

# **GODFREY-LEE PUBLIC SCHOOLS**

## **PERSONNEL POLICY HANDBOOK FOR NON-UNION SUPPORT STAFF:**



**Administrative Assistant  
Community Education Support Staff  
ELC Secretary  
Accountant  
Payroll/Employee Benefit Specialist  
Technology Technicians  
Other Support Staff**

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## **INTRODUCTION**

Welcome to the growing family of people working together at the Godfrey-Lee Public Schools (GLPS). We are happy to have you as a member of this staff, and we are confident that you will find your employment here both challenging and rewarding.

We strive to maintain a high quality of service in a friendly and professional manner. This requires that each of us cooperate with fellow employees and perform our duties cheerfully, faithfully, and diligently.

Each new employee will have questions about Godfrey-Lee Public Schools. This *Handbook* has been prepared to answer new employees' as well as current employees' questions. Please feel free to ask the Central Office Staff if you have any specific questions that are not addressed in the *Handbook*. This *Handbook* applies to non-executive, non-administrative employees of Godfrey-Lee Public Schools who are not covered by a collective bargaining agreement.

It is important to know that this *Handbook* supercedes any and all prior practices and policies of Godfrey-Lee Public Schools, oral or written, covering the topics addressed in this *Handbook* and rescinds *Handbooks* previously in effect for non-union support staff.

Any and all statements and policies herein are subject to unilateral change in whole or in part by Godfrey-Lee Public Schools at any time. The District retains the right to change, modify, suspend, interpret or cancel in whole or in part any of the published or unpublished personnel policies or procedures of the District without advance notice, in its sole discretion, without having to give cause or justification or consideration to any employee. Recognition of these rights and prerogatives of the District is a term and condition of employment and of continued employment.

THIS EMPLOYEE *HANDBOOK* IS NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT. THE EMPLOYMENT RELATIONSHIP IS TERMINABLE AT WILL OF EITHER THE EMPLOYEE OR THE SCHOOL DISTRICT. This means that just as any employee may terminate their employment with the Godfrey-Lee Public Schools at any time, for any reasons or no reason, so may the School District terminate an employee at any time for any reasons, or no reason.

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

Godfrey-Lee Public Schools may set rules and regulations governing the conduct of employees. The rules, however, are not intended to cover all circumstances and do not alter the fact that the employment relationship is terminable at the will of either party. The direction and control of all work for all employees includes, by way of illustration and not of limitations, the right to hire, assign, suspend, transfer, demote or discharge and is the sole prerogative of Godfrey-Lee Public Schools.

## **GENERAL GUIDELINES**

It is the policy of the Godfrey-Lee Public Schools Board of Education to implement fair and effective personnel policies and to require all employees to serve the District's best interests.

1. The Board of Education strives to:

- a) Provide equal employment opportunity and treatment regardless of race, religion, color, sex, age, national origin, or handicap;
- b) Provide compensation and benefits commensurate with the work performed;
- c) Establish reasonable hours of work based on the District's needs;
- d) Monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety and welfare;
- e) Offer training opportunities for those whose needs and capabilities warrant such training;
- f) Be receptive to constructive suggestions which relate to the job, working conditions, or personnel policies; and
- g) Establish appropriate means for employees to discuss matters of interest or concern with their immediate supervisor or department head.

The Board of Education expects all employees to:

- a) Work with co-workers and customers in a professional manner;
- b) Perform assigned tasks in an efficient and effective manner;
- c) Be punctual and adhere to time schedules;
- d) Give proper advance notice whenever unable to work or report on time;
- e) Comply with all District safety and security regulations;
- f) Be ethical;
- g) Be neatly, appropriately and professionally dressed;
- h) Maintain confidentiality;
- i) Demonstrate a considerate, friendly and respectful attitude toward fellow employees; and
- j) Adhere to policies adopted by the Board of Education.

The Board of Education retains the sole right to exercise all managerial functions including, but not limited to, the rights to:

- a) Dismiss, assign, supervise, and discipline employees;
- b) Determine and change starting times, quitting times, and shifts;
- c) Transfer employees within departments or into other departments and other classifications;
- d) Determine and change the size and qualifications of the work force;
- e) Determine and change methods by which its operations are to be carried out;
- f) Determine and change the nature, location, services rendered, quantity and continued operation of the District;
- g) Assign duties to employees in accordance with the District's needs and requirements and to carry out all ordinary administrative and management functions; and
- h) Modify or change this *Handbook*, its policies and procedures as it deems fit.

## **HOURS OF EMPLOYMENT**

1. The normal workweek shall be dependent on the various jobs but the basic workday is 7:30 a.m. to 4:00 p.m. The one-half (1/2) hour lunch break is unpaid. Advance approval from your immediate supervisor is required prior to working overtime and/or compensatory (comp) time.
2. Time and one-half will be paid for hours worked over forty (40) hours in a week, and on Saturdays, Sundays and holidays.

