



An Equal Opportunity Employer

# EMPLOYMENT HANDBOOK

## **The Renhill Group**

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## ***The Renhill Group Mission Statement***

The Renhill Group is committed to connecting quality school employees with Ohio schools while recognizing each position to be important to the education process.

### **RENHILL GROUP GUIDELINES**

Welcome to Renhill. We are pleased to be working with you and look forward to placing you in a position that meets your employment objectives. This handbook will govern the terms and conditions of your employment with Renhill.

### **RENHILL'S COMMITMENT TO YOU**

It is Renhill's basic desire to provide quality employment for quality employees. In order to achieve that goal, it is necessary for both Renhill and its employees to assume certain mutual obligations and responsibilities. As an employer, many of Renhill's obligations are required by law.

### **HEALTH PRECAUTIONS**

It is recommended that you discuss your position with your health care professional. You may be exposed to blood borne pathogens. Your health care professional may recommend additional immunizations such as the **Hepatitis B** vaccine for you.

### **ATTENDANCE / PROMPTNESS / ABSENTEEISM**

No employee can successfully perform their job assignment unless they are present for a full workday on a regular basis. Our goal is to provide a consistent, successful school program for our students. In order to accomplish this, all employees must maintain a good attendance record. You will have set school hours that are assigned to you. All employees will be expected to be at the school building and ready to begin work at their scheduled start time.

#### **Personal Illness/Emergencies**

In the event of personal illness, emergencies or other situations that prevent you from arriving to your work site, or require you to leave your assignment after arriving, the following steps must be followed:

- ✓ Contact your Renhill representative as soon as you are aware of your absence. Your representative's voicemail is available **24 hours per day**.
  - a. You must provide a minimum of a **two-hour notice** if you are unable to report at your scheduled report time.
    - i. Late call offs will result in a written warning
  - b. After 3 absences, within one school year, you may be subject to termination.**
  - c. Failure to appear for your scheduled shift and or start time, may result in termination.

#### **Long-Term Illness**

- ✓ To return to work after a long-term absence –five days or longer due, a signed release from your doctor is required. Renhill Group must obtain a copy of a physicians signed release.

## **Appointments / Personal Business**

- ✓ Appointments are to be scheduled around your work schedule
- ✓ Personal time is unpaid and requires a minimum request of 14 business days

## **Scheduled Shifts**

All employees are expected to be at the school building and ready to begin work at their scheduled start time and remain on assignment until the scheduled end time. The time prior to school beginning should be used to prepare for the day's lesson plans and become familiar with the classroom / school policies for the day. Scheduled after school hours are to be used leaving the regular classroom teacher a detailed account of the day, grading papers and returning the classroom order to how you found it upon your arrival. If you are unable to report for your entire shift, prior arrangements should be made with Renhill. Substitute teacher pay is based on scheduled hours. If you are unable to fulfill the day's requirement, your pay will be reflective of such.

## **Ending Your Employment with Renhill**

Should you need to leave your employment for any reason, you are required to provide a minimum of a two weeks notice to your Renhill Representative.

## **DRESS CODE**

Dress code can vary from classroom to classroom. All employees need to have a neat, clean appearance and are encouraged to have a high standard of dress, manner & conduct. Your dress should always be appropriate for the classroom and be in compliance with the building dress code for students.

The following should **not** be worn: Jeans, shorts, t-shirts or mid -drifts, skirts shorter than two inches above the knees, low cut shirts, piercings - except for ears, visible tattoos, and tennis shoes - unless your position requires you to wear them.

Shoes should be comfortable allowing you to move quickly if necessary. You are working in a professional environment interacting with students, staff and parents, therefore your appearance is very important.

## **PERFORMANCE**

The general performance guidelines set below should be followed. Failure to comply with any of the following policies is grounds for disciplinary actions up to and including termination. (This is at the sole discretion of the employer.)

