

# NORTH BRANCH AREA SCHOOLS



## Employee Manual

2017 – 2018

# Employee Manual

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# 2017 - 2018

# North Branch Area Schools

# Board of Education

Cory Mabery, President

Daniel Deshetsky, Vice President

Cheryl Howell, Treasurer

Melissa Schank, Secretary

Lori Lane, Trustee

Tom Nellenbach, Trustee

Brenden Miller, Trustee

**North Branch Area School Vision**

**Preparing Every Learner for Success**

Dear Valued Employee:

Welcome back as we look forward to an awesome 2017-2018 school year. You are part of a family of educators which serves more than 2,300 students in our school district. Whether you are in administration, teaching, professional or support staff, your skills and commitment to excellence are critical to the success of our team. North Branch Schools is dedicated to providing the best education possible for our children and **you are the key component to ensuring we meet our goal.**

**Each employee is responsible for reviewing this handbook and adhering to the policies, procedures, rules, and regulations that have been established by the North Branch School Board.** For a complete listing of all North Branch Area Schools Board of Education policies, visit [www.nbbrncos.net](http://www.nbbrncos.net). In the event any portion of this handbook differs from the policies, regulations, and procedures contained in the School Board Policy Manual, **School Board policy shall govern.**

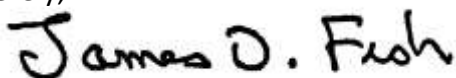
North Branch Area Schools is a family and community oriented organization. As you familiarize yourself with our employee handbook, I would like to share with you Nordstrom's Employee Handbook. Nordstrom has an outstanding reputation for its great customer service and the company shared its employee handbook with ***Business Insider***:

**Nordstrom Employee Handbook:** Our number one goal is to provide outstanding customer service. Set both your personal and professional goals high. We have great confidence in your ability to achieve them, so our employee handbook is very simple. We have only one rule.....

**Use good judgment in all situations.**

Nordstrom hands out a card to each employee with the above statement. As with all companies, they also have a comprehensive policy guide for its employees which is much like our employee handbook. As we embark on a new school year, it is my sincere desire that every employee is **"ALL IN"** and that every decision we make is in the best interest of providing an exemplary education for every student in our district.

Sincerely,

A handwritten signature in black ink that reads "James D. Fish". The signature is written in a cursive, slightly slanted style.

Jim Fish  
Superintendent

# Section I: District

## OUR MISSION

**North Branch Area Schools...preparing every learner for success.**

## BELIEFS

We believe:

- children come first
- each child can learn
- collaboration among parents, children, staff, and the community is essential to school success
- learning is a life-long process
- a safe and caring environment is essential to quality learning
- high expectations lead to an individual's highest achievement
- in creating educational opportunities to meet individual needs
- successful schools continually evaluate and adapt to changing needs
- the responsibility for our children's overall success rests with the entire community

## Basic Facts

Students: Approximately 2,315

Employees: Approximately: 209

Transportation: Approximately 2300 students are transported daily by Dean Transportation with a fleet of 30 buses (12 owned by Dean & 18 owned by NB). Bus transportation is also provided for athletic events, school sponsored programs and field trips.

Cafeteria: Breakfast and lunches are available in every school;

Student/Faculty ratio: 19/1

School Buildings: North Branch Elementary: (Pre-K – 4)  
Ruth Fox Elementary (5-6)  
North Branch Middle School (7-8)  
North Branch High School (9-12)  
Quest High School (11-12)

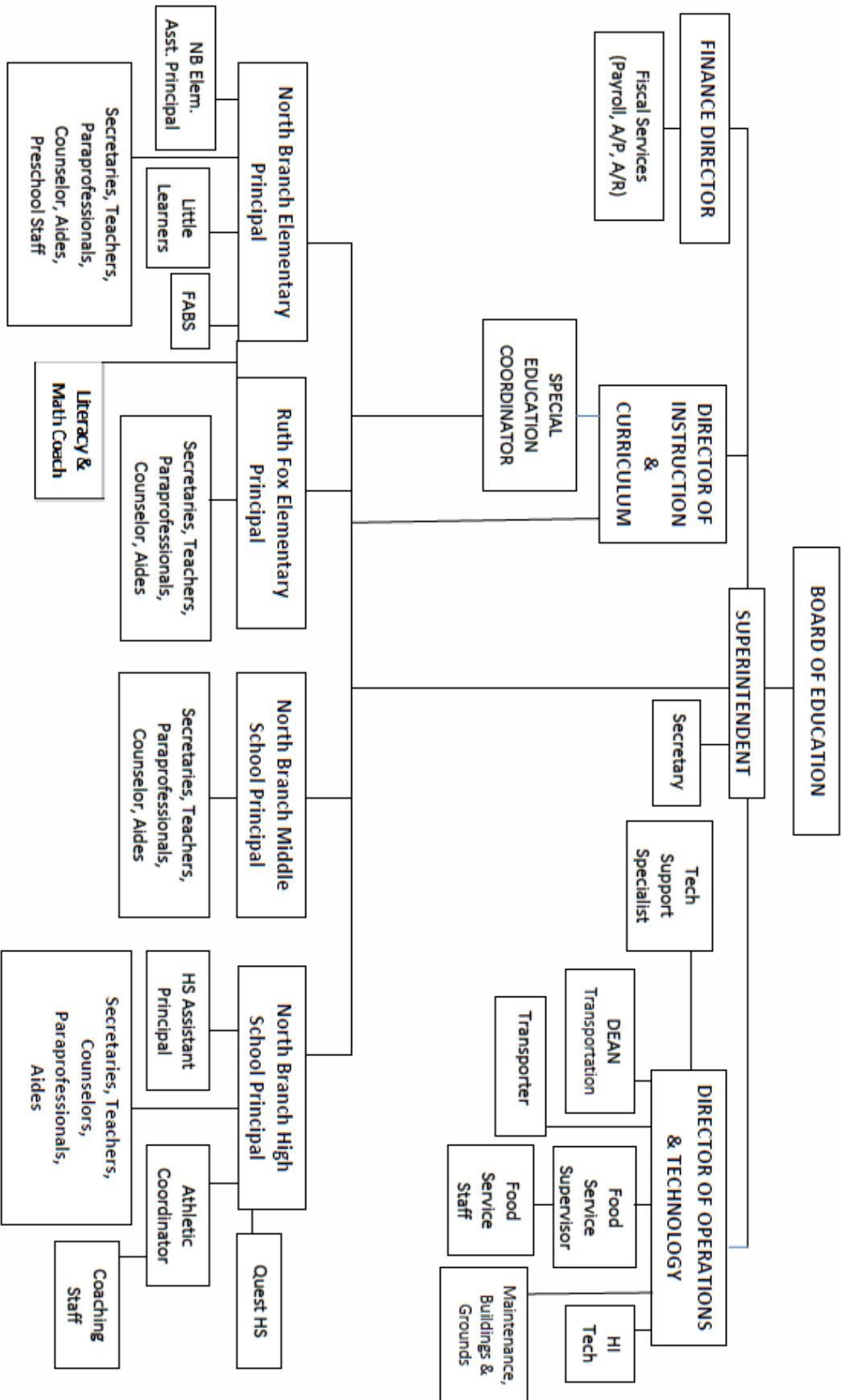
Services are also provided to home schools and other educational entities within the District.

