BERKLEY SCHOOL DISTRICT

SHARED TIME EMPLOYEE REFERENCE BOOK



ENGAGE INSPIRE ACHIEVE

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www.berkleyschools.org

**INTRODUCTION**

Welcome to the Berkley School District! We are happy to have you as a member of our staff and we are confident you will find your employment here both challenging and rewarding.

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

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

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

This Reference Book is for informational purposes only and has been prepared for your convenience and general guidance. It is not a contract of employment for any period of time between the District and any staff member. District policies, benefits, and rules may be changed from time-to-time as business, employment legislation, and economic conditions dictate. The contents of this Reference Book and its terms are subject to change at any time with or without advance notice.

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

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**ALCOHOL OR DRUG USE**

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

Refer to Board Policies 3170 and 4170 for further information.

**AMERICANS WITH DISABILITIES ACT (ADA)**

The Americans with Disabilities Act prohibits employment, transportation, and accommodation discrimination against individuals with disabilities. The District complies with the Americans with Disabilities Act and all other applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The District provides reasonable accommodations for such individuals in accordance with these laws.

Qualified individuals with disabilities may make requests for reasonable accommodations to the District EEO Officer. On receipt of request for an accommodation, the EEO officer will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodations that the District may make to help overcome those limitations.

The designated EEO Officer for the District is the Director of Schools and Human Resources at **248.837.8006**.

Refer to Board Policies 3123 and 4123 for further information.

**ATTENDANCE/TARDINESS**

Regularity of attendance and punctuality is essential to the orderly performance of our work. As an employee, you are required to be punctual and regular in your attendance. Employees are urged to use sick time sparingly. You are required to report to work on time and be prepared to start work at your regularly scheduled starting time. You are also required to remain at work through the end of your schedule except for regularly scheduled breaks or authorized leaves.

It is important that when you find it necessary to be absent, you register your absence through AESOP and then notify your school principal as soon as possible before you are expected to arrive to work, but no later than one hour before your normal scheduled starting time.

Employees requiring a guest teacher need to report their absence as early as possible so the District can schedule the best possible substitute to fill your position. Approved, scheduled absences, such as attendance at professional conferences, professional development, and personal business days, need to be recorded as soon as possible to insure your position is filled. Many guest employees also work for surrounding districts and their availability may be limited.

Excessive absenteeism, whether excused or not, is not acceptable. Each situation of excessive absenteeism or tardiness will be evaluated on a case by case basis. If you fail to report to work without any notification to your supervisor for a period of three (3) consecutive workdays or more, this shall constitute your voluntary termination of your employment with the District.

***Absence Without Pay***

If you find it necessary to take a day off without pay, you need to submit your request in writing to the Human Resources Department at least five (5) workdays in advance. If you are denied time off without pay and you are absent on that day, you are subject to disciplinary action, up to and including discharge.

**CHILDBEARING AND/OR CHILDREARING LEAVE**

The Board will grant a leave of absence for maternity, adoption, upon written request and required documentation for such leave. In the event of a natural birth, employees will be eligible for 6 weeks of leave, 8 weeks will be granted for caesarian sections.

Before returning to work, the employee must be certified by his/her physician as ready and able to return to his/her full work assignment.

The Board will grant a 2 week paternity leave, upon written request for such leave. The written request and required documentation must be received by the District prior to a granted paternity leave. If the written request and required documentation is not received prior to leave, such leave will be without pay.

**CHILD NEGLECT OR ABUSE**

District employees are reminded of their obligation, by law and District policy, to report suspected child abuse or neglect to the appropriate authority. Under the Michigan Child Protection Law, MCLA 722,621:MSA25.248(1), a school administrator, counselor, social worker, psychologist, or teacher who has reasonable cause to suspect child abuse or neglect must immediately, by telephone or otherwise, make an oral report of suspected child abuse or neglect to the Family Independence Agency, Child Protective Services at 248.975.5010. MCLA 722,623(1). The identity of the reporting person is generally confidential. Any person acting in good faith in making such a report, cooperating in an investigation, or assisting in any other requirements of the act is immune from civil or criminal liability.

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

Refer to Board Policy 8462 for further information.

**COMPLAINT RESOLUTION PROCEDURE**

It is the District’s desire to provide good working conditions and maintain harmonious working relationships among employees as well as between employees and management. Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Many incidents resolve themselves naturally. If a situation persists that is believed to be detrimental to an employee or the District, the employee should first discuss it with their immediate supervisor. If the issue is not resolved, the employee should follow the procedures in their individual contract, applicable collective bargaining agreement, or contact the Director of Schools and Human Resources.

