West Shore ESD

Staff Handbook

2013-2014

Good people...

...doing great things
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INTRODUCTION

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

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

Each new employee will, of course, have questions about West Shore ESD. This Handbook has been prepared to answer new employees’ as well as current employees’ questions. Please feel free to ask the Human Resources Director or your department director if you have any specific questions that are not addressed in the Handbook.

REQUIRED LEGAL NOTIFICATIONS

This Handbook applies to all employees of West Shore ESD; however, West Shore ESD intends to abide by the terms of its collective bargaining agreements (CBAs) with exclusive bargaining representatives, and nothing in this handbook is intended to supersede, replace, or conflict with those terms. To the extent of any conflict, the terms of the CBAs will preside over the handbook provisions.

It is important to know that this Handbook supersedes any and all prior practices and policies of West Shore ESD (not covered by existing CBAs), oral or written. Accordingly, this Handbook rescinds handbooks previously in effect.

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Shore ESD retains the right to change, modify, suspend, interpret or cancel in whole or in part any of the published or unpublished personnel policies or procedures without advance notice, in its sole discretion, without having to give cause or justification or consideration to any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

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

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

West Shore ESD may unilaterally set rules and regulations governing the conduct of non-union employees. The rules, however, are intended to cover all circumstances and do not alter the fact that the employment relationship is terminable at the will of either party.
West Shore ESD Mission, Vision & Goals

MISSION

West Shore ESD’s mission is to provide leadership and support to local school districts.

VISION

West Shore ESD’s vision is to help all students find success. This vision dictates that WSESD…

- be an essential partner of local school districts
- develop quality educational opportunities for learners of all ages
- help constituent school districts develop and attain their goals
- provide expertise and nurture innovations that enhance public education

SCHOOL BOARD GOALS

- To partner with members of the community in support of public education
- To enhance the Board’s decision-making capacity by pursuing continuing education
- To serve as positive ambassadors for public education
- To conduct an annual self-assessment of the School Board’s effectiveness

WEST SHORE ESD GOALS

To continue providing the maximum educational return on the West Shore ESD’s resources, the School Board has adopted these ESD goals:

- To provide all West Shore ESD students with an environment that is safe, secure, and conducive to learning
- To continue developing and delivering programs and services that help West Shore ESD students achieve to their full potential
- To continue strengthening staff and community partnerships that enhance public education
- To help parents and others better understand the programs and services provided by West Shore ESD
- To recruit and maintain a dynamic staff that is committed to continuous learning
- To function as a showcase for the possible, in all we do
WEST SHORE EDUCATIONAL SERVICE DISTRICT

The West Shore ESD is a regional educational service district consisting of the following constituent public school districts and parochial schools:

   Baldwin Community School District
   Covenant Christian School
   Hart Public School District
   Ludington Area Catholic School
   Ludington Area School District
   Mason County Central School District
   Mason County Eastern School District
   Mosaica Online Academy of Michigan
   New Era Christian School
   Oceana Christian Schools
   Pentwater Public School District
   Shelby Public Schools
   Walkerville Public School District

Facilities

West Shore ESD
North Campus
2130 West US-10
Ludington, MI 49431
Phone: (231) 757-3716
Fax: (231) 757-2406

West Shore ESD
South Campus
844 Griswold Street
Hart, MI 49420
Phone: (231) 873-5651
Fax: (231) 873-5779

West Shore ESD
Career and Technical Education
3000 North Stiles Road, PO Box 277
Scottville, MI 49454
Phone: (231) 843-5976
Fax: (231) 843-5976

Address information about program sites may be accessed through the West Shore ESD Web-site (www.wsesd.org) or by calling the numbers listed above.
EMPLOYMENT PROCESS

General Employment Information
Employees of West Shore ESD must complete and submit all of the following where applicable:

