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SN Scope of category determined by actual agreements in force.
See Handbook.
Compensation and Benefits
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- 5500 Teaching Staff Probation and Tenure - MCL 38.71 *et seq.*
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Resignation
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- 5685 Arrangement for Substitutes - MCL 380.1236; 421.42; 421.50; AG Opinion
#6360
- 5695 Ethics (Cf. 5230)
SN An information category since ethics are usually determined
by a profession and not imposed upon it.

5710	Compensation Guides and Contracts
5725	Qualifications and Duties SN <u>Job descriptions listed and coded (5726, 5727, etc.) job-by-job</u>
5730	Recruitment (Cf. 5170)
5750	Part-Time and Substitute Non-Certified Staff
5760	Assignment and Transfer - MCL 15.501 <i>et seq.</i>
5770	Non-Certified Staff Orientation
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5790	Supervision
5800	Evaluation of Non-Certified Staff - MCL 15.268
5830	Suspension and Dismissal of Non-Certified Staff
5850	Resignation of Non-Certified Staff
5860	Reduction of Non-Certified Staff
5920	Non-School Employment
5930	Leaves and Absences - Family and Medical Leave Act (P.L. 103-3)
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5970	Paid Holidays - MCL 380.1175

The goals of the personnel policies set forth in this policy and rule section are to create the best possible educational climate for the students of the district. To this end, these personnel policies are designed to prevent misunderstanding by district personnel about their duties and privileges. In order to further develop a climate of trust and understanding, the board earnestly seeks the involvement of all personnel in the development of policies affecting their positions.

The board recognizes its obligation under the Public Employee Relations Act and all negotiated master contracts. The policies contained in this section are not intended to supersede any negotiated provision found in any master contract or to circumvent the board's obligation to bargain under the Public Employee Relations Act.

Approved: August 3, 1995

The board shall be an equal opportunity employer. The objective of the board is to attract and retain individuals qualified and/or trainable for the positions in the system by virtue of job-related standards of education, training, experience, and personal qualifications.

The superintendent is responsible for ensuring compliance and continued implementation of this policy.

Approved: August 3, 1995

LEGAL REF: Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII; Executive Order 11246, 1986 as amended by Executive Order 11375; Equal Employment Opportunity Act of 1972, Title VII; Education Amendments of 1972, Title IX (P.L. 92.318); 45 CFR, Parts 81, 86 (Federal Register June 4, 1975, August 11, 1975); Michigan Civil Rights Act, P.A. 453 or 1976, Section 101 through 211; Michigan Compiled Laws, 37.1101-37.1303 (Handicapper Civil Rights Act).

The board shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of such individual's race, color, religion, sex, national origin, height, weight, marital status, political belief, disability or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

The superintendent shall have in place all appropriate procedures relative to the Americans with Disabilities Act. This statement of non-discrimination shall be published and disseminated to all students, parents, employees, applicants and the general public in a manner determined by the superintendent.

Approved: August 3, 1995

LEGAL REF: Civil Rights Act of 1964, as amended, 1972, Title VI, Title VII. Executive Order 11246, 1965, as amended by Executive Order 11375. Equal Employment Opportunity Act of 1972, Title VII. Education Amendments of 1972, Title IX 45CFR, Parts 81, 86 (Federal Register, June 4, 1975, August 11, 1975). Act No. 453 of the Public Acts of 1976 (Michigan Civil Rights Act). Section 504 of the Rehabilitation Act of 1973; MCL 37.2402

No district employee or student, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

A grievance procedure for responding to claims of discrimination based upon sex by an employee or student of the district has been developed and is available in the superintendent's office.

Approved: August 3, 1995

LEGAL REF: Title IX of the Education Amendments of 1972; MCL 37.2101-2804 (Michigan Civil Rights Act)

If any person believes the district or an employee of the district has inadequately applied the principles and/or regulations of a federal Title program or believe they have been discriminated against, that person may make a complaint to the local Title coordinator at the following address:

Laura Chew - WRCS
2171 E. Michigan Avenue
Ypsilanti, MI 48198
313-481-8203

The person who believes they have a valid basis for the complaint shall discuss the matter informally and verbally with the local Title coordinator, who shall investigate the complaint and answer the complaint within two business days. If this reply is not acceptable to the complainant, the complainant may initiate formal procedures according to the following steps:

Step 1:

A written statement of the complaint signed by the complainant shall be submitted to the local Title coordinator within five business days of receipt of answers to the informal complaint. The coordinator shall further investigate the complaint and reply in writing to the complainant within ten school days.

Step II:

If the complainant wishes to appeal the decision of the local Title coordinator, that person may submit a signed appeal to the superintendent within five business days after receipt of the local coordinator's response. The superintendent shall meet with all parties involved, attempt to arrive at a solution, and respond in writing to the complainant within five school days.

Step III:

If the complainant remains unsatisfied, the complainant may appeal in a signed, written statement to the board within five business days of receipt of the superintendent's response in Step II. The board shall meet with the concerned parties and their representatives within 15 days of receipt of the appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten business days of the meeting.

Step IV:

If, at this point, the complaint has not been satisfactorily settled, further appeal by the complainant may be made to the Office of Civil Rights, Department of Human Services, Washington, D.C. 20201.

It is the policy of this district to maintain a learning and working environment that is free from discrimination and/or sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Any incident of discrimination and/or sexual insult, intimidation, or harassment, in any form shall promptly be reported by the employee or student to the superintendent or the employee's immediate supervisor, or the building principal or guidance counselor in the case of students.

Any employee or student who engages in discrimination and/or sexual insults, intimidation, or harassment shall be disciplined and counseled to refrain from such conduct.

The board annually shall appoint a sexual harassment grievance officer, not the superintendent, who shall be vested with the authority and responsibility for processing all sexual harassment complaints in accordance with the procedures to follow.

Definition

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- b. submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or

- c. such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment.

Sexual harassment, may include, but is not limited to, the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
- in addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Approved: August 3, 1995

LEGAL REF: MCL 37.2101 *et seq.*, MCL 380.11 *et seq.*, Title IX of the Education Amendments of 1972.

