INTRODUCTION

Welcome to the growing family of people working together at Bay-Arenac ISD! We are happy to have you as a member of this staff, and we are confident that you will find your employment here both challenging and rewarding.

This is a great place to work. You will find yourself among an incredible group of people here who provide exceptional service to our students and LEAs. We strive to maintain a high quality of service in a friendly and professional manner. This requires that each of us cooperate with fellow employees and perform our duties positively, faithfully and diligently.

Each new employee will, of course, have questions about Bay-Arenac ISD. This Handbook has been prepared to answer new employees' as well as current employees' questions. Please feel free to ask the Director of Staff & Organizational Development or your department director if you have any specific questions that are not addressed in the Handbook. This Handbook applies to all employees of Bay-Arenac ISD; however, Bay-Arenac ISD intends to abide by the terms of its collective bargaining agreements (CBAs) with exclusive bargaining representatives, and nothing in this handbook is intended to supercede, replace, or conflict with those terms. To the extent of any conflict, the terms of the CBAs will control over the handbook provisions.

It is important to know that this Handbook supercedes any and all prior practices and policies of Bay-Arenac ISD (not covered by existing CBAs), oral or written. Accordingly, this Handbook rescinds handbooks previously in effect.

Any and all statements and policies herein are subject to unilateral change in whole or in part by Bay-Arenac ISD at any time, with the sole exception being matters concerning union employees addressed in current CBAs. Bay-Arenac ISD retains the right to change, modify, suspend, interpret or cancel in whole or in part any of the published or unpublished personnel policies or procedures without advance notice, in its sole discretion, without having to give cause or justification or consideration to any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. Recognition of these rights and prerogatives of Bay-Arenac ISD is a term and condition of employment and of continued employment.

This Employee Handbook is not intended to be a contract of employment. For non-union employees, the employment relationship is terminable at the will of either the district or the employee. This means that just as any non-union employee may terminate their employment with Bay-Arenac ISD at any time, for any reason or no reason, so may the District terminate an employee at any time for any reason, or no reason.

The terms of the employment relationship and any provision of this Handbook may not be revised by oral statements made by supervisors. Modifications can only be made by the Board of Education and those modifications, to be effective, must be in writing and signed by both the employee and the Superintendent of the District.

Bay-Arenac ISD may unilaterally set rules and regulations governing the conduct of non-union employees. The rules, however, are intended to cover all circumstances and do not alter the fact that the employment relationship is terminable at the will of either party.

FACILITIES

Bay-Arenac ISD
Educational Service Center
4228 Two Mile Rd
Bay City, MI 48706
989.686.4410

Bay-Arenac ISD
Career Center
4155 Monitor Rd
Bay City, MI 48706
989.686.4770

Bay-Arenac ISD Living & Learning Center
Bay Campus
1435 W Center Ave
Essexville, MI 48732
989.667.3240

Bay-Arenac ISD Living & Learning Center
Arenac Campus
2032 Pine River Rd
Standish, MI 48658
989.846.9510

Address information about program sites may be accessed through the Bay-Arenac ISD Web-site (www.baisd.net) or by calling the numbers listed above.

EMPLOYMENT PROCESS

General Employment Information

Applicants, other than student co-ops, seeking employment with Bay-Arenac ISD must complete or submit all of the following where applicable:

A completed employment application
Transcripts, certification, and/or licensure as applicable.
Pre-employment Investigation, Applicant Acknowledgment, Authorization, Consent, and Release form (PA 189)
A request for fingerprints, criminal history, and criminal records check from the Michigan State Police and the FBI with a check payable to the State of Michigan
Federal and state withholding forms
Form I-9 (with birth certificate or drivers' license together with social security card)
Beneficiary form
Letter of acceptance

Job Descriptions

Job descriptions for all District positions are established through the administration and revised as job requirements change. Job descriptions are reviewed periodically. These job descriptions include the job title, qualifications, performance responsibilities, and terms of employment. Job descriptions are available from department supervision.

PAYROLL PROCEDURES

The following items must be submitted to the Business Office before new employees are paid:

New Employee Form - includes the new employee's Social Security number, account number, correct name, address, and hire date which must be verified by the human resources department and submitted to the payroll department prior to the first pay date. Verification of the Social Security card must be available to the payroll department upon request.

