

2013/14  
**ALL STAFF GUIDE**  
of

**PROCEDURES**

For

*EMIS, Inventory, Purchase Requisitions,  
Payroll Deductions*

And

**STAFF ATTENDANCE**  
*(Personal, Professional, Sick Leave)*

This Guide has been designed to help answer questions that you may have and to inform you of the proper procedures for filling out forms so that your requests will be processed in a timely manner.

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**EMIS** (“Educational Management Information System”) Accurate EMIS reporting plays a vital role in the appearance of our school’s “Report Card” and district profiles. Periodically some of you will be asked to verify your class lists and supply other pertinent information concerning extra curricular activities and various clubs. Keeping the EMIS Coordinator informed of changes in Vocational Education, Special Education and student status helps ensure proper funding for Vocational and Special Education classes. Your cooperation is greatly needed and appreciated.

**INVENTORY** – Equipment inventory is a requirement for our school. At the end of each school year you will be supplied with an inventory listing of items in your room and you will need to verify and update this list.

Items that change location need to be reported to the Treasurer’s office. You will need to fill out an Inventory Relocation Form listing the Tag # and serial # (if applicable) of the item to be moved, your name, the old room number, the new room number and name of person receiving the item(s).

Items that you wish to dispose of need to be approved by the Board of Education beforehand. You will need to complete the Inventory Disposal Form listing the serial # (if applicable), tag #, room number and your name and return it to the Treasurer’s office for Board approval and once the items have been approved you may dispose of them.

In addition to Equipment Inventory, you will be asked to keep inventory of your Textbooks and Workbooks. These too, will need to be verified and updated at the end of the year and an Inventory Disposal Form must also be completed and approved by the Board of Education for any textbooks that you wish to dispose of.

**PURCHASE REQUISITIONS** – Employees wishing to purchase items must complete a Purchase Requisition (forms located in H.S., Elem., & Supt. Offices) and have the Requisition form approved and signed by the building principal who assigns a budget account. ALL REQUISITIONS MUST INCLUDE THE NAME OF THE PERSON ORDERING and the ROOM # OF WHERE THE ITEM WILL BE PLACED. The Requisition will then require the approval of the Superintendent, and once approved, the item(s) will be ordered by the Superintendent’s Secretary. Inventory Tags will be provided for items over \$200.00.

Purchasing Procedures:

1. To order something, first fill out a requisition indicating:
  - a) Vendor name, address, phone #, and FAX #
  - b) Program of account wanting to purchase item
  - c) Purpose for the purchase
  - d) List the items with the quantity, item number, description, and price (example attached)
  - e) Include staff member’s name and room number
2. Turn requisition into building principal for signature.
3. Building principal signs requisition and turns it into Superintendent for signature.
4. Superintendent signs requisition and turns into Treasurer.

5. Treasurer assigns requisition a purchase order # and makes out purchase order. (This step is done every Monday morning, so if you want something ordered, be sure requisition is through to the Treasurer by Monday morning).
6. Both Treasurer and Superintendent then sign purchase order.
7. Three copies of the Purchase Order are then distributed to:
  - a) Superintendent's Secretary (Geri Steffan) who at this time will place the order,
  - b) Treasurer, and
  - c) The person who originated the order. The returned Purchase Order will have attached to it a carbon copy of the original requisition. (Example attached). Keep all records until they have been audited.
8. Notice:
  - a) The only person authorized to place orders is the Superintendent's Secretary (Geri Steffan).
  - b) If you order an item without first placing a requisition and getting a Purchase Order, you will find yourself responsible for payment of the subsequent invoice--not the school.
9. Your order will be delivered to the location indicated on the requisition. You must check all items in, and **when order is complete, sign and return the packing slip to Superintendent's Secretary (Geri Steffan).**

#### **CHECK WRITING PROCEDURES:**

1. Warrant checks will be written the second and last week of the month. The goal is for Wednesday of these weeks; but may vary depending on how the calendar falls.
  - Checks for conferences, workshops, and other special checks can still be written on Wednesday of the intermediate weeks.
2. Reimbursement checks, checks for meetings, mileage, etc., will follow the same timeline as warrant checks.
3. Invoices qualifying for payment will only include those invoices completely filled and checked in. The Superintendent's Secretary (Geri Steffan) will be responsible for checking in invoices.
4. Payment of the invoice will be the month following the date of the invoice. This is to allow time for any credits that may be associated with that invoice to be checked in.

