

COOPERSVILLE AREA PUBLIC SCHOOLS

EMPLOYEE HANDBOOK



**COOPERSVILLE**

---

**Area Public Schools**

*One Community, One Campus... Endless Opportunity.*

**July 1, 2018**  
**September 1, 2022 (revised)**  
**August 1, 2024 (revised)**

**COOPERSVILLE AREA PUBLIC SCHOOLS**

**EMPLOYEE HANDBOOK**

**INTRODUCTION**

This handbook will help employees learn more about their working relationship with the Coopersville Area Public Schools (“District”). The success of this relationship enables all of us to meet the many challenges that are a part of our educational mission. We hope that the concern we have for every employee is reflected in the way each person deals with their fellow employees and the public. The satisfaction of the people we serve is the foundation of our entire organization.

It is the mission of Coopersville Area Public Schools to inspire all students to embrace a life-long love of learning, to achieve their goals, and to be compassionate citizens who contribute to the global community.

The District wants each employee to enjoy a challenging and rewarding career. Each employee’s individual contribution is important for our achievements as an organization. We hope you find fulfillment in the challenges of your work here, and that you will grow and prosper with us.

This handbook outlines the general provisions of the District's employment policies, procedures, benefits, and other information. Employees are also expected to read the Board Policies corresponding to their specific classification (i.e. 1000: Administration, 3000: Professional Staff or 4000: Classified/Support Staff), which can be found in the Board Policy Manual or on the district's website. All District Board Policies and Administrative Guidelines when applicable are expected to be read and followed. If you have any questions about Board policies or this Employee Handbook, please consult with your direct supervisor or Human Resources.

## SECTION 1 – GENERAL PROVISIONS

### 1.1 Employees Covered and Applicability of Board Policies

Policies and procedures contained herein are applicable to all employees of the District, including substitutes when applicable. These policies and procedures apply to both union and non-union employees. In the event of conflict between these policies and procedures and collective bargaining agreements, individual contracts, or individual compensation schedules, the provisions of the latter shall govern for employees covered by them, to the extent not prohibited by law.

### 1.2 Additional Policies and Regulations

Policies concerning personnel practices affecting employees of the District are found in Sections 1000, 3000 and 4000 of the District's Board Policies which can be found on the District's Website.

### 1.3 Intent and Effect of Employee Handbook

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

#### A. Authority to Contract

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

B. Limitation on Claims

By accepting or continuing employment at the District, an employee agrees that any action or suit against the District arising out of his/her employment or termination of employment, including, but not limited to, claims arising under State, Federal, or local civil rights statutes or ordinances, must be brought within the statutorily specified time limit or 180 days of the event giving rise to the claim, whichever is less, or be forever barred. Any statute of limitations which exceeds 180 days is waived.

## SECTION 2 – EMPLOYEE SELECTION AND CLASSIFICATION

### 2.1 Employee Selection

Selection of individuals to fill open positions shall be based on an applicant's qualifications (knowledge, skills, talents and abilities), certifications, and related work experience to meet the needs of the District, as determined by the District. The District is an equal opportunity employer and will provide equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, national origin, age, color, height, weight, marital status, familial status, gender, disability, or veteran status with applicable State and Federal Laws.

Current employees of the District may apply for open positions for which they are certified and qualified. Assignment or re-assignment of employees to specific positions or work locations may be done at any time by the Superintendent or his/her designee.

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

### 2.2 Length of Work Day and Work Year

All employees shall be assigned a specified scheduled work day and work year by the Superintendent or his/her designee. Subject to collective bargaining obligations, assignment of work day, and work year may be changed at any time by the Superintendent or his/her designee.

All employees assigned a work day of no less than six (6) hours per day and for the full school year (10 or more months) shall be considered full-time employees. Employees who are assigned less than that shall be considered part-time employees. All overtime, if necessary, must be authorized in advance by an employee's immediate supervisor, email preferred.

### 2.3 Multiple Part-Time Positions

An individual hired for two or more part-time positions, regardless of the number of part-time hours worked, shall be considered a "part-time employee," unless an exception is made in writing by the Superintendent, or otherwise required by a

collective bargaining agreement. In no case shall a non-exempt hourly employee's hours exceed 40 hours per week without prior written authorization by the employee's supervisor (s).

## 2.4 Substitute Employees

2.41 Temporary, daily substitutes for all classified positions shall be paid at base rate of the individual compensation sheets.

2.42 All temporary help for unclassified positions will be paid minimum wage unless the Superintendent determines a different wage rate for the particular position.

2.43 No benefits provided by these Policies shall be made available to substitute or temporary employees unless required by law.

## 2.5 Request for Transfer

Any employee requesting a transfer to another class, building, or position shall submit such request in writing to the Superintendent or in accordance with the applicable collective bargaining agreement.

## 2.6 Performance Reviews

On a regular basis, employees may have a written evaluation and a discussion of their job performance with their immediate supervisor. Employees will have an opportunity to submit a written response to the evaluation within 10 days after completion of the evaluation. Evaluations may be governed by Board Policy, collective bargaining agreement, and/or State Law.

## 2.7 Termination Procedures

Upon termination of employment, an employee is responsible for returning any District property in his/her possession to the District (i.e. keys, ID cards, equipment, etc.

In the event that an employee should resign, advance written notice is expected within ten (10) working days prior to the effective date of resignation. When an employee terminates his/her employment for any reason, his/her last check will be direct deposited with the actual work days paid, less any amounts owed. If the employee requests an exit interview, one may be granted with the Superintendent or his/her designee.

## 2.8 Probationary Employees

Each appointment to a full or part-time position not covered by a collective bargaining agreement or applicable law shall be on a probationary status for 180 work days or the equivalent of 180 eight-hour work days for part-time employees. A probationary employee's right to certain fringe benefits under these policies may be available after completion of the first forty-five (45) work days. The completion of the probationary period is not intended to be construed as a promise or contract

for continued employment or for any compensation or benefit, nor does it alter any rights of the District or an at-will employment status.

## SECTION 3 – POSITION CLASSIFICATION AND COMPENSATION

### 3.1 Classification

All employee positions shall be classified according to their respective job duties and responsibilities.

### 3.2 Compensation Schedules

All employees are paid according to individual compensation schedules that have been approved by the Board of Education. Some compensation schedules are governed by collective bargaining agreements.

#### 3.21 General

Compensation paid to employees shall be in accordance with established schedules unless modified as the result of action taken pursuant to disciplinary procedures. Initial placement and level of such placement on an individual compensation schedule shall be made in writing by the Superintendent. Individual compensation schedules shall be adjusted to reflect the responsibility and difficulty of work, and shall provide advancement in compensation, within the limitations of an individual compensation schedule, based upon quality and length of satisfactory service. Individual compensation schedules, and any revisions thereof, must be approved by the Board of Education and if applicable, shall be subject to negotiations.

#### 3.22 Employee Compensation Levels

Employees shall be paid at an hourly rate based upon the individual compensation schedule for their classification. Subject to 2011 PA 54, step increases shall be effective for all hours paid on the first pay date following eligibility for a step increase is approved by the Superintendent.