- Be present and ready to start work at the proper time.
- Perform the work assigned to you in a proper and efficient manner consistent with the direction of the client company.
- All employees are required to remain awake during work hours. Sleeping on the job is not only a performance issue but a safety violation. Sleeping on the job will result in immediate termination.
- If you become ill while on assignment, please report it to the school nurse or office and notify Renhill.
- If while on assignment you become aware of confidential information of the school client, you are expected to maintain confidentiality.
- Dress in an appropriate fashion for the work to be performed, the working conditions and the requirements of the client company. If you are required to wear a uniform, it is your duty to maintain it and return it at the end of the assignment.
- All property, tools and equipment furnished by the school client for your use should be properly operated and maintained and returned to the company at the end of the work period.
- All work areas should be maintained in a neat, clean and safe manner.

- While on an assignment, be sure you know the work times, including break times and the appropriate location for your lunch.
- Devote your full effort and attention to performing your assignment to the best of your ability and to the quality standards set by the school system.
- A positive attitude promotes a more desirable working environment.
- Renhill employees are expected to attend all meetings and training sessions required by the client company to become familiar with all manuals and handbooks provided.
- If you have any questions about Renhill's rules or about how to conduct your assignment, contact your Renhill representative.

**It should be noted that particular school clients will have additional rules or standards that must be followed on assignment. Adherence to those rules is mandatory.**

## **SAFETY**

Renhill Group is committed to making every effort to ensure the safety of our employees. The safety guidelines set below should be followed. Failure to comply with any of the following policies may be grounds for disciplinary action up to and including termination.

- All safety rules and regulations must be followed.
- Remain awake and alert.
- If protective equipment and/or clothing is required by the school, it must be worn without exception.
- All equipment must be used in a proper and safe manner.
- Any defective equipment or unsafe condition must be immediately reported to a supervisor and your Renhill representative.
- No equipment may be used until you have been trained in its proper and safe use.
- All safety devices provided with equipment must be used at all times. Upon termination of employment it is your responsibility to return all company issued property prior to the release of your final check. (i.e. safety equipment, uniforms, I.D. badges, keys, etc.)
- Never remove, alter or modify any safety devices provided to you.
- Refusal to wear protective equipment and clothing is grounds for disciplinary action up to and including termination.
- Intentional non-compliance of safety rules and regulations will result in disciplinary action up to and including termination.

*If you are requested to perform a task or to use equipment that you have determined is unsafe or you are not provided the same equipment as other employees, immediately contact a Renhill representative, notify them of the problem and let them discuss it with the school client.*

## **INJURY OR ACCIDENT**

- Any injury or accident that occurs during working hours must be reported to your immediate work place supervisor and to your Renhill representative within one (1) hour of the incident/accident. Even if it is a seemingly minor injury/accident, it must still be reported in the event it is worse than first suspected. Failure to do so will result in disciplinary action up to and including termination.
- The school client must have knowledge that the injury/accident occurred during working hours for the company to acknowledge it as an industrial claim. You will also be required to complete a written form describing the accident and any injuries, which you may have suffered. Failure to do so will result in disciplinary action up to and including termination.
- All employees that have an injury/accident will be tested for drugs and/or alcohol. This test must be taken within four (4) hours of the injury or accident. Non-compliance of this policy will lead to termination.

- A test result that is positive or refusal to submit to a test immediately after an injury may affect the employee's eligibility for Workers' Compensation benefits. Failure to submit to a drug test will result in termination.

### **PROPER CONDUCT**

In order for a work assignment to be carried out in an efficient manner and in order to create a proper work place environment, it is necessary for all Renhill employees to follow common rules of behavior. There are certain policy violations that have the potential to lead to damage, loss, injury, or the disruption of production, and therefore these violations may lead to immediate termination. The list below is not comprehensive, but is intended to indicate the nature and severity of policy violations that will lead to immediate termination.