## **RECEIPT PROCEDURES:**

1. Fill out the blue Pay-In form.
2. Turn in money and Pay-In Form to Asst. Treasurer (Sandy Ruskey).
3. Asst. Treasurer will verify deposit by signing or initialing Pay-In and assigning it a deposit verification number.
4. The person, club, or class who originated the deposit will receive back the yellow copy of the Pay-In with the amount verified and a deposit verification number assigned to it. This yellow copy will serve as your receipt and should be returned to you the same day.
5. All receipts are entered into the system at the end of the month.
6. Be sure to keep all records related to your activity until they have been audited.
7. At the end of every month, you will receive a print-out of your account, club, or class activity. You need to verify (reconcile) your yellow Pay-In receipts with your activity ledger using the deposit verification number as a guide.
8. All money is to be turned into the Asst. Treasurer (Sandy Ruskey) on a daily basis by 1:30 p.m.

## **ACTIVITY FUND PROCEDURES:**

1. Every activity needs a completed “Purpose Statement and Budget” form on file before the start of the school year.
  - This form needs to be approved by the Sponsor/Advisor, Building Principal, and Superintendent.
2. For every fundraiser and money generating activity, there needs to be a “Sales Project Potential Form” completed and on file.
  - a) The top half of the “Sales Project Potential Form” needs to be completed before the activity begins and approved by both the Building Principal and the Superintendent (Example attached).
  - b) After the top half of the “Sales Project Potential Form” has been approved, it will be returned to you so you can complete the bottom half of the form after completion of the project (Example attached).
  - c) When the bottom half of the form is completed, it needs to be approved by the Building Principal and Superintendent.
  - d) You will not be able to order items for your fundraiser or revenue generating activity until you have the “Sales Project Potential Form” approved.
3. The ordering procedures for activity funds are the same as for regular orders.
4. The receipt procedures for activity funds are the same as for regular receipts.

**PAYROLL** – Payroll will be done on a 26-pay per year basis (every other week) on Friday of pay week. Leipsic Schools are now on Direct Deposit. School employees will be able to choose two banks of their choice into which their paycheck will be deposited. Deposits will be made on Friday of pay week. When banks are closed due to a holiday then the deposit will be made the day prior to closing. School employees will receive pay stub via electronic notification, detailing the amount of their deposit on paydays or the last day required to work before a holiday. Physical pay checks will be mailed the day before payday for those employees who receive a physical check in lieu of direct deposit.

Any employee wishing to change their Direct Deposit information must complete a new Authorization Agreement for Automatic Payroll Deposits and submit to Asst. Treasurer Thursday of the week prior to the next payroll. If the payroll is already in progress then the change will be reflected on the following payroll.

**W4 CHANGES:**

If you need to make a change to your W4 Form, the W4 must be submitted to the Asst. Treasurer by Thursday of the week prior to the next payroll in order for the change to be reflected on the next payroll. If the payroll is already in progress then the change will be reflected on the following payroll.

**PAYROLL DEDUCTIONS** – There are a variety of payroll deductions that are available to you. In order to begin a Payroll Deduction, the appropriate paperwork must be completed and turned into the Treasurer’s office. In order to terminate a deduction your request must be filled out on the Payroll Deduction Change Form and submitted to the Treasurer’s Office before the deduction will be stopped.

A minimum of five (5) employees is required for an outside company to become a vendor for payroll deduction.

**SICK LEAVE** – All full-time employees accumulate 1.25 day of sick-leave per month, with a maximum of 15 days per year. To use sick-leave, the sick-leave portion of the Absence Report & Substitute Voucher must be completed and signed by the employee’s immediate supervisor. The following categories fall under Sick-leave:

- a. Personal illness (Medical appts. included)
- b. Pregnancy
- c. Exposure to contagious disease
- d. Injury
- e. Death in employees’ immediate family as defined in the Negotiated Agreement

Refer to Certified Negotiated Agreement for Sick Leave Bonus and Classified Negotiated Agreement for Attendance Bonus.

