

Mendon Community School District

Handbook for Support Personnel

- Classroom Assistants
- Custodial/Maintenance
- Food Service
- Secretarial/Clerical

75060

MCSD

C F O X

December, 2000

The guidelines and procedures contained in this handbook are based on the Mendon Board of Education's Policy Manual, adopted in April, 1996, and amended from time to time since then.

Federal, State or local governmental rules and regulations shall take precedence if such rules are in conflict with these policies and procedures.

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CREATING A POSITION

The Board of Education has reserved the right in its discretion to create new positions and specify the number of employees in each category. In compliance with that policy, the Board has adopted the following guidelines for the creation of a District position:

- A. A job description will be prepared for each new position being considered.
- B. Documentation will be made of the need for the new position or an increase in the number of employees in an existing category of work.
- C. No person may be employed to fill the position until Board approval is obtained, unless the Superintendent determines that departmental needs require a temporary appointment.

VERIFICATION OF EMPLOYMENT ELIGIBILITY

In order to comply with Federal law the following verification of employment eligibility procedures will apply:

Completion of Form I-9

Form I-9 must be completed within three (3) business days of the date of the hire. If an individual is employed for less than three (3) days, the form must be completed before the end of the employee's first working day.

The following individuals do not need to complete Form I-9:

- A. persons hired before November 7, 1986
- B. persons who are employed by a contractor providing contract services
- C. persons who are independent contractors

The business manager is also responsible for reverifying employment eligibility of employees whose employment eligibility documents carry an expiration date.

Retention of Employment Eligibility Verification Form (Form I-9)

The business office must retain Form I-9 for three (3) years or for one (1) year past the end of the employment of the individual, whichever is longer. Such forms will be retained in a separate file and shall be considered to be confidential and used only for employment eligibility verification purposes.

Preparation of Documents for Inspection

U.S. Immigration and Naturalization Service (INS) or Department of Labor (DOL) Officers are required to give employers three (3) days advance notice before an inspection. The business manager will assemble the I-9 forms in preparation for the inspection. Failure to provide the I-9 forms could result in civil monetary penalties for each employee for whom the form was not completed, retained, or presented.

Retention of Employee Identification and Social Security Number

The Board will retain a photo of either the employee's driver's license or passport showing the employee's identity and valid social security number.

VACANCIES AND NEW POSITIONS

Whenever a vacancy or new positions occurs in a permanent non-teaching area, employees will be advised of such an opening by a written notice ("posting"). Those employees wishing to apply for such a position must apply in writing to the proper supervisor and/or the superintendent.

The administration will give due consideration to the present employee's length and quality of service in the filling of any vacancies. Employees who are transferred from one position to another shall have probationary status for a period of twenty (20) on-duty work days in the new position. At the end of this period a decision will be made as to whether the transfer is final, based on the supervisor's or administrator's written recommendation to the Superintendent. After a transfer if final, accumulated leave is credited.

EMPLOYEE CLASSIFICATIONS

There shall be seven (7) classifications of employees which are determined by the number of hours and days the employee is scheduled to work in one fiscal year.

- A. Maximum Full-time Employee - Employees who are scheduled to work at least eight (8) hours per day, two hundred sixty (260) days per fiscal year.
- B. Minimum Full-time Employee - Employees who are scheduled to work at least eight (8) hours per day, two hundred ten (210) days per fiscal year.
- C. School Year Employee - Employees who are scheduled to work at least six (6) hours per day, one hundred eighty (180) days per fiscal year.
- D. Regular Part-time Employees - Employees who are scheduled on a regular basis at least one (1) hour per day, one hundred sixty days per fiscal year.
- E. Temporary Employees - Employees who are replacing a regular employee during their absence on a scheduled basis of more than 20 but less than 60 consecutive working days. Also includes employees who are assigned to a particular project (such as summer employment) for more than 20 but less than 60 consecutive working days. **This classification shall not include any employees who already qualify for employment classifications A, B, C, or D listed above.**
- F. Substitute Employees - Employees who are replacing a regular employee during their absence on a non-scheduled basis or on a scheduled basis of less than 20 consecutive working days.
- G. Special Assignment - Employees who perform special assignments in addition to their regular assignment on a temporary basis either due to the lack of finding a permanent replacement for said position or to fill in for a particular project, such as summer employment. Special assignments shall be approved by the superintendent and the assignment shall not be used to change the employee's classification for salary/benefit purposes unless specifically approved in writing by the superintendent. The employee accepting a special assignment may terminate the assignment by giving his/her immediate supervisor and/or superintendent at least five (5) days written notice. Special assignments shall be terminated upon the hiring of a permanent employee for said position or when the special project has ended.

EMPLOYEE GROUPS

There shall be nine (9) employee groups which are determined by the type of work and/or what department the employee works. An employee who does not fall into any of these categories shall be placed in the UNCLASSIFIED group as determined by the Superintendent. One individual may be placed into more than one group.

- A. Supervisory - This group includes, but may not be limited to, maintenance supervisors, transportation supervisors, food service supervisors, personnel supervisors, financial supervisors and those in general who assume managerial duties.
- B. Secretarial/Clerical - This group includes, but may not be limited to, secretaries, clerks, receptionists, switchboard operators, bookkeepers, record keepers, computer operators and any of their assistants.
- C. Bus Drivers: This group includes, but may not be limited to, regular, kindergarten, special education and vocational bus drivers. This group may also include bus mechanics and their assistants as well as chaperons or aides for bus drivers.
- D. Food Service - This group includes, but may not be limited to, lunchroom servers, cooks, helpers, cafeteria cashiers, cafeteria managers, dishwashers, and in general those employees who work in the food service program.
- E. Custodial/Maintenance - This group includes, but may not be limited to, custodians, maintenance personnel, groundskeepers, janitors, painters, and general caretakers.
- F. Educational Assistants - This group includes, but may not be limited to, teacher aides for classrooms, Chapter I, special education, and in general, those aides who work in direct contact with students.
- G. Non-Instructional Aides - This group includes, but may not be limited to, playground aides, and in general, those aides who supervise the students while away from the classroom.
- H. Other Professional - This group includes, but may not be limited to, school nurses, controllers, business managers, staff directors, treasurers, administrative assistants or any other non-certified professional staff member as determined by the Superintendent.

- I. Unclassified - This group may be used if no other classification is appropriate or the Superintendent needs to separate an individual (by mutual consent) from the previous employee groups. This group may also include combination employees who may be working in two or more different groups but are considered a separate group of their own.

EMPLOYEE TYPE

The employment type of an individual shall be in one of the two following categories:

- A. Salaried Employee - Those individuals guaranteed a minimum wage or salary per fiscal year. Only the superintendent may determine if an employee is considered to be "salaried."
- B. Non-Salaried Employee - Those individuals who are not guaranteed a minimum wage and are paid on a per hour or day basis.

EMPLOYMENT OF SUPPORT STAFF

The following guidelines are established for the interviewing and screening of employee candidates:

- A. Where specific openings exist in positions that could afford present employees an opportunity to be upgraded, such notice shall be posted in the schools of this District.
- B. Employment priority (as opposed to promotional priority) should be given to former employees placed on a reemployment list with satisfactory service records who have been laid off because of lack of work or lack of funds. Following the exhaustion of the aforementioned categories, only candidates having the most favorable applications will be interviewed.
- C. Applications are to be made in writing to the Superintendent's office.

The applicant is to read and sign Form 4120 F2 - which is then to be sent to the applicant's current or most recent employer along with a request for any records pertaining to the applicant's unprofessional conduct. No applicant may be hired if s/he refuses to sign this statement. Unprofessional conduct is defined as "one (1) or more acts of misconduct; one (1) or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or commission of a crime involving a minor." A criminal conviction is not an essential element in determining whether or not a particular act constitutes unprofessional conduct.

- D. Investigation Procedure

Checking of credentials should include, in addition to letters of reference, direct telephone calls to the person's recent supervisor(s) or employer, and review of any records of unprofessional conduct sent by the applicant's current or most recent employer. Such information shall be maintained in a confidential file restricted to supervisory and official use only so as to protect the source(s) of the information and the privacy of the applicant. Official use shall include disclosure to persons directly involved in the process of evaluating the applicant's qualifications for employment.

CRIMINAL HISTORY RECORD CHECK

Prior to making any offer of employment to a new applicant, the following procedure is to be used:

- A. The applicant is to submit a set of fingerprints. The prints are to be on a standard form card RI-8. If the prints are not on this card the applicant must either provide verification from the agency that took the prints or have them retaken on this form.
- B. The applicant's RI-8 card must be signed by the applicant authorizing the request and sent to the Criminal Records Division of the State Police using District form 4121 FI.
- C. Each request must be accompanied by a check for the actual cost, payable to the State of Michigan (Agency Conducting the FBI Check) in the amount of \$39.00.
- D. All information received from the check shall be kept confidential by the person receiving the report and is to be shared only with the Superintendent. If the applicant is subsequently employed, the record check shall be kept in his/her confidential file.
- E. The Superintendent shall determine whether or not to consider disqualification of an applicant based on the records check.

EQUAL EMPLOYMENT OPPORTUNITY

These guidelines shall be used to ensure that the Board of Education's policy on nondiscrimination (4122) is implemented properly and in compliance with Federal and State laws and regulations, particularly Part 104 of Section 504 of the Rehabilitation Act of 1973 (34 CFR) and the Americans with Disabilities Act (ADA) (See 4122C for a comparative analysis of ADA and 504.)

Notice of the Board's policy on nondiscrimination in employment practices shall be posted throughout the District, published in any District statement regarding the availability of employment, and in any staff handbooks.

When referred to in policy and in these and other administrative guidelines, "disabled person" shall mean any staff member or candidate for employment who meets any of the following criteria established by Federal law.:

- A. has a physical or mental characteristic which substantially limits one (1) or more major life activities
- B. has record of such impairment
- C. is regarded as having such an impairment

Significant exclusions are employees or an applicant currently engaged in illegal drug use or whose use of alcohol prevents the person from performing job responsibilities or poses a direct threat to the safety and property of others.

In order to be a qualified individual with a disability, an individual must be able to perform the essential functions of the position. The following are a nonexclusive list of reasons that a job function may be considered essential:

- A. the reason the position exists is to perform that function
- B. a limited number of employees are available among whom the performance of the job function can be distributed
- C. the function is highly specialized so that an individual is hired for his/her expertise in performing that function

The following may be considered as evidence in determining whether a particular function is essential:

- A. the employer's judgment as to which functions are essential

- B. written job descriptions prepared before advertising or interviewing applicants for the job
- C. the amount of time spent on the job performing the function
- D. the consequences of not requiring the incumbent to perform the function
- E. the work experience of past incumbents in the job
- F. the current work experience of incumbents in similar jobs

Recruiting and Hiring

No candidate for employment shall be required to answer a question regarding a disabling condition and no such candidate will be discriminated against on the basis of a disabling condition unless it is directly related to the essential function of the position for which s/he has applied and cannot be reasonably accommodated. However, this stipulation does not constrain the need to ensure that an applicant is not afflicted with a currently-communicable disease or infection which would constitute a direct threat to staff and students nor to determining if an applicant is an abuser of substances.