- Theft from a school client, Renhill, or another employee
- Engaging in fighting or physical violence during a work assignment
- Appearing for a work assignment under the influence of alcohol or illegal drugs, sale, possession or distribution of alcohol or illegal drugs. Any employee may be required to submit to an immediate test to determine the presence of alcohol or controlled substances in their bodies. A test result that is positive for the presence of alcohol or controlled substances or a refusal to submit to a test will be grounds for immediate termination.
- Being in possession of, sale, or distribution of firearm / deadly weapon while on a work assignment.
- Insubordination or intentional failure to follow the instructions of a supervisor or manager
- Intentional destruction of property while on an assignment
- Engaging in immoral or indecent behavior while on a work assignment
- Using swear words with staff members or students
- Discussing information about a staff member to students
- Altering or misusing a time card
- Gross negligence that endangers other persons or property
- Intimidation or harassment of other employees
- Engaging in non-work related conversations with staff or others about a student
- Falsifying records, making false statements, or concealing defective work
- Arriving late or leaving early from an assignment without communication with or approval by a Renhill representative
- Engaging in non-work related activities during working hours
- Disclosure of confidential information to unauthorized individuals
- Failure to remain in the assigned work area and on the premises during working hours

### **REPORTING TIME**

- Each employee is responsible for making sure that the hours they have worked are properly recorded.
- In order for you to get paid, you must sign in and out on the building sign in sheet each day, for each assignment. Otherwise you may submit a time card reflecting all of the hours you have worked that week and have it signed by an authorized representative of the school client company.
- The sign in sheet or time card is an official company record, and as such, falsification of an official company record will result in immediate termination.
- The sign in sheet or time card must be received in the Renhill office on the Monday following the conclusion of the workweek in order for you to be paid on time. Building sign in sheets will be sent to the Renhill office by the school.

## **NON-SMOKING POLICY**

Smoking and use of any tobacco product is prohibited in all facilities and outdoor areas while on assignment for Renhill.

## **PHONE CALLS / CELL PHONES**

School phones are intended for school business. Personal calls are not permitted, including cell phone calls. Your cell phone should be set to 'silence' and only used during 'break' times to ensure unnecessary interruption of student instruction.

## **TRANSPORTATION OF STUDENTS**

Under NO circumstances are students to be transported in staff vehicles.

## **SCHOOL CLOSINGS AND DELAYS**

All employees are required to listen to your local weather station/news for school delays and closings. If you are unsure or have questions about a closing or delay, contact your Renhill Representative. Employees are not compensated for calamity days.

## **DISCIPLINE**

All Renhill employees should become familiar with the school & classroom discipline procedures. Corporal punishment shall not be used by any Renhill employee, under any circumstances. Check with the principal regarding the procedures to be followed if a severe problem arises.

## **STUDENT MEDICATION DISPENSED AT SCHOOL**

Do not dispense any medication to students. All medications must be maintained in the school office. Refer parent (or student) to the building principal for policy and procedure for dispensing medication to students.

## **RELIGION IN SCHOOL**

Instructional activities shall not advance or inhibit any particular religion or religion in general. Curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world. Students may engage in free, individual, and voluntary expressions of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate.

## **STUDENT SUPERVISION & WELFARE**

Each professional staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities. Staff members are expected to observe the following guidelines:

- A professional staff member shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- A professional staff member shall provide proper instruction in safety matters as presented in assigned course guides.
- Each staff member shall immediately report to the building administrator knowledge of threats of violence by students.
- A professional staff member shall not send students on any personal errands.
- A staff member shall not inappropriately associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or

participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

- If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the Center or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law. A student shall not be required to perform work or services that may be detrimental to his/her health.

Since most information concerning a child in school, other than directory information, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

#### **SUSPECTED CHILD ABUSE AND CHILD NEGLECT**

Any employee suspecting a case of child abuse or neglect is legally bound to report it under penalty of law in accordance with the Ohio Revised Code, Section 2151.421. You should report this directly to the local children services office of your worksite location.

#### **SEXUAL MISCONDUCT**

Any teacher, administrator, coach, or other school authority or acting school authority, who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

#### **AGGRESSIVE BEHAVIOR**

Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. There is zero tolerance for any gestures, comments, threats and/or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student.

Retaliation against any person who reports, or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated.

## **E-MAIL / INTERNET POLICY**

The computers, computer network and messaging systems of Renhill and Renhill customers are intended only for work-related uses and work-related communications. Incidental use of the e-mail and voice mail systems by any Renhill employee for personal communications is prohibited.