Employee Tax Withholding Certificate – forms that authorize the District to calculate the appropriate withholding amount for Federal and State taxes (W-4, MI-W-4).

Beneficiary Nomination Form – by law, employees of Michigan public school districts must belong to the Michigan Public Schools Employee Retirement System (MPERS) except those exempt by law. During initial employment, a beneficiary form must be completed to determine the funding of future retirement benefits.

Timesheets

All nonexempt employees must submit a timesheet by Friday of the week prior to the payroll distribution date. Timesheets are available from the department secretary. All hours worked in excess of those described in the Fair Labor Standards Act, or by bargaining agreement must be pre-approved by the employee's supervisor prior to work and prior to submission to payroll. The department supervisor will outline the guidelines for your position. Falsification of timesheets shall be considered misconduct.

Paychecks

Employees are encouraged to sign up for direct deposit of their paycheck to their financial institution. For a calendar of the payroll periods, and a direct deposit election form contact the Business Office. Completed forms must be submitted to the Business Office. Employees, who do not elect direct deposit, will get their payroll checks distributed to them per department procedures. The department supervisor will clarify procedures.

TIME AWAY FROM WORK

Absence Reporting

If an employee anticipates or is unable to report to work due to**:**

1. Illness (including FMLA and/or Workers Compensation)
2. Illness in family (including FMLA and per contract)
3. Personal Business Day
4. School Related Meeting (workshops/conferences)
5. Vacation
7. Unpaid Absence (per contract)
9. Funeral (per contract)

10. Jury Duty (reimburse ISD for Per Diem)
12. Bargaining Unit Day (per contract)
14. Court Appearance (work related; Superintendent approval required)
20. Military Leave
20. Other _____

he/she shall call the automated Substitute Employee Management System (SEMS) at (989) 686-9980 or access Webcenter on the Bay-Arenac ISD web-site to report the absence. An employee will report the absence, the hours away from work, and the reason for the absence. Per bargaining unit agreement, Board Policy, or statute, the employee will complete an Employee Absence Form including the "job number" assigned by SEMS code either prior to the absence or upon return to work for approval by the employee's supervisor.

All use of sick leave and business days will be, when applicable, within the provisions of the bargaining unit agreement. When returning to work after an absence, it is the employee's responsibility to complete an Absence Report Form and return it to his/her supervisor for approval. In the event the absence is for three or more days, the employee is responsible for obtaining a medical certification authorizing the employees' return to work, fitness for duty, and restrictions where applicable. The original medical certification is to be submitted to the Human Resources Department prior to starting work.

Court appearances pertaining to Bay-Arenac ISD employment will be handled in the same manner as jury duty subject to provisions of the bargaining unit agreement and/or Board policy. Court appearances not pertaining to Bay-Arenac ISD employment will be considered non-paid days unless use of appropriate accrued leave time is requested and approved.

Family and Medical Leave Act FMLA

Employees who have worked at least twelve months and have accumulated at least 1,250 hours during the preceding twelve months may request an unpaid leave of absence for up to twelve weeks for the following reasons:

- birth of a child to the employee,
- adoption of a child by the employee,
- a child has been placed with the employee for foster care,
- to care for the spouse, child, or parent of the employee, if the spouse, child, or parent has a serious health condition,
- a serious health condition that makes the employee unable to perform his/her job duties.

The request for the leave must be in writing and shall be presented to the Director of Staff & Organizational Development at least thirty days in advance of the requested departure date when practicable. Employees who are requesting the leave for health reasons must provide medical certification of the need for the leave and the duration of the leave.

Bay-Arenac ISD will continue group health coverage for those employees who are covered under the District's medical insurance at the time of the leave but, if the employee fails to return to work following the leave, he or she may be required to repay the insurance premiums paid by the District on behalf of the employee during the leave. Employees on family leave will not continue to accumulate service time of benefits while on leave.

Employees with more specific questions about the District's FMLA policy are advised to contact the Director of Staff & Organizational Development.

