

**CLASSIFIED EMPLOYEE SUBSTITUTE HANDBOOK
2021-22 SCHOOL YEAR**



PERRYSBURG SCHOOLS

*Board of Education Offices
140 East Indiana Avenue
Perrysburg, Ohio 43551*

*Kellie Johnson, Executive Director of Human Resources
Melissa Curson, Executive Assistant
Paula Stout, Executive Assistant
419-874-9131 • fax: 419-872-8820
www.perrysburgschools.net*

Updated September 10, 21

TABLE OF CONTENTS

PERRYSBURG SCHOOLS VISION	3
PERRYSBURG BOARD OF EDUCATION OFFICE.....	4
BUILDING CONTACT INFORMATION	4
EMPLOYMENT INFORMATION	5
ASSIGNMENTS	6
DRESS	7
COMPENSATION	7
OTHER PROCEDURES AND SUGGESTIONS.....	8
WHERE TO PARK	9
LUNCHES, ETC.	9
SAFETY INFORMATION.....	10
WHAT TO DO IF YOU BECOME INJURED AT WORK	11
OHIO’S ETHICS LAW	12
ABBREVIATIONS USED FOR PAYROLL WITHOLDING	13
PAYROLL CALENDAR	14
SAMPLE DIRECT DEPOSIT.....	15
MAP OF BUILDINGS	16
PERRYSBURG SCHOOLS HUMAN RESOURCE DEPARTMENT	17



Perrysburg School District's new vision, mission and core values are:

-VISION

Where passion drives exemplary education

-MISSION

Ensuring all students achieve their greatest potential

-CORE VALUES

- We value students as individuals
- We inspire students to discover their passion
- We challenge our students and ourselves
- We provide a safe and inclusive environment
- We manage resources efficiently
- We enrich our community
- We are trailblazers

Perrysburg Board of Education Office
140 East Indiana Avenue
Perrysburg, Ohio 43551
419-874-9131- FAX 419-872-8820

Perrysburg High School

13385 Roachton Road
Perrysburg, Ohio 43551
Phone: 419-874-3181

Principal – Aaron Cookson
Head Custodian – Michelle Chapman
Food Service Manager – Maria Hersch
Secretary– Deb Schankula

From SR 25, take Roachton Road west to Fort Meigs Road. HS is on the left.

Perrysburg Jr. High School

550 ES Boundary
Perrysburg, Ohio 43551
Phone: 419-874-9131

Principal – Don Christie
Head Custodian – Brett Queen
Food Service Manager – Connie Gauthier
Secretaries – Megan Artz
Carol Panzero
Sherry Slocum

From SR 25, take WS Boundary St. east. The JHS will be on your right.

Hull Prairie Intermediate

25480 Hull Prairie Road
Perrysburg, OH 43551
Phone: 419-873-6293

Principal – Scott Best
Head Custodian – Ginger Whitman
Food Service Manager – Jackie Jurski
Secretaries – Keri Kasza
Nancy Oster
Jackie Romanski

From SR 25, take Roachton Road west and HPI is on the left.

Fort Meigs Elementary School

26431 Fort Meigs Road
Perrysburg, Ohio 43551
Phone: 419-872-8822

Principal – Marjoe Cooper
Head Custodian – Rob Grajczyk
Food Service Manager – Mary Jo Ireland
Secretaries – Teri Gregg
Shellie Corey

From SR 25, take Eckel Jct Rd. west. Fort Meigs School will be on your left.

Frank Elementary School

401 WS Boundary
Perrysburg, Ohio 43551
Phone: 419-874-8721

Principal – Lou Marconi
Head Custodian – Matt Prater
Food Service Manager – Heidi Dunphy
Secretaries – Rhonda Falkenstein
Kaitlyn Kruse

From SR 25, take WS Boundary St., east. Frank School will be on your left.

Toth Elementary School

200 East Seventh St.
Perrysburg, OH 43551
Phone: 419-874-3123

Principal – Hilary Steinmiller
Head Custodian – Doug Russ
Food Service Manager – Mary Krall
Secretaries – Allyson Briggs
Lisa Leggett

From SR 25, take West Seventh St. east. Toth School will be on your right.

Woodland Elementary School

27979 White Road
Perrysburg, Ohio 43551
Phone: 419-874-8736

Principal – Brook Price
Head Custodian – Glen Brandt
Food Service Manager – Betty Rinestine
Secretaries – Emily Keller

From SR 25, take W. Indian Ave east to S. Boundary. Turn right and go to White Rd. Turn left and Woodland School will be on your right.