## **PICTURES**

No picture may be taken of any student by anyone including the media without the written permission of the parent(s) or guardian(s) on the **Photo Permission /Photo Release Form**. Pictures of students cannot be used in any publication or web site without a signed **Photo Permission/Photo Release Form issued by the school office.**

## **YOUR PAY**

The working hours, pay rates, work schedules and duties of Renhill employees may vary from assignment to assignment because of the differing nature of the business of each of Renhill's customers. Renhill follows all applicable provisions of the Fair Labor Standards Act, including provisions for overtime, to make sure that all Renhill employees are paid according to all legal requirements, and our payroll department maintains detailed records of all time records submitted to ensure that you are paid for all hours worked.

### **Withholding taxes from wages as required by law**

Renhill is required by law to withhold from its employee's wages the following deductions:

- **Social Security / FICA-M (Medicare portion only for school system positions)**, which is each employee's contribution to the Social Security Medicare fund. Renhill also makes a contribution for each employee to this fund.
- **Federal Income Tax** is withheld from each wage payment made to an employee. The amount that is withheld depends on the amount the employee earns and the number of dependents claimed by the employee. The amount withheld for this purpose is credited towards the employee's annual income tax payment.
- **State Income Tax** is also withheld from each wage payment where applicable. Like the Federal tax, the amount withheld is dependent on the amount of wages and number of dependents.
- **Attachments, Garnishments and Child Support Orders** received from a court to withhold a portion of an employee's wages and pay them into the court to satisfy an obligation of the employee. If an employee objects to a garnishment or attachment, they should consult with the court issuing the order.
- **The State Employee Retirement System of Ohio (SERS)** is withheld from each wage payment made to an employee. Your contribution rate is 10%. This only applies to NON-TEACHING positions. The school district you work for will contribute 14% of your gross wages to this fund.
- **The State Teachers Retirement System of Ohio (STRS)** is withheld from each wage payment made to an employee. Your contribution rate is 10%. This only applies to TEACHING positions. The school district you work for will contribute 14% of your gross wages to this fund.
  - ❖ STRS/SERS may not apply for work at private schools or non-standard schools. If you have a question about this, please contact your Renhill Representative.

### **Additional pay information:**

- If you change your address or telephone number, be sure to notify Renhill immediately. This will help Renhill to contact you for assignments and will assure that your paychecks and W-2 tax information arrive properly.
- If you accept an assignment through Renhill and fail to appear for your scheduled work assignment, walk off the assignment during your shift or do not return after lunch or a break on any given work day

– you will be terminated by Renhill. Any hours that you have worked up to that point for which you have not been paid will be paid to you at the current minimum wage.

### **PROVIDING EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Renhill to comply and assist in the enforcement of all Federal, State, and local laws forbidding employers from discriminating against applicants, or employees on the basis of race, creed, color, sex, national origin, age, physical or mental impairment, or on any other grounds prohibited by statute. This prohibition against discrimination applies to the application process, selection for employment, training, placement and evaluation of all employees. Renhill also requires its customers to treat all Renhill employees assigned to them in the same fashion.

### **PROHIBITION AGAINST SEXUAL HARRASSMENT**

Renhill is particularly concerned that it provides a working environment free from any nature of sexual harassment. Renhill requires its employees to achieve this goal, and therefore, Renhill employees are forbidden to engage in offensive or inappropriate sexual behavior or engage in any conduct that might reasonably be perceived as constituting sexual harassment. Such conduct includes:

- Making unwelcomed sexual advances or requests, verbal, physical or visual, particularly when submission to the advances or requests is perceived.
- To be a requirement for continued employment, preferred assignment or promotion.
- Creating an environment that interferes with an individual's ability to perform their job properly or that is hostile, offensive or intimidating.

Renhill strongly encourages every employee who feels they have been sexually harassed or who has witnessed the harassment of another to immediately bring the offending activity to the attention of the Renhill representative who assigned them to the position or to any member of Renhill's supervisory or management staff. All complaints made will be quickly and thoroughly investigated in a confidential and professional manner and, if necessary, disciplinary action will be taken to correct any violations of this policy.