Extended Leave

Requests for extended leaves for reasons other than medical/disability, or for medical/disability leaves beyond the 12 weeks as determined by the FMLA shall be submitted to the Superintendent or his/her designee. Approval of the leave is subject to provisions of the bargaining unit agreement, and/or Board policy.

BENEFITS

The District offers various health and non-health related benefits to employees based on employment status. Eligibility and benefit level is described in bargaining unit agreements and Board policy for those non-represented employees. Questions may be referred to the Business Office at (989) 667-3232.

Section 125 Cafeteria Plan

Under the Bay-Arenac ISD Cafeteria Plan (the "Plan"), employees have the opportunity to preserve the non-taxable status of the health coverage provided them by the District, while at the same time permitting them to waive health insurance coverage and receive cash.

Also, under the Plan, employees have the opportunity to participate in health care and dependent care reimbursement accounts, and to the extent they are required to pay a share of the premiums for health insurance under the District's health plan, to pay their share of premiums using pre-tax dollars. The District may offer other benefits under the Plan and, if the employee elects to purchase any of those benefits, if permitted under applicable tax law, they will be permitted to pay for the premiums using pre-tax dollars. The cost of the benefits employees select may be paid by reducing their salary each pay period and contributing the funds derived from that reduction of salary to accounts maintained under the Plan.

In addition to medical care/dependent care reimbursement plans and premium conversion, other benefits such as but not limited to include 403b and 457 saving plans. For additional information on the benefits available, contact the Business Office at (989) 667-3232.

Other Benefit Options

Other benefit options are available through payroll deduction (not pre-tax) such as long-term disability, short-term disability, cancer insurance, hospital intensive care, accident plan, voluntary indemnity plan, personal recovery plus, etc. Contact the Business Office at (989) 667-3232 for more information.

Retirement

The Bay-Arenac ISD participates in the Michigan Public School Employees' Retirement System (MPSERS), a statewide, cost-sharing, multiple-employer defined benefit public employee retirement system governed by the State of Michigan that covers substantially all employees of the School District. The system provides retirement, survivor, and disability benefits to plan members and their beneficiaries. The Michigan Public School Employees' Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the system. That report may be obtained in writing to the system at 7150 Harris Drive, P.O. Box 30673, Lansing, MI 48909-8103.

MPSERS offers the availability to purchase years of service. For additional information on the Bay-Arenac ISD retirement plan, contact the Business Office at (989) 667-3232.

Michigan Worker's Disability Compensation Act

Employee accidents must be reported immediately to the employee's supervisor. If medical treatment is required, employees must have prior approval before visiting an approved medical facility, unless a medical emergency. An employee accident form must be completed to ensure proper handling of the claim. Accident forms are available from a department supervisor. Return to work from an approved worker's compensation medical leave requires certification from the treating physician of "fitness for duty". The fitness for duty certification (slip) must be returned to Human Resources prior to starting work. While an individual is on Worker's Compensation disability leave, the individual's FMLA leave (if any exists) will run concurrently.

When completing a leave slip for absence(s) due to a work-related injury/illness, check the box for illness and check the box for "Related to Workers Compensation". Use of leave time will be in accordance with Workers Compensation Insurance Benefits, provisions of the bargaining unit agreement and/or Board Policy.

Under no circumstances is an employee to transport another employee to the emergency center without approval from the Superintendent or his Designee. The general rule will be that employees are to call 911 for emergency/professional transportation.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Continuation of medical benefits is provided for under the Consolidated Omnibus Budget Reconciliation Act require that the District extend the opportunity to continue medical, prescription drug, and dental coverage to an employee at the time of termination for a period of 18 months from termination. The employee must pay the full premium for the elected coverage.

EMPLOYEE CONDUCT RELATED TO STUDENTS

Child Protection Act

Child abuse is defined as harm or threatened harm to a child's health or welfare, which occurs through non-accidental physical or mental injury including sexual abuse, exploitation, or maltreatment.

Child neglect includes negligent failure to provide adequate food, clothing, shelter, or medical care and placing a child at unreasonable risk to health or welfare to eliminate that risk when able and the risk is known.

All instances of suspected child abuse or neglect must be reported to the Michigan Department of Human Services and/or the Michigan State Police and the reporting employee's supervisor. The reporting person is at no liability if the report of suspected abuse or neglect is filed in "good faith", without bias toward the suspected abuser.

