esucc

2026
2027

Employee Handbook.



Educational Service Unit
Coordinating Council

Table of Contents

03 Introduction

04 History

06 Vision, Mission

07 Values

08 Board and Structure

09 Organizational Chart

10 Chain of Command

11 Employment

15 Benefits

17 Leaves

21 Procedures

25 Reporting

26 Title IX

33 ESUCC Family

Welcome Message



I want to begin by saying thank you.

The work you do each day matters to ESUCC, to Nebraska's Educational Service Units, and to the schools, educators, and students ultimately served through our statewide network. I am grateful for the expertise, care, flexibility, and commitment you bring to this organization.

ESUCC was created to support statewide coordination among Nebraska's ESUs so services could be delivered more efficiently, consistently, and cost-effectively across the state. Your work helps make that purpose real. Whether your role is directly connected to a statewide project, internal administration, technology, teaching and learning, or organizational support, each of you contributes to the larger mission of serving Nebraska schools through collaboration.

This handbook communicates ESUCC procedures, employee expectations, and general employment-related information, including benefits, work schedules, travel, leave, insurance-related responsibilities, monthly reporting, and other employee responsibilities.

While this handbook is not Board policy, it may reference ESUCC Board policies. Official policies are maintained in the ESUCC CEO office, on the ESUCC website, and in the ESUCC Google Drive.

ESUCC leadership is responsible for interpreting this handbook. Circumstances not specifically addressed will be considered based on applicable Board policies, organizational procedures, and relevant state and federal statutes and regulations.

Understanding this handbook is both a condition of initial employment and an annual expectation. Please contact your supervisor/director with questions about the handbook. Questions regarding employment benefits should be directed to the CEO.

Thank you for the important role you play in ESUCC's work and in the statewide ESU network we serve.

~Dr. Larianne Polk, CEO



ESUCC History & Purpose

The Educational Service Unit Coordinating Council, or ESUCC, was created by the Nebraska Legislature through LB 603 in 2007 and officially came into existence on July 1, 2008. Its creation built upon the longstanding role of Nebraska's Educational Service Units, which were established in 1965 to provide services that individual school districts may not be able to provide as efficiently or effectively on their own. As Nebraska's ESUs continued to develop statewide and regional services, the need for greater coordination, consistency, and collaboration across the ESU system became increasingly important.

ESUCC was established to help Nebraska's ESUs work together in a coordinated, cost-effective manner for the benefit of students, teachers, and school districts across the state. Its statutory purpose is to support statewide coordination among ESUs, helping align services, reduce duplication, strengthen shared projects, and expand access to high-quality support regardless of where a district is located.



About ESUCC

Today, the Educational Service Unit Coordinating Council serves as the statewide coordinating body for Nebraska's 17 Educational Service Units. ESUCC exists to strengthen collaboration across the ESU network and to support services that are more effective, efficient, and consistent when approached together.

The current work of ESUCC spans multiple areas of service and support, including technology, teaching and learning, special education systems, statewide purchasing, data and reporting, professional learning, and other collaborative initiatives. Through projects such as statewide PowerSchool Cooperative, the Student Record System, SMART, Canvas, Non-Public Textbook Loan support, cybersecurity coordination, and instructional support efforts, ESUCC helps connect the work of individual ESUs into a broader statewide system of service for Nebraska schools. While each ESU remains locally governed and responsive to the needs of its region, ESUCC provides a structure for shared decision-making, statewide planning, and coordinated implementation.

ESUCC's role is not regulatory. Instead, it is built on partnership, coordination, and shared responsibility. The organization works at the direction of its board, which is made up of the administrators of Nebraska's ESUs, and collaborates with state-level partners, school districts, and other educational organizations when statewide coordination is needed. At its core, ESUCC provides statewide supplemental educational services to ESUs and school districts who may not have the resources to do provide the on their own.

Vision & Mission



Vision

Innovative People Providing Exceptional Service

Mission

ESUCC's mission is to serve and support the Nebraska education community through innovation and visionary leadership.

Values

Adaptability

We are flexible and open to new opportunities.

Innovation

We are creative in our work and promote new ways to improve outcomes.

Passion

We love what we do and believe in the impact of our work.

Professionalism

We are highly skilled, reliable and respectful.

