Allen Park
Public Schools

Employee Handbook
Our Policies, Procedures and Practices

2023-2024

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Employee Handbook

INTRODUCTION

Welcome to the Allen Park Public School District! We are excited to have you as a member of our staff, and we are confident that you will find your employment here rewarding.

Our goal is to provide our students and community with high quality service in a friendly and professional manner. This requires that each of us cooperate with fellow employees and perform our duties to the best of our abilities in a professional, pleasant, loyal, and purposeful manner.

Every employee should understand what his/her job is, what is expected in that job, and just how that job contributes to the overall success of the District. To be effective in educating children, everyone on the team must work together and operate within the expectations of their position.

This Handbook has been prepared to help answer new employees' as well as current employees' questions. Please read this handbook carefully and keep it for future reference. If at any time you have questions about the information contained herein, please do not hesitate to ask your building principal or supervisor.

This handbook is for informational purposes only and has been prepared for your convenience and general guidance. It is not a contract of employment for any period of time between the Allen Park Public School District and any staff member. The contents of this handbook and its terms are subject to change at any time with or without advance notice.

If any provision of this handbook conflicts with the provision of a bargaining agreement, the terms of the agreement will prevail.

We hope that your employment with the District will be satisfying, rewarding and enjoyable.

WELCOME

It is my pleasure to welcome you to employment with the Allen Park Public School District. This handbook has been developed to help each of us understand what is expected of us so that we may perform our duties to the utmost of our abilities. Some of us provide direct educational services and some of us provide support for those educational services. Each of us has an important role to play in educating the children of the Allen Park Public Schools.

The parents of the children attending the Allen Park Public Schools hold high expectations for the education of their children. The Board of Education holds high expectations for each of us. Your success will depend on the level each of us reach in regards to these expectations. If you have any questions regarding this handbook or your employment, contact the Human Resources Office at 313-827-2105. We ask that you read this handbook carefully to fully understand Allen Park School District employment expectations. If you have any questions regarding any of its contents, please contact your supervisor. District policies, benefits, and rules may be changed from time-to-time as business, employment legislation, and economic conditions dictate. The contents of this handbook and its terms are subject to change at any time with or without advance notice.

MISSION STATEMENT

...uncompromising commitment to excellence

AMENDMENTS AND MASTER AGREEMENT PROVISION

This employee handbook is intended as a general reference guide to procedures that must be followed within the Allen Park Public School District and the rules and practices governing your employment with the District. This employee handbook supersedes any and all conflicting prior practices and policies of the District, oral or written, and rescinds conflicting prior policies, procedures, handbooks or general District rules previously in effect. However, this employee handbook is subordinate to any Collective Bargaining Agreement which covers you and the provisions of any such Collective Bargaining Agreement shall prevail in the event of conflict with this handbook.

Any and all statements and policies contained in this employee handbook are subject to unilateral change, in whole or in part, by the District at any time. The District retains the right to change, modify, suspend, interpret or cancel, in whole or in part, any of the published or unpublished personnel policies and procedures of the District without advance notice in its sole discretion without having to give cause, justification or consideration to any employee. Recognition of these rights and prerogatives of the District is a term and condition of employment and of continued employment.

DISTRICT CONTACTS

https://www.allenparkschools.com/apps/pages/staff

BENEFITS

INSURANCE

The Allen Park Public School District provides insurance to each eligible employee per the provisions of his/her bargaining agreement or contract. The nature, amount, extent, commencement, duration, and terms of benefits and coverages shall be as provided in the insurance policies, rules and regulations of the insurance carriers, as well as applicable state and federal law.

If you have health insurance through another source, you may qualify for a cash payment in lieu of health benefits. You may, however, have coordination of benefits for dental and vision insurance. Insurance questions should be directed to the Payroll and Benefits Department at 313-827-2170.

ELIGIBILITY

Coverage becomes effective as dictated by the contracts with the insurance carriers. An employee will not be provided with insurance coverage unless he/she is eligible for the coverage and has been enrolled for coverage by the insurance carrier. Insurance coverage for the employee and eligible dependents will cease when the employee has terminated employment with the District, is on an unpaid leave of absence (other than under the guidelines of the FMLA), or is laid off from employment. Employees eligible for extension of benefits under COBRA need to contact the Payroll and Benefits Department at 313-827-2170.

HEALTH INSURANCE

Health care coverage is provided by the District for eligible employees as indicated in the employee collective bargaining agreement or individual contract.

HEALTH INSURANCE OPT OUT

Employees eligible for health insurance, but who are covered under another plan, are offered a cash incentive in lieu of health coverage based upon the conditions of their employee contract agreement. Employees selecting this option may be required to complete a Medical Plan Coverage Verification Form to provide information regarding existing medical coverage.

DENTAL INSURANCE

The District provides Dental care coverage for eligible employees as indicated in the employee contract agreement.

OPTICAL/VISION INSURANCE

Vision coverage is provided by the District for eligible employees as indicated in the employee contract agreement.

LIFE INSURANCE

Based on your Collective Bargaining Agreement or Employment Agreement you may be eligible for Life Insurance and Disability Insurance (i.e. income replacement). MESSA is the life insurance company and Sun Life is the carrier for the Disability. Detailed information on these plans can be found on the district website.

Please note, your Life Insurance benefit will be paid to the most recent Beneficiary Form Allen Park Public Schools has on file. It is your responsibility to update the Beneficiary Form when circumstances change. A new Beneficiary Form can be found on the district's website.

OPTIONAL INSURANCE

Optional insurance such as group term life insurance, accidental death and dismemberment (AD & D) insurance, spouse and dependent life insurance, and short-term or long-term disability are available to eligible employees to purchase through payroll deduction.

OPEN ENROLLMENT

Open Enrollment is a designated period of time set aside each year to give employees the opportunity to verify their health coverage, make changes to their health coverage, change health carriers, or elect new benefits. The District has designated three weeks in the month of November as our annual Open Enrollment period. Changes and elections made during November become effective on January 1st of the new calendar year.

CHANGE OF STATUS/QUALIFING EVENTS

All changes in status such as marriage, divorce, birth, adoption, death, a dependent ceasing to be a dependent, or loss of coverage from another insurance carrier are qualifying events that may give you the opportunity to change your coverage outside of open enrollment. These changes must be reported to the Payroll and Benefits Department at 313-827-2170. within 30 calendar days of the event. Employees must notify the Payroll and Benefits Department within 30 calendar days of the loss of coverage in order to opt back into a medical plan.

COBRA

Consolidated Omnibus Budget Reconciliation Act (COBRA) is the continuation of health, dental or vision coverage, available for a limited time, to covered employees, their spouses and dependent children (all of whom are referred to as "qualified beneficiaries") whose coverage would end upon the occurrence of any of the following "qualifying events":

- an approved unpaid leave of absence
- the death of the covered employee
- termination (other than by reason of gross misconduct)
- reduction of hours of the covered employee's employment
- divorce or legal separation of the covered employee

- a dependent child ceasing to be a dependent child under the generally applicable provisions of the plan
- your employer files for Chapter 11 reorganization under federal bankruptcy laws

You and your dependent(s) must pay the required contribution for the continued coverage. Additional information regarding COBRA can be obtained from the Business Department at 313-827-2170.