Transportation

25715 Fort Meigs Road
Perrysburg, Ohio 43551
Phone: 419-874-3127

Director – Courtney Parr
Secretary – Valerie Weber

From SR 25, take Eckel Jct. Rd. west to Fort Meigs Road. Turn left Transportation will be on the right.

Employment Information

Any candidate recommended for employment is required to submit fingerprints for a **State of Ohio Bureau of Criminal Investigations Identification Check (BCII)** and **Federal Bureau of Investigation (FBI)**. This entails completing a fingerprint scan through Web Check at the Perrysburg Administration Building. The candidate must also submit payment of \$48 for both of the fingerprint processing fees. We will accept a copy of your fingerprint results from another school district, provided the results are within a one-year time frame.

Required Paperwork for Employment

- BCII and FBI
- Staff Data Sheet
- Authorization for Pre-Employment Verification and Release of Information
- State Teachers' Retirement system enrollment
- Social Security Statement
- Federal I-9 with copy of Driver's License and Social Security Card (originals)
- State of Ohio Withholding Exemption Certificate
- Federal W-4 Withholding Allowance Certificate
- Direct Deposit Form
- Three written letters of reference

Once all of the above listed paper work is on file and the candidate has been approved by the Board of Education, they may begin substitute teaching.

HOW SUBS ARE CONTACTED FOR WORK

Perrysburg Schools uses an automated service to streamline the process of recording absences and finding substitutes. The service is called Frontline/AESOP (**A**utomated **E**ducational **S**ubstitute **O**perator). The Frontline/AESOP service will be available to your 7 days a week, 24 hours per day. You may interact with the system either on the Internet at www.aesoponline.com or by a toll-free automated phone line at 1-800-942-3767. When you are hired, you are assigned a username and password as well as instructions on how to use the system.

With the Frontline/AESOP system, subs are able to search for and accept jobs for which they qualify. They may also wait to receive a call from Frontline/AESOP to accept assignments. Persons substituting in other districts using Frontline/AESOP need only have one username and password.

Specific questions regarding the Frontline/AESOP system should be addressed to Receptionist, Aricca Sorg at 419-874-9131 extension 2102 or asorg@perrysburgschools.net during work hours (7:45-4:15 PM) or leave a message at 419-874-8845 extension 2151 after hours.

Please report to the Secretary in the building where you will be teaching at least 15 minutes before the start of school. Any additional information regarding the assignment or school policies may be obtained from each school office.

ASSIGNMENTS

- ❑ Our policy is to use *only* substitutes approved by the **Board of Education**. Assignments generally are made in accordance with the area of qualification and/or interest and are on a rotation basis.
- ❑ **You will be contacted by our automated sub calling system (Frontline/AESOP) as assignments become available (except Bus Drivers at this time).** You will be asked to accept or decline these assignments. Occasionally you will be contacted from Central Office in case of last minute substitute needs.
- ❑ Subs may also check availability of jobs either by calling 1-800-942-3767 or by checking on-line at www.aesoponline.com. When you were hired you were given a user name and pin number for use with both of these systems.
- ❑ When you were hired, you were informed of the job classification in which you will be subbing. Job classifications include:
 - Food Service
 - Custodial
 - Assistant Library
 - Health Aide
 - Secretarial
 - Monitors (Playground, Cafeteria, All Day Kindergarten and Study Hall)
 - Bus Driver
- ❑ Assistant Librarian subs are required to obtain a Student Monitor License through Ohio Department of Education and attend training provided by Perrysburg District Librarians. Bus Drivers must complete training through The Perrysburg Schools Transportation Department and The Ohio Department of Transportation/Ohio Department of Education Requirements. Food Service subs are encouraged to become certified in “Serv-Safe Sanitation”. Monitor subs are required to obtain a Student Monitor License through Ohio Department of Education.
- ❑ You will be informed of the location and the date and time of your assignment by Frontline/AESOP.
- ❑ Please report to the office in the building where you will be subbing at least 10 minutes before the start of your shift. Indicate to the school secretary where you are subbing and he/she will direct you to the appropriate department head.
- ❑ You will obtain your job duties and other information regarding the assignment from the department head, principal or secretary
- ❑ **If school is cancelled, subs are not to report to work.**
- ❑ Substitutes are expected to assume the responsibilities and assigned duties of the employee they are replacing. Substitutes may be asked to perform other tasks by the building principal during times when the substitute is not assigned regularly scheduled duties.
- ❑ Every effort will be made to divide the amount of work as equally as possible. There is no guarantee of minimum or maximum work.