## Organizational Structure

<b>Administration &amp; Central Office</b>	Jim Fish, Superintendent <a href="mailto:jfish@nbbrncos.net">jfish@nbbrncos.net</a>	Ext 2703
810-688-3570	Rhoda Lucia, Superintendent's Secretary <a href="mailto:rlucia@nbbrncos.net">rlucia@nbbrncos.net</a>	Ext 2700
810-452-1005	Cheryl Bruff <a href="mailto:cbruff@nbbrncos.net">cbruff@nbbrncos.net</a>	Ext 2704
	Melissa Montgomery <a href="mailto:mmontgomery@nbbrncos.net">mmontgomery@nbbrncos.net</a>	Ext 2704
810-452-1003	Ronda Beadle, Purchasing & Accounts Payable Coordinator <a href="mailto:rbeadle@nbbrncos.net">rbeadle@nbbrncos.net</a>	Ext 2701
810-452-1004	Marcy Turner, Payroll & Benefits Coordinator <a href="mailto:mturner@nbbrncos.net">mturner@nbbrncos.net</a>	Ext 2702
<b>High School Quest High School</b>	Mark Hiltunen, Principal <a href="mailto:mhiltunen@nbbrncos.net">mhiltunen@nbbrncos.net</a>	Ext 2103
810-688-3001	John Sherman, Assistant Principal <a href="mailto:jsherman@nbbrncos.net">jsherman@nbbrncos.net</a>	Ext 2104
	Mary Campbell, Athletic Coordinator <a href="mailto:mcambbell@nbbrncos.net">mcambbell@nbbrncos.net</a>	Ext 2105
	Amber White, Curriculum Director <a href="mailto:awhite@nbbrncos.net">awhite@nbbrncos.net</a>	Ext 2143
<b>Middle School</b>	Cindy Howe, Principal	Ext 2203
810-688-4431	<a href="mailto:chowe@nbbrncos.net">chowe@nbbrncos.net</a>	
<b>Ruth Fox Elementary</b>	Bill Barkowska, Assistant Principal	Ext 2304
810-688-3284	<a href="mailto:wbarkowska@nbbrncos.net">wbarkowska@nbbrncos.net</a>	
	Teresa Upleger, Special Education Director <a href="mailto:tupleger@nbbrncos.net">tupleger@nbbrncos.net</a>	Ext 2305
<b>N.B. Elementary</b>	Greg Matheson, Principal <a href="mailto:gmatheson@nbbrncos.net">gmatheson@nbbrncos.net</a>	Ext 2503
810-688-3041		
	Danion Terauds, Assistant Principal <a href="mailto:dterauds@nbbrncos.net">dterauds@nbbrncos.net</a>	Ext 2504
<b>Transportation</b>	Mark Britton, Transportation Operations Supervisor <a href="mailto:mbritton@nbbrncos.net">mbritton@nbbrncos.net</a>	Ext. 2603
810-688-3660		
<b>Operations/ Maintenance</b>	Jeff Drayton, Director of Operations & Technology <a href="mailto:jdrayton@nbbrncos.net">jdrayton@nbbrncos.net</a>	Ext. 2708
810-688-3570		
<b>Technology</b>	Mark Brown, Technology Support Coordinator <a href="mailto:mbrown@nbbrncos.net">mbrown@nbbrncos.net</a>	Ext. 2709
810-688-3001		



# NORTH BRANCH AREA SCHOOLS Organizational Chart



4/10/2017

# Superintendent

The Superintendent is employed by the Board of Education to serve as its chief executive officer and educational leader. The Superintendent is charged with carrying out the policies of the Board of Education and directives of the State Department of Education according to the provisions of the General School Laws of the State of Michigan. The administration of instruction and business affairs is the responsibility of the Superintendent. The responsibility for placement and transfer of personnel is vested in the Superintendent on behalf of the Board of Education, as well as the establishment and enforcement of such administrative rules and regulations as may be necessary and/or appropriate. Any employee who has concerns regarding the District that has discussed these matters with their immediate supervisor and/or association leadership with no resolution forthcoming is advised to make an appointment with the Superintendent to ensure that these concerns are heard.

## Statement of Assurance of Compliance with Federal & State Law

The North Branch Area Schools Board of Education complies with all Federal and State laws and regulations prohibiting discrimination and with all requirements and regulations of the District Board of Education. It is the policy of the District Board of Education that no person on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation marital status, or handicap, shall be discriminated against, excluded from participating in, denied the benefits of or otherwise be subjected to discrimination in any program and/or operation.

## *Non-Discrimination*

Inquiries related to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, national origin or sexual orientation, should be directed to:

James D. Fish  
P O Box 3620  
6655 Jefferson Road  
North Branch, MI 48461  
810-688-3570  
[jfish@nbbrncos.net](mailto:jfish@nbbrncos.net)

North Branch Area Schools is an equal opportunity employer. Our hiring practices are based on our ability to recruit and retain individuals that are qualified and/or trainable for the positions in the North Branch Area Schools by virtue of job-related standards of education, training, experience and personal qualifications. The Board of Education of North Branch Area Schools complies with all federal and state laws and regulations prohibiting discrimination, including the requirements of the United States Department of Education and the Michigan State Department of Education. It is the policy of the Board that no person on the basis of race, color, religion, sex, age, national origin, ancestry, height, weight, marital status, familial status, political belief or affiliation, disability, handicap or legally protected classification shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program, employment practice, or activity for which it is responsible or for which it receives federal or state financial assistance.

## ***Title IX of the Education Amendments of 1972***

[4122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY](#)

[3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY](#)

[1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY](#)

### ***Section 504***

[1623 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT](#)

[3123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT](#)

[4123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT](#)

### ***No Drug Use***

[3122.01 - DRUG-FREE WORKPLACE](#)

[4122.01 - DRUG-FREE WORKPLACE](#)

### ***Family Education Right to Privacy Act***

[8330 - STUDENT RECORDS](#)

### ***Bullying and Other Aggressive Behavior***

[5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS](#)

## **Section II: Students**

### **Accident Reports**

If an employee is aware of any accident in which either student(s) and/or employee(s) are involved, or damage is incurred to District property during the work day, they should report this immediately to their immediate supervisor. If that supervisor is not available, the accident should be reported to some other District administrative employee. The accident should be reported within 24 hours using the "Accident Report Form", found under "Useful links for Staff" on the District's home page.

