BERRIEN RESA

2026-2027 EMPLOYEE HANDBOOK

a publication by Human Resources

Optimizing student outcomes through collaboration and transformation

Welcome to Berrien RESA

This handbook serves as your guide to understanding our organization's values, policies, and resources, ensuring your success and meaningful contribution to our educational community.

We are committed to fostering a culture of collaboration, innovation, and inclusivity. Your unique skills and perspectives will enrich our collective efforts in providing an outstanding education for all students.

You are not alone on this journey. Our Directors, Supervisors, and the Human Resources team are here to provide guidance, answer your questions, and offer the support you need to excel in your role.

Thank you for choosing to be part of our mission. Together, let's continue to create a positive impact and inspire a lifelong love for learning in our students.

Sincerely,

Eric Hoppstock
Berrien RESA Superintendent

BERRIEN RESA

Our Guiding Principles

THESE VALUES ARE THE CORE OF WHO WE ARE & HOW WE WORK.

OPTIMIZING STUDENT OUTCOMES THROUGH COLLABORATION & TRANSFORMATION

BERRIEN RESA

This means that...

UNDERSTANDING OUR GUIDING PRINCIPLES

We are Service-oriented

This means that...

Everything we do is connected to our mission. It is a universal belief.

Our services change based on the needs of our students and districts.

We put students first, then our local districts, followed by our RESA team.

We consider all others' needs before our own.

We Practice Trust

This means that...

Berrien RESA's leaders trust all employees to make good decisions.

Staff work together to create a collaborative environment.

Leadership seeks out staff members' abilities and provides opportunities to grow. Trust allows staff to work on new ideas and develop best practices.

We Support Balance

This means that...

Balance is defined by the individual. We work to get to know each other so that we can support a positive work life balance.

Everyone has family/outside commitments. Those obligations are respected.

It is okay to reevaluate, prioritize and let things go.

Our staff has heart!

This means that... we have AMAZING people at Berrien RESA!

We are Results Driven

This means that...

Everything we do is based on a thoughtful feedback process.

We focus on our work using a strategic plan.

Regular evaluation and fine-tuning help us reach our goals.

We Value Transparency

This means that...

We communicate with intention. We check for understanding, get feedback, and are active listeners.

We are clear about the goal of decisions being made.

Everyone's voice needs to be heard and valued. We respect employee privacy and rights. We do not share personal info.

We Encourage Leadership Development

This means that...

Berrien RESA takes interest in its employees and promotes their individual strengths.

Collaboration is encouraged.

Staff are encouraged to be risk-takers and are expected to grow from mistakes.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

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Board of Education

Berrien RESA operates under the authority of a five-member Board of Education. The Board sets the policies governing Berrien RESA. Representatives of local Boards of Education elect board members biennially on the first Monday in June. Members are elected for a term of six (6) years. The Superintendent is the chief administrative officer of Berrien RESA.

Board Meetings

Meetings are held on the second Monday of the month (unless announced otherwise) at the Administrative Center. **Meeting schedules** are posted on our website, in the front and back entrances of the Administrative Center. **All Board meetings, except for closed sessions, are open to the public.** An individual wishing to be included on a Board meeting agenda should provide the Superintendent with a written request at least seven days in advance of the meeting. The request should indicate the purpose of such appearance with supporting evidence as may be required. In addition, every citizen has an opportunity to participate in public comment at each Board meeting, with the maximum time limit of five (5) minutes.

Board Members

Andrew Robinson, President
Dan Buckenmeyer, Vice President
Jackie Van Horn, Treasurer
John Proos, Secretary
Nancy Kiernan, Trustee

Board Policies, Bylaws & Administrative Guidelines

All Berrien RESA **Board policies, bylaws**, and administrative guidelines are available for employees to view on our website or by request. **It is highly recommended that you read and understand them.**

Buildings & Facilities

Administrative Center
711 St. Joseph Ave, Berrien Springs, MI 49103
269-471-7725
Departments include: the Superintendent's Office, the Human Resources Department, the Business Office, Instructional Services, the Special Education department, Early Childhood and support staff, Technology Services, Communications, and the Conference Center.

Bertrand Innovation Center
1905 Foundation Dr, Niles, MI 49120
269-695-1391
Departments include: Career and Technical Education (CTE) programs, dual enrollment opportunities and Early Middle College (EMC) program.

Blossomland Learning Center
711 St. Joseph Ave, Berrien Springs, MI 49103
269-473-2600
A center-based learning environment for students with severe cognitive and/or physical impairments from ages pre-primary to 26.

Lighthouse Education Center
379 W. Glenlord Rd, St. Joseph, MI 49085
269-429-2351
A center-based learning environment for students with severe emotional impairments and/or Autism.

Programs & Services

Berrien RESA offers **5 primary** areas of services. This list is not exhaustive.

Early Childhood Education

Provides foundational support for families and children ages 0-5 through early care and education programs, including free high-quality Pre-Kindergarten experiences. Our programs and services include:

- Build Up Michigan
- Early On
- Great Start Readiness Program (Pre-School)
- Parents As Teachers
- Playgroups
- Strong Beginnings

Career Development

Prepares K-12 students and young adults for future careers with courses, coaching, work-based learning, and more. Our programs and services include:

- Berrien Talent Collaborative Apprenticeships
- Career & Technical Education Courses
- Early Middle College
- Math & Science Center

Special Education

We provide specialized instruction and interventions to ensure an inclusive and accessible education for every student's individual needs. Our programs and services include:

- Autism Program (Center-based and within our local school districts)
- Project SEARCH Transition Program
- Juvenile Center

Educator Supports

We offer a variety of resources to assist educators and enhance classroom experiences. Our services include:

- Ancillary Health Services
- Curriculum Development
- Literacy & Math Coaching
- Professional Development & SCECH's
- School Improvement
- State & Federal Grant Support
- Truancy Support

Operational Supports

We deliver essential services that keep our schools running smoothly and save them money. Our services include:

- Business Office Management
- Communications, PR & Crisis Support
- Fingerprinting
- Homeless Students' Liaison
- Human Resources & Employee Benefits
- Mail Delivery
- Medicaid Billing
- Payroll Services
- Printing Services
- Pupil Accounting & Auditing
- State Reporting
- Technology Services
- Truancy Support

Employment Basics

Applicability

The provisions of this handbook apply to all staff who are employed by Berrien RESA. Individuals covered under a collective bargaining agreement should refer to their respective agreement when noted in this handbook.

Terms of Employment

This employee handbook DOES NOT constitute an employment contract between Berrien Regional Education Service Agency and its employees. All Berrien RESA employees who are not employed by either an individually signed contract or by a negotiated collective bargaining agreement are employed on an “at-will” basis and are subject to termination at any time, with or without cause, with or without notice, at the option of either the employer (Berrien RESA) or the employee.