### 3.3 Payroll Procedures

Payroll is completed on a bi-weekly basis. If any employee has a question about work time, salary, or paycheck, he/she should contact their immediate supervisor within the pay period in question or immediately thereafter.

By law, the District is required to deduct, where applicable, Federal and State withholding taxes, Social Security taxes, and garnishments from an employee's pay. In addition, there may be other permitted deductions, such as insurance premiums, NEO Forum contributions, Coopersville Foundation contributions, credit union contributions, CAPS scholarships, etc., when authorized in writing by an employee. Electronic direct deposit is required for all employees. Forms are available in the Administration Office or online on the District's Website.

### 3.4 Work Schedule Hours

Hourly employees will work their assigned number of hours/and time of day, unless authorized by their supervisor to work less/more. Work hours are set by the supervisor.

## SECTION 4 – LEAVES OF ABSENCE AND OTHER FRINGE BENEFITS

Employees covered by a collective bargaining agreement or individual contract should first refer to those documents for specific leaves of absence and other fringe benefits available to them. Those documents govern leaves of absence and fringe benefits. The following provisions apply only to employees not covered by another contractual document.

### 4.1 Leave with Pay

All paid leave shall be deducted from accumulated paid leave at no less than one-half (1/2) day. All personnel must notify their direct supervisor in case of illness or emergencies, at least two hours prior to their start time, if possible. All leaves must be entered into the electronic payroll system within 48 hours after any absence.

Accrued leave shall accumulate to a maximum per individual compensation schedule. Unused accrued leave days are retained from one job classification to another. Upon MPSERS retirement from Coopersville Area Public Schools, the Board will pay the employee for total unused accrued leave at the rate noted in your individual compensation schedule. If not stated, then \$50 per day. The number of accrued days will be capped at 100 for all employees hired after July 1<sup>st</sup>, 2024. Employees who do not qualify for MPSERS retirement do not receive payment for unused accrued leave.

Accrued leave days shall be credited yearly to each full-time employee based on their prior year's employment/work status as follows (unless the applicable collective bargaining agreement, an employee's individual contract, or individual compensation schedule (ICS) denotes different accrued leave days):

12-month employee	15
10-month employee	10 - 12 as stated on ICS

Leave days off shall be used for the following purposes and deducted from accrued leave balance:

A. Personal illness, injury, or medical/dental appointment of the employee. Accrued leave days may be used for illness/injury or medical/dental appointments of an immediate family member. The District reserves the right to require substantiation of absences under this section upon the request of Human Resources.

"Immediate family" is defined as spouse, children, step-children, foster children, and parents.

B. Funeral leave up to five (5) days will be granted in the event of a death of a spouse, child, step-child, parent or parent-in-law. Up to three (3) days will be granted in the event of a death of other immediate family members,

grandparents, sister/brother, daughter/son-in-law, brother/sister-in-law, step-parent, grandparent-in-law, or grandchild of the employee. For any other relative or friend, the employee may be allowed up to one (1) day for funeral attendance, with prior written permission of the employee's supervisor.

- 4.11 Personal business days shall be credited yearly to each full-time employee based on their prior year's employment/work status as follows (unless a collective bargaining agreement or an employee's individual compensation schedule denotes different accrued leave days):

Personal business, which may require an employee's absence for reasons other than illness or injury, may be used under the following conditions:

1. Business which you are not able to transact on the weekends, after working hours, during vacation, or other scheduled school break periods.
2. Employees shall request at least 24 hours in advance to their direct supervisor and shall state the nature of the business. Approval for the leave shall be at the discretion of the employee's direct supervisor.
3. A maximum of two or three (2-3) personal business days may be used in any given school year at the regular daily rate of pay or as noted in your individual compensation schedule, at \$50 per day not used.
4. Personal days do not accumulate.

## 4.2 Other Leave

- 4.21 General Leave: Any employee desiring leave for any reason not mentioned in Section 4.1 or covered by the FMLA shall apply in writing to the Superintendent identifying the period of proposed absence up to (1) calendar year, the reason for the leave and include supporting documentation for the leave. Approval of all leave and any leave extensions (extensions shall be for up to an additional six (6) months) shall be at the discretion of the Superintendent or the Board. If the request for leave is approved, the approval shall indicate the period of absence, whether it is with or without pay or benefits, and whether or not it will be charged against Accrued Leave.

Family and Medical Leave Act of 1993 (FMLA): See Board Policies, 1630.01, 3430.01 or 4430.01. The District will provide eligible employees leave as required by the Family and Medical Leave Act (FMLA). All rights and obligations under the FMLA and this policy will be interpreted according to applicable law and Board Policy. Any questions regarding this policy should be directed to Human Resources. Please see Appendix A for the Department of Labor Notice of Employee Rights under the FMLA.

#### 4.3 School Closing Days

Employees shall listen for the voice message generated by the District where announcement of school closing, due to weather conditions, will be made. In order for the voice message to be effective, please update your phone numbers with the administration office when changes occur. On the days when school is closed due to weather, or other reasons as indicated by the Board, employees shall not be required to work and will not be paid unless:

- A. an employee is called into work by his/her supervisor, or
- B. a vacation, personal, or accrued day is used to cover absence for secretaries or paraprofessionals, or
- C. the job classification is one that is required to report on school closing days. Employees in such job classifications should contact their supervisors if unable to travel to school.

#### 4.4 Jury Duty

An employee called to serve on jury duty shall be compensated for the difference between the employee's regular pay and compensation received for the performance of such obligation. An employee may keep mileage payments. Jury Duty days are not charged against accrued leave. A "Request for Release Time" form is to be completed in advance for time off and submitted to Human Resources.

#### 4.5 Holiday Pay

Holiday pay will be given to each eligible employee under the following conditions:

- A. Pay will be based on the average daily regular pay rate as determined by the pay period closest to the date of the holiday and for the number of hours normally worked on that day of the week.
- B. Probationary employees who have worked less than 45 days (nine weeks) and employees working less than twenty (20) hours per week are not eligible for holiday pay, unless directed to work on a holiday by a supervisor.
- C. In order to receive holiday pay, an eligible employee must work the scheduled work day before the holiday/school break/non-scheduled work days and the scheduled work day after the holiday/school break/non-scheduled days, unless that day is covered by a paid vacation day or an ongoing FMLA leave in which the employee's accrued paid leave is running concurrently with the FMLA leave. A doctor's note will be required if not working the day before/after the holiday/school break in order to receive holiday pay.
- D. Paid holidays shall not count as days of vacation or as days of accrued leave.

- E. Days to be considered holidays for purposes of this Section are the Monday after a holiday which falls on Sunday and the Friday before a holiday which falls on Saturday, unless otherwise indicated by the Superintendent. Applicable holidays are noted on each employee's individual compensation schedule.
- F. Employees who perform authorized emergency work on campus (ex. water leak) on a scheduled holiday shall receive double the normal rate of pay for all hours worked on that day.