### **5630 - CORPORAL PUNISHMENT**

In March 1992, the Michigan State Legislature amended P.A. 451, 1976, Section 1312, to read in part as follows:

- ..."Corporal Punishment" means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.
- A person employed by or engaged as a volunteer or contractor by a local or intermediate school board shall not inflict corporal punishment upon any pupil under any circumstances.
- A person may use reasonable physical force upon a pupil if necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning.

Specific instances are given in the law under which "reasonable physical force" may be used. These are:

- a) To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
- b) For self-defense or the defense of another.
- c) To prevent a pupil from inflicting harm on himself or herself.
- d) To quell a disturbance that threatens physical injury to any person.
- e) To obtain possession of a weapon or other dangerous object upon or within the control of a pupil

## **5630.01 - STUDENT SECLUSION AND RESTRAINT**

On June 21, 2017 the North Branch Board of Education adopted policy 5630.01 – Student Seclusion and restraint that became a law through Michigan Legislature effective March 29, 2017.

### **RESTORATIVE PRACTICE**

Restorative Practices: The school shall consider using restorative practices as an alternative or in addition to suspension or expulsion (MCL 380.1310c). This district emphasizes restorative in order to decrease the number of suspensions and expulsions.

### **5320 - IMMUNIZATION**

P.A. 368, 1978, requires that a parent, guardian or person in loco parentis applying to have a child registered for the first time in a public school must present to school officials, at the time or registration, or not later than the first day of school, a certificate of immunization or statement of exemption for medical or religious reasons. The exemption form is only available through the Lapeer County Health Department and no longer from any school.

## **Medication**

### **5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE**

Medication of any kind should be administered to a student only with written instructions provided by a physician. No medication shall be administered without written approval of the student's parents or guardians.

Employees bringing personal medication to work are directed to take the greatest care to ensure for its security.

## **Student Records**

All employees are reminded of the following regarding student records:

- All personally identifiable information on a student is to be treated as confidential and not discussed with or shown to people who do not have legitimate access.
- All records are to be returned to the appropriate storage area after use. Records are not to be removed from any building.
- Materials in a student file or used as part of an IEP meeting may not be destroyed without due process. All destruction of records of special education students is done only upon the approval of the Director of Educational Services. No other student records may be destroyed without approval of a department head.
- All releases of information are to be authorized by the appropriate department's director.

## **Reporting Suspected Child Abuse or Neglect**

### **8462 - STUDENT ABUSE AND NEGLECT**

"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, and includes sexual abuse, sexual 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 or failing to eliminate that risk when able to do so and the risk is known.

All instances of suspected child abuse or neglect **MUST** be reported (*see contact information below*) to the Department of Human Services, (i.e., DHS), by the person who feels abuse or neglect has taken place. An oral report must be made within twenty-four (24) hours with a written report filed with DHS on Form DHS3200 within seventy-two (72) hours. A copy of the written report must be given to the building principal as well. All reports of suspected abuse or neglect are to be treated as confidential by the DHS, yet the employee making a referral may be contacted by the Child Protective Services of the DHS for additional information. The DHS does not normally notify the reporting person of the outcome of its investigation.

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.

Employees are to inform their immediate supervisor when filing a DHS report of suspected child abuse or neglect.

If an employee is reported as being suspect of, or in fact is, abusing a child or a disabled adult under the employee's care, an investigation will be conducted by both District and DHS to determine the accuracy of the charges. Each case will be handled confidentially and immediately. Employees found to have engaged in child abuse and/or neglect will be disciplined, up to and including termination.

#### **DEPARTMENT OF HUMAN SERVICES CENTRALIZED INTAKE FOR ABUSE AND NEGLECT**

**Phone: 855-441-3911**

**Fax: 616-977-1154  
616-977-1158  
616-977-8900  
616-977-8050**

**E-mail: DHS-CPS [CIGroup@michigan.gov](mailto:CIGroup@michigan.gov)**

## Section III: Personnel

### **School Safety**

All school staff employed, by the school or district, prior to January 1, 2006, and afterwards, are required to have a criminal history record check conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI) not later than July 1, 2008. This means having your fingerprints scanned electronically and submitted to the MSP. It will be necessary for you to provide your fingerprints after January 1, 2006, even though you may have been previously fingerprinted for employment. In accordance with the legislation, the MSP's new electronic hand-scan system will be fully functional as of January 1, 2006, and prints received on or after that date will be archived and stored electronically.

The new law also requires you, as an employee of the district/school to self-report to your employer and the Michigan Department of Education when you have been arraigned/charged with certain identified crimes. You must do so within three business days of arraignment or you will be guilty of an additional crime. The crimes are listed in MCL 380.1535a. (<http://legislature.mi.gov/doc.aspx?mcl-380-1535a>)

### **Absence/Attendance**

All employees are expected to be in attendance every scheduled work day except in the event of illness or other absence as permitted in their employment contract. All employees are expected to notify their immediate supervisor of a foreseeable absence as far in advance as possible. Any elective time must be scheduled and notification made in advance to your supervisor prior to the event by completing a Personal Day Request form in advance. Personal business days will not normally be granted before or after a holiday recess. Refer to your master contract regarding the number of sick and personal days awarded.

In the event of an unforeseeable absence, the employee must contact the North Branch Area Schools on the date of the absence as follows:

**Teaching staff:** call AESOP [1-800-942-3767](tel:1-800-942-3767) (1-800-94-AESOP)  
or go online to [Aesop](http://aesop.org)

#### **Support Staff – Temporary Assignments:**

Support Staff may be, temporarily, assigned to another position to fill vacancies of other unit employees. Any Support Staff, who would like to be placed on the *Unit Substitute List*, in order to fill such vacancies, must sign up online, on or before September 1<sup>st</sup>, 2017, via the following link:

<http://goo.gl/forms/3DHhB5iu6DpYY7b13>

- a. Each building/department will maintain a list of additional time worked by employees.
- b. Any employee who refuses substitute work, five (5) times within a school year, may be removed from the Substitute List for the remainder of that school year.
- c. Support Staff should refer to their Master Agreement for limitations, compensation and considerations, as it pertains to “temporary assignments”.

#### **Support staff:**

Cooks/ Cashiers Louise Nellenbach 810-688-2832

Paraprofessionals High School: 1) Robin Wilkins 810-688-3001  
Aides 793-2927 (H) or 614-1713(C)

Lunch monitors Middle School: 1) Silina Horne 810-688-4431  
2) Cindy Howe 810-955-3013 (C)

Ruth Fox: 1) Deanna Brusie 688-3284

Elementary: 1) Billie Dhooghe 688-3041  
Before 8:00 AM – leave a message

## Medical Release

When an employee has been away from work due to a medical issue for more than three consecutive days, a medical release from your physician is recommended. This release should include the dates that you have been under his/her care, the date you may return to work, and any restrictions due to your current medical condition.