All employee medical records are to be filled separately from personnel records and be treated as confidential records.

Reasonable Accommodation

It is essential that no discrimination occur in employment, promotion, assignment, or transfer because of a disabling condition. If the person has all of the qualifications required to properly fulfill the job responsibilities, then reasonable efforts must be made to modify existing facilities, the work environment, or working conditions to accommodate a particular disabling condition, providing such accommodation does not seriously diminish the quality of programs or services provided by the District.

With both ADA and Section 504, the District must show that the accommodation would impose undue hardship on its operation. The factors to be considered in determining whether an accommodation imposes undue hardship include the type of operation and the nature and cost of the accommodation needed.

Undue hardship is not limited to financial difficulty. It refers to any accommodation that would be unduly costly, extensive, substantial, disruptive, or that would fundamentally alter the nature of the District.

The EEOC provided a nonexclusive list of defenses to allegations of discrimination pursuant to the ADA in the proposed regulations thereto. This list includes the following:

- A. Charges of disparate treatment: The challenged treatment is justified by a legitimate, nondiscriminatory reason.
- B. Charges of discriminatory application of selection criteria: The selection criteria have been shown to be job-related and consistent with business necessity and performance of the job cannot be accomplished with reasonable accommodation.
- C. Charges of not making reasonable accommodations: The requested or needed accommodation would impose undue hardship on the operation of the business.
- D. Conflict with other Federal law: The challenged action is required by another Federal law.
- E. Specific activities permitted: The alleged discriminatory activity may be specifically permitted. Examples of this defense include:
 - 1. religious entities - may require that all applicants and employees conform to its religious tenets;
 - 2. regulation of alcohol and drugs;
 - 3. drug testing;
 - 4. regulation of smoking;
 - 5. infectious and communicable diseases: food handling jobs.

FEDERAL REGULATIONS FOR SECTION 504

34 CFR Ch. 1 (7-1-88 Edition)

SUBPART B - EMPLOYMENT PRACTICES

104.11 Discrimination prohibited

(a) General

- (1) No qualified handicapped person shall, on the basis of handicap, be subjected to discrimination in employment under any program or activity to which this part applies.
- (2) A recipient that receives assistance under the Education of Handicapped Act shall take positive steps to employ and advance in employment qualified handicapped persons in programs assisted under that Act.
- (3) A recipient shall make all decisions concerning employment under any program or activity to which this part applies in a manner which ensures that discrimination on the basis of handicap does not occur and may not limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of handicap.
- (4) A recipient may not participate in a contractual or other relationship that has the effect of subjecting qualified handicapped applicants or employees to discrimination prohibited by this subpart. The relationships referred to in this paragraph include relationships with employment and referral agencies, with labor unions, with organizations providing or administering fringe benefits to employees of the recipient, and with organizations providing training and apprenticeship programs.

(b) Specific Activities

The provisions of this subpart apply to:

- (1) Recruitment, advertising, and the procession of applications for employment;
- (2) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;

- (3) Rates of pay or any other form of compensation and changes in compensation;
 - (4) Job assignments, job classifications, organizational structures, position description, lines of progression, and seniority lists;
 - (5) Leaves of absence, sick leave, or any other leave;
 - (6) Fringe benefits available by virtue of employment, whether or not administered by the recipient;
 - (7) Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
 - (8) Employer sponsored activities, including social or recreational programs; and
 - (9) Any other term, condition, or privilege of employment.
- (c) A recipient's obligation to comply with this subpart is not affected by any inconsistent term of any collective bargaining agreement to which it is a party.

104.12

Reasonable Accommodation

- (a) A recipient shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the recipient can demonstrate that the accommodation would impose an undue hardship on the operation of its program.
- (b) Reasonable accommodation may include:
 - (1) making facilities used by employees readily accessible to and usable by handicapped persons, and
 - (2) job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters, and other similar actions.
- (c) In determining pursuant to paragraph (a) of this section whether an accommodation would impose an undue hardship on the operation of a recipient's program, factors to be considered include:

- (1) the overall size of the recipient's program with respect to number of employees, number and type of facilities, and size of budget;
 - (2) the type of the recipient's operation, including the composition and structure of the recipient's workforce; and
 - (3) the nature and cost of the accommodation needed.
- (d) A recipient may not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the employee or applicant.

104.13 Employment Criteria

- (a) A recipient may not make use of any employment test or other selection criterion that screens out or tends to screen out handicapped persons or any class of handicapped persons unless:
 - (1) the test score or other selection criterion, as used by the recipient, is shown to be job-related for the position in question, and
 - (2) alternative job-related tests or criteria that do not screen out or tend to screen out as many handicapped persons are not shown by the Director to be available.
- (b) A recipient shall select and administer tests concerning employment so as best to ensure that, when administered to an applicant or employee who has a handicap that impairs sensory, manual or speaking skills, the test results accurately reflect the applicant's or employee's job skills, aptitude, or whatever other factor the test purports to measure, rather than reflecting the applicant's or employee's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).

104.14 Preemployment Inquiries

- (a) Except as provided in paragraphs (b) and (c) of this section, a recipient may not conduct a preemployment medical examination or may not make preemployment inquiry of an applicant as to whether the applicant is a handicapped person or as to the nature or severity of a handicap. A recipient may, however, make preemployment inquiry into an applicant's ability to perform job-related functions.

- (b) When a recipient is taking remedial action to correct the effects of past discrimination pursuant to 104.6 (a). when a recipient is taking voluntary action to overcome the effects of conditions that resulted in limited participation in its federally assisted program or activity pursuant to 104.6 (b). or when a recipient is taking affirmative action pursuant to section 503 of the Act, the recipient may invite applicants for employment to indicate whether and to what extent they are handicapped, provided that:
 - (1) the recipient states clearly on any written questionnaire used for this purpose or makes clear orally if no written questionnaire is used that the information requested is intended for use solely in connection with its remedial action obligations or its voluntary or affirmative action efforts; and
 - (2) the recipient states clearly that the information is being requested on a voluntary basis, that it will be kept confidential as provided in paragraph (d) of this section, that refusal to provide it will not subject the applicant or employee to any adverse treatment, and that it will be used openly in accordance with this part.
- (c) Nothing in this section shall prohibit a recipient from conditioning an offer of employment on the results of a medical examination conducted prior to the employee's entrance on duty, provided, that:
 - (1) all entering employees are subjected to such an examination regardless of handicap, and
 - (2) the results of such an examination are used only in accordance with the requirements of this part.
- (d) Information obtained in accordance with this section as to the medical condition or history of the applicant shall be collected and maintained on separate forms that shall be accorded confidentiality as medical records, except that:
 - (1) supervisors and managers may be informed regarding restrictions on the work or duties of handicapped persons and regarding necessary accommodations;
 - (2) first aid and safety personnel may be informed, where appropriate, if the condition might require emergency treatment; and
 - (3) government officials investigating compliance with the Act shall be provided relevant information upon request.

GRIEVANCE PROCEDURES FOR NONDISCRIMINATION

Section I

If any person believes that the Mendon Community Schools or any of the District's staff has inadequately applied the principals and/or regulations of (1) Title II, Title VI, Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and/or (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the appropriate Civil Rights Coordinator.

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the appropriate Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the appropriate Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and replay in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the appropriate Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the compliant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The local Coordinator, on request will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the Civil Rights Coordinator's office.

PROBATIONARY PERIODS

Unless otherwise specified at the time of hiring, or waived by the Superintendent, a probationary period is considered to be 40 on-duty work days.

Probationary employees are not eligible for paid or unpaid absences (except holidays), unless waived by the Superintendent.

SENIORITY

The original date of permanent employment will be considered when seniority is a factor in decision-making by the employer. If the employee transfers to another employee group, seniority rights shall not be carried forward into that new group.

ASSIGNMENT AND TRANSFER

Relocation of support staff may become necessary to meet load conditions, building or program requirements, or for other good reasons. However, relocation shall not be made capriciously, vindictively, or arbitrarily. Transfers between buildings require the approval of the Superintendent.

A. Involuntary Transfers

A transfer may be made for such reasons as the following:

1. factors in the present location
2. for the good of the District
3. changes in educational/instructional program

B. Voluntary Transfers

The following guidelines shall be followed in requesting a transfer:

1. A written request may be made to the principal/supervisor at any time during the year for transfer to either a specified or an unspecified location.
2. Voluntary transfers shall be made effective at a time in the best interest of the District.

REDUCTION IN STAFF

If a reduction in the support staff becomes necessary, the District shall follow the procedures listed below:

- A. Reductions due to declining enrollment, revenue shortages, personnel cutbacks, or emergency situations shall be conducted, inasmuch as possible, on a seniority basis within each employee group providing the employee is not on probationary status.
- B. Unless an emergency exists, each affected employee shall be given advanced notice of intended layoff at least 10 work days before the effective date.
- C. Recall will be based on the reverse order of layoff; the first comparable offer of re-employment or re-assignment by the Board, however, will constitute full compliance by the Board and will exhaust all remedies or complaints by support staff against the initial actions taken.
- D. If re-assignment is not possible, such personnel will be given consideration for new positions or positions for which they may be qualified.
- E. Written notice of recall from layoff shall be given to the employee by certified letter to the last known address of the employee. If the employee fails to contact the employer within 7 calendar days of this notice, it will be considered a refusal of the offer and the obligation to rehire the employee shall be terminated.
- F. Recalled employees who return to their previous position shall not lose any of their previously accumulated benefits acquired before the layoff. Employees returning to a position that was not in their employee group shall be considered a transfer from another department with the same provisions as outlined in Vacancies and New Positions.

RESIGNATION

The support staff member should recognize the obligation to faithfully fulfill the terms of his/her contract until it is dissolved by mutual consent or by due process of law.

The support staff member shall not resign to accept a new position elsewhere during a school year until a suitable replacement is available or until every reasonable opportunity has been made to secure a suitable replacement.

The Superintendent shall release a staff member from the terms of a contract when an opportunity is offered for significant advancement.

A support staff member intending to resign should submit a written resignation to the Superintendent as far as possible in advance of the effective date of resignation.

The principal shall, whenever possible, conduct an interview with the employee to determine the reasons leading up to the resignation.

STANDARDS OF CONDUCT AND EMPLOYEE RESPONSIBILITIES

The orderly and efficient operation of the School District requires that employees maintain discipline and proper personal standards of conduct all times. Discipline and proper standards of conduct are necessary to protect health and safety of all employees, to maintain interrupted services and jobs, and to project the School District's goodwill and property.

To that end, the Board of Education authorizes the administration to establish written rules and regulations which, together with observance of proper standards of conduct, employees are required to obey. An employee who fails to maintain all policies of the School District, shall subject himself/herself to disciplinary action (oral and written reprimands, suspension, discharge).

Administrative personnel have the responsibility and authority to recommend and/or take disciplinary action, in accordance with appropriate procedures, against an employee who fails to maintain proper standards of conduct and/or who violates the rules, regulations, and policies of the School District.

