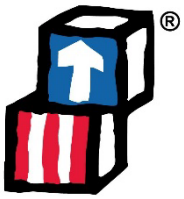
EMPLOYEE HANDBOOK

Early Head Start, Head Start, and GSRP







Mission

It is the Monroe County Intermediate School District's mission to prepare today's students for tomorrow's world.

In pursuit of this mission, the MCISD will:

- champion quality educational opportunities for learners of all ages, aspirations, and abilities
- provide leadership in the development of educators, educational programs, and learning priorities
- collaborate with educators and community members in Monroe County
- use research to initiate educational change

Vision

It is the Monroe County Intermediate School District's vision to help every student succeed.

The MCISD will pursue this vision by:

- creating enthusiasm for learning
- collaborating with and supporting local school districts
- partnering with parents, business leaders, and others
- capitalizing on educational advances and discoveries
- nurturing ideas and encouraging innovation

TABLE OF CONTENTS

MISSION & VISION STATEMENTS 2

INTRODUCTION 5

ABOUT US 6

MAP OF THE MCISD CAMPUS 7-8

HUMAN RESOURCES AND LEGAL DEPARTMENT 9

EMPLOYMENT AT MCISD 10

- Equal Employment Opportunity 10
- Conditions of Employment 10
- Orientation Program 10
- Exempt and Non-Exempt Positions 10
- Qualifications For Positions 11
- Posting Positions 11
- Staff Screening (600.36) 11
- School Safety Legislation Reporting Requirement 11
- Work Schedule/Calendars 11
- Working Day 11
- Changes in Personal Information 12
  - EHS/HS/GSRP Probationary Procedures (600.4a)
  - EHS/HS/GSRP Probationary Evaluation (600.4b)
- Evaluation 12
- Employee Recognition Fund and Coffee Fund 12

COMPENSATION AT MCISD 12

- Establishing Compensation and Increases 12
- 2026-2027 Wage Schedule - GSRP Hourly/Salary 13
- 2026-2027 Wage Schedule – EHS/HS Hourly/Salary 14-15
- Pay Periods and Paydays 16
- Michigan Public School Employees' Retirement System (MPSERS) 16

BENEFITS 16

- EHS/HS/GSRP Employee Recruitment and Retention Procedures (600.3c) 16
- Insurance Benefits 16
- Holidays 17
- Vacation Allowance 17
- Necessary Business Days 17
- Sick Time 18
- Family Medical Leave 19
- Non-Qualifying FMLA Maternity Leave 19
- Medical Leave 20
- Funeral Leave 20
- Court Witness and/or Jury Duty 20
- Travel Reimbursement 20

WORK PRINCIPLES 21
Absenteeism/Tardiness 21
Red Rover 21
Identification Badges 21
Personal Business and Phone Calls 21
Use of MCISD Vehicles 21
Use of MCISD Technology 21
Personal Technology and Social Media 21
Drug and Alcohol-Free Workplace 21
Smoke Free Workplace 21
Standards of Conduct (Soc) 22
Dress Code 22
Problem Solving Procedure 23
Personnel Records 23
Discipline 23
Termination 23
Advance Notice of Resignation 23

EMPLOYEE HEALTH AND SAFETY 23
Public Relations 23
Job Related Injury 23
Safety 24
Anti-Harassment Policy 24
Anti-Bullying Policy 25
Inclement Weather and Emergency Closing 25
Delays 25
Canceled Bus Route 26
Infinite Campus Alert System 26
Control of Non-Casual-Contact Communicable Diseases 26

NOTICE OF NON-DISCRIMINATION 26
Complaint Procedure 26
Acknowledgement 27
Appendix (Links) 28

INTRODUCTION

Welcome to the Monroe County Intermediate School District (MCISD/ISD) family. The information you are about to read will help you get to know us. It will also be useful information for you in the months and years to come.

This Handbook includes policies and guidelines applicable to you as an employee of the Monroe County Head Start/Early Head Start Program. The Handbook does not contain all of MCISD's policies and guidelines. Please visit https://go.boarddocs.com/mi/monroeisd/Board.nsf/Public?open&id=policies for all MCISD policies and guidelines.

This handbook is not a contract and does not confer any rights or benefits beyond what is in the handbook. The handbook is not a comprehensive and definitive statement of employment and conditions and Board policy. It is intended as a general reference guide. All statements and procedures are subject to unilateral change in whole or in part by the MCISD at any time.

All forms mentioned in this Handbook can be found in the Appendix and online at www.monroeisd.us under "Staff Info". Click on "Forms" for the proper form.

ABOUT US

The Monroe County Intermediate School District (MCISD/ISD) is the regional educational agency for this portion of the State of Michigan. The MCISD is comprised of nine constituent public school districts, two charter schools, and 15 non-public schools.

Serving as a link between local districts and the Michigan Department of Education, the MCISD connects Monroe County youth -- from birth through age 26 -- with specialized education services and resources in schools and community settings throughout the area.

In addition to special education services provided in students' home districts, the MCISD operates the Monroe County Educational Center for children with complex developmental disabilities, the Monroe County Transition Center for secondary students with disabilities who polish their personal living and employability skills in real-life settings, and Holiday Camp, which is a summer program that offers enrichment and respite activities for students. The MCISD also provides academic programming for students in the juvenile justice system at the Monroe County Youth Center.

MCISD also operates a Middle College. Students enter the Monroe County Middle College in the 9th grade with a comprehensive curriculum that will culminate with the award of a high school diploma upon graduation. Students in the program also can earn up to 60 transferable college credit hours or an associate degree and/or a certificate in the field of health science.

The Monroe County Middle College started on September 8, 2009, with an initial cohort of 38 ninth grade students. As these students matriculate yearly another group of 40-60 9th graders will be accepted. Features of the school include small school setting with all Middle College instruction by highly qualified Michigan certified teachers. Dual enrollment classes are taken at MCCC and taught by MCCC staff members or adjunct professors. Students also have contact with professional staff members from Mercy Memorial Hospital System

MCISD also operates the Early Head Start and the Head Start Program for Monroe County. Early Childhood Education includes Early Head Start, Early On and Early Intervention and is designed for children 0-3 years of age. The majority of the services in Early Childhood Education are provided in the home. The Head Start Program is a center-based preschool program with classrooms throughout county schools.

Additionally, the MCISD collaborates with a wide range of community agencies and service organizations to develop strategies that address school safety, early childhood development and nurturing, substance abuse prevention, and other social issues that affect students, their families, and our community at large.

The MCISD offers professional development opportunities to educators throughout the year, providing presenters and forums in which teachers, administrators and classroom personnel can explore the best practices and emerging strategies that take learning to the next level of excellence.