## Body Fluids

To protect the health of both students and employees, the District has implemented the use of "universal precautions" in handling all exposure or potential exposure to body fluids - urine, feces, menstrual discharge, nasal discharge, vomit, and blood.

Disposable latex gloves are to be worn with diapering, toileting, and/or cleaning students. These gloves are to be discarded after use with a single student.

Any surfaces on which a student is placed for diapering or on which a student has urinated, defecated, vomited, bled, or wiped their nose is to be cleaned in one of two ways. A fresh mixture of ten parts water to one part bleach may be used. This mixture needs to be disposed of at the end of the clean-up. The surface may also be sprayed with germicidal foam cleaner, and then wiped.

Gloves are to be worn when dealing with all types of body fluids. Cleaning and bandaging an injury requires gloves as does changing a student's wet clothes after urination. **When in doubt, wear gloves.**

Food handling gloves are available and should be used by employees and students when food is being handled.

Gloves, spray, and waterless germicidal hand cleaner are available. Follow the regular ordering procedure to secure these items.

## Employee Health and Safety

The health and safety of North Branch Area School employees is an important factor in the success of a conducive educational and work environment. Employees should be mindful of health and safety issues and cautious not to create any dangerous or hazardous conditions in their building or on North Branch Area Schools' property. Employees are required to immediately report any dangerous or hazardous condition to their supervisor. The following processes are in place supporting our commitment to safety:

- **All Employees are required to wear a current, district provided ID badge during the normal school day.**
- **CPR/First Aid/AED** Employees are required to complete an approved CPR/First Aid/AED/Epi Pen Training and maintain current certification. The district will provide classes through the American Heart Association periodically.
- **Hazardous Chemicals**  
MIOSHA Hazardous Communications training is available upon initial employment. North Branch Area Schools has also created a Hazardous Communications Plan to meet the requirements of the Hazard Communication standard of MIOSHA. The training and plan is designed to make employees aware of the hazards of chemicals found in their work environment. A list of hazardous chemicals and Material Safety Data sheets are available for review in the custodial areas of each building.
- **Bloodborne Pathogens**  
At the time of hire, and annually thereafter, employees are required to complete the Bloodborne Pathogens Training. Additionally, North Branch Area Schools provides our employees, at no cost, appropriate personal protective equipment. The purpose of the training is to inform employees of the universal precautions that should be followed in the event of potential exposure to blood and other infectious materials.
- **Hepatitis B**  
All employees are encouraged to get the Hepatitis B vaccine.

## **Employee Involvement in Decision Making**

It shall be the policy of the Board of Education to encourage employee input into the decision making process of the district. Employees may recommend in writing to the Superintendent or their supervisor, policies and regulations for the proper functioning of the district. Employees are encouraged in staff meetings to voice their opinions regarding policies, regulations, or operations recommendations being prepared for the Board of Education's consideration. The administration and Board of Education shall give consideration to all recommendations received although final action and responsibility shall remain with the Board of Education, which holds the vested authority for the operation of the school district.

## **Employment "At-Will"**

In consideration of employment, employees agree to conform to the policies, rules, and regulations of the District. Employment and compensation can be terminated, with or without cause, and without notice, at any time, at the option of either the employer or the employee. With applicable employees, this "at-will" clause is subject to the provision of the employee bargaining unit.

No representative of the District other than the Superintendent, with Board of Education approval, has the authority to enter into an agreement for employment for any specified period of time.

## **Evaluation**

The purpose of an employee evaluation is to review the success and contributions that the employee has made over the prior fiscal year. It is also a time to review the North Branch Area Schools expectations, and communicate any changes or improvements that are required. Employees shall be evaluated by their supervisor on an annual basis or in compliance with collective bargaining and/or individual employment contracts in compliance with state laws. Performance evaluations will be maintained in the Human Resource Department within each employee's Personnel file.

## **Job Descriptions**

Job Descriptions for all District positions are established and revised as job requirements change. Job descriptions are reviewed periodically by the Superintendent or designee who supervises the person(s) holding specific positions. The following format is used for all job descriptions:

- Job Title
- Job Qualifications
- Reports To
- Supervises
- Job Goal
- Performance Responsibilities
- Terms of Employment (salary and work year)
- Evaluation
- Approval Signature(s)



## **Job Qualifications**

All persons employed by the District are expected to meet employment qualifications required by state law and/or by the Board of Education. The Board of Education may adopt standards in excess of the minimum required by the state.

## **Medical Conditions**

**Physical Examinations:** An employee may be required to take a physical and/or mental examination at the district's expense.

## **New Employee Information**

Before the start of work, new employees must make an appointment with the Business Office to fill out necessary payroll information, required government forms, and various assurances that are required by the school district.

## **Outside Employment**

Outside employment which does not interfere with the regular duties of a person employed by the District and which is not in conflict with the professional position of the employee is considered to be a personal matter of that employee. The authority to determine whether such employment is in conflict rests with the Superintendent.

## **Recruitment of Personnel**

The Superintendent is responsible for the recruitment and recommendation of personnel needed to fill positions established and authorized by the Board of Education. Candidates will be recommended to the Board of Education for hiring. All except temporary employees or persons providing ad hoc contracted services must be approved by the Board of Education prior to hiring. Prior to being recommended to the Board of Education, all candidate documentation must be available to the Superintendent.

## **Separation (Exit) Interview**

Separation interviews for all employees leaving the employment of the District must be held with either the employee's immediate supervisor or the Director of Administrative Services or designee. This interview must be held on or before the last day of work. The purpose of the interview is to:

1. Make certain that District equipment is turned in, (i.e., keys, books, grades, etc.),
2. Determine for official record the nature of the termination, (i.e., quit to take another position, moving out of the area, etc.),
3. Determine the date the employee will receive their last pay check and date of the termination of fringe benefits, and,
4. Determine if the employee wishes to continue certain fringe benefits at his/her own expense, (i.e., life insurance, health insurance, etc.),
5. To seek information to improve services to students, parents and community.

## **Sexual Harassment**

**5517 - ANTI-HARASSMENT**

**4362 - ANTI-HARASSMENT**

**3362 - ANTI-HARASSMENT**

**1662 - ANTI-HARASSMENT**

## **Staff Meetings**

Employees are required to attend all staff meetings scheduled for their attendance. Each principal/supervisor will announce the time and place of such meetings. If employees are unable to attend a staff meeting, they must inform their supervisor in advance.

## **Section IV: Work Rules and Procedures**

### **Copying of Materials**

Each employee needing the use of a copy machine may be issued a number that will allow them access to the machine, yet also allow for a monitoring of the employee's use. Inappropriate use will result in appropriate disciplinary actions.

