

**FRANKENMUTH SCHOOL  
DISTRICT**



**EMPLOYEE HANDBOOK**

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## LETTER OF WELCOME

The Frankenmuth School District is located in the city of Frankenmuth; known for its rich ancestral heritage, famous tourism industry, and topnotch schools. The School District encompasses approximately 80 square miles and is located just minutes east of the I-75 Interstate providing easy access to neighboring Flint, Saginaw, Bay City, and Midland. It consists of a common campus with one high school, a middle school, and an elementary school which are home to about 1370 students.

At this time, we would like to welcome you to the Frankenmuth School District. As an employee of our school district you play an important role in providing a quality education for our young people. The mission of the Frankenmuth School District is to provide each student with a positive experience the knowledge, skills, and positive experience, and ethical values with which to understand the world, gain productive employment, and successfully manage the change the future will bring. Whatever your position, be it a teacher, custodian, cook, bus driver, coach, student assistant, secretary, counselor, technology specialist, or librarian, please know that your contribution to our mission is significant.

Should you have questions, always feel free to contact me directly. Thank you for working with our children!

Sincerely,

A handwritten signature in cursive script, appearing to read "G. Hegenauer".

Grant Hegenauer  
Superintendent

## **CONTRACTUAL DISCLAIMER**

The District does not intend this employee handbook to be a contract of employment. It is a general reference for policies and procedures and describes the rules and practices governing your employment with the District. This handbook contains general statements of policy and should not be read as to include every possible fine detail for each policy, nor should it serve as implied contract or promise as to how the District will apply its policies and procedures in every case. In instances of conflict between this handbook and an existing contract or Board Policy, the contract and policy shall prevail (examples being a contract between the District and an insurance carrier, or a contract between the District and union represented employees). This employee handbook supersedes all prior practices and policies of the District, oral or written, and rescinds prior policies, procedures, handbooks, or general District rules previously in effect, that are now addressed in this handbook, except for those terms and conditions of employment pursuant to any collective bargaining agreement or Board policy.

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

Unless your employment is subject to an employment or collective bargaining agreement, the employment relationship is terminable at the will of either the District or you. This means that just as any employee may terminate their employment with the District at any time, for any reason or no reason, so may the District terminate an employee at any time, for any reason or no reason.

No one, including supervisors or administrators, (other than the Superintendent), or any individual board member may revise the terms of the employment relationship or any provision of this handbook by oral statements. Only the Superintendent of the District or the Board collectively with board action may execute an employment or collective bargaining agreement with an employee or modify an employee's at-will status and those contractual relationships. To be effective, the agreement must be in writing and signed by both the employee and the Superintendent and/or the Board of Education or its representative.

The District may set rules and regulations governing the conduct of employees. The rules, however, are not intended to cover all circumstances and do not alter the fact that the employment relationship is terminable at the will of either party unless otherwise indicated by written contract. The District has sole discretion and control of all work for all employees including, by way of illustration and not of limitation, the right to hire, assign, suspend, transfer, promote, demote, discipline and discharge.

# THE DISTRICT

## *INTRODUCTION*

Frankenmuth School District (the District) believes that it is important to keep its employees informed about policies, procedures, practices, and benefits. This employee handbook is a manual which outlines current laws, policies, and procedures that govern the Frankenmuth School District. Not all district policies and procedures are included. Those that are, have been summarized. The handbook is neither a contract or a substitute for the official district policy manual which is located online at <https://go.boarddocs.com/mi/frank/Board.nsf/Public>.

Its purpose is to provide information that will help with questions and pave the way for a successful year. It is to be used as a guide to briefly explain district policies and procedures related to employment. These policies and procedures can change at any time via administrative and board action; these changes shall supersede any handbook provisions that are not compatible with the change as the handbook is periodically revised. If you have specific question you should confer with your supervisor, the building administrator or District Office.

It is important to explain the obligations of the District as well as the expectations you assume as an employee. We have designed these policies and procedures to provide clear and equal treatment of all employees. We urge you to become familiar with them. If you have any questions on any matter pertaining to employment, contact your supervisor or building administrator who will either answer the questions or get the answers for you.

## *ORGANIZATIONAL STRUCTURE*

The Frankenmuth School District is governed by an elected seven-member Board of Education which selects the Superintendent of Schools. The primary duty of the Board is to enact policy, while Superintendent, and those under their direction, ensures that all students are provided challenging curriculum preparing them for their next opportunity. Administrators and directors answer to the Superintendent in the manner outlined in the organizational chart as presented by the Superintendent.

## *MISSION STATEMENT*

The mission of the Frankenmuth School District is to provide each student a fund of knowledge, skills, positive attitudes, and ethical values with which to understand the world, gain productive employment, and successfully manage the change the future will bring.

## *EMPLOYEE RESPONSIBILITIES*

The District has always maintained the highest standards of public service and encourages all school employees to comply with our professional code of ethics. In addition, the District expects all employees to follow Board and department policies, supervisory directives, employee work rules, state and federal law as it pertains to our profession, and the provisions in our bargaining agreement. We expect each individual to conduct themselves in a business-like manner in all dealings with the public and with each other and demonstrate the highest priority for the wellbeing for our students. With the foregoing in mind, the District has developed policies and rules for the benefit of all of us.

Allegations of misconduct are serious and have potentially career-threatening consequences and the District will conduct a due-diligence investigation with the attempt to keep it as confidential as possible until an end result is determined. Employees are allowed representation as needed throughout the investigation.

Some of the policies will be outlined in additional sections in this manual and formalized in Board Policy, others are contained in the following list. You are to read this list of actions and understand them fully. While many of the listed items have never arose, the District would still like to make employees aware of its stance. Engaging in misconduct identified in this handbook, our contract, or Board Policy, or behavior which the Frankenmuth School District, in its discretion, determines to be unacceptable will result in disciplinary action up to and including termination.

The following actions would be considered misconduct;

- Violating any Board Policy
- Improperly treating a fellow employee, student, parent, guardian, visitor, or any other non-employee, including, but not limited to, discriminatory or harassing conduct of any sort, in any manner protected by state or federal law.
- Failing to meet a District measure of efficiency and productivity.
- Engaging in conduct detrimental to the District's reputation.
- Unauthorized or excessive absences (including late arrival or early departure) from work, or being absent three consecutive days without notification.
- Sleeping during the time in which you are supposed to be working (supervising students another level).
- Fraud, abusing, wasting or stealing District property or the property of any District employee or non-employee. Miss-use of funds or improperly using funds and/or credit card.
- Removing District property or records without written authorization.
- Falsifying your employment application or other personnel records or reports, including investigation reports.
- Falsifying or omitting pertinent information from records or revealing confidential information to unauthorized persons.
- Violating the law on or off District premises.
- Fighting or starting a disturbance on District premises or while performing job duties, including but not limited to, assaulting or intimidating a District employee, student, parent, guardian, vendor, visitor or others.
- Unauthorized possession of firearms, weapons or dangerous substances while performing job duties or on District premises.
- Reporting to work in a condition unfit to perform your duties, including reporting to work with measurable amounts of alcohol, illegal drugs or controlled substances in your system or being under the influence of alcohol or drugs or controlled substances, or unfit to perform your duties due to misuse or abuse of prescription or over-the-counter medications.
- Consuming or selling alcohol, illegal drugs, or controlled substances on District premises or while performing your job duties, or attending school activities or functions.



- Using tobacco or vape products on District property on in a District vehicle or while supervising or chaperoning students or District activities or functions, on or off school property.
- Violating or non-reporting of a District safety rule or practice or contributing to unhealthful or unsanitary conditions.
- Acting in conflict with the interests of the District.
- Disclosing any confidential District information without authorization.
- Solicitation or distribution on District property during work time.
- Using profanity or abusive language toward others, intentional and abusive humiliation, embarrassment, or degradation of any person.
- Failing or refusing to fully and/or truthfully cooperate in any District investigation.
- Concealing defective work.
- Unauthorized use or sale of any District-owned property, salvage material or equipment.
- Hiding, concealing or misappropriation of District property or the property of other employees, students, parents, guardians, vendors, visitors, or others.
- Gross negligence or willful acts in the performance of duties resulting in damage to District property or injury to others.
- Insubordination - a willful and deliberate refusal to follow reasonable orders by a supervisor, building administrator, or the Superintendent.
- Willfully misusing District property.
- Violation of the District's equal employment opportunity or sexual harassment policies.
- Failing or refusing to take a drug and/or alcohol screen.
- Abuse of authority.