Expected Behaviors

- A. Report to their job location on time, regularly, in a fit condition for work and remaining at the location until the end of the assigned work day unless excused by authorized personnel.
- B. Carry out work assignment as effectively and efficiently as possible.
- C. Practice good housekeeping and healthful and safe conditions in areas of responsibility.
- D. Practice dress and grooming and healthful and safe conditions in areas of responsibility.
- E. Make recommendations and complaints through appropriate channels.
 - (1) IMMEDIATE SUPERVISOR OR GROUP LEADER
 - (2) DEPARTMENT SUPERVISOR OR BUILDING PRINCIPAL
 - (3) SUPERINTENDENT
 - (4) BOARD OF EDUCATION
- F. Obey all policies of the Board and rules and orders by supervisors.
- G. Conduct themselves on and off school property and during working and nonworking hours in a way which develop and continue goodwill and good

relationships between fellow employees, supervisors, students, and the community.

- H. SUPPORT THE BOARD OF EDUCATION AND ADMINISTRATION, SCHOOL PROGRAM, POLICIES, AND PERSONNEL AT ALL TIMES. OBJECTIONS, DISAGREEMENTS, CRITICISMS, CONFLICTS, ETC. WILL BE HANDLED/PROCESSED THROUGH PROPER CHANNELS.

Employee Responsibilities

In consideration of the wages, benefits and compensation by the Board, the employee recognizes his/her obligation to:

- A. Support school guidelines, rules, policies and personnel.
- B. Be responsible in the care of school property.
- C. Avoid wasteful use of the district's supplies and/or equipment.
- D. Be responsible in the use of paid benefits.
- E. Communicate with his/her supervisor any changes in work status or physical/mental condition.
- F. Be of general help and assistance to the public.

EMPLOYEE DISCIPLINE

Employees of the Mendon School District will be accorded due process procedures. The steps below will be followed unless the seriousness of the violation such as illegal, unsafe, gross insubordination, or immoral activities warrants stronger disciplinary action, including dismissal.

- A. First Offense - The employee will have a conference with his/her immediate supervisor, principal, and/or superintendent about the problem in question. A written reprimand or report may be placed in the employee's file.
- B. Second Offense - The employee will have a conference with his/her immediate supervisor, principal, and/or superintendent about the problem in question. A written reprimand or report may be placed in the employee's file.
- C. Third Offense - The employee will have a conference with his/her immediate supervisor, principal, and/or superintendent about the problem in question. A written reprimand or report will be placed in the employee's file. The employee is also subject to suspension, without pay, not to exceed five (5) working days.
- D. Future Offenses - The employee will have a conference with his/her immediate supervisor, principal, and/or superintendent about the problem in question. The employee is subject to suspension without pay or dismissal.
- E. Appeal - The same guidelines as described in Section 4220B PROCEDURES FOR APPEALING EVALUATION RATING(S), shall be followed.

EVALUATION

Evaluations of the support staff members shall, when applicable, comply with provisions of the appropriate employee handbook. In all cases, evaluations should meet the following conditions:

- A. Evaluation are conducted at the end of the probationary period and at twelve (12) months for first year staff members and every twelve (12) months for all other staff members.
- B. Factors hindering achievement of job objectives are clearly-defined and agreed upon by the evaluator and evaluatee.
- C. Evaluation procedures are established and mutually agreed upon, and which ensure that the same process is used for similar positions and the confidentiality of the staff member is protected.

EMPLOYEE EVALUATION PROCEDURES

- A. The employee's supervisor shall arrange with the employee on a time when the evaluation conference shall take place. In the absence of a direct supervisor, the Superintendent shall conduct the evaluation.
- B. The EMPLOYEE WORK PERFORMANCE & EVALUATION form, as revised, shall be used in evaluating the employee.
- C. Evaluations rated as "Needs Improvement" or "Unsatisfactory" shall include an explanation by the evaluator as to how the employee can improve or the steps necessary to correct any unsatisfactory area.
- D. The employee shall be given 10 work days to improve.
- E. If there has not been sufficient improvement after the 10-day period, the employee will be put on probation for 10 days.
- F. If at the end of the 10-day probationary period the employee's performance is not satisfactory, he/she may be dismissed at the option of the Superintendent.

PROCEDURES FOR APPEALING EVALUATION RATINGS

- A. If an employee disagrees with his/her work performance evaluation, and is unable to resolve the matter with the supervisor, the employee has five workdays to request a meeting with the Superintendent. The Superintendent may request the supervisor to be present.
- B. If the dispute is not resolved, the employee's next step is to submit a written request, within five (5) days, to the Superintendent to schedule a meeting with the Board's Personnel/Policy Committee. A meeting will be scheduled no later than 15 calendar days from the date the appeal is received, unless the meeting is delayed at the mutual consent of all parties.
- C. The employee may present witnesses or evidence on his/her behalf and may be represented by counsel.
- D. The Committee will issue a written response to the employee within seventy-two (72) hours of the meeting.
- E. If the Committee does not find in favor of the employee, the employee has five (5) calendar days to request, in writing to the Board President, to present his/her case to the entire Board of Education. The Board will hear the appeal no later than its next regular meeting.
- F. An employee who has been dismissed and has appealed the action will not receive any compensation or benefits during the appeal process.

UNAUTHORIZED WORK STOPPAGE

The Board of Education is obligated and committed to provide certain basic services to students residing in the School District under its jurisdiction and as contracted. Therefore, if the schools are open and students are in attendance, those basic services will be provided.

Recognizing the fact that a District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services to the schools and will fulfill its obligation to operate the schools when possible.

Support staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

PHYSICAL EXAMINATION

Written evidence of good physical and mental health may be required periodically by the District from a physician of the District's choosing with the District assuming the expense of such an examination, when there is reasonable basis to suspect that a mental or physical condition is adversely affecting performance.

EMERGENCY TREATMENT AND BOARD-ORDERED
PHYSICAL EXAMINATIONS

- A. The Three Rivers Hospital is hereby designated as the official location for emergency treatment.
- B. When the physician determines that the staff member may return to work, they will advise the immediate supervisor of the return date and restriction, if applicable.
- C. If a staff member is injured on the job, the accident must be reported within twenty-four (24) hours to the immediate supervisor who will, in turn, report the accident to the Superintendent.
- D. The business manager will inform the insurance carrier, according to the guidelines, of any Workers' Compensation claims.
- E. Postoffer and Postemployment Physicals
- F. The results of all required medical examinations shall be made known to the Superintendent on a confidential basis, discussed with the candidate, and made a part of his/her personnel record. In the event of an unsatisfactory report, the Superintendent shall base any recommendation for nonemployment upon a conference with the physical and/or upon applicable Federal and State guidelines regarding the employment and accommodation of those with disabilities.

Information from examinations required of any employee will be handled in the same manner.

SUBSTANCE ABUSE

Any support staff member whose physical characteristics, appearance, behavior, or breath odor suggest to a supervisor that s/he may be under the influence of alcohol shall be requested to take a breathalyzer test at the local police station. The support staff member shall be taken to the station by a supervisor.

Should the support staff member refuse to take such a test or should the results of the test be positive, s/he shall be disciplined for conduct unbecoming a support staff member by the Superintendent who shall recommend to the Board the imposition, if any, of further penalties.

Should a supervisor determine from the physical aspects, appearance, or behavior of a support staff member that s/he might be under the influence of other drugs, said support staff member shall be immediately taken to a local health facility for further diagnosis. Should the support staff member refuse or be found to be under the influence of drugs, s/he shall be disciplined by the Superintendent for conduct unbecoming a support staff member, and his/her case immediately referred to the Board for disposition.

EMPLOYEE ASSISTANCE PROGRAM

Individual cases either originate through voluntary referral, or are referred on the basis of a job performance interview with the supervisor and the staff member. In the latter case, the following procedures are recommended:

- A. After the job performance has been reviewed with the staff member, then s/he should be informed of the professional services available, including assessment and counseling. These professional services will be rendered on a confidential basis.
- B. The staff member may choose to accept or reject the offer of referral which can be made to a qualified professional counseling and diagnostic agency outside of the District for a determination as to whether the problem is related to alcohol/chemical use or abuse.
- C. If the job performance problems reoccur, the supervisor should take appropriate action such as an unrequested leave of absence (Board Policy 4161).
- D. A staff member may not be referred for assistance, but could incur disciplinary procedures up to and including termination if s/he:
 - 1. causes bodily harm or injury to a student, staff member, or patron, or
 - 2. commits a felony or other crime while under the influence of a chemical or chemicals.]

PERSONAL PROPERTY OF STAFF MEMBERS

From time-to-time, staff members may wish to bring personal property to school either for reasons associated with their work responsibilities or for use during off-duty time. This practice is authorized provided it is understood that the District will not be responsible for any loss, damage, or misuse of such property.

The District will not allow staff members, however, to possess electronic pagers, cellular telephones, or other forms of personal (nondistrict-assigned) communication devices during their work time, since any use will tend to disrupt the educational process. In the case of an emergency, the caller should contact the school office which will immediately notify the staff member. Exemptions may be made by the Superintendent in cases where the health and/or safety of the staff member would be jeopardized.

If the staff member needs to make personal calls during his/her off-duty time, s/he may use a District telephone in accordance with AG 7530 - Personal Use of District Equipment and Facilities.

Staff members may, however, keep cellular telephones and other electronic communication devices in their automobiles when parked on District property.

REPORTING SEXUAL AND OTHER FORMS OF HARASSMENT

Conduct constituting sexual harassment may take different forms, including, but not limited to the following:

Sexual Harassment

A. **Verbal:**

The making of offensive written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward a fellow staff member, student, or other person associated with the District.

B. **Nonverbal:**

Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to fellow staff member, student, or other person associated with the District.

C. **Physical Contact:**

Threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow staff member, student, or other person associated with the District.

Gender/Ethnic/Religious/Disability/Height/Weight Harassment

A. **Verbal:**

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. that are offensive to fellow staff member, student, or other person associated with the District.

B. **Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures that are offensive to a fellow staff member, student, or other person associated with the District.

Any staff member who believes that s/he is the victim of any of the above actions or has observed such actions taken by a supervisor, co-worker, student, or other person associated with the District such as a vendor, contractor, volunteer, or school official should promptly take the following steps:

- A. If the alleged harasser is the staff member's supervisor, the affected employee should, as soon as possible after the incident, contact the Superintendent.
- B. If the alleged harasser is not the staff member's supervisor, the affected staff member should, as soon as possible after the incident, contact his/her supervisor.
- C. If the harasser is a student of the District, the supervisor, if not the student's principal, should immediately inform the student's principal of the alleged harassment.

The staff member may make contact either by a written report or by telephone or personal visit. During this contact, the reporting staff member should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the staff member receiving the report and forwarded to the Superintendent.

