KRESA
Transforming Futures

(269) 250-9200
www.kresa.org

EMPLOYEE HANDBOOK

2026-2027

This handbook is the property of the Kalamazoo Regional Educational Service Agency (Kalamazoo RESA) and belongs to the employee while employed by the district. This handbook does not constitute an employment contract nor is it in any way intended to be such.



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KALAMAZOO RESA OVERVIEW

KALAMAZOO RESA INTRODUCTION

Welcome to the Kalamazoo Regional Educational Service Agency (“Kalamazoo RESA” or “KRESA” or “District”) Employee Handbook (“Handbook”), your comprehensive guide to understanding the policies, benefits, and resources available to you as a valued member of the KRESA team. This handbook is designed to help you navigate your role and responsibilities while fostering a supportive and inclusive work environment. Please take the time to familiarize yourself with its contents to fully benefit from the opportunities and support KRESA offers.

BOARD OF EDUCATION

KRESA is governed by its Board of Education. The Board holds monthly meetings which are open to the public, fostering transparency and community engagement. These meetings provide a forum for discussing educational policies, KRESA annual finances and progress towards achieving our mission.

MEET OUR BOARD



Skip Knowles, President



James Devers, Trustee



Dave Webster, Vice President



Randy VanAntwerp, Treasurer



Lynn Cowart, Secretary



STRATEGIC PLAN

WHY DO WE EXIST? | OUR VISION

A transformative, equitable and innovative education for all in the Greater Kalamazoo region.

WHAT DO WE DO? | OUR MISSION

We deliver transformative, equitable and innovative programs, and specialized services that empower learners, families and schools to thrive in a rapidly changing world.

HOW WILL WE SUCCEED?

Through highly talented professionals, successful multi-sector partnerships, innovative practices and a relentless drive to improve.

HOW DO WE BEHAVE? | OUR CORE VALUES

We work together .....Collaboration

We find a better way .....Innovation

We lead with heart .....Compassion

We maintain trust .....Integrity

We value all people .....Respect



WHAT ARE WE FOCUSED ON?

Early Childhood – Early care and education programs that support the whole child and family in building a strong foundation for every child's growth and development.

Special Education – Specialized instruction and interventions that ensure an inclusive and accessible education for every learner's individual needs.

Career Connect – Empowering the next generation of professionals to explore career pathways and develop real-world, employable skills.

Educator Supports – Strengthening local school districts and educators by providing professional learning, consulting, coaching and educational resources.

Operational Supports – A range of centralized business and operational services that support local schools and communities.

CONTINUOUS IMPROVEMENT | PLAN FOCUS AREAS AND GOALS

CULTURE/CLIMATE IMPACT

Focus Area #1: KRESA cultivates a positive, welcoming, safe, and inclusive environment for all built upon KRESA core values.

- **Goal 1a:** 95% of staff remain engaged and satisfied in their work environments measured by the HUMANeX Ventures Cultural Assessment Index.
- **Goal 1b:** Increase training opportunities for staff professional learning to support a culture of belonging as measured by process and demographic data.

INSTRUCTIONAL IMPACT

Focus Area #2: KRESA prepares students for their next phase of learning and life by maximizing cognitive, physical, emotional, and social growth.

- **Goal 2a:** 90% of 4-year-old children will meet or exceed the widely held expectations for cognitive, physical, emotional, and social growth as measured by TS Gold assessments.
- **Goal 2b:** Increase the number of students earning industry recognized credentials/ certificates as measured by demographic, perception, and process data.
- **Goal 2c:** Increase students' competencies with program identified core skills as measured by local assessments.

Focus Area #3: KRESA provides opportunities for parents, families, and educators to build their competencies to support students' positive, sustainable outcomes.

- **Goal 3a:** Increase meaningful opportunities for parents to engage in their child's education and development as measured by demographic and perception data.
- **Goal 3b:** Increase the implementation and impact of internal and external professional learning as measured by perception, process, demographic, and achievement data.

SYSTEM IMPACT

Focus Area #4: KRESA provides innovative, high quality and efficient services to support all stakeholders.

- **Goal 4a:** Analyze partnerships to increase and/or maintain innovative, high quality, and efficient services as measured by demographic, process, and perception data.
- **Goal 4b:** Ensure good stewardship of resources as measured by financial, demographic, process, and perception data.
- **Goal 4c:** Increase customer satisfaction and meet customer needs as measured by demographic, process, and perception data.

CULTURE AND BELONGING

Kalamazoo RESA is committed to Continuous Improvement Focus Area #1: KRESA cultivates a positive, welcoming, safe, and inclusive environment for all built upon KRESA core values. To that end, KRESA engaged staff in developing an agency-wide Culture & Belonging (C&B) Roadmap that aligns with our Strategic Plan and Continuous Improvement Plans. KRESA's C&B work aligns with our core value of Respect – Valuing All People through the full employee lifecycle at KRESA. We know that if employees are highly engaged and highly satisfied, we will be able to better serve children, families, and the community. Human Resources staff will partner with our Centers of Excellence and the Culture and Belonging Team to lead efforts to embed inclusive practices across programs, policies, curriculum, and professional development.

PROCEDURES FOR EMPLOYMENT

GENERAL PROVISIONS

EMPLOYEES COVERED AND APPLICABILITY OF BOARD POLICIES

This Handbook applies to all employees of the District, both employees represented by a union and those not represented by a union. The Board Policies and policies and procedures ("Policies") contained herein are applicable to all employees directly hired by the District. In the event of conflict between these policies and procedures and written agreement or individual contract signed by an authorized agent of KRESA, the provisions of the latter shall govern employees covered by them, to the extent not prohibited by law.

INTENT AND EFFECT OF EMPLOYEE HANDBOOK

The language in this Handbook is not intended to establish, nor is it to be construed to constitute, a contract between the District and any of its employees for employment or any term, condition, compensation, or benefit of employment. Unless a written agreement or individual contract signed by an authorized agent of KRESA provides otherwise, all employees of the District are at-will employees which means the employee has a right to resign their employment at any time, for any reason, and the District also has the right to end the employment relationship for any reason and at any time. In addition, in any situation where insurance or retirement provisions are involved, the terms of the policy, official plan document, or applicable law control regardless of any statements contained in these Policies to the contrary. The District reserves the right to alter, modify, revise, or terminate these Policies and procedures at any time, with or without notice, except as provided for in a collective bargaining agreement, individual contracts, or applicable law. Unless required by law, any such changes or modifications shall be effective prospectively. No individual supervisor, administrative employee or individual Board member is authorized to modify or amend these Policies.

AUTHORITY TO CONTRACT

No administrator, employee, or representative of the District, other than the Board or Superintendent, has the authority to enter into any agreement for employment for a specific or definite period of time, or to make any agreement contrary to the terms of this Handbook or Board Policies. Any such agreement must be made in writing and signed by a duly authorized Board officer and/or Superintendent to be effective.

NOTICE OF NON-DISCRIMINATION/ANTI-HARASSMENT

The District prohibits the discrimination or harassment of any employee on the basis of sex (including sexual orientation or gender identity), race, color, religion, national origin, age, height, weight, marital status, familial status, disability, or veteran status.

Employees who believe they are a victim of, or who witness acts that may constitute discrimination or harassment, should pursue the complaint procedures outlined in applicable Board Policies, or contact a District Compliance Officer listed below. Complaints of unlawful harassment or discrimination will be thoroughly investigated. Retaliation will not be tolerated against any individual who, in good faith, complains of, reports, or participates in the investigation of any incident of alleged unlawful harassment or discrimination.

Compliance Officers:

ML

Meredith Lewis
Assistant Superintendent for Human Resources
(269) 250-9297

MM

Mindy Miller
Assistant Superintendent for Instructional Programs & Services
(269) 250-9285

Title IX Sexual Harassment:

Employees who believe they are a victim of, or who witness acts that may constitute sexual harassment as defined under Title IX, should pursue the complaint procedures outlined in the Board Policies or contact a District Title IX Coordinator listed below so that a prompt and thorough investigation may take place. Complaints of sexual harassment will be thoroughly investigated. Retaliation will not be tolerated against any individual who, in good faith, complains of, reports, or participates in the investigation of any incident of alleged sexual harassment.

District Title IX Coordinators:

ML

Meredith Lewis
Assistant Superintendent for Human Resources
(269) 250-9297

MM

Mindy Miller
Assistant Superintendent for Instructional Programs & Services
(269) 250-9285

EMPLOYMENT STATUS

An employee is hired either on a full- or part-time basis. Full-time employees are regularly scheduled to work 30 or more hours. Full-time employees are issued contracts from year to year unless otherwise noted in their contract. Full-time employees work 10, 11, or 12-months under an assigned calendar. Part-time employees are scheduled to work from week to week based on the need of each pay period. The hours worked per week may be regularly scheduled, established from week to week, or may vary each day or week based on the need, but will typically be less than 30 hours per week. Temporary employees are hired for a job with limited duration on either a full- or part-time basis with the intent that the employer-employee relationship will terminate when the specific job is completed, or the period has lapsed.

EMPLOYMENT TYPE

KRESA employs staff in distinct employment categories based on the nature of work performed. These categories are defined by Board Policy and governed by applicable law, collective bargaining agreements, and individual employment contracts.

- **Administrators/ Supervisors** include instructional administrators and non-instructional supervisors or directors who manage or oversee District programs, services, or operations.
- **Professional Staff** include teachers and non-teaching professionals whose positions require advanced professional knowledge and appropriate credentials.
- **Non-Exempt Staff** include employees who perform operational, instructional support, clerical, or service-related duties and who are subject to applicable wage, overtime, and timekeeping requirements.

Employees should refer to the applicable Board Policies for detailed definitions and requirements:

- Board Policy 4501 – Definition (Administrators/Supervisors)
- Board Policy 4401 – Definition (Professional Staff)
- Board Policy 4301 – Definition (Non-Exempt Staff)

Board Policies control in the event of any inconsistency with this summary.

EMPLOYMENT PROCEDURES

The application process at Kalamazoo RESA begins when an individual submits their application via the online applicant tracking system. After candidates have been reviewed for the appropriate credentials and experience with the possibility of the use of approved assessments, each administrator is responsible for convening a diverse interview committee, reviewing the screened diverse applicant pool, and scheduling and conducting initial interviews with the candidates they feel are best qualified for the vacant position. An investigation of previous work history, references, criminal background check, unprofessional conduct check and if applicable, educational background of each applicant interviewed will be conducted by the administrator and/or Human Resources. It is the policy of Kalamazoo RESA that no discriminating practices based on gender/ sex, sexual orientation, gender identity, race, religion, height, weight, color, age, national origin, disability, or any other status covered by federal or state law be allowed during any program, activity, service, or in employment. Following the initial interview process, the committee makes a recommendation of their final candidate or candidates and a subsequent interview for that individual(s) is scheduled. All final job offers are made by Human Resources to ensure legal compliance, internal equity, and qualifications.

PROBATIONARY PERIOD

The probationary period for employees of Kalamazoo RESA will be as follows.

A. Certified Position

1. Teachers who have not acquired tenure with another Michigan public school district will be on probation during their first four full school years of employment with Kalamazoo RESA.

2. Teachers who have achieved tenure in other Michigan public school districts will serve a two-year probationary period. A letter from the other public school district stating the teacher has received tenure must be in their employee file.
3. Kalamazoo RESA will follow all the requirements of the Michigan Teachers' Tenure Act as amended. If there is any discrepancy between the Michigan Teachers' Tenure Act and items #1 and #2, the law takes precedence.