SECTION 125 REIMBURSEMENT ACCOUNT

The Internal Revenue Service (IRS) has approved the use of Section 125 reimbursement accounts for payment of allowed expenses using pre-tax dollars. Eligible staff members can contribute to, and benefit from, a Section 125 Reimbursement Account. Participation in this program is voluntary on the part of staff members.

Enrollment is on an annual basis during the open enrollment period. Employees may enroll in the Flexible Spending Account (FSA). Information on enrollment, contributions, qualifying expenses, and reimbursement procedures is available by contacting the Payroll and Benefits Department at 313-827-2170.

HOLIDAYS

The District observes the following listed holidays. When a holiday falls on a Saturday, it will generally be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday.

The following days are recognized as holidays:

January 1
Martin Luther King, Jr. Day
Good Friday
Memorial Day
July 4
Labor Day
Wednesday preceding Thanksgiving
Thanksgiving Day
Friday following Thanksgiving
December 24
December 25
December 31

SICK/PERSONAL TIME

Sick/Personal Business Days are available to eligible employees as indicated in the individual contract, collective bargaining agreement, or conditions of employment. Accumulated leave days are posted on pay stubs. For an accurate accounting of your available days, you may call the Payroll and Benefits Department at 313-827-2170.

In some cases, Personal Business days must be pre-approved by the employee's supervisor and are deducted from the employee's sick bank. Personal Business absences shall be granted for personal or private business, including the observance of religious holidays. Personal business days may not be used for vacation. The number of personal business days allowed per fiscal year is determined by the employee contract agreement.

If stated in the individual contract or collective bargaining agreement, all unused sick/personal days shall be added to the annual yearly allowance at the beginning of each fiscal year. If the employee leaves employment with Allen Park Public Schools prior to the end of the school year, sick/personal days will be prorated. If the employee has used more than the prorated amount, the employee will be required to reimburse the District.

VACATION DAYS

Vacation days are available to eligible 52-week employees. Vacation days must be approved in advance. Vacation days available to the employee are listed on his/her pay stubs. For an accurate accounting of your available days, you may call the Payroll/Benefits Department at 313-827-2170.

Employees must submit a completed absence request form for a vacation request to their immediate supervisor prior to the date of absence for approval. The supervisor will approve or deny the request. Upon termination of employment, accrued and unused vacation days will be paid according to terms specified by policy or in any appropriate employment contract only if the employee provides at least two (2) weeks' notice of resignation, actually works the entire notice period, and is not discharged for specified offenses (e.g. work rule violation, excessive absenteeism, theft, etc.). Bargaining agreement provisions will prevail if in conflict with this provision.

WORK INJURIES/WORKER'S COMPENSATION

In the event an employee is injured in a work-related incident or receives a work-related illness, the employee must follow the procedures outlined below:

1. Immediately report the injury/illness to the supervisor. If the supervisor is not available, the injury/accident should be reported to another supervisor or to the Director of Human Resources.
2. An **Employees Report of Incident or Injury** is to be completed in its entirety and requires the employee's signature in his/her own handwriting and the supervisor's signature. Following completion, the form is to be submitted to the Business Department office within five (5) working days following the injury/illness.
3. Medical treatment for **non-emergency, work related injuries** will be given by OccMed Connect. An **Authorization for Treatment** form should be completed by a supervisor or administrator and faxed to the clinic. If a supervisor/administrator is not available, the injured employee should still report to the clinic for treatment. If the employee is treated at the medical clinic for an injury or illness, a "fitness for duty" authorization signed by the attending physician must be given to the supervisor or faxed to the Human Resources office at 313-827-2171 prior to returning to work.
4. The initial treatment and follow-up exams must be obtained at the authorized District medical clinic for the first twenty-eight (28) calendar days following the injury/accident. If, during the first twenty-eight calendar days, treatment is obtained from a health care provider other than the authorized medical clinic, the employee may be responsible for any charges incurred.

9:00 AM to 5:00 PM
OccMed Connect Taylor
10155 Telegraph Road
Taylor, MI 48180
734-718-1969 (Fax 734-931-4018)

After 9:00 PM to 8:00 AM
Henry Ford ER
23050 West Road
Brownstown Twp., MI 48183
734-287-9880

9:00 AM to 9:00 PM
1st Choice Urgent Care
23455 Michigan Avenue
Dearborn, MI 48124
313-438-6094

LIFE EVENTS

BEREAVEMENT

Eligible employees are allowed to use bereavement days according to the guidelines of the contract agreement for death in the immediate family.

CHILD CARE LEAVE OF ABSENCE

The District will grant an unpaid child-care leave of absence according to the conditions of the contract agreement, upon written request of the leave time requested, and approval of the Board of Education based on the recommendation of the administration.

FAMILY AND MEDICAL LEAVE ACT

In accordance with the Family and Medical Leave Act (FMLA), eligible employees will be provided with up to 12 work weeks of unpaid leave each year for family medical or personal medical purposes. Employees who have worked at least 12 months and have accumulated at least 1,250 hours during the preceding 12 months are eligible for FMLA leave. Eligible employees may request FMLA unpaid leave of absence for:

<u>12 Work Weeks</u>

- the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care
- to care for the employee's spouse, child or parent with a serious health condition
- to take medical leave when the employee is unable to work because of a serious health condition

<u>26 work weeks of leave during a single 12-month period</u>

- to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave). Refer to Board policy 3430.01 and 4430.01 for additional information

Twelve (12) month period for determining hours worked and use of leave is defined as the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e., the "leave year" is specific to each individual staff member). Each time an employee takes Family and Medical Leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the fiscal year.

The request for leave must be in writing and should be presented to Human Resources at least 30 calendar days in advance of the requested departure date, when practicable, along with the expected date of return to work. Employees requesting the leave for health reasons must provide medical certification of the need for the leave and the probable duration of the leave. This written medical certificate must be provided to Human Resources within 15 calendar days after request for FMLA leave.

The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced-leave schedule for the birth, adoption or foster care placement of a child. A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parent or dependent child with a serious health condition. The taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken. Employees needing intermittent leave or leave on a reduced schedule must attempt to schedule this leave to avoid disruption of the operations of the District. The taking of leave intermittently or on a reduced leave schedule shall not result in a reduction in the total amount of leave to which the employee is entitled.
Employees are required on commencing the FMLA leave, simultaneously, to take any paid leave days (earned or accrued paid vacation, personal leave or sick leave for which they are eligible in accordance with collective bargaining agreements or contracts and conditions of employment.

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) or twenty-six (26) week period of FMLA leave, any additional weeks of leave to which the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave for a qualifying leave under this policy, such leave will count towards the maximum allowable leave, the paid leave, and FMLA/Service Member Family leave to which the staff member is entitled will run concurrently.

If an employee is on leave due to disability or workers compensation, the leave will be counted against the employee's FMLA leave entitlement.

Prior to returning to work the employee who takes a leave because of a serious health condition will be required to furnish a medical release from their health care provider, acceptable to the District, attesting that they are able to perform the essential functions of their job without posing a threat to the safety or welfare of themselves or others.