**Example 1:**

|                   |                                      |
|-------------------|--------------------------------------|
| Monday -          | 8 hours worked                       |
| Tuesday -         | 8 hours worked                       |
| Wednesday -       | 10 hours worked                      |
| Thursday -        | 8 hours worked                       |
| Friday -          | <u>8 hours worked</u>                |
| <b>Total Paid</b> | <b>40 hours paid @ straight time</b> |
|                   | <b>2 hours paid @ overtime</b>       |

**Example 2:**

|                   |                                      |
|-------------------|--------------------------------------|
| Monday -          | 8 hours worked                       |
| Tuesday -         | 8 hours paid <b>sick leave</b>       |
| Wednesday -       | 10 hours worked                      |
| Thursday -        | 8 hours worked                       |
| Friday -          | <u>8 hours paid <b>vacation</b></u>  |
| <b>Total Paid</b> | <b>42 hours paid @ straight time</b> |
|                   | <b>0 hours paid @ overtime</b>       |

3. Compensatory time off may be given if mutually agreeable between the administrator and the employee. When the department administrator approves compensatory time, it will be calculated at time and one-half if over forty (40) hours worked in a week. When it is necessary to work over the eight (8) hours a day, it is preferred to have the employee work a shorter day within the same week to compensate for the hours worked over eight (8) but keeping the total hours for the week at forty (40) hours maximum. Approved compensatory time is to be taken within the pay period following the pay period in which the compensatory time was earned/granted.
4. Employees may take one break in the a.m. and one in the p.m. not to exceed fifteen (15) minutes for each break. This is non-accumulative and should be taken at such times as to least interfere with the work load of the department as may be determined by the department head or supervisor.

## **TIMEKEEPING**

The GLPS keeps track of hours worked by use of time sheets for hourly employees. You are required to keep a time sheet showing your starting time, lunch period and other unpaid breaks, and quitting time for each workday. Your supervisor will give you a new time sheet at the start of each workweek. You should fill in your time sheet every day. At the end of each workweek you should sign the time sheet and return it to your supervisor. You should not remove your time sheet from the workplace premises. It is against GLPS policy to alter recorded time, or to inaccurately list actual time worked on your time sheet. Intentionally altering or misrepresenting time worked on your time sheet will result in disciplinary action, up to and including employment discharge.

If the District implements an electronic timekeeping system, time sheets will not be required.

## **STANDARDS OF CONDUCT**

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

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

## **EQUAL EMPLOYMENT OPPORTUNITY**

GLPS is an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in all aspects of employment. GLPS will not discriminate on the basis of race, color, religion, national origin, gender, age, height, weight, marital status, disability or any other reasons prohibited by Federal, state or local law.

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

Employees who believe that this policy has been violated should speak with their supervisor or the Superintendent. Employees, who believe that their supervisor has not or cannot adequately address this problem, are encouraged to speak with another supervisor or the Superintendent of the District.

## **POLICY AGAINST WORKPLACE HARASSMENT**

It is the policy of the GLPS that we will not tolerate harassment or abuse of any kind whether because of an employee's race, gender, color, religion, age, disability status or national origin or other legally protected status. This policy applies to all employees or other individuals who represent or serve GLPS in any capacity.

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

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

Examples of prohibited conduct include, but are not limited to: lewd or sexually-suggestive comments; off-color language or jokes; slurs or verbal, graphic or physical conduct related to an individual's protected class; or any display of sexually-explicit pictures, greeting cards, articles, books, photos or cartoons. Any employee or applicant who believes this policy may have been violated shall report the incident to the Superintendent or any other appropriate representative of management of GLPS. GLPS will not permit or tolerate any form of reprisal or retaliation against an employee or applicant reporting any incident of claimed harassment.

It is each employee's responsibility to eliminate all forms of prohibited harassment. It is particularly the responsibility of each supervisor to prevent such behavior from occurring within his/her work area, and to provide a work environment free from all harassment. It is the responsibility of each and every employee of GLPS to report all incidents of harassment forbidden by this policy. We request that you immediately make any report so that a complaint can be quickly and fairly resolved.

Complaints of improper harassment will be promptly and carefully investigated. Investigation may include interviews of possible witnesses including the person claiming the harassment occurred, and the person or persons claimed to be involved in the harassment. The privacy of the person issuing the complaint, of the person accused, and the steps taken in the investigation will be protected to the extent possible, except that the employer will report its findings to the person making the complaint and to the person or persons who are claimed to be involved.

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

## **PERFORMANCE APPRAISALS**

The District's appraisal process is primarily for the benefit of Support staff—to document accomplishments, to develop agreements with supervisors about priorities for the coming year, to get help improving with skills, and to get feedback on performance. Since performance appraisals are used for diagnostic purposes, it is important, therefore, that the written documents and the conversations surrounding them be candid about weaknesses as well as strengths.