The probationary period is intended to be a trial period when an employee must demonstrate satisfactory performance. During this period, Kalamazoo RESA must determine if the services provided by a probationary certified employee meet the district's needs, policies, and performance standards.

B. Non-Certified Position

Non-certified employees must satisfactorily complete a probationary period of ninety (90) calendar days to continue employment. The probationary period may be extended for a specified period by an Administrator. Successful completion of the probationary period does not guarantee employment for a specific duration. Movement to a new position or new program constitutes a new probationary period.

EMPLOYEE PERSONNEL FILES

The Human Resources department maintains a personnel file for each employee of the district. Employees are responsible for supplying information as required for this file and notifying Human Resources when changes occur.

In addition to the personnel file, any employee protected health information is maintained in a separate, confidential file within Human Resources. These records are kept apart from the personnel file and are accessed only by Human Resources staff with a legitimate business need to access the information, or as required by law.

Employees may review their personnel file by contacting the Human Resources department to schedule an appointment or by stopping in during regular business hours. The first available Human Resources team member will assist with the request. Medical records may also be reviewed by the employee upon request and will be handled in a manner that protects confidentiality and complies with applicable laws.

Access to employee records is limited to Human Resources staff and others with an authorized, work-related reason. Information contained in employee records will be disclosed only as permitted or required by law.

CONFIDENTIALITY

Employees are prohibited from revealing confidential information contained in district records, employee files or student records, except to authorized employees who may need such information in connection with their duties and to authorized parties in accordance with proper procedures.

Any employee who inappropriately releases or shares information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures.

If there is a question of whether certain information is considered confidential, the employee should contact their administrator or Human Resources.

MEDICAL EXAMINATIONS

Medical examinations may be required from time to time. Employees may be requested to submit to a physical or mental examination by a specialist of the Board's selection in accordance with the law and Board Policy. Such examinations, if requested, will be at the Board's expense. The Superintendent may make such requests as often as deemed necessary in the best interest of the employee and Kalamazoo RESA.

DRUG AND ALCOHOL POLICY

KRESA strives to maintain a work environment free of illicit substances, alcohol, and, to the extent permitted by law, tobacco products. This commitment supports the health, safety, and well-being of employees and students and promotes a professional workplace conducive to effective job performance.

Employees of KRESA serve as role models to students and the broader community. Substance abuse and misuse threaten individual well-being, compromise safety, and impede an employee's ability to perform assigned duties responsibly and effectively.

Employees are expected to comply with all standards of conduct related to drugs, alcohol, and tobacco use while on District premises or engaged in District-sponsored activities. For detailed definitions, prohibited conduct, standards of behavior, testing provisions, and disciplinary consequences, employees should refer to Board Policy 4210 – Drug and Alcohol-Free Workplace; Tobacco Product Restrictions.

SMOKING ON SCHOOL DISTRICT FACILITIES

Kalamazoo RESA maintains a smoke-free environment in school district facilities. Smoking and other uses of tobacco products as defined by Michigan law are not permitted in any facility or on any premises owned, operated, or leased by the District. Appropriate signs will be placed in each of the District's facilities stating that smoking is prohibited. Employees are prohibited from leaving school district grounds for the sole purpose of smoking or making use of tobacco products.

"Use of a tobacco product" means any of the following:

1. The carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
2. The inhaling or chewing of a tobacco product (includes vaping); or
3. The placing of a tobacco product within a person's mouth Authority: MCL 750.473.

CRIMINAL RECORDS CHECK AND UNPROFESSIONAL CONDUCT CHECK

Before the District hires any employee, a criminal history record check is conducted in accordance with State Law. State Law also requires each person selected for employment to authorize the District to ask previous employers to search the employee's employment history to find any incidents of unprofessional conduct. Such reported incidents may prohibit employment with the District. The Superintendent or designee shall establish necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on an employee or applicant maintained by the State Police. In addition, the Superintendent or designee shall request from the State Police a criminal history records check on any applicant offered employment. An applicant or employee must submit to the District a set of fingerprints prepared by an entity approved by the Michigan State Police as part of their employment application, or as required by state law for continued employment. All costs associated with completion of required forms, certifications, and background checks shall be the responsibility of an applicant or employee. A discovered criminal conviction may result in termination of employment or rejection of an application.

All information and records obtained from a criminal background check are considered confidential and will not be released or disseminated to those not directly involved in evaluating the applicant's qualifications or as required by law.

The District shall not employ, in any capacity, an individual who has been convicted of any of the crimes listed in Section 2 of the Michigan Sex Offender Registry Act, MCL 28.722. ("Listed Offense").

Any individual employed by the District who becomes listed on the State of Michigan Sex Offender Registry for committing a Listed Offense shall be immediately dismissed from employment.

Employees are required to advise the District of any convictions for committing a Listed Offense, or any criminal charges alleging such a violation. Examples of Listed Offenses include:

- Accosting, enticing, or soliciting a child for immoral purposes.
- Involvement in child sexually abusive activity, or material.
- A third or subsequent violation of any combination of engaging in obscene or indecent conduct in public, indecent exposure, or a local ordinance substantially corresponding to either offense.
- If the victim is less than 18 years of age, the crime of gross indecency (except for a juvenile disposition or adjudication), crimes against nature, sodomy, or soliciting another for prostitution.
- Kidnapping.
- Leading, enticing, or carrying away a child under age 14.
- Pandering.
- 1st, 2nd, 3rd, or 4th degree criminal sexual conduct.
- Assault with intent to commit criminal sexual assault.
- An offense committed by a sexually delinquent person.
- An attempt or conspiracy to commit any of the above offenses.

- Any other violation of a law of this State or a local ordinance of a municipality that by its nature constitutes a sexual offense against an individual less than 18 years.
- An attempt or conspiracy to commit an offense described in the offenses enumerated above.
- Any similar ordinances, state laws, and laws of other countries, tribes, and military law that is substantially like a Listed Offense.

Any person who is employed in any capacity by the District, or has had an initial criminal history check, or is regularly or continuously working under contract in the District is obligated to report to the Michigan Department of Education and the Superintendent of the District that they have been charged with a crime listed in Section 1535a or 1539b of the Revised School Code within three (3) business days after being arraigned for the crime. If an employee or applicant does not report the charge or conviction, they shall be subject to discharge and may be guilty of a criminal act as a result of their failure to report. Please see Appendix A for additional information.

CHILD ABUSE AND NEGLECT REPORTING

Pursuant to the laws of the State and Board of Education policy, each staff member shall report to the proper legal authorities immediately any sign of suspected child abuse or neglect. See MCL 722.621-722.638.

MANDATED REPORTERS

Michigan Child Protection Law requires certain professionals to report their suspicions of child abuse or neglect to Centralized Intake (CI) and the Department of Health and Human Services (DHHS). Each professional staff member employed by this District and all other persons employed by this District who are mandatory reporters under the law who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The professional staff member or other mandatory reporter or appropriate administrator in the presence of the staff member shall immediately notify the local office of the Central Registry of the Michigan Department of Health and Human Services (MDHHS) Family Independence Agency by telephone, the online reporting system, of suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report. They shall also notify the appropriate administrator according to the District Reporting Procedure for Student Abuse or Neglect.

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to the principal or their supervisor who shall, in turn, immediately notify the Central Registry of the Michigan Department of Health and Human Services (MDHHS) Family Independence Agency by telephone or the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report.

ARTIFICIAL INTELLIGENCE ("AI") USAGE POLICY

KRESA recognizes the potential of AI to enhance productivity and innovation. This policy outlines the circumstances under which employees are permitted to use AI tools and establishes guidelines to ensure responsible and secure use.

EXAMPLES OF ACCEPTABLE USE OF AI

Employees are permitted to use AI tools in the following contexts:

- **Research and Data Analysis:** Gathering information, analyzing data, and generating reports.
- **Language Translation:** Translating texts or documents in different languages.
- **Administrative Tasks:** Automating repetitive tasks, scheduling, and other administrative functions.
- **Writing Assistance:** Providing grammar, spelling corrections, and suggesting alternative word choices and sentence structure.
- **Creative Assistance:** Enhancing content creation including writing, design, and multimedia projects.
- **Educational Support:** Developing and improving educational materials and personalized learning experiences.
- **Accessibility:** Helping students or employees with disabilities access and understand written materials.

MANDATORY GUIDELINES

When using AI tools, employees must adhere to the following guidelines to ensure accuracy, transparency, and confidentiality:

- **Accuracy Verification:** Always review and verify the information generated by AI tools for accuracy and cross-check facts and data against reliable sources to ensure correctness. Employees should assume responsibility for ensuring AI generated content is free of bias.
- **Citation of References:** Properly cite all references and sources used by AI tools in generating content or analysis and maintain transparency by providing clear attribution to the original sources.
- **Confidentiality and Privacy:** Do not input any confidential, proprietary, or personal information into AI systems and be cautious about sharing sensitive information that could compromise individual or student privacy or organizational security.
- **Compliance with Policies:** Ensure that AI usage complies with KRESA's existing policies on data protection, privacy, and intellectual property and adhere to terms of service, legal and ethical standards in all AI-related activities.
- **Monitoring and Reporting:** Regularly monitor AI outputs for any discrepancies or errors and report any issues, malfunctions, or unintended consequences of AI usage to the appropriate supervisor or IT department.

BEST PRACTICES FOR AI USAGE

KRESA encourages employees, consistent with Board Policy, to use Microsoft Copilot or Google Gemini when leveraging AI for work-related tasks. Copilot and Gemini are enterprise-approved tools that

operate within KRESA's existing security and compliance environment, helping safeguard organizational data and reduce the risk of unintended disclosure. Employees should prioritize the use of these KRESA provided AI tools over publicly available or consumer AI tools whenever possible, and all existing restrictions on prohibited inputs continue to apply regardless of the tool used.

Employees are strongly encouraged to seek out training to better understand the appropriate, ethical, and effective use of AI tools. Training opportunities may include, but are not limited to, courses available through Udemy, SafeSchools/Vector, and other approved professional learning resources. Ongoing learning is an important part of responsible AI use and supports sound judgment, human oversight, and alignment with KRESA's values and expectations.

Prohibited Inputs

Employees may not enter into an AI platform any of the following information:

- a student or employee's name, photographs, videos, disciplinary records, any information that could identify the individual, or any confidential or proprietary information;
- Any item protected by FERPA or HIPAA;
- information from a partner, school, or third party that is protected by a confidentiality agreement or court order;
- KRESA's confidential or proprietary information;
- personally identifiable information ("PII") that identifies or is capable of being associated with any individual, such as name, address, social security number, telephone number, email address, or the like; or
- sensitive or protected health information, including information that comprises a medical record or designated record set that can be used to identify an individual that was created, used, or disclosed while providing a health care service such as diagnosis or treatment.

KRESA is committed to leveraging AI technology responsibly and effectively. By adhering to this policy and our Board Acceptable Use Policy, employees can ensure their use of AI aligns with organizational values and contributes to a secure, productive, and innovative work environment.

BADGE POLICY

Badge photos are taken as part of the orientation process, and an access badge is provided at no cost to the employee. If the employee has a name change, the badge breaks, or the badge stops working and is not able to be repaired, it is replaced at no cost to the employee. If the employee loses their badge and has not found it by the end of the day, they are to put in a tech ticket so the badge can be deactivated for security purposes.

Additional lost or stolen badges have a $15 replacement fee which will be taken as a payroll deduction.

