



**MONROE COUNTY
INTERMEDIATE SCHOOL DISTRICT**

**Head Start and Early Head Start Employee
Handbook**

July 2022

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 enumerated 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. Any and all statements and procedures are subject to unilateral change in whole or in part by the District at any time.

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

BOARD OF EDUCATION

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

ADMINISTRATIVE STAFF

Stephen McNew, Ed.D. Superintendent
Rachel Kopke, Ph.D., Assistant Superintendent for Special Education and Early
Childhood Services
Lisa Montrief, Assistant Superintendent for Curriculum and Instruction
Josh Dyer, Assistant Superintendent for Business and Administrative Services
Eric Feldman, J.D., Assistant Superintendent for Human Resources and Legal
Counsel

Monroe County Intermediate School District Mission

It is the MCISD'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

Monroe County Intermediate School District Vision

It is the MCISD'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

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 award of a high school diploma upon graduation. Students in the program also have the opportunity to earn up to 60 transferable college credit hours or an associate's 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:

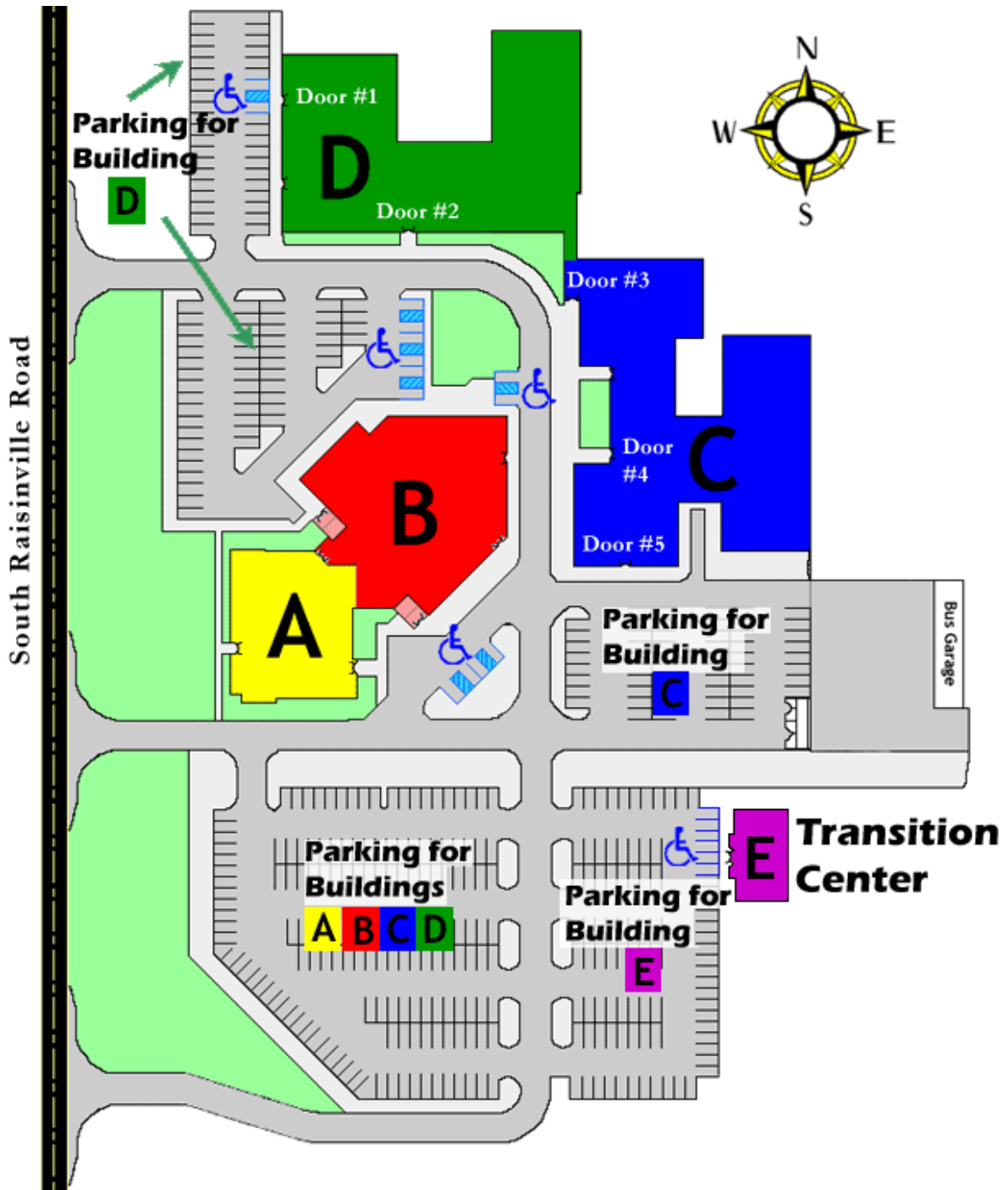
- Building A: Administration Building
 - Superintendent Office
 - Communications
 - Human Resources Department
 - Business Department
 - IT Department
 - Transportation/Custodial Department
 - Food Service
 - Lake Erie Room
 - Lotus Room
 - Pointe Moulliee Room