DRESS

Substitutes are not required to wear uniforms, however, appropriate attire is expected.

Secretarial and Assistant Librarian - Professional office attire.

Health Aide- Professional office attire.

Custodial / Maintenance – Long Dark or Khaki pants (no jeans, sweat or stretch pants), short sleeved shirt with collar, closed toe shoes. Custodians may wear mid thigh length shorts from May 1st – October 15th. Jewelry should be minimal.

Food Service – Long Black pants (no jeans, sweat or stretch pants), short sleeved shirt with collar, closed toed rubber soled shoes, socks or hose, hat or hair net, (hair must be restrained), no nail polish, no long or artificial nails and **no jewelry**.

Cafeteria Monitors – Dark or Khaki pants (no jeans, sweat or stretch pants) comfortable sleeved shirt or sweater, rubber-soled shoes. Jewelry should be minimal.

Playground Monitors – Same as cafeteria monitors, except coat, hat and gloves as needed. The office will provide a bright yellow safety vest, which must be worn at all times on the playground. The vest is to be left in the office once the assignment is complete.

Maintenance – Dark or Khaki pants (must wear long pants), closed toed shoes, short sleeved shirt. Jewelry should be minimal.

Bus Drivers – Closed Toe Shoes, No Flip Flops. Appropriate Shirts/Pants are required (check with transportation supervisor)

All positions: *DO NOT wear shirts with logos or printing on them unless it is spirit wear that is approved in advance by the supervisor

Compensation – 2020-21 School Year

Substitutes will be compensated based upon the classification in which they are working:

- Food Service \$12.29 per hour
- Custodial \$15.76 per hour
- Assistant Librarian \$13.45 per hour
- Monitors \$12.29 per hour
- Secretarial \$13.61 per hour
- Maintenance/Grounds \$13.12 per hour
- Bus Drivers \$18.30 per hour
- Field Trips \$11.97 per hour
- Health Aide \$18.43 per hour
- Treasurer Staff \$14.82 per hour

Substitutes are responsible for obtaining a time sheet from their department head or principal. The time sheet must be completed and signed by the substitutes. The time sheets should be left with the building principal or department head for approval and submission for payment. At no time should you work additional hours without written approval from the principal or supervisor.

Generally, check stubs are electronically emailed the Friday following the previous two-week pay period; and if mailed, are sent Thursday. All employees are paid through Direct Deposit. Questions regarding paychecks should be directed to The Treasurer's Office at 419-874-9131, Pam Tyson ext. 2108 or Stacie Feix ext. 2126

REQUIREMENTS FOR BACK TO SCHOOL

All substitutes should adhere to the following guidelines when coming into any of our school buildings

1. Do a daily self-health assessment before coming into the building-make sure you are "fit for duty". If you are sick, stay home - do not come into the building. Please call Aricca Sorg as soon as possible 419-874-9131 ext 2102
2. Temperatures should be taken daily prior to reporting to work. This can be done at home
3. Masks or face coverings should be worn in the building at all times, unless you are in an enclosed space by yourself with a door closed for an extended period of time
4. Maintain good hygiene-wash hands frequently, don't touch your eyes, nose or mouth, cover coughs and sneezes with your sleeve or a tissue, then wash hands, and use hand sanitizers only when soap and water are not available
5. Maintain social distancing of at least 6 feet at all times

Other Procedures and Suggestions

- Changes in address or telephone number must be communicated to the Board of Education Office at 874-9131 ext. 2102.
- If you desire to be removed from the sub list either permanently or temporarily, you must notify Melissa Curson at 419-874-9131 ext. 2109, for Food Service, Amber Wymer at 419-874-9131 ext. 2121, for Transportation, Courtney Parr at 419-874-3127 ext. 2700.
- Reports of unsatisfactory performance received on a substitute may result in that person's name being removed from the list of approved substitutes. On the other hand, reports of above average or outstanding performance will be placed in the substitute's file for future consideration.
- Whenever a contracted position becomes available, it will be posted on our web site at www.perrysburgschools.net for five (5) business days. Substitutes are eligible to apply for these positions. In order to apply, you must fill out an online application on the schools website. You will be notified if you are chosen for an interview.