The above rules are not intended to form a contract of employment between the employee and the District. While this is not an exhaustive list, the list is for the purpose of highlighting prohibited conduct and lend warning. The District reserves the right to discipline or terminate employees for other conduct determined by the District in its sole discretion to be unacceptable. The District also reserves the right to issue additional rules and revise those found above at any time.

### *SUPERINTENDENT*

The Superintendent is employed by the Board of Education to serve as the Chief Officer of the District and educational leader. The Superintendent is charged with carrying out the policies of the Board of Education and directives of the State Department of Education according to the provisions of the General School Laws of the State of Michigan. The administration of instruction and business affairs is the responsibility of the Superintendent. The responsibility for placement and transfer of personnel is vested in the Superintendent, on behalf of the Board of Education. The Superintendent is also charged with the establishment and enforcement of administrative rules and regulations as may be necessary and/or appropriate to continue daily operation. Any employee who has concerns regarding the District that has discussed their matters with their supervisor (without resolution) is encouraged to make an appointment with the Superintendent to ensure their concerns are heard. Concerns regarding the Superintendent or actions of the Superintendent should be addressed with the President of the Frankenmuth School District Board of Education.

## **STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL & STATE LAW**

The District Board of Education complies with all Federal and State laws and regulations prohibiting discrimination and with all requirements and regulations of the District Board of Education. The Board of Education does not discriminate on the basis of race, color national origin, sex (including orientation and transgender identity), disability, age, religion, height, weight, martial or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") in its programs and activities, including employment opportunities.

### District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also know as "Title IX" or "Civil Rights" Coordinators).

Grant Hegenauer  
Superintendent  
989-652-9958  
525 E. Genesee  
Frankenmuth, MI 48734  
ghegenauer@fmuthschools.com

JoLynn Clark  
High School Principal  
989-652-9955  
525 E. Genesee  
Frankenmuth, MI 48734  
jclark@fmuthschools.com

**\*\*Non-Discrimination**

Inquiries related to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin, should be directed to the Superintendent or Building Principal

**\*\* Title IX of the Education Amendments of 1972**

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to the Superintendent or Building Principal

**\*\* Section 504: Rights of Disabled**

Inquiries related to Section 504 of the Rehabilitation Act of 1973/ADA, which prohibits discrimination on the basis of disability, should be directed to the Superintendent or Building Principal

**\*\* Family Educational Right and Privacy Act**

Parents of student or eligible students who have attained the age of eighteen have rights under the Family Educational Rights and Privacy Act of 1974, (FERPA). To ensure compliance with FERPA, the following is expected of all employees: NEVER discuss individual students with others outside the duties of the pertinent job description. If you feel an employee is in violation you should report it to the building administrator.

**\*\*McKinney-Vento Act: Homeless Students**

School districts must provide homeless students with services comparable to services provided to other students in the school district. Homeless children and youth must have access to any educational services for which they are qualify, including special education, advanced and accelerated, free and reduced-price lunch program, before and after-school activities, and Title I services. The students are not to be segregated or stigmatized.

For assistance in determining the requirements and needs of homeless students, please contact the Frankenmuth School District liaison;

Kathleen Conzelmann  
525 E. Genesee  
Frankenmuth, MI 48734  
989-652-9955  
kconzelmann@fmuthschools.com

***EQUAL EMPLOYMENT OPPORTUNITY POLICY***

The District is an equal opportunity employer. No qualified employee or applicant for employment shall be unlawfully denied an employment opportunity because of race, color, creed, religion, national origin, sex, age, height, weight, marital status, veteran status, disability or handicap, or status in any

group protected by state or federal law. It is the District's policy to comply with all federal, state and local laws affecting employment, including laws which define and prohibit discrimination. Employment decisions involving employees of the District such as hiring, promotion, demotion, transfer, selection for training, recruitment, separation, layoff, termination, salaries, benefits or other forms of compensation, will be made on the basis of individual merit, skill and qualification. Consequently, in making employment decisions, the District will consider factors such as education, training, skills developed, prior job experience, prior job performance, attitude, ability to work with others, discipline history, work ethic, leadership, and potential for growth in the job. **po3122**

### *POLICY AGAINST HARASSMENT*

The District expressly prohibits any form of unlawful employee harassment based on race, color, religion, national origin, age, disability, veteran status, weight, height, marital, or familial status, or status in any group protected by state or federal law. A fundamental policy of the District is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters that do not relate to the business of the District. In particular, an atmosphere of tension created by non-work-related conduct, including ethnic, racial, or religious remarks, animosity, or other such conduct, does not belong in our workplace.

Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, slurs), physical harassment (assault, physical interference with normal work or involvement), visual harassment (posters, cartoons, drawings), and innuendo.

Harassment prohibited by this policy applies to the conduct of an administrator/supervisor<sup>1</sup> toward a peer, subordinate, student, parent, guardian, vendor, or visitor, an employee toward another employee, student, parent, guardian, vendor, or visitor, a non-employee toward an employee, or an employee toward an applicant for employment. Harassment can apply to conduct outside the workplace as well as at work. Violation of this policy is grounds for discipline, including discharge.

Any employee who has a complaint of harassment at work by anyone, including administrators, supervisors, co-workers, parents, guardians, students, vendors, or visitors, are urged to bring the matter to the attention of the District Superintendent, building administrator or their supervisor. If the complaint involves someone in the employee's direct line of command or if the employee is uncomfortable discussing the matter with his or her direct administrator/supervisor, the District urges the employee to bring his/her complaint to another administrator/supervisor, the Superintendent, or to a Board member.

The District will investigate all complaints promptly and thoroughly and will endeavor to handle these matters expeditiously in a professional manner. The facts will determine the response to each allegation. The District will discipline, up to and including discharge, any employee who engages in

substantiated acts of harassment. All information regarding a specific incident will be kept confidential to the fullest degree possible. It will be considered a serious infraction of District policy to retaliate against or penalize an employee for asserting a claim of unlawful harassment. Any employee found to have unlawfully harassed another person or to have retaliated against any person for making a complaint of harassment or for providing witness testimony, will be subject to discipline, up to and including discharge. po3362

### *SEXUAL HARASSMENT*

The District strongly disapproves of and does not tolerate sexual harassment of any kind. All employees must avoid offensive or inappropriate sexual behavior at work and outside of work and are responsible for assuring that the workplace is free from sexual harassment at all times.

The District's policy prohibits (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and (3) other verbal or physical conduct of a sexual nature made to an employee when submission to such conduct is made either explicitly or implicitly a condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions; such conduct has the purpose or effect of substantially interfering with an individual's work performance; or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; slurs, and other verbal, graphic, or physical conduct relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, or cartoons.

Sexual harassment prohibited by these policies applies to the conduct of an administrator/supervisor toward a peer, subordinate, parent, guardian, student, vendor, or visitor, an employee toward another employee, parent, guardian, student, vendor, or visitor, a non-employee toward an employee, or an employee toward an applicant for employment. Sexual harassment can apply to conduct outside the workplace as well as at work. Violation of this policy is grounds for discipline, including discharge.

Any employee who has a complaint of sexual harassment by anyone, including an administrator/supervisors, co-workers, parents, guardians, students, vendors, or visitors, is urged to bring the matter to the attention of the District. Employees may bring their complaint to their supervisor, building administrator or directly to the Superintendent. If the complaint involves someone in the employee's direct line of command or if the employee is uncomfortable discussing the matter with his/her direct supervisor or administrator, the employee is urged to go to another supervisor, the building administrator, the Superintendent or a Board member with the complaint.

