NORTH BRANCH AREA SCHOOLS

Employee Handbook

2026 - 2027

Employee Manual
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2026 - 2027
North Branch Area Schools
Board of Education

Daniel Deshetsky, President

Cory Mabery, Vice President

Patrick Henne, Treasurer

Cheryl Howell, Secretary

Jason Cullin, Trustee

Maria Hoebeke, Trustee

Andrew Hebberd, Trustee

North Branch Area School Vision

Preparing Every Learner for Success

Dear Valued Employee:

Welcome back to what promises to be a year of change, but also a year of opportunity. You are part of a family of educators which serves more than 2,400 students in our school district. Whether you are in administration, teaching, professional or support staff, your skills and commitment to excellence are critical to the success of our team. North Branch Schools is dedicated to providing the best education possible for our children and **you are the key component to ensuring we meet our goal.**

Each employee is responsible for reviewing this handbook and adhering to the policies, procedures, rules, and regulations that have been established by the North Branch School Board. A complete listing of all North Branch Area Schools Board of Education policies can be found at the following link: Board Policies. In the event any portion of this handbook differs from the policies, regulations, and procedures contained in the School Board Policy Manual, **School Board policy shall govern.**

North Branch Area Schools is a family and community oriented organization. As you familiarize yourself with our employee handbook, I would like to share with you Nordstrom's Employee Handbook. Nordstrom has an outstanding reputation for its great customer service and the company shared its employee handbook with ***Business Insider:***

Nordstrom Employee Handbook: Our number one goal is to provide outstanding customer service. Set both your personal and professional goals high. We have great confidence in your ability to achieve them, so our employee handbook is very simple. We have only one rule…….

Use good judgment in all situations.

Nordstrom hands out a card to each employee with the above statement. As with all companies, they also have a comprehensive policy guide for its employees which is much like our employee handbook. As we embark on a new school year, it is my sincere desire that every employee is **"ALL IN"** and that every decision we make is in the best interest of providing an exemplary education for every student in our district.

Sincerely,

James D. Fish

Jim Fish
Superintendent

Section I: District

OUR MISSION

North Branch Area Schools…preparing every learner for success.

BELIEFS

We believe:

- children come first
- each child can learn
- collaboration among parents, children, staff, and the community is essential to school success
- learning is a life-long process
- a safe and caring environment is essential to quality learning
- high expectations lead to an individual's highest achievement
- in creating educational opportunities to meet individual needs
- successful schools continually evaluate and adapt to changing needs
- the responsibility for our children's overall success rests with the entire community

Basic Facts

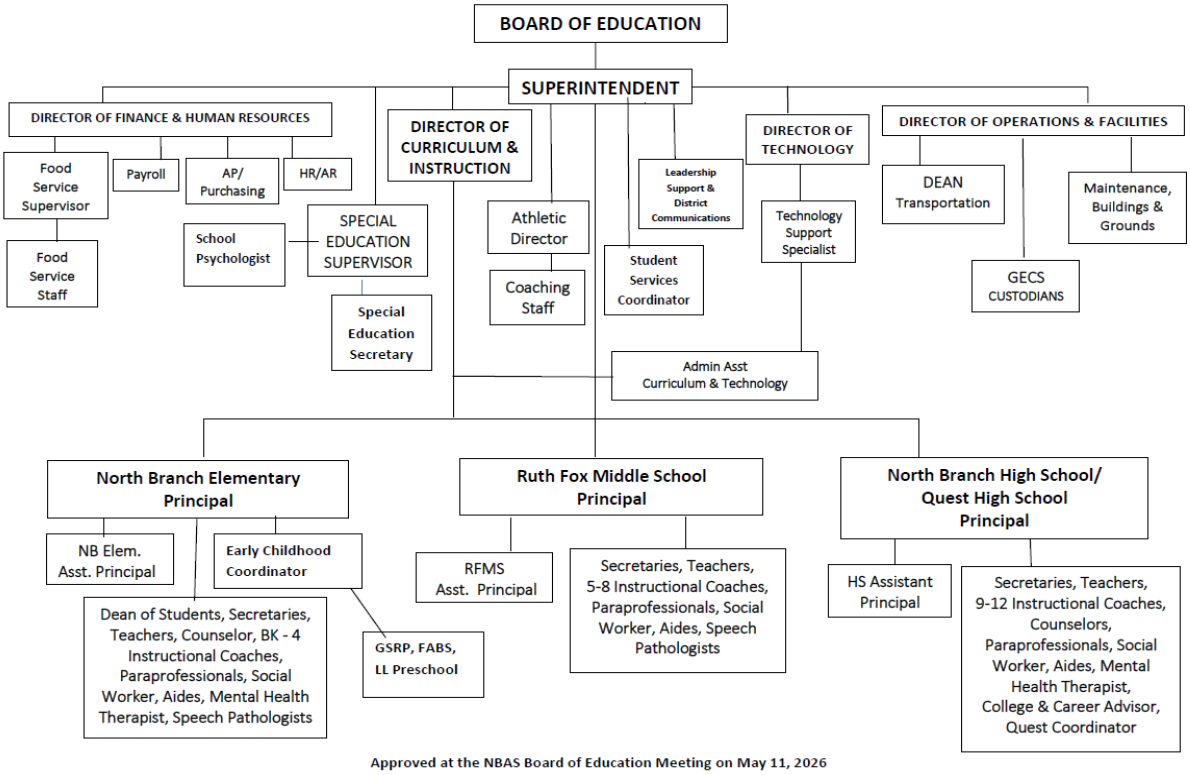
Students:	Approximately 2,400
Employees:	Approximately: 250
Transportation:	Approximately 2000 students are transported daily by Dean Transportation with a fleet of 29 buses (buses are owned by NBAS). Bus transportation is also provided for athletic events, school sponsored programs and field trips.
Cafeteria:	Breakfast and lunches are available in every school;
Student/Faculty ratio:	19:1
School Buildings:	North Branch Elementary: (Pre-K – 4) Ruth Fox Middle School (5-8) North Branch High School (9-12) Quest High School (11-12)

Services are also provided to home schools and other educational entities within the District.

