

2026-2027 Employee Handbook

Foreword

This Employee Handbook applies to all employees of the District. The District intends to abide by the terms of its collective bargaining agreements with exclusive bargaining representatives, and nothing in this Handbook is intended to supersede, replace, or conflict with those terms. To the extent of any conflict, the terms of a collective bargaining agreement will control over the Handbook's provisions.

This Handbook supersedes any and all prior practices (to the extent not covered by existing collective bargaining agreements), oral or written, covering the topics addressed in this Handbook. This Handbook rescinds employee handbooks previously in effect, if any.

All employees are subject to the District's bylaws and policies, as may be amended, and such bylaws and policies shall control over any conflicts with this Handbook. To the extent practicable, this Handbook should be interpreted to not conflict with the District's bylaws and policies.

This Handbook is subject to unilateral change in whole or in part by the District at any time. The District reserves the right to amend, modify, suspend, interpret, delete, or change this Handbook, without advance notice, in its sole discretion, without having to give cause, justification, or consideration to any employee. Recognition of these District rights and prerogatives is a term and condition of employment and continued employment.

Neither this Handbook as a whole nor any specific provision within this Handbook is intended to create or confer a property interest in any individual's continued employment with the District or an employment contract. This Handbook does not create a higher standard of job protection than what is permitted by law or stated in any applicable collective bargaining agreement, individual employment contract, or Policy.

DISTRICT EMPLOYMENT IS TERMINABLE AT THE WILL OF EITHER THE DISTRICT OR THE EMPLOYEE, EXCEPT FOR AN EMPLOYEE COVERED BY A COLLECTIVE BARGAINING AGREEMENT, INDIVIDUAL EMPLOYMENT CONTRACT, OR POLICY WITH A DIFFERENT EMPLOYMENT STANDARD.

Reed City Area Public Schools Mission Statement

The mission of Reed City Area Public Schools is to provide a diverse education with equitable opportunities in a supportive environment.

Table of Contents

IMPORTANT INFORMATION **1**
2026-2027 DISTRICT CALENDAR **3**
SECTION I: EMPLOYMENT POLICIES **4**
Equal Employment Opportunity 4
Workplace Accommodations for Protected Employees 4
Anti-Harassment, Including Title VII Sexual Harassment 5
Title IX Sexual Harassment 6
SECTION II: EMPLOYMENT BASICS **7**
Attendance and Absences 7
Personnel Files 7
Probationary Period 8
Work Schedule 8
School Closure 8
Problem-Solving Procedure 8
SECTION III: COMPENSATION/BENEFITS **9**
Payroll Procedures 9
Overtime 9
District-Provided Insurance 9
Consolidated Omnibus Budget Reconciliation Act 9
SECTION IV: EMPLOYMENT PRACTICES **10**
I-9 Verification, Criminal History Record, and Unprofessional Conduct Check 10
Criminal Charges – Mandatory Self-Reporting 10
Tobacco and Nicotine Use 11
Drug and Alcohol Free Workplace 11
Social Security Numbers 12
No Expectation of Privacy 12
SECTION V: DISTRICT EXPECTATIONS OF EMPLOYEES **13**
Use of Force and Corporal Punishment 13
Confidentiality of Student Information 14
Prohibition Against Abortion Referral to Student 14
Outside Employment 14
Conflicts of Interest and Nepotism 14
Employee Ethics and Standards 14
Employee-Student Fraternization 15
Employee Dress and Appearance 15
Children's Protective Services Reporting 15
Adult Protective Services Reporting 15
District Technology Resources 15
Employee Use of Generative Artificial Intelligence 16
Personal Communication Devices 16
District Property 16
Copyright Compliance 16
SECTION VI: EMPLOYEE SAFETY **17**
Blood and Body Fluids 17
Communicable Diseases 17