***If you have any questions, contact:
Kellie Johnson, Executive Director, Human Resources
Melissa Curson, Executive Assistant
Paula Stout, Executive Assistant***

***Perrysburg Schools
140 East Indiana Ave.
Perrysburg, OH 43551
419-874-9131 ext. 2131 or ext. 2105
kjohnson@perrysburgschools.net
mcurson@perrysburgschools.net
pstout@perrysburgschools.net***

Where to Park

Fort Meigs –Parking is available in the visitor lot off of Fort Meigs Road. Enter into the main door # 4.

Frank - Parking is available in the lot off Mulberry. The entrance is the front doors off of the circle drive. When entering through the front doors, buzz into the office and sign in

Toth - Parking is available on the Locust side of the building. Enter into Door # 28 and report to the office.

Woodland - Parking is available in the White Road parking lot. Enter the school by Door # 1 closest to the flagpole. Enter the lobby and buzz into the office to sign in.

HPI – Parking is available on the West side of the building, enter the parking lot off of Canterbury Blvd. Enter the door closest to the Staff Parking Lot.

Junior High School - Parking is available in the main lot. Please do not use the spots in the front circle as those are for short term visitors. If you arrive before 7:45 am you may enter through the glass doors near the gymnasium. The office will be down the hall on the left. If you arrive after 7:45 am you will need to walk around to the front of the building near the flagpole. You must enter though the secured vestibule.

High School - Parking is available on the Fort Meigs side of the building **for AM or All Day substitutes**. Enter through the glass doors. The office will be on your left behind the stairs. **PM only substitutes** will need to park in the student lot off of Roachton Road and enter through the glass doors. The office will be on your right.

If the door is locked, ring buzzer and identify yourself and the door will be unlocked to admit you into the building.

Report to the main office.

Lunches, etc.

Please only bring minimal personal items to the school. You will have a place to put your coat and some personal items, but please do not bring valuables. If you wish to purchase a lunch, the cost is **\$3.50** for an adult lunch. Ala Carte items are also available.

Employee Safety Information

Substitutes are required to be familiar with the Board's policy on Blood borne Pathogens. A copy of the policy is outlined below. Should you desire additional training in this area, please contact the Human Resources office that will direct you to our online training modules.

Blood borne Diseases

Blood borne pathogens are microorganisms carried by human blood and other body fluids. The two most common are the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV).

Many people associate AIDS with blood borne pathogens, but actually, HBV is much more common. HIV is transmitted mainly through sexual contact, but also may be spread by contact with blood and body fluids. HIV is not transmitted by touching or working around people who carry the disease.

Accidental Injury

You can become infected by:

- Cutting yourself with a contaminated sharp object
- Touching a contaminated object, then touching your mouth, eyes, nose or loose skin

HBV can survive on surfaces dried and at room temperature for at least a week

Workplace Transmission

HBV, HIV and other pathogens may be present in blood and other

Materials, such as:

- Body fluids containing visible blood
- Semen and vaginal secretions
- Torn or loose skin

Blood borne pathogens can cause Infection by entering you body through:

- Open cuts and nicks
- Skin abrasions
- Dermatitis
- Acne
- The mucous membranes of your mouth, ears or nose.

Personal Protective Equipment

Personal Protective Equipment (PPE) you should use when dealing with blood or body fluids include gloves, masks and aprons and may be obtained through the Head Custodian in each building. You may also use plastic bags, or any other item that would form a barrier between your skin and the blood.

Standard Precautions

Treat all blood and body fluids as if they were contaminated.

Engineering controls

Perrysburg Schools provides red containers labeled "biohazard" for disposing of regulated waste and towels soaked in blood or body fluids.

Hand washing

Good hand washing keeps you from transferring contamination from your hands to other parts of your body or other surfaces you may contact later.

Wash hands after any contact with blood or body fluids.

Personal Protective Equipment continued

Personal Hygiene

Don't eat, drink or smoke, apply cosmetics or handle contact lenses where there is likelihood of exposure.

General Housekeeping

Clean and disinfect all equipment and environmental surfaces as soon as possible after contact with blood or body fluids. Use a solution of ¼ cup bleach to 1 gallon of water.

Never pick up broken glass with bare hands. Always use a broom and a dustpan.

Place contaminated sharp objects and infectious wastes in designated containers. The containers, available in each building, are labeled "Biohazard".

Dealing with Blood

If you must attend to a person with a bloody nose or a cut, use a barrier, ideally plastic gloves, but in a pinch a plastic bag or anything to form a barrier between your skin and the blood will do.

Dispose of the bloody materials in a biohazard container. If you have been in contact with blood or bodily fluids contact your Supervisor immediately.