- A completed/signed employment application
- Transcripts, certification, and/or licensure as applicable
- Pre-employment Investigation, Authorization, Consent, and Release form
- A request or release for fingerprints, criminal history, and criminal records check from the Michigan State Police and the FBI at the applicant’s expense
- Form I-9 (with birth certificate or drivers’ license together with social security card)
- Beneficiary form
- Retirement Election form
- Technology Acceptable Use Agreement
- Staff Handbook Acknowledgement form
- Employee name, address, position, hire date and rate of pay
- Social Security card
- Employee Tax Withholding Certificates (Federal W-4 & State MI W-4)
- Authorization Agreement for payroll direct deposit
- Health Insurance election forms

Job Descriptions
Job descriptions for all District positions are established through the administration and revised as job requirements change. Job descriptions are reviewed periodically. These job descriptions include the job title, qualifications, education and/or experience, essential duties and responsibilities and developed in compliance with the American with Disabilities Act. Job descriptions are available upon request from the Human Resources Director.

TIME AWAY FROM WORK

Time and Attendance Reporting
All nonexempt employees must enter time worked weekly by the end of the day each Friday. All hours worked in excess of those described in the collective bargaining agreements must be pre-approved by the employee’s supervisor prior to work and prior to submission to payroll. The department supervisor will outline the guidelines for your position. Falsification of timesheets shall be considered misconduct.

All employees will enter requests for time away from work as well as report their absences in a timely manner per collective bargaining agreements, Board Policy, or statute. Requests will include the date, the hours away from work and the reason for the absence. Where applicable, the employee is responsible for entering time away from work into the substitute placement system.

All use of leave time will be, when applicable, within the provisions of the collective bargaining unit agreement. In the event sick leave is used for three or more days, the employee is responsible for obtaining a medical certification authorizing the employees’ return to work,
fitness for duty, and restrictions where applicable if requested. The original medical certification is to be submitted to the Human Resources Director prior to starting work.

**Family and Medical Leave Act (FMLA)**

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

- the birth of a child and/or the care of a newborn child within one (1) year of the child’s birth,
- the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child’s arrival,
- the staff member is needed to care for a spouse, parent, or dependent child if such individual has a serious health condition,
- the staff member’s own serious health condition prevents him/her from performing the functions of his/her position, or
- employee entitlement to service member FMLA

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

West Shore ESD 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. The employee’s share of insurance premiums must still be paid by the employee. If leave is unpaid, payment arrangements must be made with the Director of Human Resources as payroll deduction is not an option.

When reporting an absence related to FMLA, enter “FMLA Related” in the comment section. Use of leave time will be in accordance with FMLA, provisions of the collective bargaining agreement and/or Board Policy.

Employees with more specific questions about the District’s FMLA policy are advised to reference Board Policy 1630.01 (administration), 3430.01 (professional staff)/4430.01 (support staff) or contact the Director of Human Resources.

**Extended Leave**

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

The District offers various health and non-health related benefits to employees based on employment status. Eligibility and benefit level is described in bargaining unit agreements and Board policy for those non-represented employees. Questions may be referred to the Director of Human Resources at (231) 898-1559.

Section 125 Plan
Under the West Shore ESD Section 125 Plan, employees have the opportunity to preserve the non-taxable status of the health coverage provided them by the District, while at the same time permitting them to waive health insurance coverage and receive cash.

Also, under the Plan, and to the extent they are required to pay a share of the premiums for health insurance under the District’s health plan, staff may pay their share of premiums using pre-tax dollars. The District may offer other benefits under the Plan and, if the employee elects to purchase any of those benefits, if permitted under applicable tax law, they will be permitted to pay for those benefits using pre-tax dollars. The cost of the benefits employees select are paid by reducing their salary each pay period.

Other pre-tax benefits include 403b saving plans.

Other Benefit Options
Other benefit options are available through payroll deduction (not pre-tax) such as long-term disability, short-term disability, survivor income insurance, additional life insurance, etc.