School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to determine or prove that the child has been abused or neglected.

If an employee is reported as being suspected of, or in fact is, abusing a child, an investigation will be conducted immediately and confidentially. Employees found to have engaged in child abuse and/or neglect will be disciplined up to and including termination.

Medication Distribution

Medication of any kind, whether prescription or over-the-counter, will be administered to a student in accordance with district policy. No medication shall be administered without written approval of the student's parent or legal guardian. The administration of authorized medication shall be logged by the building administrator or his/her designee in the school's medical diary which shall be maintained for these purposes and filed for future reference.

A school administrator, teacher or other school employee authorized to do so by the school administrator, may administer medication to a pupil in the presence of another adult employee or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil's parent(s) or guardian(s), and in compliance with, the written instructions of a physician. If the employee is a licensed registered professional nurse, medications may be administered without another adult present. It is recognized that medication will continue to be taken independently by pupils who are competent to do so in their parent's/guardian's judgment without involvement of the schools. Administration of medication cannot be delegated to a substitute employee.

Student Records/Family Education Right to Privacy Act – FERPA

Parents of students or eligible students, who have attained the age of eighteen, have rights under the Family Education Rights and Privacy Act of 1974. In view of this, and to ensure compliance with FERPA, the following is expected of all employees. All personally identifiable information

of a student is to be treated as confidential. The school district will disclose information from a student's record only with the written consent of the parent or eligible student except to school officials who have a legitimate educational interest in the records. A school official is defined in Board Policy.

PERSONNEL PROCEDURES

Changing Personal Data

When there is a change in address, phone number, marital status, number of dependants, etc, a change form must be submitted to the human resources department. Employees who request a name change shall submit a revised copy of their social security card and drivers' license identifying their new name prior to execution of the change form.

If the change involves benefits, forms for this purpose are available in the Business Office and completed forms must be submitted to the Business Office.

District Hours and Hours of Work

Each site has established business hours. Employees will follow the schedule for their department or site unless otherwise directed by their supervisor. Hours may change due to circumstances that may include, but are not limited to, program modification, transportation routing, Acts of God, or other decisions at the program site.

Employees are expected to be at their work site during working hours. When employees must leave their work site, they will notify their supervisor. Any deviation from an employee's regular work schedule should be approved as early as possible, and noted on a time sheet. Employees are required to attend scheduled staff meetings unless excused by their supervisor. Each department will announce the time and place for the meetings as early as possible.

Dress Code

The Board of Education and the administration expect all employees to maintain a professional appearance, good hygiene and appropriate dress to reflect their position within the District. Employees showing good taste in their dress represent a positive example to our students and the community.

Emergency Operations Plan

The Career Center, Special Education, and the Educational Service Center each have Emergency Operations Plans. A copy of the plan is available through department supervision. Included in the plan are the school safety response, the notification procedure for school closing, and the structure to address various levels of threat identified in the school safety legislation and the Michigan School Safety Initiative.

Use of Technology and Internet Access and E-mail

All employees are expected to check their e-mail regularly. District telephones, fax machines, e-mail access, photo copiers, computers, printers, Internet access and other technology are provided to further the district's goals. Those who use technology are expected to use common sense and adhere to the norms of behavior in the school community. Use by a district employee for illegal, immoral, to solicit others to break the law, or for commercial purpose is a violation of administrative rules. Employees who violate these rules are subject to disciplinary action up to and including discharge.

No expectation of privacy exists for employees using these technology systems. The use of electronic information resources is a privilege, not a right. The District "Acceptable Use Policy (AUP)" must be completed and returned to the Associate Director of Technology for approval before computer network access is granted. The District may limit, suspend, or revoke network and/or Internet access. Inappropriate use of these resources may result in disciplinary action up to and including discharge.

Long Distance Telephone Calls

Telephones are maintained for school business. Use of school phones for personal convenience is limited to necessary calls. The employee is responsible for the cost of any personal long distance calls or fax transmissions if abuse is suspected.

Employee Mailboxes

Employee mailboxes are located where practicable. This box is for the employee's school-related mail and communications. All employees are expected to check their mailboxes regularly and will be held accountable for notices and memorandums in their boxes.