### **Deliveries**

Letters and packages related to an employee's work assignment can be turned in to departmental secretaries for mailing. No personal mail is ever to be metered.

### **Emergency Closing of Buildings/Severe Weather**

The North Branch Board of Education authorizes the Superintendent to make the determination if and when any or all of the school buildings shall be closed due to inclement weather or emergency situations that would warrant the closing of the buildings. Notification will be made to staff should the buildings be closed. Unless notified, all staff is expected to report to work, even in the event of school closing (unless otherwise stated by your collective bargaining agreement).

Closing Announcements will be made via district email, Remind, Edulink and on the following radio stations: **KCQ (98.1), WCRZ (107.9), and WNGS (103.1), WMPC (1230)**

Closing Announcements will be made on the following television stations: **WJRT (TV 12), WNEM (TV 5), and WDIV (TV 4)**

## **Employer/Employee Communication**

Employees are encouraged to take part in the district's school improvement program. Contact your principal/supervisor for more information about joining the school improvement team.

- Staff Meetings: Employees may be required to attend staff meetings. Staff meetings provide an opportunity for sharing of information and ideas that contribute to the overall success of the school district.
- Mailboxes are provided for employees at their worksite. You should check your mailbox daily for information and bulletins concerning job related information and activities throughout the district.
- Bulletin Boards are another method of employer/employee communication. Bulletin boards are used for job vacancy postings, meeting notices, and other union information.
- E-mail: ***Be sure to check your e-mail daily***. This method of communication is used by the entire staff for updates, announcements, and pertinent information. The use of electronic information resources is a privilege, not a right. We must keep in mind a professional code of ethics and confidentiality when communicating with e-mail. All e-mails are considered public information and may be subject to the Freedom of Information Act.

## **Employee Conduct**

All employees should demonstrate professional behaviors that sustain a safe and productive work environment. This includes appropriate behaviors demonstrating respect towards peers, subordinates, and superiors. North Branch Area School employees are viewed both internally and publicly and should at all times make every effort to follow North Branch Area Schools Mission and contribute to the achievement of North Branch Area School's stated goals. Employee actions should support and enforce North Branch Area School Board Policies and administrative policies. Therefore our business practices should be of the highest integrity. If at any time an employee demonstrates acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetence, inefficiency or breaches the terms or conditions of their bargaining unit contract they will be disciplined up to and including termination.

## **Employee Dress**

### **3216 - STAFF DRESS AND GROOMING** **4216 - SUPPORT STAFF DRESS AND GROOMING**

The North Branch Area Schools Board of Education and administration encourage all employees to maintain a professional appearance at all times and dress appropriately to reflect their position within the school district. Employees showing good taste in their dress represent a positive example to the students and the community. In general, shorts and jeans are not acceptable professional attire. Specific days may be set aside as "North Branch Attire" days, during which jeans may be worn.

## Employee Relationship with School District Vendors (Gifts)

### 4214 - STAFF GIFTS

### 3214 - STAFF GIFTS

Employees are to never accept any gifts or services of any kind for themselves, family member and/or friend(s) from school district vendors. Doing so could result in appropriate disciplinary actions. All employees are prohibited from accepting personal gifts from vendors, sales persons, or other such representatives. This includes services, event tickets, or products. Any gifts that are offered should be refused or directed to administration where it can be evaluated for North Branch Area Schools use or disposal.

## Extended Sick Leaves

### 3430.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

### 1630.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

### 4430.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

Extended sick leaves will be based upon the following considerations:

1. Past absenteeism record of the employee,
2. Length of service with District,
3. The impact of the absence of the employee on the job performed,
4. The availability of qualified temporary personnel to replace the absent employee,
5. Where applicable, provisions of the Master Agreement, and,
6. Any other relevant facts.

Requests for extended sick leave shall be submitted in writing to the Superintendent and signed by the employee's physician. Such leaves shall begin at the time when an employee's accumulated paid sick days have been exhausted. Such requests must be submitted prior to when accumulated sick leave has been exhausted. Upon return to work from an extended leave, the employee shall be assigned to the position held prior to the extended leave if the position still exists or to a similar position if one is available. If no similar position is available, the employee could be laid off.

Failure of an employee to return within the time limits established by the Board of Education, at the time of the approval of the extended leave of absence, shall be considered a de facto resignation and result in termination of employment. These procedures are intended in no way to negate existing Master Agreements or supersede applicable laws and regulations.

## Field Trips

### 2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

### 8640 - TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

### 5341 - EMERGENCY MEDICAL AUTHORIZATION

Field trips may be allowed for classes depending on the funds available and administrative approval. Requests for field trips must be submitted to the employee's immediate supervisor at least four, (4), weeks in advance of the desired day of the trip. Any proposed field trip must facilitate the fulfilling of stated educational goals of the class/course of study.

Field trips should not be discussed with students until after consulting/reviewing the proposed field trip with the teacher's supervisor.

**Consider the following mandatory:** *A student is not to participate in a field trip, unless the employee directly responsible for the trip holds a permission slip for the minor student, or that developmentally disabled adult student, signed and dated by their parent or guardian. If there is no signed permission slip for a minor student, or a developmentally disabled adult student, who has an appointed guardian. The student will not participate in the field trip and an alternative educational opportunity must be provided.*

An appropriate number of chaperons must be secured for any field trip.

## **Funeral Leave**

Members of a recognized bargaining unit should refer to their master agreement. Employees that are not members of a recognized bargaining unit should refer to their employment contract.

## **Internet Usage**

[7540.04 - STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY](#)

[7540.08 - PERSONAL INTERNET ACCOUNT PRIVACY - STAFF](#)

[7542 - ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONAL COMMUNICATION DEVICES](#)

[7540.01 - TECHNOLOGY PRIVACY](#)

The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action, including the possibility of termination and/or referral to legal authorities. The District may limit, suspend, or revoke network and/or Internet access.

## **Jury Duty and Court Appearances**

Any employee of the District will be allowed absences when called to serve on a jury or when subpoenaed as a witness for a legal proceeding. When the jury duty or court appearance involves a member of the bargaining unit, the provisions of the Master Agreement will be met. With all other employees, pay will be on a per diem or pro-rata per diem, the difference between the amount received for jury duty or as a subpoenaed witness and their regular per diem pay.

## **Keys**

Office and room keys will be issued to all personnel when appropriate. Building keys/fobs will be issued to appropriate personnel. Keys are provided to employees for doors, desks, storage/file cabinets, etc. as necessary for job function. Keys are housed and tracked by the Operations department. Keys/fobs are required to be returned to North Branch Area Schools upon separation. North Branch Area Schools' keys are not to be duplicated. Specific buildings may have additional policies relative to key procedures. If employees have a need for the use of other than their issued keys, arrangements should be made with their immediate supervisor. For security reasons, employees must report any missing keys/fobs to their supervisor no later than the day after the keys appear to be missing.