Equal Employment Opportunity

Berrien Regional Education Service Agency is an equal opportunity employer, and as such, will comply with all federal and state laws with respect to non-discrimination. Specifically, Berrien RESA will not discriminate on the basis of race, color, religion, national origin, gender, age, height, weight, marital status, genetic information, disability, or any other reason prohibited by law.

In compliance with the requirements of the Americans with Disabilities Act (ADA), Berrien RESA will provide reasonable accommodation for mental and physical impairments which may affect an employee’s ability to perform the necessary and essential functions of their job. Reasonable accommodation is considered to be accommodation which would not impose an undue hardship upon Berrien RESA or its activities and responsibilities. The RESA also accommodates an employee’s religious beliefs, within the parameters of constitutional requirements.

Employees who believe that a reasonable accommodation is necessary to perform the essential functions of their assignment must inform the Director of Human Resources as soon as possible after the date the employee knew, or could have known, that the accommodation was necessary, but in no case later than 180 days after such date.

In accordance with Section 504 of the Rehabilitation Act of 1973, it is the policy of Berrien RESA to prohibit discrimination on the basis of a qualified disability with respect to employment, access to facilities or programs, or treatment.

Harassment & Discrimination

Berrien RESA will not tolerate any form of unlawful discriminatory harassment based on a person's race, religion, color, creed, national origin, age, disability, sex, or other legal protected category under state or federal law. A grievance procedure for reporting complaints of discriminatory harassment is found in Board Policy 1662, 3362 or 4362.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constitutes harassment when:

- Submission to the conduct or communication is made either as an explicit or implicit condition of employment
- Submission to or rejection of the conduct or communication by an individual is used as a factor in an employment decision affecting the harassed employee; or
- The conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.
- Examples of prohibited conduct may include, but are not limited to: lewd or sexually-suggestive comments; language or jokes of a sexual nature; slurs or verbal, graphic or physical conduct relating to an individual's sex; or any display of sexually explicit pictures, greeting cards, articles, books, photos, or cartoons.

Any employee who feels that he/she has been the victim of unlawful harassment should bring the matter immediately to the attention of their supervisor. If that would prove to be uncomfortable, the employee should contact the Director of Human Resources. All such claims will be investigated promptly, and Berrien RESA

will take appropriate remedial measures and/or corrective action as dictated by the investigation.

Any employee who is determined, after investigation, to have engaged in unlawful harassment in violation of this policy will be subject to discipline up to and including termination of employment. Furthermore, Berrien RESA will not permit or tolerate retaliation against an employee or applicant reporting any incident of unlawful harassment in good faith.

Likewise, employees are expected to immediately notify their supervisor or the designated Title IX Coordinator for the RESA, if s/he suspects that any student is the victim of sexual or other unlawful harassment or sexual assault. Employees are prohibited from all forms of sexual misconduct, or inappropriate sexual contact or communication with students, and any such conduct is criminal and will be referred to law enforcement. Employees who engage in such conduct, retaliate against students or colleagues who report such behaviors, or fail to report such prohibited behaviors, are subject to immediate termination.

Physical Examination

All applicants selected for regular employment in **custodial or maintenance positions** will be required to undergo a physical examination by a licensed physician. The physician will provide a statement that the applicant is able to perform the essential duties of the position without a direct threat to the employee or others.

Employment Status

Employees may be hired for specific, predetermined periods of time, for completing specific projects (temporary), or for longer, unspecified terms with various weekly schedules (part-time or full-time). Generally, full-time employees work a minimum of 37.5 hours per week. Employees who work less than full-time will receive pro-rated benefits, unless otherwise required by law. Employees who work 20 hours or less per week are not entitled to benefits.

Qualifying Period

Non-bargaining unit employees will be employed for a qualifying period of 90 calendar days. Satisfactory completion of the qualifying period does not in any way imply the existence of any tenure rights and does not affect the “at-will” status of the

employee. Employees covered under a collective bargaining agreement, will serve the probationary period as specified in each contract.

Personnel Files

Berrien RESA maintains an official personnel file for every employee, managed by the Director of Human Resources. This file contains key employment records, including, but not limited to:

- Job applications
- Certificates and licenses
- Performance evaluations
- Disciplinary records
- And other information

Reviewing Your File

Under the Bullard-Plawecki Employee Right to Know Act of 1978 (PA 397) employees are able to inspect their personnel records upon written request filed with the Director of Human Resources during normal working hours if it does not interfere with the employee's assigned duties. If it is determined to interfere with the job, time will be set during non-working hours.

Public Disclosure & FOIA

It is important to know that as public employees, information contained in your personnel record may be subject to public disclosure. Certain information, including individual performance evaluations, may be required to be released via a Freedom of Information Act (FOIA) request. Additionally, information relating to unprofessional conduct must be released to prospective employers upon request.

Performance Evaluations

Performance evaluations may be given as often as is deemed necessary by the employer or as specified in your contract or applicable law. In no case will these evaluations be performed less frequently than every third (3rd) year. Evaluations will be given using the appropriate District procedure and included in the employee's personnel record. Non-bargaining new hires may be given a 60-day review evaluation.

Reporting Crimes & Conviction Requirement

State law (PA 129-131 and PA 138) requires you to self-report immediately if you are charged with or arraigned for certain identified crimes. You must submit a reporting form to both Berrien RESA and the Michigan Department of Education (MDE) within 3 business days. Failing to report within this timeframe is a violation of state law and may lead to additional criminal charges.

How to Report:

1. Download the required **reporting form** from the Berrien RESA website. Copies are also available at the Administration Building.
2. Complete and submit the form to the Director of Human Resources and the MDE within the three-day window.

Employer Property & Searches

While employees have a reasonable expectation of privacy with respect to their designated work space and equipment, Berrien RESA reserves the unqualified right to maintain, inspect, and update its facilities, supplies, and equipment without notice. In addition, upon reasonable suspicion of inappropriate use, Berrien RESA reserves the right to inspect, monitor, and/or search all Berrien RESA property, including Internet access and Berrien RESA technology devices, with or without notice and in the employee's absence.

Code of Conduct

Personal Conduct

It is the expectation of Berrien RESA that every staff member represents the organization and acts in a positive and professional manner aligned with HEART (humble, empathetic, adaptable, remarkable, transparent). When working with students, parents, guardians, co-workers, and members of the general public, we must always be courteous, polite, and patient.

Humble is defined as having an attitude of willingness and openness. We embrace feedback and learn from our experiences, valuing growth over personal recognition.

Empathic is understanding and acknowledging others' feelings and perspectives.We act with compassion by respecting diverse experiences, actively listening, fostering inclusivity and supporting others.

Adaptable refers to the ability to adjust to change. We are open to new ideas, address challenges, and support others with flexibility and understanding.

Remarkable is defined as standing out by being creative and helpful to make an exceptional difference. We creatively and collaboratively produce results that support others while surpassing expectations.

