

Potterville Public Schools

NON-AFFILIATED EMPLOYEE HANDBOOK

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WE'RE GLAD YOU'RE HERE

WELCOME

Welcome to the Potterville Public Schools. As we move forward, there are many changes and challenges for all of us. This Handbook was created to help guide administration and staff with working together and setting groundwork for understanding. Please do not hesitate to ask questions as this is new territory for all of us.

Potterville Public Schools strives to maintain a high quality of service to the students and the community in a friendly and professional manner. To reach this goal, it is essential that each employee cooperate with fellow employees and perform duties cheerfully, faithfully, diligently, and competently.

Each employee will, of course, have questions about Potterville Public Schools and his or her role in promoting the achievement of school district objectives. This Handbook has been prepared to answer questions from new and current employees. Employees should also review and be knowledgeable about Potterville Public Schools' Board Policies, available at <https://www.ppsvikings.org/apps/pages/boardpolicies>. Please feel free to contact the Superintendent's office if you have any other questions that are not addressed in the Handbook.

APPLICABILITY

This Handbook applies to non-affiliated employees of Potterville Public Schools, hereinafter referred to as "employees". These classifications include:

- 1) Paraprofessionals
- 2) Facilities Employees, Grounds, HVAC
- 3) Child Care/Day Care, Director of Child Care & Assistant to Child Care Director
- 4) Aids
- 5) Administrative Assistant
- 6) Temporary Employees

This Handbook does not cover any other employees of Potterville Public Schools including, but not limited to, administrative and supervisory employees, teachers, and substitute teachers. Additionally, this Handbook does not cover the employees of third-party service providers who are in contracted service relationships with Potterville Public Schools. This handbook does not limit the board's authority to reduce positions within the district.

It is important to note that this Handbook supersedes all prior practices of Potterville Public Schools, oral or written, covering the topics addressed in this Handbook. All statements and policies within the Handbook are subject to change, in whole or in part, at the discretion of Potterville Public Schools at any time. Potterville Public Schools retains the right to change, modify, suspend, interpret, or cancel, in whole or in part, any of its published or unpublished personnel policies or procedures without advance notice, in its sole discretion, without having to give cause or justification or consideration to any employee.

TERMS OF EMPLOYMENT

THIS EMPLOYEE HANDBOOK IS NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT. THE EMPLOYMENT RELATIONSHIP BETWEEN EMPLOYEES COVERED BY THIS HANDBOOK AND POTTERVILLE PUBLIC SCHOOLS IS TERMINABLE AT THE WILL OF EITHER POTTERVILLE PUBLIC SCHOOLS OR THE EMPLOYEE. This means that just as any employee may terminate his or her employment with Potterville Public Schools at any time, for any reason or no reason, so may Potterville Public Schools terminate an employee at any time for any reason or no reason.

MODIFICATION OF HANDBOOK

The terms of the employment relationship and any provision of this Handbook may not be revised by oral statements made by supervisory personnel or other persons. Modifications to the content of this Handbook can only be made by the Board of Education and those modifications, to be effective, must be in writing.

EQUAL EMPLOYMENT OPPORTUNITY

Potterville Public Schools is an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in all aspects of employment. Potterville Public Schools will not discriminate based on race, color, religion, national origin, sex (including sexual orientation and transgender identity), age, height, weight, marital or family status, military status, disability, genetic information, pregnancy, or for any other reason prohibited by federal or Michigan law.

Under Michigan and federal law, an employee may not be discriminated against in employment due to a disability that can be reasonably accommodated to enable the employee to perform the essential functions of his/her job. Qualified individuals with disabilities who feel accommodation is needed to perform the essential functions of their job must notify the Superintendent's office, in writing, of a need for accommodation within one hundred eighty-two (182) days after the date on which that person knew or reasonably should have known that an accommodation was needed. Potterville Public Schools also prohibits discrimination against students based upon race, color, ethnicity, national origin, sex (including sexual orientation and gender identity), pregnancy, religion, and disability.

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constitutes harassment when:

1. Submission to the conduct or communication is made either an explicit or implicit condition of employment.
2. Submission to or rejection of the conduct or communication by an individual is used as a factor in an employment decision affecting the harassed employee.
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

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

articles, books, photos, or cartoons. Any employee or applicant who believes this section may have been violated shall report the incident to your direct supervisor or the Superintendent. Pottersville Public Schools will not permit or tolerate any form of reprisal or retaliation against an employee or applicant reporting any incident of claimed harassment.

It is each employee's responsibility to eliminate all forms of prohibited harassment. It is the responsibility of each supervisor to take reasonable measures to prevent such behavior from occurring within his or her work area. It is the responsibility of every employee of Pottersville Public Schools to report all incidents of harassment forbidden by this section. We request that you immediately make any report so that a complaint can be quickly and fairly resolved.