TRANSPORTATION OF STUDENTS

Kalamazoo RESA is committed to having safe and responsible people operating motor vehicles while performing work for the District. This transportation policy applies to all employees who drive or transport students in a personal or District-owned or leased vehicle.

Eligibility and conditions necessary to drive for District purposes are determined by completing necessary paperwork and meeting criteria as specified. If an employee's driver's license becomes suspended or revoked, they become uninsurable at any time, or they are medically restricted from driving a vehicle they must notify their administrator immediately. Failure to report a suspended or revoked license and/or driving on a suspended or revoked license while driving during working hours may result in termination of employment. Employees must report any accidents to their administrator immediately.

Under no circumstances may an employee transport passengers other than current employees or students for work purposes. While transporting a student, precautions should be taken to include a third person, if possible.

At a minimum, the following rules apply to all employees who drive for District business.

- The administrator must approve of instances where driving is necessary.
- District vehicles are to be driven for work and returned before the end of the day.
- Employees are responsible for ensuring the vehicle driven is secure and kept in operable condition, whether their own or a District vehicle. Employees should notify the administration of any known repairs and/or maintenance that may be necessary for District-owned vehicles.
- Employees must carry proper insurance for personal vehicles used for work purposes.
- A current Driver's License and Proof of insurance are to be kept on file in the Transportation department.
- The driver may not transport family members, friends, or acquaintances of the student being transported when driving for work.
- Motor Vehicle Record Checks are required initially and monitored thereafter for any employee who is signed up to transport students.

REDUCTION IN FORCE AND RECALL

KRESA strives to maintain a stable and highly qualified workforce that supports its mission and services. In rare circumstances when programmatic, fiscal, or operational conditions require a reduction in force, the Board has adopted policies to guide the reduction and recall of employees in a fair, lawful, and orderly manner.

Reduction in force and recall decisions are made through formal Board action and are implemented in accordance with the employee's classification and applicable law, agreements, or individual employment contracts. The Board maintains policies addressing reductions and recalls for certified/professional staff, non-exempt staff, and administrative employees, each of which outlines criteria, notice requirements, and recall rights specific to those employee groups.

For detailed information regarding eligibility, procedures, standards considered, notice, and recall provisions, employees should refer to the applicable Board Policies:

- Board Policy 4405 – Reduction in Force and Recall (Professional Staff)
- Board Policy 4308 – Reduction and Recall of Non-Exempt Staff
- Board Policy 4505 – Reduction and Recall (Administrators/Supervisors)

DISPUTE RESOLUTION, PERFORMANCE MANAGEMENT, AND DISCIPLINE

KRESA is committed to addressing workplace concerns in a timely, respectful, and constructive manner. Employees are generally expected to raise questions, concerns, or disagreements through their chain of command, beginning with their direct supervisor or administrator whenever possible.

KRESA also maintains an open-door approach. Employees may raise concerns with higher-level administrators or Human Resources when circumstances make it impractical, uncomfortable, or inappropriate to address an issue at the supervisory level. Human Resources is available as a neutral resource to provide guidance and support during the resolution process, including helping employees understand applicable policies and available options.

This approach is intended to promote resolution at the level closest to the issue while ensuring employees have access to appropriate support when needed.

PERFORMANCE MANAGEMENT AND DISCIPLINE

When concerns related to performance, conduct, or behavior arise, KRESA may address those concerns through coaching, corrective feedback, performance management strategies, or disciplinary action, as appropriate. The District retains discretion to determine the appropriate response based on the specific facts, circumstances, and employee classification involved. Discipline is intended to support accountability, address misconduct or performance concerns, and maintain a safe, respectful, and effective work environment.

PROGRESSIVE DISCIPLINE

KRESA utilizes a progressive approach to discipline designed to provide notice, corrective feedback, and opportunities for improvement. Depending on the circumstances, progressive discipline may include one or more of the following actions:

- Informal or formal discussion of concerns and clarification of expectations
- Verbal warning
- Written warning
- Final written warning, with or without suspension
- Termination of employment

Progressive discipline is not required to be applied sequentially, and the District may skip, repeat, or combine steps based on the nature, severity, or frequency of the issue. Nothing in this handbook limits the District's authority to take appropriate disciplinary action when warranted.

PLANS OF ASSISTANCE (COACHING AND SUPPORT)

At any point—either before or during the disciplinary process — KRESA may utilize a Plan of Assistance or similar coaching tool to support employee improvement. A Plan of Assistance may include targeted feedback, professional learning, resources, and structured follow-up. The use of a Plan of Assistance does not preclude or delay other appropriate action, including discipline, when warranted.

APPLICABLE BOARD POLICIES

Discipline, investigation procedures, standards, and employee rights vary by employee group and are governed by Board Policy, applicable law, and any relevant collective bargaining agreement or individual employment contract. Employees should refer to the applicable Board Policy for detailed provisions:

- Board Policy 4309 – Discipline and Termination (Non-Exempt Staff)
- Board Policy 4407 – Discipline (Professional Staff)
- Board Policy 4506 – Discipline (Administrators/Supervisors)

These Board Policies control in the event of any inconsistency and provide additional detail regarding investigatory procedures, standards of review, documentation, and disciplinary authority.

PERFORMANCE EVALUATION

KRESA is committed to supporting employees' professional growth, accountability, and continuous improvement while maintaining high standards of service and educational excellence. Performance evaluations are a key component of this commitment and are designed to provide meaningful feedback, support development, and ensure alignment with District goals.

Employee evaluations are governed by applicable Board Policy, state law, collective bargaining agreements, and individual employment contracts, as appropriate. Evaluation systems, tools, timelines, and procedures may vary based on employee classification and assignment.

PROFESSIONAL STAFF – TEACHERS (Board Policy 4403)

Teachers, including those who are certified or working under a permit, approval, or authorization, are evaluated using a performance evaluation system that complies with Michigan law and the Teachers' Tenure Act. At KRESA, this is implemented through the 5D+ Evaluation Process in Pivot.

The evaluation system includes observations, feedback, professional growth components, and an overall effectiveness rating of Effective, Developing, or Needing Support. Evaluation frequency is determined in accordance with law and Board Policy. Teachers who meet statutory criteria may be

eligible for biennial or triennial evaluations, while others are evaluated annually. Teachers new to KRESA begin at Year 1 of the evaluation cycle to ensure consistency in application of evaluation standards.

Certain programs, including Head Start, may require annual evaluations regardless of exemption status.

CERTIFIED ADMINISTRATORS ASSIGNED TO INSTRUCTIONAL PROGRAMS (Board Policy 4503)

Administrators, including those who are certified or working under a permit, who are regularly involved in instructional matters are evaluated using a performance evaluation system that complies with Revised School Code Sections 1249 and 1249b. At KRESA, this is implemented through the School ADvance Evaluation Process in Pivot.

Evaluations include written feedback, an overall effectiveness rating (Effective, Developing, or Needing Support), and may include improvement plans when performance concerns are identified. Evaluation frequency, eligibility for biennial evaluations, and appeal rights are governed by Board Policy, state law, and the administrator's individual employment contract.

NON-EXEMPT STAFF AND OTHER KRESA STAFF (Board Policy 4307)

Non-exempt staff and other employees not covered under the professional or instructional administrator evaluation systems are evaluated in accordance with Board Policy, collective bargaining agreements, and individual employment contracts. At KRESA, these evaluations are typically conducted using the KRESA Performance Evaluation Process in Perform.

The Superintendent or designee determines evaluation frequency and tools when not otherwise specified by agreement or contract. Evaluations are intended to clarify expectations, provide constructive feedback, and support employee development. A three-level rating system (Effective, Developing, and Needing Support) is used to align with other District evaluation frameworks.

ADDITIONAL INFORMATION

Because evaluation requirements vary by employee category and may be impacted by law, contract provisions, or assignment, employees are encouraged to review the applicable Board Policy for detailed information regarding evaluation standards, procedures, timelines, and appeal rights:

- Board Policy 4403 – Performance Evaluation (Professional Staff)
- Board Policy 4503 – Performance Evaluation (Administrators/Supervisors)
- Board Policy 4307 – Performance Evaluation (Non-Exempt Staff)

Board Policies control in the event of any inconsistency with this summary.

ASSIGNMENTS AND PLACEMENT

KRESA assigns and places employees to meet instructional, operational, and organizational needs. Assignment, placement, transfer, and the alignment of duties and responsibilities are the prerogative of

the Superintendent or designee and are carried out consistently with applicable Board Policy, state law, collective bargaining agreements, and individual employment contracts.

Specific standards, criteria, and procedures for assignment and placement vary by employee group. Employees should refer to the applicable Board Policies for additional detail:

- Board Policy 4402 – Placement (Professional Staff)
- Board Policy 4306 – Assignment and Transfer (Non-Exempt Staff)
- Board Policy 4502 – Assignment and Transfer (Administrators/Supervisors)

Board Policies control in the event of any inconsistency with this summary.

EMPLOYMENT CONTRACTS AND SEPARATION

Most KRESA employees are employed under individual employment contracts that are issued for a defined term, typically on an annual basis. These contracts outline the employee's assignment, compensation, and general terms and conditions of employment and must be signed by both the employee and an authorized representative of Kalamazoo RESA.

VOLUNTARY SEPARATION (RESIGNATION)

Employees who voluntarily resign are expected to provide written notice as follows, unless extenuating circumstances warrant a waiver:

- **Administrators/Supervisors and Teachers:** at least thirty (30) days' written notice to the Superintendent or designee.
- **All other employees:** at least fourteen (14) days' written notice to the employee's administrator or supervisor.

Employees may not use paid time off during their notice period unless expressly approved.

CONTRACT TERM AND NON-RENEWAL

Employment contracts are issued for a defined term. Completion of a contract term and a decision not to renew a contract at its expiration do not constitute termination or discharge. Contract renewal and non-renewal decisions are made consistent with Board Policy, applicable law, collective bargaining agreements, and individual employment contracts.

INVOLUNTARY SEPARATION

All matters related to termination or discharge during the term of an employment contract are governed by Board Policy and applicable law. Employees should refer to the applicable Board Policies for additional information:

- Board Policy 4309 – Discipline and Termination (Non-Exempt Staff)
- Board Policy 4408 – Termination (Professional Staff)

- Board Policy 4507 – Termination (Administrators/Supervisors)
- Board Policies control in the event of any inconsistency with this summary.

SALARY INFORMATION

It is the policy of the KRESA Board of Education, within available resources, to establish salary ranges and wage rates that are competitive within the defined labor market while maintaining internal equity across KRESA positions. KRESA defines its primary market as the educational sector within the Greater Kalamazoo Region.

Salary structures are designed to support KRESA's ability to recruit and retain a high-quality workforce while remaining fiscally responsible as a publicly funded organization. Determinations related to salary placement, market competitiveness, and internal equity are made by the District and are subject to Board approval.

SALARY COMPETITIVENESS

Each year, KRESA conducts a comprehensive review of internal and external data to inform the salary proposals presented to the Board of Education. This review is intended to ensure compensation decisions are data driven, transparent, and competitive.

In developing annual salary proposals, KRESA considers factors including:

- Workforce trends, including turnover, retention, offer acceptance rates, and exit interview feedback
- Recruitment challenges for hard to fill positions
- Available funding and projected federal, state, and local revenue
- Anticipated property tax revenue and regional economic indicators, including inflation and unemployment

To ensure market competitiveness, KRESA benchmarks salaries using multiple sources:

- **Certified positions:** Salary comparisons with KRESA's nine local constituent districts, with the goal of remaining at or near the highest-paying employer in the region for comparable roles
- **Paraprofessional and classroom support positions:** KRESA conducts and analyzes a statewide salary and benefits survey, gathering and analyzing data from other districts to ensure pay rates are competitive
- **Non-instructional and operational supports positions:** Review of county-level Bureau of Labor Statistics (BLS) data and relevant salary survey data to assess market competitiveness
- **Statewide collaboration:** Ongoing information sharing with other school districts and ISDs

No single data point determines salary decisions. KRESA uses a holistic review of these factors to develop recommendations that balance competitiveness, internal equity, and fiscal sustainability.