US Mail & UPS Shipments

Letters and packages related to an employee's work assignment can be placed in the appropriate location for mailing. District metering devices are not to be used for personal mail. UPS is to be used for school-related material only.

Supplies

Individual departments purchase their own supplies. See the *Business Office Procedures Manual* for the supplied items. The supervisor is responsible for monitoring requests so that expenditures are within budgeted amounts. The purchase of personal items with district funds or use of the district's name to acquire discounts on personal purchases is prohibited.

Facilities and Inventory Management

Protection, care, and maintenance of district property is the responsibility of all district employees. All equipment shall be operated safely, and stored in a safe place when not in use. Procedures for district facilities management are available, and will be reviewed with employees by the supervisor.

Use of District equipment, supplies and materials will be in accordance with District Policy. In no case shall employees be authorized to borrow, remove or utilize District equipment, materials or supplies in connection with any outside employment or any other personal interest. Violations of this policy will result in disciplinary action up to and including discharge and/or the filing of criminal charges. Recognized bargaining units may use District equipment as provided for in the current negotiated master contract.

Expense Reimbursement

It is the district's policy to reimburse employees for reasonable expenditures incurred as a result of required district travel or business in line with the employee's duties and responsibilities. Only necessary and reasonable business expenditures will be reimbursed as outlined in Board Policy, and the companion administrative rules for expense reimbursement. Supervisors are responsible to assure expenses conform to appropriate statutes and regulations, as well as Board Policy. The Expense Report Guidelines and Procedures as well as related forms are located on the BAISD web site.

Public Relations

The official spokesperson for the District is the Superintendent. All official statements will be handled through the Superintendent's Office at the Service Center at 989-667-3273. In the event that the media or other individual or group contacts an employee regarding an issue, employees are required to refer him/her to the Superintendent's Office.

Board Meetings

The location of the regular monthly meeting shall be at the Bay-Arenac ISD, Educational Service Center, 4228 Two Mile Road, Bay City, Michigan, 48706, unless otherwise determined by the Board. Regular monthly meetings are held the third Monday of each month. Work sessions are held the first Monday of each month.

Business Cards

When an employee's position necessitates, he/she may obtain a Business Card Order Form from their immediate supervisor. The form shall be completed by the employee and approved by the employee's immediate supervisor.

BUILDING AND GROUNDS/SECURITY

Parking

Each ISD facility has designated parking areas for the security and safety of employees. Department supervision will inform employees of the parking area they will utilize.

Keys

Office and room keys will be issued to employees when appropriate. Building keys will be issued to administrative personnel only unless otherwise approved by the Superintendent/Designee.

Use of District Vehicles

Vehicles owned by the district are to be used for district business such as field trips, meetings, and to transport students. Employees who drive district vehicles must annually complete and execute a vehicle users agreement and must comply with the district's vehicle use procedures. A copy of the agreement is available through department supervision.

Usually the District vehicle must be reserved for an activity in advance. Request for use of a vehicle must be submitted as soon as possible to the department supervisor prior to the vehicle's use.

Use and Maintenance of Equipment/Facilities

A custodial work order must be submitted to Building Operations for the maintenance and repair of the facility and some equipment. Services provided by Building Operations will include changing light bulbs, cleaning carpets, repair of door handles, etc. Some of the mechanical and/or electronic office machines are covered by maintenance contracts. Employees are to contact their supervisor to determine the procedure to handle their particular need.

SAFETY IN THE WORKPLACE

Reporting Accidents

If an employee is aware of any accident involving a student and/or an employee, it must be reported immediately to their supervisor. An Accident Report Form shall be submitted to the department supervisor within 24 hours.

Hazardous Materials

State, Federal, and school board policy require proper handling of hazardous materials and chemicals. It is imperative, that employees ensure their own safety as well as students and other employees. Employees are to familiarize themselves with the hazardous materials and chemicals in their workspace, how the materials and chemicals pose potential risk, and the procedures to eliminate or reduce exposure. Material Safety Data Sheets are available for review in designated areas of each building.

Bloodborne Pathogens/Body Fluids

The District has adopted an exposure control plan that observes the practice of universal precautions to prevent contact with blood and other potentially infectious materials in body fluids. All human blood and other body fluids are to be treated as if they are known to be infectious.