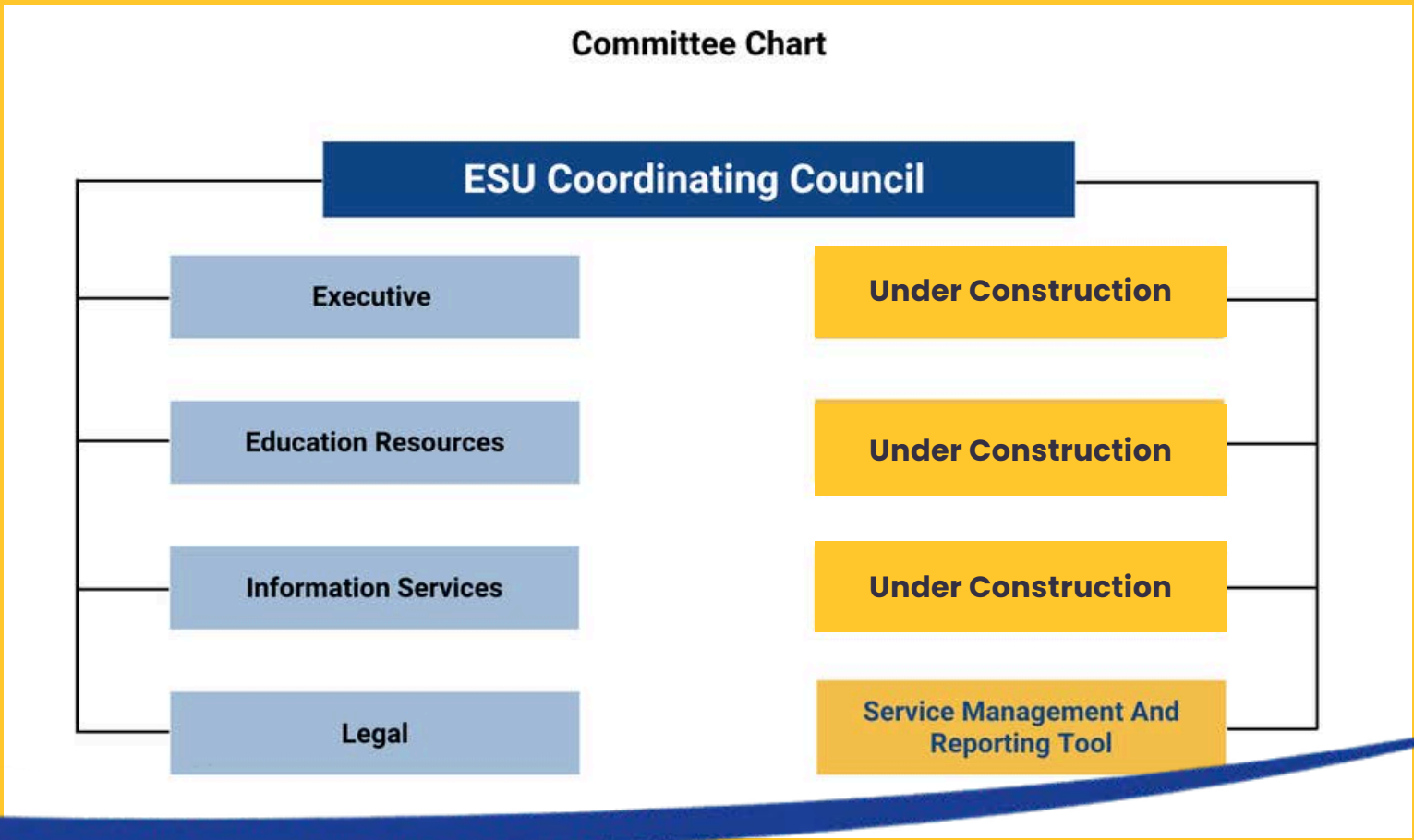
Board & Committee Structure

Dr. Bill Heimann, ESU 1 (Exec, Legal)
Mitch Hoffer, ESU 2 (Info Services, SMART)
Dr. Dan Schnoes, ESU 3 (Legal, SMART)
Gregg Robke, ESU 4 (Info Services, SMART)

Dr. Brenda McNiff, ESU 5 (Exec, Ed Resources)
Dr. Brian Maschmann, ESU 6 (Info Services)
Marci Ostmeyer, ESU 7 (Ed Resources, SMART)
Corey Dahl, ESU 8 (Info Services)