MAP OF THE RAISINVILLE ROAD CAMPUS

You will find a map of the buildings and parking on the Raisinville Road campus on the next page. The buildings are:

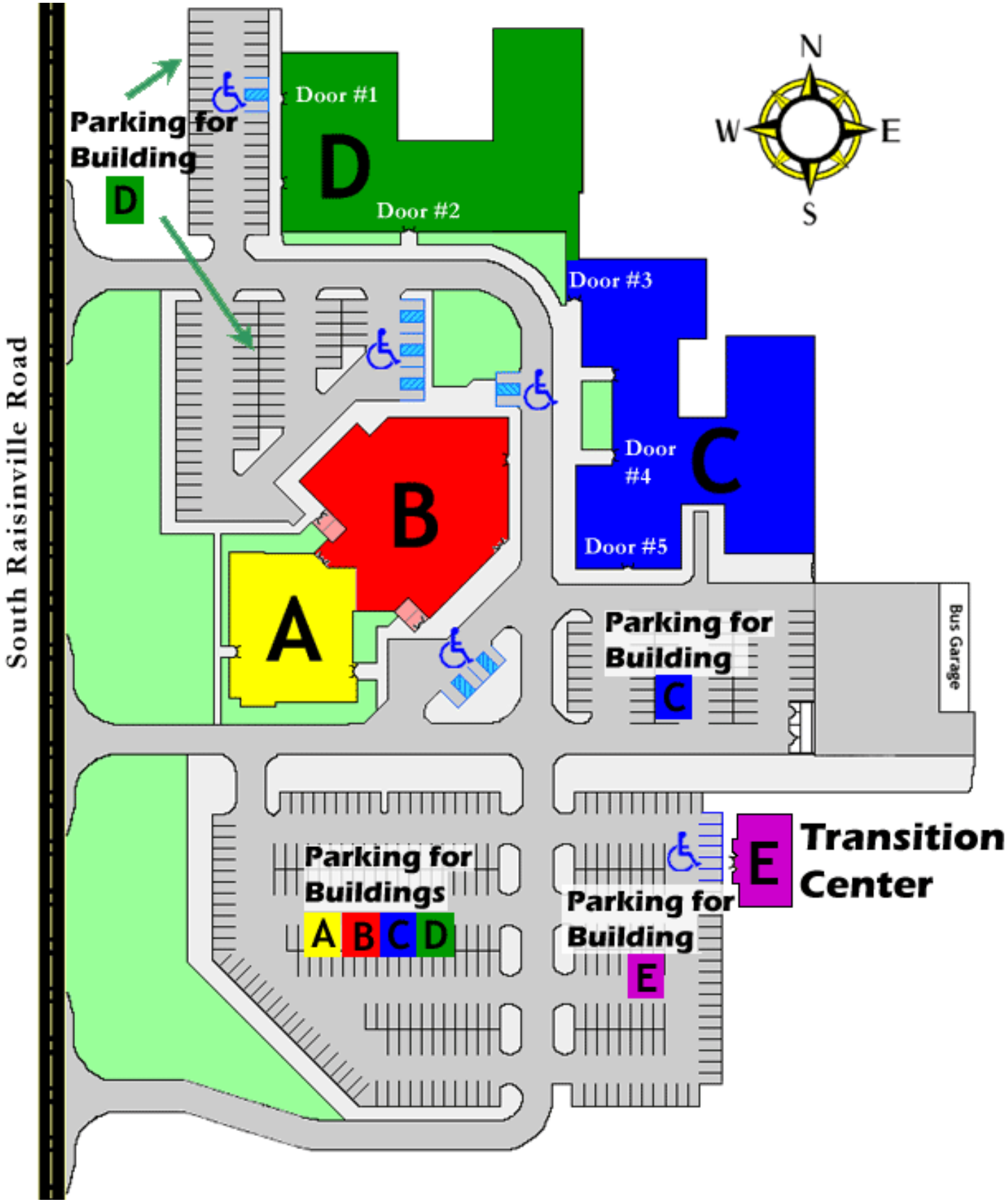
- **Building A: Administration Building**
  - Superintendent Office
  - Communications
  - Human Resources Department
  - Business Department
  - IT Department
  - Transportation/Custodial Department
  - Food Service
  - Lake Erie Room
  - Lotus Room
  - Pointe Moulliee Room

- **Building B: Professional Development Center**
  - Curriculum and Instruction Department
  - Instructional Resource Technology Center
  - River Raisin Rooms 1-4
  - Banner Oak Room
  - Bridge School Room
  - Computer Labs

- **Building C: Educational Center**
  - Center based school for students with severe disabilities aged 0-26

- **Building D: Special Education Service Center**
  - Special Education Directors
  - Itinerant Staff offices
  - YOP Program
  - Early Childhood Services

- **Building E: Transition Center**
  - Center based program for high school students with disabilities


South Raisinville Road
Parking for Building D
Door #1
D
Door #2
N
W
E
S
Door #3
Door #4
C
Door #5
B
A
Parking for Building C
Bus Garage
Parking for Buildings A B C D
Parking for Building E
E
Transition Center

HUMAN RESOURCES AND LEGAL DEPARTMENT

The Human Resources Department webpage provides employees with pertinent information related to their employment with Monroe County ISD. Please contact the Department with any questions regarding compensation, benefits, policies or any other questions. The Human Resources office is very open to having you drop by its offices in the Administration Building if you have questions or want to learn more about the services they provide. However, understanding that your time is valuable, it may be easier for you to check out their website at www.monroeisd.us. Additionally, the website provides a wealth of information on its website, including other policies and benefits information not mentioned in this handbook.

Contact Information

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Inez Jarosz
Secretary
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Fax: 734-322-2660
Email: inez.jarosz@monroeisd.us

EMPLOYMENT AT MCISD

EQUAL EMPLOYMENT OPPORTUNITY

The Monroe County Intermediate School District (MCISD) does not discriminate on the basis of religion, race, color, national origin, disability, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status in its programs, activities or in employment.

CONDITIONS OF EMPLOYMENT

The Handbook is subject to interpretation and application at the discretion of the MCISD, including the right of management. The MCISD reserves the right to modify, eliminate or add to any rule, policy or benefit contained in this Handbook at any time, with or without prior notice. The information in this Handbook represents conditions applicable to the employment of the referenced positions and is not intended to create a contract of employment for any specified or definite period of time.

ORIENTATION PROGRAM

All new employees will participate in an Orientation Program. Employees will receive information about the MCISD Mission, Vision, History and structure. Additionally, new staff will complete all necessary Human Resources paperwork. New employees will be fingerprinted and receive an identification badge.

EXEMPT AND NON-EXEMPT POSITIONS

This Handbook covers only the positions listed below or positions which may be added by the MCISD. Each position has a specified number of workdays and holidays that equals the position's total paid days for each fiscal year (July-June); however, the number of workdays is subject to change at the discretion of the Administration. **Grant-funded positions may have the paid days reduced or eliminated depending on the grant terms. Other benefits may be affected by grant terms.**

Employees classified as exempt are exempted from both minimum wage and overtime; whereas, non-exempt employees are subject to minimum wage and overtime regulations under the Fair Labor Standard Act of 1938 and the Wage and Hour Law.