Complaints of sexual harassment must be reported to the appropriate administrator under Board Policy 4362. If an investigation is necessary, the investigation may include interviews of possible witnesses including the person claiming the harassment occurred and the person or persons claimed to be involved in the harassment. The privacy of the person issuing the complaint, of the person accused, and the steps taken in the investigation will be protected to the extent possible, except that the employer will report its findings to the person making the complaint and to the person or persons who are claimed to be involved.

If the employer's investigation establishes that the complaint is valid, immediate, and appropriate corrective action will be taken to stop the harassment and prevent its recurrence.

EMPLOYMENT BASICS

TRAINING PERIOD

Your first ninety (90) days of employment with Pottersville Public Schools are a period of training and adjustment. You will receive orientation and training during this time, and you should not be hesitant about asking questions to help you better understand your job, policies, procedures, and, most importantly, your role in enabling Pottersville Public Schools to achieve its objectives and goals. Based on your evaluations and other appropriate factors, your training period may be continued.

Depending on your employment status, you may become eligible for benefits following the satisfactory completion of the training period.

EMPLOYMENT STATUS

Pottersville Public Schools reserves the right and exclusive discretion to determine the length of the work year, the number of work weeks, workdays, and number of work hours for each employee. For purposes of benefit administration, the following descriptive categories have been created. These are not, however, guarantees of employment for any number of months, weeks, days, or hours.

1. **Regular, Full-Year, Full-Time:** An employee who is scheduled to work on a regular basis to work twelve (12) months and an average of forty (40) hours per week.
2. **Regular, Full-Year, Part-Time:** An employee who is scheduled on a regular basis to work twelve (12) months and who averages less than forty (40) hours per week.

3. **Regular, School-Year, Full-Time:** An employee who is scheduled on a regular basis to work during the established school year (i.e., excluding summer recess) and an average of forty (40) hours per week.
4. **Regular, School-Year, Part-Time:** An employee who is scheduled on a regular basis to work during the established school year (i.e., excluding summer recess) and an average of less than forty (40) hours per week.
5. **Seasonal/Temporary, Part-Time:** An employee who is scheduled on a temporary basis to work during seasonal times (i.e., Christmas, summer recess) and an average of less than thirty (30) hours per week.

OUR SCHOOL IS OUR BUSINESS

CONFIDENTIALITY

As a District employee, you are expected to maintain the confidentiality and privacy of a student's personally identifiable information, including student records and communications. See Board Policy 8330. Disclosure of student records to other District employees is permissible only where that individual has a legitimate educational interest in receiving the information. The employee should review Board Policies 8330 and 4213 and consult with their immediate supervisor for other permissible disclosures or any questions. Further, as a District employee, you may not divulge other confidential information acquired in the course of employment.

STUDENT/PARENT RELATIONS

Our students and parents/guardians are very important to us. When working with a student or parent/guardian, always be courteous, polite, and patient. Occasionally, a situation may arise that is unique. In such cases, inform the student or parent/guardian that you will contact your immediate supervisor and get back to them promptly. Interactions between employees and students are discussed in Board Policies 8330 and 4213.

HOW AND WHEN YOU ARE PAID

Employees are paid twice per month (on the 14 and 28 of each month) by direct deposit.

WORK SCHEDULE

Pottersville Public Schools retains the exclusive right to establish work weeks, days, hours, and schedules of all employees and the location that employees are expected to report for work. It is important that you report to work at the time designated and remain until the conclusion of your scheduled work hours, unless otherwise approved in advance of your immediate supervisor. Employees are not to work additional times outside of those scheduled hours without receiving prior approval to do so from their immediate supervisor.

For employees scheduled to work more than five (5) hours in a day, lunch periods will be designated by your supervisor and will generally be for a thirty (30) minute period. Lunch periods must be taken away from your workstation and will be unpaid.

Breaks will only be permitted if scheduled in advance by a supervisor. Breaks are paid but must be taken on school premises.

ATTENDANCE

Regularity of attendance and punctuality is essential to the orderly performance of our work. As an employee, you are expected to be punctual and regular in your attendance. When you are absent or late for work, your work must be performed by others just as you must perform their work when they are absent.

You are expected to report to work on time and be prepared to start work at your regularly scheduled starting time. You are also expected to remain at work through the end of your scheduled hours, except for any designated unpaid lunch period, regularly scheduled breaks, or other absence approved in advance by your immediate supervisor.

When you may be absent or late in your arrival, you must notify your supervisor as soon as possible before your scheduled starting time, but no later than one hour before your normal scheduled starting time. In all cases where you may be absent or tardy, you must notify your supervisor of when you will arrive or return to work. If you will be absent with extenuating circumstances, you must call in on any day you are scheduled to report and will not be able to report.

Because your attendance at work is important to providing successful support services to students, unauthorized absence or excessive absenteeism is not acceptable.