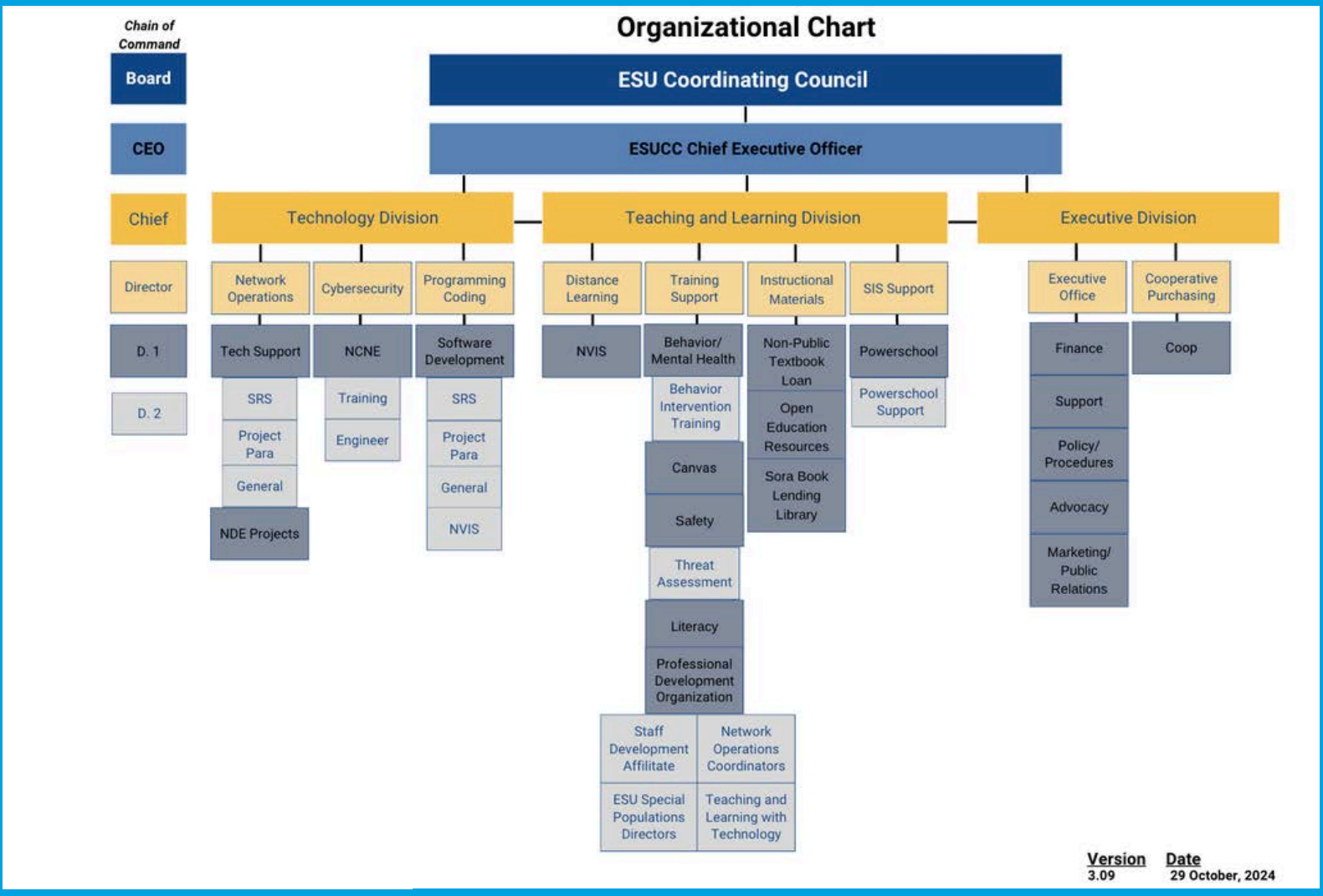
Drew Harris, ESU 9 (Legal)
Dr. Melissa Wheelock, ESU 10 (Exec, Legal, SMART)
John Poppert, ESU 11 (Legal)
Dr. Laura Barrett, ESU 13 (Exec, Ed Resources)

Phillip Picquet, ESU 15 (Legal, SMART)
James McGown, ESU 16 (Info Services)
Geraldine Erickson, ESU 17 (Exec, Ed Resources)
Dr. Takako Olson, ESU 18 (Legal, SMART)
Dr. Kanyon Chism, ESU 19 (Ed Resources)



When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESUCC Shared Drive.

Organizational Chart



When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESUCC Shared Drive.

Chain of Command

Any employee with a conflict is encouraged to first talk with the person(s) with whom he/she is in conflict. If, after this conversation, the situation is not resolved, and there is a need for a third party, follow the chain of command outlined below.

Lines of Responsibility

1. General Chain of Command
    a. Directors
    b. Division Chief
    c. CEO
    d. ESUCC Board
2. On matters involving Programming Coding
    a. Programming Coding Director
    b. CIO
    c. CEO
    d. ESUCC Board
3. On matters involving all other Technology Division
    a. CIO
    b. CEO
    c. ESUCC Board
4. On matters involving SIS Support (PowerSchool)
    a. PowerSchool Director
    b. CLO
    c. CEO
    d. ESUCC Board
5. On matters involving all other Teaching and Learning Division
    a. CLO
    b. CEO
    c. ESUCC Board
6. On matters involving Cooperative Purchasing
    a. Coop Director
    b. CEO
    c. ESUCC Board
7. On matters involving all other Executive Division
    a. CEO
    b. ESUCC Board

When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESUCC Shared Drive.

Employment

Mentoring

- Each newly hired permanent employee will be assigned a mentor.
- The topics for Mentoring will be calibrated to the employees needs and suggestions.
- Meeting times will be mutually agreed upon between mentee and mentor.

Employee Classifications

Article IV, Policy 4002

The ESUCC classifies their staff contracted from ESU 17 into three general categories:

1. Certificated employees are employees performing duties requiring a certificate issued or license accepted by the Commissioner of Education. Certificated employees must maintain all licensure or certification required by the position as a condition of continued employment. The certificated employee must immediately report the loss or suspension of licensure or certification to their immediate supervisor and the appropriate staff member in Human Resources.
2. Professional employees who are exempt under the Fair Labor Standards Act but do not hold a certificate or license accepted by the Commissioner of Education.
3. Classified employees are employees with regular work assignments whose job classifications do not require a certificate issued by the Commissioner of Education. Classified employees are at-will employees, unless otherwise designated. Classified employees are non-exempt.

Due to this distinction and the nature of their contractual terms, protocols for each employee class may vary.

Pay Periods

Employees will be paid in monthly installments. Payments will be received via direct deposit on the 15th of every month. Should the 15th of the month fall on a holiday or non-work day, employees shall be paid the preceding workday. Employees have access to their financial information through AptaFund.