Workplace Safety 17
Employee Occupational Disease or Workplace Injury 17
Reporting Violence or Threats 17
Workplace Hazards 17
Hazardous Substances 17
Weapon Possession 18
SECTION VII: LEAVES OF ABSENCE 19
Family and Medical Leave Act 19
Michigan Earned Sick Time Act 19
Jury Duty Leave 19
ACKNOWLEDGEMENT OF HANDBOOK 20

IMPORTANT INFORMATION

District Website

www.reedcityschools.org

Board Policies

Board Policies are available at: Reed City Area Public Schools Board Policies

Addresses

Central Office - 220 W. Lincoln Avenue

G.T. Norman Elementary – 338 W. Lincoln Avenue

Middle School – 233 W. Church Avenue

High School – 225 W. Church

Contact Information

Central Office: 231-832-2201

G.T. Norman Elementary – 231-832-5548

Reed City Middle School – 231-832-6174

Reed City High School – 231-832-2224

Transportation: 231-832-4232

Administration Superintendent: Jennifer Goodman

Director of Curriculum and Instruction: Jamie Denslow

Special Education: TBD

Athletic Director: Ethan Patrick

Facilities Director: Dan Battle

Finance Director: Tina Mills

Technology Director: Robert Breedlove

Transportation Director: Stephanie Bellinger

High School Principal: Rendel Todd

High School Assistant Principal: Abbie Stoecker

Middle School Principal: Stefanie Shoemaker

Middle School Assistant Principal: April Sunderlin-Cole

Elementary School Principal: Danielle Breedlove

Elementary School Assistant Principal: Anthony Murray

© 2026 THRUN LAW FIRM, P.C. POLICY SERVICE

Executive Administrator: Stephanie Boyce

Director of Social and Emotional Wellness: Natasha Bancroft

REED CITY SCHOOLS LEADING THE PACK

REED CITY AREA PUBLIC SCHOOLS
2026-2027 District Calendar

GT Norman
(231) 832-5548
Start: 8:00 AM
Dismissal: 3:20 PM
Half Day: 11:45 AM

Middle School
(231) 832-6174
Start: 7:55 AM
Dismissal: 3:05 PM
Half Day: 11:30 AM

High School
(231) 832-2224
Start: 7:55 AM
Dismissal: 3:05 PM
Half Day: 11:30 AM

Central Office: (231) 832-2201 | Reedcityschools.org

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 ★	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 ★	22	23	24	25	26
27	28	29	30			

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 ★	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	(13)	14
15	16 ★	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 ★	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 ★	26	27	28	29	30
31						

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 ★	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	(26)	27
28						

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 ★	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 ★	20	21	22	23	24
25	26	27	28	29	30	

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 ★	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	(3)	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 ★	22	23	24	25	26
27	28	29	30			

Legend

- Student Full Day
- Students 1/2 Day
- No School
- ○ End of Trimester
- ★ BOE Meeting

Board of Education Meetings at 7pm. Meetings are held in the Annex, Board of Education Room.

SECTION I: EMPLOYMENT POLICIES

Equal Employment Opportunity

The District is an equal opportunity employer that does not discriminate against an employee or applicant based on race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity or expression, and sexual orientation), age, height, weight, marital status, disability, genetic information, veteran status, military service, or any other legally protected class. This policy also prohibits unlawful retaliation based on a protected activity. (See Policies 4101, 4102, 3115, and 3118).

Any employee who believes that this policy has been violated must file a complaint using the Employment Complaint Procedure in Policy 4104. Employees with questions about this policy and applicable laws should contact the Superintendent or the Employment Compliance Officer, identified below:

Stefanie Shoemaker, Middle School Principal
233 W. Church Avenue
Reed City, MI 49677
(231)832-6174
sshoemaker@reedcityschools.org

Jamie Denslow, Curriculum Director
220 W. Lincoln Ave., Suite 1
Reed City, MI 49677
(231)832-2201
jdenslow@reedcityschools.org

Workplace Accommodations for Protected Employees

Under state and federal law, a qualified employee with a disability may be entitled to a reasonable accommodation to enable that employee to perform the essential functions of the employee's job without causing undue hardship on the employer or posing a direct threat to health or safety. A qualified employee with a disability who believes a workplace accommodation is needed must notify the Superintendent or designee in writing of the need for a reasonable accommodation. (See Policy 4105).

