



Cooperative Educational Services

Ancillary Employee Handbook

*A compilation of administrative regulations,
operational procedures, and rules for CES
Ancillary employees.*

Updated March 2018



I. CES ORGANIZATION

A. HISTORY

Cooperative Educational Services of New Mexico was started as a local public body in 1979. Initially there were five school districts that were members.

Our organization evolved in 1984 into a Joint Powers Agreement to Establish an Educational Cooperative (doing business as Cooperative Educational Services-CES). We now have all 89 school districts as members, as well as all universities, most two-year colleges, BIE schools, charter schools, and many counties and municipalities.

B. ORGANIZATIONAL STRUCTURE

The Board of Directors is the legal body through which the functions governing the operations of CES are exercised. The Board of Directors selects an Executive Director who is responsible for the daily operations of CES and makes policy.

C. BOARD OF DIRECTORS

The Board of Directors is made up of the superintendents, presidents, and chief executive officers from all member institutions. The Board provides for a program of services of CES and establishes the general policies for its administration. The full board meets once a year. Monitoring and organization control is vested in the Executive Committee, which meets approximately six times a year.

D. CES SERVICES

In addition to providing ancillary services, CES is involved in assisting schools in the areas of technical assistance, planning and accountability, staff development, cooperative procurement, and innovative programs.

II. OPERATIONAL PRINCIPLES

A. PHILOSOPHY

The primary purpose of CES is to assist member schools to better meet the educational needs of their students. We are a vital part of the public educational system of New Mexico.

B. VISION STATEMENT

To Be Recognized as One of the Best Cooperative Service Agencies in the Country and the Provider of Choice in New Mexico.

C. MISSION STATEMENT

To Provide Superior Services through Strategic Partnerships.

D. VALUES STATEMENT

- ❖ Responsiveness to Customers' Needs
- ❖ Providing Greater Value and Convenience
- ❖ Providing Exceptional Personnel, Products and Service
- ❖ Personalized Attention
- ❖ Adherence to High Ethical Standards

III. EMPLOYMENT AND EMPLOYMENT STANDARDS

A. EMPLOYMENT POLICY

CES affords equal employment opportunity regardless of gender, age, race, color, creed, national origin, physical handicap, religion, sexual orientation, generic information, or marital status. It is the intent of our organization that equal opportunity be provided not only in employment, but in wages, benefits, and all other privileges as well.

B. LICENSURE

It is the responsibility of each ancillary staff to secure professional licensure, and provide the Director of Ancillary Services with copies of current licenses, as well as copies of renewed licenses each year. A professional license, a New Mexico board license (if required by the discipline), and a New Mexico Public Education Department (PED) license are required to work for CES in the schools. If services from your position are Medicaid reimbursable, you must obtain a Medicaid billing number.

C. AUTO SAFETY AND MAINTENANCE

Cooperative Educational Services employees are its most important asset. As such, the safety of its employees is of primary concern to CES management. All staff travel by vehicle to their work site, while some travel significant distances to provide services to customers. It is each employee's responsibility to maintain his/her vehicle in a manner that, firstly, insures its safety and reliability to minimize hazards and inconvenience to the employee, and, secondly, to ensure delivery of service to customers. Additionally, employees are legally required to maintain adequate liability insurance, and to exercise sound driving practices consistent with New Mexico laws, rules, and regulations. Employees who use their personal vehicles for CES business must provide and maintain a current, valid driver's license for the state in which the employee resides and vehicle liability insurance in an amount equal to or greater than state law requirements. CES's auto insurance does not cover personally-owned vehicles used for CES business. The employee is responsible for giving proof of auto insurance to CES, and to keep the insurance record current in their personnel file.

D. APPLICATION PROCESS

As part of the application process, an applicant must submit a current resume with at least three references. Business and/or personal references will be verified prior to employment along with a background check. New Employees must either provide the Employer a recent (less than one year old) FBI criminal background check, submit to a new criminal background check if the last check is more than one year old or if no background check has ever been executed.