The appraisal process and other indicators of job performance also may be considered for input into salary recommendation for the coming year. The Board of Education may authorize a percentage salary pool for the coming year, but actual salary increases may vary based, in part, on the performance of each individual.

Job performance appraisals may or may not be conducted and to the extent to which employee appraisals are conducted lie within the sole discretion of management.

## **PAY PROCEDURES**

Employees will be paid by direct deposit on a regular basis and in a manner so that the amount, method and timing of such payments comply with any applicable laws or regulations. Employees are normally paid on a bi-weekly basis on Fridays. Exceptions may be made due to holidays falling on a regularly scheduled pay date.

GLPS must comply with all writs of garnishment it receives. You will be notified before any deductions are taken from your paychecks if we receive a writ of garnishment requiring us to withhold and pay a portion of your wages to a court. Information about the garnishments will be held in confidence.

## **EMPLOYEE SAFETY**

It is the policy of the Godfrey-Lee Public Schools Board of Education to comply with all applicable federal, state, and local health and safety regulations and to provide a work environment as free as feasible from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by management or by federal, state, or local law.



## **DRUG FREE / ALCOHOL FREE WORK PLACE**

It is the policy of the Godfrey-Lee Public Schools Board of Education to maintain a work place that is free from the effects of drug and alcohol abuse. Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Such violations include, but are not limited to, possessing illegal or nonprescription drugs and narcotics or alcoholic beverages at work; being under the influence of such substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on District premises and work sites. An employee will be deemed to be in possession of alcohol or controlled substances if such items are in the employee's locker, desk, or belongings.

## **PERSONNEL RECORDS**

It is the policy of the Godfrey-Lee Public Schools Board of Education to maintain personnel records for employees to document employment related decisions and comply with government record keeping and reporting requirements. Employees are responsible to make sure their personnel records are up to date and should notify the Superintendent's office of any changes in at least the following:

1. Name;
2. Address;
3. Telephone number;
4. Marital Status (for benefits and tax withholding purposes only);
5. Number of dependents (for benefits and tax withholding purposes only);
6. Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only);
7. Beneficiary designations for any of the District's insurance, and MPSERS; and
8. Persons to be notified in case of emergency.

Employees may inspect their own personnel records and may copy, but not remove, documents in the file. Request(s) by employees to inspect their personnel file must be directed to the Superintendent and will be scheduled at a mutually convenient time. All inspections must be conducted in the presence of the Superintendent or designee.

## **MAINTENANCE OF WORK AREAS**

Employees are responsible for maintaining their work areas in a clean and orderly fashion at all times.

## **VACANCIES**

When a vacancy occurs in the office support staff, the vacancy will be posted. Employees who desire to be considered for the posted position shall submit, in writing, a request to be considered for the position within the posted deadline. The written request shall be submitted to the Superintendent. The Superintendent and/or the department head shall review the applicant's qualifications and may arrange for an interview. The administration reserves the right to advertise for outside candidates after the posting period. The Board may fill the position by transfer of an employee within the support staff group or by awarding the position to another applicant. In making the selection of the candidate, the Board will consider the qualifications, skills, abilities and experience of the applicants, and other relevant factors. Final decision in filling the vacancy will be made by the administration recommending to the Board of Education their final choice for confirmation.

## **STAFF REDUCTION**

If the staff is reduced due to economic or other reasons, the following will be taken into consideration to determine the reduction of staff:

1. Qualifications, skills, abilities and experience
2. Length of service in the GLPS

## **GRIEVANCE PROCEDURES**

In order to allow support staff the opportunity to openly and freely discuss matters of concern, GLPS is committed to providing a problem-solving procedure for staff. This procedure is available to discuss terms and conditions of employment but cannot be utilized to address issues covered by the District's anti-discrimination or harassment policies, disciplinary actions, performance appraisals and salary adjustments.

All Support staff are encouraged to informally resolve complaints regarding terms and conditions of employment by informally discussing their complaints with their immediate supervisor or the Superintendent. Because timely reporting of complaints is necessary to address and resolve issues, informal complaints must be brought in writing, within three (3) working days of the incident in question. Supervisors and/or the Superintendent will respond to the informal complaint within five (5) working days of the date of the complaint. The supervisor, in consultation with the Superintendent, will conduct an investigation and provide written determination regarding the complaint within ten (10) working days of receipt of the response of the complaint.

If the Support staff making the complaint is dissatisfied with the supervisor's determination, he/she may file a written appeal within five (5) working days of the date of the supervisor's decision with the Superintendent. The written appeal must state the basis upon which the individual is dissatisfied with the results of the supervisor's decision. The written appeal must be submitted to all other parties to the complaint who may submit written responses to the appeal within five (5) working days of the date of the appeal. The Superintendent will provide a written decision within ten (10) working days of the response to the appeal. The decision of the Superintendent will be final. If the complaint is to be filed against the Superintendent, the President of the Board of Education will make the final decision.