GSRP Exempt (Contracted Employees)

Teacher (187 days or as dependent upon grant)
GSRP Enrollment Coordinator (260 days)
Early Childhood Specialist (198 days or as dependent upon grant)

GSRP Non-Exempt (HOURLY Employees)

Teacher Assistant (173 days or as dependent upon grant/dependent upon classroom assignment)
Program Support Aide Floater (143 days or as dependent upon grant)

EARLY HEAD START Non-exempt (HOURLY Employees)

Home Visitor (260 days or as dependent upon grant)
Family Partnership Specialist (260 days or as dependent upon grant)

HEAD START Exempt (Contracted employees)

Assistant Director (260 days or as dependent upon grant)
Accountant (260 days or as dependent upon grant)
Coordinators (220 days or as dependent upon grant)
- Education - Health Services - Mental Health (208 days or as dependent upon grant)

Teacher (202 days or as dependent upon grant/dependent upon classroom assignment)
Site Leaders (208 days or as dependent upon grant)

HEAD START Non-Exempt (HOURLY Employees)

Bus Driver (156 days or as dependent upon grant)
Clerk (165 days or as dependent upon grant)
Family Partnership Specialist (221 days or as dependent upon grant)
Program Support Aide (156 days or as dependent upon grant)
Program Support Aide Floater (161 days or as dependent upon grant)
Secretary (215 days or as dependent upon grant)
Teacher Assistant (186 days or as dependent upon grant/dependent upon classroom assignment)

QUALIFICATIONS FOR POSITIONS
All persons employed will be expected to meet the employment qualifications as determined by the Board of Education (BOC), and as required by federal and state laws. The Board may adopt standards beyond the minimum required by law.

POSTING POSITIONS
Head Start/Early Head Start positions that become vacant or newly established will generally be publicized by posting outside the Human Resource office and on our website under "Employment". Anyone wishing to apply for a new and/or different position must apply online through Frontline Education – Applicant Tracking. All applications must be up to date and completed in their entirety.

STAFF SCREENING
Head Start/Early Head Start and GSRP directors and the Human Resources Department are responsible for following the hiring process to fill open positions in the Head Start/Early Head Start and GSRP programs. The process includes recruiting, screening, interviewing, checking references, ensuring candidate's qualifications, and hiring of staff. **Visit:: 600.3b-MCISD EHS/HS/GSRP Staff and Volunteer Screening/Hiring Procedures**

SCHOOL SAFETY LEGISLATION REPORTING REQUIREMENT
All employees are required to report to the Superintendent if charged with a felony or other misdemeanors as outlined. **Visit: School Safety Legislation Self-Reporting**.

WORK SCHEDULE/CALENDARS
The Director and/or his/her assignee will complete the Calendar Form for exempt employees working fewer than 260 days. The Calendar Form allows employees to fulfill their scheduled number of workdays. The Form can be found at **https://www.monroeisd.us/stafflogin/staffforms/**. Once the calendar is completed by the Director and/or his/her assignee, a copy is turned into Human Resources Department at the beginning of the fiscal year. Any changes to the calendar must be approved by the Supervisor and submitted to Human Resources.

Non-exempt employees are required to fill out a bi-weekly time sheet to be approved by their Supervisor.

WORKING DAY
Non-Exempt: The normal working day is a minimum of eight (8) hours, which will include a ½ hour unpaid lunch, unless otherwise indicated on the job posting. Some positions will not have a duty-free lunch, as indicated in the job posting. Employee hours are established yearly. Bus Drivers' and Program Support Aides' working day will be dependent upon the bus run. Employees classified as non-exempt will be paid 1.5 times their hourly rate for any hours worked over 40 in a work week; however, any hours worked over 40 in a work week must have prior approval from the Supervisor.

Exempt: The working day for exempt employees will be 8 hours or the amount of time necessary to carry out their tasks. The length of day may vary from time to time and from position to position, depending on the demands created by a specific situation. Exempt employees will have a ½ hour lunch, unless otherwise noted on the job description.

CHANGES IN PERSONAL INFORMATION

Promptly update your Human Resources and Payroll information when you change your address, phone number and/or marital status. Changes can be completed on the Employee Access Center **https://eac.lisd.us/eFP19.4/EmployeeAccessCenter/Web/MultDBlogin.aspx**.

PROBATIONARY PROCEDURES AND EVALUATION

The purpose of the probationary period is to allow both the employee and the Monroe County ISD the opportunity to determine whether the employment relationship is a good fit. During this period, the employee's performance, conduct, and overall suitability for the position will be evaluated. Staff will be evaluated once per year by their immediate Supervisor. The evaluation will be discussed with and signed by the staff member.
Visit: (600.4a) Probationary Procedures and (600.4b) Evaluation Tool

The following positions will be evaluated using the noted evaluation record on Standards for Success software found at **www.monroeisd.us** under the Human Resources Department.

- Director – School Advance Supervisor
- Accountant – School Advance Non-Instructional Non-Manager
- Assistant Director – School Advance Non-Instructional Manager
- GSRP Enrollment Coordinator – Non-Instructional Non-Manager
- Coordinator – School Advance Non-Instructional Non-Manager
- Family Partnership Specialist – School Advance Non-Instructional Non-Manager
- Mentor Teacher – School Advance Non-Instructional Non-Manager
- Site Leaders - School Advance Non-Instructional Non-Manager
- Teacher – Thoughtful Classroom
- All other non-exempt hourly staff – Hourly Evaluation Form

EMPLOYEE RECOGNITION FUND AND COFFEE FUND

All MCISD employees are encouraged to contribute to the Employee Recognition Fund. The fund is used for an annual springtime reception for retiring employees and recognizing employee milestones, a winter open house and memorial donations to Holiday Camp in sympathy for employees who have lost a spouse, parent, or child.

Additionally, those employees housed at the Raisinville Road campus are invited to contribute to the Coffee Fund in order to partake in the tea, coffee and hot chocolate provided in the staff lounges.

COMPENSATION AT MCISD

ESTABLISHING COMPENSATION AND INCREASES

All salary and hourly wages of the **GSRP Program**, **Early Head Start/Head Start Program** employees are established upon creation of the position. All salary and hourly wage increases are recommended by the Superintendent and approved by the Board and the Head Start Policy Council. However, salary wages may also be based on training and experience of the new/current employee, subject to the approval by the Board and the Head Start Policy Council. Any additional Cost-of-Living Adjustments (COLA) and other wage increases are based on the availability of grant funds.

Employees who complete an educational degree, certificate, or other qualifying credential outlined in the wage scale are responsible for notifying Human Resources to be considered for a lane change and any associated wage adjustment. To initiate this process, employees must complete a Lane Change Request Form and submit an official transcript or other official documentation verifying successful completion of the degree or certification. Lane changes and corresponding wage adjustments will not be processed until all required documentation has been received and verified by Human Resources.

For salaried employees, completed Lane Change Request Forms and official transcripts must be submitted to Human Resources no later than October 1 to be eligible for a revised annual salary based on the newly attained educational degree or credential for the upcoming contract year. Requests submitted after October 1 will be processed, and any resulting salary adjustment will become effective at the start of the following school year.

See Step Scale on the following pages (updated annually).