Organizational Structure

Administration & Central Office	Jim Fish, Superintendent jfish@nbbroncos.net	Ext 2703
810-688-7995	Melissa Montgomery, Director of Finance and Human Resources mmontgomery@nbbroncos.net	Ext 2704
810-688-9362	Amber White, Director of Curriculum and Instruction awhite@nbbroncos.net	Ext 2403
810-688-3570	Alyssa Welling, Special Education Supervisor awelling@nbbroncos.net	Ext 2305
810-322-0371	Melissa Swoish, Student Services Coordinator mswoish@nbbroncos.net	
810-688-7994	Ronda Beadle, Purchasing & Accounts Payable Coordinator rbeadle@nbbroncos.net	Ext 2701
810-688-7996	Dawn Mickens-Holt, HR ~~Central~~ Administrative Assistant dmickens-holt@nbbroncos.net	Ext 2705
810-688-7993	Marcy Rayner, Payroll Coordinator mrayner@nbbroncos.net	Ext 2702
810-688-3570	Roxanne Boyle, Central ~~Business~~ Office Administrative Assistant rboyle@nbbroncos.net	Ext 2709
High School & Quest High School	Douglas Lindsay, Principal dlindsay@nbbroncos.net	Ext 2103
810-688-3001	Kevin Wenzel, Assistant Principal kwenzel@nbbroncos.net	Ext 2104
Ruth Fox Middle School	Shaun Brewer, Principal sbrewer@nbbroncos.net	Ext 2303
810-688-3284	Heather Hundt, Assistant Principal hhundt@nbbroncos.net	Ext 2304
N.B. Elementary 810-688-3041	Theresa Rae, Principal trae@nbbroncos.net	Ext 2503
	Nikolas Hopp, Assistant Principal nhopp@nbbroncos.net	Ext 2504
Transportation 810-688-3660	Bobbi Jo Craft, Transportation Supervisor BCraft@nbbroncos.net	Ext 2603
Operations/ Maintenance 810-523-6040	Jeff Drayton, Director of Operations and Facilities jdrayton@nbbroncos.net	Ext 2708
Technology 810-688-3570	Mark Brown, Director of Technology mbrown@nbbroncos.net	Ext 2204
810-688-3570	Dan Brown, Technology Support Specialist dbrown@nbbroncos.net	Ext 2250

NORTH BRANCH AREA SCHOOLS
Organizational Chart



Approved at the NBAS Board of Education Meeting on May 11, 2026

Superintendent

The Superintendent is employed by the Board of Education to serve as its chief executive officer and educational leader. The Superintendent is charged with carrying out the policies of the Board of Education and directives of the State Department of Education according to the provisions of the General School Laws of the State of Michigan. The administration of instruction and business affairs is the responsibility of the Superintendent. The responsibility for placement and transfer of personnel is vested in the Superintendent on behalf of the Board of Education, as well as the establishment and enforcement of such administrative rules and regulations as may be necessary and/or appropriate. Any employee who has concerns regarding the District that has discussed these matters with their immediate supervisor and/or association leadership with no resolution forthcoming is advised to make an appointment with the Superintendent to ensure that these concerns are heard.

Statement of Assurance of Compliance with Federal & State Law

The North Branch Area Schools Board of Education complies with all Federal and State laws and Board policies prohibiting unlawful discrimination and harassment. It is the policy of the District Board of Education that no person on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, or any other legally protected class shall be discriminated against, excluded from participating in, denied the benefits of or otherwise be subjected to discrimination in any program and/or operation.

Non-Discrimination and Unlawful Harassment

Complaints or concerns related to allegations of unlawful discrimination or unlawful harassment should be promptly directed to:

James D. Fish
P O Box 3620
6655 Jefferson Road
North Branch, MI 48461
810-688-3570
jfish@nbbroncos.net

North Branch Area Schools is an equal opportunity employer. Our hiring practices are based on our ability to recruit and retain individuals that are qualified and/or trainable for the positions in the North Branch Area Schools by virtue of job-related standards of education, training, experience and personal qualifications. The Board of Education of North Branch Area Schools complies with all federal and state laws and Board policies against unlawful discrimination and harassment, including the requirements of the United States Department of Education and the Michigan State Department of Education. It is the policy of the Board that no person on the basis of any class protected by law shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program, employment practice, or activity for which it is responsible or for which it receives federal or state financial assistance. All complaints shall be promptly submitted to the Superintendent, or the Board President if the complaint concerns the Superintendent, consistent with Board policies 1422, 3122, 4122, 1662, 3362, 4362, and 5517.

Title IX of the Education Amendments of 1972

4122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

Section 504

1623 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
3123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
4123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

No Drug Use

3122.01 - DRUG-FREE WORKPLACE
4122.01 - DRUG-FREE WORKPLACE

Family Education Right to Privacy Act (FERPA)

8330 - STUDENT RECORDS

Bullying and Other Aggressive Behavior

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

Section II: Students

Accident Reports

If an employee is aware of any accident in which either student(s) and/or employee(s) are involved, or damage is incurred to District property during the work day, he/she should report this immediately to their immediate supervisor unless that supervisor is unavailable. If that supervisor is not available, the accident shall be reported to some other District administrative employee. The accident should be reported within 24 hours using the "Accident Report Form". A form may be obtained at your building office or the district's business office.