SALARY INCREASES AND STEP ADVANCEMENT

Salary increases and step advancements are not automatic or guaranteed. Any step advancement and adjustments to pay schedules occur only if approved by the Board of Education on an annual basis.

Eligibility for a step advancement, if steps are approved by the Board, is subject to the following conditions:

- An employee who is hired or promoted on or after January 1st of a contract year will not qualify for a step increase if steps are granted at the start of the next fiscal year.
- An employee must receive an evaluation rating of effective to qualify for a step increase if steps are granted at the start of the next fiscal year.

When the Board of Education approves an overall percentage increase to pay schedules, the resulting dollar amount applied to each step may be equal to, greater than, or less than the approved percentage. This variation is based on how steps are structured within each grade.

For example:

- **Grades 9-16, 17e:** Increase is applied to the midpoint step and then a specific amount is used to adjust between steps.
- **Grade 18:** Increase is applied to the midpoint step and then a specific percentage is used to adjust between steps.
- **Grades 17, 19 and above:** Increase is applied to the base step and then a specific percentage is used to adjust between steps.

OVERTIME

The Fair Labor Standards Act (FLSA) sets conditions under which certain employees must be paid overtime for hours worked over 40 in one week. Employees covered by the overtime provisions of the FLSA are called non-exempt. Employees not covered by the FLSA overtime provisions are called exempt and include administrators, executives, supervisors, teachers and other positions of authority or specialized knowledge.

Non-exempt employees receive compensation at a rate not less than one and one-half times the regular rate at which they are employed for all hours worked over 40 hours in a work week. Paid leave is not included in the calculation of 40 hours worked. All overtime must be approved in advance by the employee's administrator.

Flex time, defined as adjusting work hours within the same work week, may be permitted with advance administrator approval. Compensatory time ("comp time") is not permitted at KRESA.

GRADES AND SALARY RANGES

Grade 9: *Classroom Aide*

Grade 9	Hourly	10-Month	11-Month	12-Month
Bottom	$15.07	$22,379	$25,431	$31,466
Top	$18.17	$26,982	$30,662	$37,939

Grade 10: -

Grade 10	Hourly	10-Month	11-Month	12-Month
Bottom	$15.25	$22,646	$25,734	$31,842
Top	$21.54	$31,987	$36,349	$44,976

Grade 11: *Associate Teacher – Head Start/GSRP, Custodian, MiTech Interns*

Grade 11	Hourly	10-Month	11-Month	12-Month
Bottom	$16.71	$24,814	$28,198	$34,890
Top	$23.85	$35,417	$40,247	$49,799

Grade 12: *Administrative Assistant, Bindery Assistant, Family & Community Engagement Assistant, Interpreter Bilingual, Paraprofessional Levels I-V Production Staff, Program Administrative Assistant*

Grade 12	Hourly	10-Month	11-Month	12-Month
Bottom	$17.93	$26,626	$30,257	$37,438
Top	$25.58	$37,986	$43,166	$53,411

Grade 13: *Bookkeeper, Career Navigator, CTE Technical Assistant, Executive Director's Assistant, Job Coach, Media Technologist, Print Center Customer Service Assistant*

Grade 13	Hourly	10-Month	11-Month	12-Month
Bottom	$20.08	$29,819	$33,885	$41,927
Top	$28.58	$42,441	$48,229	$59,675

Grade 14: *Attendance Case Manager, Audiology Assistant, Behavior Technician, Communication Specialist, Engagement Support Technician, Executive Assistant, Health Team Leader, Human Resources Generalist, Maintenance Technician, Payroll Technician, Senior Behavior Technician, Senior Bookkeeper, Visually Impaired Media and Braille Specialist, Discovery Lab Driver*

Grade 14	Hourly	10-Month	11-Month	12-Month
Bottom	$22.69	$33,695	$38,289	$47,377
Top	$32.72	$48,589	$55,215	$68,319

Grade 14T: *Technology Support Specialist*

Grade 14T	Hourly	10-Month	11-Month	12-Month

Bottom	$21.56	$32,017	$36,383	$45,017
Top	$28.05	$41,654	$47,334	$58,568

Grade 15: *Career Coach, Certified OT Assistant, Early Middle College Career Coach, Events Coordinator, Interpreter I-D/ HH, Lead Career Coach, Physical Therapy Assistant, Registered Behavior Technician, Registrar, Senior Human Resources Generalist, Senior Payroll Technician, Teaching Artist–EFA, Water Safety Coach*

Grade 15	Hourly	10-Month	11-Month	12-Month
Bottom	$25.67	$38,120	$43,318	$53,599
Top	$37.06	$55,034	$62,539	$77,381

Grade 15T: *Application Specialist, Application Analyst, Helpdesk Lead Analyst, Junior Network Administrator, Junior Systems Administrator, Transportation Training Specialist, Technology Support Specialist II*

Grade 15T	Hourly	10-Month	11-Month	12-Month
Bottom	$25.86	$38,402	$43,639	$53,996
Top	$35.24	$52,331	$59,468	$73,581

Grade 16: *Accountant (E), Accountant-Financial Monitor (E), Art Specialist (E), Attendance Counselor/Supported by Family Court (E), BCABA (E), Career Development Consultant(E), Early Childhood Early Literacy Facilitator, Executive Assistant to the Superintendent (E), Family Advocate I (E), Family Support Specialist (E), Interpreter II-DH/H (E), Licensed Nurse (E), Maintenance Manager, Manager (YOU) (E), Manager/ Monitor (E), Parent Educator (E), Project Manager (E), Talent & Community Development Coordinator (E)*

Grade 16	Hourly	10-Month	11-Month	12-Month
Bottom	$29.44	$43,718	$49,680	$61,471
Top	$42.87	$63,662	$72,343	$89,513

Grade 16T: *Application Analyst II (E), Application Specialist II, Data Support Specialist (E), Developer(E), Helpdesk Manager(E), Network Administrator (E), Project Manager (E), Senior Digital Media Specialist, Systems Administrator (E), Systems Analyst (E), Web Programmer/ Analyst (E)*

Grade 16T	Hourly	10-Month	11-Month	12-Month
Bottom	$29.79	$44,238	$50,271	$62,202
Top	$43.22	$64,182	$72,934	$90,243

Grade 17: *Aesthetic Education Program Coordinator, Audiologist, Autism Support Specialist, BCBA/LBA, Behavioral Support Specialist, Career Services Coordinator, Coordinator ISCS, CTE Instructor, Culture & Climate Support Specialist, Curriculum Consultant, DHH/VI Coordinator, Early Childhood Specialist, Early Childhood Engagement Specialist, Early Intervention Coordinator, Early Middle College Program Coordinator, Educational Improvement Consultant, EFA Program Coordinator, Multilingual Learner Educational Consultant, Family Advocate II, Instructional Coach, Instructional Technologist, Intensive Support Team Specialist, Literacy Consultant, Literacy Consultant/ MTSS Coordinator, Math Consultant, MTSS Specialist, Music Therapist, Occupational Therapist, Physical Therapist, Program Improvement Consultant, Psychologist – BCBA, Registered Nurse, Relational Health Specialist, School Psychologist, School Social Worker, Science Consultant, Speech and Language Pathologist, Special Education Coordinator, Special Education Engagement Specialist, STEM Consultant, Student Services Coordinator, Teacher Consultant – Onsite Work-Based Learning, Teacher Consultant- Special Education, Teacher – Adaptive Physical Education, Teacher – Expert-In-Residence, Teacher – Special Education, Teacher – Substitute, Transition Coordinator, Transition Interventionist, Work-Based Learning Coordinator, Work-Based Learning Supervisor, Transition Services Coordinator, Student Success Coordinator, Annual Mentor Teacher Pay*

Grade 17	10-Month	11-Month	12-Month
BA Bottom	$46,402	$52,819	$60,553
BA Top	$85,111	$96,881	$111,071
MA Lane 1 Bottom	$49,599	$56,458	$64,725
MA Lane 1 Top	$95,569	$108,786	$124,710
MA Lane 2 Bottom	$50,478	$57,459	$65,872
MA Lane 2 Top	$97,267	$110,716	$126,925
MA Lane 3 Bottom	$51,360	$58,463	$67,023
MA Lane 3 Top	$98,964	$112,651	$129,145
MA Lane 4 Bottom	$53,119	$60,465	$69,318
MA Lane 4 Top	$102,353	$116,506	$133,565

$1,000 per mentee (Max. 2)

Grade 17E: *GSRP Teacher, Head Start Teacher*

Grade 17E	10-Month	11-Month	12-Month
Bottom	$47,220	N/A	N/A
Top	$58,330	N/A	N/A

Grade 18: *Communications Coordinator, Business & Community Partnerships Coordinator, Fund Development Manager, Head Start Operations Coordinator, Head Start Site Center Supervisor, Human*

Resources Coordinator, Pupil Accounting and Data Quality Coordinator, Senior Accountant, Special Initiatives Coordinator, Student and Community Outreach Coordinator, Transportation Coordinator

Grade 18	10-Month	11-Month	12-Month
Bottom	$58,979	$67,136	$72,155
Top	$92,241	$104,997	$112,848

Grade 18T: *Cloud Engineer, Coordinator Technology Sites, Development Manager, Network Engineer, Senior Cyber Security Analyst, Senior Database Analyst, Senior Developer, Senior Integration Analyst, Senior Systems Analyst, School Engagement Coordinator, Systems Engineer, Technical Program Coordinator, Technical Program Manager, Web Master & Accessibility Coordinator*

Grade 18T	10-Month	11-Month	12-Month
Bottom	$59,557	$67,793	$72,863
Top	$93,145	$106,026	$113,954

Grade 19: *Administrator, Administrator of Information Systems, Business Manager, Career Connect Assistant Principal, Education for the Arts Administrator*

Grade 19	10-Month	11-Month	12-Month
Bottom	$87,538	$99,644	$107,095
Top	$109,089	$124,175	$133,459

Grade 19T: *Administrator of Technical Programs Cloud Architect, Data Hub Operations Manager, Data Hub Support Manager, Network Architect, Network Operations Manager*

Grade 19T	10-Month	11-Month	12-Month
Bottom	$88,396	$100,621	$108,144
Top	$110,159	$125,393	$134,768

Grade 20: *Early Intervention and Special Services Director, Director of Culture and Belonging, Director of Technology, Principal, Program Improvement & Accountability Director, Administrator of KRESA Transition Services*

Grade 20	10-Month	11-Month	12-Month
Bottom	N/A	$110,509	$118,771
Top	N/A	$137,714	$148,010

Grade 21: *Executive Director, Executive Director of the Michigan Data Hub, Executive Director of MiCloud*

Grade 21	10-Month	11-Month	12-Month
Bottom	N/A	N/A	$130,474
Top	N/A	N/A	$162,595

Grade 22: *Assistant Superintendent*

Grade 22	10-Month	11-Month	12-Month
Bottom	N/A	N/A	$145,558
Top	N/A	N/A	$181,392

BENEFITS

Kalamazoo RESA's Board of Education provides benefits competitive with those provided by similar organizations within the community. At the same time, the Board intends to maintain internal equity with Kalamazoo RESA positions regarding the responsibilities and duties of the position.