GSRP 2026-2027 Wage Schedule

Enrollment Coordinator - 260 days	**Education A** BA Degree	**Education B** MA
Step 1	$ 60,374	$ 61,581
Step 2	$ 60,978	$ 62,197
Step 3	$ 61,588	$ 62,819
ECS - 198 days	**Education A** BA Degree OR Compliance Plan Needed	**Education B** MA Degree
Step 1	$ 65,270	$ 66,575
Step 2		$ 67,241
Step 3		$ 67,913
Site Leads - 208 days	**Education A** BA Degree	**Education B** MA Degree
Step 1	$ 48,301	$ 49,267
Step 2	$ 48,784	$ 49,760
Step 3	$ 49,272	$ 50,258

Teacher - 188 days	**Education A** AA Degree AND/OR Compliance Plan Needed	**Education B** BA Degree	**Education C** MA Degree
Step 1	$39,957	$40,756	$41,571
Step 2		$41,164	$41,987
Step 3		$41,576	$42,407

Head Start 2026-2027 Wage Schedule

Contracted Staff			
Health and Nutrition Coordinator - 220 days	**Education A** BA Degree	**Education B** MA Degree	
Step 1	$ 51,089	$ 52,111	
Step 2	$ 51,600	$ 52,632	
Step 3	$ 52,116	$ 53,158	
Education Coordinator - 220 days	**Education A** BA Degree	**Education B** MA Degree	
Step 1	$ 51,089	$ 52,111	
Step 2	$ 51,600	$ 52,632	
Step 3	$ 52,116	$ 53,158	
Mental Health Consultant – 208 days	**Education A** BA Degree	**Education B** MA Degree	
Step 1	$ 48,301	$ 49,267	
Step 2	$ 48,784	$ 49,760	
Step 3	$ 49,272	$ 50,258	
Behavior Specialist - 208 days	**Education A** BA Degree	**Education B** MA Degree	
Step 1	$ 48,301	$ 49,267	
Step 2	$ 48,784	$ 49,760	
Step 3	$ 49,272	$ 50,258	
Site Leader - 208 days	**Education A** BA Degree	**Education B** MA Degree	
Step 1	$ 48,301	$ 49,267	
Step 2	$ 48,784	$ 49,760	
Step 3	$ 49,272	$ 50,258	
Teacher - 202 days	**Education A** AA Degree AND/OR Compliance Plan Needed	**Education B** BA Degree	**Education C** MA Degree
Step 1	$ 42,934	$ 45,081	$ 45,983
Step 2		$ 45,532	$ 46,443
Step 3		$ 45,987	$ 46,907

Head Start 2026-2027 Wage Schedule (Continued)

Hourly Staff			
Family Partnership Specialist	**Education A** AA Degree AND/OR Compliance Plan Needed	**Education B** BA Degree/Family Certification	**Education C** MA Degree
Step 1	$ 26.58	$ 27.91	$ 28.47
Step 2		$ 28.19	$ 28.75
Step 3		$ 28.47	$ 29.04
Teacher Assistant	**Education A** High School/GED AND/OR Compliance Plan Needed	**Education B** AA Degree/CDA	**Education C** BA Degree
Step 1	$ 16.53	$ 17.36	$ 17.71
Step 2		$ 17.53	$ 17.88
Step 3		$ 17.71	$ 18.06
Float	**Education A** High School/GED	**Education B** AA Degree/CDA	**Education C** BA Degree
Step 1	$ 15.00	$ 15.30	$ 15.61
Step 2	$ 15.15	$ 15.45	$ 15.76
Step 3	$ 15.30	$ 15.61	$ 15.92
EHS Home Visitor	**Education A** High School/GED OR On a Compliance Plan	**Education B** AA Degree/Home Visiting CDA	**Education C** BA Degree
Step 1	$ 20.52	$ 20.93	$ 21.35
Step 2	$ 20.72	$ 21.14	$ 21.56
Step 3	$ 20.92	$ 21.35	$ 21.78
Bus Driver	**Education A** High School/GED	**Education B** AA Degree/CDA	
Step 1	$ 19.71	$ 20.10	
Step 2	$ 19.91	$ 20.30	
Step 3	$ 20.10	$ 20.51	
Program Support Aide	**Education A** High School/GED	**Education B** AA Degree/CDA	
Step 1	$ 15.00	$ 15.30	
Step 2	$ 15.15	$ 15.45	
Step 3	$ 15.30	$ 15.61	
Clerk	**Education A** High School/GED	**Education B** AA Degree/CDA	
Step 1	$ 15.39	$ 15.70	
Step 2	$ 15.55	$ 15.86	
Step 3	$ 15.70	$ 16.02	

PAY PERIODS AND PAYDAYS

Hourly staff is required to record time on the appropriate time sheet. There are two pay periods per month. Pay periods are from the 10th of the month through the 24th of the month, and from the 25th of the month through the 9th of the month. Payday is the 10th and 25th of each month, unless those days fall on a weekend or bank holiday, then payday will be the first business day prior to the 10th or 25th. Employees are required to use direct deposit or a debit card to receive their pay.

MICHIGAN PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM (MPSERS)

All employees of the MCISD are members of the Michigan Public School Employees' Retirement System and are required to make a contribution to the MPSERS. Such deductions will be taken from each paycheck. All questions regarding retirement should be directed to the Human Resources Department. For more information on MPSERS, visit their website at **www.michigan.gov/orsschools**.

BENEFITS

RECRUITMENT/RETAINMENT BENEFITS

The EHS/HS/GSRP programs will utilize the items outlined within this procedure to incentivize and increase staff recruitment and retainment. Each of the following items describes the incentive, the procedure for attaining the incentive and the time period the incentive will be offered. All incentives are subject to grant availability.
Visit: (600.3c) MCISD EHS/HS/GSRP Recruitment and Retainment Procedures

INSURANCE BENEFITS

The Board offers medical, vision, and dental insurance coverage to employees upon application, unless otherwise noted in the job posting. The Board reserves the right to change carriers, levels of benefits and employee contributions. Any employee who works less than 29 hours will receive benefits at 70%. GSRP and Head Start employees may choose between MESSA CHOICES ($1000/$2000 deductible), MESSA ABC Plan 1, MESSA ABC Plan 3 and MESSA Essentials. **Information about insurance benefit plans and any applicable co-pays, deductibles or employee contributions are available from the Human Resource Department. Visit: MESSA Summary of Benefits and Coverage.**

Head Start Bus Driver benefits at the beginning of a school year will be calculated based on run hours as calculated the day after Labor Day. Bus wash, one (1) hour, will be added to the calculated time per week. Routes 29 hours and greater will receive benefits at 100%. Routes less than 29 hours will receive benefits at 70%.

An employee has 30 days to make an insurance/cash-in-lieu election. Insurance is effective on the first day of employment. Employees begin paying their premium the following month.

If an employee elects cash-in-lieu instead of medical insurance, they must provide proof of coverage under another group healthcare plan within 30 days of employment in order to receive cash-in-lieu payments. If they do not provide proof, they will not receive cash-in-lieu payments. If they provide proof of coverage after 30 days, they will receive cash-in-lieu payment effective the month they produced proof of coverage. Cash-in-lieu payments are not prorated.