WAGES

OVERTIME

You may occasionally be asked to work longer than your scheduled shift or to work on non-regularly scheduled workdays. Your supervisor will give you as much advance notice as possible when extra work is required. You may not begin working before your normal starting time, work throughout your lunch period or breaks, or continue working after your normal quitting time without first getting your supervisor's approval. All overtime requires prior supervisory approval.

For purposes of computing overtime pay, the work week begins each Monday morning at 12:01 am and continues for one hundred sixty-eight (168) consecutive hours. If you work in excess of forty (40) hours during that work week, you will receive overtime pay at one and one-half (1 ½) times your regular hourly pay rate. In computing overtime, only hours worked are included. Sick days, paid holidays or approved unpaid leave time do not count as "hours worked" for overtime computation purposes.

PAYROLL ADVANCES

Pottersville Public Schools does not permit advances against paychecks.

GARNISHMENTS

Pottersville Public Schools must comply with all writs of garnishment it receives. You will be notified before any deductions are taken from your paychecks if we receive a writ of garnishment requiring us to withhold and pay a portion of your wages to a court or other entity.

SHIFT PREMIUMS

Shift premiums are not granted.

REPORTING PAY

Reporting pay is compensation that an employee receives for reporting to work, even if the district then excuses the employee from work before he or she has completed their regularly assigned shift or hours.

Employees who report to work for their regularly scheduled shifts or hours, and who have not received advance notice that their services will not be required that day, will receive a minimum of two (2) hours of pay. If Pottersville Public Schools determine to release an employee who has reported prior to the expiration of the two (2) hours, the employee will be paid reporting pay [i.e., for the two (2) hours] provided he/she is not released from duty due to fault of the employee.

If an employee reports to work and is assigned to work more than two (2) hours before being released from duty, only the hours worked will be paid. In this circumstance, because the employee has worked more than two (2) hours (and will be paid for that time), he or she will not also receive reporting pay.

PAY RATES

Pottersville Public Schools will determine the hourly wage rates for employees. All wage rates are subject to modification by Pottersville Public Schools.

PAY ADJUSTMENTS

Pottersville Public Schools evaluates employee compensation and benefits annually as part of its budgetary process. Adjustments in wages or benefits, however, are at the discretion of Pottersville Public Schools. Factors that may be considered in determining whether employee compensation will be adjusted include the financial condition of the district, as well as the job performance of the employee.

If an employee receives a compensation adjustment, it will normally take effect on July 1. However, new employees who have not completed five (5) full months of employment as of June 1 are not eligible for a wage adjustment that results in a wage increase in the fiscal year beginning July 1.

Pottersville Public Schools reserves the right to modify or alter compensation and benefits of employees at any time in response to economic and operating circumstances.

PAY RATES

The Appendix A reflects current wages paid to employees under this Handbook. These wages are subject to change by the Board.

YOUR EMPLOYMENT RECORDS

PERSONNEL FILES

You have a right to examine your personnel file and to obtain a copy of personnel records within your file upon a written request to the Central office and payment of copy costs. Pottersville Public Schools reserves the right to exempt from this disclosure those documents excluded from the definition of "personnel record" in the Bullard-Plawecki Employee Right to Know Act.

If you wish to examine your file, you may do so during normal office hours provided it does not interfere with your assigned duties or we will make arrangements with you for an examination before or after work.

Under Michigan law, documents in a personnel file may be subject to disclosure under the Revised School Code, the Freedom of Information Act or pursuant to a subpoena or court order.

REFERENCES

Any request for a reference from Potterville Public Schools must be made to your supervisor or to the Superintendent. Under Michigan law, Potterville Public Schools are required to respond to requests for disclosure of unprofessional conduct made by other public-school districts or non-public schools. Additionally, Potterville Public Schools may share results of a State Police criminal history check or a Federal Bureau of Investigation criminal records check with other school systems, to the extent permitted by the Revised School Code.

With respect to other employment references, it is the policy of Potterville Public Schools not to provide a reference without an authorization and release from the employee seeking the reference, as well as waiver of any written notice required under Section 6 of the Bullard-Plawecki Employee Right to Know Act.

PERFORMANCE EVALUATIONS

- A. **New Employee Training Periods:** During your training period, your immediate supervisor will evaluate you with regard to your capability to handle the job requirements of your position. Periodic formal written and verbal evaluations will be conducted throughout the trial period. Based on your evaluations and other appropriate factors, your training period may be continued.
- B. **Employees Who Have Completed the Training Period:** Upon completion of your training period, you may receive periodic performance evaluations. Evaluations include an analysis of the quality and quantity of your work, your job knowledge, initiative, attitude, and your ability to work successfully with others. Performance evaluations will be considered in matters of compensation and promotion, together with other appropriate factors. Evaluations will be reviewed with you by your immediate supervisor, and you will be required to sign the evaluation to acknowledge that you have received it and reviewed it with your supervisor.