Remember: Treat all blood and body fluids as if they are contaminated.

What to do if you become injured at Work

1. Immediately contact your supervisor who will provide you with a workers' compensation packet. This packet includes information on how to seek treatment. **If it is an emergency, seek immediate medical attention at the nearest ER or Urgent Care Center.** If not an emergency your supervisor will tell you where to go.
2. **As soon as possible after receiving medical attention, complete an employee accident report that is found in the workers' compensation packet.** Have your principal or supervisor sign the report and submit this report to Kellie Johnson at central office.

Ohio's Ethics Law

The law, effective January 1, 1974, created new ethical standards for public officials and employees by: requiring personal financial disclosure; creating new restrictions upon unethical conduct with criminal sanctions; and establishing uniform review of ethics issues by statewide commissions of the three branches of government. To review the law, go to: <http://www.ethics.ohio.gov/OhioEthicsLaw.html>

STAFF ETHICS

An effective educational program and successful operation of the District requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain the following high standards in their working relationships and in the performance of their professional duties:

- A. Recognize basic dignities of all individuals with whom they interact in the performance of duties.
- B. Represent accurately their qualifications.
- C. Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates.
- D. Seek and apply the knowledge and skills appropriate to assigned responsibilities.
- E. Keep in confidence legally confidential information.
- F. Pledge that their actions and/or those of another on their behalf are not made with specific intent of advancing private economic interests.
- G. Refuse to accept anything of value offered by another for the purpose of influencing judgment.
- H. Refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.
- I. Refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

Abbreviations used for Payroll Withholding

PEA and OAPSE have requested that the Treasurer's Office clarify the abbreviations used for payroll withholding. The following are abbreviations used for deductions and withholdings on your paycheck.

Employee Deductions

FED TAX	Federal Income Tax
ST. TAX	State of Ohio Income Tax
PERR-TAX	City of Perrysburg Income Tax
TOL-TAX	City of Toledo Income Tax
SERSANN	SERS-Non Taxable
STRSANN	STRS-Non Taxable
MEDANN	Medical Insurance Premium
DENTANN	Dental Insurance Premium
VISION	Vision Insurance Premium
FLEXSPEN	Flexible Spending Deduction
DEPCHILD	Dependent Child Care Deduction
PEA-DUES	Perrysburg Education Association Dues
OAPSE	O.A.P.S.E. Dues
UN. WAY	United Way
HOLYPARK	Holiday Park Fitness Membership
YMCA	YMCA Membership
MEDICARE	Medicare Tax
OSDI-PR	Ohio School District Income Tax - Perrysburg
OSDI-BG	Ohio School District Income Tax - Bowling Green
OSDI -EL	Ohio School District Income Tax - Elmwood
OSDI-LC	Ohio School District Income Tax - Liberty Center
OSDI-OTS	Ohio School District Income Tax - Otsego
OSDI-SWA	Ohio School District Income Tax - Swanton

***Board Share**

*SERS	Board's Share School Employees Retirement
*STRS	Board's Share State Teachers Retirement
*MEDBDSHR	Board's Share Medical Insurance
*DENT SGL	Board's Share Dental (single) Insurance
*LIFECERT	Boards Share Life Insurance
*MEDICAR	Board's Share Medicare