## **Email, Mail and Official Notices**

Every employee has a district provided email account which must be checked at least daily. There is a mail box in the office of each building for each employee. This box is for the employee's mail and school communications. All employees are expected to check their mail boxes regularly and will be held accountable for notices and memorandums placed in their boxes.

## **Maintenance of Building and Equipment**

Employees concerned with building maintenance and/or equipment maintenance should complete a Maintenance Request through **School Dude**, the district's online reporting system (access the link through the District website under "Useful Links for Staff").

## **Media Coverage**

The official spokesperson for the District is the Superintendent.

Yet, employees are encouraged to work with their immediate supervisor to secure any media coverage believed to be appropriate. Employees are not to provide any news release or information related to their work assignment to the media without the prior approval of their immediate supervisor.

The District publishes its newsletter, "School Talk", during the school year. The purpose of the newsletter is to provide citizens throughout the county with information regarding District operations, its students, and related events.

## **Office Supplies**

Individual departments purchase their own office supplies i.e.: pens, paper, file folders, and business reply envelopes.

## **Other Leaves**

Other leaves with or without pay are strictly at the discretion of the Board of Education. Application for such leave shall be made in writing to the Superintendent.

## **Payroll /Benefits**

Paychecks are issued electronically twice per month on the 8<sup>th</sup> and 23<sup>rd</sup>. Before the beginning of each school year employees have the option of choosing 20 pays or 24 pays for the year. When the payday falls on Saturday or Sunday checks will be electronically distributed on Friday.

## **Political Office**

North Branch Area School employees who intend to become candidates for political office must 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 North Branch Area Schools.

## **Posting and Advertisements**

Employees are prohibited from posting signs or other advertisements on North Branch Area Schools' property; including grounds, equipment, building or walls. This provision does not apply to the educational use of classroom or Kitchen/lounge bulletin boards in accordance with building procedures or otherwise permitted under a collective bargaining agreement.

# Professional Development

North Branch Area Schools encourages professional development for all employees wishing to participate in approved, job related instruction. To identify what opportunities are available to you in your current role you should meet with your supervisor/director to discuss. The District will schedule and coordinate professional development activities and in-services for teachers and other employees as required by law.

The State of Michigan Department of Education requires that all teachers participate in at least five days of professional development per year. A record must be maintained of each activity including SCECHs and hours logged. It is required that you keep this log at the Michigan Online Educator Certification System (MOECS) <https://mdoe.state.mi.us/MOECS/Login.aspx> and report it annually to your building principal.

**[Beginning Teacher's Annual Record of Professional Development](#)** (for all probationary teachers)

**[Experienced Teacher's Annual Record of Professional Development](#)** (for principals)

**Helpful DPPD Links:**

**[Logging DPPD hours into MOECS](#)**

**[District Provided Professional Development Instructions for Professional Certificate Renewal](#)**

District staff are encouraged to design professional development experiences which:

1. Serve the purpose of increasing student learning
2. Align with your school improvement plan
3. Are planned, ongoing, and intensive
4. Are supported in some way by the school or district, such as through released time or cost.

Professional development that is being counted as instructional time as allowed by Michigan Compiled Law (MCL) Section 388.1701 Section 101(10), may only occur when students are not already receiving instruction.

If the professional development activity is to be reported for certificate renewal, documentation will be needed to support the information provided on the District Provided Professional Development Record for Certificate Renewal (TE-2900-27 ADDENDUM).

<b>Examples of Activities</b>	<b>Does it Qualify as Professional Development Under Section 1526?</b> (professional development days for new teachers)	<b>Does it Qualify as Professional Development Under Section 1527?</b> (professional development days for all teachers)
Orientation Experiences (such as district and building orientation)	Yes (if you can respond affirmatively to the above four guiding points)	No

<b>Examples of Activities</b>	<b>Does it Qualify as Professional Development Under Section 1526?</b> (professional development days for new teachers)	<b>Does it Qualify as Professional Development Under Section 1527?</b> (professional development days for all teachers)
Curriculum Development Meetings, School Improvement Committees	Yes (if you can respond affirmatively to the above four guiding points)	Yes (if you can respond affirmatively to the above four guiding points)
Professional Learning Communities, Study Groups, Action Research, Study of Student Work, Lesson Study	Yes (if you can respond affirmatively to the above four guiding points)	Yes (if you can respond affirmatively to the above four guiding points)
University or College Class	Yes (if the district pays for it or otherwise supports it, and if it is relevant to the classroom needs of the new teacher)	Yes (if the district pays for it or otherwise supports it, and you can respond affirmatively to the above four guiding points)
Mentoring of the New Teacher	Yes (if you can respond affirmatively to the above four guiding points; should be documented to show growth)	Maybe (if new knowledge is gained by veteran teacher, who can respond affirmatively to above four guiding points, while providing formal mentoring)
Instructional Technology	Yes (if it leads to new knowledge about using technology-enhanced methods and strategies to enhance student learning)	Yes (if it leads to new knowledge about using technology-enhanced methods and strategies to enhance student learning)
Sessions Dedicated to Qualifying for North Central Association or MDE Accreditation	Yes (if you can respond affirmatively to the above four guiding points and it is addressed in an Individualized Development Plan)	Yes (if you can respond affirmatively to the above four guiding points)



<b>Examples of Activities</b>	<b>Does it Qualify as Professional Development Under Section 1526?</b> (professional development days for new teachers)	<b>Does it Qualify as Professional Development Under Section 1527?</b> (professional development days for all teachers)
Conferences/ Workshops <ul style="list-style-type: none"> <li>• At an On-site Location</li>   <li>• At an Off-site Location</li> </ul>	Yes (if the district pays for it or otherwise supports it, and you can respond affirmatively to the above four guiding points, unless it already is being counted under 1527)	Yes (if the district pays for it or otherwise supports it, and you can respond affirmatively to the above 4 guiding pts)
	Yes (if it is relevant to the new teachers' classroom needs, unless it is already being counted under 1527)	Yes (if the district pays for it or otherwise supports it, and you can respond affirmatively to the above 4 guiding pts)
Online Learning Experiences (including courses focusing on curriculum content and /or pedagogy)	Yes (if the district pays for it or otherwise supports it, and if it is relevant to the classroom needs of the new teacher)	Yes (if the district pays for it or otherwise supports it, and you can respond affirmatively to the above 4 guiding pts)
Student Teacher Supervision	N/A (Teachers in their first three years in the teaching profession usually do not serve in this role.)	Maybe (if it leads to new knowledge for the supervising teacher, who can respond affirmatively to the above 4 guiding pts)
Staff Meetings	No (unless the primary purpose of the meeting is about student learning, instructional strategies or curriculum content)	No (unless the primary purpose of the meeting is about student learning, instructional strategies or curriculum content)
Parent-Teacher Conferences or Back to School Night	No	No
Athletic Coaching Clinics	No	No
Records Day		