Employees who do not make an election within 30 days are labeled cash-in-lieu, but they will not receive cash-in-lieu payments until they provide proof of coverage under another group healthcare plan. They cannot enroll in a health care plan after 30 days, and, instead, will have to wait for open enrollment.

HOLIDAYS
Each employee will receive the following Holidays with pay, at his/her regular daily rate of pay, even though no work is performed by the employee, and provided that such Holiday falls within the interval of employment for the employee:

New Years' Eve Day
New Years' Day
Presidents' Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Eve Day
Christmas Day
First Working Day after Christmas

Additionally, an employee who is absent the day before or the day after a holiday, whether for themselves or their immediate family member (see Illness and Injury Leave Section), must submit medical proof of illness in order to receive holiday pay. To receive holiday pay, the employee must have worked the regularly scheduled workday preceding and scheduled workday after the holiday or have both of these days excused by the Superintendent or his/her designate.
Necessary Business/Emergency Days may not be used before or after holidays or vacation.

VACATION ALLOWANCE
Employees working a 260-day calendar will receive paid vacation per fiscal year (July- June) as follows:

- 18 days upon employment (this will be adjusted during the first year of employment if an employee's stop date is after July 1)
- 2 additional days after 5 years of continuous employment
- 5 additional days after 25 years of continuous employment

Vacation must be approved by the employee's Supervisor. Vacation earned and not taken during a fiscal year (July-June) may be carried over and used through December 31 of the following fiscal year or be forfeited. If a position becomes a 260-day position, the effective date of the change will be used to calculate the number of vacation days awarded each year. There is no payout of accrued vacation upon resignation or retirement.

NECESSARY BUSINESS DAYS
Each employee will receive two (2) days at the beginning of the fiscal year (July), or following a successful, initial 90-day probationary period, to be used for emergencies or personal business only. If hired after January 1st, the employee will earn only one (1) Necessary Business Day. These days can only be used for purposes that cannot be conducted during non-work hours or for other emergency reasons that are not eligible under Illness/Injury Leave. An employee may use one (1) Illness/Injury Day per year as a Necessary Business Day. Some of the reasons for which Necessary Business/Emergency Days may not be used are: shopping trips, vacation, personal convenience, hunting or other recreational activities, and for purposes of earning money.

An employee wishing to use his/her Necessary Business/Emergency Day(s) shall indicate this desire to his/her Director in the Red Rover absence management system at least two (2) days in advance, except in emergency situations. Employees must specifically state/document reason(s) for use of Necessary Business/Emergency Days. This request will require the approval of the Director and the Assistant Superintendent for Human Resources and Legal Counsel.

Failure to follow this procedure may result in loss of pay for the day and disciplinary action at the discretion of the Superintendent or designee.

Necessary Business/Emergency Days may not be used before or after holidays or vacations. They may not be planned in conjunction with any form of paid or unpaid leave of absence. These days may be taken in one-quarter (1/4) day increments of the employee's workday, and are not paid out and are not carried over upon resignation/retirement.

SICK TIME

The Earned Sick Time Act, MCL 408.961, *et seq*., provides employees with paid sick time as outlined below at the beginning of each ESTA benefit year. An ESTA benefit year is from July 1 to June 30. Staff will receive the following earned sick time days on July 1:

- **Head Start Full Year**: Assistant Director/Accountant/Family Partnership Specialist/EHS FPS/Home Visitor/Secretary: 13 days
- **Head Start - Aug-June**: Coordinator/Site Leader: 12 days
- **GSRP Sept – May:** 188 day Teacher/Teacher Assistant/Program Support Aide/PSA Floater/Bus Driver: 10 days
- **Head Start - Sept – June**: 202 day Teacher/Teacher Assistant/Program Support Aide/PSA Floater/Bus Driver/Early Childhood Clerk: 11 days
- **GSRP Full Year:** Director/GSRP Enrollment: 14 days
- **GSRP - Aug - May**: Early Childhood Specialist: 11 days

Employees hired after July 1 will receive a proration of the earned sick time hours outlined above.

If the use of earned sick time is foreseeable (i.e., a scheduled doctor's appointment, surgery, etc.), employees must provide advance notice that they intend to use earned sick time at least seven 7 days before the date the use of time will begin. If the use of earned sick time is not foreseeable, employees must provide notice as soon as practicable. Employees must enter their absence(s) in the Red Rover absence management system. Failure to provide timely notice or an employee's improper use of earned sick time may result in discipline, up to and including termination.

Employees may use his/her earned sick time for absences due to:

- The employee's or his/her family member's physical or mental illness, injury, or health condition; medical diagnosis, care, or treatment of mental or physical illness, injury, or health condition; or preventative medical care.
- Closure of the employee's place of business by order of a public official due to a public health emergency.
- The care of an employee's child whose school or place of care has been closed by order of a public official due to a public health emergency.
- The employee's or his or her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider, whether or not the employee or family member has actually contracted the communicable disease.
- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.

"Family member" is defined as a(n):

- Biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in *loco parentis*.
- Biological parent, foster parent, stepparent, adoptive parent, or legal guardian of an employee.
- Spouse, domestic partner, or individual to whom the employee is legally married under the laws of any state.
- Person who stood in loco parentis when the employee was a minor child.
- Grandparent.
- Grandchild.
- Biological, foster, and adopted siblings.
- An individual related by blood to the employee.
- An individual whose close association with the employee is the equivalent of a family relationship.

Employees must use earned sick time in 1/4 day increments. There is no payout of unused earned sick time upon resignation/termination or retirement. If an employee takes more than three (3) consecutive paid sick days he may be required to produce evidence that the absence was for one of the reasons allowed under ESTA. A letter from the employee's health care provider, as the phrase is defined under ESTA, indicating the employee use of paid sick time was necessary is sufficient. MCISD will be responsible for any out-of-pocket costs related to obtaining such evidence. When evidence is requested, employees must provide the information as well as submit a log detailing the individual costs as well as receipts within 15 days of the request.

Staff diagnosed with a non-casual communicable disease and who present doctor certification that requires absence from work must also present doctor certification before returning to work. **See Board Policies 8450 and 8453.**

Staff may carry over up to 10 paid days total (no more than 10 rollover days in rollover account.

FAMILY MEDICAL LEAVE

Pursuant to the Family and Medical Leave Act (FMLA), an employee who has been employed for twelve (12) months as a full-time employee and who worked at least 1,250 hours is entitled to twelve (12) work weeks of leave during any twelve (12) month period without pay but with group health insurance coverage maintained for one or more of the following reasons:

a. Due to the birth of the member's child in order to care for the child;

b. Due to the placement of a child with the member for adoption or foster care;

c. Due to the need to care for the member's spouse, child or parent who has a serious health condition; or,

d. Due to a serious health condition that renders the member incapable of performing the functions of his or her job.

e. Due to qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

Employees are required to use any accumulated illness/injury time during the period for which the physician certifies disability. FMLA also allows eligible employees to take up to 26 workweeks of unpaid, job-protected leave in a single 12-month period to care for a covered service member with a serious injury or illness. Employees requesting FMLA must complete the FMLA Request form, which can be found online under "Staff Forms."

Other conditions of FMLA apply**.** See Human Resources for a complete description of the applicable conditions.