## **ATTENDANCE AND PUNCTUALITY**

Employees are required to report for work punctually as scheduled and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt workflow and District services and will not be tolerated. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination.

## **INCLEMENT WEATHER CONDITIONS**

Central Office employees are expected to report for work during inclement weather conditions if the District does not declare an emergency closing. Employees unable to report for work under emergency inclement weather conditions may use leave days if available.

Other support staff employees covered by this handbook will be paid and not required to work for school cancellations, unless requested by supervisors. If school is not canceled by one-half hour prior to school and employees arrive at school, they will be paid a minimum of one (1) hour's work. Employees may work longer with Administrative approval. If the State requires any canceled days to be made up, the employees will work those days without pay for as many days as were paid and canceled.

## **INSURANCE BENEFITS**

The Board of Education will pay for insurance benefits for employees based upon the Appendix A schedules listed in the SUMMARY PLAN DESCRIPTION for the Godfrey-Lee Public Schools Employee Benefits Plan. A copy of this plan is available in the Administration office.

## **WAGE INFORMATION**

1. Schedule Placement – A new employee will be placed at the beginning wage step according to the level of responsibility for the position as determined by the administration/board of education.
2. Advancement on the Schedule - Movement to subsequent steps on the wage schedule will be in accordance with the following conditions:
  - a) Recommendation from the employee's immediate supervisor as to the satisfactory work performance of the employee
  - b) The employee has been in continuous employment as a member of the support staff group since the last step increase
  - c) If recommended for step advancement on the salary schedule, such will take place on July 1 of each year

## **LEAVES of ABSENCE**

Leaves of Absence shall be classified as follows:

- A. Leaves with pay.
- B. Leaves without pay.

### **A. Leaves with Pay**

#### **1. Leave Day**

For purposes of leave day entitlement the following applies:

- A) Central Office employees shall earn paid leave time up to fifteen (15) days prorated to the percentage of time scheduled to work. The smallest increment of leave time will be one-quarter day (2 hours).
- B) Other employees shall earn paid leave time at the rate of one (1) hour paid leave for every twenty (20) hours of worked each school year accumulative to one thousand sixty (1,060) hours. The smallest increment of leave time will be one hour.

- a) Employees will be allowed to use their earned leave days for the following reasons:
  - 1) Personal illness, quarantine or disability.
  - 2) Serious illness in immediate family: interpreted to mean father, mother, father/mother-in-law, brother, sister, spouse, child or grandparent.
  - 3) Funerals:
    - a) Non-chargeable leave days:

To make arrangements for and attend the funeral of immediate family members (mother, father, spouse, or those who stand in their stead, sister, brother, grandparents, grandchildren, children, foster children and relatives of the employee or spouse) up to three (3) days may be used.
    - b) Chargeable leave days:
      - 1.) To attend funerals for other deaths, up to one (1) day may be used. Additional days may be granted at the discretion of the Superintendent.
      - 2.) Days beyond three (3) days that are used for immediate family members.
  - 4) Medical care or nursing care: The employee may use up to four (4) days to make arrangements for medical or nursing care for a member of one's immediate family as defined in #2 above.
  - 5) Doctor's appointments: The employee may use leave days for doctor's appointments with prior permission of the immediate supervisor. Employees are encouraged to schedule doctor/dental appointments outside of working hours.
- b) It is the responsibility of the employee to notify the employee's immediate supervisor of leave day absences at the beginning of the employee's normal workday. After three (3) consecutive days of absence, the employee may be required to present a statement from the employee's physician certifying the illness. After an extended illness, the employee may be requested to present a statement from a physician certifying his/her fitness to return to work.
- c) Central office employees will be credited with their earned leave days on July 1<sup>st</sup> of each year. Other employees will be credited with their earned leave hours biweekly. The employee must be employed and in pay status in order to receive that biweekly entitlement. The payroll/business office will be required to keep records of leave days and to report to each employee the accumulated/ earned leave available on the employee's paycheck stubs, when available. It is the employee's responsibility to verify the leave days reported to them and to notify the business office immediately of any discrepancies.
- d) At the option of any employee, earned vacation time (to which the employee is entitled) may be used to extend leave days.
- e) Cumulative paid leave days shall terminate at the severance of employment. Community Education support staff employees with five (5) years of service or more

shall be compensated at the rate of \$5.00 for each day of unused accumulated paid leave days. Central Office staff will be compensated in accordance with the teacher master agreement – Article XXVII.

- f) Extended Illness Provision - **Note:** Employees who qualify for and are approved for leave under the Family and Medical Leave Act (FMLA) will be required to utilize earned and accrued sick leave in accordance with the FMLA (up to 12 weeks) and may experience a loss of, or reduction in, LTD compensation while collecting wages for sick leave benefits while on FMLA.