Any person who alleges sexual harassment by a board member, staff member or student in this school district, may use the procedure detailed in the appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly to his/her immediate supervisor or the superintendent, building principal, school counselor, district Title IX coordinator or grievance officer. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Grievance Procedure

Any board member, employee, or student in the district who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s), in the case of an employee, to the superintendent, immediate supervisor, Title IX coordinator, or grievance officer; in the case of a student, to the building principal, guidance counselor, Title IX coordinator or grievance officer; in the case of a board member, to the superintendent, Title IX coordinator, or grievance officer.

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem in an informal manner through the following steps:

1. Interview the complainant and document the interview.
 - a. Request that the complaint be put in writing, if possible.
 - b. Obtain the names of witnesses who can be contacted to substantiate the charges being made and secure permission of the complainant to interview them.
2. Interview the accused and document the interview.
 - a. Re-emphasize the board's policy regarding insult, intimidation and harassment without making judgments at this stage.
 - b. Keep the identity of the complainant confidential, if possible.

3. Interview all witnesses identified by the parties and document the interview.
 4. Review the personnel files or student records/files of the complainant and the accused for any history of problems.
 5. Make a determination on the merits of the complaint.
- **If the investigation shows that the complaint is without merit, the following action will be taken:**
1. The investigation will be closed.
 2. The grievance officer's findings and reasons for them will be discussed with the complainant.
 3. Consideration will be given to disseminating the results of the investigation to employees or students who have knowledge of it.
 4. All references to the complaint will be removed from the accused party's personnel file.
 5. The board's policy regarding discriminatory and/or sexual insult, intimidation or harassment and the mechanism for complaint resolution will be reiterated to all employees or students involved in the investigation.

6. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

■ **If the investigation shows that the complaint has merit, the following action will be taken:**

1. The investigation will be closed.
2. The grievance officer will confer with the board and superintendent to determine what action is necessary to resolve the complaint and prevent recurrence.
 - a. The complainant should be made whole: in the case of an employee, for any lost earnings, employment opportunities, personnel records should be corrected; in the case of a student, lost educational opportunities, extracurricular opportunities, student records updated; in the case of a board member; lost opportunities of public service, such as chair of special committees, appointments or professional development opportunities.
 - b. The potential for continuing problems should be alleviated by reassignment where possible.
3. The parties will be advised of the results of the investigation and the actions to be taken.
4. Appropriate discipline will be imposed, as required by the strength of the evidence, the severity of the incident, and the position and prior record of the offender.
5. All actions will be documented and a record placed in the offender's permanent personnel file or student discipline records.
6. The board's policy regarding discriminatory and/or sexual insult, intimidation or harassment and the mechanism for complaint resolution will be reiterated to all board members, employees, or students involved in the investigation.

7. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

All complaints, interviews and investigations will be treated with the strictest confidentiality and utmost discretion. Only those board members, employees, or students whose participation in the investigation of a complaint was essential to its resolution will be informed of it.

Sanctions

- a. A substantiated charge against a staff member in the school district shall subject that staff member to disciplinary action, up to and including discharge.
- b. A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.
- c. A substantiated charge against a board member in the school district shall subject that board member to any legal and disciplinary action allowed under current law.

Notification

Notice of this policy will be circulated to all school buildings and departments within the district, and incorporated in teacher, student and parent handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held annually for all board members, administrators, teachers and employees of the district. In addition, students will have available as part of their curriculum and instructional program, sessions on this policy and the prevention of student to student sexual harassment.

Federally funded programs are a vital and necessary adjunct to the educational program of the district's schools.

Title I Programs

The board shall ensure that the district's Title I programs operate in accordance with federal laws and conditions. The superintendent is responsible for administering the district's Title I programs; assessing the educational needs of all students, particularly the needs of educationally deprived students, developing appropriate communication channels between all parties, developing in-service training for parents and staff, and developing appropriate evaluation procedures.

Approved: August 3, 1995

In order to fully meet the federal guidelines established for Title I programs, the board shall: provide timely notification to parents about their child's Title I selection, instructional objectives, progress reports, and parental recommendations; establish dates and sites for parent-teacher conferences; help parents promote a child's education at home by providing suggestions, educational materials, and training programs; help promote parental participation in school activities; designating parent coordinators in the district; and establish parent advisory councils in order to consult with parents about how the district can work with parents to achieve Title I program objectives, and solicit parent's suggestions in the planning, development, and operation of the program.

In the development of personnel policies, rules and regulations, which are mandatory subjects of negotiations under the Public Employee Relations Act, the board shall utilize and involve the employees of the district with respect to their ideas, comments and criticism.

Approved: August 3, 1995

A job description for each classification of employees shall be developed by the superintendent. Such job description shall be on file in the central office and not incorporated within the board policy handbook.

Approved: August 3, 1995

The superintendent shall have the authority to establish a procedure for the recruitment of well-qualified personnel to staff the schools. The superintendent may request building principals or other staff members to assist in this effort.

Identity and Employment Status

All potential employees of the district shall verify their identity and employment status to the superintendent.

The superintendent shall maintain a file on all of the district's employees hired after November 6, 1986, proving that each employee has verified their identity, employment status, U.S. citizenship, or legal alien status to the superintendent's satisfaction. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: U.S. birth certificate, social security card, and a current driver's license; a state or military identification card; or one of the following: U.S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card.

Selection of Personnel

The district can secure the kind of teachers and other personnel it wants by an effective recruitment program based on alertness to good candidates, initiative that results in prompt action, and good personnel practices in dealing with applicants. A personal interview will be required for all people employed by the district.

It is the responsibility of the superintendent and of persons delegated by him/her to determine the personnel needs of the district and to locate suitable candidates to recommend for employment to the board. An estimate of the cost of the recruitment and selection program will be made annually by the superintendent and presented to the board for inclusion in the annual budget.

No inquiry regarding religion, race, color, national origin or ancestry, age, sex, height, weight, marital status or handicap shall be made of any person seeking employment in any capacity in the schools. Furthermore, such person is prohibited from indicating any of the ten items prior to his/her actual hiring.

No person on the basis of religion, race, color, national origin or ancestry, age, sex, height, weight, marital status or handicap shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or any of its programs or activities.

It shall be the duty of the superintendent to see that persons nominated for employment shall meet all qualifications established by law as well as the requirements and qualifications which will be established and regularly updated by the board.

