographs -Absent parent permission for the particular purpose, staff members may not send, share or post pictures, text messages, emails or other material that personally identifies students in electronic or any other form of personal technology. Staff members may not use student images, emails or other personally identifying student information.

All policies and procedures concerning technology and CPS can be found at:

<https://sites.google.com/a/cpsboe.k12.oh.us/itm/tech-policies-2?authuser=0>

Board-Employee Communications

The Board of Education maintains open channels of communication with employees. Employee communications with the Board of Education must be through the Superintendent.

Communications within CPS

CPS uses the Internet to present to employees and the public a variety of helpful information about CPS in an easily updated format.

Cincinnati Public School Public Website - www.cps-k12.org



This comprehensive, public site is updated regularly and maintained by the Office of Communications and Engagement. The site is accessible to handicapped users, meets the federal government's Rehabilitation Act's guidelines, and adheres to federal guidelines for posting student information.

MyCPS - <http://MyCPS.cps-k12.org>



This is a public web site for CPS' employees. It is geared specifically for employees and contains forms, handbooks, guidelines, policies, procedures and information in a variety of areas.

Cincinnati Public Schools – Total Rewards: *Benefits*

Family and Medical Leave Act (FMLA)

In accordance with the Family Medical Leave Act of 1993 ("FMLA"), CPS provides up to twelve (12) weeks of family and medical leave during any twelve (12) month period to eligible employees. CPS reserves the right to designate FMLA leave as needed to any eligible employee and to require employees to use first all available paid time off as qualifying FMLA time toward the twelve (12) week limit. FMLA leave runs concurrently with any paid time off, including maternity/parental leave.

The following policy applies to all eligible CPS employees:

Eligibility

To qualify for family and medical leave under this policy, the employee must meet all of the following criteria:

- The employee must have worked for at least 1,250 hours during the twelve (12) month period immediately before the date when the leave is scheduled to begin.
- The twelve (12) month period during which an eligible employee may take up to twelve (12) weeks of unpaid leave will be measured forward from the date of the employee's initial leave request.

Type of Family or Medical Leave

Family or medical leaves may be taken for one of the following reasons:

- The birth of the employee's child and to take care of that child
- The placement of a child for adoption or foster care
- To care for a spouse, child, or parent with a serious health condition
- The serious health condition of the employee which prevents him/her from performing the essential functions of his/her position
- Because of any qualifying exigency arising out of the fact that the employee's son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingent operation
- To care for a spouse, son, daughter, parent, or next of kin of a covered service member with a serious illness or injury incurred during active duty

Leave Duration

With the exception of an employee taking leave to care for an ill or injured service member, an eligible employee may take up to twelve (12) weeks of leave under this policy during any twelve (12) month period. This twelve (12) month period is measured forward from the date an employee's first FMLA begins.

Employees taking leave to care for an ill or injured service family member may take up to twenty-six (26) weeks of unpaid leave in a single twelve (12) month period. Leave is measured on a per-covered service-

member, per-injury basis. As such, an employee may be entitled to take more than one period of leave to care for an injured service member during the course of his/her employment if the leave is necessary to care for a different covered service-member or to care for the same service-member with a subsequent illness or injury.

The twenty-six (26) weeks leave runs concurrently with all other approved leaves of absence.

For more information on FMLA in CPS, please navigate to the website at:

<https://sites.google.com/a/cpsboe.k12.oh.us/benefits/family-medical-leave-act-faqs>



Spouses Working for CPS

If both spouses work for CPS, and each qualifies to take family leave for the birth of a child, adoption, or placement in foster care, or to care for a parent with a serious health condition, they may only take a total of twelve (12) weeks leave (rather than twelve (12) weeks each). Family leave taken for the birth, adoption or placement of a child must be taken during the first twelve (12) months after the arrival of the child.

Special Rules for Instructional Employees

Special rules apply to instructional employees regarding the end of the school year and FMLA leave. These special rules apply to employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting. Instructional employees include teachers, athletic coaches, drivers, education instructors, and special education assistants, such as signers for the hearing impaired. The special rules do not apply to non-instructional employees such as teacher assistants or aides who do not have as their principal job actual teaching or instructing. Counselors, psychologists, curriculum specialists, cafeteria workers, and maintenance workers *are not* instructional employees.

1. If an eligible employee ends the school year on FMLA leave, the employee may continue the leave at the beginning of the next year, provided the medical need still exists and the employee has not used all of the twelve (12) weeks of the annual FMLA leave.
2. If an eligible employee begins FMLA leave more than five (5) weeks before the end of the term, the leave lasts at least three (3) weeks, and the employee would return to work during the last three (3) weeks of the term, CPS has the right to require the employee to remain on leave for the rest of the term.

3. If an eligible employee begins FMLA leave five (5) weeks or less before the end of the term, the leave is for a reason other than his/her own serious health condition, the leave will last more than two (2) weeks, and the employee would return to work during the last two (2) weeks of the term, CPS has the right to require the eligible employee to remain on leave for the rest of the term.
4. If an eligible employee begins FMLA leave with three (3) weeks or less before the end of the term and the leave will last more than five (5) working days for a reason other than his/her own serious health condition, CPS has the right to require the eligible employee to remain on leave for the rest of the term.
5. If an eligible employee who wants to take foreseeable leave because of planned medical treatment and the leave is more than twenty (20) percent of the total number of working days in the period over which the leave would extend, CPS may require the employee to take leave for a period or periods of a particular duration or transfer temporarily to an alternative position.

An employee shall provide notice sufficient to make CPS aware that the employee needs FMLA-qualifying leave, and the anticipated timing and duration of the leave. When planning medical treatment, the employee must consult with the employee's supervisor and make a reasonable effort to schedule the treatment so as not to disrupt unduly CPS's operations, subject to approval of the health care provider.