Disposable latex gloves are to be worn when cleaning up injuries and accidents. These gloves are to be discarded after use with a single individual.

Any surface on which an individual has bled, vomited, urinated, defecated, or wiped their nose, must be cleaned in one of two ways. A mixture of one part bleach to ten parts water may be used or the surface may be sprayed with germicidal foam cleaner, then wiped.

OTHER INFORMATION:

Where To Call With Questions

Employment……. 989-667-3218
Benefits…….…….. 989-667-3251
Payroll…….. 989-667-3256
Substitute Placement……. 989-667-3216

POLICIES

Policy Against Discrimination and Retaliation

The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation, and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Bay-Arenac ISD provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other status protected by federal, state or local law.

Complaint Procedure

Section 1:

If any person believes the Bay-Arenac ISD or any part of the school organization is in some way discriminating on the basis of race, religion, color, sex, age, national origin, handicap or disability, height, weight, marital status or any other status protected by federal, state or local law, in providing instructional opportunities, job placement assistance, employment practices, policies governing student conduct and attendance, or in any other services provided by the Bay-Arenac ISD, he/she may bring forward a complaint which shall be referred to as a grievance, to the Bay-Arenac ISD Civil Rights Coordinator at the following address:

Mr. Dave Sevener, Civil Rights Coordinator
Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706

Those complaints made by any students and/or their parent(s)/guardian(s), and directly related to the activities of the Bay-Arenac ISD Career Center should first be directed to the Career Center Civil Rights Building Coordinator at:

Mr. Mike Rivard, Civil Rights Coordinator
Bay-Arenac ISD Career Center
4155 Monitor Road
Bay City, MI 48706

Complaints regarding disability/handicap discrimination involving educational services, programs and activities should be first directed to the Special Education Director at:

Mr. Randall Schantz, Civil Rights Coordinator
Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706

Section 2:

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with:

- The Bay-Arenac ISD Civil Rights Coordinator for all other complaints of discrimination other than complaints by Career Center students and/or parents/guardians or complaints of disability/handicap discrimination involving educational services, programs, activities.

- The Career Center Civil Rights Building Coordinator in the case of a Career Center student or guardian complaint of discrimination related grievance.

- The Special Education Civil Rights Coordinator in the case of complaints of disability/handicap discrimination involving educational services, programs, activities

These people will, in turn, investigate the complaint and reply with an answer to the complaint within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps.

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the District Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The District Civil Rights Coordinator shall further investigate the matters of grievance and reply in writing to the informal complaint. The District Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the District Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the local Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C., 20201.

Policy Against Workplace Harassment

It is the policy of Bay-Arenac ISD that we will not tolerate harassment or abuse of any kind whether because of any employee's race, religion, color, sex, age, national origin, handicap or disability, height, weight, marital status, or other legally protected status ("harassment") encountered by any of its employees as a result of their employment with Bay-Arenac ISD. This policy applies to all employees or other individuals who represent or serve Bay-Arenac ISD in any capacity.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constitutes harassment and will not be tolerated when:

1. Submission to the conduct or communication is made either in an explicit or an implicit condition of employment;
2. Submission or rejection of the conduct or communication by an individual is used as a factor in an employment decision affecting the harassed employee; or
3. The conduct or communication has a 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; slurs or verbals, graphic or physical conduct related to an individual's protected class; or any display of sexually-explicit pictures, greeting cards, articles, books, photos or cartoons. Any employee or applicant who believes this policy may have been violated shall report the incident to the Superintendent or the Director of Staff & Organizational Development. Bay-Arenac ISD will not permit or tolerate any form of reprisal or retaliation against an employee or applicant reporting any incident of claimed harassment.

Complaints of improper harassment will be promptly and carefully investigated. 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.

Persons with Disabilities

Under Michigan and Federal law, a qualified individual may not be discriminated against in employment because of a disability that can be reasonably accommodated to enable the qualified individual to perform the job. Qualified individuals with disabilities who feel accommodation is needed to perform the essential functions of their job must notify the Director of Staff & Organizational Development in writing of the need for accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed.