5630 - CORPORAL PUNISHMENT

In March 1992, the Michigan State Legislature amended P.A. 451, 1976, Section 1312, to read in part as follows:

- ..."Corporal Punishment" means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.
- A person employed by or engaged as a volunteer or contractor by a local or intermediate school board shall not inflict corporal punishment upon any pupil under any circumstances.
- A person may use reasonable physical force upon a pupil if 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.
- Specific instances are given in the law under which "reasonable physical force" may be used. These are:
  a) To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related

activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.

b) For self-defense or the defense of another.
c) To prevent a pupil from inflicting harm on himself or herself.
d) To quell a disturbance that threatens physical injury to any person.
e) To obtain possession of a weapon or other dangerous object upon or within the control off a pupil.

5630.01 - STUDENT SECLUSION AND RESTRAINT

On June 21, 2017 the North Branch Board of Education adopted policy 5630.01 – Student Seclusion and restraint that became a law through Michigan Legislature effective March 29, 2017. This policy was updated on December 11, 2017.

5320 - IMMUNIZATIONS

P.A. 368, 1978, requires that a parent, guardian or person in loco parentis applying to have a child registered for the first time in a public school must present to school officials, at the time or registration, or not later than the first day of school, a certificate of immunization or statement of exemption for medical or religious reasons. The exemption form is only available through the Lapeer County Health Department and no longer from any school.

Medication

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

Medication of any kind should be administered to a student only with written instructions provided by a physician. No medication shall be administered without written approval of the student's parents or guardians.

Employees bringing personal medication to work are directed to take the greatest care to ensure for its security.

Student Records

All employees shall protect student privacy, and are required to follow FERPA and Board Policy 8330. Specifically, all employees, are reminded of the following regarding student records:

- All personally identifiable information on a student is to be treated as confidential and not discussed with or shown to people who do not have legitimate access.
- All records are to be returned to the appropriate storage area after use. Records are not to be removed from any building.
- Materials in a student file or used as part of an IEPC meeting may not be destroyed without due process. All destruction of records of special education students is done only upon the approval of the Director of Educational Services. No other student records may be destroyed without approval of a department head.
- All releases of information are to be authorized by the appropriate department's director.

Reporting Suspected Child Abuse or Neglect

8462 - STUDENT ABUSE AND NEGLECT

"Child abuse" is defined as harm or threatened harm to a child's health or welfare which occurs through non-accidental physical or mental injury, and includes sexual abuse, sexual exploitation, or maltreatment.

"Child neglect" includes negligent failure to provide adequate food, clothing, shelter, or medical care, and placing a child at unreasonable risk to health or welfare or failing to eliminate that risk when able to do so and the risk is known.

All instances of suspected child abuse or neglect MUST be reported ***(see contact information below)*** to the Department of Human Services, (i.e., DHS), by the person who feels abuse or neglect has taken place. An oral report must be made within twenty-four (24) hours with a written report filed with DHS on Form DHS3200 within seventy-two (72) hours. A copy of the written report must be given to the building principal as well. All reports of suspected abuse or neglect are to be treated as confidential by the DHS, yet the employee making a referral may be contacted by the Child Protective Services of the DHS for additional information. The DHS does not normally notify the reporting person of the outcome of its investigation.

The reporting person is at no liability if the report of suspected abuse or neglect is filed in "good faith", without bias toward the suspected abuser.

Employees are to inform their immediate supervisor when filing a DHS report of suspected child abuse or neglect.

If an employee is reported as being suspect of, or in fact is, abusing a child or a disabled adult under the employee's care, an investigation will be conducted by both District and DHS to determine the accuracy of the charges. Each case will be handled confidentially and immediately. Employees found to have engaged in child abuse and/or neglect will be disciplined, up to and including termination.

DEPARTMENT OF HUMAN SERVICES
CENTRALIZED INTAKE FOR ABUSE AND NEGLECT

Phone: 855-444-3911

Fax: 616-977-1154
616-977-1158
E-mail: DHS-CPS CIGroup@michigan.gov

Section III: Personnel

School Safety

All school staff employed by the District, are required to have a criminal history record check conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI). This means having your fingerprints scanned electronically and submitted to the MSP. Records will be archived and stored electronically.

Michigan law also requires you, as an employee of the district/school to self-report to your employer and the Michigan Department of Education when you have been arraigned/charged with certain identified "listed" crimes. You must do so within three business days of arraignment or you will be guilty of an additional crime. The crimes are listed in MCL 380.1535a.

Absence/Attendance

All employees are expected to be in attendance every scheduled work day except in the event of illness or other absence as permitted in their employment contract. All employees are expected to notify their immediate supervisor of a foreseeable absence as far in advance as possible. Any elective time must be scheduled and notification made in advance to your supervisor prior to the event by completing a Personal Day Request form in advance. Personal business days will not normally be granted before or after a holiday recess. For Union employees, refer to your master contract regarding the number of sick and personal days awarded and any other relevant information. In the event of an unforeseeable absence, the employee must contact the North Branch Area Schools on the date of the absence as follows:

Teachers: call Aesop/Frontline 1-800-942-3767 (1-800-94-AESOP) or go online to Aesop/Frontline

Support Staff – Temporary Assignments:
Support Staff may be, temporarily, assigned to another position to fill vacancies of other unit employees. Any Support Staff, who would like to be placed on the *Unit Substitute List*, in order to fill such vacancies, must sign up by contacting the Human Resources Department via email at dmickens-holt@nbbroncos.net on or before August 31, 2026. Each building/department will maintain a list of additional time worked by employees.

a. Any employee who refuses substitute work, five (5) times within a school year, may be removed from the Substitute List for the remainder of that school year.
b. Support Staff should refer to their Master Agreement for limitations, compensation and considerations, as it pertains to "temporary assignments".