The superintendent shall have in place all appropriate procedures relative to the Americans with Disabilities Act. This statement of non-discrimination shall be published and disseminated to all students, parents, employees, applicants and the general public in a manner determined by the superintendent.

Approved: August 3, 1995

LEGAL REF: Civil Rights Act of 1964, as amended, 1972, Title VI, Title VII. Executive Order 11246, 1965, as amended by Executive Order 11375. Equal Employment Opportunity Act of 1972, Title VII. Education Amendments of 1972, Title IX 45CFR, Parts 81, 86, Section 106.8(a), (Federal Register, June 4, 1975, August 11, 1975). Act No. 453 of the Public Acts of 1976 (Michigan Civil Rights Act). Section 504 of the Rehabilitation Act of 1973, Subpart 104.7(a); MCL 37.2402; American With Disabilities Act, P.L. 101-336

All candidates for employment must make initial application through the personnel office. No one will be considered as hired until they have made proper application through the personnel office. Any time worked prior to submission of an application for employment will not be approved for payment by the business department. The personnel office will be responsible for the initial screening of all candidates. During this screening process, credentials will be checked as will certification to ensure that all state qualifications are met. Felony convictions, if any, will also be investigated.

Qualified applicants will then be interviewed by the director of personnel who will make the initial assessment of the candidate. After this interview, interviews for candidates will be arranged at the schools which have needs in line with each candidate's qualifications. No candidates are to be interviewed unless and until they have come through the personnel office and the principal has in his/her possession a copy of the form signifying proper application and the completion of all initial screening of the candidate.

At this time the principal and/or program director will assemble the faculty interview committee, composed of at least two teaching staff members, two students, two community members, and one administrator to interview each candidate sent by the personnel office and make recommendations for hire. This committee shall be of permanent nature composed of staff members available for service throughout the entire year inclusive of the summer months. It is expressly understood that the faculty interview committee is an advisory committee and that the final authority and responsibility to recommend for hire rests with the superintendent and program director. No hiring will take place without the principal's and/or program director's recommendation.

At the elementary level it is recommended that two elementary teachers of the same grade range as the candidate be included when practicable. At the secondary level it is recommended that two faculty members from the same department as the candidate serve on the committee when practicable. If occasions arise when the principal or director will not be able to participate in the hiring processes, this responsibility may be assigned by mutual agreement to the personnel director.

After the candidate has been recommended and approved for hire, the superintendent and/or director of personnel will evaluate the candidate's past experience and determine at which salary step the candidate will be placed as well as the candidate's probationary or tenure status.

Personnel Processing Procedure

Step I - is the documentation necessary to affirm that a vacancy exists.

Class A

Long term (one year +)
Termination
Resignation
Leave of Absence
New Position
Transfer

Class B

Short term (balance of school year but less than one year)
Sick Leave
Leave of Absence

Class C

Limited Sick Leave
Specific cause to end of school year or 60 days, whichever is shorter.

Class D

Absences
Daily
Conferences

Class A vacancies are documented by written statements from the employee to the office of personnel with all necessary timelines and, in appropriate situations, the reason for the request.

Class B vacancies are documented by written statements from the employee to the office of personnel with leave of absence (less than one year) requiring board

approval. Sick leave is granted by administration (sick bank) with the decision being documented by the office of personnel.

Class C vacancies are limited in nature and may overlap with short term absences as defined in Class B. These vacancies are to be documented by the administrator responsible for the building/program the employee serves, to the office of personnel in writing.

Class D vacancies are the responsibility of the administrator directly responsible for the employee. Documentation shall be forwarded to the business office on weekly attendance forms approved by the administrator.

Step II - The office of personnel shall, after receiving procedurally correct documentation and approval by the authority, initiate the process of attaining qualified and competent candidates.

Step III - The office of personnel shall categorize all applicants for positions and develop a well-documented file on each candidate's application.

The director of personnel shall screen the applications and reduce the viable candidate list to a manageable number. The balance of the approved application file is at this time open to review by the appropriate administrator who will be interviewing from the final approved candidate list. The final approved candidate list shall include the screened, recommended candidates presented by the director of personnel and may include additional candidates as reviewed from the balance of approved applicants on file. (The director of personnel has the responsibility of verifying the certification, qualification and competency of all applicants desiring candidacy status. Verification is not limited by documented evidence and may well entail communication with out-of-district personnel departments.)

Step IV - The office of personnel shall forward to the administrator all

necessary information needed to arrange interviews at various levels. Interviewers shall not make public judgmental decisions that would adversely affect the district or violate a candidate's legal rights. The building/program interviews should be completed as soon as possible after receiving the final candidate list. The building/program administrator shall recommend, whenever practicable, a first and second choice. Under no circumstances shall a building/program administrator or their screening/interview committee relate to the candidates their choices and/or specify financial and/or hours and/or conditions of employment. The director of personnel shall have the responsibility where it exists to negotiate with the candidate the entry level as to experience factor.

Step V - The administrator shall communicate in writing to the office of personnel the first and second choice, where applicable, for the position.

Step VI - The director of personnel shall hold a final employment interview with each selected candidate prior to informing all applicants of the district's decision. No candidate shall be permitted to perform work for the district until the necessary data for hiring has been processed by the office of personnel and business office.

Step VII - The office of personnel shall keep on file all active applicants for a minimum of one year unless they are employees in another capacity.

Step VIII - The final list of interviewed candidates for each position shall also remain on file in the office of personnel for one full year.

Step IX - All candidates who serve the district in another capacity shall have entered into their personnel file documentation that they applied for a position that was vacant and whether there was an interview.

Employment Verification Procedures

1. All forms go to personnel office.
2. Personnel office requests payroll data from business office in written form except for an emergency.

3. Business office supplies data to personnel office.
4. Personnel completes personnel data.
5. Personnel sends form out and files copy in personnel file.

The board supports the concept of personal development for the staff and to this end, may authorize funding for various activities in its budget.

Personal development opportunities shall follow any guidelines found in the current negotiated master contract(s).

In-Service Education

The superintendent, in consultation with various groups of the district's staff, shall develop programs of in-service education which will promote the continuous development, improvement and on-the-job performance of its personnel.

Technology

The board requires that any staff member who uses a computer or an advanced piece of technological hardware or software be provided in-service training in its utilization. The board shall appropriate funds to this end.