The District will investigate all complaints promptly and thoroughly and will endeavor to handle these matters expeditiously in a professional manner. The facts will determine the response to each allegation. The District will meet substantiated acts of sexual harassment with appropriate disciplinary action, up to and including termination. All information regarding a specific incident will be kept confidential to the fullest degree possible.

It is a serious infraction of District policy to retaliate against or penalize an employee for asserting a claim of sexual harassment. Any employee found to have unlawfully harassed another person or to have retaliated against any person for making a complaint of harassment or serving as a witness, will be subject to discipline, up to and including discharge. po3362

### ***REPORTING EQUAL OPPORTUNITY OR HARASSMENT VIOLATIONS***

Any employee who believes that he or she has been subjected to unlawful race, color, creed, religion, national origin, sex, age, height, weight, marital or veteran status, disability, or handicap discrimination, or any form of harassment prohibited within these policies, including sexual harassment, should notify their administrator, supervisor, or the Superintendent, who will provide the employee with a Discrimination/Harassment Complaint Form, an employee may also request a copy from the District Office. Please complete this form in as much detail as possible so that the District will have adequate notice of and be able to investigate any claim of any unlawful discrimination or sexual or other prohibited harassment.

Unlawful harassment and employment discrimination will not be tolerated. The District will actively investigate every complaint of unlawful discrimination and harassment alleged to have been committed by anyone. It is the duty of every District employee to cooperate in any such investigation, and it would constitute a serious infraction of District policy to retaliate against or penalize a person for asserting a claim of unlawful discrimination or harassment. Any employee found to have unlawfully harassed or discriminated against another person or to have retaliated against any person for making a complaint of discrimination or harassment will be subject to discipline, up to and including discharge.

### ***DISABILITY ACCOMMODATION STATEMENT***

Under Michigan law, any employee or applicant for employment who believes that he or she requires an accommodation in order to perform the essential functions of the job for which an applicant has applied or the employee has been assigned must notify the District, in writing, within 182 days after the need for accommodation is known. Employees or applicants must submit all accommodation requests to the Superintendent. Accommodation Request Forms are available in the District Office. There is no limitation period for accommodation requests under federal law.

## GENERAL EMPLOYEE INFORMATION

### *DEFINITIONS OF EMPLOYEES*

The District classifies employees for purposes of pay and benefits. District policies apply to all employees.

1. **Regular Full-Time Employees.** Employees regularly scheduled to work 37 to 40 hours per week for a continuous and indefinite period of time are considered regular full-time employees for all pay and benefit purposes. Generally, they are eligible for all District benefits, subject to the terms, conditions, and limitations of each benefit program.
2. **Regular Part-Time Employees.** Employees regularly scheduled to work at least 15 hours per week and have an average of less than 30 hours, are considered part-time employees. Part-time employees' schedules will be determined by their administrator or supervisor (there may be times when fewer hours are needed). The schedules must be adhered to and may not be altered at your convenience. Part-time employees are not eligible for most benefits regardless of the number of hours per week worked. Part-time employees receive all legally mandated benefits such as Social Security and workers' compensation insurance. They are not eligible for any other District benefit programs.
3. **Temporary or Seasonal Employees.** Employees hired as "temporary replacement" for regular full-time or regular part-time employees, who work on a continuous occasional basis, or for short periods of employment such as summer months, peak periods, and vacations, are temporary employees. These employees are not eligible for benefits regardless of the number of hours or weeks worked.
4. **Exempt/Nonexempt Employee Classifications.** The District clarifies the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws, including overtime. An employee's EXEMPT or

NONEXEMPT classification may be changed only upon written notification by the District.

### ***NEW EMPLOYEES***

Before the start of work, every employee must have approval from the District Office and supervisor. New employees must make an appointment with the District Office to complete a New Employee packet as well as complete criminal Background authorizations required for the position they have filled. If you have questions about these forms and procedures please contact District Office. Prior to gaining access to District technology the employee must complete and have on file the Districts Acceptable Use Agreement.

### ***OFFICE HOURS***

Most employees within the Frankenmuth School District work 30-40 hours per week. There are departments within the District, because of the nature of the work, that have different work schedules. A workweek, for payroll purposes, begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. the following Saturday.

During the school year, the District shall be open to the public Monday through Friday, from 7:30 a.m. — 4:30 p.m. (except for designated holidays and/or scheduled days off). Prior to summer each building will post hours in which they will be open to the public. Each department is required to furnish the payroll office an account of each employee's hours of work for the established pay period. In order to accommodate this, each department shall have all hourly or salaried ***non-exempt*** employees accurately record their hours worked. It is your responsibility to ensure that the hours of work for you are accurate and reflect your hours of work. Inaccurate records may be a reason to initiate disciplinary procedures, or in some cases, cause termination of your employment.

### ***TIME RECORDS***

Federal and state wage and hour laws require that the District maintain an accurate record of working hours. This is done through the time reporting system. Hourly or salaried ***non-exempt*** employees are to punch in and out of work or record their hours worked on a time sheet as designated, so that there is an accurate recording of their actual arrival and quitting time at the beginning and end of each day. Each time card will cover a two-week period.

Hourly and salaried ***non-exempt*** employees are to abide by the following procedures regarding time records:

- Employees are not permitted to begin work before their normal starting time or to continue working after their normal quitting time unless the employee has advance permission of the supervisor to deviate from the schedule.
- Employee time records are to be checked and signed by the supervisor involved or by the individual designated by the supervisor. Employees should enter paid absences (such as paid



holidays, vacation, etc.), as approved by his/her supervisor, on the time card. Employees must identify authorized overtime and have the supervisor approve it on the time record. Employees are required to sign their time card before submitting it.

- The punching in or out or altering in any way of another employee's time record, except by the authorized supervisor, or the falsifying of any time record by an employee, including management, is grounds for immediate termination.
- Unapproved absences do not count as hours worked for pay purposes.
- Employees must notify their supervisor immediately when they realize that they have improperly completed their time record.

### *PAY PERIODS*

The Frankenmuth School District pays employees on a biweekly basis, (every two weeks). That means there are 21 or 26 pay periods within a school or calendar year respectively. Direct deposit or paychecks will be distributed on payday which is currently on Fridays. A schedule of pay periods can be requested by contacting your supervisor or the Payroll Department.

### *EMPLOYEE AND 1099*

All payment for service for all individuals employed by the District will be paid through payroll. This would include all Schedule B, Community Education, Athletics, etc. The situations that are acceptable would be if the individual owns a company and is directly hired for service by the school (contract or invoice provided) or if the employee does work for the school and a third party distributes the IRS Form 1099.

### *GARNISHMENTS*

State laws require the District to honor garnishments of employee wages as a court or other legal judgment may instruct, including child support. The law also provides for an administrative fee to be charged when a garnishment occurs.

### *OVERTIME (NON-EXEMPT EMPLOYEES)*

Hourly and salaried **non-exempt** employees will be required to work overtime whenever the District deems necessary. Supervisors or the building administrator will assign overtime to employees in the particular job for which overtime is required. Hourly and salaried **non-exempt** employees may not work overtime without the prior approval of their supervisor(s). Hourly and salaried **non-exempt** employees who work overtime without prior authorization will be subject to discipline, including discharge.

The District will pay overtime compensation to non-exempt hourly employees, who work in excess of forty (40) hours during the workweek, at one and a half times their regular hourly rate. No form of paid or unpaid absence, such as holiday, sick, vacation or other time off, will count as time worked in computing overtime. Personnel in exempt, salaried positions are not eligible to receive overtime compensation.

## *ATTENDANCE AND PUNCTUALITY*

Punctuality and regular daily attendance not only assists each building office in planning and scheduling work more efficiently, but they are also taken into consideration when employees are reviewed.

The District relies on you to report to work regularly and on time. If you are going to be late or absent, prior to the start of work you must contact your supervisor or the building administrator if your supervisor is unavailable. If you have to leave early, you must obtain approval from your supervisor or, if unavailable, the building administrator. You may be required to make up any lost work time.