**2. Vacation**

- a) Central Office employees and community education secretaries are entitled to vacation with pay in accordance with the following schedule prorated to the percentage of time worked:

|                                  |                             |
|----------------------------------|-----------------------------|
| 0 year through 1st year          | 5 working days<br>annually  |
| 2nd year through 9th<br>year     | 10 working days<br>annually |
| 10th and each<br>succeeding year | 15 working days<br>annually |

- b) A year is a twelve (12) month period during which an employee works. A working day means a full working day unless otherwise specified.
- c) After five (5) years of service, Community education support staff, other than secretaries, with an annual assignment of 900 working hours or more per year shall earn vacation at the rate of one (1) week per year to be taken during the Spring break. Vacations for programs that operate during Spring break will be scheduled at another time.
- d) Working hours include only the time an employee is in a pay status - including paid sick leave and vacation but excluding unpaid leave of absence.
- e) Accumulation - Vacation time may not be accumulated.
- f) Central Office employees and community education secretaries leaving employment before the end of a school fiscal year will have their allotted vacation days prorated to the percent of time worked from July 1<sup>st</sup>.
- g) Records - Records of vacation entitlement will be maintained on a monthly basis. The payroll/business office will be required to keep records of vacation time earned and used and to report to each employee the accumulated/earned vacation time available on the employee’s paycheck stub, when available. It is the employee’s responsibility to verify the vacation time used, accumulated and reported to them and to notify the payroll/business office immediately of any discrepancies.
- h) Scheduling of Vacation - Employees are expected to take vacation at times that will least disrupt the work of the office and to the department the employee is assigned. Advance written approval by the employee’s department head and the superintendent, or designee, is required. Standard vacation leave request forms shall be used and must be submitted at

least two (2) weeks in advance of the desired vacation. Requests for vacation with less than (2) weeks advance notice may be approved at the discretion of the department head and superintendent, or designee.

- i) General - The smallest increment of vacation that will be recorded is one-half day.
- j) Those employed by the district as of July 1, 2006 will have their current number of vacation days "grandfathered" in to this article.

### **3. Paid Holidays**

- a) Employees working the full calendar year shall be given the following holidays with pay provided they work the scheduled workday before and after each holiday and such holidays fall within their work schedule. The following nine (9) days will be considered holidays and support staff will not normally be required to report for work on these days:

|                               |                |
|-------------------------------|----------------|
| Memorial Day                  | Christmas Eve  |
| Independence Day              | Christmas Day  |
| Labor Day                     | New Year's Eve |
| Thanksgiving Day              | New Year's Day |
| Friday after Thanksgiving Day |                |

- b) Employees working less than the full calendar year, shall be given the following holidays with pay, provided they work the employee's scheduled work day before and after each holiday and such holidays fall within their work schedule:

|                               |                |
|-------------------------------|----------------|
| Labor Day                     | Christmas Day  |
| Thanksgiving Day              | New Year's Day |
| Friday after Thanksgiving Day | Memorial Day   |

- c) The above named days shall not be counted as vacation days for any employee. Should the employee be required to report for work on any of the above days, the employee shall be paid time and one-half for the hours worked.
- d) Whenever a holiday falls on Saturday or Sunday, the Employer will designate either the last workday preceding the holiday or the first workday following the holiday as the day the holiday will be observed.

### **4. Personal Leave**

- a) Employees may use two (2) days per fiscal year for personal business. These days may not be used consecutively and will be deducted from leave days/hours.
- b) Employees may carry over one (1) unused personal day per school year provided they have one leave day remaining. However no member shall accumulate more than a total of three (3) personal days in a given year. The Personal Leave request must be submitted in writing to the supervisor/department head, in advance. The supervisor/department head will forward to the superintendent, or designee, for final approval. In the event that a written request cannot be submitted, the superintendent, or designee, can be contacted by

telephone or in person to get a decision prior to the absence. This leave may be used for such things as seeing an attorney, attending to business matters, or unusual family circumstances which cannot be handled outside of office hours, etc.

## **5. Other Leaves - Miscellaneous**

Employees will be granted a leave for jury duty or when subpoenaed for court appearance. The employee shall be paid an amount equal to the difference between the wages the employee would have otherwise earned for working that day and the daily jury or court fee paid by the Court for each day on which the employee reports for or performs jury duty and on which the employee otherwise would have been scheduled to work.

An employee must give prior notice to their supervisor/department head that the employee has been summoned for jury duty or subpoenaed as a witness, and must furnish satisfactory evidence that he/she reported for or performed such acts on the days for which the employee claims payment.

## **B. Leaves Without Pay**

### **1. Child Care**

An employee may request leave for childcare for serious and prolonged illness of a child, for a child undergoing major surgery, etc. If approved, the leave will be granted without pay and for not more than one (1) calendar year.