Support staff:

Cooks/ Cashiers		Kierstyn Cooper	810-688-2226
Paraprofessionals,	High School:	Alyssa Farrell	810-688-3001
Aides & Lunch Monitors	Ruth Fox M.S.:	Anessa St Andrew	810-688-3284
	Elementary:	Deborah Calimeri	810-688-3041

Medical Release

When an employee has been away from work due to a medical issue for more than three consecutive days, a medical release from your physician is recommended. This release should include the dates that you have been under his/her care, the date you may return to work, and any restrictions due to your current medical condition.

Body Fluids

Consistent with Board Policy 8453.01, the District has implemented the use of "universal precautions" in handling all exposure or potential exposure to body fluids - urine, feces, menstrual discharge, nasal discharge, vomit, and blood. Disposable latex gloves are to be worn with diapering, toileting, and/or cleaning students. These gloves are to be discarded after use with a single student. Any surfaces on which a student is placed for diapering or on which a student has urinated, defecated, vomited, bled, or wiped his/her nose is to be cleaned using a fresh mixture of ten parts water to one-part bleach may be used. This mixture needs to be disposed of at the end of the clean-up. The surface may be sprayed with germicidal foam cleaner, and then wiped. Gloves are to be worn when dealing with all types of body fluids. Cleaning and bandaging an injury require gloves as does changing a student's wet clothes after urination. **When in doubt, wear gloves.**

Food handling gloves are available and should be used by employees and students when food is being handled. Gloves, spray, and waterless germicidal hand cleaner are available. Follow the regular ordering procedure to secure these items.

Employee Health and Safety

The health and safety of North Branch Area Schools employees is an important factor in the success of a conducive educational and work environment. Employees should be mindful of health and safety issues and cautious not to create any dangerous or hazardous conditions in their building or on North Branch Area Schools' property. Employees are required to immediately report any dangerous or hazardous condition to his/her supervisor. The following processes are in place supporting our commitment to safety:

- **All Employees are required to wear a current, district provided ID badge during the normal school day.**
  CPR/First Aid/AED Employees are required to complete an approved CPR/First Aid/AED/Epi Pen Training and maintain current certification. The district will provide classes through the American Heart Association periodically.
- **Hazardous Chemicals**
  MIOSHA Hazardous Communications training is available upon initial employment. North Branch Area Schools has also created a Hazardous Communications Plan to meet the requirements of the Hazard Communication standard of MIOSHA. The training and plan are designed to make employees aware of the hazards of chemicals found in their work environment. A list of hazardous chemicals and Material Safety Data sheets are available for review in the custodial areas of each building. (Board Policy 8431 – Preparedness for Toxic Hazard and Asbestos Hazard)

- **Bloodborne Pathogens**
  At the time of hire, and annually thereafter, employees are required to complete the Bloodborne Pathogens Training. Additionally, North Branch Area Schools provides our employees, at no cost, appropriate personal protective equipment. The purpose of the training is to inform employees of the universal precautions that should be followed in the event of potential exposure to blood and other infectious materials (Board Policy 8453.01 – Control of Blood-borne Pathogens).
- **Hepatitis B -** All employees are encouraged to get the Hepatitis B vaccine.

Employee Involvement in Decision Making

It shall be the policy of the Board of Education to encourage employee input into the decision-making process of the district. Employees may recommend in writing to the Superintendent or their supervisor, policies and regulations for the proper functioning of the district. Employees are encouraged in staff meetings to voice their opinions regarding policies, regulations, or operations recommendations being prepared for the Board of Education's consideration. The administration and Board of Education shall give consideration to all recommendations received although final action and responsibility shall remain with the Board of Education, which holds the vested authority for the operation of the school district.

Employment "At-Will"

In consideration of employment, employees agree to conform to the policies, rules, and regulations of the District. Employment and compensation can be terminated, with or without cause, and without notice, at any time, at the option of either the employer or the employee. For employees covered by a master contract agreement, this "at-will" clause is subject to the provisions of such agreement.

No representative of the District other than the Superintendent, with Board of Education approval, has the authority to enter into an agreement for employment.

Evaluation

The purpose of an employee evaluation is to review the success and contributions that the employee has made over the prior fiscal year. It is also a time to review the North Branch Area Schools expectations, and communicate any changes or improvements that are required. Employees shall be evaluated by their supervisor on an annual basis or in compliance with collective bargaining and/or individual employment contracts in compliance with state laws. Performance evaluations will be maintained in the Human Resource Department within each employee's Personnel file.

Job Descriptions

Job Descriptions for all District positions are established and revised as job requirements change. Job descriptions are reviewed periodically by the Superintendent or designee who supervises the person(s) holding specific positions. (Board Policy 1400 – Job Descriptions)
The following format is used for all job descriptions:

Job Title	Essential Functions
Job Qualifications	Terms of Employment (salary and work year)
Reports to	Evaluation
Supervises	Approval Signature(s)
Job Goal	

Job Qualifications

All persons employed by the District are expected to meet employment qualifications required by state law and/or by the Board of Education. The Board of Education may adopt standards in excess of the minimum required by the state.

Medical Conditions

Physical Examinations: An employee may be required to take a physical and/or mental examination at the district's expense.

Outside Employment

Outside employment which does not interfere with the regular duties of a person employed by the District and which is not in conflict with the District position of the employee is considered to be a personal matter of that employee. The authority to determine whether such employment is in conflict rests with the Superintendent. (Board Policies 3231 – Outside Activities of Staff & 4231 – Outside Activities of Support Staff)

Recruitment of Personnel

The Superintendent is responsible for the recruitment and recommendation of personnel needed to fill positions established and authorized by the Board of Education. Candidates will be recommended to the Board of Education for hiring. All except temporary employees or persons providing ad hoc contracted services must be approved by the Board of Education prior to hiring. Prior to being recommended to the Board of Education, all candidate documentation must be available to the Superintendent.

