



GODFREY-LEE
PUBLIC SCHOOLS

Godfrey-Lee Public Schools Employee Handbook

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Welcome



Board of Education & Central Administration

Board of Education

Name	Position	Term End Date
Eric Mockerman	President	12/31/2024
David Blok	Vice President	12/31/2020
Tammy Schafer	Secretary	12/31/2020
Lynn Velthouse	Treasurer	12/31/2022
Robert Baker	Trustee	12/31/2020
Jackie Hernandez	Trustee	12/31/2024
Josephine Coleman	Trustee	12/31/2022

Central Administration

Kevin Polston.....Superintendent
Carol Lautenbach.....Assistant Superintendent for Teaching & Learning Design
Mark ProvostExecutive Director of Finance & HR
Jessica Crampton.....Executive Director of Student Services
Adrienne Rose.....Director of Technology & Information Services

Administrative Services Office

Godfrey-Lee Public Schools
1324 Burton Street SW
Wyoming, Michigan 49509
Phone: 616.241.4722
Fax: 616.241.4707

Board of Education Meetings

Regular Meetings

Meetings are held monthly at the Godfrey-Lee Administration building located at 1324 Burton Street SW. A schedule of meetings is available on our website at <http://www.godfrey-lee.org/board-of-education.html>. We encourage our parents, staff, and community partners to join and participate at our Board meetings.

Board meeting agendas and minutes are available on the district website under Board of Education or at the link provided above. Public Notice of meetings are posted at the Administration Building at least 18 hours before a Board meeting.

How to Participate

If you wish to address the Board during its public meeting, you may do so during the Public Comment section of the agenda. Please sign in prior to the meeting. Each individual will have up to three minutes to address the board.

How to Write the Board

Letters from community residents and staff members may be addressed to the Board of Education and mailed to the Administrative Office at: Godfrey-Lee Public Schools, 1324 Burton Street SW, Wyoming, Michigan 49509. Letters may be addressed individually or collectively, and they will be distributed to Board members.

Mission Statement & Core Values

Be You. Be Connected. Be Brilliant!

CRITICAL CONCEPTS

- Growth Mindset
- Family and Community Engagement
- Guaranteed and Viable Curriculum
- Meaningful Learning
- Data Driven
- Collective Beliefs
- Servant Leadership

GLPS VALUES

*Community
Human Centered
Equity
Excellence
Relationships*

OVERARCHING DISTRICT INITIATIVES

- District Wide Systems
- Culturally Responsive Practices
- Design Aligned K-12 Curriculum based on 6-C's
- Prioritized Resource Allocation
- Culture of Collaboration
- Opportunities based on Emphathy

OUR PROMISE

Godfrey-Lee Public Schools, together with students, families, and community partners, designs equitable learning experiences so that each individual grows academically, civically, emotionally and socially to thrive in a global society.



Terms of Employment

Terms and conditions of employment are contained in an employee's individual contract, applicable collective bargaining agreement (CBA) or conditions of employment. Unless provided otherwise in the contract, CBA or conditions of employment, Godfrey-Lee Public Schools has an "at-will" relationship with its employees. An employee is free to terminate his or her employment with Godfrey-Lee Public Schools with or without cause and with or without notice. Likewise, Godfrey-Lee Public Schools retains a similar right to terminate the employment of any employee with or without cause and with or without notice.