The District will continue group health coverage for those employees who are covered under the District's medical insurance at the time of the leave but, if the employee fails to return to work following the leave, he/she may be required to repay the insurance premiums paid by the District on behalf of the employee during the leave. Employees who normally pay a portion of health care premiums prior to leave of absence must continue to pay his/her share of health care premiums during the leave of absence. If premiums are raised or lowered during this time, the employee will be required to pay the new premium rates. If an employee who normally pays a portion of health care premiums fails to make such payments, the District may, at its option, continue health care coverage to any employee by paying the employee's portion of the health care premium. If the District exercises this option, the District is entitled to recover the additional payments made during the FMLA leave on behalf of the employee while on leave, after the employee returns to work. The District will do the same with other benefits (e.g. dental and vision) while the employee is on FMLA leave. If the District, at its option, pays the premiums, the employee shall reimburse the District for payments made on the employee’s behalf when the employee returns to work. If the District elects not to pay the employee’s portion of the health care premium, the coverage will terminate.

Employees may not engage in similar employment, other than employment with the District, during a FMLA leave. Employees who are found to have engaged in such alternate employment will be subject to dismissal. Except as provided below, an eligible employee who takes leave in accordance with this regulation is entitled, on return from such leave:

- to be restored to the position of employment held by the employee when the leave commenced; or
- to be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment

The taking of a leave shall not result in the loss of any employment benefit accrued prior to the date on which leave commenced. However, the employee is not entitled to the accumulation of any seniority or employment benefits during any period of such leave, or to any right, benefit, or position of employment other than any right, benefit or position to which the employee would have been entitled had the employee not taken the leave, except in accordance with the applicable collective bargaining agreement, conditions of employment or contract. Reference: The Family and Medical Leave Act of 1993, 29 USC 2611, et.seq.

JURY DUTY

If an employee is called to serve on jury duty, he/she must notify the Human Resources office as soon as possible, but no later than one (1) business day after receipt of the notice and provide the Human Resource Office with a copy of the jury summons. Regular full-time employees who serve on jury duty will continue to receive the regular daily wage for each day the employee reports for or performs jury duty, provided the employee would have normally been scheduled to work on such days. The time spent on jury duty will not be deducted from the employee's accrued leave days. To be eligible for jury duty pay, the employee must furnish the Payroll Office with written verification of any pay received from the court and the dates that jury duty service was performed. The employee must also provide a check or money order payable to the Allen Park Public School District for the full amount of the jury fee paid, excluding any mileage or travel fees. If there is no mileage or travel fees, the employee may submit the court issued check. Payment will be made as provided in the applicable collective bargaining agreement or conditions of employment.

MEDICAL/DISABILITY LEAVE OF ABSENCE

A request for a medical/disability leave of absence must be submitted in writing to Human Resources. A doctor's note must accompany the request stating the length of time the employee will need to be on leave. Employees covered by a collective bargaining agreement should read the agreement for details governing the conditions of their leave. Upon return from a medical/disability leave, employees will be required to furnish a medical release from their health care provider, acceptable to the District, attesting that they are able to perform the essential functions of their job without posing a threat to the safety and welfare of themselves or others. The medical release must be provided before the employee returns to work on the scheduled day, otherwise, employment is subject to dismissal. Please refer to Board Policies 3430 and 4430 for further Information.

MILITARY LEAVE OF ABSENCE

Employees who are called into military service will be granted time off to satisfy these obligations. Employees who require a military leave should inform their supervisor and Human Resources as soon as orders are received. A copy of the orders should be forwarded to the Human Resources Specialist.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. Under USERRA you have unemployment rights, the right to be free from discrimination and retaliation, health insurance protection and enforcement assistance.
Employers are required by law to allow regular employees temporary leaves of absence without pay for military leave. Employees who enter active military duty, either voluntarily or involuntarily, are entitled to reemployment rights if the active duty does not exceed five (5) years, plus any time that the person was unable to obtain orders relieving him/her from active duty, or if the active duty is extended by federal request. Employees must be returned to the same positions they held at the time they left or positions that are substantially similar in status, pay and seniority that they would have held if the military had not interrupted their career. They are considered as having been on leave of absence. Additionally, employees are not to be discharged from their employment without cause within one year after restoration of reemployment. Refer to Board Policies 3437.01 and 4437.01 for further information.

NAME CHANGE

To change your name with the District, you must first change your name with the Social Security Administration. You may visit the nearest Social Security Office website at www.ssa.gov or call the Social Security Hotline at 800-772-1213. When you receive your new social security card, send or fax a copy to the payroll office and your record will then be changed. Also, a MPSERS form will need to be completed with your name change. Teachers will also need to submit a request for a “Duplicate Certificate" to the Michigan Department of Education. Contact the Payroll Department at 313-827-2170 if there are any changes in name, beneficiaries, dependents, or address.

PERSONAL LEAVE OF ABSENCE

A request for a personal leave of absence, disclosing the reason, must be submitted in writing to Human Resources and is not to exceed one year in duration. The approval or denial of a personal leave request is at the sole discretion of the District and subject to the approval of the Board of Education.
Employees covered by a collective bargaining agreement should read the agreement for details governing the conditions of their personal leave. Please refer to Board Policies 3430 and 4430 for further information.

RETIREMENT - MPSERS

An employee who has made the decision to retire from the District is requested to submit a letter of resignation to the Human Resources Specialist at least 90 calendar days prior to their official retirement date. Application through MPSERS should also be made at least 90 calendar days in advance. Questions regarding retirement benefits need to be directed to the Michigan Public School Employees Retirement System (MPSERS) Office of Retirement Services. Click on Public School Employees Retirement System. Create an account online at www.michigan.gov/ors/ Most questions regarding your retirement may be answered by visiting the web site or by calling (800) 381- 5111.
To get an estimate of pension benefits click on Benefit Estimator. The information you need for an estimate are:

- enrolled in MIP or Basic
- member's date of birth
- beneficiary's date of birth
- retirement effective date
- final average compensation
- total years of service credit

PAYROLL/SALARY INFORMATION

DIRECT DEPOSIT

All employees are expected to participate in direct deposit. Employees may use up to two separate bank accounts. An employee may deposit their entire net pay into a savings or checking account at a financial institution of their choice that participates in electronic fund transfer. Applications are available from the Payroll or Human Resource Departments.

GARNISHMENTS

The District must comply with all writs of garnishment it receives. The employee will be notified at the time garnishments are made. Information about the garnishment will be held in confidence.

HEALTH/DEPENDENT CARE REIMBURSEMENT ACCOUNTS

There are two parts to the employee reimbursement account. Employees have the option to participate in one or both options by contributing to the account through pre-tax payroll deductions.

Health Care Expenses

The uninsured Health Care Reimbursement Account enables employees to pay for medical, dental, and vision expenses not covered by insurance, with pre-tax dollars.

Dependent Care Expenses

The Dependent Care Reimbursement Account enables employees to pay for dependent care expenses with pre-tax dollars.