**CONDUCT (Guidelines for Appropriate Conduct)**

As a member of the District, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights of others, but also demands that both in their business and personal life, employees refrain from any behavior that might be harmful to them, their co-workers, or the District, or that might be viewed unfavorably by current or potential residents or by the public at large. Whether during or outside work hours, employee conduct reflects on the District and the highest standards of professionalism are encouraged at all times.

If your performance, work habits, overall attitude, conduct or demeanor becomes unsatisfactory in the judgment of the District, based on District policies, rules, regulations, or contract provisions, you will be subject to disciplinary action, up to and including dismissal.

**CONFIDENTIALITY**

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

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

Refer to Board Policy 8350 for further information.

**CONFLICT OF INTEREST**

Staff members shall perform their official duties in a manner free from conflict of interest. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the District.

No employees shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities.

No staff member shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the District.

Employees shall not engage in business, private practice of their profession, the rendering of services, of the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the District.

Employees shall not make sure of materials, equipment, or facilities of the District in private practice.

Refer to Board Policies 3110 and 4110 for further information.

**COPYRIGHT AND FAIR USE**

The District recognizes that with the increased access to materials of all kinds, that there must be adherence to current copyright laws, which by definition, is the body of federal law (Title 17 of the United States Code) that protects intellectual property. This includes a person or entity’s lawful right to claims of ownership or authorship as outlined in the law. The Board of Education directs its staff to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff must, therefore, avoid acts of copyrighted infringement under penalty of law. Any questions or concerns regarding “Fair Use” of materials should be directed to the Director of Curriculum, Assessment, Technology and Grants at **248.837.8037**.

Refer to Board Policy 2532 for further information.

**CORPORAL PUNISHMENT**

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

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

a. To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of functions within a school or at a school related activity, if that student has refused to comply with a request to refrain from disruptive acts.

b. For self-defense or the defense of others.

c. To prevent a student from inflicting harm on himself or herself.

d. To quell a disturbance that threatens physical injury to any person

e. To obtain possession of a weapon or other dangerous object upon or within the control of a student.

f. To protect property

Refer to Board Policy 5630 for further information.

**CRIMINAL CHECK**

Per School Safety Legislation, each individual, who is either employed full-time

or part-time and is assigned to regularly and continuously work under contract within an elementary or secondary school (K-12) shall be fingerprinted for the purpose of performing a criminal history background check. Prior to employment, selected candidates must complete the fingerprinting process at their expense.

**DAILY CLASS ATTENDANCE**

It is important for Berkley staff members to maintain accurate attendance records. Funding from the state depends on these attendancerecords and clean audit results.

All teachers must take daily class attendance on our online system, Skyward. In addition, all staff must print out a **monthly** attendance report, **sign and date** the sheet and place it in a binder. Attendance records are requested periodically throughout the year and all attendance records must be turned into the Berkley Schools board office, at Avery Center, before teachers leave for summer break.

**DISCIPLINARY ACTION**

The District uses progressive discipline when responding to unsatisfactory performance by employees. Disciplinary action may include verbal or written warnings, written reprimands, suspension and dismissal. The disciplinary action which is imposed will depend upon various factors, including the nature and severity of the problem and the employee’s disciplinary history. Depending on the situation, any of the aforementioned disciplinary actions or any combination thereof may be imposed, and the discipline may not be progressive. Prior to written record of an incident/issue being inserted into your personnel file, you will receive a dated copy of the document and be asked to sign it.

You have the right to submit a written rebuttal to any disciplinary document placed in your personnel file. If you submit a rebuttal, it should be received in the Human Resource Office within ten workdays of your receipt of the disciplinary document. If you write a rebuttal, it will be attached to the disciplinary document in your personnel file.

Refer to Board Policies 3139 and 4139 for further information.

**DISTRICT PROPERTY**

District property must be maintained and used only for proper work related purposes, and used in an appropriate manner. The tools and equipment remain the property of the District and are not to be used for personal projects. The employee is responsible for the loss or damage of District property due to the employee’s negligence. All property provided to the employee must be returned to the District in the same condition as when it was received. Employees who terminate employment with the District must return all District owned property at the time of termination.

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

**DRESS CODE**

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

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

Refer to Board Policies 3216 and 4216 for further information.