Benefits Offered for Employees

For detailed and updated information please navigate to the Benefits homepage at:

<https://sites.google.com/a/cpsboe.k12.oh.us/benefits/home>



CPS currently offers:

- Medical, including choice of plan options
- Dental, including orthodontia coverage for children through age 18
- Health Care Flexible Spending Account to cover eligible out-of-pocket health care expenses such as deductions, copays or coinsurance. Limits are set annually, per IRS Guidelines
- Dependent Care Flexible Spending Account to reimburse yourself on a pre-tax basis for child care or adult dependent care expenses that are necessary to allow you to work. Limits are set annually, per IRS Guidelines
- Wellness program where benefits eligible employees and their spouse can earn up to \$500.00

each annually, by participating in our Wellness Works Program.

- Employee Assistance Plan (EAP) to help lend support when needed for work and home life balance. The EAP is a completely confidential and voluntary service.
- Basic Life Insurance provided by CPS
- Voluntary Life Insurance at reasonable rates
- Voluntary Sickness, Accident and Short Term Disability plans
- Members of AFSCME Local 232 are enrolled in the AFSCME Care Plan. These benefits are administered by the Ohio AFSCME Care Plan, provided dental coverage, a prescription drug Health Reimbursement Account (HRA), group life insurance, vision and hearing benefits. The Board pays the full cost of these plans, making it free to all AFSCME members and eligible family members.

Employee Assistance Plan

Employees are eligible to participate in the Employee Assistance Plan (EAP) called TriHealth EAP (513-891-1627). The EAP is a confidential program that allows employees and dependents to call trained counselors to discuss issues or problems. Each employee and their dependents are eligible for up to ten sessions, per problem, per year. All communication is kept private and may be conducted by telephone or in person at several local sites.

CPS Wellness Works Program

The CPS Wellness Works mission is to encourage and motivate our employees and their spouses to adopt healthier lifestyles, positively impact our health costs, and develop and enhance a culture of organizational wellness to support and foster improved health.

All benefits eligible CPS employees and their spouses are eligible to enroll and participate in the Wellness Works Program. Dependent children are not eligible (per law) to participate in the Wellness Works Program; however eligible participants can use their incentive dollars to be reimbursed for the medical expenses incurred by dependent children. Please note that this is only for "Benefits Eligible" positions. You do not have to be enrolled in a plan to participate. You DO have to be an active employee to receive your funds and use them, regardless of participation.

More information on Wellness Works can be found at the Benefits website.

<https://sites.google.com/cpsboe.k12.oh.us/benefits/home>

Worker's Compensation Benefits

As required by the State of Ohio, CPS participates in the Ohio Bureau of Workers' Compensation System. On-the-job injuries and/or illnesses may qualify an employee for medical expense coverage and possibly for disability benefits, depending on the nature, cause and extent of the injury or illness, and a number of other factors. CPS also makes available a Transitional Work Program for employees injured on the job whose recovery is short term and who otherwise qualify to return to work on a physically limited basis.

Important steps to follow in case of an on-the-job injury:

- 1) Seek medical help immediately, if necessary.
- 2) Complete an Accident Report Form (available in school offices or the Office of Environmental Health and Safety at (513) 363-0107).
- 3) Call 888-222-5681 if medical care is involved.
- 4) Cooperate fully with the Bureau of Workers' Compensation and CPS to expedite the review process.

Unemployment Compensation

CPS is required to offer unemployment compensation. If an employee is terminated, the employee may be entitled to collect unemployment compensation. Contact the local Bureau of Unemployment Services for information. Employees are "Ineligible" if they are:

- school-year employees (teachers, substitute teachers, instructor assistants, food-service employees) who are off for the summer and who have contracts or reasonable assurance of employment for the new school-year
- terminated for cause
- on leaves of absence
- voluntarily resigned

Vacation/ Annual Leave

Annual leave is earned based on the terms of the applicable collective bargaining agreement. Employees' eligible for annual leave will have the earned days credited on a monthly basis and may request to use the time after it is earned. Annual leave must be scheduled and approved in advance by the employee's supervisor.

Holidays

The District observes the following paid holidays:

- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day (July 4)

Sick Leave Conversion Pay

Sick leave accumulates without limitation during an employee's employment with CPS. Sick leave days

may be paid out only at retirement. Employees should refer to the Collective Bargaining Agreement and/or the Board policy for further information.

Leave of Absence without Pay

An employee may request a leave of absence without pay. A Separation of Service Form must be completed and forwarded for approval to the Employee Labor Relations Department Compliance Supervisor. A copy of the form also should be given to the employee's supervisor. Refer to your collective bargaining agreement. Contact the Employee Labor Relations Department for additional information.

Employees on leave may be able to continue health care benefits, if eligible. Refer to your collective bargaining agreement or contact Human Resources for details further information.

Separation of Service

Resignation

To resign from Cincinnati Public Schools, a Separation from Service Form or a letter should be sent to the Employee Labor Relations Department regarding the date and reason for resignation. Within 30 days, earnings owed prior to the effective date of separation will be paid along with any vacation/annual leave accrued.

Retirement

To retire from Cincinnati Public Schools, an employee must complete a Separation from Service Form or a letter should be sent to the Employee Labor Relations Department stating the date the employee intends to retire. The employee also should contact the State Teachers Retirement System (STRS) or the School Employee Retirement System (SERS).

Retirements are effective the first day of the month following the last day worked. Earnings owed prior to that date will be paid along with and any vacation accrued and not used will be paid to the employee.

Termination for Cause

If an individual is terminated for cause, any earnings will be paid up to the time of the effective termination date. Any vacation accrued will be paid.