School District Sites and Phone Directory

Early Childhood Center

961 Joosten Street SW
Wyoming, MI 49509
(616) 452-8703
Peter Geerling, Principal

Godfrey Elementary

1920 Godfrey Street SW
Wyoming, MI 49509
(616) 243-0533
Andrew Steketee, Principal

Lee Middle and High School

1335 Lee Street SW
Wyoming, MI 49509
(616) 452-3296
Candy VanBuskirk, Principal (LHS)
Jim Jensen, Principal (LMS)

East Lee Campus

982 Lee Street SW
Wyoming, MI 49509
(616) 241-2661
Candy VanBuskirk, Principal

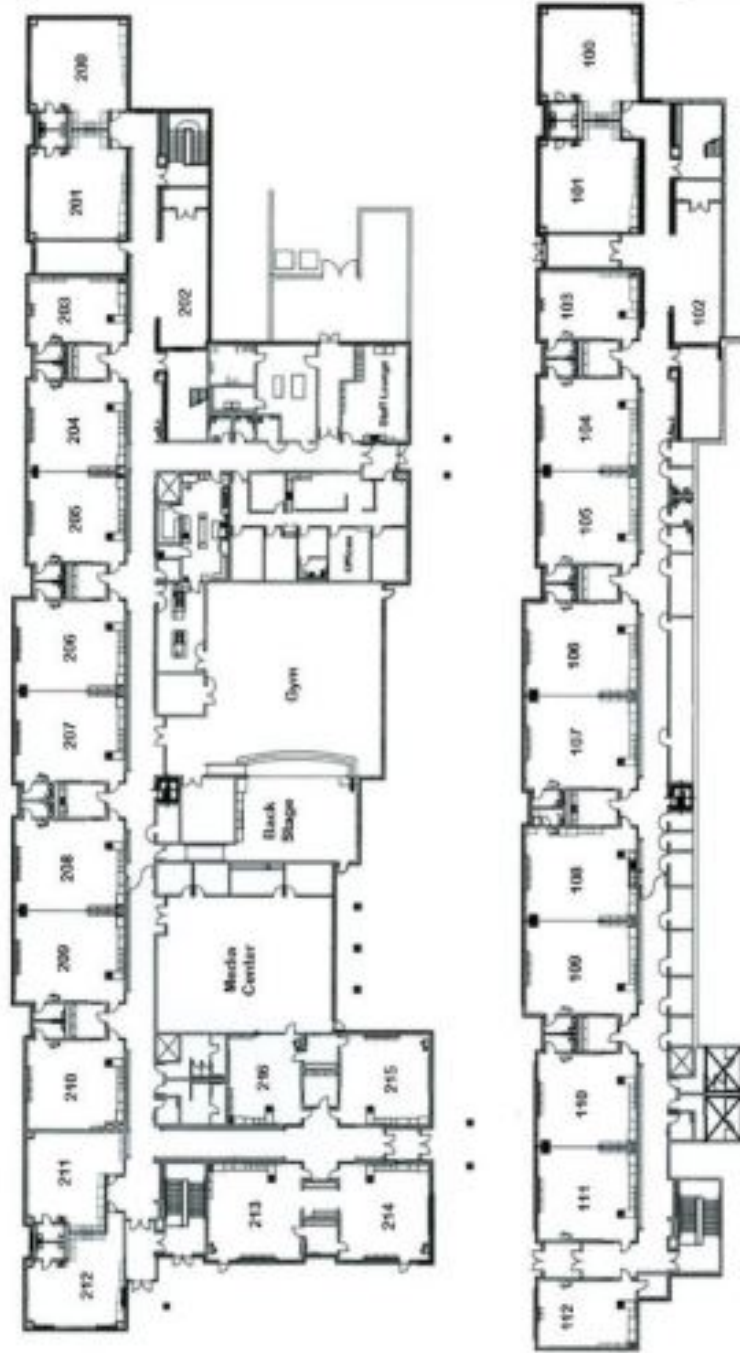
Building Hours

Building	Start	Dismissal	½ Day Dismissal
Early Childhood Center	8:10 AM	3:10 PM	12:10 PM
Godfrey Elementary	8:00 AM	3:00 PM	12:00 PM
Lee Middle & High School	7:50 AM	2:50 PM	11:50 AM
East Lee Campus	9:00 AM	2:50 PM	7:50 AM – 11:50 AM

Building Maps

Early Childhood Center

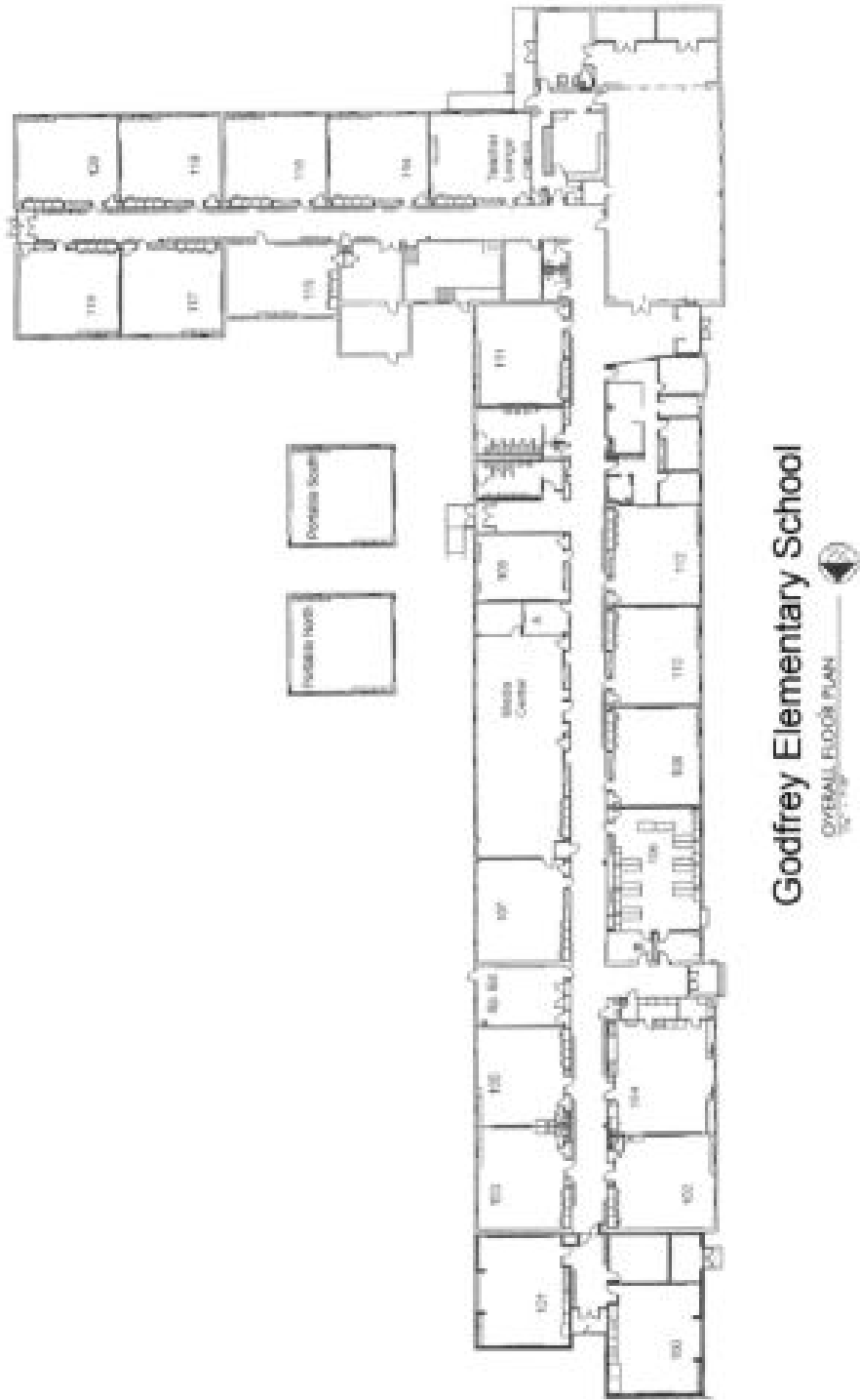
Early Childhood Center, 961 Joosten SW, Wyoming 49509