Under the Pregnant Workers Fairness Act (PWFA), a qualified employee may be entitled to a reasonable accommodation to enable that employee to perform the essential functions of the employee's job without causing undue hardship on the employer. A qualified employee who requires a reasonable accommodation due to a known limitation related to pregnancy, childbirth, or related medical condition must notify a proper District official (as identified in PWFA regulations) of the limitation. (See Policy 4105A).

The District will reasonably accommodate sincerely held religious beliefs, practices, and observances of employees absent an undue hardship. An employee who requests a reasonable accommodation based on religion must promptly inform the Superintendent or Designee. (See Policy 4105B).

Anti-Harassment, Including Title VII Sexual Harassment

The Board and the District are committed to maintaining a learning and working environment that is free from unlawful harassment, including Title VII sexual harassment. Unlawful harassment may consist of quid pro quo harassment or hostile work environment harassment. Both forms of harassment are strictly prohibited.

A. Quid pro quo harassment occurs when a supervisor requires sex, sexual favors, or sexual contact from an employee as a condition of employment where:

   1. Submission to or rejection of that conduct or communication is used as a factor in a decision affecting a person's employment; or

   2. Submission to that conduct or communication is implicitly or explicitly made a term or condition to obtain or maintain employment.

B. Hostile work environment harassment is unwelcome verbal, written, or physical conduct towards an individual because of that person's race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, marital status, disability, genetic information, veteran status, military service, or any other legally protected class that has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

An incident of unlawful harassment, including Title VII sexual harassment, must be reported to the complaint procedures provided in Policy 4104. The District will promptly and thoroughly investigate complaints of unlawful harassment pursuant to that policy. Any employee who knowingly misrepresents or makes false accusations or complaints will be subject to discipline, up to and including suspension or termination.

An employee with questions about the District's anti-harassment policy is advised to reference Policies 4102 and 4104 and consult with the District's Employment Compliance Officer.

Title IX Sexual Harassment

Sexual harassment under Title IX is conduct based on sex that consists of:

A. An employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;

B. Unwelcome conduct that is so severe, pervasive, or offensive that it effectively denies a person equal access to the District's education program or activity; or

C. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC 12291 *et seq*., and the uniform crime reporting system of the FBI, 20 USC 1092(f)(6)(A)(v).

Employees must report an incident of Title IX sexual harassment to the District's Title IX Coordinator:

Stefanie Shoemaker, Middle School Principal
233 W. Church Avenue
Reed City, MI 49677
(231)832-6174
sshoemaker@reedcityschools.org

Jamie Denslow, Curriculum Director
220 W. Lincoln Ave., Suite 1
Reed City, MI 49677
(231)832-2201
jdenslow@reedcityschools.org

Additional information regarding the District's Title IX Sexual Harassment Policy is found in Policy 3118.

SECTION II: EMPLOYMENT BASICS

Attendance and Absences

Regular and reliable in-person attendance is an essential job function for employees. Unexcused employee absences or tardiness negatively impact the education of students and may impose unnecessary burdens on coworkers. An employee must adhere to their assigned schedule unless a deviation is appropriately approved.

An employee must report an absence as directed by their supervisor or consistent with the terms of any applicable collective bargaining agreement, individual employment contract, or Policy. An employee who violates this provision may be subject to discipline, up to and including discharge. (See Policy 4219).

Personnel Files

An employee has the right to review their personnel file or to obtain a copy of their personnel file upon a reasonable written request to the Central Office, generally not more than two times per year. An employee who requests a copy of their personnel file may be charged a fee. An employee may review their personnel file at a reasonable and mutually agreed upon time. A Central Office employee will be present during the review.