Each report received by the supervisor or Superintendent as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the staff member who files a complaint;
- B. encourage the reporting of any incidents of harassment;
- C. protect the reputation of any party wrongly charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The District recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of a social relationship without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of intimidation, the District recognizes that false accusations of harassment can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow staff members, students, or others associated with the District.

REPORTING THREATENING BEHAVIORS

Threatening behavior may take different forms, including but not limited to the following:

- A. face-to-face encounters in which words are used that indicate to the staff member that his/her safety and well-being are in jeopardy
- B. any conduct or written/oral communications that include comments toward the staff member or his/her family which would imply or state explicitly that the staff member and/or his/her family may be subject to some form of physical or psychological abuse or violence
- C. written or spoken comments to a staff member which could subject him/her to blackmail or extortion
- D. written or spoken communication that would imply or explicitly state that some form of damage may be done to the staff member's property or that of his/her family

Any staff member who believes that s/he is the victim of any of the above actions or has observed such actions taken by a student, parent, fellow staff member, supervisor, co-worker, or other person associated with the District such as a vendor, contractor, volunteer, or school official should take promptly the following steps:

- A. If the alleged threatener is the staff member's supervisor, the affected employee should, as soon as possible after the incident, contact the Superintendent.
- B. If the alleged threatener is not the staff member's supervisor, the affected staff member should, as soon as possible after the incident, contact his/her supervisor.
- C. If the alleged threatener is a student of the District, the supervisor, if not the student's director, should immediately inform the student's director of the alleged threat.

The staff member may make contact either by a written report or by telephone or personal visit. During this contact, the reporting staff member should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the staff member receiving the report and forwarded to the Superintendent.

Each report received by the supervisor or Superintendent as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the matter outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the staff member who files a complaint;
- B. encourage the reporting of any incidents of threat;
- C. protect the reputation of any party wrongfully charged with threatening conduct.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then appropriate, remedial, and/or disciplinary action will be taken immediately to prevent the continuance of the threat or its recurrence.

The District recognizes that determining whether a particular action or incident is a threat must be based on all of the facts in the matter. Given the nature of this type of intimidation, the District recognizes that false accusations of threat can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present threat allegations or charges against fellow staff members, students, or others associated with the District.

POSSESSION OF WEAPONS

A staff member or student who has reason to believe that a person on school property or at a school-related activity possesses or will possess a weapon shall report the possession to the school principal or the supervisor of the activity. The report should include as much detail as possible concerning the person possessing the weapon, the type of weapon, location of the person, and the evidence the belief is based upon.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent probably injury to any person. The student should be escorted out of a populated area.

An administration or other student supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon in accordance with AG 5771, Search and Seizure, or contacting the local law enforcement agency for assistance.

Any interaction with the person should have as its primary objective the safety and welfare of people in the area rather than the possession of the weapon.

For purposes of this guideline, a weapon is defined as "any instrument capable or appearing to be capable of causing serious bodily injury to a person" such as a loaded or unloaded firearms, pellet guns, b-b guns, inoperable replica firearms, knives, stun guns, other "look-alike weapons," and chemical agents such as tear gas or pepper gas.

Since policy 5772 includes as weapons such actions as bomb threats, reporting false fire alarms, or other dangerous conditions, a staff member or student should also report such actions or the possibility of such actions to the administration or student supervisor.

EMERGENCY PROCEDURES

The primary consideration in any emergency situation must be the safety of the students and staff. At certain times, therefore, it may be necessary to ask the staff to perform "beyond the call of duty" in order to provide for the welfare of our students. In the event of an actual emergency situation, all school personnel, instructional and noninstructional, will be required to remain in the building until they are dismissed by the principal.

Evacuation

- A. When an emergency occurs, the administrator shall, when feasible, consult with the Superintendent whether or not to evacuate the school. An announcement will then be made to inform staff and students of the emergency procedures that will be followed.
- B. If a decision is made to send students home or to a preselected site, attempts will be made to notify parents by telephone and/or by radio or TV and the public address system will be used to inform all teachers and students.

The professional and support staff members will supervise the orderly evacuation of the building.

- 1. If time permits, all students will go to their lockers, unlock them, take a coat if applicable, and return to class leaving lockers open.
 - 2. If necessary, the custodian will assign and instruct the members of his/her staff to positions that allow "free-flow" of traffic on and off school property.
 - 3. Teachers should take class rolls, including addresses and telephone numbers of students as well as emergency information.
 - 4. Clerical personnel will remain at their regular stations except in cases of reassignment by their immediate supervisor.
 - 5. Cafeteria personnel will remain in their areas until notified to the contrary by the main office.
- C. In case of bomb threat, the local law enforcement department will search the building.

Above all, it is imperative that all personnel remain calm and in control throughout the emergency.

Fire/Tornado Drills (See 8420A and 8420B also)

In accordance with State law, fire drills are to be conducted periodically, not less than eight (8) per year. If they cannot be conducted monthly due to weather, at least five (5) shall occur in the fall, and the remaining three (3) throughout the rest of the year. Each administrator shall prepare and distribute fire drill procedures whereby:

- A. all personnel leave the building during a drill;
- B. the plan of evacuation provides at least one (1) alternative route in case exits or stairways are blocked;
- C. teachers, when the fire alarm sounds, caution students to walk silently and briskly from the building to a specified location, close all windows and doors of the room and turn out lights, if possible, before leaving, check to make sure any disabled students requiring assistance are being assisted properly, and conduct roll call as soon as students are at the designated location to make sure that each student is accounted for;
- D. a list is compiled of all disabled students in the building who will require assistance in exiting the building together with the assignment of a staff member or nonstudent volunteer in the student's classroom who will be responsible for providing necessary assistance in an appropriate manner. A person should also be designated to assist a disabled student when the evacuation signal is given and s/he is in another area of the building such as the gym, all-purpose room, or lunchroom.

The administrator shall document that each fire drill was conducted in a proper manner and submit such documentation to the Superintendent at the end of each school year.

Tornado/severe weather drills shall be conducted on a regular basis (at least two (2) per year) during the tornado season in accordance with AG 8420A - Severe Weather and Tornadoes.

Unusual Situations

The following situations are quite unlikely to occur, but in such an event, use the following procedural guidelines:

- A. Student or staff member held hostage
 - 1. Isolate the area. DO NOT make a P.A. announcement or sound the fire alarm. The nearest administrator will direct teachers and monitors on duty to notify teachers in nearby classes to take their students to a previously determined area.

2. Notify the police immediately, giving as much information as possible (e.g. number of terrorists, number of hostages, types of demands being made). Police will be in charge once they arrive.
3. Notify the Superintendent.
4. Develop a list of casualties, if any.

B. Intruders in building or on school property

1. Ask them to leave.
2. If they do not leave, remind them of trespassing law.
3. Notify administrator in charge and the District office.
4. Avoid any physical conflict or loud verbal altercations.

The administrator or any staff member who is involved may notify police if intruders do not leave and/or call for the assistance of other members of the staff.

C. Unauthorized demonstrators or pickets around building before school opens

1. Follow procedures for intruders.
2. Attempt to enter building peaceably.
3. Notify District office.
4. Hold students on the school buses if demonstrators seem to pose a threat.
5. Notify law enforcement officers.

D. Demonstrators or pickets around building at dismissal

1. Follow procedures for intruders.
2. Notify administrator in charge.
3. If demonstrators seem to pose a threat, hold students in class until further notice.
4. Notify law enforcement officers.

E. Student Demonstrators (See AG 5540B)

1. Identify the leader or leaders of the group.
2. Notify the group that the administration will confer with the leader(s) but not until all other students return to class.
3. Meet with leaders if students disperse and return to class.
4. If students refuse to disperse, remind them of truancy regulations and the consequences of school disruption.
5. With other staff, try to identify as many participants as possible and notify parents of participants asking them to come to school.
6. Attempt to take pictures and/or video recording of participants.
7. Attempt to keep nonparticipating students away from the demonstration area.
8. Follow through on disciplinary action on students refusing to cooperate.

F. Buses not operating - students in school

1. Keep all students in class.
2. Summon all unassigned professional staff members for instruction.
3. Dismiss students with their own cars (or bicycles) but follow Board policy regarding student passengers.
4. Dismiss students within walking distance after the cars have left.
5. Keep remaining students in school until parents are notified of the problem and transportation for their child arrives.
6. Alert cafeteria staff if it appears for large numbers of students will have to remain at school for an extended period of time.

SEVERE WEATHER AND TORNADOES

When a tornado "watch" is issued, students will be sent home.

If a tornado is sighted, the administration will state on the PA that this is a tornado drill and students are to proceed quickly and quietly to the designated area.

TEACHERS: Open **NORTH** and **EAST** windows. Close **SOUTH** and **WEST** windows. Leave classroom doors **OPEN**.

STUDENTS are to avoid talking so important directions or announcements can be heard.

STUDENTS AND TEACHERS SHOULD BE SEATED.

TEACHERS should be in the rooms or areas as well as students. Do not remain in an open area or hall.

DESIGNATED AREAS

<u>Room 1, 2, 3, and 4</u>	GO TO ROOM 5
<u>Room 7, 8, 10</u>	GO TO ROOM 6
<u>Room 12, 13, 14, 15, 16</u>	GO TO ROOMS 9 & 11 (HS Computer Room)
<u>17 G (Girls Phys. Ed.)</u>	GO TO 17B (Boys Locker Room)
<u>Cafetorium</u>	GO TO TEACHERS LOUNGE, STAGE OR BOYS LOCKER ROOM
<u>Kitchen</u>	GO TO NEAREST INSIDE ROOM IN KITCHEN
<u>Room 24</u>	STAY IN ROOM 24
<u>Shop. Room 25</u>	GO TO MIDDLE SCHOOL COMPUTER LAB
<u>Art, Home Ec, M.S. Science Lab</u>	GO TO FACULTY ROOM
<u>Room 27, 28, 29, 30</u>	GO TO ROOM 26

**MENDON COMMUNITY SCHOOLS
SUPPORT STAFF HANDBOOK**

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Library

**GO TO WORK ROOM OR
A-V ROOM**

Offices

**GO TO NEAREST INSIDE
ROOM IN OFFICE AREA**

FIRE DRILL

Please go over the following information with your students and then post in your room:

- A. The fire alarm will be a loud continuous buzzer.
- B. When the alarm sounds, students are to leave everything on their desks and proceed quickly and quietly out of the room.
- C. Teachers should see that windows and doors are closed. **Grade books only should be taken from the room.**
- D. Teachers should accompany their classes to the assigned outside assembly point at which time they will take roll to determine if all are present (Each class is to remain separated from other classes at assembly points.)
- E. Miss Griner will check bathrooms in junior high wing. Mr. Ayers will check bathrooms in senior high wing. Mr. DeYoung will check bathrooms by the gym.
- F. Mr. Sedam will check each teacher outside for attendance.
- G. In the event of a real fire, student and staff will be directed to the southwest corner of the student parking lot.
- H. Students and staff may re-enter the building when the outside bell is sounded.

NOTE: ANY STUDENT WHO FALSELY TURNS IN A FIRE ALARM WILL BE TURNED OVER TO THE AUTHORITIES FOR PROSECUTION.