The benefits contained herein refer to all full-time employees. Full-time employees are scheduled to work thirty (30) or more hours per week. These benefit plans are maintained for the exclusive benefit of Kalamazoo RESA's employees and include spouse and eligible dependents.

Employees who do not elect KRESA medical insurance coverage are eligible to receive a cash payment in lieu of coverage. The amount is $350 for each full month that the employee is without KRESA coverage and is paid in two lump sums—half in the first pay in June and half in the first pay in December. Employees electing the cash in lieu option must sign a statement certifying that they have access to alternate health insurance coverage through another source and must provide verification of that coverage.

VACATION TIME

Twelve (12) month employees are entitled to vacation time based on their job classification. Vacation time is available for use immediately and is accrued throughout the contract year based on actual days worked. Any accrued but unused vacation time will be paid out upon termination. If an employee leaves before the end of the contract year and has used more vacation time than they have accrued, they will be required to reimburse Kalamazoo RESA for the unearned time taken.

12-MONTH EMPLOYEES IN GRADES 10-16 RECEIVE VACATION AS FOLLOWS:

- 10 vacation days
- 15 vacation days after 5 consecutive years of employment
- 20 vacation days after 10 consecutive years of employment

12-MONTH EMPLOYEES IN GRADES 17-21 RECEIVE VACATION AS FOLLOWS:

- 20 vacation days

Vacation time must be requested and approved by the appropriate administrator. Vacation time may be taken in as little as one-hour increments, unless the employee is assigned to a classroom, then time may be taken in half day or full day increments. Vacation time must be used before September 1 of the year following the year in which it was earned, or it will be forfeited.

When applicable, the vacation accrual rate increases on July 1st of the calendar year in which an employee celebrates their anniversary.

HOLIDAYS

The District observes 12 holidays each year during which it is closed. Each holiday is defined as a maximum of eight (8) hours and includes:

- New Year's Day
- Spring Holiday (Friday before Spring Break)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day Break (Friday before Labor Day)
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If a holiday falls on a weekend, it will be observed on the closest scheduled workday. Employees who are on unpaid status or take unpaid time off on the workday immediately before or after a holiday will not receive holiday pay.

INSURANCE BENEFITS

The following insurance coverage is available to all full-time Kalamazoo RESA employees:

- Medical/RX
- Dental
- Vision
- Group and Voluntary Term Life Insurance
- Group Long-Term Disability
- Group and Voluntary Accidental Death and Dismemberment
- Voluntary Short-Term Disability

Employees become eligible for the above insurance coverage thirty (30) days after starting fulltime employment. Specific information on insurance coverage can be obtained on the KRESA Staff Resources website under employee benefits.

EMPLOYEES IN GRADES 13 AND ABOVE AND ALL EMPLOYEES HIRED PRIOR TO 7/1/2013:

Employees will receive an employer subsidy towards single coverage for elected medical/RX, vision, and dental benefits. Employees will receive an employer subsidy towards two-person and family medical/RX, vision, and dental benefits.

EMPLOYEES IN GRADES 12 AND BELOW HIRED AFTER 7/1/2013:

Employees working in grades 12 and below will receive an employer subsidy towards single coverage for elected medical/RX, dental, and vision benefits. Additional benefit coverage is available at the employee's expense.

HEALTHCARE REFORM AND INSURANCE BENEFITS

Part-time employees with variable hours that average thirty (30) or more hours during the KRESA measurement period will qualify and be offered medical/RX benefits for the following calendar year (stability period).

Employees who have medical/RX coverage and move from a full-time to part-time position during the calendar year will continue with medical/RX benefits for the remainder of the calendar year (stability period).

RETIREMENT

All employees who intend to retire must submit a written notice to the Superintendent and Human Resources by March 1st or at least four months prior to their effective retirement date. The effective date of all retirements is June 30th unless otherwise approved by the Superintendent and Human Resources.

EARLY RETIREMENT INCENTIVE (ERI) PROGRAM

The Early Retirement Incentive (ERI) Program is designed to:

a. Provide Kalamazoo RESA financial savings resulting from voluntary employee attrition;
b. Ensure Kalamazoo RESA maintains a proper mix of experience, knowledge, and teaching techniques amongst its workforce; and
c. Provide financial benefits to employees who elect to retire early related to their length of service in Michigan Pre K - 12 public education.

A. ELIGIBILITY

Employees must meet the following criteria to be eligible to participate in the ERI Program:

a. Must submit a written notice to the Superintendent and Human Resources Department by March 1st.

b. Minimum ten (10) consecutive full school years of full-time service at Kalamazoo RESA; and

c. Eligible to retire under Full Retirement Provisions of the Michigan Public School Employees Retirement Program (MPSERS) as defined by the Office of Retirement Services.

d. Military and child rearing credit do not count toward eligibility until purchased. Purchase of military and child rearing credit counts toward the sum of the ten (10) years of consecutive service to qualify for ERI but do not count toward the formula calculation. Verification of purchase must be provided by the employee.

e. Purchase of universal service credit years do not count toward the ten (10) years of consecutive service to qualify for ERI, nor do they count toward the formula calculation. Purchased service credit years do, however, impact the year of eligibility for determination of the ERI percentage rate on the table below.

f. The eligibility count will begin the first year an employee is eligible under the full retirement provisions of the Michigan Public School Employees Retirement Program (MSPERS).

B. BENEFITS

An eligible employee will receive an amount equal to the following:

Year of Eligibility	% of Salary per Full-Time School Year in Education
1	1.67%
2	1.50%
3	1.33%
4	1.16%
5	0.99%
6	0.82%
7	0.65%
8	0.48%

The salary base will be that of the last completed full-time full school fiscal year.

Example of formula calculation:

Annual Salary x Year of Eligibility Percentage = $ x Years of Service = ERI Benefit

$43,000 x 1.67% = $718.10 x 22 years = $15,798

C. METHOD OF PAYMENT

Upon retirement, an eligible employee will be paid their ERI in a single, lump-sum payment, or multiple payments following their retirement at the discretion of the District and in accordance with IRS guidelines. All ERI payments are made directly into one of the approved, eligible tax sheltered 403b plans under KRESA's agreement with TSA Consulting Group. Verification of eligible employment served with Michigan public schools is the employee's responsibility. Payments may not be received until after the employee's termination date.

D. LIMITATIONS

An employee receiving monetary payment from long term disability, unemployment compensation, workers' compensation or any other salary continuation program paid for by the school district cannot qualify for the ERI Program. Hours worked outside of the contract (i.e., extended school year) do not count toward the calculation of benefits. Purchase of universal service credit years do not count toward the calculation of benefit.

E. TAX-SHELTERED INDIVIDUAL RETIREMENT ACCOUNTS

KRESA employees may contribute pre-tax or post-tax earnings up to the Federal maximums into a tax-sheltered individual retirement account through our Michigan Retirement Investment Consortium (MRIC) agreement with TSA Consulting Group. Visit KRESA's Retirement Program Benefits for more information.

CERTIFIED EMPLOYEE CHANGES

Certified employees moving from the BA schedule to the MA or Lanes 2-4 schedule mid-year as a result of obtaining the required college degree or additional credits must submit a written request via email to their administrator and Human Resources by January 31 for an effective date of January 1.

For lane changes effective with the start of a new school year, a written request via email must be submitted to the employee's administrator and Human Resources by September 30 for 10-month employees and by July 30 for 11- and 12-month employees. All credentials, including official transcripts, substantiating the request must be submitted with the request. Incomplete submissions may delay the effective date of change.

Certified employees who advance to a higher lane as a result of earning additional credits remain eligible for a step increase, provided the step is approved by the Board of Education and all eligibility requirements are otherwise met.

Certified Deaf and Hard of Hearing Interpreters moving to Job Grade 16 with an education related

BA must submit a letter of request to the division administrator and Human Resources by January 31 for an effective date of January 1. For changes effective with the new school year a letter of request must be submitted to the division administrator and Human Resources by September 30 for 10-month employees and by July 30 for 11- and 12-month employees. All credentials, including official transcripts,

substantiating the request must be included. Incomplete requests may delay the effective date of change.

TUITION REIMBURSEMENT

KRESA supports the personal growth and development of its employees by providing reimbursements for continuing education coursework.

All full-time employees in job grades 11 and above are eligible for tuition reimbursement after 30 days of employment. Employees must submit a Tuition Reimbursement Course Pre-Approval Form at least 10 workdays prior to the course start date for Administrator approval. Courses must be related to the employee's regular assignment and aligned with their growth plan.

Eligible coursework must earn college credit from an accredited college or university or be part of a Michigan Department of Education (MDE)–approved educator preparation provider or program leading to teacher or administrator certification (e.g., #TEACH, Teachers of Tomorrow, Pathway to Leadership). A list of MDE-approved educator preparation providers and programs is available on the MDE website.

Employees may be reimbursed for up to 6 credits per academic year at a rate not to exceed the equivalent of Western Michigan University's graduate credit hour rate. Any exception to the six-credit hour limit must be approved by the Assistant Superintendent of the employee's program.

Reimbursement is available for any passing grade as defined by the issuing institution. Courses completed with failing grades are not eligible for reimbursement.

Reimbursements are paid at fifty percent (50%) of the approved per credit hour rate and must be paid directly to the employee. Payment may not be made to a university or other institution.

Tuition reimbursement amount received by an employee that exceeds $5,250 within a calendar year will be treated as taxable income and reflected on the employee's W-2 for that tax year. Amounts up to and including $5,250 will not be considered taxable income and will not be reflected on a W-2.

Employees who voluntarily terminate employment within 12 months of receiving their last reimbursement will be required to repay KRESA the full amount reimbursed. Funds will be deducted from the employee's final paycheck.

EMPLOYEE WELLNESS INCENTIVE PROGRAMS

The Wellness Incentive Program is designed to encourage and support employees pursuing their personal wellness goals. By offering incentives for participation in identified health-promoting activities, the program aims to foster a culture of well-being, enhance employee engagement and contribute to a productive, healthy and connected workforce. Participation is voluntary but highly supported as part of our agency wide commitment to wellness and culture & belonging.

PROGRAM COMPONENTS

The program includes three distinct components. Employees may participate in one, two or all three components and are eligible to earn up to $1,000 annually in incentive bonuses based on their level of participation and achievement.

Whole Person Health Incentive

KRESA supports employee well-being through the Whole Person Health Incentive, which reimburses eligible wellness-related expenses up to $250 per year. All active employees are welcome and encouraged to participate.

Reimbursable purchases must fall into one of five categories:

1. Physical Fitness (e.g., gym memberships, home exercise equipment, personal training)
2. Mental Health (e.g., meditation apps)
3. Nutritional Wellness (e.g., meal kits, vitamins, hydration tools)
4. Health Monitoring Tools (e.g., fitness trackers, blood pressure monitors)
5. Preventative Screenings (e.g., annual physicals, mammograms)

All expenses must be purchased between December 1 and May 31, and submitted via the Whole Person Health Form via OnBase by June 30, 2027 with receipts and a brief explanation of how the purchase supports your wellness journey.

Reimbursements are issued through payroll as taxable wages and processed quarterly. Employees must be actively employed at the time of payment to receive the incentive.

For full program details, eligible and ineligible expenses, and instructions, please visit the Wellness website.