12 Month Employees	10 Month Admin/Sec	All Others
Memorial Day	Memorial Day	Memorial Day
4 <sup>th</sup> of July	Labor Day	Labor Day
4 <sup>th</sup> of July Floater	Thanksgiving	Thanksgiving
Labor Day	Day after Thanksgiving	Day after Thanksgiving
Thanksgiving	Christmas Eve	Christmas Eve
Day after Thanksgiving	Christmas Day	Christmas Day
Christmas Eve	Xmas Floater	New Year's Day
Christmas Day	New Year's Eve	
Xmas Floater	New Year's Day	
New Year's Eve		
New Year's Day		

All Others – Language Specialist, MTSS Supervisor, Non-Union Teachers, Behaviors, OT, ELL Assistant, Shared Time, Food Service, Parapro, Daycare, EC Staff, and Preschool.

The Monday after a holiday which falls on a Sunday and the Friday before a holiday which falls on a Saturday shall be utilized as the holiday.

See your supervisor for clarification on any days to be worked and a calendar. Please also refer to your ICS for a complete listings of holidays.

#### 4.6 Recording of Time

- A. All employees are personally responsible for accurately recording their actual hours worked.
- B. Employees are not required to record time in or out for work breaks or meal periods unless they intend to leave District property or are directed to punch in and out for breaks by their immediate supervisor.
- C. Substitute employees are to use time sheets to record time. If you are a Federal or At-Risk funded employee, you are required to use the PARS timesheet.
- D. No employee shall record another employee's time in or out or be authorized to record another employee's actual hours worked.

- E. If an employee fails to report work time correctly, it is the responsibility of the employee to immediately bring any error to their immediate supervisor's attention.
- F. Errors in recording may only be corrected by supervisory personnel.

Violations of the above policies regarding recording of time will subject the employee to discipline, up to and including termination.

4.7 Overtime Pay (Nonexempt Employees)

Overtime shall be paid at one and one-half (1 ½) times the regular hourly rate for all hours worked over forty (40) hours per work week if the employee is directed to work overtime by the immediate supervisor. No overtime is guaranteed. All requests to work overtime shall be pre-approved by the employee's immediate supervisor in writing. Failure to obtain prior approval for overtime hours shall result in disciplinary action, up to and including termination.

4.8 Vacation Leave (12-Month Employees)

Twelve-month employees shall be entitled to paid vacation leave based upon length of employment as provided below. For eligible employees on a 12-month ICS, vacation leave is available July 1<sup>st</sup>, and must be scheduled according to the District's priorities and pre-approved by the employee's immediate supervisor. Vacation is to be taken in the year following the year in which it is earned, and the employee must be employed on or after July 1<sup>st</sup> in order to be awarded additional vacation accrual. An employee may accrue a maximum of twice the amount of their annual earned vacation if approved by the employee's supervisor. No additional vacation days may be retained beyond this maximum. Employees are entitled to payment of their accrued vacation days upon leaving employment with early notification of 3-6 months and have 15 years of service at their per diem rate, subject to any deductions from their accrued vacation days as set forth in Section 2.7. Paid holidays shall not count as days of vacation or as days of accrued leave. Vacation days are based upon a full year of employment and are not accrued on a pro-rata basis for employment less than a full year. Employees may be required to take vacation days during scheduled District shutdowns. The Superintendent may authorize a different amount of days at the per diem rate if circumstances require it.

<u>Length of Service</u>	<u>Days of Vacation</u>
0 – 1 Year	5 days
1 – 2 Years	10 days
3 – 5 Years	15 days
5 Years and Up	20 days

4.9 Unemployment Insurance

Employees of the District are covered under the terms and conditions of the Michigan Employment Security Act.

Employees who work a regular school year are not eligible for unemployment benefits during denial periods as defined by the MESAC. Official District shutdowns are deemed by the District as denial periods.

#### 4.10 Worker's Compensation

Paid by the Board.

#### 4.11 Clothing / Attire / Grooming

Employees are expected to dress and groom in accordance with the standards for a school business environment and must be appropriate to the type of work being performed. Clothing should be neat, clean, in good taste, and not constitute a distraction or safety hazard. Employees serve as role models for our students and representatives of the District. If a supervisor feels an employee's attire is inappropriate, the employee may be asked to leave until he/she is properly attired and/or groomed.

#### 4.12 Insurance

Employees covered by a collective bargaining agreement, individual contract, or individual compensation schedule should first refer to those documents for specific insurance benefits which may be available to them. These provisions apply only to employees not covered by such other contract documents.

##### 4.121 General Provisions

For full-time employees, the District provides certain insurance benefits that vary depending on the employee's job classification. Additional information can be obtained from the Business Office. All insurance benefits are subject to the following general policies and to the extent any of these policies are inconsistent with the insurance plan documents, the plan documents shall control:

- A. The Board has the full authority to name the insurance carrier and may change carriers whenever it deems necessary.
- B. Notwithstanding any provisions of this Section, the terms of any contract or policy issued by an insurance company or insurance provider (brokerage) shall be controlling as to all matters concerning benefits, eligibility, and termination of coverage or other matters covered by the policy.
- C. By payment of the Board determined amount towards the premium and all other annual costs required to provide the coverages set forth herein, the Board shall be relieved from all liability with respect to the benefits provided by the insurance company or other provider. The failure of an insurance company or provider to provide any of the benefits for which it has contracted, for any reasons, shall not result in any liability to the Board. The Board's contribution is subject to the

Publicly Funded Health Insurance Contribution Act of 2011, as amended.

- D. Disputes between employee(s) or beneficiaries of employee(s) and any insurance company or other provider shall be directed through the State Insurance Commission.
- E. Coverage shall not begin until the completion of the employee's probationary period and upon completion of, and the insurance companies' acceptance of, application for such coverage. Upon approval of the employee's immediate supervisor, such benefits may begin upon the completion of 45 work days. Employee may be required to pay a percentage of their insurance coverage. Employee has the option to opt out of insurance coverage provided s/he can demonstrate access to essential coverage elsewhere.
- F. All employees who complete an application for insurance coverage shall receive a notice of their rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, as amended. The Act provides that some insurance coverages may be carried beyond the date of termination of employment or loss of insurance coverage. Dependents of such employees are also covered under COBRA provisions. However, it is the responsibility of the employee to promptly inform the Administration Office of a change in dependent status (e.g. divorce, marriage, or a child no longer eligible for insurance coverage due to age).

#### 4.122 Long-Term Disability Insurance

The Board shall maintain a long-term disability group insurance policy for eligible full-time employees in eligible job classifications. Employee may be required to pay a portion of their insurance coverage. Employee has the option to opt out of insurance coverage. Premium payment shall terminate at the end of the month in which (a) the employee is terminated or laid off; (b) the employee's accrued leave days have been depleted; or (c) the employee is transferred to a position not eligible for this insurance. Long-term disability is not subject to continuation under COBRA.

#### 4.123 Health Insurance

The Board shall provide up to full family health insurance for each eligible full-time employee in eligible job classifications. Employee may be required to pay a portion of their insurance coverage. Employee has the option to opt out of insurance coverage. Coverage shall continue until the last day of the month following the month in which (a) the employee is terminated or laid off; (b) the employee's accrued leave days have been depleted; or (c) the employee is transferred to a position not eligible for this insurance.