OVERTIME AND COMPENSATORY TIME

Overtime pay and compensatory time will be administered in accordance with the Fair Labor Standards Act and any applicable bargaining agreement. Overtime and authorization for compensatory time must be pre-approved by your immediate supervisor in advance of the work being performed. If circumstances do not permit pre-authorization, the supervisor shall be notified the next workday. From time to time, you may be asked to work longer than your scheduled shift. Your supervisor will give you as much advance notice as possible when extra work is required. You should not begin working before your normal starting time, work through your lunch period or other unpaid breaks, or continue working after your normal quitting time without first getting your supervisor's approval. Hourly and salaried nonexempt employees working more than 40 hours per week will receive overtime pay (1-1/2 times straight pay or according to the employee's collective bargaining Agreement). Only hours actually worked are counted in determining if you are entitled to overtime pay. Exempt employees will not receive overtime pay when working more than forty hours in a workweek. Refer to Board Policy 6700 for additional information.

PAYROLL DEDUCTIONS

Improper payroll deductions will not be made from employees pay. If an employee believes that an improper deduction has been made from his/her pay, he/she should file a written report to the Payroll Department. See Board Policy 6520 for additional information.

PAYROLL SCHEDULE

Employees are paid according to the District's payroll schedule. Payroll is issued on the 10th and 25th of each month. Adjustments to the payroll schedule may be made, provided notice is given to employees and that the change does not violate the provisions of a collective bargaining agreement. Payroll questions need to be directed to the Payroll and Benefits Department at 313-827-2170.

TAX SHELTERED ANNUITIES

Employees may make a payroll deposit to a 403(b) or 457 Plan tax-sheltered annuity carrier approved by the District. The employee is responsible to contact and make all the necessary arrangements with the agent and submit their request to the business office for approval. Forms and a list of District approved carriers are available from the Payroll and Benefits Department at 313-827-2170.

POLICIES AND PROCEDURES

ACCIDENT/INCIDENT REPORTING

All employees injured on the job, must fill out an incident report obtained from your immediate supervisor or from the Human Resources office at 313-827-2105. If an employee needs immediate lifesaving medical attention, 911 will be called. ***Please refer to Worker's Compensation procedures.*** Refer to Board Policy 8442 for additional information.

ALCOHOL AND DRUG TESTING

The District implements the requirements of the Omnibus Transportation Employee Testing Act of 1991, (OTETA) for all employees whose job requires CDL licensing. Specifically, Federal Law provides for random, reasonable suspicion, post-accident, return to duty and follow-up testing. Refer to Board Policy 3170 and 4170 for additional information.

ALCOHOL OR DRUG USE

It is the policy of the District to create a drug-free workplace in keeping with the Drug-Free Workplace Act of 1988. Accordingly, all staff members are notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited anywhere in the workplace. Such conduct is also prohibited during nonworking time to the extent that, in the opinion of the District, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the District. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. Refer to Board Policies 3170 and 4170 for additional information.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act prohibits discrimination against individuals with disabilities. The District complies with the Americans with Disabilities Act and all other applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The District provides reasonable accommodations for such individuals in accordance with these laws. Qualified individuals with disabilities may make requests for reasonable accommodation to the District EEO officer. Upon receipt of a verbal or written request for an accommodation, the EEO officer will expeditiously meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodations that the District may make to help overcome those limitations. The designated EEO officers for the District are Dr. Matthew Sokol, Director of Special Education 313-827-2124 and Ms. Giovanni Foster, Assistant Principal, Allen Park High School 313-827-1232

ATTENDANCE/TARDINESS

The District maintains established business hours based on the building schedule. Regularity of attendance and punctuality is essential to the orderly performance of our work. As an employee, you are required to be punctual and regular in your attendance. When you are absent or late for work, your

work must be performed by others just as you must perform their work when they are absent. Employees are urged to use sick time sparingly. You are required to report to work on time and be prepared to start work at your regularly scheduled starting time. You are also required to remain at work through the end of your schedule except for regularly scheduled breaks or authorized leaves. It is important that when you find it necessary to be absent, please enter your absence into the Red Rover system or notify your supervisor as soon as possible before you are expected to arrive to work, but no later than one hour before your normal scheduled starting time.

Employees requiring a guest substitute need to report their absence as early as possible through the Red Rover Absence Management system or by calling the substitute coordinator number (313) 559-2494. for the District to schedule the best possible substitute to fill your position. Scheduled absences such as in-services and personal business days need to be reported immediately upon approval to insure your position is filled. Many guest employees also work for surrounding districts and their availability may be limited.

If an emergency arises and you will be absent or tardy, you need to contact your supervisor immediately. In all cases where you may be absent or tardy, you must provide your supervisor with an explanation. Whenever possible, you must also inform your supervisor of when you will arrive or return to work. Absent extenuating circumstances, you must call in on any day you are scheduled to report and will not be able to report.

Excessive absenteeism, whether excused or not, is not acceptable. Each situation of excessive absenteeism or tardiness will be evaluated on a case by case basis. Failure to report to work without any notification to your supervisor may constitute your voluntary termination of your employment with the District.

ABSENCE WITHOUT PAY

It is the practice of the Allen Park Public Schools to not allow employees to be absent without pay. However, if you find it necessary to take a day off without pay, you need to submit your request in writing to your immediate supervisor at least five (5) workdays in advance, whenever possible. Your immediate supervisor may grant permission for a maximum of two consecutive days without pay. The approval of your immediate supervisor and the Director of Human Resources is required for three (3) or more consecutive days off without pay. If you are denied time off without pay and you are absent on that day, you are subject to disciplinary action, up to and including discharge.

BOARD POLICY MANUAL

A Board Policy Manual is available on line for staff review. All questions regarding Board Policies should be directed to Human Resources at 313-827-2105.

CELL PHONE USAGE

Non-District related cell phone usage is prohibited during the employee's work day. If circumstances warrant an employee's need to be accessible by cell phone, written notification needs to be given to the supervisor with reason stated. In this situation the cell phone should be set on an alert/vibe mode that will not disrupt the work environment. If carried on the person, the cell phone shall not be visible to

others. During work hours, personal communications made or received, regardless of whether on a cell phone, regular telephone, or network computer, can interfere with employee productivity and/or distract others. Employees are expected to use discretion in using personal cell phones while at work. Employees shall limit personal communication to breaks and lunch period and to inform friends and family members of the District's policy in this regard.

CHILD NEGLECT OR ABUSE

District employees are reminded of their obligation, by law and District policy, to report suspected child abuse or neglect to the appropriate authority. Under the Michigan Child Protection Law, MCL 722,623, a school administrator, counselor, social worker, psychologist, or teacher who has reasonable cause to suspect child abuse or neglect must immediately, by telephone or otherwise, make an oral report of suspected child abuse or neglect to Family Independence Agency. Within 72 hours after making the oral report, the reporting person shall file a written report with the Family Independence Agency. The identity of the reporting person is generally confidential. Any person acting in good faith in making such a report, cooperating in an investigation, or assisting in any other requirements of the act, is immune from civil or criminal liability.