If an employee disagrees with information contained in the employee's personnel file, the employee and the District may mutually agree to remove or correct that information, unless it concerns substantiated unprofessional conduct. If the District does not agree to remove or amend the information, the employee may submit a written rebuttal statement (within legal limits) explaining the employee's position.

An employee's personnel file may contain items such as the following:

- Original application form;
- Recommendations for employment;
- Required diplomas or certifications;
- Signed performance evaluations;
- Disciplinary records;
- Copy of social security card;
- Record of required trainings; or
- Other relevant employment records.

Documents in a personnel file may be subject to disclosure under the Revised School Code, the Freedom of Information Act (FOIA), or pursuant to a subpoena or court order. If the District receives a FOIA request for information regarding employee disciplinary records, the employee will be notified in writing of the disclosure on or before the day the disciplinary records are disclosed. (See Policy 4224).

Probationary Period

New employees may be subject to a probationary period. Probationary periods may vary based on a collective bargaining agreement, individual employment contract, Policy, and Michigan law.

Work Schedule

The District retains the exclusive right to establish work weeks, days, hours, and schedules for all employees. Employees must report to work at the designated time and remain until the conclusion of their scheduled work hours unless otherwise approved in advance by their immediate supervisor. An hourly employee is not permitted to work additional times outside of their scheduled hours without receiving prior approval from their immediate supervisor.

If an employee is eligible to have an assigned lunch period, the lunch period will be designated by their supervisor and will be unpaid.

School Closure

The District may determine that employees are not to report to work when students are not in attendance due to inclement weather, utility failure, health or safety conditions, or similar circumstances. Employees should listen for school closing announcements available through the local media and monitor communications from the District. An employee may not be paid if they do not work during a school closure unless pay is provided in a collective bargaining agreement, individual employment contract, or Michigan law.

When the District or one or more District buildings is closed due to the above conditions, some employees may be required to report to work or to work remotely. Employees will be paid for the time actually worked unless additional pay is provided in a collective bargaining agreement, individual employment contract, or Michigan law.

Problem-Solving Procedure

District administration and employees must maintain effective communication and understanding. The District believes that this is essential to the accomplishment of the District's goals and objectives, as well as the goals and objectives of the District's employees.

When matters of interpretation or application of the content of this Handbook or other Board policies, guidelines, or rules, arise, an employee is encouraged to discuss such matters with their supervisor. District administration will then explore potential avenues to resolve the problem or concern. While not all problems or concerns may be resolved to an employee's satisfaction, District administration is committed to resolving conflicts whenever feasible.

SECTION III: COMPENSATION/BENEFITS

Payroll Procedures

The District requires hourly employees to accurately and honestly record all time worked each day as directed by the District. Hourly employees are required to record their start time, lunch period, overtime, any breaks, and departure time for each workday. Hourly employees shall submit time worked as directed by the District. Substantiated falsification or misrepresentation of time worked may result in discipline, up to and including discharge, and it may result in criminal charges. (See Policy 4304).

In the event of a verified overpayment of wages or benefits, the employee will make prompt repayment to the District.

Overtime

For purposes of computing overtime pay, the work week begins each Monday at 12:01 a.m. and continues for 168 consecutive hours. An hourly employee will receive overtime compensation at a rate of 1½ times the employee's regular rate of pay for all hours in excess of forty (40) during that workweek unless a higher rate is established through a collective bargaining agreement or individual employment contract covering the hourly employee. In computing overtime, only time actually worked is included. Paid leave time (*e.g.*, vacation, sick, or personal days) will not count as time worked for overtime compensation. All hours worked, including overtime, must be submitted to the employee's immediate supervisor on a timesheet. Overtime work must be pre-approved by a supervisor and properly recorded each pay period. (See Policy 4302).

District-Provided Insurance

Eligibility for medical, dental, vision, life, and other insurance policies for employees will be determined by collective bargaining agreements, individual employment contracts, Board policies, and/or state or federal law.