Excessive absenteeism, regardless of the reason(s), which renders an employee insufficiently available for work will be evaluated on a case-by-case basis to determine the merits of correctional retention or termination. Absent employees are expected to call in every day of their absence, unless they have previously notified their supervisor of the exact duration of their absence. Except under unusual circumstances, an absence of three days or more without notification from the employee will be considered a voluntary termination of employment. The District will take disciplinary action up to and including discharge, where attendance is unacceptable.

## *PLANNED ABSENCES*

The District expects its employees to plan their absences in advance, whenever possible, so that the work flow may continue without interruption. All planned absences, such as medical and dental appointments and other important personal business, must be approved at least twenty-four (24) hours in advance by your supervisor. Vacations for certain classifications are scheduled according to Article VII, Paid Time Off, of this handbook.

## *UNEXPECTED ABSENCES*

The District realizes that there are times when an unexpected event causes an employee's absence from work, such as a personal illness or accident, illness or accident in the immediate family, death in the immediate family, etc.

- Unexpected absences should be reported to the employee's administrator or supervisor as soon as the employee knows that they will not be reporting for work. However, unexpected absences should be reported to the employee's administrator or supervisor at least two hours before the work shift begins or within the applicable time specified by the administrator or applicable contract.
- Absent employees are expected to call in every day of their absence, unless they have previously notified their administrator or supervisor of the exact duration of their absence.
- Employees absent three consecutive days without reporting shall be considered voluntary terminations.

### *MEAL PERIOD*

Employees shall, except when mutually agreed upon, take at least one (1) continuous paid or unpaid period for meals for thirty (30) minutes or one (1) hour, as applicable to the position and contract, if stipulated. The supervisor or building administrator shall schedule all meal periods.

### *PERSONNEL RECORDS*

Each employee is responsible for updating personnel information with the District in writing when there is a change in address, telephone number, marital status, emergency contact or number, and names of dependents.

Tax information must be kept current. W-4 forms are available throughout the year.

All employment records are the property of the District. Employees may review their personnel files in the presence of their supervisor by appointment and with prior notice. No material may be removed from the file, but an employee may insert comments if desired. Employees may, for a reasonable charge, request copies of documents contained in their personnel file.

Personnel material is shared within the District only on a need to know basis, or as required under the Freedom of Information Act.

### *FAMILY EMERGENCY*

In the event any office in the district receives word of an emergency related to your family, you will be notified as soon as possible.

### *EMERGENCY WEATHER CONDITIONS*

In the event of a school delay or cancellation, every effort will be made to notify employees as soon as possible. The school all call system will be used to notify all employees. We will use the phone number that currently current to your Skyward Finance account. If there is a change in your phone number, please update if you have issues updating please contact the Business Office. School delays and cancellations will also be posted on local television and radio channels.

### *JOB PERFORMANCE REVIEWS*

All employees are expected to work efficiently and harmoniously and to meet the requirements and standards of their position. During your employment with the District, your supervisor or his or her designee will evaluate your work regularly on an informal basis through interaction, observation and constructive feedback. He or she will also conduct a formal review of your work performance on a periodic basis giving consideration at each review to changes in your job content or responsibility. All teaching staff will have evaluations as outlines in contract language and state law.

### *ERRORS IN PAY*

The District takes every precaution to ensure that you are paid correctly. If you believe there is an error, please notify the payroll department. We will make every attempt to adjust the error immediately and no later than the next pay period.

### *LAYOFF AND RECALL*

The District has the right to layoff employees in its sole discretion as needed to operate the District effectively and/or to reduce labor costs. We hope that it will be seldom; however, when it is necessary to layoff employees or reduce the work hours, the District will do so based upon contractual agreement, state law, and/or qualifications and ability to perform the available work. Qualifications and ability shall include, but not be limited to, performance, relevant skills, certification(s), work ethic, discipline history, teamwork, attendance, and any other criteria important to the effective and efficient performance of the work.

### *PROMOTIONS AND TRANSFERS*

As our District continues to change, new job opportunities will be filled with the most qualified person for the position. Any employee who has an interest, and feels they are qualified to fill another position would need to contact the director and/or administrator and apply when a position is posted.

## **EMPLOYEE BENEFIT PLANS**

### *ANNUAL NOTICE*

The District will post Annual Compliance Notices for each eligible employee in their Skyward Access. If you have any questions about these notices please contact the Business Office.

### *HEALTH INSURANCE*

Group health care insurance is offered to all regular full-time employees only, subject to the terms and conditions as set forth by the insurance carrier and the Master Agreement with the FTPO. The District must comply with Public Act 152 and may require employees to pay a percentage or negotiated portion of the cost of premiums. Employees will be asked to complete enrollment for medical coverage for themselves and all dependents during the schools open enrollment period. If an employee is eligible to decline health insurance they could be eligible for a cash-in-lieu payment as outlined in the Master Agreement with the FTPO. Details concerning the insurance benefits available and the terms and conditions of the policies are set forth in the summary plan descriptions and benefit booklets that are available at no cost to the employee.

The District continually tries to find the best product and rates for our employees and will put out notification in advance when changes occur. The District maintains its rights to suspend, modify, or

terminate the health care coverage in its sole discretion as allowed by law, unless otherwise governed by contract.

### ***VISION AND DENTAL INSURANCE***

Vision and dental insurance are provided as a benefit for regular full-time employees only. Details concerning this benefit, the terms and conditions of the policies, and any employee cost, are set forth in the summary plan description and other information available from the District Human Resource Department.

### ***CONTINUATION OF HEALTH CARE INSURANCE***

A federal law, PL 99-272, commonly known as “COBRA,” requires the District to offer employees and their families the opportunity for a temporary extension of health care coverage at group rates in certain instances when coverage under the plan would otherwise end. Here are links to two good resources outlining your rights to COBRA coverage. If you have any questions, please contact the Human Resources, or the District’s Plan Administrator, or the District Finance Director, or the Superintendent for additional assistance.

<https://www.dol.gov/sites/dolgov/files/legacy-files/ebsa/about-ebsa/our-activities/resource-center/publications/an-employees-guide-to-health-benefits-under-cobra.pdf>

<https://www.dol.gov/general/topic/health-plans/cobra#:~:text=The%20Consolidated%20Omnibus%20Budget%20Reconciliation,voluntary%20or%20involuntary%20job%20loss%2C>

### ***SHORT TERM DISABILITY INSURANCE (6 MONTHS)***

A short-term disability policy is available to regular full-time employees according to the terms and conditions of the policy which has been purchased by the District for its employees. A summary plan description of the plan is provided to eligible employees and is also available to employees upon request.

### ***LONG TERM DISABILITY INSURANCE***

A long-term disability policy is available to full-time employees according to the terms and conditions of the policy which the District has purchased for its employees. A summary plan description of the policy will be made available to employees upon request.

### ***GROUP LIFE INSURANCE***

Regular full-time employees receive life insurance coverage effective at the same time as the group health care insurance. Group life insurance terminates upon separation or termination of employment; however, in some instances the employee may be able to convert the life insurance

coverage to an individual policy at the employee's expense. Questions should be directed to the District Human Resource Department.

### *PENSION PLAN (MPSERS)*

This plan is designed to assist employees in their retirement years. There are different eligibilities based on first hire date. If you have questions about your specific plan this <https://www.michigan.gov/orsschools> is a great resource. You will be provided with information about eligibility and plan upon hire. You will be notified of any changes made to the plan as required by law. Questions regarding the Plan should be directed to the District Human Resources Department or your supervisor.

### *TAX SHELTERED ACCOUNT*

This plan is designed to assist employees in their retirement years. Employees are eligible to participate in a tax-sheltered annuity account at their own expense. Questions regarding participation should be directed to the Human Resources Department.

### *WORKERS' COMPENSATION*

If an employee is unable to work, you may be eligible for payments to cover loss of income as well as medical expenses (as required by workers' compensation law).

If the reason is a job-related injury, he/she must report it to his/her supervisor, building administrator or the Superintendent, at once. The employee must also complete an injury/incident report no later than twenty-four hours after the injury occurs. Failure to do so may result in loss of, or delay in receiving, benefits. Copies can be obtained from the District's Administration Office or each building office.