Early Childhood Center

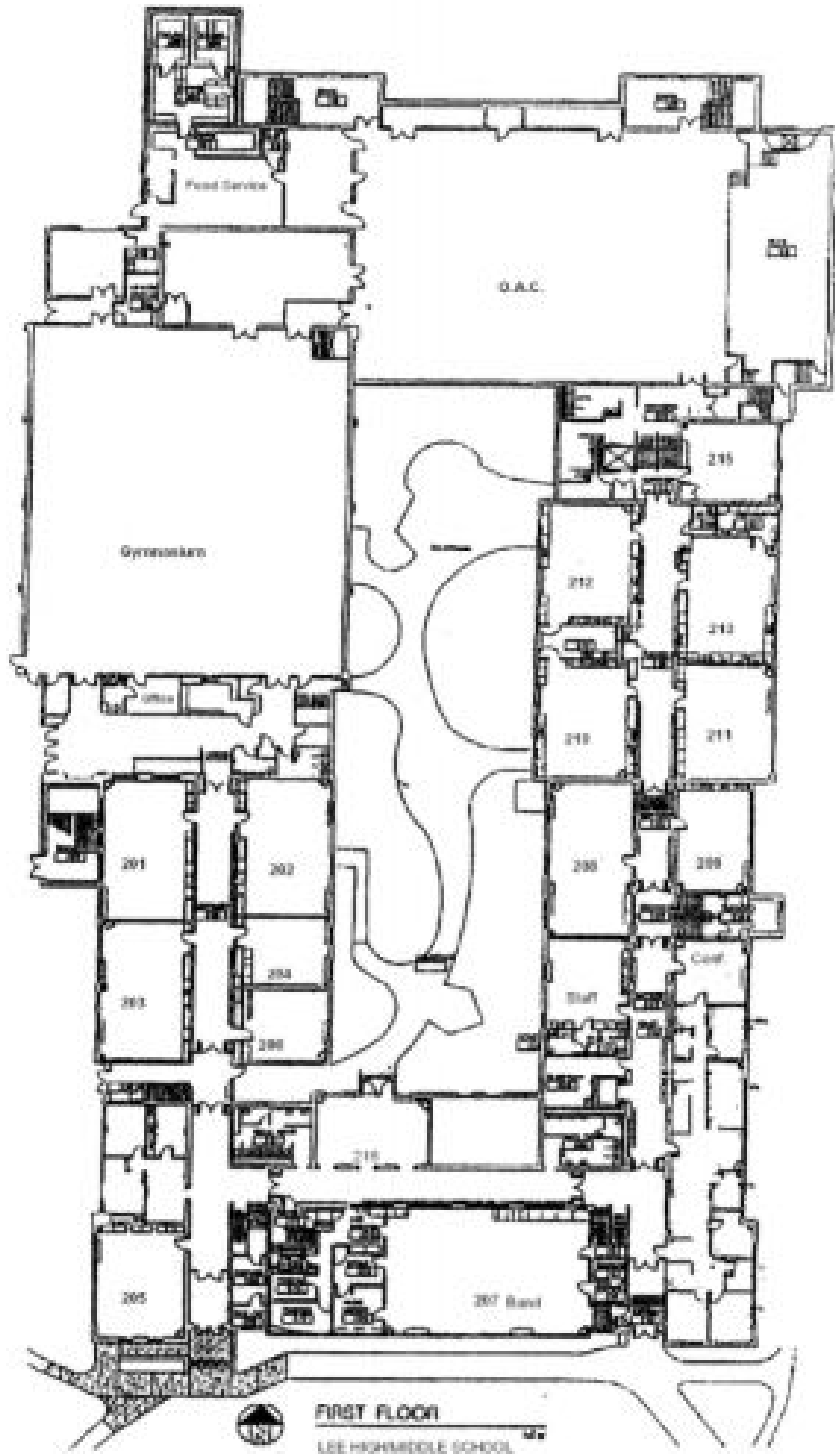
Godfrey Elementary

Godfrey Elementary, 1920 Godfrey St. SW, Wyoming 49509



Lee Middle & High School

Lee High/Middle School, 1335 Lee St. SW, Wyoming 49509

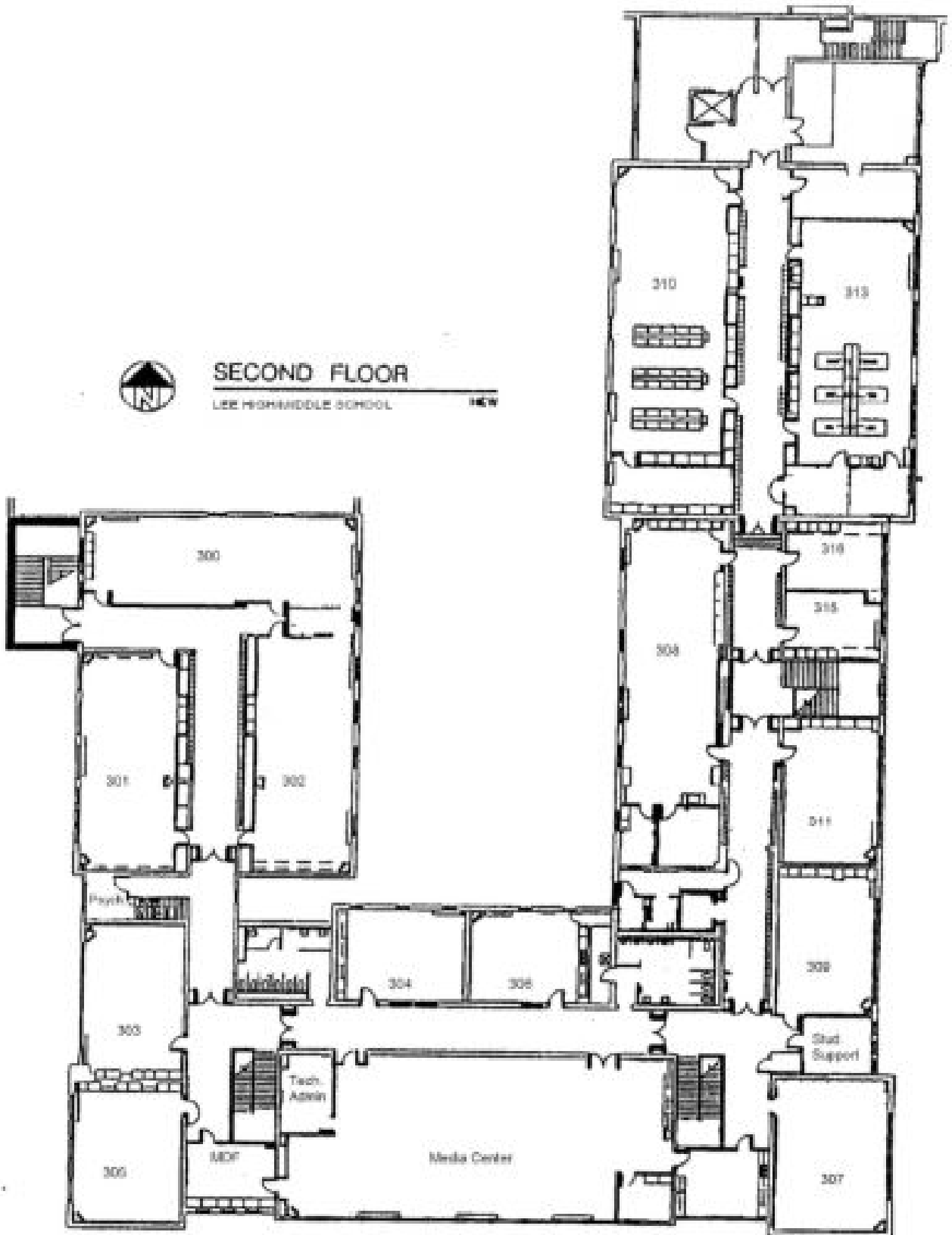




SECOND FLOOR

LEE HIGHMIDDLE SCHOOL

1879

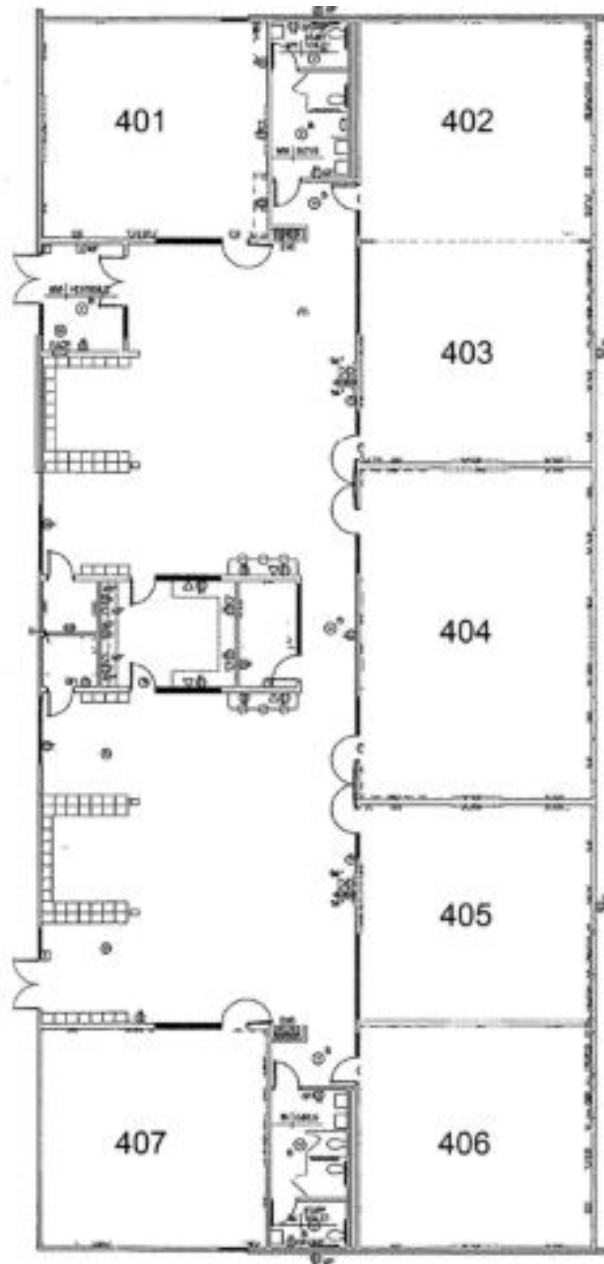





GROUND FLOOR
LEE HIGH MIDDLE SCHOOL

NEW

6th Grade Campus

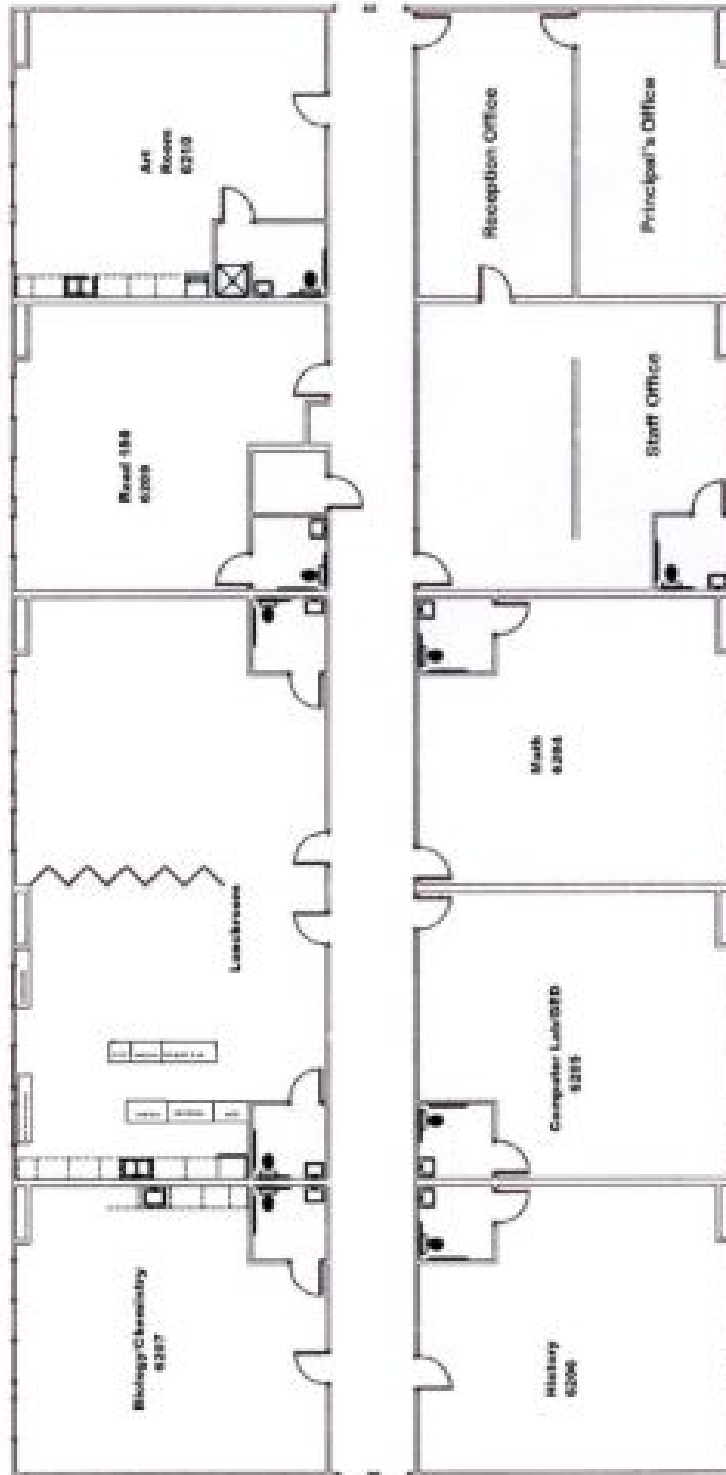


 Sixth Grade Campus
SCALE: 1/4" = 1'-0"

Sixth Grade Campus, 1335 Lee St. SW, Wyoming 49509

East Lee Campus

East Lee Campus, 982 Lee St. SW, Wyoming 49509



School Calendar

School District:		Godfrey-Lee Public Schools					School Year:		2020-21																																																																																																																																							
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Color Key	
	No Instruction*
	Prof Dev/No Instr (PD)
	Room Prep**
	Regular Day Schedule (Regular)
	ER - Staff Report (ERS)
	Early Release - PD (ERF)
	Early Release - Staff Do Not Report (ERNS)
	MP End Date (11-20, 3-5, 6-4)

*Two records days are to be completed outside of contracted days.

**Room prep is the equivalent of one day (6 hours) and can be completed between August 10 and August 21. This replaces what was previously called "Flex Time".

***Nine hours of professional development are flexible and will be completed outside of contract time. The district will provide professional learning opportunities to meet this requirement.

****New Teacher Orientation on August 11 and 12

Note: Partial days are counted as full-day, enter as 1

Summary-Total Scheduled Days	
Regular Daily Schedule	158
ER - Staff Report	4
Early Release	8
Professional Dev	3
Early Release - Staff Do Not Report	8