Approved: August 3, 1995

LEGAL REF: MCL 380.1254

Technology

Whenever possible, district staff shall be provided appropriate in-service activities on the use of technology. Such in-service may include: on-site in-service from the manufacturer or vendor, regional in-service from the manufacturer or vendor, travel reimbursement for in-service training, contracted in-service training from individuals or organizations, and in-service training among the district's staff.

All staff members have the responsibility to make themselves familiar with, and abide by, the laws of the state of Michigan as they affect their work, the policies of the board, and the administrative regulations designed to implement them. All staff members shall be expected to carry out their assigned duties, support and enforce board policies and administrative regulations, submit required reports, protect district property, oversight of students and contribute to the education and development of the district's students.

The superintendent and building principals shall assume the major responsibility for interpreting this policy.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*

Each employee in the district is responsible to the board through the superintendent.

The board recognizes the need to provide for the orderly resolution of disagreements or complaints arising out of alleged misapplication of a board policy. Such disagreements or complaints should be resolved at the lowest possible administrative level. The superintendent shall assure the procedures may be utilized without fear of reprisal.

The procedure established for resolution of grievances in the master contracts negotiated with recognized employee organizations shall apply only to grievances as defined by the particular agreement.

This policy covers any item not covered by a negotiated master contract or subject of negotiations under the Public Employee Relations Act and does not apply to any complaints based upon alleged discriminatory practices.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*

Complaints by staff members concerning board policies relating to employment or their implementation, shall be resolved by the following procedures:

1. The complaint or grievance shall be discussed informally with the employee's immediate supervisor within 14 calendar days in an attempt to resolve the problem;
2. If the problem is not solved at the informal session, the employee shall formally file the complaint in writing with their immediate supervisor who shall answer in writing within five school days;
3. If the employee is not satisfied with the proposed solution he/she shall, within five school days, file the complaint in writing with the superintendent. The superintendent shall investigate the problem and arrange to meet with the employee (and if deemed advisable, a joint meeting with the employee and immediate supervisor), in an attempt to bring about a satisfactory solution. The superintendent shall answer the employee in writing within ten school days.
4. If the employee is still not satisfied, he/she may, within five school days, request the superintendent to arrange for a meeting with the board at which time he/she may present the complaint or concern to the board. The superintendent shall schedule a meeting with the board within ten school days; and
5. The board shall answer the employee, in writing, not later than the board's next regularly scheduled meeting, and the board's decision shall be final. The board reserves the right to extend the time for a written response as its needs dictate.

All district employees are expected to maintain professional relationships with members of the student body which are conducive to an effective educational environment. All district employees are responsible for the regulation of student conduct.

Threats to Students

Any district employee who threatens to inflict, inflicts, or causes to be inflicted, deliberate physical pain by any means to any student, may be disciplined according to provisions which may be found in the current negotiated master contract or as prescribed by the board.

Employees found to be in violation of this policy by the board may be subject to: a letter of reprimand, probation, suspension, and/or termination of employment.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*; 380.1312

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 endeavor to influence any student to buy any product, article, instrument, service or other such item which would directly or indirectly benefit said school employee.

Any district employee shall report alleged violations of the conflict of interest policy to the superintendent. The superintendent shall make an initial investigation to determine whether said policy has been violated.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*

No person who is related by blood or marriage to any member of the board or superintendent shall be employed by such board except upon the consent of two-thirds of the members thereof in a duly called board meeting with the roll call vote entered upon the proceedings of the board.

Approved: August 3, 1995

Participation in Community Activities

Staff members are encouraged to become involved in community activities and organizations, insofar as these activities do not infringe upon school time.

Approved: August 3, 1995

Staff members who intend to become candidates for political office should notify the superintendent within five days of the date on which the declaration of candidacy is filed to discuss the compatibility of the office regarding continued employment with the district.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*; 15.403

All persons seeking to sell, solicit, or display an item relating directly to expenditures of district funds to any school employee on school premises must first secure permission from the building principal and superintendent before any appointment is made. All such appointments approved by the superintendent or building principal shall be held before or after regular school hours. All other solicitations of, or by, district employees are prohibited except where expressly approved by the superintendent.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*

Solicitations of Staff Members

All vendors must secure permission from the building principal and superintendent to interview a school employee on district property. If any vendor violates this procedure, he/she may be barred from making appointments with school employees. The principal may also recommend to the superintendent not to purchase products or other such items from said vendor. If a vendor violates board policy and is subsequently barred from soliciting in the school system, the superintendent shall send appropriate notices to each building principal.

The notice will include the name of the vendor, his/her company and reasons for and length of the suspension. The superintendent may bar a vendor from soliciting sales from district employees for a period of time not to exceed 12 months from the date of suspension. Said notice will be sent to the vendor in question and to his/her immediate employer. The rights of the vendor may be restored, at a time sooner, upon petition by the vendor to the board.

Gifts by District Employees

District employees are discouraged from giving gifts to any student or class of students when such gifts arise out of a school situation, class or school-sponsored activity unless approved by the superintendent.

Gifts to District Employees

District employees are prohibited from receiving gifts from vendors, salesmen or other such representatives.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*

Gifts to District Employees

If a district employee is found to have accepted a gift from any person as outlined in the policy on gifts, the superintendent may recommend to the board that said employee be subject to disciplinary action.

The superintendent shall be responsible for the administration of this policy for all principals, central staff members, certified staff members who travel between buildings, substitute teachers, all supervisors and all non-certified employees not assigned to a building. The building principal will be responsible for the administration of this policy for all assigned employees.

A personnel file shall be maintained by the district for each employee. Personnel files kept by the district concerning employees shall be considered confidential, kept in a secured location, and be under the custodianship of the appropriate district or building supervisor. Personnel files of employees who have left the district shall be similarly kept, but in an inactive file.

Approved: August 3, 1995

LEGAL REF: MCL 423.501-512; 15.231 *et seq.*

Employee files shall include, but not be limited to: application, recommendations, college or educational credentials, transcripts, correspondence, anecdotal notes, and evaluation reports.

The board may have access to personnel files of employees when such access is deemed necessary by the board in the employee-employer relationship. Individual board members shall not have access to personnel files or records.

Administrators or supervisors in the course of conducting their duties shall have access to the personnel files of employees.

Additional provisions regarding employee personnel files may be found in a current copy of the negotiated master contract.