- 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 impairments 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 impairments



HUMAN RESOURCES AND LEGAL DEPARTMENT

The Human Resources and Legal Department webpage provides employees with pertinent information related to their employment with the MCISD. 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, website provides a wealth of information on its website, including other policies and benefits information not mentioned in this handbook.

Contact Information

Eric Feldman

Assistant Superintendent for Human Resources and Legal Counsel

Phone: 734-322-2640

Fax: 734-322-2660

Email: eric.feldman@monroeisd.us

Janel Faber

Administrative Assistant

Phone: 734-322-2641

Fax: 734-322-2660

Email: janel.faber@monroeisd.us

Nicole Seitz

Secretary

Phone: 734-322-2642

Fax: 734-322-2660

Email: nicole.seitz@monroeisd.us

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EMPLOYMENT AT MCISD

EQUAL EMPLOYMENT OPPORTUNITY

The Monroe County Intermediate School District (MCISD/ISD) does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, height, weight, marital status or familial 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.

TEMPORARY HEAD START VACCINATION AND MASK REQUIREMENTS

Effective January 31, 2022, IFC 86 FR 68052, which was issued by the Office of Head Start, requires that any new Head Start/Early Head Start employee must be fully vaccinated and universal masking for COVID-19 before commencing employment, unless they are approved for an exemption by the employer. For more information, please see the Amended January 25, 2022, Temporary Head Start Vaccination and Mask Requirements Memorandum, Appendix, Attachment A.

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.

EARLY HEAD START Non-exempt

Home Visitor (260) days or as dependent upon grant)

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

HEAD START Exempt (Contracted employees)

Director (260 days or as dependent upon grant)

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)

Mentor Teacher (208 days or as dependent upon grant)

Site Leaders (208 days or as dependent upon grant)

HEAD START Non-Exempt

Bus Driver (163 days or as dependent upon grant)

Clerk (Arborwood South – 163.5 days or as dependent upon grant and Smith Road Elementary – 163.5 days or as dependent upon grant)

Family Partnership Specialist (225 days or as dependent upon grant)

Food Service Technician (152 days or as dependent upon grant)

Program Support Aide (163 days or as dependent upon grant)

Program Support Aide Floater (163 days or as dependent upon grant)

Secretary (260 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 employment qualifications required by federal and state laws and regulations and by the Board of Education. Persons employed for positions for which no minimum qualifications are mandated by state or federal laws or regulations will meet the qualifications established by the Board of Education. It is assumed the Board may adopt standards beyond the minimum required by the state.

POSTING POSITIONS

Head Start/Early Head Start positions which 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 its entirety.