E. ORIENTATION

Each new employee hired between May 1 and August 1 is required to attend the orientation meeting at the beginning of the school year. If hired after this meeting, the employee must attend the next orientation meeting. The 1st general meeting at the beginning of each school year is required of all Ancillary staff. Employees are responsible for requesting an orientation to each new district they are serving. Requests should be made to the contact person in that district.

F. PERFORMANCE EVALUATION

The Executive Committee will evaluate CES and the Executive Director annually. Ancillary staff performance will be reviewed by staff from the districts where they are working. Performance evaluations will be given annually and may be reviewed with the Ancillary Director. When necessary throughout the school year, ancillary staff members may be counseled about areas in which improvement is needed.

IV. ANCILLARY STAFF RESPONSIBILITIES

A. RELATIONSHIP BETWEEN CES / ANCILLARY STAFF / DISTRICT

The ancillary staffs' first responsibility is to their students. As employees, they are responsible to CES, their employer. Ancillary staff are to provide services requested which they believe to be legal according to state laws and CES policy, moral to their own belief, and ethical to their profession. CES has a contractual relationship with the districts to provide services.

B. EMPLOYEE OF CES

Ancillary staff are considered to be school-year employees of CES. They are paid on an hourly basis for hours worked according to each staff member's contract.

C. PROFESSIONAL EMPLOYEE

Ancillary staff are considered to be professional employees and, therefore, it is their responsibility to perform the services stated in their contracts and to follow their professional standards and code of ethics.

D. RESPONSIBILITIES TO DISTRICTS

Ancillary staff are responsible for providing evaluation, treatment, consultation, and attendance at Individualized Education Program (IEP) meetings as directed by school staff. Written reports are also to be completed in a timely manner as required by the Public Education Department and Federal Regulations. Review and maintenance of pertinent records is the responsibility of the ancillary staff. The ancillary staff must also be familiar with state standards, federal regulations, and the Technical Evaluation and Assessment Manual for special education.

E. ANCILLARY PROFESSIONS

CES provides the following ancillary services: physical therapy, recreational therapy, rehabilitation counselor, social work, occupational therapy, speech and language therapy, certified mobility and orientation specialist, psychological therapy, school psychology, school nurse. Diagnostic services are also provided; however, these are technically not ancillary services according to the Public Education Department. CES will provide audiologist, nurse practitioner, transition specialists and interpreter services as needed and as available personnel permits.

V. CONDITIONS OF EMPLOYMENT

A. HOURS OF WORK

The number of daily work hours and work schedule may vary depending on which district or charter the ancillary staff member is servicing. Employees are responsible for being on site in the district on an average of 7 hours per day or as specified in their respective contracts. As professional exempt staff, ancillary staff are not eligible for overtime compensation.

B. SCHEDULE

For each 6-hour devoted to direct support services on site, an ancillary staff member will be allotted 1 additional hour for file maintenance and report writing on site. IEP meetings will be scheduled during the school day if possible, but if scheduled after the school day, and the ancillary staff member attends the sessions, payment for time spent on-site will be made. Prior approval by district charter administration must be obtained in order to charge for time spent over the staff's allocation. Best efforts will be made to schedule the ancillary staff members to the number of days and in the locations requested by each member. Assignment and assignment modification is at the sole discretion of the CES Director of Ancillary Services. The ancillary staff members must obtain written approval by the CES Director of Ancillary Services for schedule modification prior to change. Schedule relates to hours per day of work, trips, and which days are worked at assigned districts.

C. ATTENDANCE

Ancillary staff are responsible for first notifying the district or schools in which they are working and then the CES office in the case of absence due to illness, personal matters or poor road conditions. When questionable road conditions exist, the decision to drive to the district is the responsibility of the driver. Make-up days for non-weather-related absences shall be at the discretion of the District/Charter. All ancillary staff living within 50 miles of Albuquerque are responsible for attending each of the Ancillary meetings, which usually occur twice per year. However, the first ancillary meeting of the school year is always mandatory for all staff.