NON-QUALIFYING FMLA MATERNITY LEAVE

Maternity leave will be granted without pay; however, an employee must utilize accumulated illness days during the period for which the physician deems her to be disabled. As long as the employee has accumulated illness days and is medically certified as disabled, she will continue to accrue leave benefits, if eligible. If an employee is medically certified as disabled. Board-paid benefits (medical, dental, vision, LTD, and life, cash-in-lieu, if eligible) will continue for that period of medically certified disability. Employees must submit a written request for maternity leave by her sixth month. The length of the requested leave may vary to a maximum of six (6) months, but may be extended at the discretion of the Board. An employee desiring to work beyond her eighth month must submit a bi-weekly physician's statement to the Assistant Superintendent for Human Resources and Legal Counsel. The employee must provide a return-to-work statement from her physician stating she is physically fit for employment.

MEDICAL LEAVE

An Employee whose personal illness or injury extends beyond the period of his/her accumulated Illness/Injury leave, upon written request to the Board with a physician's verification, may be granted a medical leave of absence without pay for a period not to exceed six (6) months. Employees who have been granted an unpaid leave of absence will not accrue illness/injury Leave Days during their unpaid leave.

During this leave period, the Board will continue the eligible employee's hospital/medical insurance but will not be responsible for any other Board-paid insurance benefits. A continuation of such leave up to an additional six (6) months without pay may be granted at the Board's discretion. The Board will not pay the cost of the employee's eligible hospital/medical insurance coverage for the additional six-month period. Upon return from medical leave, the employee must provide a physician's statement that he/she is capable of returning to work on a full-time basis. The employee will then be assigned to his/her previous position or a similar position, if available.

FUNERAL LEAVE

A maximum of five (5) days of absence with pay (and not to be deducted from Illness/Injury Leave) will be granted for death in a member's immediate family (defined as spouse, children, step-children and step-parents, parents). A maximum of three (3) days of absence with pay (and not to be deducted from Illness/Injury leave) will be allowed in the death of a mother/father-in-law, grandparent, grandchild, sibling, sister/brother-in-law, daughter/son-in-law, and any permanent resident relative living in the household. Step- and half- relatives are included in the list above.

Days may be taken beyond the five (5) and three (3) day limits and deducted from Illness/Injury leave upon prior approval of the Assistant Superintendent for Human Resources and Legal Counsel.

A written "Absence Report" will be filed with the immediate Supervisor stating the relationship of the person for whom the leave was requested.

COURT WITNESS AND/OR JURY DUTY

Employees who are called to appear as witnesses in court in line with their position at MCISD will continue to receive pay as if they were on regular duty during the time of service as a witness. Any payment or fee received by the member for appearing as a witness will be remitted to the Business Office upon receipt. The Board will not excuse an employee with pay to serve as a witness in a personal action against the Board. Employees who are called for jury duty will receive pay as if they were on regular duty during the time of jury service. Any payment or fee received by the employee will be remitted to the Business Office upon receipt.

TRAVEL REIMBURSEMENT

All employees are eligible for reimbursement of authorized travel in their vehicle in fulfilling their employment responsibilities. Allowed mileage will be reimbursed at the current rate established by the Internal Revenue Service. **Grant-funded positions will follow the parameters of the grant for reimbursement purposes.**

WORK PRINCIPLES

ABSENTEEISM/TARDINESS

Attendance is an essential function of all positions at the MCISD. Absenteeism and tardiness negatively impact our ability to effectively provide the MCISD services. Also, employees are expected to report ready to work at their scheduled time and to work their scheduled hours.

RED ROVER

All employees must enter their absences into the Red Rover absence management system and notify their Supervisor of the absence by no later than 6:30 am the day of the absence. Any absence that occurs after 6:30 am/during the workday must be entered into Red Rover before the employee leaves the workplace. Additionally, the employee cannot leave the classroom until the classroom is in ratio.

Red Rover may be accessed through the MCISD home page under "Staff Links" (select "Red Rover") or via the mobile application.

BUS DRIVERS/PSAs
Bus drivers and PSA's must also call the transportation line at 734-322-2670 at least 1.5 hours prior to start time and leave a message indicating their absence for that day.

IDENTIFICATION BADGES
The identification badge that employees receive on their first day of employment is to be worn and clearly visible. Any ID badge that is an encoded 'swipe' badge will be replaced once. Employees will be charged $5.00 for a replacement badge thereafter.

PERSONAL BUSINESS AND PHONE CALLS
Personal phone calls on MCISD phones and personal devices should be limited to urgent matters during work hours.

USE OF MCISD VEHICLES
Vehicles owned by the MCISD are to be used for MCISD business whenever practicable. Employees who drive the MCISD vehicles must submit a copy of a valid driver's license and the declaration page of their insurance to Human Resources on an annual basis. An MCISD vehicle may be reserved by submitting a request to the Business Office.

USE OF MCISD TECHNOLOGY

Employees are to make appropriate and ethical use of computers and other equipment, as well as any networks that may be established by the MCISD. The MCISD reserves the right to monitor and review the use of its computers, computer equipment, and computer network, including but not limited to Internet activity and email. **No employee using MCISD computers or the MCISD network should have any expectation of privacy with respect to such equipment and network**. Employees are required to read the Acceptable Use Policy and sign a User Agreement before receiving an MCISD email address or accessing MCISD technology. **Visit: (7540.04) Staff Network And Internet Acceptable Use and Safety.**

PERSONAL TECHNOLOGY AND SOCIAL MEDIA
All MCISD employees who use personal technology and social media shall assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate internet materials through the employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

DRUG AND ALCOHOL-FREE WORKPLACE
The MCISD maintains a workplace free of alcohol, illegal drugs, Cannabidiol (CBD)/marijuana, and other controlled substances. Any employee who violates this policy will be subject to disciplinary action up to and including termination.

SMOKE-FREE WORKPLACE
The MCISD maintains a smoke-free workplace. Tobacco products and the use of tobacco products is prohibited in MCISD buildings (owned or leased), MCISD grounds, MCISD buses and at any MCISD-related event. Tobacco products include: cigar, cigarette, pipe, electronic cigarette, vapor, clove cigarette, chew, or any other similar device.

STANDARDS OF CONDUCT (SOC)
Certain rules and standards governing personal conduct are essential to the staff's ability to perform their jobs. Early Head Start/Head Start/GSRP employees must abide by the SOC, which is outlined in MCISD EHS/HS/GSRP Standards of Conduct, Abuse and Neglect statement (600.3a). Failure to adhere to these rules and standards will result in disciplinary action. Discipline will be applied according to a progressive scale of severity and may be initiated at any place on the scale depending on the severity of the offense and the employee's previous record. **Visit: (600.3a) MCISD EHS/HS/GSRP Standards of Conduct and Abuse and Neglect Statement.**

DRESS CODE
The Board of Education and Administration expects all employees to maintain a professional appearance, good hygiene, and appropriate dress to reflect their position within the MCISD. **See Dress Code for ALL staff is below. See Anya Lusk with questions (updated 09/05/2025).**

The image that Monroe County Intermediate School District portrays to our students, families, and the broader community is reflected in the professionalism of its employees. Appropriate attire is an important part of that professionalism. Board Policy Nos. 1616, 3216, and 4216 require staff, when assigned to MCISD duties, to:

- Be physically clean, neat, and well-groomed;
- Dress in a manner consistent with their professional responsibilities;
- Dress in a manner that communicates to students a pride in personal appearance;
- Dress in a manner that does not cause damage to District property; and
- Be groomed in such a way that their hairstyle or dress does not disrupt the educational process nor cause a health or safety hazard.

