

Guidelines for

Individuals Providing 1:1 Services for students, hired by ESC at District Request to serve Local District needs  
where the Paraprofessional is not attached to an ESC Program/Classroom

These employees will be hired by the ESC on a Casual/As-needed Contract. *(Contract indicates that the position is for an indeterminate period of time; allowing individual to be dismissed at any time for any reason)*

➤ **Identifying Position and Recruitment:**

- Local District personnel shall designate the position duties and anticipated work schedule (hours/day; days/week or year), unless position work hours and days are truly uncertain or known in advance to be irregular, in which case the individual may be paid based on time sheet.
- Local District will identify individual's site Supervisor.
- The ESC will announce/post the vacancy to current employees and prospective applicants.
- If ESC is asked to locate an individual, then applicants will be referred to local District Supervisor to be interviewed. Selection of personnel will be the decision of local District personnel subject to approval of the ESC Superintendent and ESC Governing Board.
- If the local District identifies the individual to be hired, then the local District personnel will offer the applicant the position, indicating that they are to be hired by the ESC.
- Local District Administrator authorized to contract/obligate the Local District will then complete and forward to the ESC a "Request to Hire Form" and attach signed acknowledgement of these guidelines.

➤ **Employee Earnings and Benefits:**

- Only in the case of uncertain or irregular hours and/or work days will the individual be paid based on time sheet. Unless on time sheet, applicable salary and benefits for the individual will be annualized.
- In addition to payment for regularly scheduled work days, all individuals scheduled to work the day prior to and the day following legal holidays will be paid for those legal holidays as prescribed in ORC.
- Individuals not on time sheet and working more than 0.5 FTE will be entitled to insurance and other employee benefits as designated in ESC policies.
- All persons hired as 1:1 paraprofessionals (attached to an individual student) shall be paid for regularly scheduled work days, even if the individual student may be absent on a particular day.

➤ **Site Supervisor Duties:**

- Site supervisor will sign leave forms as "Supervisor", and Local District personnel will be responsible for retaining an approved substitute as they deem necessary.
- Local District Site Supervisor shall be available as requested by the ESC to assist ESC staff in personnel related activities such as presentation of employee recognition gifts, delivery of non-renewal notices, etc.
- Site Supervisor will contact ESC Director of Student Services & Human Resources regarding any issues related to the employment status of 1:1 service provider (leaves, performance issues, services no longer needed, non-renewal/termination).
- **Contract Renewal:** Starting April, 2007, Employees hired on Casual ("As-Needed") contracts will be renewed for the next school year. If it is determined at some later time that the employee's services are no longer needed the Supervisor must inform the ESC Director of Student Services & Human Resources that the individual will no longer be needed so the ESC can notify the employee of such.

➤ **Payment/Billing:**

- Costs for these personnel to be paid directly to the ESC based on quarterly billing (November, January, March, June) including an administrative charge. All 1:1 paraprofessionals starting with the 06/07 school year will form a 'pool' or Cooperative Program of 1:1 Paraprofessional Services used to establish average employee hourly cost. Obviously, as individuals are added and removed from the 'pool' of 1:1 Paraprofessionals this hourly rate will fluctuate. Costs and payments made by districts will be reconciled at fiscal yearend to reflect actual costs and payments made to date for 1:1 Paraprofessional Services. 1:1 Paraprofessionals hired prior to the 06/07 school year will continue to be billed directly to the district being served.
- Final billing in June of each year will reflect any changes in costs incurred throughout the year. Any costs for substitutes paid by the ESC will be billed back to the specific district where the regular 1:1 Paraprofessional is charged.
- In the case of 'Time Sheet' individuals, quarterly billing shall reflect costs incurred by the ESC for the individual at the time of the billing. Final billing in June of each year will reflect any changes in costs incurred throughout the year, as well as costs for substitutes paid by the ESC for the individual.

*I have reviewed and agree to follow the above guidelines for retaining personnel as described above through the Madison-Champaign E.S.C.*