#### 4.124 Cash in Lieu of Health Insurance

An employee who would otherwise be eligible for health insurance and who provides proof of other health insurance coverage may be provided with a cash in lieu payment, depending on job classification. Such compensation shall be subject to deductions as required by law for compensation payments.

#### 4.125 Life Insurance

The Board shall provide life insurance coverage with an Accidental Death and Dismemberment (AD&D) rider for each eligible full-time school employee in an eligible job classification working 18 or more hours per week. Employee may be required to pay towards the cost of coverage.

#### 4.126 Dental Insurance

The Board shall provide up to full family dental insurance for each eligible full-time employee in eligible job classifications in the amounts specified for each job classification. Employee may be required to pay towards the cost of their insurance coverage. Employee has the option to opt out of insurance coverage. Coverage shall continue until the last day of the month in which (a) the employee is terminated or laid off; (b) the employee's accrued leave days have been depleted; or (c) the employee is transferred to a position not eligible for this insurance.

#### 4.127 Vision Expense

The Board shall provide up to full family vision insurance for each eligible full-time employee in eligible job classifications in the amounts specified for each job classification. Employee may be required to pay towards the cost of their insurance coverage.

Depending on the benefit and employee group, employee may opt out of insurance coverage.

#### 4.13 Pension Plan

Employees of the district are part of the Michigan Public School Employees Retirement System (MPERS). The District contributes the legally required payment on behalf of employees, which is approximately up to 31% of an employee's wages. Employee contributions for the retirement system are required to be deducted from the payroll checks. Vesting information under the plan can be located on the ORS website <http://www.michigan.gov/orsschools>.

#### 4.14 Tuition Reimbursement

Subject to economic conditions, and collective bargaining agreements, the Employer may reimburse hourly, classified employees for courses or training programs in which they participate, provided such programs apply to their specific position and are approved, in writing, by the Superintendent prior to enrollment. Forms are available in the Business Office and on the District Website.

#### 4.15 Automobiles

Parking facilities are provided on school property for the convenience of employees; however, the District assumes no responsibility for personal injury or for damages to or loss of automobiles or other personal property in providing such facilities.

#### 4.16 Mileage Reimbursement

##### 4.161 Approved Mileage

An employee of the District shall be reimbursed for any supervisor-approved mileage driven on school related business/activity using a privately owned vehicle. Employee will complete a mileage/expense report for submission to the Superintendent's Office for approval. Forms are available on the District Website.

##### 4.162 Prohibited Reimbursement

Reimbursement shall not be paid for any mileage between an employee's residence and his/her assigned duty site (permanent or temporary). Reimbursement will not be paid for any mileage not approved by the immediate supervisor and/or Superintendent.

##### 4.163 Reimbursement Rate

Approved mileage shall be reimbursed at the rate set by the IRS.

### SECTION 5 – STAFF COMPLAINTS

#### 5.1 General Statement

The District is committed to an orderly system for resolving employee disputes or complaints. Employees should review Board Policies, individual contracts, and collective bargaining agreements to familiarize themselves with available complaint and grievance procedures.

### SECTION 6 – EMPLOYEE CONDUCT

#### 6.1 General Statement

All employees are expected to conduct themselves in a manner consistent with the District's educational mission and respect fellow employees, District students and parents, and the public. Any employee's actions that are inconsistent with the District's educational mission or standards for professional conduct will not be tolerated

Examples of misconduct described below are not all-inclusive. These expectations do not alter an employees' at-will employment status as defined elsewhere in these Policies. Unless provided otherwise by a collective bargaining agreement or individual contract, the District, at its sole discretion, has the right to discipline or terminate any employee for any reason.

#### 6.2 Employee Misconduct:

Certain types of misconduct may lead to discipline or termination of employment. Examples of misconduct include, but are not limited to:

- A. Violation of the Prohibited Substances Policy.
- B. Failing or refusing to follow instructions, disrespect toward a supervisor, or other insubordination.
- C. Misusing or destroying District equipment, buildings, facilities, or property.
- D. Fighting, scuffling, provoking, or instigating the same, or threatening, intimidating, or coercing any other person(s).
- E. Tampering with another employee's time card or otherwise falsifying time records.
- F. Possession or use of weapons on District time or property.
- G. Dishonesty, falsification, or theft of any kind.
- H. False or misleading Worker's Compensation Claim.
- I. Leaving the workplace while on duty or "on the clock" without prior permission from an administrator.
- J. Engaging in immoral, indecent, or illegal acts on District property.
- K. Operating a District motor vehicle without authorization.
- L. Operating District vehicles for personal use.
- M. Violating the District's Social Media Policy.
- N. Smoking and/or Vaping, which is prohibited at all times/days on campus and/or when supervising/chaperoning students.
- O. Violation of safety rules or safety practices.
- P. Excessive absenteeism, lateness, or leaving early, including failure to call in properly. Three (3) days of no call-in is treated as a voluntary resignation.
- Q. Unsafe or messy work area.
- R. Use of obscene or abusive language.
- S. Performance of non-District work on District property and/or with District equipment, without prior permission from a supervisor.
- T. Leaving the assigned work area without a supervisor's permission.

- U. Horseplay or any action which may endanger others.
- V. Gambling on District time or devices.
- W. Removal or defacing of any material on District bulletin boards, or posting of unauthorized materials.
- X. Failure to observe parking or traffic regulations.
- Y. Unauthorized use of District telephones or computers.
- Z. Sleeping or not completing assigned duties.
- AA. Sloppy or low-quality work, incompetence, failing to work efficiently, or unwillingness to work.
- BB. Failing to report to your supervisor all accidents or injuries at work as soon as possible after occurrence.
- CC. Violating District rules regarding access to District premises.
- DD. Violating District rules regarding solicitation and distribution.
- EE. Failing to accept overtime assignments.
- FF. Conduct that violates any established rules, regulations, policies, or directives of the Board or its authorized agents.
- GG. Conduct that violates the laws of this or another State, or of the United States.
- HH. Conduct that is prejudicial to the proper administration of the duties and obligations imposed on the District by the laws of this State or of the United States.
- II. Conduct that actually or potentially exposes the District to contempt, censure, ridicule, or reproach.
- JJ. Conduct that is contrary to common established standards of, ethics, honesty, or unprofessional conduct for school employees.
- KK. Threatening, coercing, harassing, striking, or hitting an administrator/supervisor or any other person.
- LL. Cyber Bullying.
- MM. Sexual or other prohibited unlawful harassment or discrimination.

NN. Violating the Social Security Number or Student Record Privacy Policies.

### 6.3 Conflict of Interest

Employees in a position to influence decisions on District purchases shall not have a personal financial interest either directly or indirectly in purchase for the District, or benefit directly or indirectly from any financial transaction, unless that interest has been fully disclosed and the person involved has removed himself/herself from the decision-making process.

District employees are prohibited from engaging in activities which may be construed as a conflict of interest and detract from the effective performance of their duties. No employee shall attempt, during the school day or on school property, to sell or influence any student to buy any product, article, instrument, service, or other such item, which would benefit said school employee directly or indirectly.