**DRUG FREE SCHOOLS/SUBSTANCE ABUSE**

District employees will comply with the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, possession, sale or use of a controlled or illegal substance, or alcoholic beverage is prohibited on or in all District buildings and on properties. Furthermore, illegal substances and/or alcoholic beverages are prohibited in work areas, school-owned or school-approved vehicles, including those used to transport students to or from school or school activities, and at school sponsored activities, events or functions, such as field trips or athletic events, which occur off school property. Violation of this policy will subject the employee to disciplinary action up to and including dismissal. It is within the sole discretion of the District what disciplinary action will be taken.

The use or possession of alcohol, marijuana, or other mood altering drugs is strictly prohibited by District policy. Presenting one’s self for work under the apparent influence of alcohol or other mood altering drugs is prohibited. No employee shall be permitted to begin or continue work while under the apparent influence of alcohol or other drugs.

Any employee in the possession of alcohol or other non-prescription drugs while on the premises will be subject to disciplinary action up to and including dismissal, within the sole discretion of the District. In the event the District, in its sole discretion, determines that an employee may be under the influence of alcohol, marijuana or other non-prescription drugs, the employee will be required, as a condition of continued employment, to immediately submit to testing at a facility selected by the District.

Any employee who violates this policy may be subject to disciplinary action up to and including dismissal of employment. In the sole discretion of the District, an employee who violates this policy may be required or permitted to satisfactorily participate in a drug assistance or rehabilitation program approved by the District. Allowing or permitting participation in a drug assistance or rehabilitation program shall not establish a precedent.

Refer to Board Policies 3122.01 and 4122.01 for further information.

**ELECTRONIC INFORMATION ACCESS/USE**

A major goal of the District is to prepare today’s students for life in the 21st century and to insure a technologically literate citizenry and a globally competitive work force.

The District encourages and strongly promotes the use of electronic information technologies in educational endeavors. The District provides access to information resources in a variety of electronic formats and for the development of information management skills, including the skill of discerning the validity and value of such information. Together, these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them to become responsible, self-directed, lifelong learners.

The District, however, expects the staff and students to conform to ethical and legal standards in the use of technology/e-mail and to demonstrate knowledge and responsibility in the use of resources, processes and systems of technology. All users of the District’s technology/e-mail will comply with the terms of Board Policies 7540, 7540.01, 7540.04, 7540.05, 7542, 7543, and 7545. Use of the District’s email system is a privilege. All employees are required to sign an Acceptable Use Agreement before access is provided. Inappropriate use of these resources may result in disciplinary action, including the possibility of dismissal and / or referral to legal authorities. The District may limit, suspend, or revoke network and / or internet access for abuses such as on-line shopping, blogging, instant messaging, etc.

Personal use of District technology should be limited to before and after scheduled work hours and during lunch breaks.

**EMPLOYEE ACCESS**

Employee Access is made available to the staff of Berkley Schools to log-in securely to view their own personal information such as payroll (including check history), direct deposit information, W-2 and W-4 information, and time-off detail (including sick time, personal business time and vacation time).

**Step #1**. To log into Employee Access, go to the Berkley School District web page ([www.berkleyschools.org](http://www.berkleyschools.org)) and place your mouse cursor over the “Staff” link located on the top of the page (last link to the right) to bring up a drop down list. Select “Employee Access.”

**Step #2**. The log-in access window will appear. If you have not received your Login ID and Password via email, click on ***forgot login/password*** link. You will receive an email with a link to click on to retrieve your password. (The email will be sent to the email address we have on file for you.)

Note: Clicking directly on the “Staff” link instead of using the drop down list will direct you to a new page with additional links. Select the Skyward Employee Access link and follow the procedures in Step #2.

**EMPLOYMENT AT-WILL**

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

The District may set rules and regulations governing the conduct of employees. The rules and regulations, however, are not intended to cover all circumstances. The direction and control of all work for all employees includes, by way of illustration and not of limitation, the right to hire, assign, suspend, transfer, demote or dismissal and is the sole prerogative of the District.

**EQUAL EMPLOYMENT OPPORTUNITY**

The District is an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in all aspects of employment. The district will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, height, weight, marital status, disability or any other reason prohibited by applicable laws.

Under Michigan law, an employee may not be discriminated against in employment because of a handicap that can be reasonably accommodated to enable that employee to perform the job. Handicapped employees who feel accommodation is needed to perform their job must notify the Deputy Superintendent of Finance and Human Resources in writing of the need for accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed.

**EVALUATIONS**

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

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

Refer to Board Policies 3220 and 4220 for further information.