### **DRUG & ALCOHOL POLICY**

Renhill enforces a drug free and alcohol free workplace. Renhill reserves the right to:

- Random drug and alcohol testing
- Pre-employment drug and alcohol testing
- Post-accident drug and alcohol testing **is mandatory and should be submitted immediately**
- Test for cause (i.e. You appear for work and are suspected of being under the influence)
- At the sole discretion of the employer, you may be removed from your assignment until the drug screening results are received in our office.

Renhill maintains a strong commitment to its employees to provide a safe, healthy, and productive work environment and to produce quality goods and services for its customers in an efficient manner. In light of that, it is the company goal to achieve a work environment free of illegal drugs and substance abuse.

- The use, sale, or possession of illegal drugs while on the job or on a customer's property is a dischargeable offense. Illegal drugs will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. Reporting for work with the presence of any illegal drug in your body or under the influence of alcohol will result in immediate discharge from employment.
- The company may require mandatory drug testing for all job applicants. Applicants must consent to the drug screen. The failure to consent will result in a rejection of the individual's application. If the test results show the presence of an illegal drug in the body, it will result in not hiring the individual.

- Refusal or delay of over 24 hours in **any form cooperation** with the facility regarding your drug screening will be grounds for disciplinary action up to and including termination, subject to the sole discretion of the employer. Also, **this may affect your eligibility for Workers' Compensation benefits.**

Worker's compensation law provides benefits to employees who suffer an injury or illness arising out of their employment, but excludes injuries that are the result of illegal drug or alcohol intoxication. If an employee refuses to be tested after an injury, which may be work related, Renhill considers this to be a positive test result, which may lead to immediate termination of employment and may affect your eligibility for Workers' Compensation benefits. If you test positive, the cost of the drug screen will be deducted from your final paycheck and will be grounds for termination.

### **FMLA**

To help employees balance the demands of the workplace with personal and family needs, Congress enacted the Family Medical Leave Act. It may be required to give an employee up to 12 weeks of unpaid leave for certain family and medical reasons. The law requires that the employee be allowed to return to the same or a similar position after taking the leave – except when it would be prohibitively expensive for a business to take back a highly paid employee. An employee is eligible for FMLA leave only if he or she has worked:

- for at least one year and for at least 1,250 hours during the 12 months before the leave
- generally, the employee is entitled to a total of 12 workweeks of unpaid leave during a 12-month period
- an eligible employee may take a total of 12 weeks of unpaid leave for:
  - birth of a child or because a child has been placed with the employee for adoption or foster care
  - to care for a spouse, son, daughter or parent who has a serious health condition
  - serious health condition that makes the employee unable to perform job

### **ADA**

Americans with Disabilities Act eliminates discrimination against people with disabilities. The law states that in making hiring and employment decisions, it's illegal to discriminate against anyone because of a disability. If a person is qualified to do the work, or to do it once a reasonable accommodation is made, you must treat that person the same as all other applicants and employees.

### **EMPLOYMENT AT WILL POLICY**

It is our intent to employ people at Renhill under the conditions that will develop a relationship beneficial to both the company and the employee. However, employment at Renhill, without a written agreement to the contrary is not for any specific term or duration.

The employment relationship may be terminated, at will, for any reason or no reason at all, by either the company or the employee. Renhill will attempt to give adequate notice should the services of an employee no longer be required; the company expects the same in return. Renhill understands, however, and the employee must also, that notice is not always possible or practical.

Renhill expects all substitute employees for school systems to recognize that the work is on-call and employees will be assigned as needed. Employees also understand that Renhill does not assume employment responsibilities for substitute personnel beyond the on-call work.

### **ANTI-BULLYING POLICY**

Renhill is committed to providing all employees a healthy and safe work environment. This policy applies to all employees of Renhill. It applies during normal working hours, at work related or sponsored functions. There will be no recriminations for anyone who in good faith alleges bullying.