While the Child Protection Law reporting requirements apply to only school administrators, counselors, social workers, psychologists and teachers, it is the District's expectation that any employee, regardless of position, who has reasonable cause to suspect child abuse or neglect will immediately report that suspicion to his or her supervisor or other District administrator. This policy is applicable regardless of whether the person suspected of abuse or neglect is another District employee. The District also expects and requires that you will report your suspicion immediately. Your failure to do so can compromise the subsequent investigation of any incident to the possible detriment of either a student or another employee. Refer to Board Policy 8462 for additional information.

COMMUNICABLE DISEASE CONTROL POLICY

The District takes the Communicable Disease Control Policy seriously. Refer to Board Policies 8450 and 8453 for additional information.

COMMUNITY RELATIONS

Our students are our primary customers. Parents and community members are also our customers. Fellow employees are considered our internal customers. When dealing with a customer, always be courteous, polite and patient. Occasionally, a situation or question may arise with which you are uncomfortable in responding. In such cases, inform the individual that you will contact your supervisor and get back to him or her promptly.

COMPLAINT RESOLUTION PROCEDURE

It is the District's desire to provide good working conditions and maintain positive working relationships among employees, as well as between employees and management. Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Many incidents resolve themselves naturally. If a situation persists that is believed to be detrimental to an employee or the District, the employee should first

discuss it with his/her immediate supervisor. If the issue is not resolved, the employee should follow the procedures in his/her individual contract, applicable collective bargaining agreement (CBA), or contact the Director of Human Resources.

CONDUCT (GUIDELINES FOR APPROPRIATE CONDUCT)

As a member of the District, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights of others, but also demands that both in their business and personal life, employees refrain from any behavior that might be harmful to them, their co-workers, or the District, or that might be viewed unfavorably by current or potential residents or by the public at large. Whether during or outside of work hours, employee conduct reflects on the District and the highest standards of professionalism are encouraged at all times. If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of the District, based on District policies, rules, regulations, or contract provisions, you will be subject to disciplinary action, up to and including dismissal.

CONFIDENTIALITY

It is the policy of the District to ensure that the operations, activities, and affairs of our students, their parents, and other employees are kept confidential to the greatest possible extent. If, during their employment, staff members acquire confidential or proprietary information about the District, students, parents, or employees, such information is to be handled in strict confidence and not to be discussed with any individual who does not have a legitimate right to know the information. Staff members are also responsible for the internal security of such information. Refer to Board Policy 8350 for additional information.

Staff members found to be violating this policy are subject to disciplinary action, up to and including dismissal, and may also be subject to civil and/or criminal penalties for violations of the confidentiality policy.

CONFLICT OF INTEREST

Staff members shall perform their official duties in a manner free from conflict of interest.
The maintenance of exceptionally high standards of honesty, integrity, impartiality, and professional conduct by School District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities. No staff member shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District. Employees shall not make use of materials, equipment or facilities of the School District in private practice.

COPYRIGHT AND FAIR USE

The District recognizes that with the increased access to materials of all kinds, that there must be adherence to current copyright laws, which by definition is the body of federal law (found in Title 17 of the United States Code), that protects intellectual property. This includes a person or entity's lawful right to claims of ownership or authorship as outlined in the law. The Board of Education directs its staff to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff must, therefore, avoid acts of copyright infringement under penalty of law. Any questions or concerns regarding" Fair Use" of materials should be directed to the Director of Technology at 313-827-2190.

The fair use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- the effect of the use upon the potential market for or value of the copyrighted work.

CORPORAL PUNISHMENT

Michigan law strictly prohibits the use of corporal punishment on a student, which is defined as" the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline." MCL 380.1213. An employee who uses corporal punishment on a student will be subject to appropriate disciplinary action up to and including dismissal. All instances of the use of physical force upon a student are to be fully documented within 24 hours and reports sent to the appropriate principal, department director, and the Director Human Resources.

Consistent with Michigan law, a school employee may use reasonable physical force upon a student as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the employee may use physical force upon a student as may be necessary for one or more of the following:

- To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of the school district, within a school, or at a school related activity, if that student has refused to comply with a request to refrain from further disruptive acts.
- For self-defense or the defense of another.
- To prevent a student from inflicting harm on himself or herself.
- To quell a disturbance that threatens physical injury to any person.
- To obtain possession of a weapon or other dangerous object upon or within the control of a student
- To protect property.

CRISIS PLANNING

The District has an established comprehensive Crisis Plan. Refer to the Allen Park Public School District Crisis Plan Manual available in the Principal's office of each building for policies/procedures. Refer to Board Policy 8410 for additional information.

DISCIPLINARY ACTION

The District favors progressive discipline when responding to unsatisfactory performance by employees. This in no way modifies the District's policy that the employment relationship is an at-will relationship which is terminable at the will of either party. Disciplinary action may include oral or written warnings, written reprimands, suspension and dismissal. The disciplinary action which is imposed will depend upon various factors, including the nature and severity of the problem and the employee's disciplinary history. Depending upon the situation, any of the aforementioned disciplinary actions or any combination thereof may be imposed, and the discipline may not be progressive. If a written record of an incident/issue is inserted in your personnel file, you shall receive a dated copy of the document of the District's knowledge of the incident/issue and completion of the subsequent investigation, whenever possible.

You have the right to submit a written rebuttal to any disciplinary document placed in your personnel file. If you submit a rebuttal, it should be received in the Human Resources Office within ten workdays of your receipt of the disciplinary document. If you write a rebuttal, it will be attached to the disciplinary document in your personnel file. Refer to Board Policies 3139 and 4139 for additional information.

DISTRICT PROPERTY /SEARCHES

Lockers, labs, classrooms, tool bins, vehicles, phones, electronic equipment, and (other property) are the property of the District and must be maintained according to District rules and policies. District property, such as the aforementioned are subject to searches or periodic inspections at any time without prior notice. No employee shall have a reasonable expectation of privacy in connection with any District property. District property provided to employees must be maintained and used only for proper work-related purposes, and used in an appropriate manner. The tools and equipment remain the property of the District and are not to be used for personal projects. The employee is responsible for the loss or damage of District owned property due to the employee's negligence. All property provided to the employee must be returned to the District in the same condition as when it was received. Employees who terminate employment with the District must return all District owned property at the time of termination.

If property is worn or damaged through normal use, the employee should return it, or inform his/her supervisor, for replacement or repair. The District reserves the right to inspect all District property to ensure compliance with its rules and regulations. The District further reserves the right to inspect all property or items stored on District property. While the District will attempt to advise the employee at the time of a search or inspection, the District reserves the right to make any investigation or search without notice to the employee, and in the employee's absence.

Prior written authorization from a building or department supervisor must be obtained before any District property may be removed from District premises.

DRESS CODE

Each employee is a representative of their building/department and the District. All employees are expected to dress appropriately for work and be well groomed. Discretion in style of dress, hair and behavior is essential to the professional operation of the District. Your supervisor may assist you in determining what attire is appropriate.

Some jobs may have additional restrictions for safety reasons. You may be subjected to discipline for violating this policy. If a uniform is provided, the employee is expected to wear that uniform and to keep it in a clean, presentable condition. Refer to Board Policies 3216 and 4216 for additional information.