For information on MCL 380.1526, Induction and Mentoring, contact Dr. Sarah-Kate LaVan at: 517/373-7861 or [LaVanS@michigan.gov](mailto:LaVanS@michigan.gov)

For information about MCL 380.1527 or MCL 388.1701 Section 101(10), Professional Development, contact Ms. Donna L. Hamilton at: 517/241-4546 or [HamiltonD3@michigan.gov](mailto:HamiltonD3@michigan.gov)

## Resignations

North Branch Area School employees may resign their positions by providing their supervisor/director/principal written notice at least two weeks prior to leaving North Branch Area Schools. Once a resignation is tendered to the Board through its Superintendent or designee, and has been accepted, that resignation shall be considered final unless its withdrawal is approved by the Board. Except as otherwise provided in a collective bargaining agreement; termination of employment with North Branch Area Schools by resignation or in any other manner shall constitute forfeiture the rights to continuing tenure or seniority previously acquired and such action shall become part of the employees personnel record. Failure to provide notice or resignation may result in documentation within the employee personnel record of abandonment of job.

## Retirement

North Branch Area Schools participates in the Michigan Public School Employees Retirement System. Employees are enrolled in this program at the time of hire. The office of Retirement Services (ORS) administers this program with the oversight of a twelve-member board. As a member of this retirement plan you are eligible for one of the best public pensions around. You are also eligible for the Michigan Public School Employees Retirement System Office of Retirement Services Tax Deferred Payment Program which allows North Branch Area School employees to purchase additional service, credit and/or repay a refund with tax deferred dollars through a payroll deduction agreement. Complete information on this can be found at: [www.michigan.gov/ors](http://www.michigan.gov/ors).

The Michigan Public Schools Employees Retirement System is a statewide retirement plan for all full-time, part-time, teaching and non-teaching public school employees. Employees must go to the State of Michigan ORS website (below) and Login to manage your personal retirement account. Employees who have not registered at the site are strongly urged to do so as soon as possible.



Your personal retirement information is available to you through your MI Account. If you have not registered please set up your account using the links below.

[www.michigan.gov/ors](http://www.michigan.gov/ors)

FIRST WORKED BEFORE 7/1/2010

[www.mipensionplus.org](http://www.mipensionplus.org)

FIRST WORKED AFTER 7/1/2010

## **Security System**

North Branch Area Schools' buildings are equipped with an electronic security system. Any unauthorized entrance into the building(s) during unscheduled hours will cause the alarm to sound and contact made to the Village Police Department and Lapeer County Sheriff Department. Unauthorized individuals entering the building will face disciplinary action up to and including termination. They will also be responsible for all costs associated with the entry.

## **Sick Leave**

In the event of an illness that requires you to be away from the work place it is necessary that you immediately notify your supervisor, or their designee, as soon as possible on the date of the absence, but no later than 7:00 a.m. (secondary) and 8:00 a.m. (elementary). Any employee who must leave after the start of a workday must first notify his or her supervisor or designee. Each employee is required to outline to their supervisor any work task or project that will need completion. If appropriate, instruction and materials should be provided by the employee to their supervisor. All employees who are absent due to sickness are required to complete and provide to their supervisor a 'Leave Request/Absence Form' (a copy of this form is available on the NBAS website). This form should be completed prior to or immediately upon one's return, as appropriate. In the event that you are personally unable to complete the form, a form will be completed on your behalf.

After an employee has missed three consecutive days of work a doctor's slip may be requested. Contact should be made to your supervisor on the third day and the North Branch Area Schools Business Office should be notified so 'Family Medical Leave Act' paperwork can be initiated, if appropriate. Long term illness and sick time wages are governed by each individual bargaining unit agreement. Please refer to your agreement for more detail. Advance scheduling of elective medical treatment should be done at least one month prior to your time away from the workplace. A confidential meeting with the Business Office can be scheduled so appropriate paperwork can be completed. Please contact the Business Office to arrange.

## **Service of Office Equipment**

Some of the mechanical, technical, and/or electronic office machines are covered by maintenance contracts. If an employee has such a machine and that machine needs service, the employee should see their immediate supervisor. If a photo-copier breaks down, notify your immediate supervisor. If a machine needs service and is not covered by a maintenance agreement and is necessary to the district's operation, the regular purchasing process, (i.e., use of requisition and purchase order), must be followed.

## **Smoking and the Use of Smokeless Tobacco**

No smoking is allowed in any District buildings. 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.

## **Tax Sheltered Annuities**

The North Branch Area Schools has a 403 and a 457 Annuity Plan, which allows employees to invest pre-tax dollars with an investment company selected by the employee by way of a payroll deduction agreement. Employees are responsible for their own investments and compliance with the applicable IRS rules and regulations. For further information or copies of a payroll deduction agreement, please contact the Payroll & Benefits Coordinator.

## **Teaching Supplies**

Each instructional portion of the District operation has certain amounts budgeted for teaching supplies and equipment. A teacher desiring supplies should complete an online requisition form and advance the form to their immediate supervisor for approval. After the supervisor's approval, the requisition is advanced to the appropriate Director and the Business Office for approval. *No payment will be made for any item unless these procedures are followed.*

The requisition should describe the item, its cost, and where it can be obtained. The supervisor is responsible for monitoring requests so that expenditures are within budgeted amounts. Therefore, employees cannot assume that every request for a purchase will be approved.

## **Telephone and Long Distance Phone Calls**

Telephones are maintained for school business. Use of school phones for personal convenience of employees is limited to necessary calls. The employee is responsible for the cost of any necessary long distance calls made.

## **Tours and Visitors**

Due to the nature of our business, and that our facilities are available to outside entities for seminars, conferences and educational programs, it is common to have visitors in our buildings. In order to increase public awareness and support for North Branch Area School programs, we encourage tours of our District facilities by the public. Employees are asked to be helpful and receptive to all visitors. As a courtesy all tours are to be scheduled and notice provided to staff in advance.

# **Travel and Conference Expense Guidelines**

## **Mileage**

When preparing conference and expense statement it is okay to estimate mileage, but when reporting actual expense employee should use one of the two following methods: (1) preferred method: actual mileage from odometer, (2) research and print driving directions from an Internet based website such as [www.mapquest.com](http://www.mapquest.com). All calculations for mileage reimbursement, whether it is for daily travel or conference, travel must meet IRS rules. In order to be reimbursed for mileage and related expenses, all travel must be documented on the Employee Expense forms. Mileage will be calculated using the lesser miles from home or work if you are starting your trip from home. Appropriate record keeping for mileage reimbursement should be discussed with your supervisor.