When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESUCC Shared Drive.

Employment

Work Day

1. Business Hours
   a. ESUCC business hours are set by the CEO.
   b. Offices open at 7:30 AM and close at 4:00 PM.
   c. Some program hours differ and are set and approved by the CEO or designee.
2. Time Cards
   a. Classified, non-exempt employees whose job requires hourly tracking will use the electronic system for clocking in/out.
   b. Electronic time cards are approved by designated program supervisors.
3. Work Week
   a. The work week for overtime purposes shall be 12:00 AM Sunday until 11:59 PM Saturday.
   b. The CEO may establish a different 7-day period workweek from time to time for specified employees or employee groups.
4. Overtime Article IV, Policy 4009
   a. ESUCC staff members who are "non-exempt" under the Fair Labor Standards Act and who work more than 40 hours in a workweek will be provided compensatory time at the rate of one and one-half (1 ½) hours for each hour of overtime the staff member worked.
   b. All overtime must be approved in advance by the Chief Executive Officer or designee.
   c. Any compensatory time must be used in the same pay period in which it was received. Scheduled holidays, vacation days, time off for jury duty, and time off for sickness, emergencies or other personal reasons will not be considered hours worked for overtime purposes. Track compensatory time in the Retirement Spreadsheet.
5. Remote Work Remote Work Guidance and Expectations
   a. Remote work for the purpose of this handbook item, is non-routine work locations away from the staff person's home base. Remote work locations are not guaranteed and may only be utilized for a temporary time.
   b. Chiefs and Program Supervisors have the final decision if an employee may work remotely.
   c. ESUCC staff members working remotely are, in general, held to the same expectations as when working in non-remote locations.

When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESUCC Shared Drive.

Employment

Compensation

Article IV, Policy 4009

Professional/Certificated/Classified (241 days) *Days may vary slightly between (241-245)

a. Annual salary shall be paid in twelve equal payments in accordance with ESUCC's payment practices.
b. Each salary installment is payable on the 15th day of each month unless the 15th falls on a Saturday or Sunday, payment will be made the Friday before the 15th.
c. Upon termination of employment, an employee shall be paid for unused vacation time at a rate of $50 per day.

Break Times

1. During ESUCC regular operating calendar, the non-exempt/classified employees are provided a paid 15 minute AM and PM break per four hours of work, plus a 30 minute unpaid lunch.
2. As a general rule, breaks should be taken away from your workstation or other workstations to ensure positive staff wellbeing.
3. Accrual, banking, or accumulating unused break or lunchtime is not allowed.
4. Unused breaks may not be taken by an employee to change employee's scheduled work start or stop times or used to lengthen the meal period.
5. Requests by classified/non-exempt employees to work through lunch is on a case by case basis and must be communicated to the supervisor.
6. Limit personal phone calls to break times and lunch hours as much as possible.

Inclement Weather

a. There are days where weather may impact the ability to commute to the office safely. The Inclement Weather procedure provides explanation as to what to do when ESUCC is closed, has a late start, and/or closes early.
b. Generally, ESUCC staff have the tools and responsibilities to work remotely when necessary. It is the priority to keep our staff safe, and yet provide for work opportunities.
c. Refer to Inclement Weather procedure for details.

Employment

Evaluations*

Probationary employees, those who have served under a contract with the ESUCC for up to two successive years, are to be formally observed and evaluated at least one time per year. Permanent employees, those who have served under a contract with the ESUCC for at least two successive years, are to be formally observed and evaluated at least once every two years beginning in year 4.

Resignations

All ESUCC employees are "at-will employees" and are requested to provide a written notice of resignation to the CEO. Non-exempt staff are requested to provide at least a two-week notice prior to resigning. Exempt staff are requested to provide at least a 30 day notice prior to resigning.

Employee File

Personnel Files are maintained at ESU 17 with a copy of evaluations/appraisals at ESUCC.

Professional Presence

- ESUCC personnel are expected to dress in a professional manner and in good taste as well as maintaining good hygiene.
- Useful expectation is to dress one level above the audience when working with an external group.

ESUCC Email

ESUCC email account shall be used for all ESUCC business and correspondence.

When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESUCC Shared Drive.

Benefits

Employee Benefits

ESUCC in partnership with ESU 17 offers its employees a variety of insurance programs. All insurance benefits begin on the first day of the month following the date of employment and end on the last day of the month at termination.

Health Insurance

ESUCC in partnership with ESU 17 is part of the Educators Health Alliance through Blue Cross/Blue Shield of Nebraska and, as such, all employees are required to be insured by the Blue Cross Blue Shield EHA plan or under their spouse's group insurance policy.

The PPO plan includes a $650 deductible, with a maximum of $5,600 per individual or $11,200 for two or more covered members enrolled on the employee's plan. There is an 80/20 copay on medical services provided inside the Network Blue Provider network or a 60/40 copay on services provided outside the Network blue Provider network.

The high-deductible health insurance (HSA) includes a $3,800 deductible, with a maximum of $5,350 per individual or $10,700 for two or more covered members enrolled on the employee's plan. Employees are responsible for setting up their own HSA account through a qualified financial institution.