**FAMILY EDUCATION RIGHT TO PRIVACY ACT (FERPA)**

Parents of students or eligible students, who have attained the age of 18, have rights under the Family Education Rights and Privacy Act (FERPA) of 1974. To assure compliance with FERPA, the following is expected of all employees:

NEVER discuss individual students with others unless the person is a school official with a legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Refer to Board Policy 8330 for further information.

**FAMILY MEDICAL LEAVE ACT (FMLA)**

The Board shall provide for a Family Medical Leave Act (FMLA) unpaid leave of up to twelve (12) weeks to all staff that request it for the following purposes: birth/care of child; adoption; serious health condition of the teacher; care of a member of the immediate family with a serious health condition and certain qualifying exigencies permitted under FMLA when the teacher’s spouse, son, daughter or parent is on active duty with the Armed Forces (including the National Guard or Reserves). Maternity leave will run concurrently with FMLA, however, a teacher may use paid leave, if days are available in the teacher’s sick bank, for any disability during the FMLA leave. Further, health insurance shall be provided to all those on such a leave that elected to be covered by Board paid health insurance prior to the leave for the duration of the leave. For purposes of this section, immediate family shall be defined as it is in the Federal Law governing this provision.

Refer to Board Policies 3430.01 and 4430.01 for further information.

**HARASSMENT**

Harassment is unlawful under both Michigan and federal law and is contrary to the commitment of the District to provide a safe and effective learning and work environment. The District’s policy prohibits sexual harassment of students, employees, Board members, volunteers, contractors, or applicants for employment.

Harassment of staff (including those who volunteer their services) or applicants for employment is prohibited, and will not be tolerated. This includes inappropriate conduct by any person in the school environment, including other employees, Board members, parents, guests, students, contractors, vendors, and volunteers. It is the policy of the District to provide a safe, positive work environment free of harassment for all its staff.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a staff member’s ability to perform his/her job. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, age, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any improper harassment that would negatively impact a staff member. This would include such activities as stalking and unwelcomed taunting, teasing, or intimidation.

Any staff member who believes this policy has been violated should notify his or her supervisor immediately, and prompt action will be taken to ensure the individual’s safety and well-being. Staff members who believe that the supervisor has not or cannot adequately address this problem are encouraged to speak with the Director of Schools and Human Resources.

Refer to Board Policies 3363 and 4363 for further information.

**INTERNET ACCEPTABLE USE**

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or state law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee’s immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board president.

Employees are subject to disciplinary action, up to and including termination, for knowingly making a false report under this policy.

**NON-DISCRIMINATION**

It is the policy of the Berkley School District that no person shall, on the basis or gender, race, color, religion, national origin or ancestry, age, disability, height, weight or marital status or any other status covered by federal, state, or local law be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment.

The District will comply with the requirements of:

* Title II of the Americans with Disabilities Act of 1990
* Elliot-Larson Civil Rights Act of 1977
* Title IX of the Education Amendments of 1972
* Age Discrimination Act of 1975
* Section 504 of the Rehabilitation Act of 1973
* Title VI of the Civil Rights Act of 1964

The District appoints the Director of Schools and Human Resources as the District’s Compliance Officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries and complaints are dealt with promptly in accordance with law.

Refer to Board Policies 3122 and 4122 for further information.

**OUTSIDE ACTIVITIES OF STAFF**

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

Refer to Board Policies 3231 and 4231 for further information.

**PAID TIME OFF**

**Sick leave** shall be defined as:

A. The personal illness/disability of an employee.

B. The illness or injury of a member of the employee's immediate family.

**Personal leave** shall be defined as absence for the transaction of business which cannot be reasonably transacted outside of school hours. Personal leave will be granted upon approval of the Berkley School District (BSD) administrator and non-public school principal for absences from school in circumstances of an unusual nature and need. This applies to absences which are necessary and unavoidable, because matters of business cannot be reasonably transacted outside of school hours.

Some examples of proper use of personal leave are: taking care of legal matters such as the settling of an estate, the purchase of a home, or the adoption of a child; attending the funeral of a close friend; meeting religious obligations; getting married; attending to an emergency at home; attending son or daughter school activity. Special circumstances may be approved with prior notification/approval by the BSD Administrator.