### *UNEMPLOYMENT COMPENSATION*

The Frankenmuth School District is covered by the Michigan Employment Security Act. Section 27(i) of the Act (School Denial Period) states that school employees are not eligible for unemployment benefits during a school recess or break if the person has reasonable assurance to a similar position after the break period. The Frankenmuth School District has regularly scheduled breaks during each year, including summer recess, spring break, and Christmas Vacation. During these breaks when school is not in session, the District provides you reasonable assurance, in good faith, that you will return to work in the same or similar position at the completion of the break.

## **PAID TIME OFF**

### *HOLIDAYS*

Each department has differences in holidays recognized due to work schedule. Most regular full-time employees will be provided paid holidays for New Year's Day, Good Friday, Memorial Day,

Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, and Christmas Day. In the event one of these holidays should fall on a Saturday, the Friday preceding is granted as the holiday, and whenever the holiday falls on a Sunday, the following Monday is granted as the holiday. If you have specific questions about holidays refer to the departments contract or contact the Business Office.

### *HOLIDAY PAY*

In order to qualify for holiday pay, the employee must work their scheduled day immediately preceding and following the holiday. Failure to follow the posted schedule will result in the loss of the holiday benefit. An employee who is scheduled to work on a holiday and fails to report to work will not receive any holiday benefit for the day. Absence without a justifiable excuse may result in discipline up to and including termination from employment.

### *PERSONAL DAYS*

See applicable contracts and pay scale structures.

### *SICK DAYS*

See applicable contracts and pay scale structures.

### *VACATIONS*

See applicable contracts and pay scale structures.

## **LEAVES**

### *BEREAVEMENT LEAVE*

Regular full-time employees may use sick days for bereavement in the event of a death in the employee's family. A maximum of ten (10) sick days may be used for bereavement in the event of a death in the employee's immediate family and a maximum of three (3) sick days in the event of a death of a family member who is not defined as immediate. (Immediate family member is defined as a spouse, child, or parent.) The District reserves the right to require verification of attendance at the service of the deceased.

### *JURY DUTY*

The District will pay regular full-time salaried exempt employees their regular salary for any scheduled work days that the employee is called for jury duty and will pay regular full- and regular part-time hourly non-exempt employees their hourly rate for any scheduled work days that they would have worked if not called to jury duty. Temporary or occasional full- and part-time hourly non-exempt employees will not be paid for jury duty.

In order for employees to receive paid jury duty leave, the employee must submit to the District the jury duty pay, excluding mileage, that he/she receives from the court. All employees may be required to return to work when they are excused from jury duty after a partial day. All employees are required to report to work if they are excused for the full day, or released from jury duty service altogether. Employees called for jury duty must present the court notification to their immediate supervisor, building administrator or to the Superintendent and must inform the District on a daily basis which days they are to report to the court instead of work.

### *MILITARY LEAVE*

The District will grant employees who are ordered to report for military service military leave in accordance with applicable law.

### *FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)*

It is the purpose of this policy to provide notice to all employees of the protections offered, and their obligations under the Family and Medical Leave Act of 1993 (FMLA or the Act). This policy also provides supervisors and employees with notice of the Act's compliance requirements.

It is the policy of the District to grant up to 12 weeks of family and medical leave during a rolling 12-month period to eligible employees in accordance with the Act. The leave technically is unpaid; however, an employee may receive compensation during part or all of an FMLA leave depending upon the circumstances of the leave, and based upon the employee's accrued paid vacation, personal, and/or sick time as applicable and as specified in this policy. If you have questions about eligibility, types of leaves covered, what qualifies as serious health condition, and your rights under the law here is a good resource <https://www.dol.gov/agencies/whd/fmla>. If you have additional questions and/or assistance with requesting leave see the Human Resource Department.

### *PERSONAL LEAVE*

Regular full-time employees desiring to take an unpaid personal leave must apply in writing to their supervisor or the building administrator for an unpaid personal leave of absence not to exceed one (1) week. This leave must be approved by the Board of Education or its designee. The personal leave may not be used in conjunction with any other leave, paid or unpaid. In the District's sole discretion and on such terms as the District may impose, taking into consideration the need for an extension and staffing needs, the Board of Education or its designee may extend the unpaid leave upon the employee's request. Employees granted a leave will be returned to work at the end of the leave period if their position is open at that time. Employees must request any leave extension prior to the expiration of their initial leave.

Only those employees who are granted an unpaid personal leave of absence of no greater than fourteen (14) consecutive calendar days will continue to accrue seniority and maintain benefits unless



specified in a mutual agreement prior to the leave. If an employee fails to return to work at the end of the leave or is employed by or working for another employer during the leave, employment with the District will be considered voluntarily terminated.

## **WORK POLICIES AND REGULATIONS**

### *PERSONAL APPEARANCE/CLOTHING*

Personal appearance, hygiene, and clothing are important to our work practices. Our residents gauge the quality of our District and our services by the care we show in our personal attire and appearance. Each person is to report to work wearing clothing that is clean and appropriate for the position and, in most cases, constituting business casual apparel. A neat, well-groomed appearance is important to yourself, your fellow workers and to our residents.

### *TOBACCO USE / SMOKING*

In keeping with the District's intent to provide a safe and healthful work environment, the District prohibits smoking in any District vehicles, property, or facilities. This policy applies equally to all employees, citizens, vendors, and visitors.

District employees shall not smoke or use tobacco products when they are involved with students or when supervising student activities on or off District property.

### *SOLICITATION AND DISTRIBUTION*

In order to eliminate the possibility of disruption of operations and annoyance of employees and to maintain a good working atmosphere, the District believes that the following rules are essential and must be observed by employees without exception:

Solicitation by employees of their fellow employees during working time in working areas by, or on behalf of, any individual, organization, club, or cause is prohibited.

The distribution of any literature, pamphlets, or other material to employees during working time, or at any time in any work area, is likewise prohibited.

At no time shall any employee sell or solicit for personal profit.

Work Time Defined - Breaks, lunch breaks and the period immediately before and after scheduled hours are not considered work time.

Outside Solicitation – Non-employees who do not have actual legitimate business with the District are prohibited from soliciting at any time for any purpose on District premises.

## *CONFIDENTIALITY*

As an employee of the District you may learn confidential business information that is not subject to disclosure to the public. During and after employment with the District, confidential business information may not be shared with non-employees of the District and may only be shared with District employees on the basis of a need to know. If you violate this policy, disciplinary action will be taken, up to and including immediate discharge.

The Frankenmuth School District is subject to the provisions of the Family Education Rights and Privacy Act (FERPA) of 1974. Employees are responsible for ensuring that each student's rights under this law are respected. All employees will refrain from discussing student performance, behavior, or emotional status with anyone other than the student's parents, guardian, an administrator, or official who have legitimate access to the information.

## *ATTIRE & GROOMING EXPECTATIONS*

Our staff members work in a professional education setting and should dress appropriately to reflect their position within the school district. Employees must always present a clean, professional appearance. All employees are expected to dress for their role with the District. Professional staff and staff directly working in the classroom with students should be business casual unless they are allowed that day to dress smart casual (jeans) by the building administrator. Everyone is expected to wear clean clothing, free of holes and tears regardless of the level. Clothing with offensive or inappropriate designs are not allowed at any time on campus.

## *SECURITY*

All equipment, doors, files, desks, gates and other equipment with locks are to be kept locked securely when not in direct use and at the end of each day. They are also to be checked regularly. Lost keys and fob's must be reported immediately to your supervisor, building administrator or the Superintendent failure to do so will lead to discipline. Any concerns about security should be directed to your supervisor, the building administrator, or the Superintendent. All employees and elected officials should keep in mind that all file cabinets, desks, closets, and locked areas belong to the District and are subject to search or monitoring at any time. No employee should expect any right to privacy regarding use of District property.

## *SECURITY VIDEO AND USE OF*

Frankenmuth School District reserves the right to install and use security cameras in work areas. These are in place for student and employee safety. The viewing, use of, or distribution of video from these cameras is prohibited unless granted permission from the Superintendent or Business Office. No video or pictures from the system is to be shown to a non-employee or student without the permission from the Superintendent or Business Office. Failure to adhere to this procedure could result in discipline up to termination.