Consistent Attendance Incentive

The Consistent Attendance Incentive rewards full and part-time employees who demonstrate reliable attendance, supporting consistent service for learners, families, coworkers, and schools. To qualify, employees must be continuously employed for the full contract year of the applicable program year

Incentives are based on the number of sick days used:

Full-Time Sick Days Used	Part-Time Sick Days Used	Incentive Earned
0.0–2.0 days	0.0–1.5 days	$500
2.1–3.5 days	1.6–2.6 days	$375
3.6–5.0 days	2.7–3.75 days	$250

All sick days count toward totals, including those under FMLA or other protected leave types. However, Personal Time, Funeral Time, Jury Duty, Professional Development, and Vacation do not count against eligibility.

Incentives are paid in October following the program year, issued through payroll as taxable wages. Employees must be actively employed at the time of payout.

For full program details, please visit the Wellness website.

Fostering Community Incentive

The Fostering Community Incentive promotes employee well-being by encouraging participation in activities that build connections, support professional growth, and foster a positive organizational culture.

All active employees are welcome and encouraged to participate. The program runs annually from July 1 through May 31, and all qualifying activities must occur within this timeframe.

Employees can earn up to 250 points by completing approved learning experiences and community events such as Udemy modules, workshops, or community gatherings. A vetted list of eligible activities is available on the Wellness page of the KRESA website.

To earn points and qualify for up to a $250 incentive payment, employees must submit proof of participation for each activity and complete one comprehensive self-reflection that thoughtfully summarizes their overall experience. Reflections may be written (300+ words), recorded (3+ minute video), or presented to their team.

Incentives are paid as requested from July 1 through June 30, following review and approval by the Culture & Belonging and Wellness Teams, and are issued through payroll as taxable wages.

For full program details, please visit the Wellness website.

2026-27 WELLNESS INCENTIVES

Component	Description	Maximum Incentive	Timing
Whole Person Health: Focus on promoting physical health, mental well-being, nutrition, and proactive health monitoring	Staff members will be reimbursed for costs associated with: ■ Physical health ■ Mental health ■ Nutrition ■ Health monitoring ■ Preventative Health Screenings ($100 value each)	**$250**	Eligibility Period: December 1 through May 31 Payout: As requested, up to June 30

Consistent Attendance: Focus on reliable attendance to serve learners, families, and schools	Recognition and tiered rewards for minimizing sick days used for Full & Part Time Employees: **Full Time:** ■ 0.0–2.0 sick days = $500 ■ 2.1–3.5 sick days = $375 ■ 3.6–5.0 sick days = $250 **Part Time:** ■ 0.0–1.5 sick days = $500 ■ 1.6–2.6 sick days = $375 ■ 2.7–3.75 sick days = $250	**$500**	Eligibility Period: July 1 through June 30 Payout: October
Fostering Community: Focus on learning that cultivates a positive, welcoming, safe, and inclusive environment	Receive payment for earning up to 250 points: ■ Complete an aligned Udemy Learning Module (50 pts.) ■ Attend an aligned community event (50 pts) ■ Attend an aligned workshop or professional development session (50 pts) ■ Engage in an aligned volunteer opportunity (50 pts)	**$250**	Eligibility Period: July 1 through June 31 Payout: As requested July 1 through June 30
	Annual Maximum Incentive:	**$1,000**	

* All incentives are paid via payroll as taxable earnings.

ATTENDANCE/LEAVES OF ABSENCE

ATTENDANCE & PUNCTUALITY

Regular, reliable, and punctual attendance is an essential function of all positions within the District. Continuity of instruction and services is critical to the District's educational mission, and absenteeism or tardiness places a burden on coworkers, daily operations, and ultimately students.

Employees are expected to report to work no later than their designated start time and remain at work until their designated end time, unless an absence or late arrival is approved or due to an emergency.

ATTENDANCE EXPECTATIONS AND NOTIFICATION

Unless instructed otherwise by a supervisor, employees must follow these procedures when unable to report to work as scheduled:

- Employees must notify their supervisor as soon as possible and before their scheduled start time.
- The employee must make the call personally unless their condition prevents them from doing so.
- Employees are expected to speak directly with their supervisor rather than leaving a voicemail or other message. If the supervisor is unavailable, the employee must contact the next designated individual.
- Time off must be entered into the District's attendance system(s) including Red Rover, if applicable.
- Employees are required to notify their supervisor each day they are absent unless other arrangements have been approved.

Failure to report to work or follow required notification procedures for three (3) consecutive workdays will be considered job abandonment and a voluntary resignation.

For absences exceeding 3 consecutive workdays, KRESA may request reasonable documentation from a medical provider. Medical certification does not have to disclose specific medical conditions and should be directed to Human Resources. Employees absent for an extended illness will be required to submit medical documentation prior to returning to work confirming they can return and perform the position's essential functions, with or without accommodation.

Attendance is mandatory for the Back-to-School All-Staff Event and the spring Professional Development Day for all full-time employees. Requests for exceptions must be submitted to and approved by the Assistant Superintendent of the appropriate division.

SICK TIME (FULL-TIME EMPLOYEES)

This policy applies to KRESA employees working a regular schedule of 30 or more hours per week, in compliance with Michigan's Earned Sick Time Act (ESTA).

SICK TIME ALLOCATION

Eligible employees receive sick time based on the following schedule:

Employees hired prior to 7/1/2013

- 10-month employees 13 sick days
- 11-month employees 15 sick days
- 12-month employees 16.5 sick days

Employees hired on or after 7/1/2013

- 10-month employees 8 sick days
- 11-month employees 9 sick days
- 12-month employees 10 sick days

All unused sick time is carried over to the next contract year.

SICK TIME USAGE

Sick time is available for use as of an employee's date of hire.

Employees who are not assigned to a classroom may use sick time in minimum increments of 1 hour.

Classroom-assigned employees must schedule all time off in half-day increments to allow for proper coverage to be secured. These employees may use sick time or a combination of sick time and other available paid time off to cover all 4 hours (or 3.75 hours depending on workday). Otherwise, time off will be unpaid.

QUALIFYING USES OF SICK TIME

Employees may use accrued sick time for personal medical care or diagnosis, care for a family member's medical needs, preventive medical care, addressing domestic violence or sexual assault, meetings at a child's school or place of care related to the child's health or disability, or a public health emergency affecting the employee or their family.

Family relationships covered under this policy include spouse, child, parent, legal guardian, grandparent, grandchild, and registered domestic partner. Additionally, the policy extends to any individual whose close association with the employee is equivalent to a family relationship, even if not legally or biologically related. Family members include biological, adopted, foster, and step-relatives, as well as those related through marriage or legal guardianship.

SEPARATION AND REINSTATEMENT

Accrued but unused sick time is not paid out upon termination or voluntary resignation. If an employee is rehired within 2 months, previously accrued sick time will be reinstated.

Employees that are retiring under the Michigan Public School Employees' Retirement System ("MPSERS") are paid out for accrued but unused sick time that was granted for the current contract year and does not include the prior years accrued sick time. Sick time is used on a "last in first out" basis so payouts for retirees are reduced by any sick time taken in the current contract year. This provision does not apply to employees who are terminated or voluntarily resign from employment.

ESTA SICK TIME (PART-TIME EMPLOYEES)

This policy applies to KRESA employees working a regular schedule of less than 30 hours per week, in compliance with Michigan's Earned Sick Time Act (ESTA).

SICK TIME ACCRUAL

Eligible employees accrue 1 hour of paid sick time for every 30 hours worked. Sick time begins accruing as of an employee's date of hire and is available for use after 120 days of employment.

Unused sick time carries over to the next contract year.

SICK TIME USAGE

Employees who are not assigned to a classroom may use sick time in minimum increments of 1 hour and may use up to 72 hours of accrued sick time each contract year.

Classroom-assigned employees must schedule all time off in half-day increments to allow for proper coverage to be secured. These employees may use sick time or a combination of sick time and other available paid time off to cover all 4 hours (or 3.75 hours depending on workday). Use of sick time should be limited to hours scheduled to work. Otherwise, time off will be unpaid. Classroom employees can use up to 72 hours of accrued sick time per contract year.

QUALIFYING USES OF SICK TIME

Employees may use accrued sick time for personal medical care or diagnosis, care for a family member's medical needs, preventive medical care, addressing domestic violence or sexual assault, meetings at a child's school or place of care related to the child's health or disability, or a public health emergency affecting the employee or their family.

Family relationships covered under this policy include legal guardian, grandparent, grandchild, and registered domestic partner. Additionally, the policy extends to any individual whose close association with the employee is equivalent to a family relationship, even if not legally or biologically related. Family members include biological, adopted, foster, and step-relatives, as well as those related through marriage or legal guardianship.

SEPARATION AND REINSTATEMENT

Accrued but unused sick time is not paid out upon termination. If an employee is rehired within 2 months, previously accrued sick time will be reinstated.

PERSONAL TIME

Full-time employees hired before July 1, 2013, are eligible for up to four (4) personal days per year. Those hired on or after July 1, 2013, are eligible for up to three (3) personal days per year. These days may be used for personal business, community volunteering, family illness, funerals for non-immediate family members, religious holidays that are not already recognized or family emergencies that cannot be addressed outside of the workday.

Personal time is available on the first day of the contract year and is not cumulative. It may be used in one-hour increments, unless the employee is assigned to a classroom, in which case it must be taken in half-day or full-day increments, with administrator approval. Unused personal time is not paid out upon resignation, termination, or retirement.

FUNERAL TIME

Full-time employees may be granted up to five (5) days paid time off for the death of a member of their immediate family. Immediate family is defined as: parent, sibling, spouse, children, grandparents, great grandparents, grandparent in-laws, grandchildren, parent-in-law, son-in-law, daughter-in-law, sibling-in-law, stepparent, stepsibling, stepchildren, and household members living within the same residence as the employee. In the event of death of others outside of the above immediate family as defined, personal time is available.

JURY DUTY

Kalamazoo RESA will pay the difference between the daily rate of pay to the full-time employee and the amount received for jury duty. Jury duty will be limited to the normal jury empanelment of thirty (30) days in any one calendar year. Upon completion, the employee must submit a time off request in the attendance system(s) indicating actual time served and attach check stubs and/or other verification of earnings. The employee retains any money earned since jury duty earnings are tax-exempt. The Business Office will adjust the employee's pay accordingly. Any money received for mileage reimbursement will not be deducted from pay and is retained by the employee.

MILITARY LEAVE

Military leave may be granted to any employee who is inducted or enlists in any branch of the Armed Forces of the United States. If after completion of their service the employee indicates their oral or written intention of returning to work, a return-to-work request must be made within a period of up to 90 days of the end of active duty, depending on how long the employee was on active duty. If the employee is qualified, they will be reinstated in the same or equivalent position insofar as this is possible. If a National Guard or Reserve Encampment occurs during employment, the employee required to participate will be granted a temporary leave of absence for that purpose. A temporary leave of absence will be granted if the employee is activated during an emergency situation. Kalamazoo RESA will pay only the difference between the amount received from the United States Government for the

National Guard Reserve Encampment, or an emergency situation and the employee's regular salary. Each employee must present to their administrator a certified accounting of the amount received so it may be properly processed by the Business Office.

UNPAID LEAVE OF ABSENCE

Kalamazoo RESA employees who have successfully completed their probationary period may be eligible for unpaid leave of absence, subject to approval by an Administrator or Assistant Superintendent and final review by Human Resources. Employees requesting any unpaid leave must complete the "Request for Unpaid Leave of Absence" form and submit it to Human Resources for approval.

Employees returning from any unpaid leave of absence do not have a guaranteed right to their former position.