Room Prep	1
Total Scheduled Days	182

Staff Information



Notice of Nondiscrimination

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, gender, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop implementation regulations for the reporting, investigation and resolution of complaints or discrimination or harassment.

All inquiries concerning the District's implementation of its non-discrimination policy may be referred to the appropriate compliance officer as listed below:

Title IX Coordinators:

Assistant Finance Director/HR Coordinator
Marcus Bradstreet
1324 Burton St. SW
Wyoming, MI 49509
616-241-4722 x5330
mbradstreet@godfrey-lee.org

Assistant Athletic Director
John Cain
1335 Lee Street SW
Wyoming, MI 49509
616-292-5623 x4322
jcain@godfrey-lee.org

See Policy 4122: NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

Sexual Harassment

Godfrey Lee Public Schools is committed to providing equal opportunity for all staff and Board of Education members and creating an environment which is without sexual harassment, as defined by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct or communication of a sexual nature. In the employment and educational context, such actions are prohibited when:

1. Submission to such conduct is made an expressed or implied condition of obtaining employment or educational benefit.
2. Submission to or rejection of such conduct is used as a basis for decisions affecting the employment or educational benefit of the individual who submits or rejects; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive working or learning environment. Examples of such conduct might include: off-color language, jokes, cartoons, or nicknames, propositions, repeated unwanted social invitations, gestures, touching, sexually oriented posters, suggestive or insulting sounds.