## *INTERNET USAGE*

The District provides Internet access to assist employees in obtaining work-related data and technology. The District has developed the following guidelines to ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits and in accordance with this policy.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the District and, as such, is subject to disclosure to law enforcement and other third parties. Consequently, employees should always ensure that the business information contained in an e-mail message or any other electronic transmission is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet are property of the District. As such, the District reserves the right to monitor Internet traffic, retrieve, and read any data composed, sent, or received through our online connections and stored in our computer systems. In addition, the District has the right to search personal devices that access or have used the schools internet.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, any employee that did not create the material, does not own the rights to it, or has not gotten authorization for its use, should not put it on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet and email users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression. Employees should not at any time download programs for use, they must work with and receive clearance to use from the Technology Department.

Abuse of the Internet access provided by the District in violation of law or District policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy and possibly have monetary penalties. The following

behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

1. Sending or posting discriminatory, harassing, or threatening messages or images.
2. Using the District's time and resources for personal gain.
3. Stealing, using, or disclosing someone else's code or password without authorization.
4. Copying, pirating, or downloading software and electronic files without permission.
5. Sending or posting confidential material outside externally.
6. Violating copyright laws.
7. Failing to observe licensing agreements.
8. Engaging in unauthorized transactions that may incur a cost to the District or initiate unwanted Internet services and transmissions.
9. Sending or posting messages or material that could damage the District's image or reputation.
10. Participating in the viewing or exchange of pornography or obscene materials.
11. Sending or posting messages that defame or slander other individuals.
12. Attempting to break into the computer system of another employee, organization, or person.
13. Refusing to cooperate with a security investigation.
14. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
15. Using the Internet for political causes or activities, religious activities, or any sort of gambling.
16. Jeopardizing the security of the District's electronic communication systems.
17. Sending or posting messages that disparage an organization's products or services.
18. Passing off personal views as representing those of the District.
19. Sending anonymous e-mail messages.
20. Engaging in any other illegal activities.
21. Abusing personal use of the Internet during business hours.

All computer users should keep in mind that all District computers, software, and the Internet service is the property of, or licensed to the District, and is subject to review and monitoring at all times. Therefore, no employee or elected official should have any expectation of privacy when using District computers or the Internet.

### *COPYRIGHT LAW*

Copyright protection is the law. Copyright protection is authorized by Article I Section 8 of the U.S. Constitution and is currently implemented by the Federal Copyright Law of 1976. School districts and colleges have a responsibility to assure that all employees know the major provisions of copyright law and adhere to them. All educators have an obligation to understand and follow copyright requirements. By doing so, educators set an example that students can follow.

If you would like more information regarding the copyright Law, please review the tutorial in the Global Compliance Network training program at [www.gcn1.net](http://www.gcn1.net).

### *IMPROVEMENTS AND DISCOVERIES*

Any and all inventions, improvements, discoveries, processes, or formulas developed or discovered by employee during his or her employment related to the business of the District shall be fully disclosed by employee to the Superintendent of the District, and such items shall become the sole and absolute property of the District without any further action by employee. Upon the request of the District, employee shall execute, acknowledge and deliver such assignments, certificates and other documents as the District may consider necessary or appropriate to properly evidence the District's rights, titles, and interests therein. Such inventions, improvements, discoveries, processes, formulas, and all information related thereto shall be confidential and shall be subject to all the restrictions set forth in this handbook.

### *USE OF PHONE AND MAIL SYSTEMS*

District telephones are important to our everyday operation. Employees should restrict their personal calls to emergency matters only. Personal use of the telephone is not permitted. Employees should practice discretion when making calls. Courtesy to parents, guardians, visitors, vendors, other employees or any other caller is expected of all who answer phones.

The use of District-paid postage and/or courier for personal correspondence is not permitted.

### *CELL PHONE POLICY*

In order to eliminate the possibility of disruption of operations and annoyance of employees and to maintain a good working atmosphere, the District believes that the following rules are essential and must be observed by employees without exception:

The use of cellular telephones by employees during working time or while in working areas shall be for emergency use only during the day. Personal calls, texts, and other uses shall not be take place during working hours.

- Non-Work Time Defined - Breaks, lunch period, and the period before and after scheduled hours are not considered work time.
- Non-Working Area Defined - District designated break areas and lunch areas.

Violation of this policy may result in discipline up to and including discharge.

### *TRAVEL POLICY*

Employees are to report promptly for work each day to their assigned work sites unless directed to report elsewhere by an immediate supervisor, building administrator, or the Superintendent. Employees generally are not paid for their time spent traveling to and from their residence and their

assigned work site. Employees who are scheduled by the District to report to their work site and requested by the District to move to another location other than their job site will be considered to have started their workday at the time they arrive at their assigned work site, so long as they arrive at the time designated.

When using District owned vehicles or vehicles rented by the District employees are expected to drive the proper speed limits. If employees are transporting students, they need to have the trip approved by their supervisor and show current license and proof of insurance prior.

The District will pay employees mileage at the IRS designated rate when an employee must use his/her personal vehicle for official authorized District business.

### ***ENERGY PRESERVATION AND WASTE PREVENTION***

Please conserve energy at every opportunity by keeping thermostats in moderate ranges and turning off lights when leaving a room. Waste of energy and materials is costly to the District and ultimately results in losses which must be paid for by other cost reduction actions. Employees should refrain from use of auxiliary lighting and other items that require power in their rooms. At no time should an employee string together multiple power strips for additional power needs.

### ***DISTRICT TOOLS***

The District provides tools, furniture, and equipment necessary for employees to perform the job to which they are assigned. Employees are expected to care for the equipment and supervise the use by others. In the event of loss or damage due to negligence or the lack of supervision the employee may be responsible for replacement or repair costs.

### ***LEAVING THE FACILITY DURING WORKING HOURS***

If you find it necessary to leave the building during working hours (non-lunch period), you must report to your supervisor, the building administrator, or the Superintendent when leaving and upon returning. You must document the time that you are absent from work hours, unless you are leaving for District business. If you are the only employee on duty in a building, you must secure the building when you leave.

### ***CRIMINAL MATTERS***

Any employee who is charged and/or convicted of a felony or convicted of a misdemeanor, must immediately notify the District of this fact. Failure to do so may result in discipline up to termination.

## **PROGRESSIVE DISCIPLINE POLICY**

### *PURPOSE*

The District has established policies and procedures concerning employee conduct which are deemed necessary to ensure the orderly and efficient operation of the District. The type and severity of the disciplinary action will depend upon the nature and seriousness of the offense, the employee's disciplinary status, and work history, and any mitigating or aggravating circumstances.

### *DISCIPLINE*

It is the established policy of the District that any conduct, in its view, that interferes with or adversely affects employment is sufficient grounds for disciplinary action ranging from verbal warnings to immediate discharge.

The District may impose any of the following types of actions IN ANY ORDER to respond fairly to employee misconduct. The District may also take a disciplinary action that is not outlined below as deemed by administration to rectify an issue up to termination.

1. Verbal Reprimand: Immediate supervisor, building administrator or the Superintendent, or his/her designee, will discuss the offense with the employee and place a memo regarding the oral warning in the employee's personnel file.
2. Written Reprimand: A reprimand memo stating the offense and potential action will be prepared by the immediate supervisor, building administrator, or the Superintendent or his/her designee. The immediate supervisor, building administrator, or the Superintendent will review the reprimand memo with the employee. The employee will receive a copy and the District will place the original in the employee's personnel file. The employee also has the right to meet and question with representation.
3. Suspension: A record of the meeting stating the offense and length of suspension will be prepared by the Superintendent or his/her designee. The Superintendent will review the suspension memo with the employee and possible representative. The employee will receive the original, and a copy will be placed in his/her personnel file. Unpaid suspensions for salaried exempt employees will be in complete work-week increments with remaining contract reconfigured less the suspension amount. Long term or more serious misconducts with long term suspension without

pay will be handled on a per case basis. Based upon the length of suspension and whether paid or unpaid, the District may hold a hearing to inform the employee of his/her misconduct or serious performance issue, provide a brief summary of the evidence of the misconduct or serious performance issue, and provide the employee with an opportunity to present his/her position on the matter.