Separation (Exit) Interview

Separation interviews for all employees leaving the employment of the District must be held with the Director of Finance & Human Resources or designee. This interview must be held on or before the last day of work. The purpose of the interview is to:

1. Make certain that District equipment is turned in, (i.e., keys, books, grades, etc.),
2. Determine for official record the nature of the termination, (i.e., quit to take another position, moving out of the area, etc.),
3. Determine the date the employee will receive their last pay check and date of the termination of fringe benefits, and,
4. Determine if the employee wishes to continue certain fringe benefits at his/her own expense, (i.e., life insurance, health insurance, etc.),
5. To seek information to improve services to students, parents and community.

Sexual Harassment

5517 - ANTI-HARASSMENT
4362 - ANTI-HARASSMENT
3362 - ANTI-HARASSMENT
1662 - ANTI-HARASSMENT

Staff Meetings

Employees are required to attend all staff meetings scheduled for their attendance. Each principal/supervisor will announce the time and place of such meetings. If employees are unable to attend a staff meeting, they must inform their supervisor in advance.

Section IV: Work Rules and Procedures

Copying of Materials

Each employee needing the use of a copy machine may be issued a number that will allow them access to the machine, yet also allow for a monitoring of the employee's use. Inappropriate use will result in appropriate disciplinary actions.

Deliveries

Letters and packages related to an employee's work assignment can be turned in to departmental secretaries for mailing. No personal mail is ever to be metered.

Emergency Closing of Buildings/Severe Weather

The North Branch Board of Education authorizes the Superintendent to make the determination if and when any or all of the school buildings shall be closed due to inclement weather or emergency situations that would warrant the closing of the buildings. Notification will be made to staff should the buildings be closed. Unless notified, all staff is expected to report to work, even in the event of school closing (unless otherwise stated by your collective bargaining agreement).

Closing Announcements will be made via district email, Remind, Edulink and on the following radio stations: **KCQ (98.1), WCRZ (107.9), and WNGS (103.1), WMPC (1230)**

Closing Announcements will be made on the following television stations: **WJRT (TV 12), WNEM (TV 5), and WDIV (TV 4)**

Employer/Employee Communication

Employees are encouraged to take part in the district's school improvement program. Contact your principal/supervisor for more information about joining the school improvement team.

- Staff Meetings: Employees may be required to attend staff meetings. Staff meetings provide an opportunity for sharing of information and ideas that contribute to the overall success of the school district.
- Mailboxes are provided for employees at their worksite. You should check your mailbox daily for information and bulletins concerning job related information and activities throughout the district.
- Bulletin Boards are another method of employer/employee communication. Bulletin boards are used for job vacancy postings, meeting notices, and other union information.
- E-mail: ***Be sure to check your e-mail daily***. This method of communication is used by the entire staff for updates, announcements, and pertinent information. The use of electronic information resources is a privilege, not a right. We must keep in mind a professional code of ethics and confidentiality when communicating with e-mail. All e-mails are considered public information and may be subject to the Freedom of Information Act. There is no expectation of privacy concerning emails you send or receive on the District system.

Employee Conduct

All employees should demonstrate professional behaviors that sustain a safe and productive work environment. This includes appropriate behaviors demonstrating respect towards peers, subordinates, and superiors. North Branch Area School employees are viewed both internally and publicly and should at all times make every effort to follow North Branch Area Schools Mission and contribute to the achievement of North Branch Area School's stated goals. Employee actions should support and enforce North Branch Area School Board Policies and administrative policies. Therefore, our business practices should be of the highest integrity. If at any time an employee demonstrates acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetence, inefficiency or breaches the terms or conditions of their bargaining unit contract they will be disciplined up to and including termination.

Employee Dress

3216 - STAFF DRESS AND GROOMING
4216 - SUPPORT STAFF DRESS AND GROOMING

The North Branch Area Schools Board of Education and administration encourage all employees to maintain a professional appearance at all times and dress appropriately to reflect their position within the school district. Employees showing good taste in their dress represent a positive example to the students and the community. In general, shorts and jeans are not acceptable professional attire. Specific days may be set aside as "North Branch Attire" days, during which jeans may be worn.

Employee Relationship with School District Vendors (Gifts)

4214 - STAFF GIFTS
3214 - STAFF GIFTS

Employees are to never accept any gifts or services of any kind for themselves, family member and/or friend(s) from school district vendors. Doing so could result in appropriate disciplinary actions. All employees are prohibited from accepting personal gifts from vendors, sales persons, or other such representatives. This includes services, event tickets, or products. Any gifts that are offered should be refused or directed to administration where is can be evaluated for North Branch Area Schools use or disposal.

Extended Sick Leaves

3430.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")
1630.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")
4430.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

Extended sick leaves will be based upon the following considerations:

1. Past absenteeism record of the employee,
2. Length of service with District,
3. The impact of the absence of the employee on the job performed,
4. The availability of qualified temporary personnel to replace the absent employee,
5. Where applicable, provisions of the Master Agreement, and,
6. Any other relevant facts.

Requests for extended sick leave shall be submitted in writing to the Superintendent and signed by the employee's physician. Such leaves shall begin at the time when an employee's accumulated paid sick days have been exhausted. Such requests must be submitted prior to when accumulated sick leave has been exhausted. Upon return to work from an extended leave, the employee shall be assigned to the position held prior to the extended leave if the position still exists or to a similar position if one is available. If no similar position is available, the employee could be laid off.
Failure of an employee to return within the time limits established by the Board of Education, at the time of the approval of the extended leave of absence, shall be considered a de facto resignation and result in termination of employment. These procedures are intended in no way to negate existing Master Agreements or supersede applicable laws and regulations.