Behavior by any individual that results in the sexual harassment of a staff member or a Board of Education member will not be tolerated. Such conduct may result in disciplinary actions including verbal or written warnings, suspension without pay, or more severe discipline including immediate discharge or removal from office. Students who engage in sexual harassment of staff or Board of Education members are subject to discipline, including suspension or expulsion per the Student Code of Conduct.

Each individual has a special responsibility to assure the success of the District's commitment and to take positive steps to comply with equal employment policies. Any individual who engages in sexual harassment or who fails to comply with the equal employment policies of the District is acting without authority and outside the scope of his or her responsibilities.

If an individual has reason to believe that he or she has been subjected to discrimination in the form of sexual harassment, or that such exists, it shall be reported immediately to the Executive Director of Finance, HR & Administration @ 1324 Burton Street SW, Wyoming MI 49509. As an alternative, an individual may report such discrimination to the superintendent.

Payroll



Pay Periods

District employees will be paid bi-weekly on Fridays and according to the District payroll schedule. Your pay will be for a two-week period ending the prior Friday. Payroll questions may be directed to the Payroll Department. Holiday schedules may result in a variation of pay dates.

Direct Deposit

Direct deposits will be made to any bank or credit union. If an employee does not have a bank account, a printed paycheck will be provided by the District.