To be **transparent** is to communicate clearly and honestly while fostering trust and inclusivity. With respect to privacy, we share updates, decisions, and relevant information concerning both successes and challenges.

Confidentiality

During your employment, you may have access to sensitive information about students, employees, and/or other school districts. You are expected to keep this information strictly confidential.

Federal laws (such as Family Educational Rights & Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA)), and the Michigan School Code, prohibit the disclosure of educational records except in very limited circumstances.

If you are ever unsure whether certain information is confidential, check with your supervisor BEFORE discussing it with anyone. Breaching confidentiality is a serious offense and may result in disciplinary action.

Student Bullying

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property, on school transportation and all school sponsored events or activities whether on or off school property.

Bullying towards a student, whether by other students, employees or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying against students occurring outside of school may also be disciplined if it substantially interferes and adversely affects the school environment.

"Bullying" can be a written, verbal, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing

characteristic. Such behavior is considered bullying whether it takes place on or off school property, at any school-sponsored function.

"Bullying" is conduct that meets all of the following criteria:

- is directed at one (1) or more students;
- Substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- Adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and, having an actual substantial detrimental effect on a pupil's physical and mental health.
- ·Is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Any student who believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying directed toward a student. Reports shall be made immediately and to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

All complaints about bullying shall be promptly investigated, and documented. If the investigation finds an instance of bullying has occurred, it will result in prompt and appropriate remedial and/or corrective action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The District will consider restorative practices to remediate bullying or cyberbullying offenses before imposing discipline on students under this policy. MCL 380.1310c

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. Retaliation against any person who reports, files a complaint, or otherwise participates in an investigation concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above. *See Board Policy Article IV subsection 13 for further clarification.*

Suspected Child Abuse (Mandated Reporting)

Some Berrien RESA employees are mandated reporters under the Child Protection Law, and required to immediately report suspected child abuse or neglect to the State centralized intake agency, by phone (855-444-3911) or **online**. Every employee may report. After an oral report, a written report using the State form or online system is also required within 72 hours of the oral report.

Mandated reports must orally report to the agency even if there are other mandated reporters also making an oral report, however, only one written report is required per the same incident.

Employees are encouraged to report if they suspect abuse or neglect and are required to report if mandated by law. Berrien RESA administration is available to assist employees in determining their obligations under this important law, to help protect and support our students. MCL 722.623.

Health Insurance Portability & Accountability Act (HIPAA)

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) grants individuals the right to receive notice of the uses and disclosures of their protected health information (PHI) that may be made by the District, and sets forth the individual's right and the District's legal obligations with respect to PHI. The District declares itself a hybrid entity under the law.

The District will maintain all PHI in accordance with law. Protected health information does not include information contained in student education records covered by the Family Educational Rights and Privacy Act (FERPA) or employment records held by the District in its role as an employer.

Protected health information will only be available to designated employees who need to have access to those records in their employment capacity with the District and with other authorized entities. The District will not disclose or use PHI unless an appropriate written consent/authorization exists, or unless otherwise authorized by law. The District will train all employees who may have contact with protected health information on the law and the District's policies and procedures as necessary and appropriate for the employee's position. Any employee failing to comply with District policies, procedures, or law, may be disciplined up to and including termination.

The District will not intimidate, threaten, coerce, discriminate against, or take other retaliatory action against any individual for exercising his or her rights; participating in any process; filing a complaint; testifying, assisting or participating in an investigation, compliance review, proceeding or hearing; or in good faith opposing any act or practice the individual believes is unlawful, in accordance with law.

The District's Privacy Official is the Director of Human Resources who will receive and review any complaints.

Outside Employment (Moonlighting)

While Berrien RESA does not prohibit outside employment, we expect you to devote your primary work efforts to the organization. It is mandatory that you refrain from taking an outside job that:

- could be inconsistent with the professional interest of the District;
- could be construed to be detrimental to the District's public image; and/or
- could require devoting a level of time and effort that adversely impacts the employee's work.

Use of Berrien RESA Information – Using any confidential or proprietary organizational information during outside employment is strictly prohibited and may be ground for dismissal.

Next Steps – To ensure you are in compliance with this policy, we strongly encourage you to discuss any potential outside employment with your supervisor.

Nepotism

To ensure high standards of integrity and impartiality, the Board shall avoid any action that might result in or create the appearance of a conflict of interest in the hiring and employment of Berrien RESA personnel.

Accordingly, Berrien RESA shall not hire or contract with any person who is a member of the immediate family of a Board member, except as authorized by the Superintendent. See Board Policies for further clarification.

Discipline

While Berrien Regional Education Service Agency generally ascribes to the philosophy of progressive discipline (ie: the level of disciplinary action should be commensurate with the infraction), this should in no way be construed to mean that the District may not terminate the employment of any “at-will” employee without cause or notice or that the District is required to follow any defined sequence of steps.

The following list includes a partial list of examples of actions that may lead to disciplinary action, up to and including termination:

- improper treatment or poor service to students and families
- violating Board policies, rules, or regulations
- unprofessional, unethical, or immoral conduct
- insubordination
- excessive tardiness or absenteeism
- breaching confidentiality
- other misconduct

Health & Safety

Drugs and Alcohol (Drug-Free Workplace)

It is the policy of Berrien RESA to maintain an alcohol and drug free work environment for all employees. In order to ensure a safe and efficient work place, no employee shall possess, distribute, use, or be impaired by alcohol, illegal prohibited or unauthorized prescription drugs on Berrien RESA property or during working hours.

Berrien RESA reserves the right to search any employee, the employee's work area, and an employee's vehicle while on Berrien RESA property if Berrien RESA has reasonable suspicion that this policy has been violated. Refusal to cooperate in these procedures may result in discipline or discharge. Furthermore, Berrien RESA reserves the right to test employees covered under the provisions of this handbook for drugs and/or alcohol when necessary.

Smoking and Vaping (Tobacco-Free Environment)

To promote a healthy, clean, and safe environment for everyone, Berrien RESA enforces a strict tobacco-free policy in accordance with Michigan law.

- **Prohibited Items:** You may not use tobacco or nicotine products of any kind. This includes cigarettes, cigars, chewing tobacco, snuff, and all electronic smoking devices (such as e-cigarettes and vapes).

- **Where It Applies:** This prohibition applies 24/7 across all BRESA properties. You may not smoke or vape inside our buildings, on BRESA grounds (including parking lots), inside BRESA-owned vehicles, or at any off-campus school-sponsored activities.

Weapons (Weapon-Free School Zone)

No person shall possess, store, make, or use a weapon in any setting that is under the control and supervision of Berrien RESA, including, but not limited to, property leased, owned, or contracted for by Berrien RESA, at a school-sponsored event, or in a BRESA-owned vehicle.

See Board Policy, Article VII Facilities and Operations, Section 5 for more details.