Retirement
The West Shore ESD participates in the Michigan Public School Employees’ Retirement System (MPSERS), a statewide public employee defined benefit plan qualified under section 401(a) of the Internal Revenue Service Code operating under the provisions of Michigan’s Public Act 300 of 1980, as amended (Michigan Compiled Laws 38.1301 et seq.). The system provides retirement, survivor, and disability benefits to plan members and their beneficiaries. MPSERS also offers the availability to purchase years of service.

Contact information for MPSERS: Telephone (800) 381-5111; Fax (517) 322-1116; US Mail – Office of Retirement Services, P.O. Box 30171, Lansing, MI 48909-7671.

Michigan Worker’s Disability Compensation Act
Employee accidents must be reported immediately to the employee’s supervisor. If medical treatment is required, employees must have prior approval before visiting an approved medical facility, unless a medical emergency. An Employee’s Report of Injury form must be completed to ensure proper handling of the claim. Forms are available from a department supervisor. Return to work from an approved worker’s compensation medical leave requires certification from the treating physician of “fitness for duty”. The fitness for duty certification (slip) must be returned to Human Resources prior to starting work. While an individual is on Worker’s Compensation disability leave, the individual’s FMLA leave (if any exists) will run concurrently.
When reporting an absence due to a work-related injury/illness, enter “Workers’ Comp Related” in the comment section. Use of leave time will be in accordance with Workers Compensation Insurance Benefits, provisions of the collective bargaining agreement and/or Board Policy.

The employee’s personal health insurance will not cover work related injury medical costs, and Workers’ Comp may not cover unreported, unauthorized work related injury medical costs.

Under no circumstances is an employee to transport another employee to the emergency center without approval from the Superintendent or his/her designee. The general rule will be that employees are to call 911 for emergency/professional transportation. (Refer to Board policy 8442)

**Consolidated Omnibus Budget Reconciliation Act (COBRA)**

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

**EMPLOYEE CONDUCT RELATED TO STUDENTS**

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

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

All instances of suspected child abuse or neglect must be reported to the reporting employee’s immediate supervisor and in accordance with Board policy 8462. The reporting person is at no liability if the report of suspected abuse or neglect is filed in “good faith”, without bias toward the suspected abuser.

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

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

**Medication Distribution**
Medication of any kind, whether prescription or over-the-counter, will be administered to a student in accordance with District Board policy 5330. No medication shall be administered
without the written prescription from the child’s physician accompanied by the written approval of the student’s parent or legal guardian.

**Student Records/Family Education Right to Privacy Act – FERPA**
The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School Board or specifically permitted by this Board will be compiled by Board employees.

Student records shall be available only to students and their parents, eligible students, and designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The collection, retention and use of information about individual students will be in compliance with Board policy 8330.

**PERSONNEL PROCEDURES**

**Changing Personal Data**
When there is a change in address and/or phone number, staff shall notify the Human Resources Director in writing (or email). Employees with a change in marital status/name change shall submit a revised copy of their social security card and drivers’ license identifying their new name. If the change involves benefits, forms for this purpose are available from Human Resources.

Employees requesting a change in number of dependents for withholding, forms for this purpose are available from Payroll.

**District Hours and Hours of Work**
Each department/program/site has established work hours. Employees will follow the schedule for their department/program/site as directed by their supervisor. Hours may change due to circumstances that may include, but are not limited to, program modifications, transportation routing, Acts of God, or other decisions at the department/program/site.

Employees are expected to be at their work site during working hours. When employees must leave their work site, they will notify their supervisor. Any deviation from an employee’s regular work schedule should be approved as early as possible and absences reported accordingly. Employees are required to attend scheduled staff meetings unless excused by their supervisor. Each department will announce the time/place for the meetings as early as possible.
**Dress Code**
The Board of Education and the administration expect all employees to maintain a professional appearance, good hygiene and appropriate dress to reflect their positions within the District. Employees showing good taste in their appearance/dress represent a positive example to our students and the community. (Refer to Board policy 3216 (professional staff)/4216 (support staff)

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

No expectation of privacy exists for employees using district technology systems. The use of electronic information resources is a privilege, not a right. The District “Acceptable Use Agreement” must be completed and returned to the Director of Human Resources before computer network access is granted. The District may limit, suspend, or revoke network and/or Internet access. Inappropriate use of these resources may result in disciplinary action up to and including discharge. (Refer to Board policies 7540 through 7542)

**Long Distance Telephone Calls**
Telephones are maintained for school business. Use of school phones for personal convenience is limited to necessary calls. Employees are prohibited from making long distance phone calls or fax transmissions for personal use.