In- and Out-of-Network cost shares no longer cross-accumulate. Cost shares for services provided in-network will only satisfy the in-network deductibles and out-of-pocket limits. Cost shares for services provided out-of-network will only satisfy the out-of-network deductibles and out-of-pocket limits.

Other benefits and restrictions are outlined in the insurance policy information, which can be found at Blue Cross and Blue Shield of Nebraska.

Dental Insurance

Single membership coverage is automatically included under all Educators Health Alliance health plans. Employee plus spouse, employee plus children, or family coverage options are available at an additional cost.

When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESUCC Shared Drive.

Benefits

Section 125 Cafeteria Plan

The ESUCC, in partnership with ESU 17 offers a Section 125 Plan for employees to use pretax dollars to purchase health and dental insurance according to their individual needs.

Deduction amounts can only be changed once a year at enrollment time, except when circumstances change status of benefits. Enrollment is conducted during the Fall Staff Meeting.

Aflac Supplemental Insurance



Aflac offers a variety of additional policies including accident, cancer, dental, life, personal short-term disability and hospital indemnity. Employees can submit and monitor claims through the Aflac website.

Wage Works

Employees may have pre-tax deductions for one or both of the following categories through WageWorks:

- Unreimbursed Medical Expenses (cannot exceed $3,050 per year)
- Dependent Care Expenses (cannot exceed $5,000 per year)

Vision Service Plan (VSP)

The ESUCC in partnership with ESU 17 offers an affordable eye care plan through VSP Vision Care. Employee only, employee plus spouse, employee plus children, and employee plus family plans may be purchased.

When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESUCC Shared Drive.

Leaves

Sick

Full-time certificated and at-will employees will receive 9 days of sick leave annually. Part-time employees will receive sick leave on a prorated basis. Sick leave is cumulative to 60 days. Employees can monitor their sick leave balance on the AptaFund website.

Sick leave shall be granted due to birth, death, or illness of members of the employee's immediate family. The term "immediate family" for sick leave purposes includes

- spouse and spouse's parents
- children (by blood, adoption, or marriage)
- children's spouses
- parents and their spouse
- siblings and their spouses
- grandparents
- grandchildren and their spouses.

Upon hire, employees have a one-time option to enroll in the ESUCC sick leave bank. Refer to the Sick Leave Bank document and Sick Bank Application on the ESU 17 website. .

Bereavement

Employees may use sick leave for the following bereavement conditions:

1. When a death occurs in the immediate family (spouse, children, grandchildren, parents, grandparents, brothers, sisters), or other persons bearing the same relation to the employee's spouse.
2. To attend funerals of persons not in the employee's immediate family as defined in "1" above, but for whom the employee has a close and significant relationship, up to one day of paid sick leave shall be granted at the discretion of the CEO and the supervisor.

Leaves

Vacation

Employees who have paid vacation leave included in their employment contract may request those days with the following conditions:

- Vacation leave is to be taken during regular work days.
- Requests for vacation leave are to be submitted prior to the dates of planned absence and are subject to supervisor approval.
- No more than ten consecutive days of vacation leave may be taken without supervisor approval.
- Newly hired employees are not eligible to use vacation leave for the first 90 days of employment.
- Vacation leave may accumulate to double the number of paid vacation days indicated in the employee's contract.
- Upon contractual separation, unused vacation leave will be paid at a rate of

$50 per day up to a maximum payout of $2,000.00.

Employees can monitor their vacation leave balance on the AptaFund website.

Leave Without Pay

Work time missed in excess of available paid leave will be leave without pay. Salary and fringe benefits (including the cost of premiums for group health insurance) will be subject to reduction for work time missed. Employees who are considering leave without pay should visit with the CEO.

Leaves

Sick Leave Bank

The ESUCC has a Sick Leave Bank that provides additional sick leave days to members of the bank in the event of critical illness, medically-necessary (non-elective) surgery, or other injury-related temporary disability which renders the member unable to perform their job responsibilities. Days must be requested from the bank only after the member has exhausted all accumulated sick leave and personal/vacation leave. This may be an option to consider prior to taking leave without pay.

Certificated employees may join the Sick Leave Bank by donating two sick leave days during the first five working days of their first contractual year. At-will employees may join by donating two sick leave days during the first five working days of their first year of employment.

If the sick bank member is part-time, the number of days the employee donates will be prorated based on their FTE percentage. If a new employee is working only part-time and does not wish to become part of the sick bank, the offer to join will be re-extended if the employee is later offered a full-time position.

For additional information, including how to apply, please refer to the Sick Leave Bank document located on the ESU website.

Leaves

FMLA

Under the Family and Medical Leave act of 1993, employees may be entitled to a total of up to 12 work weeks of unpaid leave during any 12-month period for the following purposes:

- Birth of a son or daughter of the employee and care of such son or daughter
- The placement of a son or daughter with the employee for adoption or foster care
- The care of spouse, son, daughter, or parent of the employee who has a serious health condition
- A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her positions
- Any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces
- To care for a spouse, son, daughter, or next of kin who is a member of the Armed Forces undergoing medical treatment, recuperation, or therapy, is otherwise on outpatient status or is otherwise on a temporary retirement list for seriously injury or illness

Posters regarding FMLA guidelines are posted at all ESU #17 office locations.