PERSONAL LEAVE OF ABSENCE

Employees may request an unpaid leave of absence for personal reasons for a period of up to one year. Once approved, the employee is responsible for the full cost of benefit premiums throughout the duration of the leave. This includes both the employee and employer portions of the premiums, beginning on the first day of the leave.

Employees taking personal leave must ensure all required forms are submitted to Human Resources for final review. While on leave, there is no guarantee of reinstatement to the employee's previous position upon their return.

STUDENT TEACHING LEAVE OF ABSENCE

Employees who are pursuing a teaching degree and are preparing for student teaching may request an unpaid leave of absence for a period that aligns with the length of their student teaching requirement. To be eligible, employees must have completed their probationary period, be in good employment standing, and provide documentation from their educational institution along with the "Request for Unpaid Leave of Absence" form.

During student teaching leave, full benefits will continue; however, the employee is responsible only for the employee-paid portion of their premiums. If the employee does not return to Kalamazoo RESA or fails to complete the contract year, they will be required to repay the full cost of the benefit premiums that were covered by Kalamazoo RESA during their leave.

As with personal leave, there is no guarantee of reinstatement to the employee's previous position following student teaching leave.

TIME OFF WITHOUT PAY

Kalamazoo RESA may approve absence requests without pay at the discretion of the employee's administrator. Unpaid time off will only be considered after the employee has exhausted all available paid time off, including vacation, personal, and sick days.

When unpaid time is approved, it will be deducted from the employee's total number of workdays. Sick leave and vacation accruals will be prorated based on the actual number of workdays.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Kalamazoo RESA will provide eligible employees with FMLA leave for certain family and medical reasons. Employees who have worked for Kalamazoo RESA for at least twelve (12) months and for 1,250 hours over the previous twelve (12) months of employment are eligible. Qualifying reasons for FMLA include:

1. Up to twelve (12) work weeks of leave during a rolling 12-month period may be granted for any of the following reasons:
    a. To care for the employee's child after birth or placement for adoption or foster care.
    b. To care for the employee's spouse, son, daughter, or parent who has a serious health condition.
    c. For a serious health condition that makes the employee unable to perform one or more essential functions of the employee's job.
    d. Exigency Leave - leave granted for the spouse, son, daughter, or parent of a person on or about to be on qualifying active military duty.
2. Up to 26 work weeks of leave may be granted for any of the following reasons:
    a. Caregiver Leave - To care for a wounded service member who is the employee's spouse, son, daughter, parent or next of kin – defined as the nearest blood relative. This provision includes veterans undergoing medical treatment, recuperation or therapy for significant injury or illness that occurred during the five (5) years preceding the treatment date.

Leaves of absence under this policy will be administered and provided in line with the Family and Medical Leave Act and Board Policy. During FMLA leave, the District will maintain the employee's health coverage under the plan in which the employee is enrolled at the time of the request. Employees remain responsible for payment of their share of any health benefit premiums during any period of unpaid FMLA leave. While on paid leave, the District will continue to make payroll deductions to collect the employee's share of those premiums. While on unpaid leave, the employee must pay the full amount of their share of any health benefit premiums, either in person or by mail. The payment must be received by the HR department by the first day of each month. If the employee's premium is more than 30 days late, the applicable coverage may cease without further notice.

Employees are required to exhaust their paid time off during an FMLA leave before unpaid time may be taken. Paid time off should be taken in the following order: sick time, personal days, and vacation days.

Employees who are on continuous FMLA leave of absence at the beginning of the school year will not receive a contract, nor will they receive their new banks of paid time off, until they return to work.

Employees who return to work before December 31st will receive their full banks of paid time off. Employees who return after January 1st will receive 50% of their banks.

Any questions regarding FMLA leave should be directed to the Human Resources Department. Learn more about your employee rights under the Family and Medical Leave Act.

ADDITIONAL POLICIES

EMPLOYEE ADVISORY COUNCIL (EAC)

The Employee Advisory Council ("EAC" or "Council") facilitates communication and feedback between KRESA employee representatives and executive-level KRESA leadership. The Council serves as a platform to bring forward matters that enhance the effectiveness of KRESA, support the clients we serve, and promote the well-being of employees.

STRUCTURE & LEADERSHIP

- The Council will meet at least quarterly during the school year.
- The Superintendent, or their designee, will chair the meetings.
- Each year, the Council will select a facilitator.
- The facilitator is responsible for gathering employee input, developing the meeting agenda, and sharing it with the administration at least three (3) days prior to each Council meeting.

REPRESENTATION & RESPONSIBILITIES

- The Council will include representatives from each department, program, and/or site.
- Representatives are expected to:
- Participate in the development of meeting agendas.
- Share potential agenda items with their immediate supervisor prior to submitting them to the Council, allowing local concerns to be addressed at the program level.
- Focus Council discussions on agency-wide matters. (Individual personnel issues should follow the chain of command and not be brought to the Council.)
- Communicate Council meeting updates and outcomes back to their department, program, or site employees.

MEETING MANAGEMENT

- Minutes will be recorded at each meeting by the facilitator or designee and approved by administration before distribution to all Council representatives.
- Representatives will be provided with adequate time away from their workstations to attend Council meetings punctually.
- Unresolved or tabled agenda items will be carried over to the next meeting for further discussion.
- Items of an individual or personal nature should follow the appropriate chain of command, starting with the employee's immediate supervisor.

NON-SCHEDULED CLOSURE POLICY

Employees must report to work on their regularly scheduled workdays unless they receive formal notification (i.e., School Messenger Alert system, phone call, email) indicating their building or program is experiencing a non-scheduled closure due to a snow day or other reason.

If the workday is not designated as a non-scheduled closure day and an employee finds it impossible to report to work due to inclement weather or other reason, the employee must notify their administrator and request an absence in the attendance system(s). An employee must use available vacation or personal time for the absence. If an employee has no vacation or personal time available, the absence will be unpaid.

EMPLOYEES WORKING IN SCHOOL PROGRAMS:

Site-based employees follow the closing schedule of the local district in which their building program resides.

Building	Closing Schedule
■ Juvenile Home School ■ Valley Center School ■ KRESA Transition Services ■ West Campus Early Childhood Special ■ Education and Home Visiting Classrooms ■ CTE Cosmetology	Kalamazoo Public Schools
■ Deaf and Hard of Hearing (DHH) Program ■ WoodsEdge Learning Center ■ Autism Classroom Program (PPS) ■ CTE Aviation	Portage Public Schools
■ Autism Classroom Program (Parchment)	Parchment Schools
■ CTE Cosmetology ■ CTE Law Enforcement	Kalamazoo Public Schools and KVCC
■ CTE Conservation Biology	Kalamazoo Public Schools and Otsego Schools
■ Head Start	Host District's Location
■ Career Connect Campus	Comstock Public Schools

Part-time clocking employees who work in any KRESA school program and are scheduled to work on a non-scheduled closure day will receive regular pay for their normally scheduled hours.

Site-based employees who have a pre-scheduled vacation, sick, or personal day on a non-scheduled closure day will be credited for the paid time off request.

MAINTENANCE EMPLOYEES:

Maintenance staff must report to work for 4 hours on non-scheduled closure days. Each employee will receive pay for 8 hours. If a maintenance employee finds it impossible to report to work due to inclement weather or other reason, the employee must notify their supervisor and request an absence in the attendance system(s). An employee must use available vacation or personal time for the absence. If an employee has no vacation or personal time available, the absence will be unpaid.

ALL OTHER KALAMAZOO RESA EMPLOYEES:

All other KRESA employees are expected to work remotely on designated non-scheduled closure days.

ON THE JOB ACCIDENTS

Administrators are responsible for completing an accident report if an accident occurs at their location. All accident reports must be sent immediately to the Human Resources department. If an employee is injured on the job, the employee should be referred to one of the following providers if appropriate, or to an emergency care center:

List of approved facilities for on-the-job accidents: Approved Facilities

REIMBURSEMENT FOR DAMAGES TO PERSONAL PROPERTY

Kalamazoo RESA's Board of Education will reimburse employees for damages exceeding $20 to personal property caused by students in our programs. It is not the intent to reimburse for items that normally wear out in the course of day-to-day employment or items that should not be accessible to students per policy. Personal items kept at Kalamazoo RESA are not covered by district insurance.

PROCEDURE

Requests will be submitted by completing a Personal Property Damage Reimbursement Form immediately following the occurrence and will include a summary of the accident, damage caused, and estimate of repair or replacement cost. Requests will have the approval of the immediate supervisor and the administrator. All requests over $50 must be approved by the Superintendent and/or Assistant Superintendent.

PRINTING / DUPLICATING SERVICE & COPYRIGHT COMPLIANCE

The Board will make duplicating equipment available for administrative and instructional use to the extent that is economically feasible and practical, and in keeping with best instructional practices.

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission.

The Board has proprietary rights to publications, devices, and instructional materials produced by Kalamazoo RESA employees while employed by the District. All items prepared by employees will become the property of Kalamazoo RESA. The Board may elect to copyright or patent such materials, devices, or programs. All earnings or profits from such original material, devices, or programs will become assets of the District.

The Board will adhere to the provisions of the United States copyright laws regarding the duplication of copyrighted materials, computer software programs, and other audio or video materials.

ELECTRONIC INFORMATION POLICY

The purpose of this policy is to provide access to Kalamazoo RESA's technology resources (computers, technical instruments, and networks) and Kalamazoo RESA's internet and wide area network connections for legitimate work and educational purposes that are consistent with Kalamazoo RESA's mission statement. As such, these accesses will: (1) assist in the collaboration and exchange of information, (2) facilitate professional growth in the use of technology, and (3) enhance information gathering and communication skills.

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/ apps, are provided for business, professional and educational purposes only. Unauthorized or inappropriate use may result in the loss of this privilege and/or other disciplinary action.

The Board has implemented technology protection measures that protect against (e.g., block/ filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of employees to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The Superintendent or an Assistant Superintendent may disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Employees using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

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

To the extent that an employee has the proprietary rights to the design of a web page, site, service, or app hosted on Board-owned or District-affiliated servers, the employee agrees to license in perpetuity the use of the web page, site, service, or app by the Board without further compensation.

Any violation of the terms and conditions set forth in the Policy and/or Guidelines is inappropriate and may constitute a criminal offense. As a user of District Technology Resources, employees agree to communicate over the Internet and the computer network in an appropriate manner, honoring all relevant laws, restrictions, and guidelines. They understand that individual users have no expectation of privacy related to their use of District Technology Resources.

The Superintendent is responsible for determining what is unauthorized or inappropriate use. The Superintendent may deny, revoke, or suspend access to and use of the Technology Resources to individuals who violate the Board's Staff Technology Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to any applicable collective bargaining agreements, State law and/or Board Policy.

PROHIBITING THE USE OF CORPORAL PUNISHMENT

Kalamazoo RESA employees, volunteers, or contractors will not use corporal punishment or cause others to use it upon any student under any circumstances. Corporal Punishment will not be approved or used within any program or service provided by Kalamazoo RESA.

Corporal Punishment means any deliberate infliction of physical pain by hitting, paddling, spanking, slapping or any other physical force as a means of discipline.

In emergency situations, where there is imminent danger of injury to a student or others, and all other attempts to de-escalate the behavior have failed, staff trained in restraint may utilize this as a last resort to protect safety.