Performance evaluations are not to be interpreted in any way to create an expectation of continued employment. Performance evaluations may or may not be conducted and whether they are conducted lies within the sole discretion of Potterville Public Schools.

IF YOU HAVE AN EMPLOYMENT RELATED PROBLEM

PROBLEM-SOLVING PROCEDURE

It is important that management and employees maintain effective communications and understanding. At Potterville Public Schools, we believe that this is essential to the accomplishment of the district's goals and objectives as an organization, as well as the realization of the job goals and objectives of our employees.

When matters of interpretation or application of the content of this Handbook or of any other District policy and guidelines, rules, or regulations arise, you are encouraged to discuss such matters with your supervisor. Administration will then explore potential resolution of the problem or concern. While not all problems or concerns may be resolved to your satisfaction, administration is committed to resolve conflicts whenever feasible, and expects the employee to be a constructive participant in that process.

If a complaint cannot be resolved through the informal open-door process, employees may ask their supervisor to use the formal procedure described below. In the case of a complaint relating to a suspension, demotion, or discharge, this problem-solving procedure shall provide the exclusive, final, and binding means of resolving the dispute. [Nothing in this provision alters an employee's at-will employment status].

Step I: You must present a written complaint to your supervisor within ten (10) workdays of the occurrence of the disagreement or problem. Your supervisor will discuss the complaint with you and give you a written answer within ten (10) workdays of receiving the complaint.

Step II: If you are not satisfied with the answer at Step I, you have ten (10) workdays to present your written complaint to the Superintendent. The Superintendent will review the information gathered by the supervisor and you and give you a final written answer within ten (10) workdays of receiving the complaint. The Superintendent's answer is final and binding with respect to all complaints.

PROFESSIONAL CONSIDERATIONS

CONFLICT OF INTEREST

Employees are required to perform all duties in a manner that is free from all conflicts of interest. See Board Policy 4110 for guidelines for identifying a conflict of interest. Employees are further prohibited from accepting any money, goods, or services in violation of Board Policy.

MOONLIGHTING

Employees are expected to devote their primary work efforts to Potterville Public Schools. It is, therefore, mandatory that they refrain from engaging in other employment that: (1) presents a conflict of interest with Potterville Public Schools; or (2) interferes with or negatively impacts the quality of the employee's performance and duties for Potterville Public Schools.

Employees engaging in any outside employment may not do so on the work time or premises of Potterville Public Schools, or in any way use the resources of Potterville Public Schools in connection with that outside employment.

SOLICITATION AND DISTRIBUTION

Employees are prohibited from engaging in solicitation of any kind for any reason during working hours. Distribution of literature is prohibited during working hours or in work areas.

"Working hours" include the actual working time (excluding designated breaks or meal periods) of both the employee performing the solicitation or distribution and the employee to whom it is directed.

If employees have questions about the meaning of "working hours" or "work areas," they should ask their supervisor for clarification.

DRESS CODE

All employees are expected to dress appropriately for work. Your supervisor may assist you in determining what attire is appropriate. Some jobs may have additional requirements or restrictions for safety reasons.

BENEFITS

HOLIDAYS

Pottersville Public Schools observe the paid holidays listed below. If you are eligible for holiday pay, you will be paid your regular hours, at your regular straight time rate of pay. Holidays are not counted as "hours worked" for overtime computation purposes.

When a holiday falls on a Saturday, it will generally be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday. Pottersville Public Schools reserves the discretion, however, to close on another day or grant alternate time off.

The following days are recognized as holidays:

- New Year's Day - January 1
- Memorial Day
- July 4 (12-month employee only)
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve - December 24
- Christmas - December 25

To be eligible for holiday pay, an employee must attend work on the scheduled workday immediately before the holiday and on the first scheduled workday immediately after the holiday.

HEALTH AND DENTAL INSURANCE

The district will continue its contribution towards insurance for employees who took insurance on or before December 31, 2020. For employees hired after January 1, 2021, or employees hired before December 31, 2020, who elect to take insurance after January 1, 2021, the District will determine the amount it will contribute towards employee insurance, if any, in compliance with state or federal law. The terms of the health care benefits will be controlled by the underlying health plan as maintained by the insurance carrier and underwriter. Pottersville Public Schools does not self-fund or self-insure health or dental benefits.

The portion of the health insurance premium the employee is obligated to pay will be determined by Pottersville Public Schools and will be deducted from each pay period. The eligibility of an employee to enroll in the medical benefit plan is dependent upon the employee authorizing Pottersville Public Schools to make all deductions necessary for employee premium contributions.