DRUG-FREE SCHOOLS/SUBSTANCE ABUSE

District employees will comply with the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, possession, sale or use of a controlled or illegal substance, or alcoholic beverage is prohibited on or in all District buildings and on properties, in work areas, school-owned or school-approved vehicles, including those used to transport students to or from school or school activities, and at school sponsored activities, events or functions, such as field trips or athletic events, which occur off school property. Violation of this policy will subject the employee to disciplinary action up to and including dismissal. It is within the sole discretion of the District what disciplinary action will be taken. The use or possession of alcohol, marijuana, or other non-prescription drugs is strictly prohibited by District policy. Presenting one's self for work under the apparent influence of alcohol or other non-prescription drugs is prohibited. No employee shall be permitted to begin or continue work while under the apparent influence of alcohol or other drugs. Any employee in the possession of alcohol or other non-prescription drugs while on the premises will be subject to disciplinary action up to and including dismissal, within the sole discretion of the District. In the event the District, in its sole discretion, determines that an employee may be under the influence of alcohol, marijuana or other non-prescription drugs, the employee will be required, as a condition of continued employment, to immediately submit to testing at a facility selected by the District. Any employee who violates this policy may be subject to disciplinary action up to and including dismissal of employment. In the sole discretion of the District, an employee who violates this policy may be required or permitted to satisfactorily participate in a drug assistance or rehabilitation program approved by the District. Allowing or permitting participation in a drug assistance or rehabilitation program shall not establish a precedent.

ELECTRONIC INFORMATION ACCESS/USE

A major goal of the District is to prepare today's students for life in the 21st century and to insure a technologically literate life and a globally competitive work force. The District encourages and strongly promotes the use of electronic information technologies in educational endeavors. The District provides access to information resources in a variety of electronic formats and for the development of information management skills, including the skill of discerning the validity and value of such information. Together, these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them to become responsible, self-directed, lifelong learners. The District, however, expects the staff and students to conform to ethical and legal standards in the use of technology/e-mail and to demonstrate knowledge and responsibility in the use of resources, processes and systems of technology. All users of the District's

technology/e-mail will comply with the terms of the Board Policy 7530, 7530.02, 7540, 7540.01, 7540.02, 7540.03, 7540.04, 7540.05, 7540.07, 7540.08, 7542, 7543, and 7545. Use of the District's e-mail system is a privilege. All employees are required to sign a Technology Acceptable Use Form before access is provided. Inappropriate use of these resources may result in disciplinary action, including the possibility of dismissal and/or referral to legal authorities. The District may limit, suspend, or revoke network and/or Internet access for abuses such as on-line shopping, blogging, instant messaging, etc. **Sending an unauthorized email to all or a majority of users in the district email directory is grounds for immediate discipline.**

INTERNET- ACCEPTABLE USE

All employees are required to sign a Technology Acceptable Use Form before access is provided. Inappropriate use of this resource may result in disciplinary action, including the possibility of dismissal and/or referral to legal authorities. The District may limit, suspend, or revoke network and/or Internet access for abuses such as on-line shopping, blogging, instant messaging, etc.

EMERGENCY DISTRICT/BUILDING CLOSINGS

When the District or building facilities are closed because of emergency/weather situations, employees are directed to follow their collective bargaining agreement and/or the direction of the building administrator or their supervisor.

EMPLOYMENT AT-WILL

This Employee Handbook does not constitute an employment contract between the District and any employee. The provisions contained in the Handbook supersede any and all contrary representations that have been made either by the District or yourself, other than that contained in an individual contract or collective bargaining agreement. No employee, supervisor, or other person has the authority to enter into any employment agreement on behalf of the District for any specified period of time, pursuant to any particular conditions, or to make any agreement contrary to the terms expressed in this Handbook.

The District is an at-will employer. This means that just as any employee may terminate his/her employment with the District at any time, for any reason or no reason, so may the District terminate an employee at any time, for any reason or no reason. The employment relationship is for an indefinite period of time and can be terminated at any time with or without notice. The District may set rules and regulations governing the conduct of employees. The rules and regulations, however, are not intended to cover all circumstances and do not alter the fact that the employment relationship is terminable at the will of either party. The direction and control of all work for all employees includes, by way of illustration and not of limitation, the right to hire, assign, suspend, transfer, demote or dismissal and is the sole prerogative of the District. Employees with Tenure rights or who are under the terms of a written contract with contrary provisions are not considered to be "at-will" employees.

EVALUATIONS

The District is committed to the growth and development of its staff. Evaluations, conducted effectively, can be a means of stimulating greater performance by employees, and encourage communication and understanding between the employee and supervisor. Your evaluation should let you know what you do well, areas where improvement is needed and should help you to set goals for your future performance.

After your evaluation has been conducted, you will review the results with your supervisor, who will then ask you to sign the evaluation and acknowledge that it has been discussed with you and that you have had an opportunity to review it. All evaluations are placed in the employee's personnel file.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents of students or eligible students, who have attained the age of eighteen, have rights under the Family Educational Rights and Privacy Act of 1974, (i.e., FERPA}. In view of this, and to ensure compliance with FERPA, the following is expected of all employees: NEVER discuss individual students with others unless the person is a school official with a legitimate educational interest. A school official has a legitimate educational interest if the official has direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District, or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

HARASSMENT

Harassment is unlawful under both Michigan and federal law and is contrary to the commitment of the District to provide a safe and effective learning and work environment. The District's policy prohibits sexual harassment of students, employees, Board members, volunteers, contractors, or applicants for employment. Harassment of staff (including those who volunteer their services) or applicants for employment is prohibited, and will not be tolerated. This includes inappropriate conduct by any person in the school environment, including other employees, Board members, parents, guests, students, contractors, vendors and volunteers. It is the policy of the District to provide a safe, positive work environment free of harassment for its entire staff.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a staff member's ability to perform his/her job. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any improper harassment that would negatively impact a staff member. This would include such activities as stalking and unwelcomed taunting, teasing or intimidation. Any staff member who believes this policy has been violated should notify his or her supervisor immediately, and prompt action will be taken to ensure the individual's safety and well- being. Staff members who believe that the supervisor has not or cannot adequately address this problem are encouraged to speak with Human Resources. Refer to Board Policies 3362 and 4362.

HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)

The District complies with the HIPAA and has adopted Board Policy 3419.01 relating to the administration of the Act. All employees have been given a copy of the policy. The Business Office is the District's privacy department for contact purposes.

IDENTIFICATION BADGES

All employees will be issued and are required to wear an employee identification badge. Badges are issued when hired or at the District's discretion. By holding an Allen Park identification badge, you assume responsibilities pertaining to the use of the badge. The purpose of the ID badge is to promote a safe and secure environment for our students and staff. The ID badge is to be used for District purposes only and may NOT be used beyond each badge holder's access schedule (the days schools are closed and after custodial lock up).

The ID badge must be maintained with the highest level of security. Duplication and/or loaning of ID badges is strictly prohibited. If the badge is lost or stolen, or if the badge holder suspects the badge to have been compromised, the badge holder must immediately notify the Human Resources Department at 313-827-2105. All ID badges must be surrendered upon termination. Duplication and/or loaning of ID badges is strictly prohibited. The badge holder may also be asked to surrender the card at any time deemed necessary by Administration. Misuse or fraudulent use of the badge may result in disciplinary actions up to and including dismissal.