**PERSONAL LEAVE** – Every full-time employee receives 3 personal days. To apply for a Personal Day you must complete the personal day portion of the Absence Report & Substitute Voucher 5 days prior to your requested day(s) off, except in the case of an emergency that makes it impossible to comply. Except where an emergency is the reason for the requested personal day, no more than 5 staff members may be on personal leave on any given school day throughout the school year.

Proper procedures must be followed in requesting a personal day. First you must inform the building principal or your immediate supervisor of your intent, so arrangements can be made for a substitute, and then have the Superintendent approve your request. Upon approval or denial from the Superintendent, you will receive a Copy of the Absence Report in your mailbox so you know beforehand whether or not your request was approved.

Refer to Certified Negotiated Agreement for Personal Leave Bonus.

**VACATION** – All 12 month employees are eligible for Vacation. If applicable, please refer to the negotiated agreement regarding vacation. Vacation must be applied for by completing the Absence Report & Substitute Voucher form.

**JURY DUTY** – Each employee selected for jury duty shall notify their immediate supervisor and the Superintendent ahead of time so that arrangements may be made for a substitute. Any money received from jury duty shall be turned into the school.

**CALAMITY DAY GUIDELINES** – (Administrators & Non-Union Employees)

- If we have a 1 hour delay, you are to be in the building at 8:30 a.m.
- If we have a 2 hour delay, you are to be in the building at 8:30 a.m.
- If we cancel, you need to be in the building by 8:30 a.m. and plan to stay at least until noon. If you have the work completed that needs to be done, you are free to leave at noon.
- If the Putnam County Sheriff's Office declares a Level 2 or higher weather emergency, you do not need to report for work and you do not need to make up the time.
- If the scheduled make-up day is a work day for you, then you must work the calamity day. (refer to individual work calendar)
- If the scheduled make-up day is a non-work day, you should not report to work for that calamity day but plan to work the make-up day. (refer to individual work calendar)

### **DOCK DAYS**

Dock days must be approved by the Superintendent and any dock day request over three days must have board approval. If you take school health and/or dental insurance, you will be responsible for the premium for the days off without pay. For those employees receiving the monthly insurance stipend, that amount will be divided by the number of work days in that month times the number of days off.

**PROFESSIONAL LEAVE** – Requests for professional leave must be submitted in writing on the Absence Report and Substitute Voucher form. Requests for professional leave should be submitted at least 2 weeks prior to the requested leave. First you must inform your immediate supervisor of your intent so that arrangements can be made for a substitute. Next the Absence Report & Substitute Voucher form needs to be approved by the Superintendent, and upon approval or denial, you will receive a Copy of the Absence Report & Substitute Voucher in your mailbox so you know beforehand whether or not your request was approved.

## **CONFERENCE REGISTRATION**

Once your conference has been approved, if there is a cost associated with the conference, you must fill out a Requisition for the conference and have it signed by your supervisor. Once the requisition has been approved, you may go ahead and register for your conference. If lodging is involved, again you must fill out a Requisition for the hotel and once it is approved you may make your reservations. It is up to you to register for the conference and make lodging accommodations. See the treasurer for payment options.

**OVERTIME** – Classified employees covered by this agreement shall be paid one and one-half times their regular straight time hourly rate for all hours worked in excess of 40 hours in any work week. Overtime must be pre-approved by the Superintendent. The workweek being defined as Monday through Sunday.

**STAFF WORK/HOLIDAY CALENDARS** – A copy of each group's job calendar has been provided to the employee. This calendar lists the days you are required to work and which days you have off. W = Workday; H = Holiday; A blank field indicates that you have the day off but don't get paid for that day. Total work days and holidays are listed at the bottom of the calendar and these are the number of days your salary is based on.

## **PERSONNEL RECORDS:**

If you feel that you need to have access to your personnel file, you must make your request to Sandy Ruskey (present records custodian) or Superintendent, at which time you may review your personnel file in the superintendent's office. You may also refer to Section 8320 of the Administration Guidelines for more detailed information.