4. Discharge: The Superintendent will host a meeting to discuss the employee's misconduct or performance issue with the employee and his/her immediate supervisor, and employee representation (if elected). During the meeting The Superintendent will present the employee with written statement of termination with reason. The Superintendent shall make the board aware of any discharge and inform the employee of their right to request a closed session meeting with the Board for a re-instatement hearing if they so choose. The District Board will make the final determination if a re-instatement hearing is requested by the employee.

A notice of the hearing will be prepared stating the offense, a brief summary of the evidence, and the proposed action to be taken. The employee will receive the original, and a copy will be placed in his/her personnel file.

Employees understand that each of these forms of discipline should be discussed with you and documented by your supervisor. Each of these instances will be put in the employees file.

The District recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

It is impossible to list every type of behavior that may be deemed a serious offense. In the section entitled "Your Responsibilities," the District has provided examples of some, but not necessarily all problems that may result in immediate suspension or termination of employment. Some of the examples identify unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, the District hopes to correct most employee problems at an early stage, benefiting both the employee and the District. To the extent allowed under the Freedom of Information Act, the District will address discipline in a professional and confidential manner.



## **OPEN DOOR POLICY**

The District believes in open communication. If you have a suggestion or concern, we want to know about it. In most cases, you will get satisfaction by talking with your immediate supervisor, the building administrator or the Superintendent. However, the District recognizes that it may not be able to resolve all problems satisfactorily between an employee and his or her supervisor. As to those matters that the parties cannot resolve informally, the following procedure is established to ensure fair and impartial review. The District will give all disputes prompt and objective consideration in an atmosphere of mutual assistance. This procedure does not apply directly to discrimination complaints that are more specifically discussed in the Equal Employment Opportunity Policy or to union or association represented employee grievances that are subject to a grievance and arbitration procedure by contract. In the discretion of the District reviewing a particular matter, the time periods specified may be extended if extenuating circumstances are found justifying a longer period for resolution.

### ***ELIGIBILITY***

All employees are eligible to use this problem-solving procedure to present and settle disputes concerning the administration and interpretation of the District's personnel policies and procedures and other work-related actions. Association represented employees' grievances are subject to the timelines and procedures contained in their collective bargaining agreements.

### ***PURPOSE***

The purpose of the grievance procedure is to provide an employee with an acceptable and fair means of being heard. The grievance procedure should be utilized if:

- An employee feels an injustice has occurred and has tried unsuccessfully to solve it through informal means.
- An employee has received disciplinary action which they feel is unjust.
- The employee has a complaint or concern that has not been adequately addressed.

### ***PROCEDURE – CHAIN OF COMMAND***

Employees who have a question regarding policy, procedure, or need clarification on any matter should follow the chain of command to receive an answer. The employee should first present the matter to his/her immediate supervisor within five (5) business days of the occurrence giving rise to the grievance. If the employee does not receive an answer in two business days, the employee should take the matter to the building administrator. If within five business days the building administrator does not reply, or the grievance cannot be resolved, the employee may take the matter to the Business Office (Operations) then Superintendent. The process may be summarized as follows:

- IDENTIFY PROBLEM/ISSUE/QUESTION
- WORK WITH IMMEDIATE SUPERVISOR

- WORK WITH BUILDING ADMINISTRATOR OR DEPARTMENT HEAD FOR NON-ACADEMIC POSITIONS
- WORK WITH BUSINESS OFFICE (OPERATIONS OFFICER)
- WORK WITH SUPERINTENDENT

Forms are available from in the District Office, so you may write down the matter and have it signed and dated by the individuals to whom you presented the problem.

Should the parties fail to reach a resolution regarding a statutory or common law employment issue, either party may submit a claim to arbitration pursuant to an independent agreement, a copy of which may be picked up in the District Office.

## **SAFETY POLICY**

### *REPORTING INJURIES AND ACCIDENTS*

Employees are to advise their immediate supervisor and/or the building administrator of all accidents, injuries, or illness that occur while at work. They are to be reported immediately no matter how slight they may appear. The District will provide the proper forms for reporting accidents, injuries, and illness, and failure to report these occurrences will be cause for disciplinary action.

In case of a vehicular accident, all information should be reported immediately to the Business Office (Operations) or his/her designee. In no instance should statements about the accident be made or fault expressed until the proper persons in the District have been notified and permission given to make statements.

### *HAZARDOUS MATERIALS AND WASTES*

The Environmental Protection Agency has classified certain chemicals and chemical groups into categories which have been classified as toxic. This means that in concentrated forms or by accumulation and combining with other chemicals, or in the air, these chemicals can be hazardous to human health if you are exposed. From time to time in the normal course of their jobs, employees may handle materials which have been classified as hazardous by the standards of the Occupations Safety and Health Act regulations.

Hazardous materials that are received from our suppliers should have MSDS sheets or labels which state the chemical ingredients of the contents, precautions to take and what to do if you are exposed to a toxic level of exposure. Be sure and note these MSD sheets or labels and exercise immediate caution if you either do not understand them or have any questions. Discuss your questions with your supervisor immediately. MSDS sheets are located in the Maintenance Office in each building. You may contact the Building and Grounds Supervisor for more information.

Employees are not to bring in their own cleaners or disinfectant. All chemicals we use are approved by the District and our suppliers. Any employees that do so are subject to discipline.

We try to use non-chemical means whenever possible, but as part of our Pest Management strategy we do occasionally need to use chemicals to control pests in buildings and on grounds. When we do need to use chemicals, we post a notice in advance of the application. If you are chemically sensitive and wish individual notice, please contact in writing:

Frankenmuth Grounds  
District Office  
525 East Genesee  
Frankenmuth, MI 48734

As a District, we are committed to not creating or disposing of hazardous wastes which will contaminate our environment. We will not knowingly dump any wastes into the environment at any time. Employees that do have items that could be considered hazardous need to contact building custodians or the District Grounds Supervisor prior to disposal.

### ***WORKPLACE VIOLENCE PREVENTION***

The District is committed to preventing workplace violence and to maintaining a safe work environment. The District has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay” or other conduct that may be dangerous or considered dangerous to others.

While on the District’s premises and while conducting business-related activities off the District’s premises, no employee may use, possess, store, distribute, or sell any deadly weapon or destructive device. Any employee who is licensed to carry a concealed weapon under Michigan’s Firearms Statute, Act 372 of 1927, MCLA 28.421, *et seq*, may do so off premises and outside of working time consistent with the concealed weapons law. Former employees, students, parents, guardians, vendors, and visitors, are also prohibited from bringing deadly weapons and destructive devices onto District premises, including parking lots, and at any District sponsored activity or event, wherever it occurs, unless specifically authorized by law or the District. A “Deadly weapon” is any item that is designed to be or at the District’s discretion it’s intended use was to cause deadly bodily harm or serious physical injury. A “**destructive device**” means is any item assembled or unassembled that can create a projectile, an explosive, or incendiary charge.

Conduct that threatens, intimidates, or coerces another employee, student, parent, guardian, vendor, or visitor at any time, including off-duty periods, will not be tolerated. This includes all acts of

harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of administration. This includes threats by employees, as well as threats by others. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, if it is a student attempt to redirect do not try to intervene physically.

Employees have a "duty to warn" their supervisors, security personnel, or administration of any suspicious or problematic workplace activity, situations or incidents that they observe or that they are aware of that involve other employees, former employees, students, parents, guardians, vendors, or visitors. This includes, but is not limited to: reporting the use, possession, storage, distribution, or selling of any deadly weapon or destructive device. Employee reports made pursuant to this policy will be held in confidence to the maximum extent possible. The District will not condone any form of retaliation against any employee for making a report under this policy.

The District will promptly and thoroughly investigate all reports of threats of (or actual) violence as well as suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. As with any investigation, in order to maintain workplace safety and the integrity of its investigation, the District may suspend employees, either with or without pay, pending investigation.