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

**US Mail & UPS Shipments**
Letters and packages can be placed in the appropriate location for mailing. District metering devices are not to be used for personal mail.

**Supplies**
Individual departments purchase their own supplies. The supervisor is responsible for monitoring requests so that expenditures are within budgeted amounts. The purchase of personal items with district funds or use of the district’s name to acquire discounts or tax exemption on personal purchases is prohibited.

**Facilities and Inventory Management**
Protection, care and maintenance of district property is the responsibility of all district employees. All equipment shall be operated safely, and stored in a safe place when not in use. Use of District equipment, supplies and materials will be in accordance with District policy.
**Expense Reimbursement**
It is the District’s policy to reimburse employees for reasonable expenditures incurred as a result of required district travel or business in line with the employee’s duties and responsibilities. Only necessary and reasonable business expenditures will be reimbursed as outlined in Board policy. (Refer to Board policy 1440 (administration)/3440 (professional staff)/4440 (support staff)

**Public Relations**
The official spokesperson for the District is the Superintendent. All official statements will be handled through the Superintendent’s Office at the ESD at (231) 898-1552. In the event that the media or other individual or group contacts an employee regarding an issue, employees are required to refer him/her to the Superintendent’s Office.

**Board Meetings**
The location of the regular monthly meeting are at the West Shore ESD, North Campus, 2130 West US-10, Ludington, MI 49431-9307, unless otherwise determined by the Board. Regular monthly meetings are held the second Tuesday of each month. The schedule for Board Meetings is posted on the West Shore ESD website.

**Business Cards**
When an employee’s position necessitates, he/she may obtain business cards upon approval from their immediate supervisor.

**Copyright/Printing/Duplicating**
The Board shall make duplicating equipment available for administrative and instructional use to the extent economically feasible and practical according to the needs of the district. The Board of Education directs its staff to use copyrighted works only to the extent that the law permits. (Refer to Board policy 2531)

**BUILDING AND GROUNDS/SECURITY**

**Keys**
Building keys will be issued to administrative personnel only, unless otherwise approved by the Superintendent/Program Director. All staff in possession of building keys/key card shall complete the Key/Key Card Survey form annually. Lost keys shall be reported to the Director of Business Operations within 24 hours.

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

**Use and Maintenance of District Facilities/Equipment**
The Board of Education believes that District facilities should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purpose of this District. (Refer to Board policy 7510)
A work order request must be submitted to the Director of Building Operations for the maintenance and repair of the facility and some equipment. Some of the mechanical and/or electronic office equipment are covered by maintenance contracts. Employees are to contact their supervisor to determine the procedure to handle their particular need.

POLICIES

West Shore ESD Non-Discrimination
It is the policy of the West Shore Educational Service District not to discriminate on the basis of race, religion, color, national origin, sex, age, disability, height, weight, marital status, genetic information, lack of English Language skills or any other legally protected characteristic, in its program and activities, including employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Civil Rights Coordinator
West Shore Educational Service District
2130 West US 10
Ludington, Michigan 49431
(231) 757-3716

Grievance Procedures for Non-Discrimination

Section I  Any person believing that the West Shore Educational Service District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Civil Rights Coordinator
West Shore Educational Service District
2130 West US 10
Ludington, Michigan 49431
(231) 757-3716

Section II  The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days. If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps.

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

Step 2  A complainant wishing to appeal the written (or Step 1) decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator’s response. The Superintendent shall
meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3 If still unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent’s response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting. The decision of the Board of Education shall be final.