### **2. Maternity/Child Rearing**

An employee may request leave for child rearing purposes. Such leave is to commence not earlier than the date of birth or adoption of the employee's child except that a pregnant employee's leave may commence prior to the birth of her child if the employee is disabled at that time. This leave shall not exceed one (1) year in length. Except in case of emergency the employee shall request leave at least thirty (30) days prior to the date upon which leave is requested to begin. Any portion of this leave taken by an employee because of medical disability may, at the employee's option, be charged to the employee's available sick leave in conformance with the long-term disability coverage if applicable.

### **3. Illness and Disability**

a) Leaves of absence may be granted without pay for the following reasons:

- 1) Personal Illness or Disability - An employee may be granted an illness or disability leave upon written statement from their physician. During the time of the disability or illness the Board may require utilization of sick leave benefits in accordance with the Long Term Disability Policy, if applicable; in accordance with the Family and Medical Leave Act; and/or to the extent sick leave has been accrued.
- 2) Prolonged Serious Illness in the Immediate Family (defined as spouse, parent or child)

- b) Employees applying for Illness and Disability Leave shall provide written notice of their intent to take leave at least thirty (30) days prior to the date on which leave is to commence. If the employee must begin medical treatment sooner, the employee shall give notice as promptly as practical under the circumstances.
- c) The Board has the right to receive medical certification from the employee's health care provider regarding the necessity for personal illness and disability leave taken. The employee shall furnish information which shall include:
  - 1) The date the illness or disability commenced and the health care provider's best medical judgment concerning the probable duration of the condition;
  - 2) Diagnosis of the illness or disability;
  - 3) A brief statement of the regimen of treatment prescribed for the condition by the health care provider (including estimated number of visits, nature, frequency and duration of treatment, including treatment by another provider of health services on referral by or order of the health care provider); and
  - 4) Indication whether in-patient hospitalization is required; and
  - 5) Either a statement that the employee is unable to perform work of any kind, or a statement that the employee is unable to perform the essential functions of the employee's position, with or without reasonable accommodations.
- d) The Board has the right to require that a second opinion (at Board expense) be obtained. If that opinion differs from that of the employee's health provider, the employee and Board shall mutually designate a third health provider whose opinion relative to leave eligibility or initial fitness to return to work shall be considered final and binding on the board and the employee. The Board will pay the cost of this examination.
- e) The Board shall have the right to require recertification during the leave period and medical certification of the employee's fitness to return to duty at the expiration of the leave period.

#### **4. Family Medical Leave**

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

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

The request for the leave must be in writing and should be presented to the Superintendent at least thirty (30) days in advance of the requested departure date when practical. Employees who are requesting the leave for health reasons must provide medical certification of the need for the leave and the probable duration of the leave.

GLPS will continue group health coverage for those employees who are covered under the District's medical insurance at the time of the leave but, if the employee fails to return to work



following the leave, he or she may be required to repay the insurance premiums paid by the District on behalf of the employee during the leave. Employees on Family Medical Leave will not continue to accumulate service time or benefits while on leave.

Employees who qualify for and are approved for leave under the Family and Medical Leave Act (FMLA) will be required to utilize earned and accrued sick leave in accordance with the FMLA (up to 12 weeks).

Employees with more specific questions about the District's FMLA (**Family Medical Leave Act**) policy are advised to review Board Policy No. **3430.01** and **4430.01**, which is incorporated herein by reference, or to contact the Superintendent or Finance Director.

## **5. Personal Leave**

Subject to Board approval, an employee may apply for an unpaid Personal Leave of Absence not to exceed 1 year. Any leave granted will be with the understanding that the leave of absence is from the GLPS and not necessarily from a particular position. The Employee's employment will be terminated in the event the employee is unable to return to work up to one year after the leave has commenced.

## **6. General Conditions**

- a) The Board will continue hospital/medical, dental and vision premium contributions on behalf of qualified employees (and eligible dependents) for up to twelve (12) weeks for employees who are eligible and have been granted an unpaid leave of absence for medical reasons due to a serious personal illness or disability or where otherwise required by the Family and Medical Leave Act.
- b) If an employee fails to return from leave at its expiration (except in the event of the continuance, onset or recurrence of a serious health condition of the employee or other circumstances beyond the employee's control) the Board shall have the right to recover all premium payments made during the unpaid leave. These amounts may be deducted from any wage or other payments due the employee with any balance due to be remitted by the employee to the Board within five (5) days of demand.
- c) Intermittent leave, to the extent required by the Family and Medical Leave Act, shall be taken in intervals of not less than two (2) hours. Employees shall attempt to schedule intermittent leave so as not to disrupt the continuity of services.
- d) Sick leave, to the extent earned, accrued and available (and in accordance with the Sick Leave Policy outlined in this Handbook) will be required to be used concurrently while on Family Medical Leave.