VACATION TIME

Employees that are assigned to work (1) at least 35 hours per week **and** (2) more than 44 weeks during the school year (July 1-June30) shall receive paid vacation time as provided below. Employees eligible for vacation time that do not begin their employment on July 1 will receive a prorated amount for the school year.

<u>Years of Service</u>	<u>Vacation Time Paid</u>
After one (1) year	5 days
After Two (2) years	10 days
After Fifteen (15) years	15 days

Requests to use vacation time must be made ten (10) workdays in advance and are subject to approval by the Superintendent. The Superintendent may make exceptions to this requirement based on exigent circumstances. Employees must take all reasonable efforts to take vacation days in a manner that results in the least amount of disruption to school operations.

An employee may not use his or her vacation days during the one week before the start of school or during the first week of school. Vacation days must be used during the year in which the employee receives them. Unused vacation days may not be carried over to the next fiscal year.

SICK TIME

Employees who are full time, working fifty-Two (52) weeks a year will receive a total of 10 sick days; loaded on July 1st of each year. Employees working less than fifty-two (52) weeks a year or less than full time will receive 7 sick days. These days can be used during the school year for the employee's own personal illness or a family member's illness. Unused sick time may be accumulated to a maximum equal to 75 days. If an employee is absent for three (3) or more consecutive days due to an illness, the employee must produce a doctor's note to return to work. Sick days are allocated on July 1st to the employee and available to use during the school year (July 1 to June 30th).

Employees who are eligible for paid leave under the Michigan Paid Medical Leave Act ("PMLA") may use a maximum of 40 hours of available paid leave time towards PMLA eligible absences. PMLA leave time does not carry over from year to year.

Vacation or sick time may be taken in full day or half day increments. Unused vacation and sick time are available to use during regular school calendar breaks. On vacation days approved under this paragraph, the employee will receive pay for the employee's assigned hours during that time, not including overtime regularly worked.

TIME OFF WITHOUT PAY

Except as required by law, Pottersville Public Schools does not permit employees to take unpaid leave days when the employee is otherwise scheduled to work. Where an employee is entitled to unpaid leave under Michigan or federal law (for example: Family and Medical Leave Act, jury duty, or military leave), the employee must notify the Superintendent's office as soon as the need for unpaid leave is known. Employees may also request an unpaid leave for personal disability, as provided in this Handbook.

The Superintendent has the authority to grant unpaid leave to employees in emergency or other exceptional circumstances. Such leaves are granted at the discretion of the Superintendent.

IF YOU NEED A LEAVE OF ABSENCE

FUNERAL

Paid leave will be granted in connection with the death of an employee's immediate family, with the amount of time to be dependent upon the circumstances and approved in advance by the Superintendent. "Immediate family" is to be defined as follows: mother; father; stepparents; brother; sister; spouse; child; stepchild; mother-in-law; father-in-law; sister-in-law; brother-in-law; son-in-law; daughter-in-law; grandparent; grandchild; or a member of the employee's household.

An employee wishing to attend the funeral of a person outside the above definition of "immediate family" may use up to 3 vacation days for that purpose.

DISABILITY

If a licensed medical provider certifies that an employee is unable to perform the essential functions of his or her assignment, the employee may request an unpaid leave of absence for up to thirty (30) workdays. This leave is not available to an employee who is eligible to take leave under the Family and Medical Leave Act for the same purpose. If an employee exhausts his or her FMLA leave allotment, or is ineligible for FMLA leave, he or she may request an unpaid leave of absence under this provision.

An unpaid leave of absence requested for purposes of pregnancy and childbirth is also regarded as a disability leave.

The employee should inform Pottersville Public Schools of the need for unpaid disability leave as soon as he or she becomes aware that a leave will be necessary for that purpose.

An employee on a disability leave of absence is expected to communicate with his/her supervisor throughout the duration of the leave regarding his/her return to work. If the employee is unable to return on the date that the approved leave expires, the employee may apply in writing for an extension. The request for the extension must be presented at least seven (7) days before the leave is to expire and must be accompanied by a certificate from the physician stating the reason for the extension and expected duration of the continued disability.

An approved disability leave will not be permitted to extend beyond a total of ninety (90) days.

Employees who are on approved disability leave but who are unable to return by the conclusion of the approved leave period, will be dismissed from employment, unless a leave extension has been granted.

Employees receiving wage loss benefits under the Workers' Disability Compensation Act are subject to the foregoing requirements except that the maximum duration of their approved leave is twenty-six (26) weeks.

During an unpaid leave of absence (other than FMLA leave), employees will not continue to have District-paid health or dental insurance premiums paid on their behalf but may continue enrollment in those programs if they were enrolled at the time that the unpaid leave commenced, upon payment of the entire premium and subject to the requirements of the insurance carrier and

policyholder. To the extent permitted by the carrier, Pottersville Public Schools will continue to pay the premium for group term life insurance for employees on approved unpaid disability leave. Other benefits under this handbook (e.g., vacation, holidays) do not accrue or accumulate during any unpaid leave of absence. Employees on unpaid leave of absence may use available sick and vacation days, to the extent accumulated, during the period of unpaid leave.