The district shall compensate staff for actual expenses incurred in attendance at superintendent approved conferences beneficial to the district which have had prior approval of the superintendent. Such compensation shall not be made, however, in the absence of a proper receipt or a signed, detailed voucher attesting both to the amount and to the purpose of the expenditure. Travel on official business by personal car outside the district, but within the state, shall be compensated at a rate set by contract, but not to exceed tourist class air fare. Exceptions to these limitations shall be made only by the superintendent and early notification to the board.

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent.

Approved: August 3, 1995

Convention Attendance

1. Administration, where possible, will be allowed to attend meetings and conferences. Transportation, room, meals and registration fees will be considered for reimbursement when conference monies are granted from the district. No alcoholic beverages may be included in this money.
2. This money is not to be line charged to any other item in the budget.
3. Spouses are not to be funded out of the district budget but they may go along at administrator's own expense under the same regulations as applies to board members.
4. Current policy limits the number of national meetings.

Purpose of this regulation is to encourage the growth and development of administrators through broad professional contacts, to help the administrator get an overview of education, and to show the administrator the relationship of district activities and other schools. In addition, it is hoped by broad and frequent contacts all over the state to improve the image of the district. The district needs to create, stabilize and build curriculum. For this the district needs ideas from its leaders. The more diversity administrators achieve in choice of meetings the more likelihood the district has of achieving these purposes.

Instructions for Attendance at Conferences, Conventions and Workshops

Mileage - All travel must be by a direct traveled route. Reimbursement will be at the prevailing negotiated rate per mile. If unusual circumstances prevail, they must be properly documented and approved on the reimbursement voucher by the superintendent.

Rail, Bus and Airlines - Transportation reservations will be secured through the business office and will be limited to single coach fare.

Per Diem Allowances - The rates established represent the maximum approved rates for employees. In computing the per diem allowance for continuous travel of more than 24 hours, the hour of departure shall be considered as the beginning of the day and allowance for each 24 hour period until return. To be reimbursed, actual receipts must be submitted to the business office.

Meals - Thirty dollars per day:

Breakfast	\$ 5.00
Lunch	\$10.00
Dinner	\$15.00

Allowance for individual meal will be based upon the following schedule:

Breakfast - when travel commences prior to 7:30 a.m.

Lunch - when travel commences prior to 11:30 a.m.

Dinner - when travel commences prior to 5:00 p.m.

When an employee is entitled to a full day's allowance for meals, the amount of any particular meal is left to the discretion of the employee, but reimbursement for each day shall not exceed the maximum allowable. When meals are served, the traveler will not be allocated that meal allowance.

A maximum of 75% for mileage and meals may be advanced. The balance will be paid when actual receipts are submitted to the business office on a Summary of Conferences Expenses, Form CE2.

Lodging - Actual cost supported by itemized receipt from the conference hotel is required. The cost of the room is not to exceed the lowest single room rate charged by that hotel. When two or more individuals attend the same conference, every effort will be made by administration to provide a double room. If an individual prefers a single room, a maximum of the one double room rate will be paid towards the two single rooms. No charges or direct billing to the district will be accepted for lodging.

Deviation from the above per diem schedule is allowable if approved by the superintendent, providing documentation is submitted to support the additional charges, along with the rational explanation for the excess charges.

Miscellaneous Expense Items - Miscellaneous expenses, incidental to the official travel will be held to the minimum amount required for essential and efficient conduct of business. At no time will spouse's expenses be paid by the district.

Taxicab - Necessary taxicab fares from terminal or station to conference lodging and from conference lodging to terminal or station for return home. Taxicab ride should be shared when more than one individual from the district attends the same conference.

Telephone - Charges for official business are allowable and must be documented on hotel receipt.

Parking Fee - If personal car use is approved, reimbursement for parking will be made if validated by a receipt.

Registration Fees

Enrollment or registration fees for conferences, conventions, meeting of associates or organizations related to school goals are allowable for employees attending as official representatives.

Prepayment by the business office of registration fees will be made whenever possible. Requests must be made two weeks in advance for prepayment. Program literature must accompany the request for prepayment or reimbursement request.

Conference activities such as rental of rooms or promotional charges for special district activities must be approved in advance by the superintendent.

Postage, personal car charges such as gasoline, lubrication, towing, repairs, etc., are not allowed.

Reimbursement for Expenses

Requests for reimbursement for expenses incurred due to attendance at conferences, in-services, professional meetings and other similar school related events will be processed on the scheduled bi-weekly payroll dates as well as requests for petty cash reimbursement. Requests must be received no later than 4:30 p.m. on the Monday of payroll weeks in order for payment to be made. It shall be the responsibility of all employees to adequately plan ahead so that requests for reimbursement are submitted to the business office on a timely basis in accordance with the preceding payment schedule. With payments made on a bi-weekly basis, exceptions to this regulation will not be made.

All information (i.e., time cards and time sheets) necessary for the business office to prepare payroll checks for its employees must be received in the business office in accordance with the following schedule:

1. All schools and departments not otherwise specified in this regulation must turn in time cards and time sheets by the end of the day on Friday or on the last scheduled workday when the work week is shortened due to holidays or vacation periods.
2. The adult/community education department and state/federal projects office and food service department must turn in all payroll data for persons working outside the administration building by 2:00 p.m. on the Monday following the week to which the data is applicable.
3. The maintenance, transportation and custodial departments must turn in all payroll data by 2:00 p.m. on the Monday following the week to which the data is applicable.

If time cards and time sheets are not received in the business office according to the preceding schedule, the employees affected will not be paid unless a genuine emergency, as determined by the assistant superintendent for finance, exists which prevented the timely submission of the required data. It shall be the sole responsibility of

each administrator/supervisor to ensure that the business office has the payroll data necessary for his/her department according to the above schedule.

Procedure for Mileage Reimbursement

Mileage is paid at the rate as approved by the IRS regulation per mile for personnel traveling between buildings or on legitimate school business. Each administrative personnel is to keep a daily record of his/her mileage and report it monthly to the business office the first day of each month for reimbursement. Forms are available at each school office for reporting and also a mileage chart giving the distance between schools.

Special services teachers going from school to school shall be paid a flat rate each month for their transportation. Each teacher shall keep an accurate mileage record during the first four full weeks of school from which his/her rate shall be established for the remainder of the year. Payments will be made upon request at the end of each semester.