<u>ROOM NUMBERS</u>	<u>FIRE DIRECTIONS</u>	<u>ASSEMBLY POINTS</u>
H.S. Office Area, Guidance Office, Rooms 1, 2 5	" North Sr. Hi Exit	Front Sidewalk
Rooms 3, 4, 6, 7, 8	West Exit	West Sidewalk
Room 10 and H.S. Computer Room	North Corridor West Exit	West Sidewalk
Rm. 12, 13, 14, 15, 16	South Corridor West Exit	Student Parking Lot
17G and 17B	South Exit	South Road Behind Gym

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Stage, Cafetorium, Kitchen, Art Rooms	East Corridor	East Road by Shop
Rooms 20, 21, 22, 23 & 25	North Corridor East Exit	East Road by Shop
Room 19	Rear of Shop	East Road by Shop
Room 26, 29, 30 and Library	North Junior High Front Exit	Front Sidewalk
Rooms 27, 28	East Junior High Exit	East Sidewalk

WRITTEN HAZARD COMMUNICATION PROGRAM

Use of these guidelines will produce a toxic hazard communication program that will be in compliance with board policy 8431. Some methods go beyond the minimum requirements of the standard to more effectively communicate hazards to staff members, for example, having them sign training statements.

General

The following written hazard communication program has been established for the District by its THP officer, the Director of Operations/Maintenance.

The program will be available in his/her office for review by all employees.

A. Hazard Determination

Director of Operations/Maintenance will be relying on Material Safety Data Sheets from material suppliers to meet hazard determination requirements.

B. Labeling

The THP officer will be responsible for ensuring that:

1. all in-coming labels are properly labeled;
2. all in-coming products are checked for identity, hazard warning, and name and address of the responsible party;
3. all portable containers are labeled with identify and hazard warning;
4. piping systems are painted at access points and every ten (10) feet where the piping is eight (8) feet or closer to employee contact.

C. Material Safety Data Sheets (MSDS)

1. The THP officer will be responsible for compiling the master MSDS file. It will be kept in the Superintendent office.
2. MSDSs will be available for review to all employees. Copies will be available upon request to the principals and other supervisors.

3. The Business Office Manager shall make requests for MSDSs on all purchase orders. A file of follow-up letters shall be maintained for all shipments received without MSDSs.
4. The THP officer shall provide supervisors with the required OSHA Right to Know poster and postings notifying employees of new or revised MSDSs within five (5) days of receipt of a new or revised MSDS.

D. Employee Information and Training

1. The THP Officer shall coordinate and maintain records of training.
2. Before starting work, each new employee will attend a safety class and be given a Hazardous Materials handbook which will have information on:
 - a. chemicals and their hazards in their work areas;
 - b. how to lessen or prevent exposure to these hazardous chemicals;
 - c. what has been done to lessen or prevent workers' exposure to these chemicals;
 - d. procedures to follow if they are exposed to these chemicals;
 - e. how to read and interpret labels and MSDSs.
3. After attending the class each employee will sign a form stating that s/he received the written materials outlined above and received the safety training.
4. Before any new hazardous materials is allowed in the District, appropriate employees will be given information in the same manner as during the safety class. Each supervisor will be responsible for seeing that MSDSs on the new chemical are available.

PEST MANAGEMENT

Structural and landscape pests can pose significant problems to people, property, and the environment. Pesticides can also pose risks to people, property, and the environment. It is, therefore the purpose of these guidelines to provide integrated pest management procedures for control of structural and landscape pests.

A. Pests

Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with the use of the school site for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, or the environment.

B. Pest Management

1. Approved pest management plans will be developed for the site and will include any proposed pest management measures.
2. Pests will be managed to:
 - a. reduce any potential human health hazard or to protect against a significant threat to public safety;
 - b. prevent loss of or damage to school structures or property;
 - c. enhance the quality of life for students, staff, and others.

C. Integrated Pest Management Procedures

1. A pest management procedure will allow the custodial/maintenance department to determine when to control pests and whether to use mechanical, physical, chemical, cultural, or biological means. The supervisor shall make use of current, comprehensive information on each pest and its environment and the best available pest control methods. Applying proper pest management procedures will prevent unacceptable levels of pest activities and damage by the most economical means and with the least possible hazard to people, property, and the school environment.
2. The choice of using a pesticide or herbicide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. It is the policy of the District to utilize the above principles to manage pest populations adequately. The full range of alternatives, including no action, will also be considered.

3. When it is determined that a pesticide or herbicide must be used in order to meet important management goals, the least hazardous* material will be chosen. Any application of pesticides or herbicides will be subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136 et. seq.), this guideline and procedure, the Environmental Protection Agency regulations in CFR 40, OSHA regulations, and State and local regulations.

D. Education

Staff, students, and the public will be educated about potential school pest problems and the policies and procedures to be used to achieve the desired pest management objectives.

E. Recordkeeping

1. Current and accurate records of pesticide use shall be maintained on site by Superintendent's office to meet the requirements of the State Regulatory Agency and School Board.
2. In addition, pest surveillance data sheets that record the number of pests or other indicators of pest populations are to be maintained to verify the need for treatments.

F. Notification

The District will notify the school staff, parents, and students of upcoming pesticide/herbicide treatments within thirty (30) days of the beginning of the school year. Notices will be posted in designated areas at school and sent home to parents at least three (3) days in advance of pesticide applications. (See 8431A F1.) If school is not in session, parents requesting pre-application notification will be contacted by mail or telephone at least one (1) day prior to any application.

G. Pesticide/Herbicide Storage and Purchase

Pesticide/Herbicide purchases will be limited to the amount authorized for use during the year. Pesticides/Herbicides will be stored and disposed of in accordance with the EPA-registered label directions and State regulations. Pesticides/Herbicides must be stored in an appropriate, secure site not accessible to students or unauthorized personnel.

H. Pesticide/Herbicide Application

Pesticide/Herbicide applicators must be educated and trained in the principles and practices of these guidelines and the use of pesticides/herbicides approved by this District and must follow regulations and label precautions. Applications should be certified and comply with all State licensing requirements and with the District's guideline and the Pest Management Plan.

*Precautionary statements are required on all pesticide labels. Signal words indicate the level of acute toxicity and the hazard to humans posed by the pesticide product. Labels should include the child-hazard warning: **KEEP OUT OF REACH OF CHILDREN**

ON-THE-JOB INJURY

Any employee incurring an injury while engaged in his/her performance of District duties shall abide by the following procedures:

- A. The injured employee shall report to the principal's office and complete Form 8442 F1 before reporting to an approved physician. The only exception will be if the injury is of such a nature that it requires immediate emergency attention. In that case, treatment should be undertaken and a report of the accident made to the principal's office at the earliest opportunity.
- B. The appropriate form shall be completed by the Business Office for injuries involving outside medical costs and lost time injuries with less than seven (7) days disability.
- C. Dental injuries require an estimate and approval prior to correction.

ROUTINE PROCEDURES FOR SANITATION
AND HYGIENE WHEN HANDLING BODY FLUIDS

Purpose

To ensure that body fluids involving blood, vomitus, urine, feces, semen, saliva, and nasal discharges are handled properly.

Those Affected

All school staff should be alerted to dangers of infections from body fluids. Custodians, and teachers should be particularly alert to the proper techniques in handling and disposal of materials.

Equipment Needed

Soap	Disposal Bags
Water	Dust Pans
Paper Towels	Buckets
Disposable Gloves	Mops
Disinfectants - should be one of the following classes:	

- A. phenolic germicidal detergent in a one (1) percent aqueous solution (e.g. Lysol*)
- B. sodium hypochlorite solution (household bleach), 1 part bleach to 10 parts water (e.g. 1-1/2 cups bleach to one (1) gallon of water Needs to be prepared each time used.)
- C. quaternary ammonium germicidal detergent in 2% aqueous solution (e.g., Triquat*, Mytar*, or Sage*)
- D. iodophor germicidal detergent with 500 ppm available iodine (e.g., Wescodyne*)
- E. sanitary absorbing agent (Chlora Sorbv*, X-O Oder Away*)

Procedures

- A. GENERAL
 - 1. Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures.
 - 2. Dispose of gloves after each use.

3. Wash hands after handling fluids and contaminated articles, whether or not gloves are worn.
4. Discard disposal items including tampons, used bandages, and dressings in plastic-lined trash containers with lid. Close bags and dispose of daily.
5. Do not reuse plastic bags.
6. Use disposable items to handle body fluids whenever possible.
7. Use paper towels to pick up and dispose of any solid waste materials such as vomitus or feces.

B. HANDWASHING

1. Use soap and warm running water. Soap suspends easily removable soil and micro-organisms allowing them to be washed off.
2. Rub hands together for approximately 10 seconds to work up a lather.
3. Scrub between fingers, knuckles, backs of hands, and nails.
4. Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
5. Use paper towels to thoroughly dry hands.
6. Dispose of paper towels.

C FOR WASHABLE SURFACES

1. **For tables, desks, etc.:**
 - a. Use Lysol*, or household bleach solution of one (1) part bleach to ten (10) parts water, mixed fresh.
 - b. Rinse with water if so directed on disinfectant.
 - c. Allow to dry.
 - d. When bleach solution is used, handle carefully.
 1. Gloves should be worn since the solution is irritating to skin.

2. Avoid applying on metal since it will corrode most metals.

2. **For floors:**

- a. One of the most readily available and effective disinfectants is the bleach solution (1-1/2 cups bleach to one (1) gallon water).
- b. Use the two (2) bucket system--one bucket to wash the soiled surface and one (1) bucket to rinse as follows:
 - 1) In bucket #1, dip, wring, mop up vomitus, blood.
 - 2) Dip, wring, and mop once more.
 - 3) Dip, wring out mop in bucket #1.
 - 4) Put mop into bucket #2 (rinse bucket) that has clean disinfectant (such as Lysol*, bleach solution).
 - 5) Mop or rinse area.
 - 6) Return mop to bucket #1 to wring out. This keeps the rinse bucket clean for second spill in the area.
 - 7) After all spills are cleaned up, proceed with "c."
- c. Soak mop in the disinfectant after use.
- d. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate.
- e. Rinse nondisposable cleaning equipment (dustpans, buckets) in disinfectant.
- f. Dispose disinfectant solution down a drain pipe.
- g. Remove gloves, if worn. and discard in appropriate receptacle.
- h. Wash hands as described above under HANDWASHING.

D. FOR NONWASHABLE SURFACES (rugs, upholstery)

1. Apply sanitary absorbing agent, let dry, vacuum.

2. If necessary, use broom and dustpan to remove solid materials.
3. Apply rug or upholstery shampoo as directed. Revacuum according to directions on shampoo.
4. If using a water extraction cleaner, follow the directions on the label.
5. Clean dustpan and broom, if used. Rinse in disinfectant solution.
6. Air dry.
7. Wash hands as described above under HANDWASHING.