Consolidated Omnibus Budget Reconciliation Act

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires the District's group health plan to extend the opportunity to continue health insurance coverage to an employee and other qualified beneficiaries in certain circumstances, including termination, for a limited time. The employee must pay the full premium for the elected coverage. (See 42 USC 300bb).

SECTION IV: EMPLOYMENT PRACTICES

I-9 Verification, Criminal History Record, and Unprofessional Conduct Check

The District requires all applicants to submit I-9 verification, when requested.

The District also requires a criminal history check, criminal records check, and unprofessional conduct references from previous employers for all employees as required under Michigan law. All applicants are required to submit fingerprints for a criminal records check. (See Policy 4205).

Criminal Charges – Mandatory Self-Reporting

Consistent with state law and Policy 4208, the District requires all District employees and independent contractors who are regularly and continuously working under contract who are charged with a crime listed below, or a violation of a substantially similar law of another state, a state political subdivision, or the United States, to report the charge to the Michigan Department of Education and the Superintendent within three business days after being arraigned.

District employees and independent contractors must report criminal charges concerning the following crimes:

A. Any felony

B. Any of the following misdemeanors:

   1. Criminal sexual conduct (CSC) or attempt to commit CSC – 4th degree;
   2. Child abuse or attempt to commit child abuse – 3rd or 4th degree;
   3. Cruelty, torture, or indecent exposure involving a child;
   4. Delivery or distribution of a controlled substance (including marihuana) to a minor or within 1,000 feet of school property;
   5. Breaking and entering or entering without breaking any building, tent, boat, or railroad car without permission to enter;
   6. Entering without breaking any public place when entry has been expressly denied;
   7. Allowing a minor to consume or possess alcohol or any individual to consume or possess a controlled substance on one's own property;
   8. Accosting, enticing, or soliciting a child for immoral purposes;
   9. 3rd (or subsequent) violation of any combination of engaging in obscene or indecent conduct in public or indecent exposure;
   10. Stealing, removing, or damaging any fixture, attachment, or other property belonging to, connected with, or used in construction of vacant structures or buildings;

11. Assault and assault and battery;
12. Domestic assault;
13. Assault and infliction of serious or aggravated injury;
14. Internet use for the purpose of committing a crime against a minor;
15. Selling or furnishing alcohol to minors; or
16. Any listed offense under the Sex Offenders Registration Act.

If an employee fails to report an arraignment as required by law, the employee is subject to discipline up to and including discharge and possible criminal sanctions. The District reserves the right to refuse an individual's assignment where the individual's criminal record history, in the judgment of the District, indicates an unfitness to perform services.

Tobacco and Nicotine Use

Employees are prohibited from using tobacco products, electronic cigarettes, vaporizers, or any electronic nicotine delivery systems on District property, at District-sponsored events, and in District owned or operated vehicles. (See Policy 3102 and 4210).

Drug and Alcohol Free Workplace

The District maintains a drug and alcohol-free workplace. Accordingly, employees are prohibited from the following conduct on District property, in District vehicles, and at District-sponsored events:

- Manufacturing, selling, soliciting, possessing, using, dispensing, or distributing any illicit substance;
- Being under the influence of an illicit substance; or
- Misusing over-the-counter or prescription medications.

"Illicit substance" means any consumable alcohol; illegal drugs, including, but not limited to, those substances defined as "controlled substances" pursuant to federal or state law; marihuana; anabolic steroids, human growth hormones, or other performance-enhancing drugs; substances purported to be illegal, abusive, or performance-enhancing (i.e., "look-alike" drugs); and any other substance used by an employee as an intoxicant.

Violating these standards may subject an employee to discipline, up to and including discharge.

If reasonable suspicion exists that an employee is under the influence of an illicit substance, the Superintendent or designee may direct the employee to submit to a drug or breath alcohol test. If the employee refuses, the employee may be subject to discipline, up to and including discharge, based on the Superintendent's or designee's observations. (See Policy 4210).