Field Trips

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS
5341 - EMERGENCY MEDICAL AUTHORIZATION

Field trips may be allowed for classes depending on the funds available and administrative approval. Requests for field trips must be submitted to the employee's immediate supervisor at least four, (4), weeks in advance of the desired day of the trip. Any proposed field trip must facilitate the fulfilling of stated educational goals of the class/course of study.
Field trips should not be discussed with students until after consulting/reviewing the proposed field trip with the teacher's supervisor. **Consider the following mandatory:** *A student is not to*

participate in a field trip, unless the employee directly responsible for the trip holds a permission slip for the minor student, or that developmentally disabled adult student, signed and dated by their parent or guardian. If there is no signed permission slip for a minor student, or a developmentally disabled adult student, who has an appointed guardian. The student will not participate in the field trip and an alternative educational opportunity must be provided. An appropriate number of chaperons must be secured for any field trip.

Funeral Leave

Members of a recognized bargaining unit should refer to their master agreement. Employees that are not members of a recognized bargaining unit should refer to their employment contract.

Technology Usage

7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
7540.08 - PERSONAL INTERNET ACCOUNT PRIVACY - STAFF
7542 - ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONAL COMMUNICATION DEVICES
7540.01 - TECHNOLOGY PRIVACY

The use of technology and electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action, including the possibility of termination and/or referral to legal authorities. The District may limit, suspend, or revoke network and/or Internet access. There is no expectation of privacy concerning communications you send, store or receive on the District's systems.

Jury Duty and Court Appearances

4235 - Jury Duty and Court Appearances

Any employee of the District will be allowed absences when called to serve on a jury or when subpoenaed as a witness for a legal proceeding. When the jury duty or court appearance involves a member of the bargaining unit, the provisions of the Master Agreement will be met. With all other employees, pay will be on a per diem or pro-rata per diem, the difference between the amount received for jury duty or as a subpoenaed witness and their regular per diem pay.

Keys

Office and room keys will be issued to all personnel when appropriate. Building keys/fobs will be issued to appropriate personnel. Keys are provided to employees for doors, desks, storage/file cabinets, etc. as necessary for job function. Keys are housed and tracked by the Operations department. Keys/fobs are required to be returned to North Branch Area Schools upon separation. North Branch Area Schools' keys are not to be duplicated. Specific buildings may have additional policies relative to key procedures. If employees have a need for the use of other than their issued keys, arrangements should be made with their immediate supervisor. For security reasons,

employees must report any missing keys/fobs to their supervisor no later than the day after the keys appear to be missing.

Email, Mail and Official Notices

Every employee has a district provided email account which must be checked at least daily. There is a mail box in the office of each building for each employee. This box is for the employee's mail and school communications. All employees are expected to check their mail boxes regularly and will be held accountable for notices and memorandums placed in their boxes.

Maintenance of Building and Equipment

Employees concerned with building maintenance and/or equipment maintenance should complete a Maintenance Request through NBAS Mojo Helpdesk, the district's online reporting system (access the link through the District website at "Staff Links "under the QUICKLINKS tab.

Media Coverage

The official spokesperson for the District is the Superintendent.

Yet, employees are encouraged to work with their immediate supervisor to secure any media coverage believed to be appropriate. Employees are not to provide any news release or information related to their work assignment to the media without the prior approval of their immediate supervisor.

The District publishes its newsletter, "School Talk", during the school year. The purpose of the newsletter is to provide citizens throughout the county with information regarding District operations, its students, and related events.

Office Supplies

Individual departments purchase their own office supplies i.e.: pens, paper, file folders, and business reply envelopes.

Other Leaves

Other than may be specified in master contract agreements and individual contracts, leaves with or without pay are strictly at the discretion of the Board of Education. Application for such leave shall be made in writing to the Superintendent and will be reviewed on a case by case basis.

Payroll /Benefits

Paychecks are issued electronically twice per month on the 8th and 23rd. When the payday falls on Saturday or Sunday checks will be electronically distributed on Friday.

Political Office and Participation in Political Activities

3231A - Participation in Political Activities

North Branch Area School employees who intend to become candidates for political office must notify the Superintendent within five days of the date on which the declaration of candidacy is filed to discuss the compatibility of the office regarding continued employment with the North Branch Area Schools. Political activities of employees during the workday are limited pursuant to Board Policy 3231A.

Posting and Advertisements

Employees are prohibited from posting signs or other advertisements on North Branch Area Schools' property; including grounds, equipment, building or walls. This provision does not apply to the educational use of classroom or Kitchen/lounge bulletin boards in accordance with building procedures or otherwise permitted under a collective bargaining agreement.

Professional Development

3242 - Professional Growth Requirements

North Branch Area Schools encourages professional development for all employees wishing to participate in approved, job related instruction. To identify what opportunities are available to you in your current role you should meet with your supervisor/director to discuss. The District will schedule and coordinate professional development activities and in-services for teachers and other employees as required by law.

The State of Michigan Department of Education requires that all teachers participate in at least five days of professional development per year. A record must be maintained of each activity including SCECHs and hours logged. It is required that you keep this log at the Michigan Online Educator Certification System (MOECS) and report it annually to your building principal.

Helpful DPPD Links:

Logging DPPD hours into MOECS

Educational Related Professional Learning Guidelines

Resignations

North Branch Area School employees are encouraged to provide his/her supervisor/director/principal written notice at least two weeks prior to leaving North Branch Area Schools. Once a resignation is tendered to the Board through its Superintendent or designee, and has been accepted, that resignation shall be considered final unless its withdrawal is approved by the Board.