E. FOR SOILED WASHABLE MATERIALS (clothing, towels, etc.)

1. Rinse item under running water using gloved hands if appropriate.
2. Place item in plastic bag and seal until item is washed. Plastic bags containing soiled, washable material must be clearly identified if outside laundry service is used.
3. Wash hands as described above under HANDWASHING.
4. Wipe sink with paper towels, dispose of towels.
5. Wash soiled items separately, washing and drying as usual.
6. If material is bleachable, add 1/2 cup bleach to the wash cycle. Otherwise, add 1/2 cup nonchlorine bleach (Clorox II*, Borateem*) to the wash cycle.
7. Dispose of plastic bag.
8. Wash hands as described above under HANDWASHING after handling soiled items.

TRANSMISSION CONCERNS IN THE SCHOOL SETTING
BODY FLUIDS SOURCE OF INFECTIOUS AGENTS

<u>BODY FLUID SOURCE</u>	<u>**ORGANISM OF CONCERN</u>	<u>TRANSMISSION CONCERN</u>
Blood - cuts/abrasions - nosebleeds - menses - contaminated needle	Hepatitis B virus AIDS virus Cytomegalovirus	Bloodstream inoculation through cuts and abrasions on hands Direct bloodstream inoculation
***Feces - incontinence	Salmonella bacteria Shigella bacteria Rotavirus Hepatitis A virus	Oral inoculation from contaminated hands
***Urine - incontinence	Cytomegalovirus	Bloodstream, oral & mucus membrane inoculation from hands
***Respiratory Secretions - saliva - nasal discharge	Mononucleosis virus Common cold virus	Oral inoculation from contaminated hands
***Vomit	Gastrointestinal viruses, e.g. (Norwalk agent Rotavirus)	Oral inoculation from contaminated hands
Semen	Hepatitis B AIDS virus Gonorrhea	Sexual contact

* Brand names are used as examples and are not endorsements of products.

** This is not an all inclusive list of organisms of concern for transmission in the school setting.

*** Possible transmission of AIDS is currently thought to be of little concern from these sources.

CONTROL OF BLOOD-BORNE PATHOGENS

The following guidelines provide for the District's compliance with Federal regulations for protecting staff members against exposure to blood pathogens and other infectious materials which can cause Hepatitis B and/or HIV viruses.

A. Exposure Determination

Staff members in the following job classifications have responsibilities for which they could reasonable anticipate exposure to blood and other potentially-infectious materials:

1. custodians
2. special education teachers and aides who work with students who are prone to biting, scratching, and other such actions that can cause bleeding or exposure to saliva and other body fluids
3. teachers whose students work with equipment that can cause cuts or other injuries that produce bleeding
4. members of a school staff who have been designated to provide first aid when and if necessary
5. coaches

B. Inoculation

Each of the staff members in the above-named categories shall be offered free vaccination with the Hepatitis B vaccine after training and within ten (10) days after reporting for duty at the start of the school year or when employed.

The Superintendent shall determine which hospital or other health service shall give the vaccination and do the necessary follow-up testing. S/He shall:

1. arrange a schedule for vaccinations which makes it possible for the staff members to be vaccinated during their work time;
2. obtain the necessary information concerning the efficacy, safety, administration, and benefits of the vaccine so that each staff member can be properly informed prior to making a decision as to whether or not s/he wishes to be vaccinated;

3. ensure that the results of postvaccination testing are properly recorded and kept confidential.

If the staff member duties, s/he shall complete Form 8453.01 F1 which shall be placed in the staff member's confidential file. (See AG 8320- Personnel Records)

If the staff member chooses to be vaccinated, s/he shall sign Form 8453.01 F4 and report to the vaccine provider in accordance with the schedule.

C. Precautions

A plan should be developed to identify the likely situations where staff members could be exposed, to describe how such situations can be minimized, and the ways in which exposure will be managed. AG 8453 provides a set of procedures for the proper handling of bodily fluids. Each of the staff members in the "at-risk" categories identified above are to be trained in these procedures when employed and at the beginning of each school year. The instructor is to be someone knowledgeable about blood-borne pathogens and other potentially-infectious materials, how they may be transmitted in a school setting, vaccination, and the precautionary procedures. At the completion of the training, each staff member is to sign Form 8453.01 F2 confirming the date and content of the training and that s/he understands the content.

D. Postexposure Evaluation and Follow-up

Whenever a staff member has contact with blood or other potentially-infectious material, s/he shall immediately contact his/her immediate supervisor and complete Form 8453.01 F3. The District shall offer the staff member a confidential medical evaluation by the Three Rivers Area Hospital.

The exposed staff member is to be informed of the test results, if available, with the parents consent and of the Federal and State laws concerning confidentiality.

The staff member's blood should then be tested with his/her consent. The staff member shall also receive postexposure treatment, if so indicated by the Public Health Service or treating physician.

The healthcare professional conducting the medical evaluation is to be provided:

1. a copy of the Federal regulations concerning the Exposure Control Plan;
2. a copy of Form 8453.01 F2;
3. a copy of the staff member's job responsibilities vis-a-vis the exposure;

4. the results of the student's blood test, if available;
5. a copy of the staff member's medical records.

The health care professional shall, within five (5) days after the evaluation provide the District with a written opinion containing:

1. a possible recommendation for Hepatitis B vaccination, if the staff member has not already been vaccinated;
2. confirmation that the staff member has been adequately informed of the evaluation results and any further evaluation or treatment deemed necessary.

The staff member is to be given a copy of the written opinion within fifteen (15) days after receipt by the District. The original opinion is to be filed in the staff member's confidential medical file.

E. Medical and Training Records

Medical records of the staff members must identify them by name and social security number and include any and all results of the status to Hepatitis B, examinations, testing, follow-up care, and written opinions. All such information shall be kept in the staff member's confidential files (AG 8320) and retained for the period of their employment plus thirty (30) years.

Training records must include the dates and content of the training, the name and qualifications of the instructors, and the names and job titles of the staff members. Each staff member's training record (Form 8453.01 F2) shall be kept in his/her personnel file for three (3) years after the training date.

HOLIDAYS

Holidays listed in Item E of this section are paid to employees that meet the qualifications outlined in Item A and B.

- A. All employees except substitute employees are eligible to receive holiday pay if the guidelines in Item B of this section are met.
- B. Qualified employees shall be paid holiday pay if the normal work schedule of the employee requires them to be scheduled on duty the day before or the day after the holiday. If two holidays succeed each other, the two days shall be considered one in determining the "day before or the day after" clause. However, voluntary changes in the normal work schedule of the employee will NOT be considered in determining the "day before or the day after" clause of this section.
- C. Holiday pay will be based on the normal work schedule as defined in the employees individual work assignment. If hours differ from one day to the next, pay shall be determined on the basis of the number of hours the employee actually worked the day immediately preceding the holiday.
- D. When paid holidays fall on the weekend, the Friday preceding or Monday following, as determined by the Superintendent, shall be considered the paid holiday.
- E. The following days are eligible paid holidays. In addition, the Superintendent may, at his discretion, grant additional paid holidays to coincide with the school calendar.

Labor Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Eve
Christmas Day
New Years Day
Memorial Day
Independence Day
Good Friday

CANCELLATION DAYS

Beginning with the 1987-88 school year the State School Aid Act requires that cancelled school days (after 2) must be made up. In order to treat all employees, full and part-time, fairly and consistently the following procedures shall be in effect as of 7/1/87.

- A. Days that need to be made up will be added to the end of the school calendar. Final exams and records days will be adjusted accordingly.
- B. Teachers and less than maximum full-time employees will make up days as needed with no additional compensation. Compensation will be given for days cancelled.
- C. Maximum full-time employees will have a choice when days are cancelled: a) come in and work regular day/shift, or b) not come in and use a vacation day.
- D. Cancellation days not required to be made up shall be administered as outlined below:
 - 1. Employees who work directly with students shall be paid for non-makeup cancelled days.
 - 2. Employees who do not work directly with students are expected to report to work as scheduled on cancelled days if able and possible. When severe weather conditions or other restrictions prohibit an employee from reporting to work, they will be paid for these days absent the same as those employees in #1 above.
 - 3. In the event of severe weather watches, warnings, or other unsafe conditions which would cause students to report late to school or dismiss early, employees may follow the same reporting or dismissal schedule as the students.
 - 4. Employees are expected to report for meetings or special job duties as scheduled on such days if weather/road conditions permit.

FEDERAL GROUP HEALTH CONTINUATION (COBRA)

Qualifying Event

- A. Employees covered under the Board of Education's Group Health Coverages shall be offered the opportunity to continue the Group Health Coverages upon occurrence of one (1) of the following "qualifying events":
 - 1. voluntary or involuntary termination of employment for reasons other than "gross misconduct"
 - 2. reduction in the number of hours of employment
- B. Spouses may continue the Group Health Coverages upon occurrence of one (1) of the following "qualifying events":
 - 1. termination of the covered employee's employment for any other reason other than "gross misconduct"
 - 2. reduction in the hours worked by the covered employee
 - 3. covered employee's becoming entitled to Medicare
 - 4. divorce or legal separation of the covered employee
 - 5. death of the covered employee
- C. Dependent children may continue the Group Health Coverages upon the occurrence of one (1) of the following "qualifying events":
 - 1. termination of covered employee's employment for any reason other than "gross misconduct"
 - 2. reduction in the hours worked by the covered employee
 - 3. loss of "dependent child" status under the plan rules
 - 4. covered employee's becoming entitled to Medicare
 - 5. divorce or legal separation of the covered employee
 - 6. death of the covered employee

Election

Qualified beneficiaries have a sixty (60) day period from the later of the coverage loss date or the date the notice to elect COBRA coverage is sent to elect whether to continue coverage. Once COBRA coverage is chosen, the beneficiary is required to pay for the coverage. COBRA coverage is retroactive if elected and paid for by the qualified beneficiary.

Benefits Available to Qualified Beneficiaries

Qualified beneficiaries have the right to elect to continue coverage that is identical to the coverage provided under the plan. A covered employee or the covered employee's spouse may elect COBRA coverage on behalf of any other qualified beneficiary. Each qualified beneficiary, however, may independently elect COBRA coverage. A parent or legal guardian may elect on behalf of a minor child.

Termination of COBRA Coverage

Coverage for the employee and eligible dependent(s), if any, can end when:

- A. the last day of maximum coverage is reached;
- B. premiums are not paid on a timely basis;
- C. the employee ceases to maintain any group health plan;
- D. coverage is obtained with another employee group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition of such beneficiary;
- E. a beneficiary is entitled to Medicare benefits.

Special rules for disabled individuals may extend the maximum periods of coverage. If a qualified beneficiary is determined under Title II or XVI of the Social Security Act to have been disabled at the time of a termination of employment or reduction in hours of employment and the qualified beneficiary properly notifies the plan administrator of the disability determination, the eighteen (18) month period is expanded to twenty-nine (29) months.

Regular Conversion Option

After the continuation coverage under COBRA expires, the beneficiary may be eligible for coverage under any conversion option provided under the plan.