D. DRESS CODE AND PERSONAL APPEARANCE

All CES Staff are expected to dress professionally. Although no formal dress code exists, employees are advised to wear clothing suitable to the type of work and the work environment.

E. SMOKING

Smoking is not permitted in schools or in the CES Office.

F. DRUG-FREE POLICY

CES is committed to providing a drug-free work place. CES recognizes that alcohol and other drug abuse is a treatable health problem. CES will intervene with staff manifesting signs of misuse or abuse. CES prohibits employees from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance at work. Violation of this policy may result in disciplinary action including the possibility of termination.

G. LUNCH AND COFFEE BREAKS

Lunch and breaks are not included for payment or billing and should never be entered into the task log billing system, or counted toward the time requirements as stated in the contract.

H. OUTSIDE EMPLOYMENT

Ancillary staff must not have an interest that would conflict in any manner or degree with the performance of services listed in their contracts. This includes, but is not limited to, providing therapy, other than through CES, to any CES member district or with any individual from ages 3 through 21 residing within the school districts in which staff members are assigned by CES, unless prior written permission from the CES Executive Director is obtained.

I. POLITICAL ACTIVITIES

Although CES encourages its staff to be responsible citizens and to take an active interest in civic affairs, political activities must not be conducted at work. CES staff may not identify as representatives of CES in any political activity.

J. EQUIPMENT AND SUPPLIES

Districts/Charters where the ancillary staff member is providing services will provide operational supplies and student materials. The ancillary staff member will provide personal office supplies and materials. CES will provide test protocols and access to a library of CES owned testing materials. CES will supplement equipment and materials for student treatment and evaluation as available. The ancillary staff member accepts responsibility for materials checked out to them from CES and must pay for or replace any lost or stolen items checked out to them. All Ancillary Library Materials are available by request only. A checkout form is to be filled out accurately and completely by the employee indicating the quantity and form being requested at or before the time of pickup. All items are to be physically inventoried at the end of each school year. Requests for new materials or equipment should be made in writing to the Ancillary Administrative

Assistant, and should include information about the vendor, the item's price and the intended use.

K. MAKING COPIES / FAXING

The copyright laws will be strictly enforced. CES provides a copy machine in the ancillary area. Only work-related material is to be copied. The number of copies and the employee's initials are required on the form by the copy machine.

L. BUILDING ACCESS

All ancillary staff members will have access to the ancillary area of the building by using the key pad on the office side door. The combination for each individual is provided at the first meeting of the contract year, or within 30 days of being hired.

M. REQUIRED TRAINING

CES is committed to providing a safe and secure work environment. Aside from being a legal requirement, it is the goal of CES that the dignity of every individual be respected. Key to this goal are efforts to foster and nurture an environment of civility and mutual respect by preventing sexual harassment. CES will require and provide training to all its employees to educate them on the issues surrounding preventing sexual harassment. It is the responsibility of all employees to comply with this policy and to report all complaints involving charges of sexual harassment to the Executive Director, Director of HR, or Director of Ancillary Services. All employees must complete board designated trainings annually on the prevention of sexual harassment, blood borne pathogen training, and training to identify and report child abuse. Crisis Prevention Intervention Training (CPI) must also be completed by all Ancillary staff aside from Educational Diagnosticians, Psychologists and School Psychologists, annually. Current CPR/AED certification is required of all Registered Nurses.

N. JURY DUTY

As a citizen, you have the right and responsibility of serving as a juror. Payment while serving on jury duty will be limited to the amount reimbursed by the court.

O. LEAVE OF ABSENCE

A voluntary leave of absence is a temporary suspension of employment initiated at the request of the employee. Each request will be considered individually in compliance with CES policy. CES adheres to FMLA regulations.