Dress, appearance, and personal hygiene/grooming must not be offensive to your colleagues, students, or community members. Below are some, but not all, examples of **unacceptable attire** when performing District duties, including professional development sessions or when students are not present:

- Denim jeans, except for custodians, bus drivers, bus aides, during outdoor field trips, on Fridays or when students are not otherwise in session, and for certain staff when specifically warranted for health or safety reasons or allowed by a specific program;
- Skintight and/or low-rise pants and skirts or mini skirts,
- Transparent or semi-transparent shirts, blouses, or other tops;
- **Yoga pants**, sweats, sweat suits, warm-up suits, or other athleisure wear;
- Torn, patched, faded, or dirty clothing, **including intentionally distressed/ripped clothing**:
- Strapless shirts, tank tops, or camisoles;
- Sweatshirts, including hooded sweatshirts;
- **Flip-flops** or other shoes unsafe for your work environment;
- **Clothing with inappropriate images or words, including those related to alcohol, illicit drugs, and political or pseudo-political messages;** and
- Shorts, except between mid-June and mid-August for custodians, bus drivers, bus aides, when warranted by a specific program, or for staff that spends most of their workday outdoors; **all shorts must be at least kneelength**.

Facial jewelry, including piercings, must be small and unobtrusive. Offensive or obscene tattoos must be covered at all times, regardless of the weather.

Supervisors will discuss inappropriate dress and grooming issues with staff, when warranted. **Staff working in local districts may follow the dress code for the building in which they work.**

PROBLEM SOLVING PROCEDURE

At times, employees may disagree with actions taken or decisions made by their Supervisor or the MCISD. If possible, when employees have a complaint about a working condition or other employment-related issue, they should address that complaint with their immediate Supervisor. Employees may also contact Human Resources with any questions about the problem-solving procedure.

PERSONNEL RECORDS

Employees wishing to view their personnel file should put a request in writing, not more than twice per calendar year, to the Assistant Superintendent for Human Resources and Legal Counsel. The review will take place during regular business hours in Human Resources. If an employee requests a copy of any document in his/her personnel file, a $.10/page fee will be assessed.

DISCIPLINE

If it becomes necessary to discipline an employee, progressive discipline will be used unless the infraction warrants a higher level of discipline. Due process procedures will be followed, with an investigation appropriate to the situation.

TERMINATION

The MCISD has the right to immediately terminate an employee for acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, theft, and being under the influence of alcohol, non-prescription drugs (including medicinal and/or recreational marijuana), or for any other reason consistent with applicable law.

ADVANCE NOTICE OF RESIGNATION

An employee who wishes to resign shall submit a letter to the Assistant Superintendent of Human Resources and Legal Counsel at least 14 business days in advance of resignation. Insurance benefits cease on the last day of the month the resignation letter is received.

EMPLOYEE HEALTH AND SAFETY

PUBLIC RELATIONS

The official spokesperson for the MCISD is the Superintendent. All official statements will be handled through the Superintendent's Office/Communications Department. 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/Communications Department.

JOB-RELATED INJURY

An employee sustaining a work-related injury must immediately report such injury to their Supervisor and complete an Employee Injury Report. If necessary, the employee will be sent to ProMedica 360 Health in Monroe to see the MCISD's Worker Compensation doctor. After seeing the doctor, the employee must report to Human Resources with the Return-to-Work documentation from ProMedica 360 Health.

Any employee who, in the line of duty, sustains an injury requiring absence from work which qualifies for payment under the Workers' Compensation Act will be paid during the period of such disability the difference between his/her regular salary and the amount received as payment under the Workers' Compensation Insurance Program for as long as the member has Illness/Injury Leave days accumulated. The member's illness/injury leave shall be reduced by one-quarter (1/4) day for each full day absent from work during such disability period. Upon expiration of the employee's accumulated Illness/Injury Leave, the Board will furnish only medical, surgical and hospital care benefits as provided by the Workers' Compensation Insurance.
Visit: Job-Related Injury and Workers' Compensation.

SAFETY
Your Supervisor will explain any safety policies and practices that are important to your job. A more complete Emergency Management Guide, complete with evacuation procedures is available in your department office.

ANTI-HARASSMENT POLICY
It is the policy of the MCISD to provide an environment free from harassment, including sex-based harassment. Consistent with Policy 3362/4362, the MCISD will investigate all allegations of harassment, including sex-based harassment, and discipline or take other appropriate action against any individual who engages in harassment.**Visit: Anti-Harassment Policy (3362/4362).**
MCISD Policy 3362/4362 requires that all employees of the ISD immediately report any incidents of sex-based harassment to the MCISD Title IX Coordinator:

Anya Lusk, Esq.
Assistant Superintendent for Human Resources and Legal Counsel
734-322-2640
anya.lusk@monroeisd.us

Employees must also document in writing all complaints of sex-based harassment that they receive or witness. All other complaints of harassment should also be reported to Anya Lusk.

Sex-based harassment includes any of the following conduct:

- **Verbal:** unwelcome comments, including the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendos; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another individual to submit to sexual requests or advances in order to attain academic or professional achievements or advances; threatening another individual's academic or professional accomplishments or reputation if that individual does not submit to sexual requests or advances; or any other similar behavior.
- **Visual:** subjecting another individual to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another individual; leering at another individual; or any other similar behavior.
- **Physical:** unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another individual's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

Harassment, including sex-based harassment, does not need to include intent to harm an individual, be directed at a specific target, or involve repeated incidents. The MCISD will investigate all reports of harassment, including allegations of harassment or discrimination involving an alleged harasser and victim who are members of the same protected class.

Board Policy 3362/4362 applies to all conduct occurring on MCISD property, at any MCISD-sponsored event, in any MCISD-owned vehicle, or at any event or activity in which students or employees of the MCISD are attending or participating in by virtue of their relationship with the MCISD.

All employees are bound by and expected to understand Board Policy 3362/4362, which further addresses sex-based harassment and discrimination. The failure of any employee to abide by the requirements of Board Policy 3362/4362 will result in discipline, up to and including termination.