### 6.4 Personal Relationships Among Employees

The District defines a personal relationship as a connection between persons by blood, marriage, adoption, domestic-partnership, or other romantic personal relationship. A personal relationship to another individual employed by the District shall not constitute a complete bar to hiring, promotion, or reappointment; however, no employee shall be under the direct supervision or control of someone with whom they have a personal relationship. Employment of individuals with whom a supervisor has a personal relationship in the same department or building is authorized only with the prior written approval of the Superintendent, or his/her designee.

## SECTION 7 – OTHER POLICIES

### 7.1 Personnel Records

Human Resources will maintain employee personnel files and records to ensure confidentiality and compliance with state and federal regulations. Employees are to promptly report changes in status: name, address, telephone number, marital status, birth date, total number of dependents, and emergency contacts. In addition to a general personnel file, the District will maintain a separate medical file for each employee.

Consistent with the provisions of the Bullard-Plawecki Employee Right to Know Act, each employee shall have the right to periodically review his/her own personnel file. Review of personnel files must be scheduled by appointment with Human Resources. The right of others to disseminate or obtain information from an employee's personnel records shall be governed by applicable laws Subject to collective bargaining agreement provisions, if any, the District shall respond, as

required by law, to requests for personnel file information under the Freedom of Information Act and other applicable laws.

## 7.2 Absence of Employee for Emergencies

### 7.21 Employee Responsibility

An employee's primary responsibility during the school day shall be to the students and/or job, and the employee must take reasonable measures to ensure that their job responsibilities are covered before leaving work due to an emergency.

### 7.22 Request for Emergency Absence

If an emergency situation arises which requires an employee to leave during the work day, the employee shall notify his/her immediate supervisor prior to leaving.

## 7.3 Injury Reporting for Employees

Regardless of nature or severity, all injuries while on the job must be reported to the immediate supervisor within 24 hours. The employee shall promptly complete any required forms. An employee shall obtain an "Authorization To Treat" form prior to receiving medical treatment if at all possible. An employee who fails to follow these procedures may be subject to disciplinary action. See appendix A on how to report an accident.

## 7.4 Criminal Records Check and Unprofessional Conduct Check

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

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

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

Any individual employed by the District who becomes listed on the State of Michigan Sex Offender Registry for committing a Listed Offense shall be immediately dismissed from employment. Employees are required to advise the District of any convictions for committing a Listed Offense, or any criminal charged alleging such a violation. Examples of Listed Offenses include:

- Accosting, enticing or soliciting a child for immoral purposes.
- Involvement in child sexually abusive activity, or material.
- A third or subsequent violation of any combination of engaging in obscene or indecent conduct in public, indecent exposure, or a local ordinance substantially corresponding to either offense.
- If the victim is less than 18 years of age, the crime of gross indecency (except for a juvenile disposition or adjudication), crimes against nature, sodomy, or soliciting another for prostitution.
- Kidnapping.
- Leading, enticing, or carrying away a child under age 14.
- Pandering.
- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> degree criminal sexual conduct.
- Assault with intent to commit criminal sexual assault.
- An offense committed by a sexually delinquent person.
- An attempt or conspiracy to commit any of the above offenses.
- Any other violation of a law of this State or a local ordinance of a municipality that by its nature constitutes a sexual offense against an individual less than 18 years.
- An attempt or conspiracy to commit an offense described in the offenses enumerated above.
- Any similar ordinances, state laws, and laws of other countries, tribes, and military law that is substantially similar to a Listed Offense.

Any person who is employed in any capacity by the District, or has applied for a position, is obligated to report to the Michigan Department of Education and the District that he or she has been charged with a crime listed in Section 1535a or 1539b of the Revised School Code within three (3) business days after being arraigned for the crime. If an employee or applicant does not report the charge or conviction, he or she shall be subject to discharge, and may be guilty of a criminal act as a result of their failure to report. Please see Appendix B for a list of reportable charges under Section 1535a and 1539b of the Revised School Code.

## 7.5 Notice of Non-Discrimination/Anti-Harassment Policies

The District prohibits the Discrimination or Harassment of any employee on the basis of sex, race, color, religion, national origin, age, height, weight, marital status, familial status, disability, or veteran status. Employees who believe they are a victim of, or who witness acts that may constitute discrimination or harassment, should pursue the complaint procedures outlined in the above-referenced Board

Policies or contact a District Compliance Officer listed below. Allegations or reports of unlawful harassment or discrimination will be thoroughly investigated. No retaliation will be tolerated against any individual who, in good faith, complains of, reports, or participates in the investigation of any incident of alleged unlawful harassment or discrimination.

The Board designates the following individuals to serve as the District's Compliance Officers:

- Dr. Brent Hadden, Director of Human Resources, 198 East Street, Coopersville, MI 49404, (616) 997-3500, [bhadden@capk12.org](mailto:bhadden@capk12.org)
- Dr. Tricia McPheron, High School Principal, 198 East Street, Coopersville, MI 49404, (616) 997-3200, [tmcpheron@capk12.org](mailto:tmcpheron@capk12.org)

### Sexual Harassment

The District shall maintain a learning and working environment that is free from sexual harassment. Sexual harassment is unwelcome conduct or communication that substantially interferes with an employee's ability to perform his/her work, or creates a hostile, offensive or abusive working environment based on sex. Examples of behaviors that can constitute sexual harassment are included in Board Policies 1662, 3362, 4362.

If you believe you are the victim of sexual harassment, or if you witnessed acts that may constitute sexual harassment, you must immediately report the conduct to a District Compliance Officer so that a prompt and thorough investigation may take place. Allegations and complaints of sexual harassment will be thoroughly investigated. No retaliation will be tolerated against any individual who, in good faith, complains of, reports, or participates in the investigation of any incident of alleged sexual harassment.

### 7.6 Safety and Health

The District expects all employees to be safety conscious and to assist the administration in finding conditions in our facilities which might be unsafe. Employees are required to promptly report to their direct supervisor any unsafe or hazardous condition or injury received while at work.

### 7.7 Asbestos Hazard Emergency Response Act

Schools are required by law to monitor asbestos-containing materials to ensure that friable fibers of asbestos are not being released into the air. Each building office has an AHERA manual that is available for review. At the time of hire, all new employees receive the training requirements of this Act.

### 7.8 Hazardous Substances

All employees will have access to Material Safety Data Sheets and training regarding hazardous chemicals in the workplace. Each building's office has a folder that lists the hazardous chemicals found on the site or view CAPS Website. The folder includes Material Safety Data Sheets that informs the employee of proper procedures for handling these chemicals. All new employees are given initial training at the time of hire on hazardous substances through Safe Schools. Employees having questions regarding hazardous chemicals should contact the Operations Office.

#### 7.9 Bloodborne Pathogens

The District recognizes the need to limit occupational exposure to blood and other potentially disabling infectious materials. The District has guidelines which include training of all staff and updates for proper precautions on how to limit blood contact in the workplace. If you work in a position which has the potential of exposure, the District will provide payment for the Hepatitis B series of shots. Any employee having questions on the bloodborne pathogen procedures should contact the Administration Office.