- A. The Board will notify a qualified COBRA beneficiary of the option to enroll in a conversion plan within 180 days before the expiration date of COBRA continuation coverage.
- B. The benefits and costs of coverage available under a conversion option may differ from those offered through the group health plan.

Notification Requirements

- A. The Board shall:
 - 1. notify all covered employees and spouses of their coverage continuation rights on the date the COBRA requirements took effect;

Thereafter, each employee shall be notified of this policy at the time they begin coverage under the Board's Group Health Coverages and each spouse shall be notified of this policy at the time family or spouse coverage begins under the Board's Group Health Coverages.

Notification to the employee's spouse shall be deemed to serve as notice on dependent children.
 - 2. include information on the continuation rights in the Summary Plan Description;
 - 3. notify the plan administrator within thirty (30) days of the following qualifying events:
 - a. death of the covered employee
 - b. termination of employment or reduction in hours of the covered employee
 - c. eligibility of covered employee for Medicare
 - d. bankruptcy of covered employee
- B. The Plan Administrator shall:
 - 1. notify the employee of their COBRA provisions when the employee begins under the group health coverages;

2. notify the eligible beneficiaries within fourteen (14) days of receiving the specified notification of the qualifying event of his/her right to continuation of coverage. Notifying a spouse or former spouse of an employee is considered sufficient notice to all other eligible beneficiaries living with that person.

The employee, retiree, or family member should notify the plan administrator within sixty (60) days of events consisting of divorce or legal separation or a child's ceasing to be covered as a dependent under plan rules.

**IMPORTANT NOTICE OF EMPLOYEES RIGHT TO
DOCUMENTATION OF HEALTH COVERAGE**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits the circumstances under which coverage may be excluded for medical conditions present before the employee enrolls. Under the law, a pre-existing condition exclusion generally may not be imposed for more than twelve (12) months or (eighteen (18) months) exclusion period may be reduced by a new employee's prior health coverage. A new employee is entitled to a certificate from his/her former health insurance provide that will show evidence of the person's prior health coverage.

To obtain a certificate, the employee should complete the attached form and return it to:

Mendon Community Schools
26393 Kirby Road
Mendon, Michigan 49072

The certificate must be provided promptly. The employee should keep a copy of this completed form. S/He may also request certificates for any dependents (including a spouse) who were enrolled under the employee's health coverage.

The business manager will be responsible for providing a Certificate of Health Insurance Coverage (Form 4421A F1) to an employee when:

- A. s/he no longer is covered by the District's plan;
- B. s/he is no longer covered under COBRA;
- C. s/he requests a certificate no later than twenty-four (24) months after cessation of coverage.

LEAVES OF ABSENCE

Employees will be credited with paid leaves of absence at the beginning of each fiscal year as outlined in A-F below.

- A. Maximum Full-Time Employees shall be credited with 14 days of paid leave times their regularly scheduled hours up to a maximum of 112 hours in one fiscal year.
- B. Minimum Full-Time Employees shall be credited with 12 days of paid leave times their regularly scheduled hours up to a maximum of 96 hours in one fiscal year.
- C. School Year Employees shall be credited with 10 days of paid leave times their regularly scheduled hours up to a maximum of 80 hours in one fiscal year.
- D. Regular Part-Time Employees shall be credited with 10 days of paid leave times their regularly scheduled hours up to a maximum of 70 hours in one fiscal year.
- E. Temporary Employees shall be credited with one day times their regularly scheduled hours of paid leave for each 20 consecutive ON-DUTY WORK DAYS up to a maximum of 40 hours in one fiscal year.
- F. Substitute Employees are not eligible for paid leaves.

Accumulated paid leaves in all classifications cannot exceed 520 hours (equivalent to 65 eight-hour days).

1040

130

Family Illness Leave

A maximum of five (5) work days in any one fiscal year may be used for serious illness in the immediate family which requires the presence of the employee.

Personal Leave

A maximum of two ³/~~2~~ work days in any one fiscal year may be used for personal leave subject to the following conditions and limitations:

- A. Leaves shall only be used for legitimate personal or business obligations which cannot reasonable be scheduled outside the regular work day. Such leaves shall not be used for other employment or the seeking of other employment or for social, recreational or vacation purposes.

- B. Personal leaves will not be granted the day prior to or following a holiday or vacation except in case of an emergency and with the prior approval of the Superintendent.
- C. Written requests for personal leaves shall be made at the earliest possible time, but in no event on less than 48 hours notice, except in case of an emergency.
- D. Each request for personal leave shall be submitted on the appropriate form provided by the district and shall constitute a certification by the employee that the obligation cannot reasonable be scheduled outside the regular work day or on a non-work day.

Health Treatment

An employee may use up to one (1) work day during a fiscal year for physical examinations, medical, dental or any other health treatment for themselves or their immediately family which cannot be scheduled outside the employee's regular work day. Such leaves shall be requested at the earliest possible time on the appropriate form but in no event on less than 48 hours notice, except in the case of an emergency.

Personal Illness or Disability

Paid leave may be used for any personal physical or mental condition which disables an employee from his/her work duties. The Superintendent may, at his discretion, require a physician's certificate from the employee's physician or a board appointed physician to verify the condition for which the leave is taken or the duration of such leave. Such examinations shall be paid by the Board. Leaves in excess of twenty (20) consecutive days shall automatically require a certificate from a physician.

Employees are expected to schedule (if work assignments permit) any elective surgery or an anticipatable hospital confinement of a non-critical nature during those times they are not scheduled to be on duty.

Funeral/Bereavement Leave

A maximum of four (4) work days within a period of seven (7) consecutive calendar days may be used for each occurrence for a death in the family. Such leaves are to be used only to the extent required to attend the funeral of the deceased and/or to attend to personal matters requiring immediate attention arising from such death.

- A. Members of the family include the following relation of the employee or employee's spouse: Father, mother, sister, brother, husband, wife, son, daughter, and step child.

Employee only - Aunt, Uncle, Grandparent, Grandchild, and Step parents.

- B. Funeral/bereavement leaves in excess of four (4) working days in any one fiscal year may be granted upon approval by the Superintendent. Such leaves shall be deducted from the accumulated leaves of absences of the employee.

Worker's Compensation Leave

Any employee who is absent because of an injury or disease sustained or contracted during the course of employment by the Mendon Community Schools and is not compensable under the Michigan Worker's Compensation Law shall have their absences treated the same as any other personal illness or disability as outlined in Personal Illness or Disability above.

Any employee who is absent because of an injury or disease sustained or contracted during the course of employment by the Mendon Community Schools and which injury or disease is compensable under the Michigan Worker's Compensation Law shall receive sick leave pay of the difference between the Worker's Compensation benefit and his/her regular salary. Reduction of the employees paid accumulated leaves of absence shall be prorated on the portion of the difference between the compensation received and the amount paid by the employer computed on a hourly rate basis.

Other Leaves

Upon request and approval by the Superintendent, an employee may be granted paid leave in special or certain circumstances which shall be deducted from their accumulated leave.

Short Term Leave of Absence

- A. Leaves of absence, without pay, for periods not to exceed twenty (20) consecutive days may be requested in writing and may be granted if the absence does not interfere with work schedules or conflict with school operations and activities.
- B. Approval of short-term leaves will depend upon the availability of qualified replacement help.
- C. Approval of a short-term leave must be obtained from the supervisor and superintendent prior to the leave.
- D. Request for short-term leaves must be requested at least five (5) working days in advance of the absence for leaves in excess of five (5) days. Leaves of less than

five (5) days must be requested at least two (2) working days in advance of the absence(s).

FAMILY LEAVES OF ABSENCE

In accord with Federal law, the Board of Education shall provide up to twelve (12) work weeks of unpaid leave to all support staff members working 1250 hours or more during any contract year for one of the following reasons:

- A. the birth or care of a child
- B. the adoption or foster care of a child
- C. the care of a spouse, son, daughter, or parent if such individual has a serious health condition
- D. a serious health condition of the staff member which disables him/her from performing the functions of his/her position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility or requires continuing treatment by a health-care provider (M.D. or D.O.)

If the Superintendent and the staff member agree, such leave may be taken intermittently or on a reduced-leave schedule in the event of the birth, adoption, or foster care of a child. A staff member has the right, however, to take intermittent or reduced-leave schedule (half days) when medically necessary to care for a spouse, child, or parent who has a serious health condition, or if the staff member has serious health condition. In both cases, the taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken.

The Superintendent may require the staff member to transfer temporarily to an alternative position at the same compensation when the intermittent or reduced-schedule leave is foreseeable and the transfer better accommodates recurring periods of leave, if the leave periods exceed twenty percent (20%) of the total number of workdays encompassing the period of anticipated leave.

Whenever the leave is necessitated by the serious health condition of the staff member or his/her family member, and is foreseeable based on planned medical treatment, the staff member shall provide the Superintendent with thirty (30) day's notice. If there is insufficient time to provide such notice because of the need for treatment, the staff member shall provide such notice as early as practicable. The staff member shall make reasonable efforts to schedule treatments so as not to unduly disrupt the regular operation of the District.

The Board shall require that all accrued paid vacation leave, medical or sick leave, or personal leave be used to substitute for the family leave described in this policy. In cases in which the District has employed both the husband and the wife, the total amount of family leave is twelve (12) weeks for the couple, except when the leave is due to serious health condition of either the husband or the wife.

In the case of a health condition of a family member, the Superintendent is directed to obtain medical certification from the physician of the staff member or his/her family member, including:

- A. the date the serious health condition began;
- B. the probable duration;
- C. appropriate medical facts regarding the condition;
- D. a statement that the staff member is needed to care for the family member;
- E. an estimate of the amount of time needed for such care.

In the event of the staff member's own health condition, a statement from his/her physician will be required which states that the staff member is unable to perform the functions of his/her position. Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to ensure minimal disruption to the students' program.

The Board reserves the right to obtain, at its expense, the opinion of a second health provider and, in the event of conflict, the opinion of a third health provider whose decision shall be binding and final.

The staff member shall provide the District with a statement from his/her physician that s/he is able to assume full-time responsibilities for his/her position.

At the end of any leave described in this policy, the Board shall restore the staff member to his/her former position or to one that is equivalent in responsibility and compensation. During a family leave, the Board shall maintain the staff member's current coverage under the District's health insurance program, but the staff member shall not accrue any sick leave, vacation, or other benefits during the family leave period.

Should the staff member elect not to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of the health condition that gave rise to the leave or for circumstances beyond the control of the staff member, the staff member shall reimburse the District for the health insurance premiums paid by the District during the leave period.

The Superintendent shall prepare any guidelines which are appropriate for this policy and ensure that the policy is posted properly.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

FAMILY/MEDICAL LEAVE ACT

The following rules are based on the final regulations issued by the Federal government.