Drug Free Schools

Federal law and the District Board of Education, prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school, in school approved vehicles, or at/during any school-related event. Drugs include any alcoholic beverage, non-prescribed drug, or controlled substance. Compliance with this policy is mandatory for all employees. Any employee who violates this policy will be subject to disciplinary action up to and including possible termination.

Smoking and Use of Tobacco Products

No smoking is allowed in any district building. No smoking is allowed on outdoor property (parking lot) until after 6:00 p.m. in designated locations. Employees are not to smoke or use any smokeless tobacco in any District building, any District activity, or in the vicinity of students while involved in employment related activities.

Gaming Activities

It is considered a violation of Michigan State Statutes to operate or participate in any gaming activities including any type of pool whether sports, payroll check, etc., that involves wagering bets. All Bay-Arenac ISD employees are prohibited from operating or participating in illegal gaming activities on District property or during their work hours. This includes gaming activities described above.

Social Security Number Privacy Act

The Board shall ensure that the District will comply with the Social Security Number Privacy Act of 2004 by January 1, 2006. This act requires that employers who use these numbers for any purpose establish a published privacy policy. The purpose of the statute is for the prevention of identity theft; limitation on the use of social security numbers as an identifier when unnecessary. The privacy policy indicates that all persons who obtain one or more social security numbers in the ordinary course of business must create a privacy policy which does all of the following:

Ensures the confidentiality of social security numbers
Prohibits unlawful disclosure
Limits who has access to information or documents that contain social security numbers

Describes how to dispose of documents
Establishes penalties for violation of such privacy

A knowing violation of this statute is a misdemeanor punishable by 93 days or a fine of not more than $1,000.00 or both.

Standards of Conduct

These rules governing personal conduct are intended to promote the orderly and efficient operation of Bay-Arenac ISD, as well as protect the rights of all of our employees. The following conduct is prohibited and will not be tolerated by Bay-Arenac ISD. This list is for illustration purposes only; other types of conduct that may jeopardize the personal safety, security or welfare of Bay-Arenac ISD or its employees may also be prohibited. This list is not intended to modify your at-will employment relationship.

1. Consuming, possessing, reporting to work under the influence of, or working under the influence of "controlled substances" or alcoholic beverages or other narcotics.
2. Theft, deliberate, or careless damage of any property of Bay-Arenac ISD or the property of any employee or student.
3. Deliberate destruction of any property of Bay-Arenac ISD or the property of any employee or student.
4. Unauthorized use of the property, equipment, or facilities of Bay-Arenac ISD.
5. Unauthorized use of telephones for personal use during working hours or use or possession of another employees' personal equipment or possessions without the employee's consent.
6. Removal of any property or records from the premises of Bay-Arenac ISD without permission from management personnel.
7. Insubordination or refusal to obey or willful failure to carry out verbal or written instructions of supervisory personnel.
8. Provoking a fight or fighting during working hours or at any time on the property of Bay-Arenac ISD.
9. Carrying firearms or any other dangerous weapons at any time on our premises without approval of the Superintendent or his/her designee.
10. Engaging in criminal conduct whether or not related to job performance.
11. Falsifying records or revealing confidential information to unauthorized persons.
12. Unlawful discrimination, harassment or retaliation.
13. Failure to observe working schedule, including lunch and rest periods.
14. Abuse of paid sick leave.
15. Failure to provide a physician's certificate when requested or required to do so.

ACKNOWLEDGEMENT OF HANDBOOK

I have received a copy of the Bay-Arenac ISD Handbook. I understand that this handbook is designed to acquaint me with the current personnel policies, procedures, and benefits of Bay-Arenac ISD which govern my employment, and I understand that Bay-Arenac ISD reserves the right to interpret, modify, or eliminate any of these policies, procedures and benefits at any time. I also understand that this Handbook is not a contract or an offer to contract between Bay-Arenac ISD and any employee.

As a recipient of the employee handbook, I understand that I am responsible for knowing its contents and updates. I also understand that I have been given the opportunity to meet with my supervisor to discuss any or all of the information included in this handbook should I request to do so.

_____ **Date:** _____

Employee Name (printed)

_____ **Date:** _____

Employee Signature

_____ **Date:** _____

Administrator