Emergency Contact Information

It is important that Berrien RESA maintains accurate contact information for our employees. It is your responsibility to keep your Supervisor and the Director of Human Resources up to date on any changes of **address and phone number**. “Unlisted” phone numbers will be considered confidential and distributed only to appropriate administrators.

Emergency Procedures

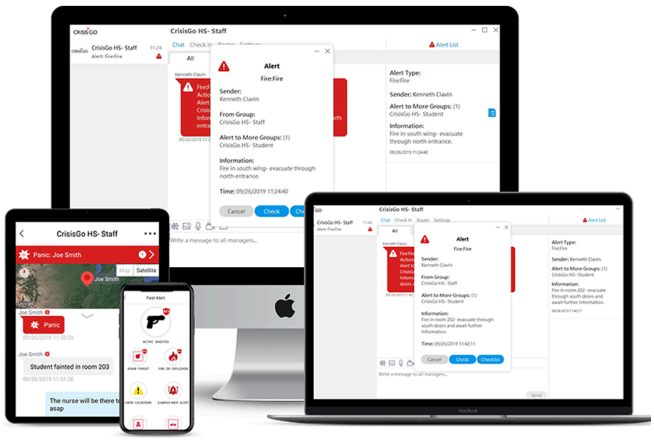
Crisis Response Plans

A Crisis Response Team has been established to assist in managing tragedies that have significant impact on the work place/schools, i.e., student or staff deaths, critically ill or injured students/staff, terminal illness, natural disasters, hostages or abduction situations. All crises are reported to the Superintendent. During a crisis, staff are not to talk to the media. All information will be distributed by the Superintendent.

CrisisGo App

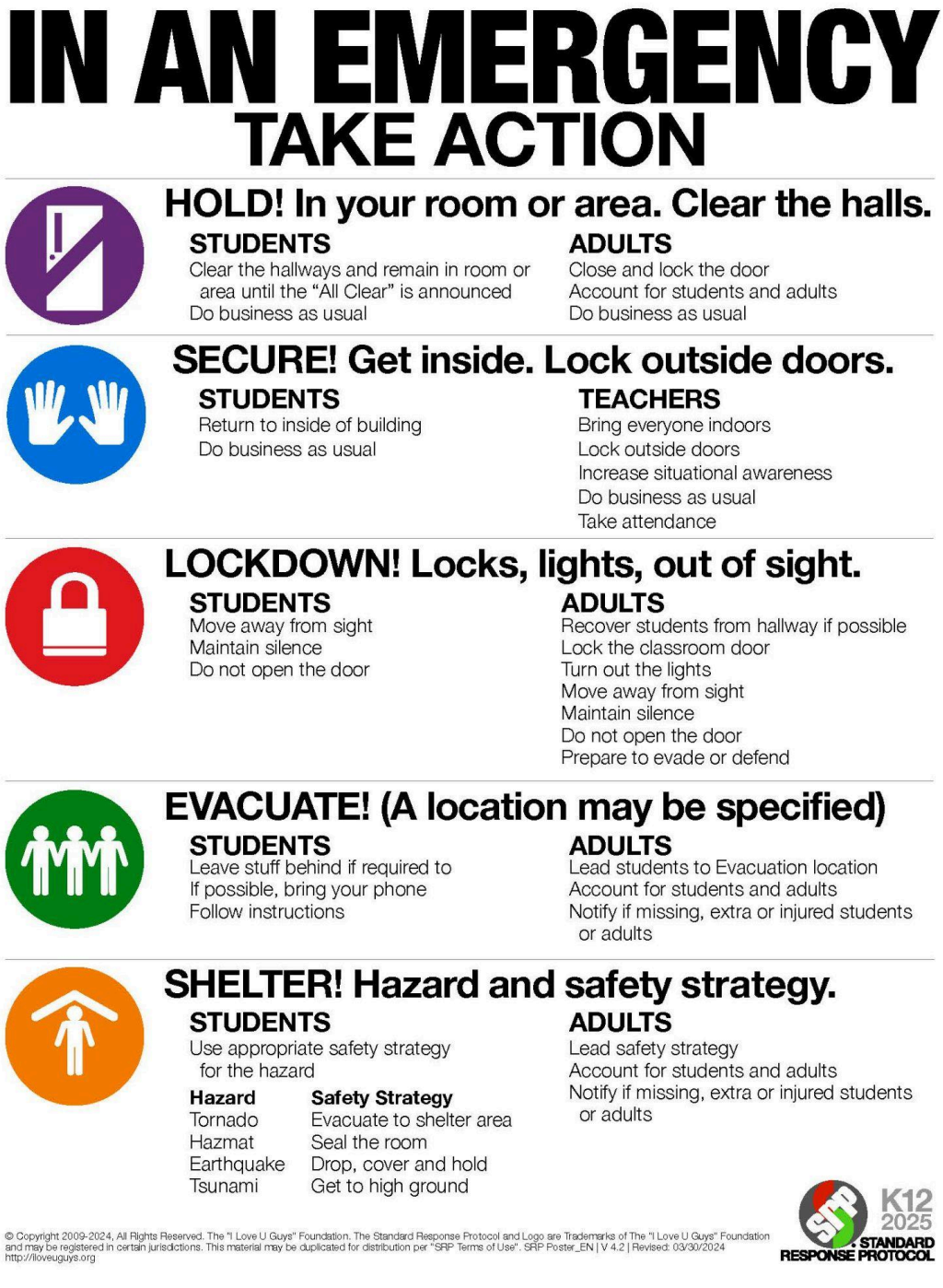
CrisisGo is a secure crisis management tool used by school personnel to share critical information during safety situations and drills. It allows staff to quickly communicate with each other and with emergency responders using the same Standard Response Protocol (SRP) language.

Employees may access the CrisisGo app on all Berrien RESA issued devices or their personal device by logging in using their Berrien RESA Google single sign-on.



Standard Response Protocol

Staff are expected to understand and practice the Standard Response Protocol (SRP) actions: Hold, Secure, Lockdown, Evacuate and Shelter.



IN AN EMERGENCY
TAKE ACTION

HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual

SECURE! Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

TEACHERS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Do business as usual
Take attendance

LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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http://iloveuguys.org

K12 2025 STANDARD RESPONSE PROTOCOL

Compensation & Benefits

Overtime

Collective bargaining employees should check their contract for overtime language.

Berrien RESA has the right, and may require from time to time, its employees to work overtime.

Exempt professional and administrative employees are expected to fulfill their job duties and assignments and at minimum, be at work as scheduled. Exempt employees will not receive overtime pay when working beyond forty (40) hours per week.

When **hourly and/or non-exempt* employees** work in excess of 40 hours per week, compensation or comp time will be at the rate of one and one-half (1 ½) times the regular rate of pay. If overtime work is requested by your supervisor, advance notice, if reasonably feasible, will be given. (NOTE: In order to receive compensation for overtime work, a signed approval must be given by your supervisor BEFORE the performance of the work.)