Perrysburg Exempted Village Schools 2018-2019 Payroll Dates

July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

****SUPERVISORS - Properly signed time sheets due to payroll by Monday of the week preceding payroll.**

Payroll Period		Time Sheets Due To Supervisor/Payroll	Pay Date
Time Worked From	Time Worked Through		Every other Friday
Sunday, June 10, 2018	Saturday, June 23, 2018	Monday, June 25, 2018	Friday, July 06, 2018
Sunday, June 24, 2018	Saturday, July 07, 2018	Monday, July 09, 2018	Friday, July 20, 2018
Sunday, July 08, 2018	Saturday, July 21, 2018	Monday, July 23, 2018	Friday, August 03, 2018
Sunday, July 22, 2018	Saturday, August 04, 2018	Monday, August 06, 2018	Friday, August 17, 2018
Sunday, August 05, 2018	Saturday, August 18, 2018	Monday, August 20, 2018	Friday, August 31, 2018
Sunday, August 19, 2018	Saturday, September 01, 2018	Monday, September 03, 2018	Friday, September 14, 2018
Sunday, September 02, 2018	Saturday, September 15, 2018	Monday, September 17, 2018	Friday, September 28, 2018
Sunday, September 16, 2018	Saturday, September 29, 2018	Monday, October 01, 2018	Friday, October 12, 2018
Sunday, September 30, 2018	Saturday, October 13, 2018	Monday, October 15, 2018	Friday, October 26, 2018
Sunday, October 14, 2018	Saturday, October 27, 2018	Monday, October 29, 2018	Friday, November 09, 2018
Sunday, October 28, 2018	Saturday, November 10, 2018	Monday, November 12, 2018	Friday, November 23, 2018
Sunday, November 11, 2018	Saturday, November 24, 2018	Monday, November 26, 2018	Friday, December 07, 2018
Sunday, November 25, 2018	Saturday, December 08, 2018	Monday, December 10, 2018	Friday, December 21, 2018
Sunday, December 09, 2018	Saturday, December 22, 2018	Monday, December 24, 2018	Friday, January 04, 2019
Sunday, December 23, 2018	Saturday, January 05, 2019	Monday, January 07, 2019	Friday, January 18, 2019
Sunday, January 06, 2019	Saturday, January 19, 2019	Monday, January 21, 2019	Friday, February 01, 2019
Sunday, January 20, 2019	Saturday, February 02, 2019	Monday, February 04, 2019	Friday, February 15, 2019
Sunday, February 03, 2019	Saturday, February 16, 2019	Monday, February 18, 2019	Friday, March 01, 2019
Sunday, February 17, 2019	Saturday, March 02, 2019	Monday, March 04, 2019	Friday, March 15, 2019
Sunday, March 03, 2019	Saturday, March 16, 2019	Monday, March 18, 2019	Friday, March 29, 2019
Sunday, March 17, 2019	Saturday, March 30, 2019	Monday, April 01, 2019	Friday, April 12, 2019
Sunday, March 31, 2019	Saturday, April 13, 2019	Monday, April 15, 2019	Friday, April 26, 2019
Sunday, April 14, 2019	Saturday, April 27, 2019	Monday, April 29, 2019	Friday, May 10, 2019
Sunday, April 28, 2019	Saturday, May 11, 2019	Monday, May 13, 2019	Friday, May 24, 2019
Sunday, May 12, 2019	Saturday, May 25, 2019	Monday, May 27, 2019	Friday, June 07, 2019
Sunday, May 26, 2019	Saturday, June 08, 2019	Monday, June 10, 2019	Friday, June 21, 2019

*** NOTIFICATION OF DIRECT DEPOSIT ***

To: P Y Jacket
8285 Oak Road
Smalltown OH 44444

From: PERRYSBURG EX. VILLAGE SCHOOLS
140 E. INDIANA AVE.
PERRYSBURG OH 43551

The accounts designated in your Authorization Agreement for Automatic Deposit are credited in the amount of \$2,285.12

Funds are available in your accounts as of 07/13/12

Your salary has been deposited as follows:

Type	Description	Amount
Savings	DirDep	300.00
Checking	DirDep	1,860.12
Savings	DirDep	125.00

Below is a summary of your pay for the period ending 07/13/12.

NAME	Pay	
	UNITS	AMOUNT
Regular		2877.46
Atn Inc	1.000	170.03

NAME	Deductions			NAME	AMOUNT	YTD
	AMOUNT	YTD				
Federal	324.49	5075.23	FederADD	60.00	840.00	
State	101.42	1535.85	OakHar	29.94	432.66	
403b Asp	150.00	1950.00	Hth/Drug	46.70	607.10	
Dental	5.45	70.85	Vision	.95	12.35	
Medicare	43.42	627.39				

Gross Amount	3,047.49	* Board Amount
Adjusted Gross	2,844.39	
Gross Y-T-D	43,961.47	

Sick Leave	Vacation Leave	Personal Leave
Use/Balance	Use/Balance	Use/Balance
.000/121.000	.000/.000	.000/2.000

Service Days
Period/Contract
4/4

Federal Exemption	M 01	Total Deductions	762.37
State Exemptions	01	Deposit #531208	Net Pay
			2,285.12

Note:



**Perrysburg Schools
Human Resources Department**

Kellie Johnson, Executive Director HR
419-874-9131, ext. 2131
kjohanson@perrysburgschools.net

Melissa Curson, Executive Assistant
419-874-9131, ext. 2109
mcurson@perrysburgschools.net

Paula Stout, Executive Assistant
419-874-9131, ext. 2105
pstout@perrysburgschools.net

**For Job opportunities go to
www.perrysburgschools.net/employment**

Perrysburg Schools do not discriminate on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information or political beliefs.