## **WORKERS' DISABILITY COMPENSATION**

GLPS provides workers' disability compensation insurance at no cost to you. In the event of a work-related injury or illness, workers' disability compensation insurance may provide wage loss benefits.

Following an accident or injury at work or upon learning of a medical condition arising out of your employment with the GLPS, you must notify your supervisor so that a report may be filed with GLPS's insurance provider. An "Accident/Injury" report form must be filled out and submitted immediately to the Finance Director or Benefits Specialist. Except in emergency situations, and if warranted, the supervisor will authorize the employee to be referred to Spectrum Occupational Health in Grand Rapids, for assessment and/or treatment. Employees are required to first seek treatment at Spectrum Occupational Health. Approval to pay for the services of your own physician rests with the Workers' Compensation Insurance Carrier and Spectrum Occupational Health. GLPS may require a medical release prior to allowing an employee to return to work.

While an individual is on workers' compensation disability leave, the individual's Family Medical Leave (if any exists) will run concurrently.

## **HEALTH AND/OR MENTAL EXAMINATION**

Upon the recommendation of a majority of the members of the Board of Education, because of legitimate, nondiscriminatory reasons, an employee may be required to submit to a physical or mental examination at board expense. The Board shall prepare a list of qualified examiners from which the employee may choose.

## **MILEAGE**

Any support staff member required to drive his/her own automobile for business purposes of the District will be reimbursed at the current IRS rate for business expense upon the submission of a properly prepared expense voucher. To assist with budgeting, expense vouchers should be submitted monthly.

## **IN-SERVICE ORIENTATION**

The GLPS administration will provide an in-service orientation for new employees in regards to Board policies and employee benefits provided by the Godfrey-Lee Public Schools Board of Education.

## **PROFESSIONAL DEVELOPMENT**

Requests for attendance at workshops / in-services / professional development activities must be submitted in writing (indicating sponsoring organization, time, place and cost of registration and other related expenses) at least thirty (30) days prior to the date of the workshop/in-service. Requests will be submitted to the employee's supervisor/department head for approval or denial.

## **TUITION REIMBURSEMENT**

The employer encourages employees to take courses related to their work assignments. Employees may be reimbursed reasonable costs for continuing education prorated to the percentage of time scheduled to work with prior approval of the superintendent and successful completion of the courses.

## **ACCEPTABLE USE POLICY**

GLPS's telephones, facsimile machines, electronic-mailings, photocopiers, computers, printers, Internet access, voice mail systems, and any other technology are provided to further the District's goals. Those who use technology are expected to use common sense and adhere to appropriate behavior in the school community. Use by a District employee for illegal, immoral, or other purposes to break the law, or for commercial purpose violates the District's Acceptable Use Policy, (Board Policy No. 7540.04). Employees who violate these rules are subject to disciplinary action up to and including discharge.

Pursuant to the District's Acceptable Use Policy, use of electronic information and technology resources is a privilege, not a right. Users have no expectation of privacy, and the District may enter the system at any time, with or without notice, for any purpose including monitoring an employee's use to assure that the technologies are not being used for private or improper purposes. For further explanation of the District's Acceptable Use Policy, please refer to Board Policy No. 7540.04, which is expressly incorporated herein by reference. Additional questions about the policy should be directed to the Asst. Supt. of Finance and Human Resources. See also a sample Staff Acceptable Use Agreement at the end of this document.

## **TERMINATION AND RESIGNATION**

It is the policy of the Godfrey-Lee Public Schools Board of Education to terminate employment because of an employee's resignation, discharge, or retirement, or a permanent reduction in the work force. Discharge can be for any reason not prohibited by law. Employees covered under this *Handbook* are free to resign at any time, and the Godfrey-Lee Public Schools reserves the right to terminate employment for any reason. Any employee who fails to maintain proper standards of conduct, fails to carry out his/her responsibilities or fails to adhere to GLPS Board of Education policy shall be subject to disciplinary action up to and including dismissal from employment.

## **REFERENCES**

Any request for a reference from GLPS must be made to the your supervisor/department head. No other person may provide you with a reference nor may you provide any current or former employee a reference on behalf of the GLPS. It is our policy to provide only dates of service and the title of your last position in response to requests for references. If you (or current /former employees) want other information disclosed, a written request must be submitted to the Superintendent that specifically identifies the information to be disclosed and specifically authorizes its release.

## **GODFREY-LEE PUBLIC SCHOOLS BOARD OF EDUCATION POLICIES**

It is the responsibility of each support staff employee to become familiar with and adhere to the Board of Education policies. Copies of the Board of Education Policies for review are available with each department head as well as in the office of the superintendent.