Retirement

North Branch Area Schools participates in the Michigan Public School Employees Retirement System. Employees are enrolled in this program at the time of hire. The Office of Retirement Services (ORS) administers this program with the oversight of a twelve-member board. As a member of this retirement plan you are eligible for one of the best public pensions around.

The Michigan Public Schools Employees Retirement System is a statewide retirement plan for all full-time, part-time, teaching and non-teaching public school employees. Employees must go to the State of Michigan ORS website (below) and Login to manage your personal retirement account. Employees who have not registered at the site are strongly urged to do so as soon as possible.

Your personal retirement information is available to you through your MI Account. If you have not registered, please set up your account using the following link: MiAccount

Security System

North Branch Area Schools' buildings are equipped with an electronic security system. Any unauthorized entrance into the building(s) during unscheduled hours will cause the alarm to sound and contact made to the Village Police Department and Lapeer County Sheriff Department. Unauthorized individuals entering the building will face disciplinary action up to and including termination. They will also be responsible for all costs associated with the entry.

Sick Leave

In the event of an illness that requires you to be away from the work place it is necessary that you immediately notify your supervisor, or their designee, as soon as possible on the date of the absence, but no later than 7:00 a.m. (secondary) and 8:00 a.m. (elementary). Any employee who must leave after the start of a workday must first notify his or her supervisor or designee. Each employee is required to outline to their supervisor any work task or project that will need completion. If appropriate, instruction and materials should be provided by the employee to their supervisor. All employees who are absent due to sickness are required to login to the appropriate absence management system (support staff: Skyward Employee Access and teachers: Aesop/Frontline) and enter his/her absence prior to actual absence occurrence.

After an employee has missed three consecutive days of work a doctor's slip may be requested. Contact should be made to your supervisor on the third day and the North Branch Area Schools Business Office should be notified so 'Family Medical Leave Act' paperwork can be initiated, if appropriate. Except for military caregiving, FMLA is calculated on a rolling backwards leave basis. Long term illness and sick time wages are governed by each individual bargaining unit master agreement. Please refer to your agreement for more detail. Advance scheduling of elective medical treatment should be done at least one month prior to your time away from the workplace. A confidential meeting with the Business Office can be scheduled so appropriate paperwork can be completed. Please contact the Business Office to arrange.

Service of Office Equipment

Some of the mechanical, technical, and/or electronic office machines are covered by maintenance contracts. If an employee has such a machine and that machine needs service, the employee should see their immediate supervisor. If a photo-copier breaks down, notify your immediate supervisor. If a machine needs service and is not covered by a maintenance agreement and is necessary to the district's operation, the regular purchasing process, (i.e., use of requisition and purchase order), must be followed.

Smoking and the Use of Smokeless Tobacco

7434 - Use of Tobacco on School Premises

No smoking is allowed on District premises. Employees are not to smoke or use any smokeless tobacco on District premises, in any District building or vehicle, at any District activity, or in the vicinity of students while involved in employment related activities.

Tax Sheltered Annuities

The North Branch Area Schools has a 403 and a 457 Annuity Plan, which allows employees to invest pre-tax dollars with an investment company selected by the employee by way of a payroll deduction agreement. Employees are responsible for their own investments and compliance with the applicable IRS rules and regulations. For further information or copies of a payroll deduction agreement, please contact the Payroll & Benefits Coordinator.

Teaching Supplies

Each instructional portion of the District operation has certain amounts budgeted for teaching supplies and equipment. A teacher desiring supplies should complete an online requisition form and advance the form to their immediate supervisor for approval. After the supervisor's approval, the requisition is advanced to the appropriate Director and the Business Office for approval. *No payment will be made for any item unless these procedures are followed.*

The requisition should describe the item, its cost, and where it can be obtained. The supervisor is responsible for monitoring requests so that expenditures are within budgeted amounts. Therefore, employees cannot assume that every request for a purchase will be approved.

Telephone and Personal Cellular Phone Usage

District 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 necessary long distance calls made.

Personal communications during work hours can interfere with employee productivity and be distracting to others, regardless of whether using a cellular or regular telephone. Employees are expected to use discretion in using personal cellular telephones while at work. Employees are expected make personal calls/texts during breaks and lunch periods and review and understand the Board policy.

Tours and Visitors

Due to the nature of our business, and because our facilities are available to outside entities for seminars, conferences and educational programs, it is common to have visitors in our buildings. In order to increase public awareness and support for North Branch Area School programs, we encourage tours of our District facilities by the public. Employees are asked to be helpful and receptive to all visitors. When feasible, tours are scheduled in advance and notice is provided to staff in advance.

Travel and Conference Expense Guidelines

Mileage

All Conferences must be preapproved by staff member's supervisor. Seek preapproval prior to registering for any conference or out of district activity. When preparing conference and expense statement, please refer to your supervisor or the business office for guidance. Appropriate record keeping for mileage reimbursement should be discussed in advance with your supervisor.

Registration

Conference and other professional development registration must be preapproved. Please seek preapproval for any conference and/or out of district activity with your supervisor.

Use of Technology

Phones/E-Mail Copy Machines Computers/Printers/iPads Internet

District telephones, e-mail access, photo-copiers, computers, printers, Internet access, and any other matter of technology are for educational use and related support activities. Matters of technology are not for personal use except in case of emergency or essential personal business. Except for emergency, students are not to use matters of technology except to an educational or educational related reason. **Employees who misuse matters of technology or use matters of technology for personal affairs unrelated to their work assignments will face appropriate disciplinary actions. No expectations of privacy.**

Technology Resources

The North Branch Area Schools Technology/IT Department controls access to the North Branch Area School technology resources, including employee use of the Internet and other on-line computer services for business and educational purposes. North Branch Area Schools has adopted regulations and procedures for obtaining access and regulating the use thereof. This access is a privilege to employees and if used inappropriately can be withheld. Prior to obtaining a password or accessing the Internet North Branch Area Schools employees are required to electronically sign an 'Appropriate Use Agreement' each year; *7540.04 Staff Network and Internet Acceptable Use and Safety*.