The District may refer an employee to the District's Employee Assistance Program consistent with Policy 4212.

Social Security Numbers

The District complies with the Social Security Number Privacy Act (SSNPA). District personnel authorized to receive social security numbers must follow Policy 3113. District personnel or Board members who encounter a document containing an individual's social security number must promptly give the document to District personnel authorized to receive social security numbers under Policy 3113. Failure to follow these directives may result in employee discipline up to and including discharge.

No Expectation of Privacy

Employees have no expectation of privacy in connection with their use of District property and equipment. The District reserves the right to search an employee's office, desk, files, computer, locker, or other District property or technology issued or provided for the employee's use during the employee's District employment. Inspections may be conducted at any time, at the District's discretion. A search of an employee's personal effects will comply with federal and state constitutions, laws, and regulations.

SECTION V: DISTRICT EXPECTATIONS OF EMPLOYEES

All employees must adhere to standards of conduct set forth under Policy 4201, 4201-AG, and the Michigan Code of Educational Ethics. Failure to do so may result in discipline up to and including discharge.

Use of Force and Corporal Punishment

Employees must not inflict, or cause to be inflicted, corporal punishment upon any student under any circumstances. (See Policy 4203 and Administrative Guideline 4203).

Alternatives to corporal punishment are provided below:

- Provide direct instruction to students regarding social skills and problem-solving strategies;
- Use positive reinforcement, such as teacher feedback and other self-esteem enhancing activities, to teach, support, and maintain the use of appropriate problem-solving and social skills;
- Apply logical consequences that will teach students to take personal responsibility for their actions (e.g., losing the privilege of participating in special school activities);
- Use of a "time out", which may allow students to learn to take control of their actions and, ultimately, in conjunction with instruction in social skills, to cease their undesirable behavior;
- Employ problem-solving classroom meetings and/or school assemblies with an honest discussion of problems to encourage student ownership of and responsibility for solutions;
- Establish a variety of strategies for communicating with parents/guardians;
- Establish contractual agreements with students and their parents/guardians that clearly outline consequences to enhance the development of self-control behavior;
- Establish an in-school suspension program, supervised by a responsible adult, in which the student performs curricula-related activities;
- When necessary, refer students to a counselor, social worker, or psychologist at the local or intermediate level and coordinate services with other units of state government (e.g., public health, social services, mental health). Also, may seek assistance from private institutions or agencies with appropriate services;
- Evaluate and arrange appropriate curriculum and adequate support for students who need academic acceleration, special education, alternative education, or services for achieving English proficiency;
- Take action, in accordance with the applicable student code of conduct and due process of law, when disruptive behavior occurs; or

- Only after other alternatives have been considered, consider the use of suspensions or expulsions.

Reasonable force may only be used consistent with Board Policies 4203 and 5211.

Confidentiality of Student Information

Employees must maintain the confidentiality of student information and student education records. Employees are prohibited from disclosing confidential student information and student records to third parties unless disclosure is permitted by law. Disclosure of student information or records to other District employees is permissible only when that individual has a legitimate educational interest in receiving the information. An employee has a legitimate educational interest in a student record if a review of the student record is necessary for the employee to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. (See Board Policies 4204 and 5309).

Prohibition Against Abortion Referral to Student]

Employees are prohibited from referring a student for an abortion or assisting a student with obtaining an abortion, except where expressly permitted by law. (See Policy 4209).

Outside Employment

An employee may hold outside employment provided that such employment: (a) does not interfere with the employee's ability to perform the employee's District responsibilities or to serve as a role model in the community; (b) does not adversely impact the District's reputation; and (c) does not use District resources. Employees must communicate with a supervisor and may need appropriate permission before securing outside employment where a conflict of interest or the appearance of a conflict of interest may exist. (See Board Policies 4201 and 4214).