A copy of the paycheck stub will be made available electronically via Rebel Net through the School Finance Web tile

Pay Adjustments

Employees covered by a collective bargaining agreement

The pay rates and salary schedules for employees covered by a collective bargaining agreement (CBA) are contained within the applicable CBA.

Employees not covered by a collective bargaining agreement

The District evaluates salaries and pay ranges each year. Increases, however, are not guaranteed. Any changes must be approved by the Board of Education.

Garnishments

Under Michigan law, an employee's wages may not be garnished unless the creditor has obtained a legal judgment from a court. Federal law limits the amount that creditors can obtain through the garnishment of wages. Godfrey-Lee Public Schools may not discipline or discharge employees because their wages have been garnished.

The District must comply with all writs of garnishment it receives. An employee will be notified at the time garnishments are made. Information about the garnishment will be held in confidence.

Tax Sheltered Accounts

Godfrey-Lee Public Schools offers all employees the opportunity to participate in a Tax Sheltered Annuity (TSA) program, whereby your pay can be reduced by a deduction amount you elect, and this amount will be free from federal and state income taxes until it is withdrawn by you at a future date.

There are annual *calendar* year limitations for the maximum amount of TSA you may elect before you incur taxable income and possibly penalties. Please discuss any limitations to which you may be subject with the TSA carrier representative.

The technicalities of the TSA program and the performance of the 5 carriers we offer depends largely on your personal financial circumstances and your view of the companies. For a list of our carriers, please see the list below:

Legend Group

Rep: Robert Bernhardt
Email: RBernhardt@M3Advisor.com
Ph: (248) 543-3400

MEA Financial

Rep: Paul Cummings
Email: PCummings@mea.org
Ph: (616) 897-3053

Plan Member

Rep: Tim Irwin
Email: tim@williams-co.com
Ph: (616) 257-7221

Valic

Rep: Corey Baker
Email: Corey.Baker@valic.com
Ph: 800-892-5558 Ext. 89075

GLP & Associates

Rep: Scott Byrne
Email: sbyrne@glpwins.com
Ph: (616) 272-3524

Work Place Environment



Confidentiality

In the course of your employment, you may have access to private information about our students, parents, community members and other employees. This information must be kept confidential. If you are uncertain about whether information is confidential, check with your supervisor before discussing it with anyone. For further information regarding this topic, please reference board policy 8350.

Relations with Students, Parents, Community Members & Other Employees

Our students are our primary customers. Parents and community members are also our customers; fellow employees are considered our internal customers. When dealing with a customer, always be courteous, polite and patient. Occasionally, a situation may arise that is unique. In such cases, inform the customer that you will contact your supervisor and get back to him or her promptly.

Drug-Free Workplace

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event. Furthermore, the Superintendent shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

A staff member convicted of a drug violation in the workplace will be subject to disciplinary action in accordance with state and federal statutes, applicable labor contracts and the District's policies and procedures, and/or be required to satisfactorily participate in a substance abuse assistance or rehabilitation program. Disciplinary action may result in penalties up to, and including, discharge.

For more guidance and information related to this topic, please reference board policy 3122.01/4122.01.

Tobacco-Free Workplace

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use of tobacco products by professional staff members in District buildings, on District property (owned or leased), on District buses, and at any District-related event.

For more guidance and information related to this topic, please reference board policy 3215/4215/7434.

Weapons-Free Workplace

The Board of Education prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapon, ammunition, and explosives or any other weapons described in 18 U.S.C. 921.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

For more guidance and information related to this topic, please reference board policy 1217/3217/4217.

Anti-Bullying

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment,

prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For more guidance and information related to this topic, please reference board policy 1662/3362/4362.

Employment Records



Personnel Files

State law governs the maintenance and disclosure of employee personnel files. The *Bullard-Plawecki Employee Right to Know Act*, 1978 PA 397, defines what constitutes a personnel record, limits its use, provides for employee review, and restricts its disclosure to third parties.

You have a right to examine your personnel file or to obtain a copy of your file upon a written request to the Assistant Superintendent for Human Resources and Labor Relations. If you wish to examine your file, you may do so during normal office hours by calling and pre-arranging a time. All procedures, including payment for copies, are in accordance with the Bullard-Plawecki Right to Know Act.

Social Security Number Confidentiality

It is the policy of Godfrey Lee Public Schools to comply with the Social Security Number Privacy Act which restricts certain uses of social security numbers and is designed to combat identity theft.

Administration is authorized to establish regulations to implement this policy. It is the purpose of this policy to ensure that:

1. The confidentiality of social security numbers is maintained to the extent practicable;
2. The unlawful disclosure of social security numbers is prohibited;
3. Access to information or documents containing social security numbers is limited; and
4. Documents containing social security numbers are disposed of properly.

Persons who violate this policy, or the rules that implement it, may be subject to disciplinary action up to and including suspension or expulsion for students and termination for employees.

Employee Safety & Health



Work Related Accidents & Injuries

EMPLOYEE'S REPORT OF INJURY

PERSONAL INFORMATION

NAME		CLAIM #	
ADDRESS		HOME PHONE	CELL PHONE
Gender: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
DATE OF BIRTH		SOCIAL SECURITY NUMBER	
OCCUPATION		EMPLOYER	DEPARTMENT
EMPLOYER ADDRESS			
NUMBER OF DAYS PER WEEK		NUMBER OF HOURS PER DAY	NORMAL DAYS OFF
LENGTH OF EMPLOYMENT		WAGES (HOURLY RATE OF PAY)	

INJURY INFORMATION

DATE OF INJURY	TIME	DATE INJURY REPORTED
Accident reported to:		By (name):
Who witnessed accident (name & address for each person listed)?		
Describe fully how injury happened (continue on back if necessary):		
What part(s) of your body was injured?		
Did you stop work as a result of your accident? <input type="checkbox"/> YES <input type="checkbox"/> NO When:		
Was your pay continued during any part of your disability? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If so, for what period?		Last day for which you were paid?
If not working, date you expect to return to work?		If you did return to work, list date?
From whom did you receive first medical treatment (list date)?		
Are you still under medical treatment?		How often do you receive treatment?
NAME OF DOCTOR	ADDRESS	PHONE