JOB/POSITION DESCRIPTIONS

Job descriptions or position descriptions have been developed for secretarial, paraprofessional, custodial, maintenance, transportation, food service and administrator positions. Job/ position descriptions for positions are established and revised as job requirements change. Job/position descriptions may be general in nature and not address each duty and responsibility required of the job/position. The employee is expected to be able to perform the essential functions of the job/position. Refer to Board Policy 1400.

KEYS

You may be provided with keys to your work area and/or the building. Keys are never to be loaned to another employee or a student. Keys are never to be reproduced. All keys must be surrendered upon termination of employment.

LIABILITY AND RISK MANAGEMENT

Any information about a potential or actual lawsuit against the District or its employees must be directed to the Superintendent at 313-827-2150.

MILEAGE REIMBURSEMENT

If you are required to drive your own vehicle while performing your job, you are eligible to be reimbursed for mileage at the prevailing Internal Revenue Service maximum mileage reimbursement rate. You must complete, sign, and submit your mileage form to your immediate supervisor for approval before reimbursement will be provided.

NON-DISCRIMINATION

It is the policy of the Allen Park School District that no person shall, on the basis of gender, race, color, religion, national origin or ancestry, age, disability, height, weight, or marital status or any other status covered by federal, state, or local law be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. The District will comply with the requirements of: Title II of the Americans with Disabilities Act of 1990 Elliot-Larsen Civil Rights Act of 1977 Title IX of the Education Amendments of 1972 Age Discrimination Act of 1975 Section 504 of the Rehabilitation Act of 1973 Title VI of the Civil Rights Act of 1964. The District appoints several administrators to serve as the District's Compliance Officers whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries and complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973 is provided to students, their parents, staff members and the general public.

Contact information for the Compliance Officers is as follows:

Civil Rights/504 Compliance Officers:
Dr. Matthew Sokol, Director of Special Education 313-827-2124
Ms. Giovanni Foster, Assistant Principal, Allen Park High School 313-827-1232

Anyone wishing to file a grievance for any of the above noted laws should contact the Superintendent at 313-827-2150.

The law requires that the District provide a reasonable accommodation to a qualified employee with a disability so that employee may perform the essential functions of a job, or may enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities, unless doing so would cause significant difficulty or expense ("undue hardship") for the District. An employee with a disability who believes that a job accommodation is necessary must notify the Director of Human Resources of the requested accommodation. Refer to Board Policies 3122 or 4122 for additional information.

Grievance Procedure (Non-Discrimination Only):

Section I - If any person believes that the Allen Park Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title II, VI, or VII of the Civil Rights Act of 1964; (2) Title IX of the Education Amendment Act of 1972; and (3) Section 504 of the Rehabilitation Act of 1973, the Age Act, and the Americans with Disabilities Act of 1990, s/he may bring forward a complaint, which shall be referred to as a grievance, to the Civil Rights Coordinator:

Dr. Matthew Sokol
Director of Special Education
Allen Park Public Schools
9601 Vine Avenue
Allen Park, MI 48101
313-827-2124

Ms. Giovanni Foster
Assistant Principal
Allen Park High School
18401 Champaign Avenue
Allen Park. MI 48101
313-827-1232

Section II -The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the High School Principal, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the steps found in Board Policies 1422, 3122, and 4122.

The Compliance Officer, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

OUTSIDE ACTIVITIES OF STAFF

It is the policy of the Board of Education that all staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. Refer to Board Policy 3231 and 4231.

PERSONAL PROTECTION ORDER (PPO)

Any employee that has been awarded a Personal Protection Order by the court against an individual, must notify his/her supervisor if there is any possibility that person may attempt to contact the employee at the workplace. Members of the staff who have obtained a protective order should supply a copy of the order to Human Resources. Other parties may also be informed when deemed necessary for the safety of the School District personnel.

PERSONNEL FILES

The maintenance and disclosure of employee personnel files is governed by state law. The" Bullard-Plawecki Employee Right to Know Act," MCL 423.501, defines what constitutes a" personnel record," limits its use, provides for employee review, and restricts its disclosure to third parties. You have a right to examine your personnel file. If you wish to examine your file, you may do so during normal office hours by calling the Human Resource Office (ext. 1005) and prearranging a time. All procedures, including payment for copies are in accordance with the Bullard-Plawecki Right to Know Act.
Requests for disclosure of a personnel file to another party will be handled in accordance with the Bullard-Plawecki Act, and other applicable laws, including but not limited to the Michigan Freedom of Information Act and Revised School Code Section 1230b. You will be notified of such a request.

POLITICAL ACTIVITIES

Employees have the right to campaign for and to hold elected public office. However, as a candidate yourself or on behalf of another individual or issue, you may not campaign during school/ work hours, use District supplies, equipment, or e-mail system for political campaigning, or involve students or other school personnel in any political campaign during any school/work hours.

PROFANITY-STANDARDS OF DECENCY

The use of profanity is prohibited in the District. Profanity is not acceptable employee to employee, student to student, visitor to visitor, or any combination thereof. Employees who engage in profanity will be subject to disciplinary action, up to and including dismissal.

RESIGNATION PROCEDURES

As a matter of professional courtesy, support staff employees who desire to leave Allen Park Public Schools are expected to give at least 14 calendar days' notice in writing. An employee shall be paid earned salary to the date of which employment terminates. Employees whose employment is terminated by the school district, and resigning employees who give the requested notice, will be paid for accumulated but unused vacation according to the terms of their individual contract or CBA if applicable.

Administrators and certified staff are expected to give at least 90 days' notice in writing to the Director of Human Resources. The employer's contributions to insurance plans will be made through the end of the month in which termination occurs.

Resignation Procedures:

- Employee should submit a written resignation to Human Resources to be placed in his/her personnel file with a copy sent to the direct supervisor.
- The employee must return all keys, security cards, credit cards, and other property of the District.

RIGHT-TO-UNDERSTAND LAW

Material Safety Data Sheets (MSDS) listing the contents of all substances containing toxic properties used in the District are available to you. Each facility has a Right-to-Know Manual containing this information. This is done in compliance with Michigan law. For questions contact the Director of Maintenance and Transportation at 313-827-2050. Refer to Board Policies 8405 and 8431.

SAFE SCHOOLS

All staff are required to complete their assigned Safe School modules at the start of every school.

SCHOOL SAFETY INITIATIVES

The Revised School Code requires criminal history checks by the Michigan State Police and criminal records checks by the Federal Bureau of Investigation for all employees assigned" regularly and continuously" to work under contract in any school. In addition, new employees must have a criminal history check and criminal records check completed prior to employment. Michigan law allows the school district to employ individuals as conditional employees before the criminal history check and criminal records check are received if employment will commence during the school year or within 30 days of the start of the school year. The legislation, commonly referred to as the School Safety Initiative, prohibits a school district from hiring, or continuing to employ, any person convicted of a crime listed and defined under the Sex Offenders Registration Act (SORA). An employee convicted of a felony other than a "listed offense" may not continue in their employment unless approved in writing by the District's Board of Education and the Superintendent. Any employee charged with a crime under Section 1535a(1) or 1539b(1) of the Revised School Code must notify Human Resources within three (3) business days after being arraigned for the crime. Human Resources must also be notified by the employee if he/she enters a plea of guilty or no contest to or is the subject of a finding of guilt by a judge or jury of any crime after having been initially charged with a crime described in Section 1535a(1) or 1539b(1). This legislation has very strict requirements for both the school district and employees. If you have any questions as to whether you need to report any incident of a criminal nature, please contact Human Resources. Refer to Board Policies 3121, 3121.01, 4121, 4121.01 for additional information.