#### 7.10 Attendance and Punctuality

Regular, reliable and punctual attendance are essential functions of all jobs within the District, as the continuity of instruction and service are critical to the success of our educational mission.

In the event of absence from work, employees are to notify their immediate supervisor two hours before the beginning of their work day. A physician's statement may be required when there is a pattern of absences. A medical statement may also be requested at the discretion of Human Resources or the Superintendent.

Employees are expected to be on time for work. If an employee knows he/she will be late, the employee should phone their immediate supervisor as soon as possible. Excessive absenteeism or lateness will not be tolerated and may result in disciplinary action, up to and including dismissal.

#### 7.11 Public Relations

Employees are expected to maintain good public relations at all times, including in the use of social media (See Social Media Policy in Section 7.20). Courtesy, professionalism, and consideration should guide each employee in relationships with the community we serve, fellow workers and the public.

#### 7.12 Property

Employees are required to exercise due care in the use of school property and to use such property for authorized purposes only. Negligence in the care and use of school property may be considered cause for disciplinary action or discharge. No property shall be removed from its proper location without the immediate supervisor's permission. District property should not be used for personal reasons.

The District assumes no responsibility for loss or damage to the personal property of an employee.

Coopersville Area Public Schools routinely uses video surveillance/electronic monitoring equipment within all school buildings as well as in exterior areas and parking lots on campus. Any questions about this monitoring may be directed to your supervisor.

#### 7.13 Telephones (Standard and Mobile)

Telephone courtesy is essential. When an employee answers a phone, he/she should state the name of the school or department and then state their name. Telephones are available for school business and emergencies. All personal phone calls/texting are prohibited except during scheduled breaks. At such times, employees may use personal cellular phones. The District reserves the right to monitor any call made using District phones.

#### 7.14 Tobacco Use

The use of a controlled substance in any form, including vapor, is prohibited at all times in District buildings, on school property, or in vehicles on school property.

#### 7.15 Confidentiality

All employees are to follow all State/Federal guidelines as well as Board Policy regarding confidentiality of information and privacy requirements. The Board is required to ensure the protection and confidentiality of personally identifiable information regarding students. No information should be given to non-custodial persons from educational records or about confidential student matters without the express direction of the building principal. All requests for information concerning students should be directed to the principal. School employees should never discuss students or student issues with other members of the community and should be careful to guard all conversations on campus and outside the school setting. Employees who disclose confidential information to individuals without a legitimate educational need for the information are subject to discipline up to and including dismissal. If an employee questions whether certain information is confidential he/she should first check with his/her direct supervisor.

#### 7.16 Student Medications

Each building has a policy on the administration of medications to students, which shall follow the Michigan Revised School Code, MCL 380.1178. The building principal is able to answer any particular questions on this issue. General guidelines are as follows:

- A. Prescription medications are dispensed only upon the written permission of parents/guardians and physician.

- B. Only the principal or his/her designee may administer medications.
- C. Prescription or approved non-prescription medications will be given only in the presence of another adult school employee, or in an emergency that threatens the life or health of a student.
- D. A signed form needs to be on file in the school office. This form must indicate the medication to be administered and the times it should be given.
- E. Medication must be in the original pharmaceutical container.
- F. Medication containers must be kept in locked, secure places and inaccessible to students.

#### 7.17 Policies and Procedures for Specific Job Classifications

Any policies, procedures or other information applicable to specific job classifications are available from the employee's immediate supervisor.

#### 7.18 Computers and Electronic Communications

##### 7.181 Use of System

The District's computers, software, electronic mail (e-mail) system, on-line Internet access services, and voice mail system are the property of the District and are intended to be used solely to facilitate and support District business. Non-job or educational related use during working hours or instructional time, or use by non-employees, is prohibited without approval by a supervisor. These systems, software, and equipment may not be used in any manner that disrupts employees or District business, or that is obscene, offensive, harassing, or threatening to employees or the public.

##### 7.182 Communications, Files, Passwords, and Procedures

Employees should not have any expectation of privacy in any electronic information, messages, voice mails, e-mails, or files sent, received or stored in the District's computers, e-mail, voice mail, or software systems. The District reserves the right at its sole discretion to access, intercept, monitor, review, copy, download, or disclose any communications, files, or information employees create or monitor on these software and systems at any time and without notice. Employees are obligated to disclose all passwords used with District equipment and/or software programs, as well as any change of passwords. Further, at its discretion, the District may suspend without notice any regularly scheduled deletion of all or parts of communications or files created or maintained by employees on these systems. An employee may not add to, run, download, or install any other computer software to the District's computer systems without prior approval of the District to do so. Employees may not share any log-on procedure or password with any third party, nor may they be shared with another

employee, unless such password is requested by an authorized management official of the District.

#### 7.183 Disclosure

The District reserves the right to disclose employee e-mail messages or Internet records to law enforcement or government officials or to other third parties, without notification to or permission from the employees sending or receiving the messages. Employees should understand that, subject to certain exemptions, their email messages or Internet usage at work or using District technology is subject to disclosure pursuant to a Freedom of Information Act request.

#### 7.184 Staff Access to Network Information Resources

- A. The District's network is intended for legitimate business and educational purposes only. As a monitored network, no stated or implied guarantee is made regarding the privacy of electronic communications made over the network. Staff may not use the District's network for non-professional communications during work hours (ex: non-work related instant messaging, e-mail, blogging, and status updates via social networks).
- B. The network is provided for staff and students to conduct educational work and communications. Communications are often public in nature; therefore, general rules and standards of professionalism apply.
- C. Staff may not post false, defamatory, or inappropriate information about a person or organization using the District's network including but not limited to web pages, blogs, wikis, course management systems, instant messaging, Google Apps, or electronic mail.
- D. Network storage areas and the data housed within are the property of the District. Network administrators are authorized to review files and communications to maintain system integrity and insure that users are using the system responsibly. The District reserves and will exercise the right to review, audit, intercept, access, and disclose all matters on the District's e-mail system at any time, with or without notice, and that such access may occur during or after the regular school day.
- E. Network communications can leave a permanent record that may be retrieved even after deleted. E-mail messages may also be discoverable in litigation or certain administrative procedures. Users should have no expectation of privacy for files stored on District servers. If a litigation hold request is received, employees shall be prohibited from deleting their emails and records.

- F. During the school day, staff may not access online games or entertainment websites during contracted or scheduled work hours.
- G. The following additional behaviors are not permitted on District networks:
  - 1. Assisting a campaign for election or any person to any office or for the promotion of or opposition to any ballot proposition, or in any way violating the Michigan Campaign Finance Act
  - 2. Using obscene language
  - 3. Harassing, insulting, or attacking others
  - 4. Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
  - 5. Violating copyright laws
  - 6. Using others' passwords
  - 7. Trespassing in others' folders, documents, or files
  - 8. Intentionally wasting limited resources
  - 9. Employing the network for commercial purposes
  - 10. Violating regulations prescribed by the network provider
  - 11. Conducting union business except as permitted by collective bargaining agreements and State law
  - 12. Promoting, supporting, or celebrating religion or religious institutions
- H. The Technology Director or designee will report inappropriate behaviors to the employee's supervisor who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action.
- I. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

## 7.19 Social Media Policy

### A. Scope and Purpose

Coopersville Area Public Schools recognizes the value and increasing role of online social media. The purpose of this policy is to address staff members' use of social media in the classroom, during work time, or while using the District's computer network, computers, or technology. This policy also provides guidance to staff on appropriate conduct when utilizing social media in their personal lives, namely with respect to sharing of the District's confidential or propriety information, using the District's logo, disclosing student information that is protected by Family Educational Rights and Privacy Act ("FERPA"), the importance of posting content consistent with

the staff member's status as a role model, and maintaining appropriate professional boundaries when interacting with students.