SIGNATURE

SIGNATURE _____ DATE _____ CLAIM # _____

In the event an employee is injured in a work-related accident or receives a work-related injury, the employee must follow the procedures outlined below:

1. Immediately report the injury/accident to the supervisor. If the supervisor is not available the injury/accident should be reported to another supervisor or to the benefits coordinator in the Human Resources Department.
2. An Employee Accident Report form is to be completed in its entirety and requires the employee's signature in his/her own handwriting. Following completion, the form is to be submitted to the employee's supervisor within five (5) working days following the injury/accident.
3. If medical treatment is needed, authorization for treatment must be obtained from the Human Resources Department. You must then report to the authorized district medical clinic:

Spectrum Health Occupational Clinics

6105 Wilson Ave SW – Grandville

3350 Broadmoor Ave SE – Grand Rapids

After Hours

1840 Wealthy ST – Grand Rapids

This initial treatment and follow-up exams must be obtained at the authorized district medical clinic for the first twenty eight (28) days following the injury/accident. If, during the first twenty eight days, treatment is obtained from a health care provider other than the authorized medical clinic, the employee may be responsible for any charges incurred.

4. Employees must have his/her health care provider complete the Physician's Release to Return to Work form, indicating the diagnosis, current treatment, follow-up treatment and the length of time the employee is expected to be off work. It is to the employee's advantage that all items of concern related to the injury/accident be in writing.
5. Workers' Compensation benefits will be paid according to the state of Michigan Workers' Disability Compensation Act and, if applicable, the master agreement between the employee's bargaining unit and the Godfrey Lee Public Schools Board of Education.

Employee injuries are to be treated in a serious manner regardless of observable severity.

Leave of Absence



Vacation, Leave Days, & Leaves of Absences

Godfrey Lee Public Schools provides leave days and paid vacation days for eligible regular and full-time employees. Employees should refer to their collective bargaining agreement, individual contract or conditions of employment to determine how such vacation and leave days may be utilized.

Use of Personal Days:

Personal days may not be used for extended vacations. Accordingly, personal days cannot be utilized on a day immediately before or after a holiday, vacation or beginning or end of the school year. Leave days must be requested in advance and are subject to the approval of the supervisor.

Family and Medical Leave

In accordance with the Family and Medical Leave Act (FMLA), eligible employees will be provided with up to twelve weeks of unpaid leave each year for family medical or personal medical purposes. Employees who have worked at least 12 months and have accumulated at least 1,250 hours during the preceding 12 months are eligible for FMLA leave. Eligible employees may request FMLA unpaid leave of absence for up to 12 weeks for the following reasons:

- the birth of a child to the employee
- the 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 qualifying serious health condition
- a qualifying serious health condition that makes the employee unable to perform his/her job duties
- for qualifying exigencies related to the foreign deployment of a military member who is the employees spouse, child or parent
- An eligible employee who is a covered service member's spouse, child or parent or next of kin, may also take up to 26 weeks of FMLA Leave in a single 12 month period to care for the service member with a serious injury or illness

The request for the leave must be in writing and should be presented to the Executive Director of Finance, Human Resources and Administration at least 30 days in advance of the requested departure date, when applicable. Employees requesting the leave for health reasons must provide medical certification of the need for the leave and the probable duration of the leave.

Employees are required on commencing the FMLA leave, simultaneously, to take any paid leave

days for which they are eligible in accordance with collective bargaining agreements, contracts and conditions of employment. If an employee is on leave due to disability or workers' compensation, the leave will be credited against the employee's FMLA leave entitlement.

Godfrey Lee Public Schools 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/she may be required to repay the insurance premiums paid by the District on behalf of the employee during the leave.

Family Medical Leave Act Overview

A. What is FMLA

1. FMLA is 12 weeks of **unpaid, job-protected leave**
2. FMLA can run concurrently with leaves provided by the employer
3. "Rolling" 12 month period measured backward from the date of any FMLA usage

B. When are employees entitled to FMLA?

1. The employer is a "covered employer" – 50+ total employees
2. The employee is a "covered employee"
 - a. Has worked for the employer for at least 1 year
 - b. Has worked for the employer for at least 1250 hours in past 12 months

Note – The employee must be told of ineligibility within **2 business days** of when the Employer received notice of the need for leave. Otherwise the employee is deemed eligible.

C. Qualifying reasons for FMLA leave

1. Employee's own serious health condition that makes him/her unable to perform their job.
2. Employee's care needed for a spouse, child or parent with a serious health condition
3. Caring for newly born or newly placed child
4. Caring for a covered servicemember with a serious injury or illness

Note – "Serious Health Condition"

1. Inpatient Care
2. Incapacity of more than 3 consecutive days, plus 2 treatments by a HCP (Health Care Provider).
3. Incapacity of more than 3 consecutive days, plus 1 treatment by HCP and regimen of continuing treatment
4. Prenatal care or incapacity due to pregnancy
5. Chronic Condition
6. Permanent/Long-term incapacity
7. Conditions requiring multiple treatments that would result in incapacity without medical treatment

D. Employee Responsibilities

1. 30-day advanced notice when able/practical
2. Provide sufficient information to determine whether FMLA may apply
3. First time qualifying event – Employee doesn't need to specifically request FMLA leave to receive FMLA leave.

E. FMLA doesn't cover

1. Childcare/Daycare problems
2. Care for in-laws, grandparents, siblings, aunts & uncles, significant others
3. Care for adult children unless they are incapable of self care
4. Minor problems such as routine dental problems or the common cold/flu

Note – The employee **does not** have to mention the FMLA to provide notice of a need for FMLA leave. The employee need only give enough information to put the employer on notice that the employee may be eligible.