Bullying is unwelcomed or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior (see “mobbing” below). *Some examples* of bullying behavior are:

#### **Verbal communication**

- Abusive and offensive language
- Teasing
- Trivializing of work & achievements
- Insults
- Spreading rumor and innuendo
- Unreasonable criticism

#### **Manipulating the work environment**

- Isolating people from normal work interaction
- Excessive demands

#### **Psychological manipulation**

- Unfairly blaming for mistakes
- Deliberate exclusion
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Setting people up for failure
- Excessive supervision
- Criticizing in public

Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues and comments that are meant to be, or are taken as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behavior, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behavior.

- Any employee who feels he or she has been victimized by bullying is encouraged to report the matter to their employer, The Renhill Group.
- Where appropriate, an investigation will be undertaken and disciplinary measures will be taken as necessary.
- Be familiar with and behave according to this policy.
- If you are a witness to bullying, report incidents to Renhill.
- Where appropriate, speak to the alleged bully(ies) to object to the behavior.
- Any form of retaliation from a Renhill employee as a result of a report of harassment/bullying will be immediate grounds for dismissal.

### **SOCIAL NETWORKING POLICY**

The Renhill Group takes no position on your decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of the company to protect itself from unauthorized disclosure of information. Renhill’s social networking policy includes rules and guidelines for company-authorized social networking and personal social networking and applies to all Renhill management and staff.

#### **General Provisions**

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Renhill.

Unless specifically instructed, employees are not authorized and therefore restricted to speak on behalf of Renhill. Employees may not publicly discuss clients, products/services, employees or any work-related matters, whether confidential or not, outside of company-authorized communications. Employees are expected to protect the privacy of Renhill and its employees and clients and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to customer information, trade secrets, financial information and strategic business plans.

### **Employer Monitoring**

Employees are cautioned that they should have no expectation of privacy while using the Internet. Your postings can be reviewed by anyone, including Renhill. Renhill reserves the right to monitor comments or discussions about the company, its employees, clients and the industry, including products/services and competitors, posted on the Internet by anyone, including employees and non-employees. Renhill uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.

Employees are cautioned that they should have no expectation of privacy while using company equipment or facilities for any purpose, including authorized blogging.

Renhill reserves the right to use content management tools to monitor, review or block content on company blogs that violate company blogging rules and guidelines.

### **Reporting Violations**

Renhill requests and strongly urges employees to report any violations or possible or perceived violations to their Renhill supervisor. Violations include discussions of Renhill and its employees and clients, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

### **Discipline for Violations**

Renhill investigates and responds to *all* reports of violations of the social networking policy and other related policies. Violation of the company's social networking policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking post. Renhill reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

### **Acknowledgment**

Employees are required to sign a written acknowledgement that they have received, read, understood and agreed to comply with the company's social networking policy and any other related policy.

### **Authorized Social Networking**

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about company products and services, promote and raise awareness of the Renhill brand, search for potential new markets, communicate with employees and customers to brainstorm, issue or respond to breaking news or negative publicity, and discuss corporate, business-unit and department-specific activities and events.

When social networking, blogging or using other forms of web-based forums, Renhill must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

### **Rules and Guidelines**

The following rules and guidelines apply to social networking and blogging when authorized by the employer and done on company time. The rules and guidelines apply to all employer-related blogs and social networking entries, including employer subsidiaries or affiliates.

Only authorized employees can prepare and modify content for Renhill's blog located on the company website and/or the social networking entries located on various social networking outlets such as Facebook and Twitter. Content must be relevant, add value and meet at least one of the specified goals or purposes developed by Renhill. If uncertain about any information, material or conversation, discuss the content with your manager.

All employees must identify themselves as employees of Renhill when posting comments or responses on the employer's blog or on the social networking site.

Any copyrighted information where written reprint information has not been obtained in advance cannot be posted on Renhill's blog. The company reserves the right to remove, without advance notice or permission, all guest bloggers' content considered inaccurate or offensive. Renhill also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

### **Personal Blogs**

Renhill respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

Renhill respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes. Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just Renhill.

Employees cannot use employer-owned or client-owned equipment, including computers, company-licensed software or other electronic equipment, nor facilities or company time, to conduct personal blogging or social networking activities.

Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against employees, students, clients or anyone associated with or doing business with Renhill.