Hourly and non-exempt employees should NOT begin work before their normal starting time, work through their normal lunch breaks, nor work beyond their normal quitting time without prior approval by their supervisor. Overtime compensation may be paid in either of two ways: **Pay OR comp time.**

Comp time may be granted by mutual agreement between the employee and the supervisor only, and must be used within 90 days. If prior agreement is not obtained and recorded, it will be assumed that overtime compensation will be through payroll. Payroll or comp time will be at the rate of one and one-half (1 ½) times the regular rate when actual hours worked per week exceed 40.

**Determining whether an employee is "exempt" from overtime or "non-exempt" is sometimes difficult. Generally, all employees who are paid on an hourly basis are "non-exempt" (ie: entitled to overtime compensation). Generally, administrators and professionals who sign individual contracts are exempt (ie: not entitled to overtime*

compensation). Always check with your supervisor to ascertain your status with respect to overtime eligibility.

Payroll

You will be paid bi-monthly on or around the 1st and 15th. Generally, for a payday that falls on a Saturday or Sunday, the pay will be the Friday before. A Berrien RESA calendar that is given out each year also has the exact payroll dates on it. Berrien RESA suggests you consider having automatic payments taken out of your account on the 5th and 20th of the month, to avoid any variance a payroll date may have.

Pay increases are determined annually by the Board of Education, which considers recommendations from the Superintendent and the Personnel/Policy Committee. Increases for employees covered under a collective bargaining agreement are negotiated.

Insurance Benefits

Berrien RESA offers medical, dental, vision, and other insurance benefits to its employees. Individual coverage may vary depending upon employment status and the provisions of your contract. In addition, specific benefit options may vary from time to time as determined by the Board. A change in status or qualifying life event - such as marriage, birth, adoption, death, loss in coverage, etc - may allow you to enroll or modify your benefits outside of the annual open enrollment but must be reported to the Director of Human Resources 30 days from the date of the qualifying event. Consult with the Director of Human Resources for answers to specific questions that you might have regarding your benefits.

Berrien RESA carries Long-term Disability insurance on all employees who are eligible for fringe benefits. The employee becomes eligible for benefit payments after 90 days of a continuous disability. Employees covered under a collective bargaining agreement should check their contract regarding Long-term Disability benefits. For non-bargaining unit employees, if the employee is on long-term disability, the Board shall continue to pay health and medical benefits for up to nine months.

Michigan Workers Compensation insurance is carried on all employees. An employee who is involved in an accident resulting in an injury during work hours must report the incident as soon as possible, but at least within 24 hours to his/her supervisor.

The supervisor must notify the Human Resource Office immediately after being notified of the incident.

Retirement

Berrien RESA employees are enrolled in the **Michigan Public School Employee's Retirement System** (MPSERS) on the first day of employment. The Berrien RESA Board of Education has authorized the payment of the employer's share into the retirement system. An additional amount will be deducted from the employee's pay and forwarded to the retirement system. Following retirement from the public schools, a schedule of pension payments will be prepared by MPSERS for those vested in the system. For specific questions about your retirement situation, please contact the Director of Human Resources and/or the Michigan Office of Retirement Services.

Tuition Reimbursement

If you have a collective bargaining agreement, please check your contract for tuition reimbursement provisions. For non-bargaining unit employees the following guidelines need to be followed:

- All requests for reimbursement eligibility must be submitted to your immediate supervisor PRIOR to enrollment in the course on the Tuition Reimbursement Form.
- Only courses, which have been approved by your supervisor and are directly related to your job responsibilities will be eligible.
- In order to receive reimbursement, evidence that the course has been completed with a passing grade and copy of tuition bill must be submitted to the Human Resource Office.
- A maximum of nine (9) semester hours of credit, or equivalent, will be eligible for reimbursement during any given 12-month period.
- Reimbursement for approved college credit will be at 50% of graduate or undergraduate rate (whichever is applicable) not to exceed the average of the resident rate per hour based upon the following universities (WMU, CMU, MSU and GVSU).
- At no time will reimbursement be more than 50% of the actual tuition paid.

- Only approved college courses will be recognized.

Leaves & Absences

Holidays

Berrien RESA observes the following holidays:

New Year's Day
Martin Luther King Jr. Day
President's Day
Good Friday
Memorial Day
Independence Day
Friday before Labor Day
Labor Day
Thanksgiving
Christmas

Employees covered under a **collective bargaining agreement** need to check their Master Agreement for applicable holiday pay provisions.

For **non-bargaining employees** who work year round, these days will be time off from work and may be paid at the employee's regular rate. Paid holidays will NOT be counted as hours worked toward overtime computation purposes.

When a holiday falls on a Saturday, generally it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday. Berrien RESA reserves the discretion, however, to close on another day or grant alternative time off when it determines it is in the best interest of Berrien RESA to do so.

Sick Leave & the Earned Sick Time Act (ESTA)

Employees covered by a **collective bargaining agreement** should check their contract language.

Sick leave is provided to continue wages for a reasonable period of time when employees are unable to report for work because of illness or disability. Employees

covered under a collective bargaining agreement or an individual contract need to check the contract for sick leave provisions.

Accrual

For non-bargaining unit employees without a contract or letter of employment, the following applies: Sick leave will be earned on the basis of one day earned for each month of service. Unused sick leave will be allowed to accumulate to a maximum total of ninety (90) days.

Family Care

Non-bargaining employees may utilize available sick leave for the illness or disability of the employee or a member of the employee's immediate family as defined by their contract or this Handbook. No more than five (5) days for the same illness or disability may be used to make arrangements for the care of a seriously ill member of the immediate family. (Refer to ATTENDANCE for call-in procedures.)

Immediate family will include: present spouse, father, mother, brother, sister, children, stepchildren, mother/father-in-law, daughter/son-in-law, stepfather/mother, grandparents, grandchildren, great grandparents, unless otherwise defined in your contract.

Medical Verification

Upon request by the administration, the employee must submit a certificate from a medical doctor indicating that the employee is physically or mentally able to perform regularly assigned essential duties prior to returning to work. The administration, at its discretion, may also require that the employee submit a note from a medical doctor verifying that a basis for sick leave did exist.

Michigan ESTA Compliance

Under the Earned Sick Time Act (ESTA), all eligible employees, regardless of status (full-time or part-time) will accrue one (1) hour of eligible paid sick time for every 30 hours of actual time worked, up to a maximum of 72 hours per year. For those staff who already receive frontloaded paid leave for the current school year (July 1 through June 30), no additional paid time is required to be allocated for the balance of the year.

For employees with a contract or letter of employment, Berrien RESA will continue to frontload eligible sick leave and will continue to allow for the carryover of unused sick leave, as usual—however, any unused sick leave carried over to a subsequent year will not be subject to ESTA rules or uses, and must only be used in accordance with Berrien RESA's existing eligible uses of paid sick leave as detailed in this handbook.