Examples: An employee

1. Calls in sick for more than 2 days
2. Is admitted overnight into a hospital
3. Repeatedly misses work for the same health condition
4. Misses work to care for a spouse, parent or child
5. Tells you that she is pregnant
6. Tells you that he/she has a permanent or long-term condition such as cancer or Alzheimer's

Godfrey Lee Public Schools FMLA Questions

1. Why is this important?

The Family Medical Leave Act is Federal Law. We do not have a choice as to whether we do or do not follow the guidelines.

2. How do I know which employees I need to notify you about?

You need to send notification on all employees. We will determine whether or not the employee qualifies for FMLA at the Administration Office. As strange as it sounds, not notifying an employee that they are ineligible can make them eligible.

3. How much time off constitutes FMLA Leave?

The Federal government allows an employer to use whatever increments they deduct leave time in. At Godfrey Lee we use ¼ (.25) day as the smallest amount to deduct leave time. To start/qualify for FMLA, we follow the Personal Illness or Disability portion of the contracts of anything more than 2 consecutive days. Both the contract and FMLA can require a doctor's statement.

4. Who do I notify?

Call or send an e-mail to Teresa Neeb at the Administration Office as soon as you know an employee may be out for FMLA. We only have 2 days from the time the employee notifies you. If Teresa is not available, please contact Roxanne Claxton.

5. What is FMLA?

*FMLA is 12 weeks of **unpaid**, job-protected leave. I stress the unpaid portion of this sentence because a lot of employees do not realize this. While FMLA leave is unpaid, any employer paid insurance they have will continue for the extent of the FMLA leave. (If the employee is/ was paying for a portion of that insurance, they would still be liable for any portion of that payment during the FMLA leave.)*

6. How does this fit in with our contracted leave/leave day policies?

FMLA isn't in addition to the benefits already provided by Godfrey Lee Public Schools. It is a baseline of protection/coverage that applies to all "Covered Employers/Employees" in the United States. If the benefit received at Godfrey Lee is better than the 12 weeks of FMLA coverage, the benefit received will take precedent. The FMLA Leave will run concurrently (at the same time) with the benefit provided by Godfrey Lee.

7. What if an employee doesn't know 30 days ahead of time that he/she will need FMLA Leave?

There are always exceptions to the rule. Please inform the Administration Office as soon as you know someone will be out for more than 2 days. Sometimes, this may be on the 3rd day they are out. We will follow up with the needed paperwork.

8. Can FMLA Leave be held and added on to the end of a leave to extend the leave time period?

No. The purpose of FMLA Leave was not to add additional benefits to those employees who already have coverage. It was to provide "a 12 week period" of job protected leave. Because FMLA leave will run at the same time with regular leave; it will fill in any gaps that may occur if regular leave time runs out. Example: You need 12 weeks of leave, but you only have 8 weeks of leave time. You would use all of your 8 weeks of paid leave, have 4 weeks of unpaid leave and use a total of 12 weeks FMLA leave.

9. What are the consequences of not reporting FMLA?

As with all things involving the Federal Government, if you don't do as they request, there will be penalties assessed. If employees are not reported within the 2 day guidelines, non-eligible employees may become eligible and eligible employees will receive an extension of leave time. Both of these circumstances can result in an increase of employer paid insurance cost.

Professional Considerations



Attendance

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

You are expected to report to work on time and be prepared to start work at your regular scheduled starting time. You are also expected to remain at work through the end of your schedule except for regularly scheduled breaks or authorized leaves.

It is important, that when you may be absent or late in your arrival, you notify your supervisor as soon as possible before you are expected to arrive to work but no later than one hour before your normal scheduled starting time. (If your building or department has specific reporting requirements, please follow these requirements). In all cases where you may be absent or tardy, you must provide your supervisor with an explanation. Whenever possible, you must also inform you supervisor of when you will arrive or return to work. Absent extenuating circumstances, you must call in on any day you are scheduled to report and will not be able to report.

Excessive absenteeism, whether excused or not, is not acceptable. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis.

If you fail to report to work without any notification to your supervisor for a period of three days or more, we will consider that you have voluntarily terminated your employment.

Dress Code

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

Use of District Facilities

Any organization or individual desiring to use District facilities shall complete an application form and submit it to the Director of Operations for approval.

The Director of Operations shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities on the basis of Board policy.

Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.

The District reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

If You Have a Questions or Concerns



Open Door Policy

It is the school District's desire to provide good working conditions and maintain harmonious working relationships among employees, as well as between employees and management. In order to correct any work-related problems, we must be fully informed about them. You are encouraged to discuss concerns or suggestions with your supervisor. If the supervisor cannot adequately address the situation, you are encouraged to discuss the problem with his/her supervisor, the applicable manager, director, assistant superintendent, on up to the superintendent.

If you are covered by a collective bargaining agreement (CBA), please refer to the applicable grievance procedure contained in the CBA.

If You Leave Our Employment



Resignation Procedures

As a matter of courtesy, employees who desire to leave Godfrey-Lee Public Schools are expected to give at least 14 calendar days notice in writing. An employee shall be paid earned salary to the date of which employment terminates. Employees whose employment is terminated by the school district, and resigning employees who give the requested notice, will be paid for accumulated but unused vacation. Resigning employees who fail to give the requested notice may not be paid accumulated vacation. Terminating employees will not receive pay in lieu of time off for accumulated, unused sick or personal time unless this benefit is provided by a collective bargaining agreement or conditions of employment, and the employee provides the required notice of termination.

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

Resignation Procedures

1. Employee should submit a written resignation to be placed in his/her personnel file.
2. The employee must return all office keys, security cards, computer, credit cards and other property of the District. Please see your building or district administrator for further details.

Acknowledgement of Handbook



Acknowledgment Signoff

Acknowledgment

I acknowledge that I have received and agree to read this Handbook.

Printed: _____

Signature: _____

Date: _____