If you choose to identify yourself as a Renhill employee, please understand that some readers may view you as a spokesperson for Renhill. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the company, nor of any person or organization affiliated or doing business with Renhill.

Employees cannot post on personal blogs or other sites the name, trademark or logo of Renhill or any business with a connection to Renhill. Employees cannot post company-privileged information, assignment information, including copyrighted information or company-issued documents.

Employees cannot post on personal blogs or social networking sites photographs of other employees, clients, students, vendors or suppliers, nor can employees post photographs of persons engaged in company business or at company events.

Employees cannot post on personal blogs and social networking sites any advertisements or photographs of company products, nor sell company products and services.

Employees cannot link from a personal blog or social networking site to Renhill's internal or external web site.

If contacted by the media or press about their post that relates to Renhill business, employees are required to speak with their manager before responding.

## **SUBSTITUTE GUIDELINES**

**Many Renhill Education employees work on a substitute (as needed basis). Below are some additional guidelines/policies that will apply to your work.**

### **WHEN YOU ARE CALLED FOR AN ASSIGNMENT**

**BE AVAILABLE TO ACCEPT JOB ASSIGNMENTS.** Renhill will contact substitutes when needed. Substitutes will be contacted as soon as possible after notification of a need. Calls to substitutes will be made as early as 5:30 a.m. and as late as 11:00 p.m. If a message is left with an assignment for you, please confirm that you accept/decline the assignment as soon as possible. *Please keep a pen and paper with you to write down your assignments.*

- All substitutes will revert to an *as needed* status upon completion of a specific assignment.

- Every attempt shall be made to maintain as much continuity as possible by engaging one and only one, substitute for the full period of an absence, and by calling back a substitute to serve in a classroom in which he or she has already performed successfully during the same term.

**REPORT TO YOUR ASSIGNMENTS AS DIRECTED.** Appear at the time and location provided by the Renhill Customer Service Representative, ready and able to perform the job as directed. This means:

- ❖ You know the name and exact location of the school to which you are assigned.
- ❖ You have made all necessary transportation arrangements to get to the job assignment on time.
- ❖ You have cancelled or re-scheduled any appointments that conflict with your work commitment.
- ❖ You have made all necessary arrangements to meet your personal obligations at times other than during working hours.

### **MAINTAIN CONTACT WITH YOUR RENHILL REPRESENTATIVE.**

The Renhill Customer Service Representative is available for immediate contact 24 hours a day, seven days a week.

- You are expected to stay in contact with your Renhill representative, keeping them current with your availability for assignments. If you have an on-line account with Renhill, your availability may be updated there as well.
- If you determine that it is impossible for you to appear at your assignment as scheduled, you are to call Renhill immediately, no matter what time. Failure to appear once without calling may result in immediate termination, subject to the sole discretion of the employer.
- If we do not hear from you within 3 months, Renhill will assume you are not available and have voluntarily quit your position with Renhill.
- If you have any problems or concerns about your work assignment, contact your Renhill representative immediately.
- If you have questions regarding your payroll or W-2 information, please contact your Renhill representative.
- Be aware that Renhill manages certain aspects of the employer/employee relationship. Both Renhill and Renhill customers expect communication to be with your Renhill representative.

### **STUDENT ACCIDENTS/ILLNESS**

If a pupil has an accident or becomes ill in the classroom or at any place on school grounds, the teacher/substitute teacher should take charge immediately. If appropriate to the situation, the office and/or principal should be informed. The principal, in turn, will decide what action should be taken regarding contact with parents or the school nurse will arrange for the pupil to be taken home. When an emergency exists, please contact a teacher in the next classroom for assistance immediately. Send a student for help.

### **ADDITIONAL RESPONSIBILITIES**

Substitutes, in addition to classroom responsibilities, will assist in assignments normally carried out by the regular school employee. The assignments could include such things as supervision on the playground, in the hallway, in the cafeteria, in study halls, and bus duty. Students should not be left unattended at any time.

### **RECORD KEEPING / REPORTING**

Complete records should be kept of student attendance, of work accomplished and/or grades earned. Records are kept in a prescribed manner for the benefit of the regular teacher. Cafeteria or lunch count will need to be reported according to the building procedures.