P. COMMUNICABLE DISEASES

When an ancillary staff member has an illness that can be spread to others by direct contact or through the air, they should not go to work. Keep a reasonable distance from contagious students. Make sure the school administration is aware of highly contagious, medically dangerous students. In both areas, the degree of contagiousness is the primary factor dealing with interactions.

Q. CONFIDENTIAL INFORMATION

Any sensitive subject matter should be discussed only on a “need to know” basis. Confidentiality of records shall be maintained. It is important for ancillary staff members to be aware of FERPA guidelines regarding student information.

R. BACKGROUND CHECKS

All CES employees are required to have an FBI background check within the last 2 years of hiring date. This is also required for licensure. New Employees must provide CES with a recent (less than two years old) FBI criminal background check or submit to a new criminal background check if the last check is more than two years old or if no background check has ever been executed.

S. APPROPRIATE CONTACT WITH STUDENTS

Staff members shall maintain professional relationships with students at all times.

Consensual sexual relationships between any employee or volunteer and students, including students who have reached the age of consent, are prohibited.

The district reserves the right to investigate concerns of employee or volunteer misconduct involving students even if no written complaint has been filed. Employees are required to report known misconduct and questionable behavior on the part of fellow employees and volunteers involving students.

T. REASONABLE RESTRAINT AND CPI TRAINING

All ancillary staff members are required to take the CPI Training and/or CPI Refresher Course yearly.

There are times when it becomes necessary for staff to use reasonable restraint to protect a student from harming himself/herself or to protect others from harm. Reasonable restraint is defined as involuntary immobilization of the student’s opportunity for movement by staff member(s) through direct contact.

Persons employed by the district, or CES may, within the scope of their employment, including involvement in extracurricular activities, use and apply such amount of force for such a period of time as is reasonable and necessary to accomplish the following purposes:

1. To quell a disturbance threatening serious, probably, and imminent bodily harm to self or others.
2. To obtain possession of weapons or other dangerous objects which are within the control of a student who poses a serious, probable, and imminent threat of bodily harm to self or others.
3. For protection against serious, probably, and imminent threat to self and others, or destruction of property which could lead to harm to the student or others.
4. Incident to a lawful arrest by certified and commissioned School Police Officers.

In the case of students receiving special education services, any restraint used beyond the four specific situations listed above shall be identified on the student's Individual Education Program (IEP) as part of the student's behavior plan.

Restraint devices, such as handcuffs and flex cuffs, may only be used by police officers and security staff trained and authorized by law enforcement.

An act of physical force or restraint by a teacher or other employee against a student shall not be considered child abuse if the act was performed in good faith and in compliance with this procedure. Such acts shall not be construed to constitute corporal punishment.

Within a reasonable time after a teacher or other employee uses reasonable restraint with a student, the teacher or other employee shall report the incident to the principal or designee.

Crisis Prevention Intervention Training (CPI Training) certification is required for all CES ancillary staff members within the same fiscal year of hire date. (The last day of a fiscal year is June 30th)

U. TECHNOLOGY – ACCEPTABLE USE

CES' technology resources are tools made available to employees for the enhancement of job-related functions. Employees may have limited access to these resources for personal use, as long as the employee complies with CES' acceptable use policies. Violations of this policy may result in disciplinary action, up to and including, discharge, civil litigation, and/or criminal prosecution for misuse of these resources.

CES, through this administrative regulation, does not attempt to articulate all possible violations of this policy. In general, users are expected to use computers and computer networks in a responsible, polite, and professional manner. Additionally, employees should have no expectation of privacy with regard to the use of CES' technology resources.

Emails, under certain guidelines and circumstances, and Internet history may be considered public records, and thereby accessible under the provisions of Public Records Act.