## **Room**

In the state of Michigan, sales tax does not apply to room reservations (school business). If the district has paid a deposit or made payment in full on your behalf, it is your obligation to be sure that the hotel does not charge sales tax upon your departure. The school is still liable for convention tax, hotel tax, etc. (usually an amount equal to or greater than sales tax depending on hotel and city/county). If you do not ensure that sales tax is withheld or deducted from the hotel bill, the amount will be deducted from your reimbursement.

## **Registration**

Registration is pretty straightforward and uncomplicated. If you plan in advance, the Business Office may pay registration fees in advance. If you do not plan in advance, you will need to prepay registration with personal credit card or check. If you have prior approval and supply the proper documentation, you will then be reimbursed.

## **Other**

To ensure that the expense will be reimbursed, get receipt(s), whenever possible and practical. With regard to parking, many hotels offer self-parking and valet parking. In some cases there is a charge for both self and valet parking, and valet is generally greater. If given a choice between self and valet parking, choose self. This would fall in line with “an actual and necessary” expense.

# Use of Technology

Phones/E-Mail    Photo-Copiers    Computers/Printers/iPads    Internet

District telephones, e-mail access, photo-copiers, computers, printers, Internet access, and any other matter of technology are for educational use and related support activities. Matters of technology are not for personal use except in case of emergency or essential personal business. Except for emergency, students are not to use matters of technology except to an educational or educational related reason. **Employees who misuse matters of technology or use matters of technology for personal affairs unrelated to their work assignments will face appropriate disciplinary actions.**

## Technology Resources

The North Branch Area Schools Technology/IT Department controls access to the North Branch Area School technology resources, including employee use of the Internet and other on-line computer services for business and educational purposes. North Branch Area Schools has adopted regulations and procedures for obtaining access and regulating the use thereof. This access is a privilege to employees and if used inappropriately can be withheld. Prior to obtaining a password or accessing the Internet North Branch Area Schools employees are required to electronically sign an 'Appropriate Use Agreement' each year.

## [7540.04](#)    **Staff Network and Internet Acceptable Use and Safety**

Once access has been granted, at no time should you share your password or allow another user access under your sign on/password. Failure to abide by these regulations or inappropriate use of North Branch Area Schools' computer resources will result in disciplinary action, up to and including termination of employment.

## Working Day

Members of a recognized bargaining unit should refer to their master agreement.

Generally, for hourly employees, the length of the working day is described in their approved job description and/or their letter of employment. If neither of these is the case, the immediate supervisor will direct the employee regarding the working day.

Hours may change due circumstances that include, but are not limited to, program modification, transportation routing, program site moves, etc.

## Work Station/Work Site

All employees are expected to be at their work station or work site during working hours. When employees must leave their work stations or site, there must be notification provided to the immediate supervisor. Any deviation from an employee's regular work schedule should be approved by their immediate supervisor as early as possible.

# **Section V: Policies**

**1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

**3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

**4122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

**1422.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

**3122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

**4122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

**1613 - STUDENT SUPERVISION AND WELFARE**

**3213 - STUDENT SUPERVISION AND WELFARE**

**4213 - STUDENT SUPERVISION AND WELFARE**

**3362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

**4362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

**1630.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")**

**3430.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")**

**4430.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")**

**3437.01 - MILITARY LEAVE**

**4437.01 - MILITARY LEAVE**

**5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE**

**5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

**6700 - FAIR LABOR STANDARDS ACT (FLSA)**

**7440 - FACILITY SECURITY**

**7540 - COMPUTER TECHNOLOGY AND NETWORKS**

**7540.01 - TECHNOLOGY PRIVACY**

**7540.02 - DISTRICT WEB PAGE**

**7540.04 - STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

**7540.05 - ELECTRONIC MAIL**

**7540.08 - PERSONAL INTERNET ACCOUNT PRIVACY - STAFF**

**7542 - ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONAL COMMUNICATION DEVICES**

**7545 - ELECTRONIC COMMUNICATIONS**

**8510 - WELLNESS**



Form 7540.04  
**North Branch Area Schools**  
**Staff Network and Internet Acceptable Use and Safety Agreement**

Adm/Supervisors, Teachers & Secretaries: **Due August 24, 2017** via  
<http://nbbrncos.mi.safeschools.com/login>

All others: **Due September 1, 2017** via <http://nbbrncos.mi.safeschools.com/login>

To access e-mail and/or the Internet at school, staff members must electronically sign this form via SafeSchools.com

Use of the Internet is a privilege, not a right. The board of Education's Internet connection is provided for business and educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures, which protect against (block/filter) Internet access to visual displays/depictions of materials that are obscene, constitute child pornography, or are harmful to minors.

The Board also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate or harmful to minors. The superintendent or network systems manager may disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members accessing the Internet through the Board's computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board reserves the right, at any time, to access, monitor, review and inspect any directories, files or messages residing on or sent using the Boards computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

I have read and agree to abide by the **Staff Network and Internet Acceptable Use and Safety Policy** and guidelines. I understand that any violation of the terms and conditions set forth in the policy is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

**Staff member's electronic signature (per Policy 6107) at**

**<http://nbbrncos.mi.safeschools.com/login>**

The superintendent is responsible for determining what is unauthorized or inappropriate use. The superintendent may revoke or suspend access to the network/Internet of individuals who violate the Board's **Staff Network and Internet Acceptable Use and Safety Policy** and related guidelines and take such other disciplinary action as is appropriate pursuant to the applicable State law and/or board policy.

# North Branch Area Schools 2017-2018 Employee Manual

This employee manual has been prepared for your information and understanding of the policies, philosophies, practices and benefits of North Branch Area Schools. Please read it carefully. The employee manual was emailed to every employee on August 23, 2017 and can also be located on the District's website under the "Useful Links for Staff" tab. It will be reviewed at individual building meetings throughout the week of August 29, 2017. Upon completion of your review of this manual, electronically sign (per Policy 6107) the statement below at <http://nbbrncos.mi.safeschools.com/login> (by August 24, 2017 for administrators/supervisors/non-represented staff, teachers and secretaries) and by September 1, 2017 for all other employees).

I, have received and read a copy of the 2017-2018 North Branch Area Schools Employee Manual which outlines the goals, policies, benefits and expectations of North Branch Area Schools, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this manual. By my electronic signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Manual provided to me by North Branch Area Schools. I understand this manual is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of North Branch Area Schools.

I understand that the North Branch Area Schools Employee Manual is not a contract of employment and should not be deemed as such.

<http://nbbrncos.mi.safeschools.com/login>

(Employee electronic signature)

Adm/Supervisors, Teachers & Secretaries: **Due August 24, 2017** via  
<http://nbbrncos.mi.safeschools.com/login>

All others: **Due September 1, 2017** via <http://nbbrncos.mi.safeschools.com/login>