For employees working under a collective bargaining agreement, ESTA terms and provisions do not currently apply. Please refer to your collective bargaining agreements.

Personal Time

Employees covered under a collective bargaining agreement need to check the contract for accrual and use of personal time.

Non-bargaining employees may be granted **two (2) paid personal days per year** for business **beyond the employee's control which cannot be reasonably conducted outside working hours.** Personal leave may be taken in no less than one-half (1/2) hour increments. Personal leave may only be taken with PRIOR approval by the employee's supervisor, and should be requested at least two (2) days in advance. Personal leave is non-cumulative as such. However, at the end of each year, any unused portion of the two personal leave days will be added to the total days accumulated under the sick leave provisions. Personal leave will not normally be granted the work day immediately before, or the work day immediately after holidays.

This leave time is provided for use when needed; these days should not be automatically taken every year, as your regular, reliable and punctual attendance at work, as scheduled, is necessary to ensure that quality services are provided to our students and families.

Vacations

Vacation time will be earned as specified in your contract. For non-bargaining unit employees, the following applies:

Entitlement

Employees who work for a full year (i.e. twelve months) are entitled to paid vacation benefits. Specific days are subject to approval by the supervisor. Employees working on a calendar (i.e. a specified number of days within a 12-month period), or employees working for less than a full 12 month year, are not entitled to paid vacation benefits, but are expected to work only those days which are indicated on their agreed schedule.

Accrual

HOURLY employees are entitled to receive a maximum of ten (10) vacation days per year during the first five (5) years of continuous full-time employment with Berrien RESA. Part-time employment will be prorated. NEW hourly employees will NOT accrue vacation days during the first two (2) months of employment. Beginning with the 3rd month of work during the 1st year, the employee will accrue one day of vacation until the next increment of vacation time is given on July 1st and the other half of the annual entitlement is given on January 1st. Beginning with the 6th consecutive year of employment through the 15th year of employment, a maximum of fifteen (15) vacation days will be earned. Beginning with the sixteenth (16) consecutive year of employment and thereafter, a maximum of twenty (20) vacation days will be earned.

SALARIED employees are entitled to receive a maximum of fifteen (15) vacation days per year during the first fifteen (15) consecutive years of employment with Berrien RESA. Beginning with the sixteenth (16) consecutive year of employment and thereafter, a maximum of twenty (20) vacation days will be earned. All vacation days for salaried employees will be advanced each year on July 1st.

ADMINISTRATORS are entitled to receive a maximum of twenty (20) vacation days per year or as specified in the individual contract.

It is expressly understood that all vacation days which are “advanced” are considered to be based upon the completion of a full work year. Employees who leave the District prior to the completion of their full work year will be charged for any days used beyond the pro-rated entitlement.

Accumulation

Employees may accrue no more vacation time than is allowed in two (2) years. The maximum compensation for unused vacation days upon the employee’s termination of employment with the District shall also be two year’s allocation.

Procedures for Use

The Superintendent, or his designate, will approve the annual vacation schedule for each employee to allow for the most efficient operation of the District, giving priority to employee preference when practical. Vacation days may only be taken in one-half (1/2) day increments. Personnel will ordinarily be expected to take their earned vacation time in blocks of not more than two weeks. The Superintendent must

approve exceptions to this. Employees are encouraged, as much as possible, to take vacation time when it will have the least impact on the operation of the District and students.

Specifically, employees requesting vacation time should verify the availability of time with the Director of Human Resources and obtain the approval from their immediate supervisor for the requested dates. Whenever possible, at least two days advance notice is encouraged. Vacation requests that result in an entire department being unstaffed will not be approved.

Final approval for vacation is granted by your supervisor, the Superintendent or his designate. Secretaries at the Administrative Center also need the approval of the Director of Human Resources for the purpose of verification.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) of 1993 applies to all employees and provides for up to twelve (12) weeks of leave time during any 12-month period provided that they have worked for at least 12 months and for at least 1,250 hours during the previous 12 months.

Berrien RESA has elected to use the “rolling” 12-month period measured backward from the date an employee uses any FMLA leave. FMLA leave is unpaid but does provide for continuation of insurance benefits. FMLA leave furthermore is not in addition to the other leave provisions contained herein but rather runs concurrently with them.

Employees are required to use all accrued paid leave days (as specified in the contract or per the provisions of this handbook) as part of the FMLA leave but only to the extent of the twelve-week entitlement. It is intended for:

- Birth of a child.
- Adoption of a child or placement of a foster child.
- Caring for a spouse, child or parent with a serious medical condition.
- The employee’s own serious medical condition which makes the employee unable to perform the requirements of the job.
- Military caregiver or qualifying exigency related to a spouse, parent or child being called up for active duty.

For further details regarding FMLA leave, check with the Director of Human Resources. A Department of Labor form is available in the HR office.

Adoption Leave

Employees covered under a collective bargaining agreement need to check the contract for language regarding Adoption Leave. For employees not covered under a master agreement or the FMLA, leave for the purpose of adoption may be used subject to the following:

- An employee who is in the process of adopting a child shall be entitled to adoption leave under this section.
- The employee shall provide to the Director of Human Resources a written request at least 30 calendar days in advance of the anticipated beginning of the leave. The request must contain the beginning and ending dates of the leave.
- The maximum number of days of the leave is 20 work days or the total number of sick leave days accrued at the beginning of the leave, whichever is less. For each day utilized of Adoption Leave, one accrued sick leave day will be deducted from the employee.
- An employee may not utilize Adoption Leave more than once per school year.

As noted earlier, an adoption leave also runs concurrently with FMLA leave entitlement.

Funeral (Bereavement) Leave

Employees covered under a collective bargaining unit need to check the contract for funeral leave provisions.

For non-bargaining unit employees, funeral leave may be granted with pay for a period not to exceed five (5) days for each occurrence to attend the funeral of the employee's immediate family.

Immediate family includes: present spouse, father, mother, father/mother-in-law, stepfather/stepmother, brother, sister, children, step-children, son/daughter-in-law, grandchild, grandparent/grandparent-in-law, and great grandparents.

While funeral leave would not be appropriate for other relatives or friends, business leave, if available, could be used at the discretion of the supervisor.

Legal Leave

Employees covered under a collective bargaining agreement need to check the contract for legal leave provisions. For non-bargaining employees, legal leave is subject to the following conditions and limitations:

- An employee, who is summoned or subpoenaed during work hours as prescribed by law, may be granted legal leave for those dates and times as indicated, except when the action is adverse to Berrien RESA or its interests.
- You need to provide the Human Resource Office written proof of the summons or subpoena and, upon return from legal leave, provide satisfactory evidence as to the amount you were paid by the court.
- The amount of compensation paid by the court (if any) will be deducted from the employee's daily salary so that the net effect will be no loss of pay. In lieu of this payroll deduction, you may sign and turn the check from the court over to the payroll office. The employee keeps the amount given to reimburse for their mileage to the court.
- Legal leave is not applicable when the employee is under court order to appear in his/her own defense for a violation of the law and to which he/she pleads or is found guilty. In cases where "plea-bargaining" or "out-of-court" settlement has left innocence or guilt unresolved in court, the Administration will make the determination of availability of this leave.