Calendar

ESUCC Calendars

The ESUCC Board approves a two-year calendar, first year final and second year draft.
Calendars are available online and by contacting the ESUCC Executive Secretary.

Retirement Spreadsheet

All employees should fill out the Retirement Spreadsheet monthly, per the Retirement Spreadsheet procedure.

Trade Days

Employees may, with prior communication to the supervisor, trade a scheduled ESUCC holiday for a regular work day in order to provide direct support school districts.

*Procedure Manual

When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESUCC Shared Drive.

Calendar

Staff Meetings

Attendance is expected at all ESUCC staff meetings unless prior arrangements have been made with the CEO or supervisor.

Holidays

July 3	Independence Day
September 7	Labor Day
October 22-23	Fall Break
November 25-27	Thanksgiving Break
December 23-January 1	Christmas Break
March 11-12	Spring Break
March 26-29	Easter Break
May 31	Memorial Day

When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESUCC Shared Drive.

Travel

Home Base

Employees have a designated home base that indicates their primary work location, which is typically one of the ESUCC office locations. The ESUCC Board approves employee home bases in order to determine mileage paid for allowable work-related travel.

Mileage*

Employees will be paid the IRS government rate for allowable work-related travel. Mileage is not paid for travel between the employee's residence and their home base. See also the Expense Reimbursement Procedure.

Professional Travel*

Employees may be reimbursed for the following expenses up to the per diem rates when attending conferences, workshops, or business activities that have been approved by the CEO or designee:

- Conference registration and other fees
- Mileage/Round Trip Transportation Costs: Employees will be paid the IRS government rate for mileage reimbursement. Employees will be notified when rate changes occur.
- Lodging/Parking Reimbursement: Government rates should be requested when making lodging arrangements. Direct bills should be utilized whenever possible.
- Meal Reimbursement: Employees will be reimbursed not to exceed per diem rates for meals when traveling outside the ESUCC area. For reimbursement purposes itemized receipts must be submitted with the Expense Reimbursement Form. See also the Expense Reimbursement Procedure. Reimbursed tips are limited to 20% of the receipt.
- Any excess of per diem rates must be approved by the ESUCC Board.

*Procedure Manual

When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESUCC Shared Drive.

HR Procedures

Change of Insurance Status

Changes to benefit-related documentation must occur within 30 days of the date on which a life-altering event has occurred, e.g., change in employee's spouse employment benefits. The employee is responsible for notifying the Business Manager within those 30 days.

Professional Leave Requests

Prior to the Professional Leave Function

- Employees will send an email to the CEO or supervisor requesting the professional leave, including the date, location, name and description of the event. The supervisor will reply to the email their approval or denial.

Following the Professional Leave Function

- Upon completion of the professional leave function, the employee will submit any expenses along with itemized receipts per the Expense Reimbursemet Procedure in order to receive reimbursement for their travel expenses, e.g., mileage, meals, hotel, parking, etc. All itemized expenses must include a receipt validating the expense in order for those claims to be reimbursed. If there is no itemized receipt, the staff member will not be reimbursed (ie: only a credit card statement). The employee must also submit a copy of the conference brochure/registration form or the agenda.

Leave Requests

When employees miss work due to illness or personal/vacation leave, a time-sensitive Leave Request must be submitted through the AptaFund website.

- Sick Leave: submit leave request after returning to work
- Bereavement: if immediate family, submit leave request upon return to work; otherwise, submit leave request to attend funeral prior to date of funeral; refer to Leaves for further details regarding Bereavement
- Vacation Leave: submit leave request prior to dates of planned absence unless your leave times may change. In those circumstances, submit the request after returning to work.
- FOR ALL LEAVE REQUESTS OTHER THAN SPECIFIED ABOVE submit the leave request within 2 days after returning to work OR before the last working day of the month whichever comes sooner.

When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESUCC Shared Drive.

Reporting

Mileage

Employees must submit mileage for work-related travel no later than the 1st of the following month in order to receive reimbursement in a timely manner.

SMART Logging

Employees who facilitate professional development events and other services loggable in SMART must complete their reporting by the end of the month in which those events were held.

Requisition/Purchases*

All purchases made by employees must have prior approval by the CEO or designee. Email the supervisor your request for purchase including the price. Supervisor will reply to the email with approval or denial and instructions as to how to purchase the item. ESUCC is a tax exempt organization. Whenever possible, purchases are to be made through the ESUCC office rather than by the employee for reimbursement.

When a handbook item is denoted with an asterisk (*), a companion document may be found in the appropriate ESUCC Shared Drive.

Title IX

Policy 4029

A. Policy of Non-Discrimination

ESUCC does not discriminate on the basis of any protected status in its programs and activities. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. Complaints or concerns involving discrimination should be addressed to:

ESUCC Chief Executive Officer, 6949 S. 110th Street, LaVista, NE 68128 (402) 597-4843.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator.