No person will be paid by the business office, either through payroll or on a contracted services basis without prior written verification of employment from the personnel office or the superintendent. This applies to all persons regardless of program or department.

Further, it shall be the responsibility of each department to supply the business office, through the personnel office, with the appropriate program name and budget code whenever a payment request is made. Payment requests for persons received by the personnel office without the required program name and budget number will be returned to the department responsible so that the appropriate information may be provided.

The business office shall be responsible for budget verification and for handling payment in accordance with the direction provided by the respective department or program.

The board shall attempt to ensure staff health, safety, and protection during working hours.

The board shall comply with the provisions of the federal and Michigan Occupational Safety and Health Act as they apply regarding the employee's right to know of hazardous conditions or materials. The superintendent shall develop appropriate procedures for informing staff.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*; Secs. 6 and 8, Occupational Safety and Health Act (Sec. 1910.1030)

District employees shall not smoke or use tobacco products in any building or on school grounds except as otherwise allowed by current law.

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

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*

The use, distribution, dispensation and/or manufacturing of controlled substances, as defined by state and federal law, by district employees on district grounds, in district buildings and/or in connection with any district activity, is prohibited.

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 satisfactorily participate in a drug assistance or rehabilitation program approved by the board.

Any district employee who has been found guilty of violating a criminal drug statute in the workplace shall notify the superintendent within five days after a conviction relating to the drug offense.

The superintendent shall notify the appropriate federal agency within ten days after receiving notice of a workplace related drug conviction on the part of the employee.

The superintendent shall develop a drug-free awareness program for district employees. District employees who request assistance for drug counseling and/or rehabilitation shall direct their request to the superintendent. Annually, the board shall allocate funds to support the drug-free awareness program.

The superintendent shall include in the district's employee in-service program a drug-free awareness program which shall include the following information:

- a. the dangers of drug abuse in the workplace;
- b. the employer's policy of maintaining a drug-free workplace;
- c. available drug counseling, rehabilitation and employee assistance programs; and
- d. the penalties the board may inflict upon employees for drug abuse violations.

In developing the in-service program, the superintendent may utilize the services and assistance of the district's insurance carrier, local or county health departments, local or regional medical health center or other substance abuse agencies in the immediate area.

This policy shall be published annually in the district's faculty and staff handbooks.

Approved: August 3, 1995

LEGAL REF: U.S. House Resolution 5210, Anti-Substance Abuse Act, 1988

The board has delegated to the superintendent the responsibility to implement and oversee the requirements of this policy, including, but not limited to:

1. The provision of a written certification to the Michigan Department of Education that the board has adopted and implemented an employee drug prevention program pursuant to the Drug-Free Schools and Communities Act.
2. The provision of a written certification as required for federal grant or contractor eligibility that the board has adopted and implemented an employee drug prevention program pursuant to the Drug-Free Workplace Act of 1988.
3. The distribution to all employees of the board's policy regarding the drug prevention program for employees, which includes a copy of the standards of conduct required by the policy and the statement of disciplinary sanctions, as well as notification that compliance with the standards of conduct is mandatory.
4. A biennial review of its employee drug prevention program to:
 - a. determine its effectiveness and implement changes to the program if they are needed; and
 - b. ensure that the program's disciplinary sanctions are consistently enforced.
5. The provision of access to personnel, records, documents and any other information necessary to review the adoption and implementation of the district's drug prevention program. If the Michigan Department of Education selects the district for review.
6. The provision of information, upon request, to the Secretary of Education, the Department of Education and the public about the elements of the district's drug prevention program, including the results of its biennial review.
7. Maintenance of records related to the district's compliance with the certification requirements of the Drug-Free Schools and Communities Act.

Standards of Conduct

The unlawful possession, use (including, but not limited to, application, injection, inhalation or ingestion), distribution or being under the influence of illicit substances by an employee while on school premises, or as part of any school activity or function is strictly prohibited. Compliance with the standards of conduct in this policy is mandatory and shall not be construed to be voluntary.

Employee Reporting Requirement

Under the Drug-Free Workplace Act of 1988, in addition to the other requirements of this policy, an employee of a federal grant or contractor must notify his/her supervisor or department head, in writing, of his/her conviction for a violation of any criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Disciplinary Sanctions

Disciplinary sanctions, up to and including termination of employment, will be imposed on employees who violate the above standards of conduct. It is the intention of the district to impose disciplinary sanctions in a consistent manner. An employee who violates the terms of this policy may be non-renewed or his/her employment may be suspended or terminated. An employee who violates the standards of conduct will also be reported to law enforcement officials, where appropriate. This enumeration of possible sanctions shall not be construed as limiting the board's complete discretion to impose the sanction it deems appropriate or to require a particular sanction to be imposed.

At the discretion of the board, an employee who violates the terms of this policy will be afforded an opportunity to participate in a drug abuse assistance or rehabilitation program approved by the board. Disciplinary sanctions will be imposed upon the employee even if the employee participates in such a program, but participation

may be considered in determining the discipline to be imposed. The board recognizes that substance abuse in the form of alcoholism or chronic drug abuse may be characterized as an illness. Accordingly, an employee who violates the standards of conduct may be eligible for an appropriate counseling, rehabilitation and/or re-entry program under the following criteria:

1. The employee's conduct is not episodic but rather represents an addictive behavior.
2. There is a reasonable expectation of recovery.
3. The employee's participation is voluntary.

Disciplinary sanctions against employees, including non-renewal, suspension and termination of employment shall be in accordance with the prescribed procedural and substantive requirements of district administrative regulations and procedures, any applicable collective bargaining agreement or individual contract, and applicable statutes.

Counseling, Rehabilitation and Re-entry Programs

Information about any drug and alcohol counseling, rehabilitation and/or re-entry programs are available to employees from the personnel office or the following agencies:

1. Beyer Memorial Hospital - Substance Abuse - 484-8760
2. Catherine McAuley - Huron Oaks - 572-5636
3. Community Mental Health - 484-6620

The district's provision of this information neither constitutes an endorsement of the counseling, rehabilitation and/or re-entry program, nor is it an express or implied offer to pay, in full or in part, any expenses which the employee may incur for his/her participation in such a program.