For purposes of administering and enforcing this policy, "social media" is defined to include all communications made using electronic technology such as: Web logs (blogs), wikis, online forums, virtual worlds, podcasts, message boards, social bookmarking websites, social networking websites (e.g., Instagram, Facebook, Twitter, LinkedIn) and content sharing websites (TikTok, YouTube). This policy applies to all forms of social media whether or not a particular social media site is specifically listed, or referenced in this policy.

All other District policies, as well as staff member obligations to maintain the confidentiality of certain information obtained during their employment, including student information protected by the District's Student Records Policy, extend and apply to all forms of staff member communications made via social media.

The District reserves the right to monitor staff members' social media activities to ensure a safe and productive educational environment for its students, to investigate and ensure compliance with this and its other policies, and determine whether a violation of FERPA or any other law has occurred.

#### B. Professional and Personal Use of Social Media By Staff Members

Staff members may use social media in the classroom, at work, and during their work time primarily for educational purposes related to their professional duties and responsibilities. Do not use your personal social media account for professional communication. A new account will need to be created for professional use. Any use of social media while in the classroom, at work, or during work time, must be very limited and infrequent, incidental to a staff members' job responsibilities, and not interfere with the performance of a staff members' job duties, the educational environment, or the instructional process. The District may take appropriate responsive action, including issuance of disciplinary action up to and including discharge, when it becomes aware of, or suspects conduct or communication on a social media site that violates Board policies, professional expectations, law, or adversely affects a staff members' work performance, the educational environment, or the instructional process.

As stated in Part C below, a staff member who fails to comply with the terms of this policy may be subject to disciplinary action, up to and including termination. For that reason, staff members shall observe the following guidelines of conduct when using and posting content on social media:

- The lines between public and private, personal and professional are often blurred in the social media world. Staff members must consider their role as a school employee and understand that they are viewed

as a role model by the District's students before posting or communicating content that is obscene, profane, vulgar, harassing, threatening, bullying, libelous, disparaging of our students and their families, defamatory, or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, or sexual behavior.

- Remember that any views expressed on any social media site not affiliated with the District are the staff member's alone and do not reflect the views of the District. Staff members shall not act as a spokesperson for the District on any social media sites not affiliated with the District, or post comments in which they claim to be representing the official view(s) of the District, or infer that they have authority to speak on the District's behalf, except as authorized in writing by the Superintendent or the Superintendent's designee. Staff members act at their own peril if they make any such postings.
- Staff members should remember that any posts made to social media may become viral or publicly available for a long time, even if they are deleted from the website to which they were originally posted. In addition, staff members should protect their personal privacy by being cautious about posting their home address, phone number, or social security number on any social media.
- Staff members are prohibited from disclosing information on any social media site that is private, confidential or proprietary to the District, its students, or employees or that is protected by privacy laws such as FERPA.
- Staff members may not use or post a District or school logo on any social media site without advance written permission from the Superintendent or Building Principal.
- Staff members are responsible for maintaining appropriate employee-student relationships at all times while using their own professional social media sites. Please make sure that you review your privacy settings on a regular basis. Staff members shall refrain from communicating with students on social media for reasons other than for legitimate educational purposes, or related to District sponsored extracurricular activities for which the staff member is responsible.
- It is the staff member's responsibility to comply with the terms of this policy. In the event a staff member is unclear about his/her responsibilities hereunder, they are expected to seek clarification of their obligations with respect to social media usage from the Superintendent or Building Principal.

#### C. Staff Member Violations

Staff member violations of this policy may result in disciplinary action up to and including termination. Violations involving sexual or other abuse, or any other potential violation of the law may also result in referral to the Department of Health and Human Services and/or law enforcement for appropriate action.

#### 7.20 Copyright Materials

The School District does not condone the illegal use or reproduction of copyrighted materials in any form. It is the intent of the District to adhere to the United States Copyright Law. Employees should refer to applicable Board Policy and Administrative Rules for guidance.

#### 7.21 Social Security Number Privacy Policy

##### A. Purpose

Consistent with Michigan Law, the purpose and intent of this policy is to:

- Ensure to the extent practicable the confidentiality of social security numbers belonging to the District's employees;
- Prohibit unlawful disclosure of employees' social security numbers;
- Limit who has access to information or documents that contain employees' social security numbers;
- Describe how to properly dispose of documents and other media that contain employees' social security numbers; and
- Establish penalties for violation of this policy.

##### B. Prohibited Actions

The District and any of its employees who possess, obtain, come into possession of, have knowledge of, or have access to any social security number belonging to the District's employees are expressly prohibited from doing any of the following:

- Publicly displaying all or more than four sequential digits of the social security number. "Public display" means to exhibit, hold up, post, or make visible or set out for open view a social security number to members of the public or in a public manner. Examples of public displays include but are not limited to open view on a document, file, computer monitor, computer network, website, any other electronic medium or device.
- Using all or more than four sequential digits of the social security number as an individual's identification number or account number. In no event shall an employee's full social security number be used as an identification number.

- Visibly printing all or more than four sequential digits of the social security number on any identification badge, membership card, permit or license.
- Requiring an employee to use or transmit all or more than four sequential digits of his or her social security number over the Internet, Intranet, a computer system or network, unless the connection is secure or the transmission is encrypted.
- Requiring an employee to use or transmit all or more than four sequential digits of his or her social security number to gain access to an Internet, Intranet, a computer system or network unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access.
- Including all or more than four sequential digits of the social security number in or on any document or information mailed or otherwise sent to an individual if the social security number is visible on or, without manipulation, from outside the envelope or packaging.
- Including all or more than four sequential digits of the social security number in any document or information mailed to a person, organization or entity, unless:
  - o The document or information is mailed in a manner or for a purpose consistent with HIPAA, the Michigan Insurance Code or the federal Financial Services Modernization Act.
  - o State or federal law, rule, regulation or court order authorizes, permits, or requires that the social security number appear in the document;
  - o The document is sent as part of an application or enrollment process initiated by the employee;
  - o The document or information is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, employee or health insurance benefit, or to confirm the accuracy of the social security number of an employee who has an account, contract, policy, employee or health insurance benefit with the District; or
  - o The document or information is mailed by or at the request of the individual whose social security number appears in the document or information, or his or her parent or legal guardian.