FMLA LEAVE

Employees are eligible for FMLA leave if they have worked for at least twelve (12) months and have accumulated at least 1,250 hours of service during the twelve (12) months immediately preceding the commencement of leave. See Board Policy 4430.01.

Employees must provide thirty (30) days advance notice of the need to take FMLA leave when that need is foreseeable. When thirty (30) days' notice is not possible, the employee must provide notice as soon as practicable and must comply with normal absence call-in procedures for Pottersville Public Schools.

In requesting FMLA leave, employees must provide sufficient information for Pottersville Public Schools to determine if the leave qualifies for FMLA protection, as well as the anticipated timing and duration of the leave. Employees will also be required to provide medical certification regarding the necessity of FMLA leave, periodic recertification supporting the need for leave, and a fitness for duty certification at the expiration of FMLA leave.

Employees are required to utilize FMLA leave concurrently with accrued paid leave (vacation days).

During FMLA leave, Pottersville Public Schools will continue to pay the premium amount of the employee's health coverage under the terms of the group health plan on the same terms as if the employee had continued to work. During FMLA leave, an employee will be required to contribute that part of the premium for health insurance which he or she would be required to pay if not on FMLA leave. If an employee on FMLA leave fails to return to work following conclusion of the leave, he or she may be required to repay insurance premiums paid by Pottersville Public Schools on behalf of that employee during the FMLA leave unless the employee is unable to return due to:

- the continuation, recurrence, or onset of either a serious health condition of the employee or the employee's family member or a serious injury or illness of a covered service member, which would otherwise entitle the employee to leave under FMLA; or
- other circumstances beyond the employee's control.

Pottersville Public Schools reserves the right to require medical certification of any circumstances claimed by the employee to excuse the repayment of insurance premiums, as described above. The cost of that certification is the responsibility of the employee, and the employee is not entitled to be paid for time or travel costs spent in acquiring the certification. This certification must be furnished to Pottersville Public Schools within thirty (30) days of the request.

JURY DUTY LEAVE

Employees who are summoned to perform jury duty will be released from work for that purpose.

Regular full-year and regular school-year employees who are full-time will be paid the difference between their regular wages and jury duty pay that the employee receives from the Court, excluding mileage and travel fees. The employee shall provide the Central office with verification of any pay received from the Court.

An employee having jury duty shall not be required to work any number of hours during a day which, when added to the number of hours the person spends on jury duty during the same day, exceeds the number of hours normally and customarily worked by that person, or which extends beyond the normal and customary end of that person's normal work schedule.

MILITARY DUTY LEAVE

Employees who are called into or who enlist in military service will be granted unpaid leave, to the extent required by Michigan or federal law. Employees taking military leave must inform the Superintendent's office as soon as the need for this leave is known. Upon completion of military service, an employee must report to duty within thirty (30) days, unless a longer period for this purpose is allowed by Michigan or federal law.

WHAT YOU MUST DO FOR US

STANDARDS OF CONDUCT

These rules governing personal conduct are intended to promote the orderly and efficient operation of Potterville Public Schools, as well as to protect the rights of all our employees. The following conduct is prohibited and will not be tolerated by Potterville Public Schools. This list is for illustration purposes only; other types of conduct that may jeopardize the personal safety, security, or welfare of Potterville Public Schools, its students, or employees may also be prohibited.

1. Consuming, possessing, reporting to work under the influence of (to any degree), or working under the influence of "controlled substances" or alcoholic beverages.
2. Any violation of the policies or procedures of Potterville Public Schools regarding substance abuse. Any confirmed failure of a controlled substance or alcohol test by an employee assigned to provide transportation services will result in dismissal of that employee.
3. Theft, deliberate, or careless damage or destruction of any property of Potterville Public Schools or the property of any employee or student.
4. Deliberate destruction of any property of school or the property of any employee or student.
5. Unauthorized use of the property, equipment, or facilities of Potterville Public Schools.
6. Acts of dishonesty, deceit, or fraud.
7. Inappropriate comments or conduct in the presence of or directed at students, parents, or Potterville Public Schools employees.
8. Unauthorized use of telephones or computers for personal use during working hours.
9. Violation of the Acceptable Use Policy of Potterville Public Schools.
10. Removal of any property or records from the premises of Potterville Public Schools without prior permission from the Superintendent.