## **EMERGENCY DRILLS**

Each substitute should check the classroom occupied for instructions on emergency drills, including fire and tornado. Please check with building principal for lock down procedures.

## **TIPS FOR THE SUBSTITUTE TEACHER**

- Be well groomed and dress modestly.
- Learn as many of the students' names as possible.
- Make sure to store important records and equipment in a secure place.
- Demonstrate a sense of competence. Be friendly and understanding, but firm. Set the pace for the lesson early. Let the students know what is expected of them; they will generally live up to that expectation.
- Be pleasant, relaxed, and determined to do a good job.
- Return outside materials (films, videotapes, etc.) to their appropriate sources.
- Don't be afraid to discipline, *according to the school and classroom discipline policies*. Do not overlook inappropriate behavior. Discipline is necessary for effective education.
- Never use physical discipline. If a problem becomes serious do not leave the classroom, send a note to the office or send a student for assistance.
- If you have any questions, do not hesitate to seek information from other teachers and/or administrators
- Be prepared with activities or educational experiences in the event that planned activities do not use all the time allocated

## **CONCLUSION**

Working on any job involves an agreement between both the employees and the supervision of the school system.

We recognize your duties and responsibilities as an employee of Renhill and the responsibilities of the school system to you, which are stated in this handbook. We want you to be as fully aware as possible of all parts of this handbook, and should you have any questions at all concerning provisions in this handbook, please immediately contact the main office in Perrysburg, Ohio.

It is important for you to understand that this employee handbook is not intended to create any contractual rights in favor of you or the company. The company reserves the right to change the terms of the employment set out in this handbook at any time.

Periodically, the employee handbook will be revised and updated to reflect all changes made. Renhill will give you adequate notice of any necessary changes in this handbook.

**(EMPLOYEE/APPLICANT COPY)**

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF  
THE RENHILL EMPLOYEE HANDBOOK**

I have read this Renhill Employee Handbook and understand that this and only this governs my terms and conditions of employment at Renhill.

I will try to the best of my ability to follow the rules and regulations as set out in this Employee Handbook and do my best to help the company be productive and competitive so that the company can continue to provide employment for all employees.

I understand that this Employee Handbook is not intended to create any contractual rights in favor of the company or me. I understand that the company reserves the right to change the terms of employment set out in the Employee Handbook at any time and that I am an at will employee.

After following the procedures set out in this Employee Handbook, or any other procedures that are later adopted, at any time, I understand that my employment and compensation can be terminated at the option of either Renhill or myself.

Renhill reserves the rights to modify, terminate, or change any or all policies and procedures, in whole or in part, at any time with or without notice.

I understand that no one other than the president of Renhill has any authority to enter into any other agreement for my employment for any specified period of time, or to make any individual agreement with me that is contrary to the foregoing.

I understand that in the event of a work injury or illness, Renhill requires me to submit to an immediate test to determine the presence of alcohol or illegal drugs. A test result that is positive or a refusal to submit to a test may affect my eligibility for Workers' Compensation benefits. Any test sample that has been changed, modified, adulterated or considered "dilute" will be deemed a positive test result.

**I have received the Renhill Employee Handbook, have read the Handbook, and understand all provisions of the Handbook.**

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## **Confidential Information & Professional Ethics**

The relationship between a teacher or other school based employees and his/her students is a very personal one and it is strictly confidential, both ethically and legally. In due course of employment, an employee may acquire certain facts relative to the student and his/her family. All such information is to be held strictly confidential and personal. All employees are cautioned to hold such information in strictest confidence. Under NO circumstances is the information regarding students and/or families to be discussed with an outside party. Nor are student records of any kind to be removed from school property. If the confidential information is shared, the employee sharing the information is liable for immediate dismissal upon investigation by Renhill.

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF  
THE RENHILL EMPLOYEE HANDBOOK**

I have read this Renhill Employee Handbook and understand that this and only this governs my terms and conditions of employment at Renhill.

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**I have received the Renhill Employee Handbook, have read the Handbook, and understand all provisions of the Handbook.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Your Name

Renhill Representative - Witness to Receipt: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_