Military Leave

Military leave is available to employees who are called into service. Berrien RESA will comply with all the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Special Leaves

Employees covered under a collective bargaining agreement need to check the contract for special leave provisions. Non-bargaining unit members may request

special leaves with or without pay. These leaves must be requested through, and approved by the Director of Human Resources. Leaves without pay will also be without fringe benefits (including, but not limited to: insurance, experience credit, holidays, vacation, other paid leave entitlements) and are not guaranteed, because your presence at work, as scheduled, is necessary to provide quality educational services to our students and families.

Approved Leave During School Closings

If the building you are assigned to closes due to severe weather while you are on a pre-approved paid leave (such as a sick day, personal day, or vacation), those leave hours will be reinstated to your balance, and you will not be charged for using them.

Workplace Guidelines

Schedules & Attendance

Business Hours
Regular office hours are Monday through Friday.

Administrative Center	8:00 am to 4:30 pm
Bertrand Innovation Center	8:00 am to 4:00 pm
Blossomland Learning Center	8:00 am to 4:00 pm
Lighthouse Education Center	8:00 am to 4:00 pm
Juvenile Center Program	8:00 am to 4:00 pm

Work schedules may vary in terms of start and end times depending on an individual's assignment.

Employees paid on an hourly basis are responsible for accurately entering their hours in the Qmlativ True Time system. This information serves as the basis for pay and needs to be accurate and timely.

Attendance

Regular, reliable attendance and punctuality are essential functions of one's job responsibilities. As an employee, you are expected to observe scheduled working hours and days. A record of absences is maintained for each employee by the Human Resource Office and may be used to evaluate, on an individual basis, the impact that a given employee's absentee rate may be having on the job. Your presence at work is essential to ensure quality service to our students and families.

In case of illness or absence for any reason, an employee must inform the appropriate person as soon as possible, but no later than the time set by one's supervisor. Some specific instructions by building/or job include:

Administrative Center/Bertrand Innovation Center: Administrative Center/BIC employees must call in to report their absence to the switchboard. Check with your supervisor about specific call in procedures that they require. Requesting the time in the Time Off System in Qmlativ is also mandatory.

Maintenance/Custodial: Follow the call-in procedures that are required by your Supervisor and the Time Off system in Qmlativ.

Blossomland Learning Center: Follow the call-in procedures that are required by the Building Administrator. Absences must be logged in using the Red Rover system AND the Time Off System in Qmlativ.

Lighthouse Education Center/Juvenile Center: Follow the call-in procedures that are required by the Building Administrator. Absences must be logged in using the Red Rover system AND the Time Off System in Qmlativ.

Flex-time

"Flex-time" is an adjusted work schedule for **non-exempt employees** and is for an extended but well-defined period. The schedule must be consistent from week to week and must not alter your total required work hours or impact your services. Complete the "**Request for Adjusted Work Schedule Form**" and submit it to your supervisor 30 days in advance for consideration.

Inclement Weather Procedures

The Superintendent or his designee shall have the responsibility to close Berrien RESA programs and facilities due to weather. When Berrien RESA is closed, all programs at Blossomland Learning Center, Lighthouse Education Center,

Administrative Center, Berrien County Math and Science Center and Juvenile Center will be closed. The decision to close offsite special education programs will be made by the local district in which the program is located. Employees who work in these programs should make sure they are registered with the local district to receive school closing announcements. Offsite programs that are not located in schools and certain custodial and maintenance personnel follow special closing guidelines. Please contact your supervisor for specific instructions.

You will be notified via our automated alert system (text and phone call), local media, and the BRESA website (BerrienRESA.org).

Dress Code

Berrien RESA staff are role models for all students and reflect the educational environment of Berrien RESA. All staff should be physically clean, neat and well-groomed, and dressed professionally in accordance with their job duties and responsibilities.

Guidelines

Berrien RESA is a professional organization that operates for the benefit of students and the community it serves.

As such, staff are expected to dress in a professional manner and model appropriate dress as good role models for students and the community.

Professional dress is defined as attire that is clean, neat, and appropriate for the work environment and reflects Berrien RESA's values. It does **NOT INCLUDE** the following:

- T-shirts, athletic wear or lounging suits/outfits (sweatshirts, sweatpants, warm-ups).
- Torn or frayed clothing.
- Apparel with large logos, slogans or advertisements that are unrelated to Berrien RESA.
- Shower or rubber flip-flops. Shoes that cover one's toes should always be worn by staff working with students in wheelchairs or with students who exhibit aggressive behavior. "Flip-flops" or any rubber shower shoes are never acceptable unless working in the pool area.
- Hats worn inside Berrien RESA campuses (excluding hats worn for religious or safety purposes).

- Revealing attire and visible undergarments (including transparent or translucent fabrics).

This list is intended for illustrative purposes and is not intended to be exhaustive.

Denim/Jeans

When employees wear denim, they are still expected to maintain a professional appearance. Jeans should be fitted, in good condition, and free of rips, tears, excessive fading, or distressing. Dark-wash or solid-colored denim is preferred. Jeans should be paired with appropriate business-casual attire, such as collared shirts, blouses, and blazers, and professional footwear.

Alternative Dress & Exceptions

While our standard professional dress code applies daily, we recognize that certain situations require flexibility. Exceptions to the dress code are permitted under the following conditions:

- **Medical Accommodations:** If a medical condition requires a modification to your standard work attire, you must submit a doctor's note to the Director of Human Resources. If approved, HR will notify your supervisor of your temporary alternative dress authorization.

- **Special Events and Activities:** Directors, with the approval of the Assistant Superintendent, may temporarily authorize alternative dress for an Employee(s) within their building/department when such attire is required by educational/business operations (i.e. school spirit days or holidays). Dress should be appropriate to daily activity and adhere to cleanliness and professional appearance. The Superintendent may suspend the organization's personal appearance guidelines to allow Employees the opportunity to dress in accordance with an education/business-related activity, Employee morale or team building activity, or a function they are required to attend such as a retreat or workshop.

- **Enforcement:** The administration reserves the right to determine the appropriateness of attire and may request a change if necessary. An employee who does not comply with dress guidelines may be subject to disciplinary action up to and including termination of employment.

Buildings & Facilities

You are expected to help maintain a secure environment. Do not prop open exterior doors, and ensure visitors go to the main office to sign in.

Custodial & Maintenance Requests

Requests for minor items that may involve custodial assistance (i.e. picture hanging, minor repairs of furniture) may be made directly to a custodian.