The District encourages employees to bring their disputes or differences with other employees to the attention to their supervisors or to the Business Office before the situation escalates into potential violence or an unrepairable relationship. The District is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

The District reserves the right, with reasonable cause, to search any person entering its property or while performing services for the District offsite. This includes the right to search property, equipment and storage areas including but not limited to, personal effects, vehicles, buildings, rooms, facilities, offices, parking lots, desks, cabinets, lunch and equipment boxes or bags and equipment. Any items which you do not want to have inspected should not be brought to work.

This policy is necessary for the safety and security of everyone in the District and for the protection of our property and facilities. Submission to and compliance with these rules is a condition of your continued employment.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

### ***BLOODBORNE PATHOGENS POLICY***

Bloodborne pathogens are microorganisms transmitted by blood that can cause disease. The Federal Bloodborne Pathogens Standard of May 1992 requires school districts to identify persons whose job duties expose them to blood or other potentially infectious body fluids. Job classifications, in which an employee is potentially at risk for contact with blood include:

Building Secretaries  
K-4 Teachers  
Custodians  
Coaches  
Industrial Arts Teachers  
Paraprofessionals  
Playground Supervisors  
Physical Education Teachers  
Special Education Teachers

Persons listed in the above job classifications will be offered the opportunity to receive the Hepatitis B Vaccine at no charge. Information will be available at the beginning of the school year regarding details of the vaccination schedule. All employees may be placed in situations at times when exposure to body fluids will require the use of Universal Precautions. Annual bloodborne pathogens training through GCN Training is required for all positions listed above.

### ***CHILD PROTECTION LAW***

The Child Protection Law, MCL 772.621, requires educators and school employees who have reasonable cause to suspect child abuse or neglect to report it immediately to the Department of Human Services. If you suspect a child may be in danger immediately contact your building supervisor, counselor, or social worker. He/she will assist you in filing the report.

### ***CORPORAL PUNISHMENT***

Corporal punishment against a pupil by an employee, volunteer, or contractor of a local or intermediate school district, or public-school academy is prohibited by section 280.1312 of the Revised School Code. The law defines corporal punishment as “the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.” Anyone that violates this policy will be subject to discipline, up to and including discharge.

## **DRUG AND ALCOHOL POLICY**

Federal law and Board Policy prohibits the use, possession, concealment or distribution of drugs and/or alcohol by employees on school grounds, in school, in school approved vehicles, at or during any school related event or outside of work to minors. This includes beverages, prescribed or non-prescribed drugs, or any other substance that could be considered a controlled substance or “look alike”. Any employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the District will also notify law enforcement.

The District is concerned about any employee that is victim of alcohol or drug abuse and will facilitate the process by which the employee receives help through programs and service available.

In addition, the following rules represent the District’s policy concerning substance abuse. They are effective immediately and will be enforced uniformly with respect to all employees, as indicated.

1. All employees are prohibited from having any illegal drugs or alcohol in their system during working hours.
2. The sale, possession, distribution, manufacture, transfer or purchase of illegal drugs on District property or while performing District business or outside of work is strictly prohibited. Such action will be reported to appropriate law enforcement officials and/or will be grounds for immediate suspension pending termination.
3. No alcoholic beverage will be brought, sold, or consumed on District property or in conjunction with any student activities or functions.
4. No prescription drug will be brought to any District worksite by any employee other than the one for whom it is prescribed. Such drugs and any over-the-counter medications will be used only in the manner, combination, and quantity prescribed.
5. The District may test employees for the presence of drugs or alcohol in their system when reasonable suspicion or cause exists.
6. Employees that test positive for drugs or alcohol, refuse a drug or alcohol test, or otherwise violate this policy will be subject to suspension pending discharge.

## **MISCELLANEOUS**

### ***DRIVING RECORD***

Employees that the District requires to operate District vehicles as a normal part of their assigned duties, shall have their driving records reviewed upon hire and on an annual basis thereafter. Employees who have repeatedly been cited for moving traffic violations or who have been convicted of a serious traffic offense, may be denied employment or may be prevented from operating District vehicles until they can demonstrate an improvement in their driving record. Employees who operate District vehicles must immediately the District if they receive a moving traffic violation, are involved in an accident as a driver, or have their license suspended or revoked.

### ***DISTRICT-OWNED VEHICLES***

The following are specific policies related to District-owned vehicles:

- A. District-owned vehicles will be driven only as needed for jobs during working hours.
- B. Only those authorized may use a District key to obtain fuel.
- C. No alcoholic beverages or illegal drugs or chemicals will be aboard a District vehicle at any time.
- D. No driver who has been drinking alcoholic beverages or who has any element of alcohol, illegal or misused prescription drugs in their system or over the counter medications or prescribed medications that would impair their ability to drive, will be allowed to drive a District vehicle.
- E. Anyone who drives a District vehicle must have a valid Michigan driver's license and be an insured driver.
- F. Misuse of District vehicles is prohibited.
- G. No one, other than an authorized District employee, is permitted to operate District vehicles.

### ***PUBLIC RELATIONS***

All District media requests or calls are referred first to the Superintendent. All Athletic media requests are referred first to the Athletic Director.

### ***OUTSIDE EMPLOYMENT***

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the District and those commitments do not conflict with current report times. All employees will be judged by the same performance standards and will be subject to the District's scheduling demands, regardless of any existing outside work requirements.

If the District determines that an employee's outside work interferes with performance or the ability to meet the requirements of the District, the employee may be asked to terminate the outside

employment if he or she wishes to remain employed with the District. Employees are not allowed if outside employment will/does present a conflict of interest or has an adverse impact on the District.

### *SOCIAL SECURITY NUMBER PRIVACY POLICY*

In compliance with the Social Security Number Privacy Act, Act 454 of 2004 (the “Act”), The District requires all employees who use, are exposed to, or have access to employee or other individuals’ Social Security Number(s) (“SSN”) to maintain the strictest confidentiality of these numbers and prohibits unlawful disclosure of any SSN. To this end, the District expects all employees to comply with all the requirements of the Act.

### *BUILDING USE*

The District understand that staff will need to use the facilities and their classroom outside of the school day. It is expected the use would be for educational purposes related to teacher preparation. In those occasions where a staff member would like to use the facilities for group or non-related activities they would need to schedule or reserve the space through Community Ed or Athletics. Please understand;

1. The use of the facility is not for an individual’s private gains. If the employee is charging others or receives funds for services rendered on campus would need to enter into a rental agreement with the District.
2. If an employee does rent the facility they would adhere to all provisions in the Districts rental agreement.
3. If the employee is using any athletic facility for an event they would need to enter into a rental agreement with the District.
4. Individuals are permitted to use the gym and weight room with permission during off athletic hours. They should limit to one guest and/or immediate family. You should have clearance if there are additional guests.
5. Employees using these facilities are responsible for its cleanliness and damage during use. Failure to do so will result in the loss of privileges.
6. At no time is an employee allowed to give keys to a guest or family member to gain entrance and the employee must be present during. Violation of this will result in discipline up to dismissal.

If there is question about the event or purpose of the building use employees should inquire with the Building Principal, Community Ed Office, Athletic Office, Business Office or Superintendent.



### *ROOM AND BUILDING MODIFICATIONS*

Employees are not to modify or change their classroom in any manner without written building permission. This would include; Paint, Lighting or Electrical work, Cabinetry, Door alterations, Or any other permanent fixture. In doing so the District runs the risk of violating health, fire, and building safety codes. Violation of this could/will result in discipline up to dismissal as well monetary penalty to return the room to it's original state.

### *POLICIES SUBJECT TO CHANGE*

The District retains the right to change, add to, delete, modify, or amend any policy at any time without regard to employee input. Should the District change these policies, they will provide employees with advance notice of the changes.

### *EXIT INTERVIEW*

Regardless of separation type the District would like to have an exit interview with each employee. This can be done with your supervisor, Business Office, or Superintendent. If the employee isn't comfortable with an in person interview we would request it completed as a questionnaire. The reason is to gain insight to your experiences as an employee and continue to improve working conditions.