V. CONTRACT AND TERMINATION

All ancillary contracts are for a one-year period. A letter of intent is given to staff members which CES seeks to reemploy, during the spring semester. The letter of intent is returned by the ancillary staff member within a designated time period from receipt and provides each employee an opportunity to note in which districts he/she wishes to work, the number of days per week he/she wishes to work, or if he/she does not plan to return. New contracts will be proved on July 1st, the beginning of the fiscal year.

VI. FINANCIAL

A. HOURS WORKED

Ancillary staff are paid for each hour worked, rounded to the nearest 6-minute increment. Ancillary staff shall bill for their hours worked up to, but not exceeding the contractual amount indicated on the Ancillary Professional's allocation. It is up to the employee to monitor their allocation monthly to ensure they do not exceed contracted amount.

B. TRAVEL PAY

All mileage will be paid on the basis of a schedule of reimbursement approved by the Board, at the rate established by the board policy, and indicated on the ancillary staff member's allocation. Initial and final (NIDT) travel time each day shall be paid at half the hourly rate, as indicated on the allocation. Per diem shall be paid at the rate established by the Board for services provided where overnight accommodations are authorized in advance by the CES Director of Ancillary Services, and in accordance with the state Travel and Per Diem Act.

Employee shall claim per diem, travel, and service up to, but not exceeding the contractual amount indicated on the Ancillary Professional's allocation. The contractual amount shall be encumbered by the member at the beginning of the year, but may be modified in writing by CES. Prior approval by the CES Director of Ancillary Services must be obtained by the Ancillary Employee for travel in excess of the authorized number of round trips to each member location where the Ancillary Employee is providing service.

C. REFERRAL BONUS

A referral bonus shall be granted to current ancillary staff members whose name(s) are listed on a new hire's Referral Form. The bonus shall be \$100 for each full day per week the referred employee is allocated upon signing contract. If multiple ancillary staff members are listed on the Referral Form, the bonus will be equally divided between them.

VII. PAYROLL

A. PAY PERIODS

Ancillary staff members are paid on or before the 15th of each month for the 16th-31st of the previous month, and on the last business day of the month for the 1st-15th of the current month.

B. DIRECT DEPOSIT

CES has direct deposit to any bank or credit union and it is mandatory to use it. There will be no physical payroll checks issued. There are deadlines in changing bank account information; please check with payroll on the specifics to this. The direct deposit earning statement will be mailed out within 3 days of the direct deposit to your bank account.

C. PAYROLL DEDUCTIONS

Only those deductions specifically required by law or authorized in writing by the ancillary staff will be withheld from wages. All payroll deductions are shown on the paycheck stub so that they can be easily checked. Changes in authorized deductions can be made only in writing. Specific forms may also be required to be completed. An employee may call HR to request the forms necessary for changes or deductions. Changes cannot be made over the phone.

Deductions required by law:

- Social Security and Medicare Tax – CES matches the employee’s payment and both payments are credited to the employee’s account with the Social Security Administration.
- Federal Income Tax – deductions are made according to marital status and exemptions claimed by employee on Form W-4 and predetermined IRS tax tables. An additional amount of tax may be deducted if requested on the W-4 form.
- State Income Tax – deductions according to marital status and exemptions claimed by employee as shown on Form W-4 and predetermined State of New Mexico, Bureau of Revenue withholding tax schedules.

Deductions which may be authorized by employees:

- Health, Vision, and Dental Insurance coverage is provided through the New Mexico Public School Insurance Authority.
- IRS Section 125 Plan (Cafeteria Plan) may be used to pay qualifying premiums and other specified expenses on a pre-tax basis.
- 403(b) and 457(b) Retirement Program and deferred compensation.
- Other benefit plans adopted by CES for which an employee is eligible.

D. TIMESHEETS

Each ancillary staff member will enter their timesheets into the online timesheet system using their CES log-in. Staff must do this at least weekly. It is each individual's responsibility to have their time entered by the last day of the month and the 15th of each month and completely checked for errors. If errors or additions are found after the last day of the month or 15th, they must be submitted for approval and correction via email to the Ancillary Administrative Assistant. Additions or corrections will not be made more than 60 days past the original month of submission. If timesheets are continually turned in late or with errors, this can be considered a performance issue eligible for corrective action at the discretion of the Ancillary Director.