11. Unauthorized release of confidential information regarding students or other information designated as confidential by the district.
12. Insubordination or refusal to obey or carry out verbal or written instructions issued by supervisory personnel.
13. Provoking a fight or fighting during working hours or at any time on the property of Potterville Public Schools.
14. Participating in horseplay or practical jokes during working hours or on school premises.
15. Possession of firearms or any other dangerous weapons at any time on school premises.
16. Falsifying records.
17. Abusive language, physical threats, assaults, violence, discrimination and harassment of employees, students, or parents/guardians.
18. Failure to maintain appropriate boundaries with students.
19. Failure to maintain appropriate attire or appearance in connection with employment at Potterville Public Schools.
20. Failure to observe designated working schedule, including designated lunch and break periods.
21. Unauthorized absence or excessive absenteeism.
22. Failure to satisfy any standards established by Michigan or federal law for the proper and full performance of assigned position responsibilities.
23. Actions that result in an exclusion from District fleet, liability, errors or omissions, or other insurance coverages.

The above listing is not intended to modify your at-will employment relationship with Potterville Public Schools. It is for illustration purposes only. Other types of conduct that may jeopardize personal safety, security or the welfare of Potterville Public Schools or its students or employees is also prohibited.

SCHOOL CLOSURE

Potterville Public Schools may determine that employees are not to report to work when students are not in attendance due to inclement weather, utility failure, health conditions or similar circumstances. When these circumstances arise, employees should listen for school closing announcements available through the local media and should communicate with their immediate supervisor prior to reporting to work. Employees will not be paid for days and hours of student instruction which are canceled due to the above conditions unless otherwise required by state or federal law.

When Potterville Public Schools is closed due to the above conditions, some employees may be required to report to work. In those circumstances, employees will be paid for the time worked or reporting pay, whichever amount is greater.

SUBSTANCE ABUSE AND SUBSTANCE ABUSE TESTING

No Alcohol or Controlled Substances Rule

It is the objective of Potterville Public Schools to provide an educational environment for our students and work environment for our employees that is safe and secure. To accomplish this, Potterville Public Schools will strictly enforce the following rules:

1. No employee shall possess, distribute, use or be impaired (to any degree) by alcohol or controlled substances (including marijuana) on District property, while on District business, or during work hours (including rest and meal periods), or otherwise during the course and scope of their employment.
2. Employees assigned to provide transportation services to students or in any way utilize District vehicles are performing safety-sensitive functions and are, therefore, subject to federal requirements regarding use of alcohol or controlled substances, as well as testing. The failure or refusal of an employee assigned to perform safety-sensitive functions to submit to a required alcohol or controlled substances tests will result in immediate discharge. Those employees with a confirmed positive test for controlled substances or who have an alcohol concentration of 0.02 or greater at the time of testing will be immediately discharged.
3. Whenever Potterville Public Schools reasonably suspects that any employee's work performance or on-the-job behavior may be affected in any way or to any degree by controlled substances or alcohol, or if there is a reasonable suspicion that employee has otherwise violated Potterville Public Schools policies pertaining to alcohol and controlled substances, the employee may be required to submit a breath and/or urine sample for testing. An employee who is required to submit to controlled substances or alcohol testing based upon reasonable suspicion and who refuses such testing, will be regarded as insubordinate.
4. Controlled substances are those substances defined as "controlled substances" pursuant to federal or Michigan law, including marijuana. "Alcohol" includes alcoholic beverages or intoxicants in any form. If an employee is prescribed to take a controlled substance to address a medical condition and the utilization of that prescribed medication may impair the employee's ability to perform his or her essential job functions, the employee may bring this matter to the attention of his or her immediate supervisor.

See Board Policies 4162 and 4122.01.

TOBACCO USE

No tobacco use will be allowed on the premises or property of Potterville Public Schools. This rule prohibits tobacco use in all work and non-work areas, including bathrooms and lunchrooms, and on all District parking lots.

SEARCHES

Lockers, tool bins, vehicles, equipment, and other property belonging to Potterville Public Schools must be maintained and secured according to District rules and policies. District property or equipment utilized by employees in connection with performing their work must be maintained and used only for work.

related purposes and used in an appropriate manner. The district reserves the right to inspect all District property to ensure compliance with its rules and regulations.

Employees have no expectation of privacy in connection with their use of District property for storage of personal items. Additionally, in accordance with its Acceptable Use Policy and User Agreements, employees have no expectation of privacy in their use of District technology (e-mail and internet).

SCHOOL PROPERTY

Pottersville Public Schools supplies equipment and tools to employees to use on the job. The tools and equipment remain the property of the district and are not to be used for personal projects or for other personal purposes. The employee is responsible for the loss or damage of the district-owned property due to the employee's carelessness or negligence. See Board Policy 7440.

If property becomes worn or damaged, the employee must report that matter to the immediate attention of his or her supervisor.

If your employment with Pottersville Public Schools terminates, you must return all District property in your possession at the time of termination.