Tuberculosis Test

As a precondition to employment, all employees, upon initial employment, and those who have been separated from public school employment more than one school year, including the superintendent, supervisors, principals, teachers, and any other employee, will file with the superintendent, before assuming their duties, a certificate from a physician licensed to practice medicine in Michigan certifying that said person does not have tuberculosis in the communicable form, or other communicable disease which could impair the ability of the person to effectively perform his/her duties.

The superintendent may require a medical examination in the event that it is deemed necessary to assure that the staff member's medical condition does not adversely affect job performance.

Approved: August 3, 1995

Policy

In fulfilling its commitment to the safety of its students, employees and the public, the board endeavors to promote conditions aligned with creating and maintaining a safe educational environment and workplace for its students and employees. The board believes that the safety of students while being transported to and from school or school activities is of paramount importance and is the primary responsibility of those persons who operate or maintain school buses and school-owned vehicles.

To fulfill that responsibility, each person who operates or maintains school vehicles must be mentally and physically alert at all times while on duty. The board establishes and shall implement an alcohol and controlled substances testing program for its employees (both regular and substitute) who drive and maintain school buses as well as school-owned vehicles.

The board directs and authorizes the superintendent to implement an alcohol and controlled substances testing program (including the provision of educational materials and appropriate training) for its employees (both regular and substitute) who drive and maintain school buses as well as school-owned vehicles.

Standards of Conduct

All employees shall comply with the Drug-Free Workplace policy which strictly prohibits the possession, use, distribution or being under the influence of illicit drugs and alcohol by all employees on school premises or as part of any school business, activity or function. In addition, a covered employee shall not report to duty or remain on duty requiring the performance of a safety-sensitive function:

1. While having an alcohol concentration of 0.02 or greater as indicated by alcohol breath test;
2. Within four hours after using alcohol;

3. While possessing alcohol or any controlled substances;
4. While using or under the influence (in any degree) of alcohol or any controlled substances;
5. While using a prescription or over-the-counter medication which impairs the individual's ability to safely perform his/her duties or while using a controlled substance pursuant to a prescription from a licensed medical practitioner unless the licensed medical practitioner has advised the employee that the substance does not adversely affect the individual's ability to safely perform his/her duties;
6. If the employee tests positive for controlled substances;
7. If the employee refuses to submit to, comply with, or obstructs required alcohol or controlled substances tests.

Compliance with the standards of conduct as well as with the alcohol and controlled substances testing procedures in this policy is mandatory and shall not be construed to be voluntary. Disciplinary sanctions, up to and including termination of employment, shall be imposed on a covered employee who violates these standards of conduct or who fails to submit to and/or comply with the alcohol and controlled substances testing procedures. Disciplinary sanctions against employees shall be in accordance with the prescribed procedural and substantive requirements of applicable statute(s), policy, administrative regulation and/or procedures, collective bargaining agreement and/or individual contract. Failure to submit to and/or comply with testing procedures includes, but is not limited to:

1. Refusing to take a test;
2. Refusing or failing (without valid medical explanation) to provide a specimen;
3. Refusing to sign a test consent form;
4. Refusing to refrain from ingesting alcohol or controlled substances after an accident or when selected to be tested on a reasonable suspicion basis;
5. Engaging in evasive testing actions intended to obstruct or compromise the validity of the test results, including, but not limited to, switching or adulterating test samples;

6. Refusing to remain readily available for post-accident testing.

Implementation and Compliance

Such alcohol and drug testing shall be performed for: pre-employment (drugs only), pre-duty, reasonable suspicion, random, post-accident, return-to-duty, and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations.

The superintendent shall develop appropriate rules and regulations to implement this policy.

Approved: February 15, 1996

LEGAL REF: Omnibus Transportation Employee Testing Act, 1991, Public Law 102-143, Title VI, 105 Stat. 917, 952 (1991); Drug-Free Schools and Communities Act, 20USC 3171 *et seq.*; Michigan Handicappers' Civil Rights Act, MCL 37.1211

Whenever an employee has been diagnosed by a physician as having a communicable disease, such employee should report the diagnosis and nature of the disease to the superintendent. An employee afflicted with a communicable disease dangerous to the public health may be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students. All district employees shall maintain the confidentiality of afflicted persons insofar as the health and safety of other persons in the district are not compromised and in compliance with state and federal laws.

The employee shall be allowed to return to his/her duties upon termination or remission of the communicable illness, as authorized by a physician.

The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of a communicable disease.

Communicable disease as defined in this policy shall refer to any infectious or contagious disease as determined by the State Department of Health and Environment or the United States Centers for Disease Control.

Detailed administrative procedures shall be on file in each building office in the district.

Approved: August 3, 1995

LEGAL REF: MCL 333.5131; 353.5111; Family Educational Rights and Privacy Act of 1974

The superintendent shall accept resignations of any employee on behalf of the board.

The board shall employ the most competent individuals available from within or without the district.

The superintendent shall sign contracts with teachers in the initial hiring and report action to the board.

Approved: August 3, 1995

The assignment, transfer, and promotion of personnel may be limited by the negotiated master contract with an employee group.

The board grants to the superintendent authority to assign and/or transfer administrative and all other personnel subject to the conditions found in the negotiated master contract.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*

All teachers during the first two years of employment shall be on probation except as provided for in current law and three years of probation may be required by the board upon recommendation of the superintendent if the teacher's evaluation warrants it.

Tenure

Teachers shall be placed on tenure after satisfactory completion of their probationary period. Once tenure has been attained, the teacher shall remain on continuing tenure as provided for under current law.

Administrator Tenure

Administrators or teachers employed in assignments other than as classroom teacher shall be employed without continuing tenure in their positions as provided in the Michigan Teacher Tenure Act. The superintendent is responsible for seeing that appropriate stipulations to this effect shall be provided in all contracts of employment executed by the board with such employees.

Administration of Tenure

Provisions for evaluation of administrators and teachers is a priority of the board and the superintendent is responsible for developing procedures in agreement with any negotiated master contract for meeting the board's priorities.

Approved: August 3, 1995

LEGAL REF: MCL 38.71 *et seq.*

Any evaluation procedures found in the negotiated agreement shall be followed in the development, maintenance or change of the district's evaluation policy, rules, regulations or procedures.