The local Coordinator, on request, will provide the complainant with a copy of the district’s grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator’s office.

Students and parents and representatives of education institutions may, at any time, contact the enforcement offices if you wish to file a complaint or need assistance on a problem or assistance to prevent civil rights problems. Contact the OCR headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.

OCR office for Michigan is located at: OCR National Headquarters is located at:

Cleveland Office U.S. Department of Education
Office for Civil Rights Office for Civil Rights
U. S. Department of Education Customer Service Team
600 Superior Avenue East, Suite 750 400 Maryland Avenue, SW
Cleveland, OH 44114-2611 Washington, DC 20202-1100

Telephone: 216-522-4970 Telephone: 1-800-421-3481
FAX: 216-522-7573 FAX: 202-246-6840
TDD: 877-521-2172 TDD: 877-521-2172
Email: OCR.Cleveland@ed.gov Email: OCR@ed.gov

Policy Against Workplace Harassment
It is the policy of West Shore ESD that we will not tolerate harassment or abuse of any kind whether because of any employee’s race, religion, color, sex, age, national origin, handicap or disability, height, weight, marital status, genetic information, or other legally protected status (“harassment”) encountered by any of its employees as a result of their employment with West Shore ESD. This policy applies to all employees or other individuals who represent or serve West Shore ESD in any capacity.

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

1. Submission to the conduct or communication is made either implicitly or explicitly a term or condition of an individual’s employment;
2. Submission or rejection of such conduct or communication by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of interfering with the individual’s work performance; of creating an intimidating, hostile, or offensive working environment.

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

Complaints of improper harassment will be promptly and carefully investigated. Investigation may include interviews of possible witnesses including the person claiming the harassment occurred, and the person or persons claimed to be involved in the harassment. The privacy of the person issuing the complaint, 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.

Employees with more specific questions about the District’s policy against workplace harassment are advised to reference Board Policy 1662 (administration), 3362 (professional staff)/4362 (support staff)/5517 (students). The Anti-Harassment Complaint Coordinator is Terri Steih, Human Resources Director.

**Persons with Disabilities**
Under Michigan and Federal law, a qualified individual may not be discriminated against in employment because of a disability that can be reasonably accommodated to enable the qualified individual to perform the job. Qualified individuals with disabilities who feel accommodation is needed to perform the essential functions of their job must notify the Human Resources Director 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.

**Bullying and Other Aggressive Behavior**
It is the policy of the district to provide a safe educational environment. If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, he/she shall promptly report such incident to the appropriate principal, supervisor or designee. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited. (Refer to Board Policies 5517 & 5517.01)
**Drug Free Schools**
Federal law and the District Board of Education, prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school, in school approved vehicles, or at/during any school-related event. Drugs include any alcoholic beverage, non-prescribed drug, or controlled substance. Compliance with this policy is mandatory for all employees. Any employee who violates this policy will be subject to disciplinary action in accordance with District guidelines and the terms of collective bargaining agreements. (Refer to Board policy 3122.01 (professional staff)/4122.01 (support staff))

**Smoking and Use of Tobacco Products**
The Board prohibits the use of tobacco products on District premises (owned or leased), in District vehicles, at all school sponsored events and in all school buildings owned and/or operated by the District. (Refer to Board policy 7434 (school premises)/3215 (professional staff)/4215 (support staff).

**Social Security Number Privacy Act**
The Board shall ensure that the District will comply with the Social Security Number Privacy Act. This act requires that employers who use these numbers for any purpose establish a published privacy policy. The purpose of the statute is for the prevention of identity theft; limitation on the use of social security numbers as an identifier when unnecessary. The privacy policy indicates that all persons who obtain one or more social security numbers in the ordinary course of business must create a privacy policy which does all of the following: Ensures the confidentiality of social security numbers; Prohibits unlawful disclosure; Limits who has access to information or documents that contain social security numbers (Refer to Board policy 8350)

**Fair Labor Standards Act (FLSA)**
It is the Board of Education’s policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. (Refer to Board policy 6700)

The Board requests that employees report all deductions they think are improper to the Human Resources Office. The District shall investigate and promptly reimburse an impermissible deduction and take steps to ensure that improper deductions are not made in the future. The District will not retaliate against the employee for making such a complaint.

