


SUBJECT: <b>Education Leave – SCOPE Members</b>	PAGE <u> 1 </u> OF <u> 3 </u>  NUMBER: <b>57-EDU-15</b>
RULE/CODE REFERENCE:	SUPERSEDES: 57-EDU-15 dated 08/15/06
RELATED ACA STANDARDS:	EFFECTIVE DATE: <b>March 5, 2018</b>
	APPROVED:  

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to establish a standardized process for granting educational leave with pay for employees belonging to SCOPE to attend work related educational programs during scheduled work hours.

## III. APPLICABILITY

This policy applies to all Ohio Department of Rehabilitation and Correction (DRC) employees who belong to the SCOPE, OEA/NEA bargaining unit.

## IV. DEFINITIONS

**Classroom Teachers** - Those education staff in the classifications of Teacher, ABE/GED Teacher, Career Technical Teachers (all subject areas), High School Teachers, Intervention Specialists.

**Non-Classroom Teachers** - Those education staff in the classifications of Education Specialist, Guidance Counselor, Librarian I, Librarian II and Correctional Job Placement Specialist.

**Ohio Central School System (OCSS)** - The school district chartered by the Ohio Department of Education to provide educational programming to inmates incarcerated within the Ohio Department of Rehabilitation and Correction.

**SCOPE** - State Council of Professional Educator, Ohio Education Association (OEA), National Education Association (NEA).

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to consider granting eligible employees paid leave during scheduled working hours to participate in educational programs which are related to the employee's work, or career progression within the DRC, and will lead to the improvement of the employee's skills and job performance, in accordance with the Collective Bargaining Agreement.

**VI. PROCEDURES****A. Continuing Education Programs**

1. OCSS shall offer programs which will provide at least one (1) continuing education unit each calendar year.
2. A letter will be issued from OCSS regarding approved Continuing Education Programs.
  - a. This letter will be attached to Request for Leave as documentation that this is an approved activity for education leave.
  - b. This is training leave, not educational leave.

**B. Required Training**

1. OCSS may at times require the employee to attend training sessions, conferences, workshops, etc. which are related to the employee's work.
2. A letter will be issued from OCSS regarding approved required training.
  - a. This letter will be attached to Request for Leave as documentation that this is an approved training activity.
  - b. This is training leave, not educational leave.

**C. Educational Leave for classroom teachers**

1. Education leave may be granted to classroom teachers in the following instances.
  - a. Teachers involved in the Career Technical Path to Five-Year licensure - The OSU consultant will provide a letter verifying that the requested class is necessary to convert to five-year license and that the class is not offered during non-work hours. The letter shall be attached to the Request for special situation leave.
  - b. Teachers involved in the Special Education Temporary license conversion to Five-Year licensure - The OCSS Executive Staff person in charge of special education will provide a letter verifying that the requested class is necessary to convert to five-year license and that the class is not offered during non-work hours. The letter shall be attached to the Request for special situation leave.

- c. Waivers for school system needs only as determined by management and with proof that the requested activity is not held during non-work hours. Career Development Activity form (DRC4426) must be approved and attached to the Request for Leave.
  - i. Teachers enrolled in a college/university program leading to Principal licensure - Proof of enrollment in the licensure program must be attached to the Career Development Activity form (DRC4426).
  - ii. Teachers enrolled in a college/university program leading to Guidance licensure - Proof of enrollment in the licensure program must be attached to the Career Development Activity form (DRC4426).
  - iii. Teachers enrolled in a college/university program leading to Special education licensure - Proof of enrollment in the licensure program must be attached to the Career Development Activity form (DRC4426).

**D. Educational leave for employees who are not classroom teachers**

- 1. Education leave may be granted for non-classroom teachers to attend job-related courses, training, professional meetings, conferences and workshops.
- 2. Career Development Activity form (DRC4426) shall be completed and submitted along with proof of enrollment/registration to the Superintendent.
- 3. The completed Career Development Activity form (DRC4426) shall be attached to the Request for Leave.
- 4. The maximum amount of paid leave shall not exceed one-tenth of the employee's work week, unless otherwise agreed to by the agency.

**Related Department Forms:**

Career Development Activity Form                      DRC4426