ANTI-BULLYING POLICY

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus. **Visit: Anti-Bullying Policy (5517.01).**

EMERGENCY SCHOOL CLOSING

All staff members are expected to report to work on inclement weather days. However, the following will occur if a Head Start classroom or building must be closed due to inclement weather conditions or other Acts of God:

- Staff assigned to a closed facility will not be required to report for work (unless they were reassigned) and will be paid their normal days' pay for all such days.
- At such time as it becomes necessary for the District to make up the required number of days and hours under the Head Start Program Performance Standards, the days will be rescheduled without additional compensation to the staff assigned to that facility. Staff cannot utilize Vacation Allowance nor Necessary Business Day for make-up days.
- Head Start Family Partnership Specialists, EHS/HS/GSRP Site Leaders, Education Coordinators, Mental Health Consultants, Behavior Specialists, Early Childhood Specialists, and the Health and Nutrition Coordinator do not report **only** if **all** the buildings to which they are assigned are closed due to inclement weather or other reasons.
- GSRP and Head Start PSA Floaters may be assigned to another building that is not closed due to inclement weather or other reasons. The direct Supervisor will notify affected PSA Floats by 6:30 am of his/her classroom assignment for the day.
- Early Head Start Home Visitors, EHS Family Partnership Specialist, GSRP Enrollment Coordinator, and other EHS/Head Start staff (EHS/HS Director, Assistant Director, Accountant, Secretary, GSRP Director) will report to work on inclement/emergency closing days unless the MCISD Administrative Offices on Raisinville Road are closed. If it is necessary to close the MCISD Administrative Offices due to inclement weather or other reasons, these positions will not be required to report to work and will be paid for the day.
- **Building closures are broadcast through the Infinite Campus alert system.** Area TV and radio may also carry building closure information.

DELAYS

At times, it may be necessary to implement a two-hour weather delay as follows:

- Site Leads, HS Family Partnership Specialists, Education Coordinators, Mental Health Consultants, Behavior Specialists, Health and Nutrition Coordinators, GSRP Enrollment Coordinator, will report two hours later than their regularly scheduled start time only if all buildings they are assigned to are delayed/closed for inclement weather or other reason. If there is a delay on a scheduled workday without students (such as professional development day), all staff are required to report at the assigned time for that day, unless otherwise notified by the Infinite Campus alert system. Please keep your phone information up to date in your Employee Access Center account. PSA Floaters may be assigned to another building if their assigned building is delayed. The direct Supervisor will contact the affected PSA Floater by 6:30 am with the day's assignment.
- Other Head Start staff (Director, Assistant Director, Accountant, Secretary, EHS home visitors, EHS Family Partnership Specialist) will report to work two hours later than their regularly scheduled time only when the MCISD administration building is delayed due to inclement weather or other reasons.
- Site Leads, HS Family Partnership Specialists, Education Coordinators, Mental Health Consultants, Behavior Specialists, Health and Nutrition Coordinators, and GSRP Enrollment Coordinator will report two hours later than their regularly scheduled start time only if all buildings they are assigned to are delayed/closed for inclement weather or other reason. If there is a delay on a scheduled workday without students (such as professional development day), all staff are required to report at the assigned time for that day, unless otherwise notified by the Infinite Campus alert system. Please keep your phone information up to date in your Employee Access Center account.

CANCELED BUS ROUTE

- Canceled bus route days are still scheduled workdays for Head Start drivers and Head Start Program Support Aides.
- In the event a bus route is canceled due to lack of a substitute Program Support Aide, the Bus Driver is to report to their building that day and work the same number of hours as their route. Direct Supervisors will communicate employee work hours.
- In the event a bus route is canceled due to a lack of a substitute bus driver, the Program Support Aide is to report to their building that day and work 7.5 hours. (Your director Supervisor will communicate your work hours).
- The Head Start Director and/or their assignee will assign either the bus driver or Program Support Aide to a classroom.

INFINITE CAMPUS ALERT SYSTEM

Building closures and other important MCISD information are transmitted to employees through the Infinite Campus alert system.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, MCISD personnel, and the community at large from the spread of the above-mentioned diseases. The MCISD will allow students and staff members to attend school unless there is definitive evidence to warrant exclusion.

NOTICE OF NON-DISCRIMINATION

The Monroe County Intermediate School District does not discriminate on the basis of religion, race, color, national origin, disability, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status in its programs, activities or in employment. The following person has been determined to handle inquiries regarding the non-discrimination policies:

Anya Lusk
Assistant Superintendent for Human Resources and Legal Counsel
1101 S. Raisinville Road
Monroe Michigan 48161
734-322-2640
anya.lusk@monroeisd.us

For further information on notice of non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area or call 1.800.421.3481

Complaint Procedure

The Monroe County Intermediate School District has adopted a procedure for addressing complaints of discrimination. The procedure can be accessed at www.monroeisd.us or a copy can be requested from the Human Resources Office at the above address.

ACKNOWLEDGEMENT

You must read the following information. Once you have done so, please sign at the bottom, detach this form from your Handbook, and return it to Human Resources.

My signature indicates that I have received and will read the ***Employee Handbook for Early Head Start, Head Start,*** and ***GSRP,*** which tells me about some of the policies, benefits, and practices at the MCISD governing employment. I understand and agree that this Handbook does not constitute a contract of employment. I understand that the Employee Guide does not encompass all policies and procedures of the MCISD. I understand I can obtain any and all policies and guidelines from the Human Resources Department. Further, I understand that it is my responsibility to read and comply with the expectations set forth in this Handbook.

Printed Name_____ Date _____

Position _____

Department _____

Signature _____

APPENDIX – Links

A. MCISD EHS/HS/GSRP Staff and Volunteer Screening/Hiring Procedures (600.3b)

B. School Safety Legislation: Self-Reporting Requirements and Charge/Arraignment Disclosure Form

C. Head Start Program Performance Standards (600.4a) and Tool (600.4b)

D. MCISD EHS/HS/GSRP Recruitment and Retainment Procedures (600.3c)

E. MESSA Summary of Benefits and Coverage

F. Staff Network and Internet Acceptable Use and Safety Policy

G. MCISD EHS/HS/GSRP Standards of Conduct and Abuse and Neglect Statement (600.3a)

H. Work Related Injuries

I. Anti-Harassment Policy 3362/4362

J. Anti-Bullying Policy 5517.01

MONROE COUNTY
INTERMEDIATE SCHOOL DISTRICT

Board of Education

Dale DeSloover, *President*
Renee Larzelere, *Vice President*
Paul Miller, *Secretary*
Russell Bless, *Treasurer*
Dr. Barry Martin, *Trustee*

Central Office Administration

Stephen J. McNew, Ed.D., *Superintendent*

Rachel Kopke, Ph.D., *Assistant Superintendent*
Special Education & Early Childhood Services

Chad Baas, *Assistant Superintendent*
Business & Administrative Services

Lisa Montrief, *Assistant Superintendent*
Curriculum & Instruction

Anya Lusk, Esq., *Assistant Superintendent*
Human Resources & Legal Counsel

Produced and printed by the MCISD Communications Office.

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT
1101 S. Raisinville Road | Monroe, Michigan 48161
www.monroeisd.us

The Monroe County Early Head Start and Head Start Programs are under the auspices of the Monroe County Intermediate School District.
The Monroe County Intermediate School District does not discriminate on the basis of religion, race, color, national origin, disability, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status in its programs, activities or in employment. For inquiries regarding the non-discrimination policies, contact Human Resources and Legal Counsel, 1101 S. Raisinville Road, Monroe Michigan 48161; Telephone: 734.322.2640.