**SAFETY IN THE WORKPLACE**

**Emergency Operations Plan**
The West Shore ESD Emergency Operations Plan includes the school safety response, the structure to address various levels of threat identified in the school safety legislation and threats to the safety of District facilities. The Emergency Operations Plan is available on the District’s web site.
Reporting Accidents
If an employee is aware of any accident involving a student and/or an employee, it must be reported immediately to their supervisor. All employee injuries shall be reported utilizing the Employee Report of Injury form. This form shall be submitted to the department supervisor within 24 hours. (Refer to Board policy 8442)

Hazardous Materials
State, Federal, and school Board policy require proper handling of hazardous materials and chemicals. It is imperative, that employees ensure their own safety as well as students and other employees. Employees are to familiarize themselves with the hazardous materials and chemicals in their workspace, how the materials and chemicals pose potential risk, and the procedures to eliminate or reduce exposure. Safety Data Sheets are available for review in designated areas of each building. (Refer to Board policy 8431)

Bloodborne Pathogens/Communicable Diseases
The District has adopted an exposure control plan that observes the practice of universal precautions to prevent contact with blood and other potentially infectious materials in body fluids. All human blood and other body fluids are to be treated as if they are known to be infectious. (Refer to Board policy 8453.01)

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

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

To provide a safe educational environment for students and staff, all persons with the school community should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions. (Refer to Board policy 8453)

Standards of Conduct
The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions. Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. The Board will not tolerate inappropriate or intimidating behavior within the workplace. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities.

All members of the staff are responsible for maintaining a safe work environment and participating in investigations as necessary. The Board will respond appropriately to every reported incident of disruptive, threatening, or violent behavior. (Refer to Board policy 3362.02 (professional staff)/4462.02 (support staff)
Examples of inappropriate behavior by staff members include but are not limited to:

- Behavior that distracts, interferes with, or prevents normal work functions or activities. This behavior includes but is not limited to yelling, using profanity or vulgarity, verbally abusing others, making inappropriate demands for time and attention; making unreasonable demands for action or refusing a reasonable request for identification.
- Behavior that includes physical actions short of actual contact/injury (e.g., moving closer aggressively), oral or written threats to a person or property, whether in person, over the telephone or through other means of communication.
- Behavior that includes physical assault, with or without weapons, behavior that a reasonable person would interpret as being violent, (e.g., throwing things, pounding on a desk or door, or destroying property), and specific threats to inflict physical harm.
- Behavior(s) which create incidents that, are stressful or traumatic that interferes with an individual’s or group of individual’s ability to effectively function in his/her work environment.

**School Safety Legislation 2005 PA 129-131 and 138**

The law requires you, as an employee of the district to self-report to your superintendent and the Michigan Department of Education when you have been arraigned/charged with certain identified crimes. The employee must report within three (3) business days of arraignment or be guilty of an additional crime. The Listed Offenses, Conviction Disclosure Form and an Arraignment Disclosure form can be found on the WSESD web site under Human Resources.

**OTHER INFORMATION**

Where To Call With Questions:

- Employment and Insurance (231) 898-1559
- Payroll (231) 898-1558
- Retirement (231) 898-1559
- Substitute Placement (231) 757-3716
ACKNOWLEDGEMENT OF HANDBOOK

I have received a copy of the West Shore ESD Handbook. I understand that this handbook is designed to acquaint me with the current personnel policies, procedures, and benefits of West Shore ESD which govern my employment, and I understand that West Shore ESD 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 West Shore ESD and any employee.

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

_________________________________
Employee Name (printed)

_________________________________    Date: _________________________
Employee Signature

_________________________________    Date: _________________________
Human Resources Director