# REQUEST FOR REIMBURSEMENT OF EXPENSES AND MILEAGE

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**EXPENSES**

ACCOUNT NUMBER: \_\_\_\_\_

**(Itemized receipts must be attached to this form for reimbursement.)**

| DATE | ITEM PURCHASED | PLACE PURCHASED | AMOUNT |
|------|----------------|-----------------|--------|
|      |                |                 |        |
|      |                |                 |        |
|      |                |                 |        |
|      |                |                 |        |
|      |                |                 |        |
|      |                |                 |        |
|      |                |                 |        |
|      |                |                 |        |

Total purchases                      \$ \_\_\_\_\_

**MILEAGE**

ACCOUNT NUMBER: \_\_\_\_\_

| DATE | PLACE VISITED | REASON FOR TRIP | MILES |
|------|---------------|-----------------|-------|
|      |               |                 |       |
|      |               |                 |       |
|      |               |                 |       |
|      |               |                 |       |
|      |               |                 |       |
|      |               |                 |       |
|      |               |                 |       |
|      |               |                 |       |



**Total miles** \_\_\_\_\_  
 At \$0.\_\_\_\_ per mile = \$ \_\_\_\_\_  
 Total expenses (above) \$ \_\_\_\_\_  
 Total reimbursement \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Authorized by

# GODFREY LEE PUBLIC SCHOOLS

## TIMESHEET

NAME: \_\_\_\_\_

PAY PERIOD: \_\_\_\_\_

POSITION: \_\_\_\_\_

| Date               | Start Time | Lunch In/Out | End Time | Reg Hours | OT Hours | Explanation of Additional Hours |
|--------------------|------------|--------------|----------|-----------|----------|---------------------------------|
| Sun                |            |              |          |           |          |                                 |
| Mon                |            |              |          |           |          |                                 |
| Tue                |            |              |          |           |          |                                 |
| Wed                |            |              |          |           |          |                                 |
| Thurs              |            |              |          |           |          |                                 |
| Fri                |            |              |          |           |          |                                 |
| Sat                |            |              |          |           |          |                                 |
| Sun                |            |              |          |           |          |                                 |
| Mon                |            |              |          |           |          |                                 |
| Tue                |            |              |          |           |          |                                 |
| Wed                |            |              |          |           |          |                                 |
| Thurs              |            |              |          |           |          |                                 |
| Fri                |            |              |          |           |          |                                 |
| Sat                |            |              |          |           |          |                                 |
| <b>Total Hours</b> |            |              |          |           |          |                                 |

EMPLOYEE SIGNATURE \_\_\_\_\_ RATE \$ \_\_\_\_\_

ACCOUNT \_\_\_\_\_ TOTAL PAY \$ \_\_\_\_\_

SUPERVISORS SIGNATURE \_\_\_\_\_

All Non-Certified employees shall keep a day to day time slip in accordance with regulations set by the United States Department of Labor, Wage & Hour & public Contract Division in Pub #1221 & 1222.

## RECEIPT OF SUPPORT STAFF HANDBOOK

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

I understand that this *Handbook* is Godfrey-Lee Public Schools property. As a recipient of it, I understand that I am responsible for knowing its contents and updates, for safeguarding it, and for returning it to the Superintendent upon employment separation.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Or Designee

\_\_\_\_\_  
Date

cc: Personnel File

# GODFREY-LEE PUBLIC SCHOOLS

## STAFF ACCEPTABLE USE AGREEMENT

### **Overview:**

The goal of participation in online technologies is to assist in the collaboration and exchange of information between school personnel. Users can use internet and e-mail for accessing information.

The intent of this agreement is to comply with Godfrey-Lee Public School's Acceptable Use Policy and Technology Guidelines and the stated purposes and acceptable use policies of any other networks utilized.

This acceptable use agreement applies to all users accessing the network and equipment of Godfrey-Lee Public Schools and any on-site connections through the gateway of Kent Intermediate School District.

### Agreement:

1. I have access to the internet and e-mail to facilitate personal and professional growth in technology, information gathering skills, and communication skills.
2. Each user is responsible for all material sent and received user their user account.
3. Any violations of the use of internet should be reported to the building principal or supervisor to the user, or by contacting the Godfrey-Lee Public School Technology Office.
4. Users will honor copyright laws and licensing agreements when using software within the district.
5. Users may not use any means to access inappropriate files such as adult/pornographic material, or files dangerous to the integrity of the local/wide area network or the internet.
6. It is the user's responsibility to maintain the integrity of the private electronic mail system. The user has the responsibility to report all violations of privacy. Users have the responsibility to make only those contacts leading to some justifiable personal or professional growth on the internet.
7. Users who violate the policies of Godfrey-Lee Public Schools will have their account privileges reviewed and potentially discontinued.
8. The rights and responsibilities listed above in accordance with district policy, procedures and guidelines.
9. I acknowledge receipt of the district's policy, procedures and guidelines and have read them.

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Signature

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Date