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the the Assistant Secretary for Civil Rights of the United States Department of Education at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

ESUCC is committed to offering employment and educational opportunities to its employees in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by ESUCC employees, including co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Title IX

B. Harassment
Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to any protected status that is sufficiently serious to deny, interferes with, or limits a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

1. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
2. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, and other programs of the ESUCC, whether those programs take place in an ESU facility, in an ESUCC vehicle, at a class or training program sponsored by the ESUCC at another location, or elsewhere.

Discriminatory harassment because of any protected status may include, but is not limited to:

1. Name-calling,
2. Teasing or taunting,
3. Insults, slurs, or derogatory names or remarks,
4. Demeaning jokes,
5. Inappropriate gestures,
6. Graffiti or inappropriate written or electronic material,
7. Visual displays, such as cartoons, posters, or electronic images,
8. Threats or intimidating or hostile conduct,
9. Physical acts of aggression, assault, or violence, or
10. Criminal offenses.

Title IX

B. Harassment Continued

If ESUCC knows or reasonably should know about possible harassment, including violence, ESUCC will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred and take appropriate interim measures, if necessary. If ESUCC determines that unlawful harassment occurred, ESUCC will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off ESUCC property creates a hostile environment at ESUCC, ESUCC will follow this policy and grievance procedure, within the scope of its authority.

All ESUCC employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination.

Title IX

C. Anti-Retaliation
ESUCC prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in ESUCC's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

ESUCC will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, ESUCC will take prompt and strong responsive action, and those found in violation of this policy may be subject to discipline up to termination, if applicable.

D. General Grievance (or Complaint) Procedures
Employees or others should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or to the Compliance Coordinator designated to handle complaints of discrimination. If the employee or other person is uncomfortable in presenting the problem to the supervisor or if the supervisor or other person is the problem, the employee or any other person may report the alleged discrimination, harassment or retaliation ("discrimination") to the Compliance Coordinator.

If the Compliance Coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the President of the ESUCC Board.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Title IX

1. *Level 1 (Investigation and Findings)*

- The Compliance Coordinator will review and evaluate each grievance, complaint, or report to determine if such grievance, complaint or report alleges sexual harassment under Title IX. If such a grievance, complaint or report alleges sexual harassment under Title IX, then the Compliance Coordinator will follow the Title IX Grievance Procedures. For all other grievances, complaints or reports, the Compliance Coordinator will follow the General Grievance Procedures. Once ESUCC receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, ESUCC will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, ESUCC will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of ESUCC's investigation. ESUCC will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

- ESUCC will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. ESUCC will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure.

- ESUCC will aim to complete its investigation within a reasonably prompt time frame after receiving a complaint or report.

Title IX



- ESUCC's investigation will include, but is not limited to:
  a. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
  b. For allegations involving harassment, some of the factors ESU will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
  c. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

- The Compliance Coordinator (or designated investigator) will complete an investigative report, which will include:
  a. A summary of the facts,
  b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
  c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

- If someone other than the Compliance Coordinator conducted the investigation, the Compliance Coordinator will review, approve, and sign the investigative report. ESUCC will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. ESUCC will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

- ESUCC will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within one (1) week after the investigation is completed.

General Grievance (or Complaint) Procedures

2. Level 2 (Appeal to the Board)

- If the party is not satisfied with the Coordinator's determination, he or she may file an appeal in writing with the Board within five (5) working days after receiving the Coordinator's determination. The Board President will review the appeal, the Coordinator's determination, the investigative documentation and decision. The Board President will then decide whether to forward the grievance to the other ESUCC Board Members, a Committee of the ESUCC Board, or may affirm, reverse, or dismiss the grievance.

E. Confidentiality

The identity of the complainant will be kept confidential to the extent required by state and federal law. ESUCC will notify the complainant of the anti-retaliation provisions of applicable laws and that ESUCC will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, ESUCC will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent ESUCC from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, ESUCC will inform the complainant that its ability to respond may be limited. Even if ESUCC cannot take disciplinary action against the alleged harasser, ESUCC will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

F. Title IX Grievance (or Complaint) Procedures for Sexual Harassment

The CEO shall develop procedures for Title IX complaints and shall ensure those procedures align with Title IX regulations and guidance from state and federal authorities. Those procedures shall be provided to employees when a suspected Title IX violation has occurred.

The ESUCC Family



Dr. Larianne Polk, CEO
lpolk@esucc.org



Scott Isaacson, CIO
siaacson@esucc.org



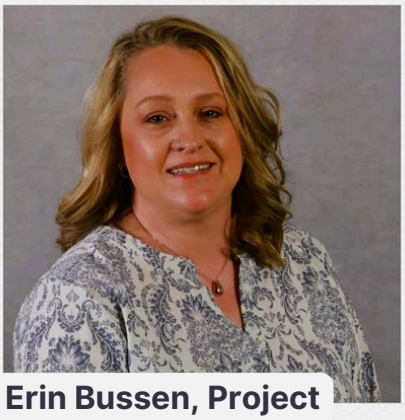
Andrew Easton, CLO
aeaston@esucc.org



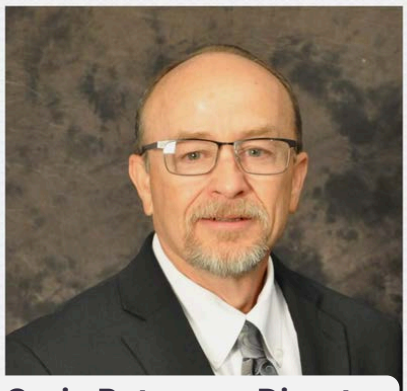
Priscilla Quintana, Business Manager
pquintana@esucc.org