The evaluation instrument negotiated and adopted by the board governing evaluation of the teaching staff is on file in the central office and shall be published in the teachers' handbooks.

Availability of Evaluation Documents

Board policy provides that the evaluation instrument shall be available to the superintendent, evaluating administrator, or supervisor under whose direct supervision the teacher will work and others authorized by law.

Approved: August 3, 1995

LEGAL REF: MCL 38.71 *et seq.*; 15.268

In all relations with the professional staff the primary concern of the board is for the welfare of students. In addition, the board directs the superintendent to exert every effort to foster the professional welfare and growth of the instructional staff to the end that students will benefit to the maximum.

The superintendent is directed to establish processes for evaluating the members of the instructional staff designed to bring about their professional and personal growth, and to enable the administration to plan for in-service education. The superintendent shall establish sound, legal processes for dismissal should such action become necessary.

Approved: August 3, 1995
LEGAL REF: MCL 38.71-121

5540-R Suspension and/or Dismissal of Professional Staff

5540-R

Suspension and dismissal of professional staff must be according to tenure law and negotiated agreements..

Resignation

The board shall exercise its legal prerogatives and refuse to grant approval to professional staff resignations submitted in writing to the director of personnel after July 1 of the ensuing school year.

Once a resignation is tendered to the board through its superintendent, and has been accepted by the superintendent, that resignation shall be considered final unless its withdrawal is approved by the board. The superintendent shall immediately accept the resignation in writing and shall, in the letter of acceptance, include a copy of the Michigan Teacher Tenure Act.

Any teacher discontinuing his/her service in any other manner shall forfeit rights to continuing tenure previously acquired, and such action shall become part of the personnel record of said teacher.

Approved: August 3, 1995
LEGAL REF: MCL 38.71-121

Certified employees shall not be permitted to engage in outside employment which, by its nature or duration, will impair the effectiveness of their instructional service, adversely affect their professional status, affect detrimentally on the district, raises a question of conflict of interest or requires or implies the use of any district facilities or equipment.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*

Teaching employees may be excused by the superintendent to perform technical or instructional services as consultants to other districts, government agencies or private industry.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*

5645-R Consulting

5645-R

Requests for approval to serve as a consultant shall be submitted in writing to the superintendent, who shall forward the same together with his/her recommendation to the board for consideration.

Substitute teachers shall be obtained to provide for a level of instruction commensurate with the regular teacher's performance as nearly as practicable. All substitutes shall be duly certified as provided for under current State Department of Education rules. The board shall establish annually a daily compensation rate.

Approved: August 3, 1995

LEGAL REF: MCL 380.1236; 421.42; 421.50; AG Opinion #6360

Each building principal shall make suitable arrangements for securing necessary substitutes in the building.

Whenever a teacher is to be absent from teaching duties, such teacher shall notify the principal as early as possible or shall arrange to have some other responsible person notify the principal as early as possible of the teacher's inability to report for work. The length of the teacher's absence shall be predetermined, if possible. In any event, upon returning to duty, the teacher shall notify the principal in time to discontinue the service of the substitute.

Non-certified employees shall be paid according to pay rates established by the negotiated master contract.

No public funds will be spent by the board in the form of wages or salary for any school employee to sponsor any religious activity. No public funds will be spent by the board to pay any expenses of any student or school employee to attend any religious activity or conference.

Approved: August 3, 1995

5720 Positions

5720

The board will authorize the employment of non-certified employees as the needs of the district dictate and upon recommendation of the superintendent.

Approved: August 3, 1995

A job description for each classification of non-certified employees shall be developed by the district's administration in cooperation with the district's employees. Job descriptions shall not be included in these policies/rules but will be filed and published in the appropriate handbook.

Approved: August 3, 1995

The superintendent will recruit non-certified personnel to fill existing or proposed vacancies and recommend that the board hire the best qualified person available.

In recruitment or filling vacancies there shall be compliance with the provisions of the current negotiated master contract.

Approved: August 3, 1995

The superintendent is authorized to employ part-time and/or substitute non-certified personnel under the provisions of the current negotiated master contract(s).

The superintendent shall be responsible to establish procedures for arranging substitutes in case of non-certified absences.

Salary for support staff substitutes shall be according to rates established annually by the board upon recommendation of the superintendent.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*

The superintendent and authorized administrative personnel are authorized to assign, reassign or transfer all non-certified employees based on the qualifications.

All reassignments and transfers shall be made in complete adherence to the provisions of the current negotiated master contract.

Approved: August 3, 1995

The superintendent and administrative staff shall provide for the orientation of non-certified employees. Such orientation shall not only include the specific job assignment, but also a general orientation to the district, its function, the importance of the individual and his/her job to the total district operation, and the basic premise that all employees, regardless of their positions, contribute to the education of students, and that his/her contribution is the justification for their employment.

Approved: August 3, 1995

The superintendent has the responsibility to supervise all non-certified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all non-certified employees who are assigned to the building, as provided for within the context of 5725-R.

Approved: August 3, 1995

Evaluation shall be based on the achievement of results specified in the employee's position description and on specific goals and objectives.

Employees shall be evaluated at least twice during the probationary period, with a report submitted to the superintendent at least two weeks prior to the end of the probationary period with a recommendation as to continued employment.

Support staff employees shall be evaluated at least annually after serving the probationary period regardless of whether the employee is new to the district or serving in a new position within the district.

The process of evaluation shall be developed cooperatively by the administrative staff and each of the support staff employee groups and shall comply in all respects with provisions in the negotiated master contracts applicable to each employee group.

Approved: August 3, 1995

LEGAL REF: MCL 15.268

The board, upon recommendation of the superintendent, may suspend, discipline or dismiss non-certified staff.

The superintendent is authorized to suspend non-certified staff with or without pay pending final determination by the board.

In suspending, disciplining or dismissing non-certified personnel, the board and administrative staff shall adhere to any relevant provisions contained in the negotiated master contract with the employee's collective bargaining unit.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*

Any non-certified staff member desiring to resign from his/her position with the district shall submit a written resignation to the board at least ten working days prior to the effective date of the resignation.

The superintendent is authorized to accept resignations of support staff personnel on behalf of the board and they become final upon his/her acceptance. The superintendent shall present all resignations to the board for information.

Approved: August 3, 1995

LEGAL REF: MCL 380.11 *et seq.*