BE CAREFUL

EMPLOYEE SAFETY AND HEALTH

Pottersville Public Schools is committed to promoting the safety of its employees and students. To be totally effective, every employee also has a responsibility to comply with all safety rules and programs established by L'Anse Area School.

First, Pottersville Public Schools will comply with all federal and Michigan safety and environmental regulations. Some of these regulations specify and require certain protective equipment. For example, the district is required to install proper guards, interlocks, etc., to prevent accidental injuries. No employee should ever remove or modify this equipment unless properly authorized by Pottersville Public Schools. Another example is proper use of seat belts in District vehicles as prescribed by law. Yet another example is the Right-to-Know Act which entitles an employee to information concerning the chemical composition of hazardous substances used in and around the employee's job.

Second, in other situations, the regulations only provide guidelines; each employer must decide which equipment is necessary for adequate protection.

Third, every employee is responsible to assist Pottersville Public Schools in establishing and maintaining a safe working environment. Employees are also expected to report to a Supervisor, Principal, or the Superintendent any condition that may be unsafe or unhealthy.

WORKERS' COMPENSATION

Pottersville Public Schools pays the premium for workers' compensation insurance. In the event of a work-related injury or condition (or aggravation of a pre-existing injury or condition), you may be entitled to receive wage loss and/or medical benefits under the Workers' Disability Compensation Act.

Following an accident at work or upon learning of a disabling condition arising out of your employment with the district, you must notify your supervisor and complete the Injury/Accident Report that must be filed with Pottersville Public Schools insurance provider.

Upon your return from any absence connected with workers' compensation, Pottersville Public Schools will require a medical release indicating that you are capable of performing the essential functions of your position without posing a direct threat to the safety of others in the workplace. Pottersville Public Schools reserves the right to require that a second be obtained regarding your ability to return to work.

IF YOU LEAVE OUR EMPLOYMENT

TERMINATION

As a matter of courtesy, employees who desire to leave District employment are expected to give at least fourteen (14) calendar days advance notice in writing. An employee shall be paid earned wages to the date on which employment terminates.

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

Resignation Procedure

1. Employee should submit a written resignation to be placed in his or her personnel file.
2. The employee must return all keys and equipment.

ACKNOWLEDGMENT

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I have received my copy of the Handbook and I understand that it is my responsibility to read and comply with the policies and standards contained in this Handbook and any revisions to it. I also acknowledge that this Handbook is not a contract of employment and that either Pottersville Public Schools or I may terminate my employment relationship with Pottersville Public Schools at any time, for any reason.

Dated

Employee

Appendix A

Updated Non-Affiliated Pay Schedule						
	Administrative Assistants	Facility Employees	Maintenance Grounds	Maintenance HVAC	Paraprofessional	Child Care
Step						
1	\$13.05	\$13.05	\$15.80	\$18.31	\$13.00	\$11.22
2	\$13.60	\$13.60	\$16.02	\$18.67	\$13.13	\$11.45
3	\$14.01	\$14.01	\$16.16	\$19.05	\$13.26	\$11.67
4	\$14.58	\$14.58	\$16.98	\$19.43	\$13.39	\$11.91
5	\$15.56	\$15.56	\$17.83	\$19.82	\$13.53	\$12.15
6	\$15.80	\$15.80	\$18.72	\$20.21	\$13.66	\$12.39
7	\$16.02	\$16.02	\$19.64	\$20.61	\$13.80	\$12.64
8	\$16.16	\$16.16	\$20.62	\$21.02	\$13.94	\$12.89
9	\$16.32	\$16.32	\$21.65	\$21.43	\$14.08	\$13.15
10	\$16.48	\$16.48	\$21.87	\$21.65	\$14.22	\$13.28

*** Those at Step 10 will receive a 2% increase for each year of service as long as the fund balance is at least 5%.**

Appendix A (Continued)

*Wages are subject to Michigan wage and hour laws.

- 1) Wages for the Child Care Director are \$15.50 and Assistant to the Childcare Director are \$14.79 however, this rate may be subject to change, determined by the board on an annual basis.
- 2) Wages for the Adult Education Administrative Assistant are determined by grant funding annually.
- 3) The employee's immediate supervisor shall establish the length of the workweek, length of the workday, length of the work year and the starting and ending time. Changes in any of the above items at the request of the employee shall only be allowed with the expressed prior approval of the immediate supervisor. Changes to the above items by the immediate supervisor shall be communicated to the employee as early as possible.
- 4) Administrative Assistants will be assigned to one of the three categories:
 - a) 44 Week position: Three weeks in August concluding the second week of June.
 - b) 45 Week position: Three weeks in August concluding the third week of June.
 - c) 52 Week position: Year-round secretary
- 5) Personnel who reach the Maximum step in Appendix A will be capped until the Board approves increases to the salary schedule.
 - a) The Board will determine whether to grant employees step advancements and/or wage increases on an annual basis.