Examples of unacceptable uses of leave days include:

A. Recreational pursuits

B. Other employment except with administrative approval

C. Social functions

D. Travel

E. Child care

F. Economic gains

G. Extension of holidays, vacations, or other school recesses.

A full time employee will be allowed leave time to the extent of 91 hours per year. A part time employee will receive a prorated amount. An employee shall receive credit at the end of the school year for the unused portion of paid time off, and may accumulate up to 210 hours. Employees receive their full allotment of paid time off at the beginning of the school year, though these hours are actually earned during the work year. Should an employee separate from the District during the course of the school year, a calculation will be made that will prorate the hours earned commensurate with the portion of the school year the employee worked.

**PERSONAL PROTECTION ORDER (PPO)**

For the safety and protection of District personnel, any employee that has been awarded a Personal Protection Order by the court against an individual must notify and provide a copy of the order to his/her supervisor, particularly if there is any possibility that person may attempt to make contact with the employee at the workplace.

**PERSONNEL FILES**

The maintenance and disclosure of employee personnel files is governed by state law. The “Bullard-Plawecki Employee Right to Know Act,” (PA 397) of 1978. PA 397 defines what constitutes a “personnel record,” limits its use, provides for employee review, and restricts its disclosure to third parties.

You have a right to examine your personnel file. If you wish to examine your file, you may do so during normal office hours by calling the Human Resource Office and arranging a time. All procedures, including payment for copies, are in accordance with PA 397.

Requests for disclosure of a personnel file to another party will be handled in accordance with PA 397, the Freedom of Information Act 442, 1976, p.1503, and PA 189, 1996. You will be notified of such a request.

**PROFANITY-STANDARDS OF DECENCY**

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

**RESIGNATION PROCEDURES**

As a matter of courtesy, employees who desire to leave the District are expected to give at least 90 calendar days’ notice in writing. An employee shall be paid earned salary to the date of which employment terminates. Employees whose employment is terminated by the District and resigning employees who give the requested notice, will be paid for accumulated but unused vacation according to the terms of their individual contract.

The employer’s contributions to insurance plans will be made through the end of the month in which termination occurs.

Resignation Procedures:

1. Employee should submit a written resignation to the Director of School and Human Resources.
2. The employee must return all District property.

**SCHOOL SAFETY INITIATIVES**

Effective January 1, 2006 new statutory amendments to the Revised School Code require criminal history checks by the Michigan State Police and criminal records checks by the Federal Bureau of Investigation for all employees assigned “regularly and continuously” to work under contract in any school. In addition, anyone employed after January 1, 2006 must have a criminal history check and criminal records check completed prior to employment.

Michigan law allows the District to employ individuals as conditional employees before the criminal history check and criminal records check are received if employment will commence during the school year or within 30 days of the start of the school year.

The legislation, commonly referred to as the School Safety Initiative, prohibits a school district from hiring, or continuing to employ, any person convicted of a crime listed and defined under the Sex Offenders Registration Act (SORA). An employee convicted of a felony other than a “listed offence” may not continue in their employment unless approved in writing by the District’s Board of Education and the Superintendent.

Any employee charged with a crime under Section 1535a(1) or 1539b(1) of the Revised School Code must notify the Superintendent within three business days after being arraigned for the crime. The Superintendent must also be notified by the employee if he/she enters a plea of guilty or no contest to or is the subject of a finding of guilt by a judge or jury of any crime after having been initially charged with a crime described in Section 1535a(1) or 1539b(1).

This legislation has very strict requirements for both the school district and employees. If you have any questions as to whether you need to report any incident of a criminal nature, please contact the Director of School and Human Resources.

Refer to Board Policies 3121, 3121.01, 4121, 4121.01 for further information.

**SEXUAL HARASSMENT**

Sexual harassment is unlawful under both Michigan and federal laws and is contrary to the commitment of the District to provide a safe and effective learning and work environment. The District’s policy prohibits sexual harassment of students, employees, Board Members, volunteers, contractors, or applicants for employment.

As part of the District’s policy of equal employment opportunity, the District prohibits abusing the dignity of anyone through ethnic, racist, sexist, religious, age, disability, height, weight, veteran, or marital status. Derogatory comments, slurs, statements, jokes, or other objectionable conduct in violation of this policy will subject the abuser to prompt disciplinary action up to and including immediate discharge at the sole discretion of the District.

The District will not tolerate sexually harassing behavior as defined by law and/or by District policy, false reports of sexual harassment, retaliation against persons reporting allegations of sexual harassment, or cooperating in the investigation of such complaints.

Any staff member who believes this policy has been violated should notify the district immediately and prompt action will be taken to ensure the individual’s safety and well-being. Staff members who believe their supervisor has not or cannot adequately address this problem are encouraged to speak with the Director of Schools and Human Resources.

