

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Employment by a Community School	
Procedure No. 3430.02-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>3430.02-Leave of Absence for Employment by a Community School</u>	Last Reviewed: <u>12/7/2009</u>

1. Background

Describe relevant background to the implementation of the policy.

A profession employee who is employed by CPS and is seeking to be employed by a conversion or new start up community school sponsored by or located within the District, shall a provided a leave of absence from the District of up to three (3) years for service in the community school.

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

Employee requests leave of absence, District determines eligibility.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. ORC 3314.10		
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.