Requests for assistance involving significant custodial work are to be submitted through **FMX**, our online work order system.

Facility Usage

Meeting rooms in the Administrative Center may be used for professional purposes by public institutions and organizations under the following conditions:

- The use does not interfere with planned activities of Berrien RESA
- One or more Berrien RESA employees are involved with the group's activities
- The activities are related to Berrien RESA services
- Fees may be assessed according to the fee schedule available in the Business Office

Blossomland Learning Center (BLC) and Lighthouse Education Center (LEC) may be used by outside groups when such use does not interfere with Berrien RESA's regular school programs under rules and regulations set by the administration.

An employee who wishes to use one of Berrien RESA's facilities for personal use should ask the appropriate building administrator for specific instructions. Final approval for building use must be given by the Director of Facilities & Operations.

Parking

Employees are expected to use the designated parking lots and spaces. Parking for Blossomland employees is adjacent to the building with overflow parking in the large Administrative Center parking lot. Employees are to observe the specially designated areas, which are reserved for handicapped parking and visitors.

Inter-District Mail

Our internal mail and courier system (“The REMC Van”) travels once a week to local school districts and ISDs/RESAs in the tri-county area. Employees are strongly encouraged to use the van for sending materials and packages whenever possible. See the Technology Services department for a schedule and instructions on how to use this service.

Technology & Communications

Technology, Email, Phones & Cell Phones

Berrien RESA-provided computers, internet access, email accounts, and desk phones are provided for official business. While incidental personal use is permitted, it must not interfere with your duties. Do not use BRESA technology to access, store, or transmit inappropriate, offensive, or illegal content.

You are expected to check your work email **at least once a day** and be responsive to supervisors, colleagues, and families to ensure quality services for our students and families.

Personal cell phones are not to be used during work hours, except in the event of an emergency or when required for two-factor authentication and/or official Berrien RESA-related business. Personal use of cell phones is permitted during approved breaks and lunch periods. Any photography or video/audio recording requires prior permission from the Administration.

Employer Property and Searches

While employees have a reasonable expectation of privacy with respect to their designated work space and equipment, Berrien RESA reserves the unqualified right to maintain, inspect, and update its facilities, supplies, and equipment without notice. In addition, upon reasonable suspicion of inappropriate use, the District reserves the right to inspect, monitor, and/or search all District property, including Internet access and District technology devices, with or without notice and in the employee’s absence.

Media Releases

Public awareness of Berrien RESA programs, services, and other items of public interest is desirable and encouraged. At the same time, it is imperative that the information be accurate, timely, and consistent. To ensure we speak with one consistent, accurate voice, all media inquiries (from reporters, news stations, etc.) must be directed to the Communications Department or the Superintendent. Do not speak on behalf of Berrien RESA unless explicitly authorized to do so.

Conferences & Meetings

Attendance at conferences, meetings, or in-services is subject to the approval of your Supervisor. Approval will be granted only for meetings, which are relevant to the employee's job. Requests should be presented as far in advance as possible on the appropriate form. Your contract may contain additional information.

Overnight travel must be preapproved by the Superintendent or designate. If pre-approval is not obtained, the employee will be responsible for the cost of the conference/meeting.

Mileage & Expenses

Mileage and expense reports must be submitted in a timely manner. The expectation is that employees submit those expenses monthly. Once a supervisor approves the mileage it is paid out weekly. Expense reimbursements for professional staff are paid out on the second pay of the month.

Work Space

Berrien RESA provides a work station for employees. It is expected that these work areas remain clean and orderly at all times.

Supplies, Materials, and Equipment

The Director of Business & Finance has responsibility for all supplies and equipment necessary for the operation of Berrien RESA's facilities. Non-routine items may be requested through the office requisition procedure consult with your supervisor for specific details. Employees are responsible for the proper care of all office equipment

and malfunctions should be reported to your supervisor. Any equipment which may be loaned, is the responsibility of the employee borrowing such equipment. Damage due to negligence is also the responsibility of the employee at a cost to be determined by Berrien RESA.

Purchases

All purchases for supplies and services require a purchase order, which must be approved by your Supervisor before the purchase is made. Questions regarding this process should be directed to your Supervisor or the Business Office. Any exception to this procedure must be approved by the Director of Business & Finance.

Employees shall not make personal purchases on Berrien RESA accounts or using Berrien RESA credit or purchase cards. Berrien RESA is not responsible for any unauthorized purchases.

General Procedures

Keys

All employees who have been issued keys or key fobs for access to a building beyond normal working hours for the purpose of conducting district business are personally responsible for their use and in no case should these be “loaned” to other individuals. Employees are asked to ensure that all doors, etc. are locked and secured when they leave in order to ensure the safety and security of the building. Upon separation of employment with Berrien RESA, an employee must return all keys and key fobs to their Supervisor.

ID Badges

Berrien RESA issues ID badges to all employees. They are not to be altered or tampered with and should be worn during work hours.

Hazardous Chemical Awareness

Berrien RESA is in compliance with the Michigan-Right-to-Know Law, which mandates that employees will be provided information regarding possible exposure to hazardous chemicals in the work place. All new employees are provided information regarding hazardous chemicals. For further clarification, contact the Director of Human Resources.

Lunches

Employees covered by a collective bargaining agreement must check the contract for lunch period provisions. Non bargaining unit employees will have lunch periods that vary according to building assignment. Lunch periods are unpaid and should be taken in designated areas. Employees should not work during unpaid lunch periods without authorization from their supervisor.

Personal Items & Valuables

Berrien RESA does not assume responsibility for personal items and valuables which are lost, stolen, or destroyed.

Resignation

Unless specified differently in a contract, a 2 week notice is required when a resignation is given. Administrators must provide a 4 week notice. All keys, name badges, computers, and any other property of Berrien RESA must be returned to your Supervisor or HR. An exit interview appointment should be made with the Human Resource Department.

Diversity

Berrien RESA strives to create an environment for its employees and students which recognizes individual differences and commonalities, promotes the exchange of diverse ideas, and encourages mutual understanding.

Conclusion

Berrien RESA is proud of our tradition of providing quality staff and services to the students, families and constituent districts we serve. Your ongoing dedication and support of our educational and service mission, will ensure that tradition endures.

Non-discrimination/Title IX Clause

Berrien RESA and our Board of Education do not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or gender expression, age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities, including employment.

Title IX Coordinator/Compliance Officer for all other concerns:
Breanna Bell, *Director of Human Resources*
Berrien RESA, 711 St. Joseph Ave., Berrien Springs, MI 49103

Title IX Investigators
Kevin Clark, *Technology Services Director*
Breanna Bell, *Director of Human Resources*

Title IX Decision Maker
Chris Machiniak, *Assistant Superintendent*

Title IX Appeals
Eric Hoppstock, *Superintendent*

Title IX Final Rule:
Clark Hill

For procedural information, please review Berrien RESA's Board policies.