Refer to Board Policies 3362 and 4362 for further information.

**SOLICITATIONS/DISTRIBUTIONS**

Board policy protects you from undue solicitations. Staff members may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Staff members who are not on working time (e.g., those on lunch hour) may not solicit staff members who are on working time for any cause or distribute literature of any kind t them. This policy also prohibits solicitations via the District email and other communication systems. Furthermore, staff members may not distribute literature or printed material of any kind in working areas, at any time, without prior written approval of the Superintendent.

Staff member shall not use school property or school time to solicit or accept customers for private enterprise without written permission from the district.

Staff members shall not engage in business transactions on behalf of personal or private enterprise in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.

Non-staff members are likewise prohibited from distributing material or soliciting staff members on District premises at any time.

Refer to Board Policies 3110 and 4110 for further information.

**STAFF DEVELOPMENT**

The staff of the District are an integral part of the total success of the organization. The on-going training and development of the staff are essential to the efficient and effective delivery of services. Staff will be given opportunities to engage in staff development activities in order to maintain and improve job skills and performance, individual growth, and professional development.

Staff members who are required to participate in a minimum number of professional development hours per year are personally responsible for maintaining a log. The log must be reported to the State of Michigan no later than the last workday of the school year in June.

**STAFF ETHICS**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all staff members to maintain high standards in their working relationships, and in the performance of their professional duties.

In keeping with the ethical responsibilities of staff, the Board of Education requires that staff not engage in any romantic or sexual relationship of any kind with students of the District, regardless of their age. Staff must not provide alcohol, drugs, cigarettes, or any other contraband to a student.

Refer to Board Policies 3210 and 4210 for further information.

**TELEPHONE AND LONG DISTANCE CALLS**

Telephones are maintained for school business. When working with students, your phone should be on divert unless you are expecting an emergency call. Phone calls from parents should be returned within 24 hours. Use of school phones for personal convenience of employees is limited to necessary calls. The employee is responsible for the cost of any long distance calls made. Employees are expected to ask family members and friends not to call them at work unless there is an emergency.

**TITLE IX POLICY**

It is the policy of the District to comply with all of the guidelines for Title IX as adopted by the department of Health, Education and Welfare. The District does not discriminate on the basis of sex in its educational programs, employment, recruitment consideration, selection, or pay.

The District has established a Title IX grievance process. Questions regarding that grievance process should be directed to the Title IX Coordinator, the Director of Schools and Human Resources.

**TOBACCO-FREE SCHOOLS LAW**

To ensure the highest standards of learning, as well as, the safety, health, and well-being of students and employees, the District enforces Enrolled Senate Bill 459, the Tobacco-Free Schools Law of 1993. District policy prohibits use of all tobacco products at any time on District property including its vehicles and stadium bleachers. The use of tobacco products by any persons in violation of Board policy will result in disciplinary action. For the purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, pipe, snuff or any other matter of substance that contains tobacco.

Refer to Board Policies 3215, 4215, and 7434.

**TUTORING**

It is expected that every effort will be made by the teacher to help any child with his/her difficulties at school before recommending that parents engage a tutor. By maintaining a high quality instructional staff and providing a rich, varied curriculum, the need for individual tutoring is minimized.

Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.

Staff members may not accept fees for tutoring, private lessons, or other activities related to their professional duties for students currently enrolled in (1) or more of their classes or on their case load.

Refer to Board Policy 3231 for further information.

**UNIVERSAL PRECAUTIONS/BLOODBORNE PATHOGENS**

For your own protection, you are encouraged to practice universal precautions to prevent the transmission of bloodborne diseases. This includes the use of latex gloves when dealing with another person’s body fluids. Should you be exposed to another person’s body fluids, you are required to report this immediately to your immediate supervisor and complete an Accident Report. You will be provided the necessary medical care if a medical doctor retained by the District recommends it.

Refer to Board Policy 8543.01 for further information.

**WEAPONS**

The Board of Education of the District, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board therefore concludes that prohibiting weapons on school property and at school sponsored events is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process.

The possession or concealment of any kind of weapon or dangerous instrument, device, materials, knife, gun, metal knuckles, tools, numchucks, mace, pepper gas, look-alike weapons, objects used as weapons, etc., or any other item deemed to be a weapon is strictly prohibited. It is your responsibility to immediately report any knowledge you have about any person possessing or concealing a weapon or dangerous instrument to your supervisor. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

Refer to Board Policies 3217, 4217, and 7217 for further information.

**WORK ENVIRONMENT**

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