Once access has been granted, at no time should you share your password or allow another user access under your sign on/password. Failure to abide by these regulations or inappropriate use of North Branch Area Schools' computer resources will result in disciplinary action, up to and including termination of employment.

Working Day

Members of a bargaining unit should refer to their master agreement. Generally, for hourly employees, the length of the working day is described in their approved job description and/or their letter of employment. If neither of these is the case, the immediate supervisor will direct the employee regarding the working day. Hours may change due to circumstances that include, but are not limited to, program need or modification, transportation routing, program site moves, etc.

Work Station/Work Site

All employees are expected to be at their work station or work site during working hours. When employees must leave their work stations or site, there must be notification provided to the immediate supervisor. Any deviation from an employee's regular work schedule should be approved by their immediate supervisor as early as possible.

Section V: Policies

1130 - Conflict of Interest

1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

4122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

Section V: Policies (cont'd)

1422.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

3122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

4122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

1613 - STUDENT SUPERVISION AND WELFARE

3213 - STUDENT SUPERVISION AND WELFARE

4213 - STUDENT SUPERVISION AND WELFARE

3362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS

4362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS

1630.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

3430.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

4430.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

3437.01 - MILITARY LEAVE

4437.01 - MILITARY LEAVE

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

6700 - FAIR LABOR STANDARDS ACT (FLSA)

7440 - FACILITY SECURITY

7540 - TECHNOLOGY

7540.01 - TECHNOLOGY PRIVACY

7540.02 – WEB CONTENT, SERVICES AND APPS

7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

7540.05 – DISTRICT-ISSUED STAFF E-MAIL ACCOUNT

7540.08 - PERSONAL INTERNET ACCOUNT PRIVACY

7540.09 – ARTIFICIAL INTELLIGENCE (AI)

7542 - ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONAL COMMUNICATION DEVICES

7545 - ELECTRONIC COMMUNICATIONS

8510 - WELLNESS

Form 7540.04

North Branch Area Schools

Staff Technology Acceptable Use and Safety Agreement

Adm/Supervisors, Teachers & Secretaries: **Due August 21, 2026** via http://nbbroncos.mi.safeschools.com/login

All others: **Due August 28, 2026** via http://nbbroncos.mi.safeschools.com/login

To access e-mail, the Internet and use any District technology, staff members must electronically sign this form via SafeSchools.com

Use of the Internet and all District Technology is a privilege, not a right. The Board provides staff with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose. Unauthorized or inappropriate use will result in a cancellation of this privilege.

Staff will be assigned a District-provided school e-mail address that they are required to use for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA).

The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA.

Staff members accessing the Internet through the Board's computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. There is no expectation of privacy. Staff members are responsible for good behavior when using District Information & Technology Resources - i.e., behavior comparable to that expected when they are in physical classrooms, school buildings, and at school-sponsored events. Because communications on the Internet are often public in nature, general rules for professional behavior and communication apply.

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property, including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

The Board reserves the right, at any time, to access, monitor, review and inspect any directories, files or messages residing on or sent using the Boards computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Use of Artificial Intelligence/Natural Language Processing Tools

Staff are permitted to use Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy (e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.).

With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods.

I have read and agree to abide by the **Staff Technology Acceptable Use and Safety Agreement** and guidelines. I understand that any violation of the terms and conditions set forth in the policy is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Staff member's electronic signature (per Policy 6107) at
http://nbbroncos.mi.safeschools.com/login

The Superintendent is responsible for determining what is unauthorized or inappropriate use. The Superintendent may revoke or suspend access to the network/Internet of individuals who violate the Board's **Staff Technology Acceptable Use and Safety Agreement** and related guidelines and take such other disciplinary action as is appropriate pursuant to the applicable State law and/or board policy.

North Branch Area Schools
2026-2027
Employee Manual

This employee manual has been prepared for your information and understanding of the policies, philosophies, practices and benefits of North Branch Area Schools. Please read it carefully. The employee manual was emailed to every employee on August 3, 2026 and can also be located on the District's website at "Staff Links" under the QUICKLINKS tab. It will be reviewed at individual building meetings throughout the week of August 18, 2026. Upon completion of your review of this manual, electronically sign (per Policy 6107) the statement below at http://nbbroncos.mi.safeschools.com/login (by August 21, 2026 for administrators/supervisors/non-represented staff, teachers and secretaries) and by August 26, 2026 for all other employees).

I have received and read a copy of the 2026-2027 North Branch Area Schools Employee Manual which outlines the goals, policies, benefits and expectations of North Branch Area Schools, as well as my responsibilities as an employee.

I have read all Board policies, all Administrative Guidelines, and the contents of this manual. By my electronic signature below, I acknowledge, understand, accept and agree to comply with all Board policies and administrative guidelines, and the information contained in the Employee Manual. I understand this manual is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of North Branch Area Schools.

I understand that the North Branch Area Schools Employee Manual is not a contract of employment and should not be deemed as such.

http://nbbroncos.mi.safeschools.com/login
(Employee electronic signature)

Admin/Supervisors, Teachers & Secretaries: **Due August 21, 2026**
via http://nbbroncos.mi.safeschools.com/login

All others: **Due August 26, 2026** via http://nbbroncos.mi.safeschools.com/login