Physical restraint can only be used to prevent injury to a student or to others, not to protect property. Examples of situations that might require physical restraint might include:

- preventing a student from significantly harming themselves (banging head on a hard surface, biting themselves, hitting hard objects with enough force that could result in broken bones, using equipment in a reckless way that could lead to serious injuries, etc.)
- to obtain possession of a weapon or dangerous object that is in the control of a student
- to prevent injury to other students and staff

Each use of emergency restraint or seclusion must be documented and reported to the building administrator and to the parent or guardian the same day. The proper reporting form should be completed for each incident.

Reasonable force should never be used in place of appropriate treatment intervention. Employees are expected to follow Michigan Seclusion and Restraint Law. For a copy of the law, see your building or program administrator. This policy will be brought to the attention of all employees. Employees working in environments with students should be trained at least annually in appropriate de-escalation

techniques and appropriate, safe crisis intervention strategies and using trauma informed practices to de-escalate behavior. Focus on student comfort and care in difficult situations should be a priority and part of the annual training. In addition, employees will be provided with a list of alternative strategies to support positive behavior in students.

Employees who violate this policy will be appropriately disciplined, up to and including discharge, in accordance with the law.

VECTOR ONLINE TRAINING PROGRAM

Kalamazoo RESA conducts annual online training for all employees through Vector on topics such as sexual harassment, bloodborne pathogens, communicable diseases and hazardous communication and safety plan. Employees in need of accommodation should contact their administrator for further information.

The Vector program can be accessed at http://kresa.mi.safeschools.com/login

The Human Resources department audits and ensures that all employees complete the required Vector training. A notice is sent to each administrator regarding employees who have not completed the training.

For questions specific to the content of the Vector training, contact the Human Resources Department.

APPENDIX A

"SCHOOL SAFETY LEGISLATION" (2005 PA 129-131-138) SELF-REPORTING REQUIREMENTS

1. What are the new self-reporting requirements that apply to ALL school employees?

The new legislation requires **ALL SCHOOL EMPLOYEES**, applicants (who have had an initial criminal history check) and persons "regularly and continuously working under contract" who are **charged** with a crime listed in MCL 380.1535a(1) (or a violation of a substantially similar law of another state, or of the United States) to report the criminal charge to the district and the Michigan Department of Education **within three (3) business days after the arraignment**. MCL 380.1230d(1). For the district submission requirement, you are to submit that report to the Human Resources Department.

2. What are the crimes listed in MCL 380.1535a(1) that I have to report within three business days of arraignment?

The crimes listed in MCL 380.1535a(1) are as follows:

- Any felony
- Any of the following **misdemeanor violations**:

- CSC or attempt to commit CSC – 4th degree (also a listed offense) ▸ Child abuse or attempt to commit child abuse – 3rd or 4th degree ▸ Cruelty, torture or indecent exposure involving a child ▸ Delivery or distribution to minors, students, near school property; distribution of marijuana; penalties MCL 333.7410
- Breaking and entering or entering without breaking; buildings, tents, boats, railroad cars; entering public buildings when expressly denied. MCL 750.115
- Consumption or possession of alcohol by minors or controlled substances at social gatherings. MCL 750.141a
- Accosting, enticing or soliciting child for immoral purposes MCL 750.145a.(**also a listed offense**) ▸ Indecent exposure MCL 750.335a (**listed offense if 3rd or subsequent violation**) ▸ Removal or damage of fixture, attachment, or other property belonging to, connected with, or used in construction of vacant building or structure. MCL 750.359
- Assault and assault and battery; domestic assault. MCL 750.81 ▸ Assault and infliction of serious injury. MCL750.81a ▸ Internet use; for the purpose of committing crime against minor. MCL 750.145d ▸ Selling or furnishing alcohol to minors MCL 436.1701 ▸ Any misdemeanor that is a **listed offense** ▸ Any violation of a substantially similar law of another state, of a political subdivision of theist state or another state, or of the United States.

3. What if I fail to report an arraignment within the three-day time period?

If you violate MCL 380.1230d(1) by not reporting an arraignment for a crime listed in MCL 380.1535a(1), you are guilty of a misdemeanor or a felony, depending on the crime for which you were arraigned. MCL 380.1230d(3)(a), (b). Additionally, if you are a tenured teacher, failure to report is considered to be reasonable and adversely related to your ability to serve in an elementary or secondary school and is sufficient grounds to support discharge or demotion. MCL 38.101a

4. If I am arraigned on any crime listed in MCL 380.1535a(1), what is the procedure for reporting to the district and to the Michigan Department of Education?

You will be required to report on a form prescribed by the Michigan Department of Education. MDE has not yet provided or prescribed that form. You will be informed once they do that. The form **must be submitted to the superintendent and to the Michigan Department of Education within three days of being arraigned for the crime**.

5. What is a "listed offense"?

A listed offense is a term describing particular crimes in the Sex Offenders Registration Act , MCL 28.722. The listed offenses are as follows:

MCL	Listed Offense
MCL 750.145a, b	Accosting, enticing or soliciting a child for immoral purposes

MCL 750.145c	Involvement in child sexually abusive activity or material
MCL 750.158	Crime against nature or sodomy, if victim less than 18 years
MCL 750.167(a)(f) **MCL 750.335a**	Third (or subsequent) violation of any combination of engaging in obscene or indecent conduct in public, indecent exposure or a local ordinance substantially corresponding to either offense.
MCL 750.338, a, b	Gross indecency between males, females or male and female, if the victim is less than 18 years (except for a juvenile disposition or adjudication)
MCL 750.349	Kidnapping
MCL 750.350	Leading, enticing or carrying away a child under 14 years
MCL 750.455	Pandering
MCL 750.520b-e	1st, 2nd, 3rd and 4th degree Criminal Sexual Conduct (CSC)
MCL 750.520g	Assault with the intent to commit CSC
MCL 750.10a	■ Any offense committed by a sexually delinquent person ■ Any other violation of a law of this state or a local ordinance of a municipality that by its nature constitutes a sexual offense against an individual less than 18 years ■ An attempt or conspiracy to commit an offense described in the offenses enumerated above. ■ An offense under the laws of the United States, any other state, or any other country, tribal or military law which is substantially similar to a "listed offense".

6. What if I fail to report an arraignment within the three-day time period?

If you violate MCL 380.1230d(1) by not reporting an arraignment for a crime listed in MCL 380.1535a(1), you are guilty of a misdemeanor or a felony, depending on the crime for which you were arraigned. MCL 380.1230d(3)(a), (b). Additionally, if you are a tenured teacher, failure to report is considered to be reasonable and adversely related to your ability to serve in an elementary or secondary school and is sufficient grounds to support discharge or demotion. MCL 38.101a

7. If I am arraigned on any crime listed in MCL 380.1535a(1), what is the procedure for reporting to the district and to the Michigan Department of Education?

You will be required to report on a form prescribed by the Michigan Department of Education. MDE has not yet provided or prescribed that form. You will be informed once they do that. The form must be submitted to the superintendent and to the Michigan Department of Education within three days of being arraigned for the crime.

8. **What happens to that report once I submit it to the district HR Office?**

   The report will be kept in your personnel file.

9. **Will the report stay in my personnel file regardless of whether or not I am convicted?**

   If you submit the report as required and you are subsequently not convicted of any crime after the completion of the judicial proceedings resulting from that charge, you may request that the department and the district delete the report from their records. To have that record deleted from your personnel file, submit, in writing, a request along with documentation of the dismissal, to Human Resources. That report will then be deleted from your personnel file. MCL 380.1230d(5)

10. **Are there steps I must take if I am convicted of a crime listed in MCL 380.1535a(1); MCL 380.1539b(1)?**

    If you enter a plea of guilty or nolo contendere or if there is a finding of guilt by judge or jury of any crime after having been initially charged with a crime as described in MCL 380. 1535a(1) (**See Number 16**) or MCL 1539b(1) (**same crimes as MCL 380.1535a(1)**), you must immediately disclose to the court that you are employed or working under contract for the district. You must also **immediately** provide a copy of that form to the prosecuting attorney in charge of the case, the superintendent of public instruction and the superintendent or chief administrator of the district. For the district reporting requirements, you are to submit the copy of the form to Human Resources. MCL 380.1230d(2)

11. **Does the District supply the form that I am required to submit if convicted?**

    No. The State Court Administrative Office will prescribe the form. MCL 380.1230d(2)

12. **What if I fail to disclose to the court, the prosecutor, the superintendent of public instruction or the superintendent or chief administrator of the district that I have been convicted?**

    If you fail to report your conviction as required under MCL 380.1230d(2), you are guilty of a misdemeanor or felony, depending on the crime for which you were convicted. MCL 380.1230d(3(a),(b).

13. **What are the district's options if I fail to report as required?**

    If you are convicted and fail to report as required, you "may be discharged" from employment after notice and opportunity for a hearing. MCL 380.1230d(4).

TEACHERS, ADMINISTRATORS AND EMPLOYEES WITH STATE BOARD APPROVAL

14. If I am convicted of a crime enumerated in MCL 380.1535a(1) or MCL 380.1539b(1) what effect will that have on my teaching certificate or State Board Approval?

If you hold a teaching certificate or state board approval and are convicted of a crime described in MCL 380.1535a(1) or MCL 380.1539b(1), within 10 working days after receiving notice of the conviction, the superintendent of public instruction shall notify you in writing that your teaching certificate or state board approval may be suspended because of the conviction. You will receive notification of your right to a hearing before the superintendent of public instruction. If you do not avail yourself to the hearing, within 15 working days, your teaching certificate/state board approval shall be suspended. After the hearing, if the Superintendent of Public Instruction finds the conviction is "reasonably and adversely related to the person's present fitness to serve in an elementary or secondary school" or that person is "unfit" to teach, the certificate may be suspended. MCL 380.1535a(1); MCL 380.1539b(1)

15. Can my teaching certificate or state board approval be affected in any other way?

Yes. If you are convicted of the following crimes the superintendent of public instruction **shall order summary suspension** of your teaching certificate or state board approval and shall provide an opportunity for a hearing.

- CSC in any degree, assault with intent to commit CSC or attempt to commit CSC in any degree
- Felonious assault on a child, child abuse in the 1st degree or attempt to commit child abuse in the 1st degree
- Cruelty, torture or indecent exposure involving a child
- Unlawful manufacture, delivery or possession of controlled substances, distribution of marijuana to minors near school property, recruiting a minor to commit a felony
- Assault with intent to commit murder, assault with intent to rob/steal while armed, attempt to murder, accosting, enticing or soliciting a child for immoral purposed, prior conviction for same, child sexually abusive activity or material, first degree murder, second degree murder, enticing away a child under 14 years, prostitution, pandering, dangerous weapon/aggravated assault, using internet for criminal solicitation of minors
- Sodomy (if victim less than 18)
- Gross indecency between males, between females or between males and females, if victim is an individual less than 18
- Sexually delinquent person
- Attempt or conspiracy to commit any of the above
- Violation of a substantially similar law of another state, jurisdiction, or of the United States

- Any other crime listed in subsection 1 of MCL 380.1535a/1539a if the superintendent of public instruction determines that the public health, safety or welfare requires emergency action based on the circumstances underlying the conviction. MCL 380.1535a(2)

16. I am a teacher or employee with a state board approval and I have entered a plea of guilt or nolo contendre or a judge/jury finds me guilty of a crime listed above in question 5, can I still work in the district?

The district can suspend you from active performance and if the district suspends you, your compensation must be discontinued during the certificate/approval suspension/revocation proceedings until the superintendent of public instruction makes a final determination. If the certificate/approval is ultimately not revoked/suspended, the district will make you whole for lost compensation, less interest. MCL 380.1535a(4); MCL 380.1539b(4).