- A. The greater than three (3) day requirement under the serious health condition definition has not been revised, but episodic conditions such as asthma, diabetes, epilepsy, and morning sickness of three (3) days or less are now covered by the serious health condition definition. Illnesses such as colds, flue, ear aches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental programs are not serious health conditions unless complications arise.
- B. The District shall provide a written response, using Form 3430.01 F2 to a staff member making a request for FMLA leave specifying the procedures for administering such leaves.
- C. The District shall also use the Medical Certification Form (3430.01 F3) developed by the Government. No additional information can be required from the staff member for the purposes of considering an FMLA request.
- D. Only the District's health care provider may follow-up with the staff member's health care provider regarding the medical certification - and then only with the staff member's permission. The scope of the follow-up inquiry is specifically limited.
- E. A staff member's return to work cannot be delayed while inquiry is made regarding any fitness-for-duty medical examination. No second or third fitness-for-duty certifications shall be required.
- F. The District shall not require a staff member eligible for FMLA leave to return to restricted duty work under a workers' compensation program during the period of FMLA leave availability.
- G. If an instructional staff member would like to return to teaching before the end of an academic semester, but the District requires the teacher to remain on leave until the next academic semester, that additional leave time will not count against the staff member's twelve (12) week FMLA allotment.
- H. Satisfying the twelve (12) weeks of leave requirement under the FMLA does not automatically establish that any additional leave granted to the staff member would be an undue hardship under the Americans with Disabilities Act. Each individual case shall be examined to determine whether leave in excess of twelve (12) weeks poses an undue hardship.

VACATIONS

Only employees who are classified as Maximum or Minimum Full-time Employees are eligible for vacation benefits. Those employees who qualify for vacation shall be granted vacation pay upon completion of the minimum service requirements.

Service Requirements

- A. After one year of continuous employment within the eligible classifications, 10 days of vacation leave shall be granted.
- B. After five years of continuous employment within the eligible classifications, 15 days of vacation leave shall be granted.
- C. After ten years of continuous employment as a Maximum full-time employee (Section I 4112 A.), up to a maximum of 20 days of vacation leave shall be granted if qualified (See A. under Qualifications for Extended Vacation Leave).
- D. After fifteen years of continuous employment as a Minimum full-time employee (Section I 4112 B.), up to a maximum of 18 days of vacation leave shall be granted if qualified (See A. under Qualifications for Extended Vacation Leave).

Qualifications for Extended Vacation Leave

- A. The employee must have accumulated at least 65 days of paid leave after the posting of the current years paid leave credit.

Procedures

- A. Requests for vacation leave shall be submitted on the proper request form and given to the employee's supervisor in advance of the scheduled absence. In addition, the absence must also be reported on the employee's time sheet so that proper posting of the absence can be made.
- B. Vacations in excess of ten (10) consecutive working days shall be requested at least twenty (20) calendar days in advance of the absence.
- C. The employee is expected to consider his/her work schedule when making a request for vacation leave so as not to conflict with work schedules or school operations and activities.
- D. Vacation requests may or may not be granted for any specified time because of the district's needs at the time of the request. A school vacation period (i.e.

Christmas break) does not necessarily mean that any/all vacation requests will be granted.

Other Provisions

- A. Up to a maximum of ten (10) days vacation may be accumulated from one fiscal year to the next.
- B. Cash payments of unused vacation leaves at the end of a fiscal year shall be made only upon written request from the employee and upon approval by the Superintendent. If approved, cash payments will be made within twenty (20) working days after the request has been approved.
- C. First year employees will receive vacation leave on the basis of completed service within the fiscal year.
- D. Deviations of the service requirements as outlined above shall require written approval from the Superintendent.

EMPLOYEE REIMBURSEMENT FOR EXPENSES

Employees who are on or conducting official business for the school district will be reimbursed for expenses incurred, including travel, fees, and lodging, if required. Other expenses will be provided for or reimbursed as follows:

A. Meals

1. Daily Trips - (including taxes and tips)

Breakfast - \$7.00

Lunch - \$10.00

Dinner - \$15.00

2. Conferences (over night and/or out-of-town) - Expenses reimbursed in full when submitted with receipts (Bar tabs and entertainment not included.)

B. Mileage

1. School care will be provided whenever possible
2. If the employee is authorized to take his/her own care, s/he will be reimbursed at the IRS rate.

Employees will be required to submit proof of all expenditures. This will include receipts, charges, etc. before reimbursement is made. The Superintendent will authorize and approve prior payments or reimbursement expenses.

JOB-RELATED EXPENSES

Expenses which are incurred by support staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a support staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Authorization

Travel within our outside the District is to be authorized by the principal.

Travel to conventions or conferences away from the District which involve overnight stay will be authorized by the principal for approval by the Superintendent. All such request must be received in the Central Office at least seven (7) days prior to the date a decision is needed. Forms are available in each school office.

Procedure

Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms. (See Form 4243 F1)

Under normal conditions, officers and support staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.

Travel should be by the most direct and economical route.

All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Support staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.

For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.

In all instances of travel reimbursement, full itemization of expenditures is required.

Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

Reimbursement

Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on Form 4243 F2 provided for that purpose.

USE OF PRIVATE CAR FOR SCHOOL BUSINESS

The District has established the following means for providing reimbursement for the use of privately-owned vehicles used in the performance of assigned duties.

- A. All support staff will be assigned to a school or office which becomes the home station. It will be the responsibility of each individual to provide his/her own transportation from his/her residence to his/her residence to his/her assigned station and to any other assigned spot to attend meetings for administrative or training purposes.
- B. When an individual's duties require his/her presence at other stations or places within or out of the District, reimbursement for travel may be requested. Such requests will be approved when the travel is scheduled or authorized by the Superintendent.
- C. Regularly scheduled travel will be authorized when requisitioned in compliance with a printed schedule; e.g.: special support staff members are required to go from school to school on a regular schedule.
- D. Sporadic or emergency travel will be authorized when made in connection with an assignment.
- E. Payments for authorized travel will be made provided itemized daily records are submitted on the proper forms. Persons who travel are advised to keep a daily log of their required business trips.

RETIREMENT

Contributions as required by state statute shall be made by the employer to the Michigan Public School Employees Retirement System (MPERS).

Hours reported to the MPERS shall be based on a fiscal year total. The minimum hours required for one year's credit is 1020 in one fiscal year. Less hours than the minimum requirement shall be prorated proportionately, however, hours worked over the minimum cannot be forwarded into the succeeding fiscal year.

OUTSIDE ACTIVITIES

So that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District, the following guidelines are provided:

- A. Do not give job time to outside activities when there is no valid reason to be excused from assigned duties.
- B. Do not use school property or school time to solicit or accept customers for private enterprises, without written administrative permission.
- C. Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials.
- D. Do not conduct unapproved solicitations on school property.
- E. Do not reveal confidential information to which you were privy at school.

JURY DUTY/COURT APPEARANCE

Staff members shall report to the principal/supervisor when they are called for jury duty or a court appearance.

Staff members who choose to serve on a jury will not be penalized for doing so. They will receive full pay, if they endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty.

While on jury duty, staff members are required to report daily their schedule for the following day, and must report to work when excused for a day or more or suffer loss of pay.

The time spend on jury duty will not be charged against personal leave and will count as time on the job.

Staff members must submit to the business office a record from the courts of the number of days served.

WORKING PERIODS

The periods of work required of the support staff members shall be clearly specified to insure the smooth and regular operation of the School District.

The Superintendent reserves the right to specify the working hours for support staff members, in accordance with employee handbooks and school policies.

The Superintendent will apply uniformly throughout the schools of this District, except as otherwise specified in this guideline, the following working periods for support staff members:

A. Secretarial-Clerical Central Office

From 7:30 a.m. to 4:00 p.m., full time employment is eight (8) hours per day, five (5) days per week, one-half (1/2) hour lunch is paid.

When school is not in session from 7:30 a.m. to 3:30 p.m., full time employment is seven (7) one-half (1/2) hours per day, five (5) days per week one-half (1/2) hour lunch paid.

Central office staff shall ordinarily report for work when schools are closed for bad weather, unless circumstances make travel hazardous. In such cases, staff members may be excused.

During vacation days for students and teaching staff, the central office staff shall report to work.

B. Custodial-Maintenance Personnel

Full time employment is eight (8) hours per day, five (5) days per week with one-half (1/2) hour for lunch, lunch is paid during student vacation period, unpaid when school is in session.

Custodial-maintenance staff shall ordinarily report for work when schools are closed for bad weather.

Starting times shall be specified by the director of buildings and grounds.

REPORTING ABSENCES

All absences known in advance must be reported to the employee's supervisor or his/her designee at the earliest possible time. Unless an emergency exists, absences must be reported before the employee's work schedule begins, or else pay will be deducted according to the work time lost.

Falsifying an absence document or report will be subject to disciplinary action, including dismissal.

In the case of illness or emergency, the appropriate form must be completed by the employee and signed by the supervisor.

Payment for qualified absences will be based on the normal work schedule as defined in the employee's individual work assignment. If hours differ from one day to the next, pay shall be determined on the basis of the number of hours the employee actually worked the work day immediately preceding the absence.

Unexcused Absences

Unexcused absences are generally those absences without either proper notification or approval. With the exception of emergency situations, lack of the proper notification procedure may result in disciplinary action or even dismissal. A non-approved absence may be interpreted as a voluntary quit.

EXTRA DUTY

Support staff shall not work hours beyond their regular schedule until the procedure outlined below has been met.

- A. When additional work time is necessary, the immediate supervisor of the staff member shall secure approval from the Superintendent.
- B. Extra duty pay, at time and one-half the regular pay rate, shall be paid only for hours actually worked in excess of a forty (40) hour week and shall not be paid if the employee has used time off with pay provisions of other policies such as emergency leave, sick leave, holiday pay, vacation pay, etc. during the same forth (40) hour week.

OVERTIME

Authorization

The Mendon Board of Education directs the Superintendent to authorize overtime hours to employees only in emergencies and for special circumstances. Employee agreement and work schedules, which call/allow for an employee to work over 40 hours in a week's period are not binding upon the district and overtime shall not be authorized.

Administration

As a general rule, employees who work more than 40 hours within a 7-day work week will be compensated for overtime at the rate of one and one-half (1-1/2) times their regular pay rate. Overtime hours worked on Sunday or a regularly scheduled holiday is paid at two times the regular pay rate. Supervisory, professional and administrative employees do not qualify for overtime pay.

Eligibility

When computing overtime pay, hours paid for absences such as vacation, sick leave, etc. are not counted as "time worked" in the overtime computation, however, paid holidays (although not required by state/federal statues) will be considered time worked. In addition, reporting pay for bus drivers is not considered "time worked" when computing overtime eligibility.

TIME SHEETS

It is the responsibility of the employee to maintain an accurate and proper record of working hours including excused absences. Completed time sheets shall be submitted to supervisors or building principals (as appropriate) no later than the Friday before the payroll date. Failure to submit a time sheet as prescribed may result in postponement of wages until the subsequent pay day.

PAY PERIODS

A pay period is normally 10 working days, however, due to possible changes in the school calendar there may be times when a pay period could be five (5) working days or fifteen (15) working days.

Unless otherwise changed due to holidays, pay periods, and school schedules, pay days will normally be every other Friday.