Conflicts of Interest and Nepotism

Employees shall perform their duties and responsibilities free from a prohibited conflict of interest unless authorized by the Board or its designee. An employee must communicate with a supervisor before engaging in outside activities where a potential conflict of interest or the appearance of a conflict of interest or impropriety may exist. (See Board Policies 4201 and 4214). Employees must also comply with the District's Anti-Nepotism Policy. (See Policy 4213).

Employee Ethics and Standards

Employees must act professionally and model high standards of behavior at all times. Employees must maintain a standard of behavior that reflects positively on their status as District representatives in the community and is consistent with the Michigan Code of Educational Ethics. A copy of the Michigan Code of Educational Ethics is available here:

https://www.michigan.gov/documents/mde/Code_of_Ethics_653130_7.pdf

Employees must exercise objectively sound and professional judgment when engaging with students, parents, colleagues, and community members. This standard extends to

employee conduct on and off District property. Employee expectations are listed in Policy 4201.

Employee-Student Fraternization

Employees must establish and maintain professional boundaries with students, including while using personal or District technology. Employees are prohibited from direct or indirect interactions with students, including interactions in person or through technological means, that do not reasonably relate to an educational purpose. Employees will behave at all times in a manner supportive of the best interest of students and the District. For a non-exhaustive list of prohibited behaviors involving students, refer to Policy 4201.

Employee Dress and Appearance

Employees must maintain professional dress and appearance. Employees are expected to dress appropriately for their position. For details regarding appropriate attire, refer to Policy 4218.

Children's Protective Services Reporting

Mandated reporters must report suspected child abuse or neglect to Children's Protective Services (CPS) per Policy 4202. Other employees are also expected to make reports to CPS of suspected child abuse or neglect. Within 72 hours of making a verbal report to CPS, the employee must file a written report as required by Michigan's Child Protection Act. The employee must also promptly notify the Superintendent or designee and the building principal of the report. Michigan law provides civil and criminal penalties for a mandated reporter's failure to make a report, and also provides civil and criminal immunity for someone making a report in good faith.

Adult Protective Services Reporting

Employees who suspect or have reasonable cause to believe that a vulnerable adult was or is being subjected to abuse, neglect, or exploitation, must immediately report the matter to Adult Protective Services. A vulnerable adult means a person 18 years of age or older who is unable to protect themselves from abuse, neglect, or exploitation because of a mental or physical impairment or because of advanced age. (See Policies 4201 and 4202).

District Technology Resources

The District provides its employees access to its technology resources, including District computers and network resources, for educational and other District-related purposes. Before an employee is provided access to District technology resources, the employee must sign and return to the Central Office an Acceptable Use Agreement. Employees have no expectation of privacy when using District technology resources. The District may monitor or access employees' electronic files, as deemed necessary.

The use of District technology resources is a privilege, not a right. Misuse of District technology resources may result in loss of access to the resources and potential disciplinary action.

Any use of technology resources that violates federal or state law is prohibited. (See Policy 4215).

For additional information regarding the use of District technology resources, see Policies 3116 and 4215.

Employee Use of Generative Artificial Intelligence.

Employee work-related use of Generative Artificial Intelligence must comply with Policy 4229.

Personal Communication Devices

Employees may only use employee-owned personal communication devices during work as permitted by Policy 4216.

District Property

District supplies, equipment, tools, and other District property given to employees for use during the course of their employment remain the property of the District and are not permitted for personal use. After use, District property must be immediately returned to the appropriate location or department. The property must be returned in the same condition as when it was received. If the property is damaged, the employee should immediately notify the employee's supervisor. The employee is responsible for the cost of repair or replacement if the employee negligently or intentionally damages the District's property. (See Policies 3304 and 4220).

Copyright Compliance

Use of copyrighted works, including audio, video, images, software, applications, and other documents or media, must be in compliance with copyright law. Employees who have questions concerning copyright compliance may request educational and compliance information from the District. (See Policy 3103).