E. RECORDS

Records of individual student therapy shall be kept in a secure location, and available as needed for documentation purposes.

VIII. BENEFIT PROGRAM

A. ELIGIBILITY

Employees that work 20 hours or more per week qualify to purchase, at their expense, medical, vision, accident, dental and cancer insurance through an affiliate of CES. Employees who work 15 hours or more per week are enrolled in a \$50,000 term life policy.

B. SECTION 125 PLAN

Feel free to call CES with any questions regarding benefits. All benefits are administered by CES' HR administrator.

Cafeteria Plan – Allstate
CBA – (505) 883-2527

This plan allows the employee working 15 hours or more per week the opportunity to pay for our medical, vision, accident, cancer, and dental insurance, non-reimbursed medical expenses and dependent care expenses and other IRS authorized deductions with PRE-TAX dollars. By having pre-tax deductions for these benefits, our taxable income and the amount of Federal, State, Social Security, and Medicare taxes paid are reduced. Employees may only join this program during the annual open enrollment in October, within 30 days of the date of hire, or if there is a certain type of change in status as defined in IRS Section 125. These changes include birth, adoption of a child, death, change in marital status, or employment status of the individual or their spouse.

C. MEDICAL PROGRAM

New Mexico Public School Insurance Authority
NMPSIA – (800) 548-3724, ext 108
Group #GR002192

Within the first 30 days after date of hire employees may sign up for the medical insurance program. After 30 days, they may only join the program during the periodic open enrollment period or due to a change in status as defined in IRS Section 125. Complete details of the program are explained in the group medical insurance booklet available from HR. Coverage becomes effective the first of the month following date of hire or status change.

D. DENTAL

New Mexico Public School Insurance Authority
NMPSIA – (800) 548-3724, ext 108
Group #GR812022573

Within 30 days of employment, employees may sign up for the dental insurance program. After 30 days, an employee may only join the program during the periodic open enrollment period or due to a change in status as defined in IRS Section 125. Complete details of the program are explained in the group medical insurance booklet available from HR. Coverage becomes effective the first of the month following date of hire or status change.

E. VISION

New Mexico Public School Insurance Authority
NMPSIA – (800) 548-3724, ext 108
Group #GR812022573

Within t30 days of employment, employees may sign up for the vision insurance program. After 30 days, an employee may only join the program during the periodic open enrollment period or due to a change in status as defined in IRS Section 125. Enrollment in the vision program requires a 2-year commitment. Complete details of the program are explained in the group medical insurance booklet available from HR. Coverage becomes effective the first of the month following date of hire or status change.

F. RETIREMENT PLAN

403(b) and 457(b) – Plan Member - (505) 883-2527

The retirement investment plan is a qualified IRS 403(b) plan. The maximum annual contribution amount is determined by IRS regulations. Employees direct the investment of their contributions and their earnings accumulate, tax-deferred, until withdrawal. These programs can be enrolled in, modified or dropped at any time. An IRS 457(b) deferred compensation plan is also available. The maximum tax deferred amount for a 457(b) plan mirrors the 403(b) plan. Contributions are not subject to State or Federal withholding taxes. Social Security and Medicare taxes do apply. Other provisions may apply.

G. WORKER'S COMPENSATION

CES provides insurance under the Worker's Compensation Law of the State of New Mexico in the event that an employee is injured while at work. It is of vital importance that the employee notify CES and the school office immediately of an injury sustained on the job so CES can file a report within the first 72 hours after the accident.

H. TERM LIFE INSURANCE

CES provides term life insurance on its employees in the amount of \$50,000. This applies only to the employees that work more than 15 hours each week. Employees have the option of increasing this insurance and providing term insurance for their spouse and children.