C. Authorized Actions

It is not a violation of this Policy to use all or more than four sequential digits of an individual's social security number for administrative purposes in the ordinary course of business to do any of the following:

- Verify an individual's identity, identify an individual or perform another similar administrative purpose related to an existing or proposed account, transaction, product, service or employment;
- Investigate an individual's claim, or their credit, criminal or driving history;
- Detect, prevent or deter identity theft or another crime;
- Lawfully pursue or enforce the District's legal rights, including, but not limited to an audit, collection, investigation, or transfer of a tax, employee benefit, debt, claim, receivable or account, or an interest in a receivable or account; or
- Provide or administer employee or health insurance or membership benefits, claims, or retirement programs, or to administer the ownership of other investments.

D. Limited Access

Access to documents and information containing employees' social security numbers will be limited to those persons who have a legitimate business or medical need to know the information on the document or information containing the social security number. If an employee improperly comes into contact with a document(s) and/or information containing an individual's social security number, the employee must report this immediately to the District Superintendent. Failure to make such a report may result in disciplinary action, up to and including termination.

If an employee has any questions as to whether he or she should have access to documents and/or information containing social security numbers, the employee should contact the District Superintendent.

E. Proper Disposal

Employees, agents and vendors of the District who have access to paper documents containing social security numbers must either shred those documents when discarding them, or place the documents in a locked trash bin, the contents of which will be shredded on a regular basis.

Employees, agents and vendors of the District who have access to electronic documents containing social security numbers shall promptly permanently delete those documents when discarding them. Prior to disposing of any computer or other equipment that contains employee's social security numbers in electronic form, the social security numbers must be rendered irretrievable.

## F. Penalties

Any employee who violates the privacy provisions of this policy shall be subject to disciplinary action, up to and including termination of employment.

### 7.22 Search Policy

The District reserves the right to search lockers, desks, and any other property issued to an employee by the District without any notice to, or the consent of an employee. The District may also search an employee, or the employee's personal possessions, including but not limited to, items in an employee's purse, briefcase, coat, vehicle, when: (1) school authorities have a reasonable suspicion that the search will uncover evidence of a violation of the law, District policy or school rules; or (2) there is an emergency (including, but not limited to, a bomb, weapon, or theft) which requires an immediate response to protect the health, safety and welfare of students and/or staff.

## SECTION 8 – DRUG-FREE WORKPLACE

The use, sale, distribution, dispensation and/or manufacturing of controlled substances, as defined by state and federal law, by District employees on District property, in District buildings, and/or in connection with any District event or activity, is prohibited. In addition, employees are prohibited from being under the influence of any controlled substance, including alcohol, while on District property or while engaging in any District related activity or function. In addition, any misuse or possession of any controlled substance, prescription drug (unless prescribed by a doctor and used in accordance with said prescription), and alcohol is prohibited. Violation of any of these rules shall subject the employee to termination of employment.

The District reserves the right to have an employee tested for alcohol, illegal drugs and/or their metabolites based on reasonable suspicion that the employee has consumed, is under the influence of, or possesses a drug or alcohol. Any employee who refuses to be tested, or who has a positive drug or alcohol test result, is subject to discipline up to and including termination of employment.

Any District employee who violates the above policy may be subject to disciplinary action, up to and including termination of employment. In addition, the employee may be required to participate satisfactorily in a drug assistance or rehabilitation program approved by the Board. A positive result of a drug or alcohol test shall result in termination of an employee.

Any District employee who has been found guilty of violating a criminal drug statute in the workplace shall notify the Superintendent in writing within three days after a conviction relating to the drug offense.

The Superintendent shall notify the appropriate federal, state, or local law enforcement agency within ten days after receiving notice of a workplace related drug conviction on the part of the employee.

An Employee Assistance Program (EAP) is available to district personnel and their immediate family. All contact with the EAP is confidential between the employee and the EAP. District employees, who request assistance for drug counseling and/or rehabilitation, may contact the Employee Assistance Program. More information is located in the Administration Office.

The employee handbook is a living document. It will periodically be updated upon administration review.

## **Appendix A**

### **COOPERSVILLE AREA PUBLIC SCHOOLS WORK RELATED INJURY PROCEDURE**

#### **EMPLOYEE INJURY PROCEDURE**

- Employee notifies Supervisor and the Administration Office immediately (within one hour) following any injury (e.g. slipping on ice, cutting finger, twisting an ankle, etc.). If an emergency, report within 24 hours.
- If serious injury occurs, employee should seek appropriate medical attention as needed.
- Supervisor/Benefits Personnel will assist in completing an injury report.

- Employee will be reimbursed for mileage by worker's compensation for any travel to pursue treatment related to a work related injury, upon remitting a reimbursement for mileage to the worker's compensation company.

#### **IF MEDICAL TREATMENT IS REQUIRED**

- Benefits Personnel will complete the Authorization to Treat form.
- Employee will immediately report to Mercy Health Occupational Services with the Authorization to Treat form. If Mercy Health Occupational Services is not open at the time of injury, employee should report to emergency room at Butterworth/Blodgett.
- In the event of a serious medical emergency, emergency medical personnel and/or a school supervisor will determine the most suitable treatment facility.
- If employee feels they DO NOT need treatment at the time of injury but then later (i.e. 24 hours later) feels they need to see medical personnel, employee should contact either their supervisor and/or Benefits Personnel immediately to receive the proper paperwork.
- Employee will return the Employer Discharge Summary within 24 hours of the appointment.

#### **REFUSAL TO FILE A REPORT OR SEEK TREATMENT**

- The employer has the right to direct the employee's healthcare for the first 28 days. If an employee chooses to obtain medical care on his/her own after 28 days, it is at the employee's own risk as to whether worker's compensation will approve any or all services.
- The refusal to complete an injury report could result in the employee losing any right to worker's compensation coverage in the future.
- If employee chooses to seek personal medical treatment during the first 28 days following an injury, he/she may risk the loss of worker's compensation.

**REMINDER: ALL incidents must be reported to either the Supervisor and/or Benefits Personnel.**

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division



## Appendix C

### School Safety Legislation Reportable Crimes List

- (a) Any felony.
- (b) Any of the following misdemeanors:
  - (i) Criminal sexual conduct in the fourth degree or an attempt to commit criminal sexual conduct in the fourth degree.
  - (ii) Child abuse in the third or fourth degree or an attempt to commit child abuse in the third or fourth degree.
  - (iii) A misdemeanor involving cruelty, torture, or indecent exposure involving a child.
  - (iv) A misdemeanor violation of section 7410 of the public health code, 1978 PA 368, MCL 333.7410.
  - (v) A violation of section 115, 141a, 335a, or 359 of the Michigan penal code, 1931 PA 328, MCL 750.115, 750.141a, 750.335a, and 750.359, or a misdemeanor violation of section 81, 81a, or 145d of the Michigan penal code, 1931 PA 328, MCL 750.81, 750.81a, and 750.145d.
  - (vi) A misdemeanor violation of section 701 of the Michigan liquor control code of 1998, 1998 PA 58, MCL 436.1701.
  - (vii) Any misdemeanor that is a listed offense.
- (c) A violation of a substantially similar law of another state, of a political subdivision of this state or another state, or of the United States.

MCL 380.1230d; MCL 380.1535a; MCL 380.1539