SOCIAL SECURITY NUMBER PRIVACY

Pursuant to both state and federal law, it is the policy of the District to protect the confidentiality of social security numbers. Access to documents containing social security numbers shall be restricted to those employees who have a need to know that information, or a need to access those documents. Neither the Board nor any of its employees shall permit the release of the social security number of an employee, student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees. Persons who violate this policy may be subject to disciplinary action up to and including dismissal.

SOLICITATIONS/DISTRIBUTIONS

Board policy protects you from undue solicitations. Staff members may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any cause during working time. Staff members who are not on working time (e.g., those on lunch hour) may not solicit staff members who are on working time for any cause or distribute literature of any kind to them. This policy also prohibits solicitations via the District e-mail and other telephonic communication systems. Furthermore, staff members may not distribute literature or printed material of any kind in working areas, at any time, without prior written approval of the Superintendent. Union requests for PAC contributions are exempt from the non-solicitation policy. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission. Refer to Board Policy 3110 and 4110.

Staff members shall not engage in business transactions on behalf of personal or private enterprise in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority. Non-staff members are likewise prohibited from distributing material or soliciting staff members on District premises at any time.

STAFF DEVELOPMENT

The staff of Allen Park Public Schools is an integral part of the total success of the organization, and the ongoing training and development of the staff is essential to the efficient and effective delivery of services. Staff will be given opportunities to engage in staff development activities in order to maintain and improve job skills and performance, individual growth, and professional development.

Allen Park offers ***educators*** the following hours towards your certificate renewal:

- 5 days (30 hours) annually of on-site District Provided Professional Development.
- Additional 3.0 hours per half days with PM Faculty Professional Development
- Additional 3.0 hours for the completion of Safe Schools modules

The district enters all DPPD into the Michigan Online Educator Certification System (MOECS) as State Continuing Education Clock Hours (SCECHs). SCECHs are used for the renewal certificates issued by the MDE and for meeting the continuing education requirement for school administrators. This process replaces you having to individually enter your DPPD hours and eliminates the requirement for districts to review and sign each educator's individual DPPD form.

STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all staff members to maintain high standards in their working relationships, and in the performance of their professional duties. In keeping with the ethical responsibilities of staff, the Board of Education requires that staff not engage in any romantic or sexual relationship of any kind with students of this District, regardless of their age. Staff must not provide alcohol, drugs, cigarettes, or any other contraband to a student.

STUDENT SECLUSION AND RESTRAINT

District staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others. All such intervention shall only be done in accordance with Standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

TELEPHONE AND LONG-DISTANCE CALLS

Telephones are maintained for school business. Use of school phones for personal convenience of employees is limited to necessary calls. The employee is responsible for the cost of any long-distance calls made. Employees are expected to ask family members and friends not to call them at work unless there is an emergency.

TITLE IX POLICY

It is the policy of the Allen Park School District to comply with all of the guidelines for Title IX, as adopted by the U.S. Department of Education. The District does not discriminate on the basis of sex in its educational programs. The District has established a Title IX grievance process. Questions regarding that grievance process should be directed to the Title IX coordinator.

Dr. Matthew Sokol
Director of Special Education
Riley Education Center
9601 Vine Ave.
Allen Park, MI 48101
Email: sokol@appublicschools.com
Phone: (313) 827-2124

Giovanni Foster
Assistant Principal
Allen Park High School
18401 Champaign
Allen Park, MI 48101
Email: foster@appublicschools.com
Phone: (313) 827-1232

TOBACCO-FREE SCHOOLS LAW

To ensure the highest standards of learning as well as the safety, health, and well-being of students and employees, the District enforces Section 473 of the Michigan Penal Code. In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, pipe, snuff or any other matter or substance that contain tobacco. The Board prohibits the use of tobacco by staff members in District buildings, on District property, on District buses, and at any District-related event. The use of tobacco products by any person is in violation of Board policy will result in disciplinary action. For additional information see Board Policies 3215, 4215 and 7434.

TUTORING

It is expected that every effort will be made by the Principal and teacher to help the child with his/her difficulties at school before recommending that parents engage a tutor. The Board believes that by maintaining a high-quality instructional staff and providing for a rich, varied, curriculum, the need for individual tutoring is minimized. Should, however, individual tutoring be recommended in exceptional cases, the Superintendent or designee may permit the tutoring in a manner that will protect both the District and the teachers from charges of conflict of interest. Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day. Staff members may not accept fees for tutoring, private lessons, or other activities related to their professional duties for students

currently enrolled in (1) or more of their classes or on their caseload without prior written administrative permission. For additional information see Board Policy 3110 and 4110.

UNIVERSAL PRECAUTIONS/BLOODBORNE PATHOGENS

A Bloodborne Pathogens Exposure Control Plan is available in each facility for your review. It contains details on the District's compliance with the Occupational Safety and Health Administration (OSHA) standards pertaining to job duties of designated first aid providers, locations of hazardous waste containers, vaccine information, and forms for record keeping. For your own protection, you are encouraged to practice universal precautions to prevent the transmission of bloodborne diseases. This includes the use of latex gloves when dealing with another person's body fluids. Should you be exposed to another person's body fluids, you are required to report this immediately to your immediate supervisor and complete an Incident Report. You will be provided the necessary medical care. For additional information see Board Policy 8453.01

VEHICLE INSURANCE

If you must use your vehicle while performing or acting on authorized Allen Park School District business, you are required to have motor vehicle insurance (at your own expense). If you do not have insurance and you are requested to use your vehicle, you must notify your supervisor, in writing, before using your vehicle for any school business.

WEAPONS

The Board of Education of the Allen Park Public School District, as both an employer and a public-school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process, in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons. The possession or concealment of any kind of weapon or dangerous instrument, device, materials, knife, gun, metal knuckles, tools, num-chuks, mace, pepper gas, look alike weapons, objects used as weapons, etc. or any other item deemed to be a weapon is strictly prohibited.

Staff members shall report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to their supervisor. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. For additional information see Board Policies 3217, 4217 and 7217.

WORK ENVIRONMENT

Staff members are expected to maintain their work environment. Before departing at the end of the workday, staff should secure all files and cabinets and clear all work materials from desk surfaces, especially materials of a sensitive or confidential nature.

IN CONCLUSION .....

The policies presented herein are for your protection and intended to provide for a healthy and productive workplace. Your participation and cooperation is a major factor in the success of the Allen Park Public School District. Thank You for being a part of a team working together to provide excellent educational opportunities for students.