Mindy Reed, Executive Secretary
mreed@esucc.org



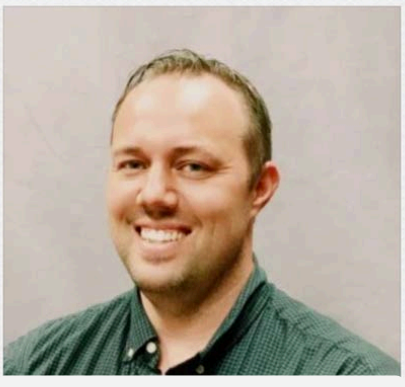
Erin Bussen, Project Secretary
ebussen@esucc.org



Craig Peterson, Director of Coop Purchasing
craig.peterson@esucc.org

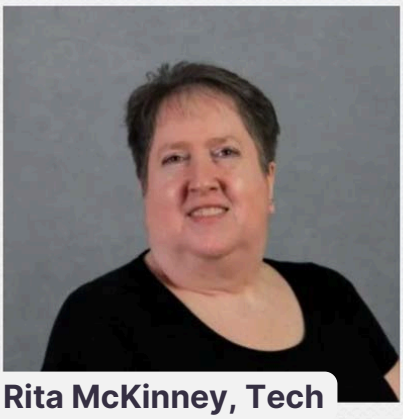


Jenny Ciancio, Coop Purchasing Program Assistant
jciancio@esucc.org



Todd Hatcher, Associate CIO
thatcher@esucc.org

The ESUCC Family



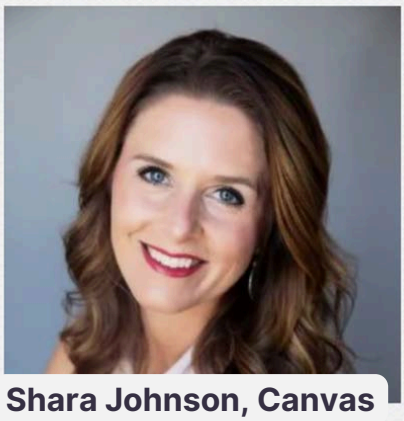
Rita McKinney, Tech Support Specialist
rmckinney@esucc.org



Lake Gatton, Level 3 Software Developer/ Integrator
lgatton@esucc.org



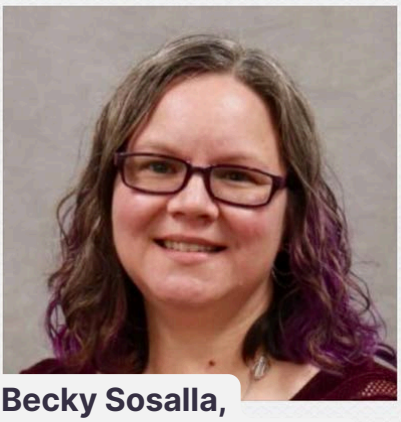
Aaron Callaway, Level 3 Software Developer/ Integrator
acallaway@esucc.org



Shara Johnson, Canvas Specialist
sjohnson@esucc.org



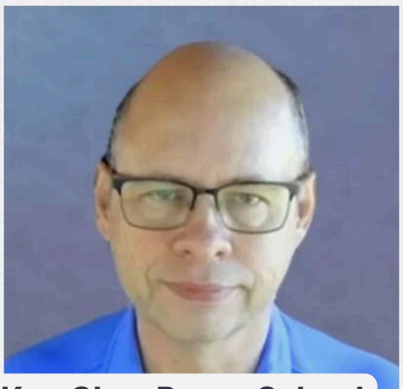
Bill Schroeder, Canvas Specialist
bschroeder@esucc.org



Becky Sosalla, PowerSchool Director
becky.sosalla@nebps.org



Sarah Baden, PowerSchool Support
sarah.baden@nebps.org



Ken Clay, PowerSchool Support
ken.clay@nebps.org

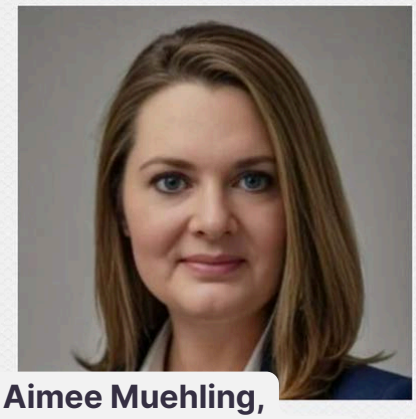


Marissa Burenheide, PowerSchool Support
marissa.burenheide@nebps.org

The ESUCC Family



Nikki Muller,
PowerSchool Support
nikki.muller@nebps.org



Aimee Muehling,
PowerSchool Support
aimee.muehling@nebps.org



Ellie Schroeder,
PowerSchool Support
ellie.schroeder@nebps.org