SECTION VI: EMPLOYEE SAFETY

Blood and Body Fluids

Employees must observe universal precautions to prevent contact with blood and other potentially infectious body fluids. Where differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious. (See Policy 3405).

Communicable Diseases

An employee who reasonably suspects to have a communicable disease must promptly report their condition to the Superintendent or designee. (See Policy 3404). Communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other diseases and infections identified by the Michigan Department of Health and Human Services.

Workplace Safety

Employee Occupational Disease or Workplace Injury

An employee must report an occupational disease or workplace injury to the employee's supervisor. The employee must also promptly complete the appropriate incident form(s). Employees who wish to file a worker's disability compensation claim must submit all relevant documents to the Payroll & Benefits Specialist. An employee on an approved worker's compensation disability leave must provide appropriate updates of their condition to Payroll & Benefits Specialist regarding the employee's anticipated return to work. Return to work from an approved worker's compensation disability leave requires certification from the treating physician of "fitness for duty." The fitness for duty certification must be returned to Payroll & Benefits Specialist before starting work. While an individual is on worker's compensation disability leave, the individual's FMLA leave (if any exists) will run concurrently. (See Policy 4106).

Reporting Violence or Threats

Employees must promptly report any instances of violence or threats of violence to the Superintendent or designee and building principal. (See Policy 4202).

Workplace Hazards

The Michigan Occupational Safety and Health Administration Act gives employees the right to file complaints about workplace safety and health hazards. An employee may file a complaint with the Michigan Occupational Safety and Health Administration at:

https://www.michigan.gov/leo/bureaus-agencies/miosha/enforcement-and-appeals/how-to-file-a-complaint-with-miosha

Hazardous Substances

Under the federal and Michigan Hazard Communication Standard, every employee has the right to know about the handling of hazardous chemicals and materials in the workplace. Employees seeking information about the District's handling of hazardous chemicals and materials may contact the Facilities Director.

Weapon Possession

The District is a weapons-free school zone. The District is firmly committed to providing a safe learning and working environment for its students and employees. Except as otherwise permitted by Policy or applicable law, employees may not possess a weapon at any District-related event or on District property. (See Policy 3408).

SECTION VII: LEAVES OF ABSENCE

Family and Medical Leave Act

Eligible employees with a qualifying reason may request leave under the Family and Medical Leave Act (FMLA) pursuant to Policy 4106, if applicable. FMLA leave will run concurrently with other applicable leave(s).

Michigan Earned Sick Time Act

Eligible employees may use earned sick time for permissible uses pursuant to Policy 4113, if applicable.

Jury Duty Leave

An employee who is summoned to perform jury duty will be released from work for that purpose.

A regular full-year and regular school year employee who is full-time will be paid the difference between their regular wages and jury duty pay that the employee receives from the court, excluding mileage and travel fees. The employee will provide the District with verification of any payments received from the court.

ACKNOWLEDGEMENT OF HANDBOOK

I have received a copy of the District Employee Handbook. I understand that this Handbook is designed to acquaint me with the personnel policies, procedures, and standards of the District which govern my employment. I also understand that this Handbook is not fully inclusive of all District policies to which I am subject. I understand that the District reserves the right to amend, modify, suspend, interpret, delete, or change this Handbook, without advance notice, in its sole discretion, without having to give cause, justification, or consideration to any employee. This Handbook is subordinate to any applicable collective bargaining agreement or employment contract. This Handbook is not a contract or an offer to contract between the District and any employee, including myself. I understand that I am an at-will employee unless a collective bargaining agreement, individual employment contract, or Policy identifies a different employment standard for my employment.

I recognize that I am responsible for knowing and complying with this Handbook's provisions and updates, as well as all Board policies. I further recognize that I may request to meet with my supervisor to discuss any or all of the information included within this Handbook, and I may further contact my supervisor with any questions related to this Handbook during my employment.

_____

Employee Name (printed)

_____ _____

Employee Signature Date