STAFF SCREENING

All newly hired employees will undergo a Michigan State Police and FBI criminal history record check and are considered conditionally employed until the record check is received. The MCISD is responsible for the cost of the criminal history record check.

In accordance with Michigan Child Care Licensing Rules, prior to hire, Head Start/Early Head Start employees will undergo a Comprehensive Childcare Background Check. The Childcare Background check must be updated every five (5) years. The ISD will pay the cost of the Childcare Background Check.

All Head Start/Early Head Start employment candidates must undergo a physical and TB test prior to employment. The cost for the physical and TB test is the responsibility of the MCISD. Bus drivers must have an annual DOT physical, which is paid for by the MCISD.

SCHOOL SAFETY LEGISLATION REPORTING REQUIREMENT

All employees are required to report to the Superintendent if charged with a felony or other misdemeanors as outlined on the School Safety Legislation Self-Reporting memorandum located in the Appendix, Attachment B.

WORK SCHEDULE/CALENDARS

The Director and/or his/her assignee complete the Calendar Form for exempt employees working fewer than 260 days. The Calendar Form allows the employee 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 for approval.

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>.

EVALUATION

Staff will be evaluated once per year by their immediate supervisor. The evaluation will be discussed with the staff member and signed by the staff member. If a staff member disagrees with the evaluation, he/she may attach a written statement.

The following positions will be evaluated using the noted evaluation record on Standards for Success software:

- Director – School Advance Supervisor
- Accountant – School Advance Non-Instructional Non-Manager
- Assistant Director – School Advance Non-Instructional 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

All evaluations and forms can be found at www.monroeisd.us under the Human Resources Department.

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 an employee who has 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 wage of Head Start/Early Head Start Program employees are established upon creation of the position. All salary and hourly wage increases are based on a step scale and years of service. These step scale increases are recommended by the Superintendent and approved by the Board of Education 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. A copy of that step scales can be found in the Appendix, Attachment C (updated annually).

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. Pay day 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 (MPSERS) 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 Head Start/Early Head Start program received additional grant funds to provide recruitment/retainment incentives to Head Start/Early Head Start employees for a period of time. This includes the MCISD paying for staff screening procedures (e.g., fingerprinting); educational stipend for completing a pre-approved bachelor's or associate's degree in Early Childhood; recruitment incentive for Head Start/Early Head Start staff; and retention incentive for Head Start/Early Head Start staff. For more information, please see the Head Start/Early Head Start Recruitment/Retainment Procedure document, Appendix, Attachment D. This section is based on the availability of grant funds.

INSURANCE BENEFITS

The Board offers medical, vision, and dental insurance coverage to employees upon application, unless otherwise noted in the job posting; however, any employee working less than 29 hours per week will be prorated to 70% of the single benefit. The Board reserves the right to change carriers, levels of benefits and employee contributions.

Information about insurance benefits and any applicable co-pays, deductibles or employee contributions are available from the Human Resource Department and at <https://www.monroeisd.us/departments/hr/benefits/>. See also Appendix, Attachment E (updated annually).

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 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 the 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 medical cash-in-lieu payments until they provide of coverage under another group healthcare plan. They cannot enroll in a health care plan after 30 days. They will have to wait for open enrollment.

CAFETERIA PLAN

The MCISD sponsors the MCISD Cafeteria Plan with Premium Payment, Health Flexible Spending Account, Health Savings Account, and Dependent Care Assistance Program. Both the Plan Document and the Summary Plan Description can be found at <https://www.monroeisd.us/departments/hr/benefits/>.

SUPPLEMENTAL INSURANCE COVERAGE

The following insurance options are available, but premiums and contributions are the employees' responsibility. Contact the Human Resources Department for further information about:

- Group Dependent Life
- Group Short Term Disability
- Voluntary Group Term Life
- Supplemental Insurance (AFLAC)

CASH IN LIEU

Those employees eligible for medical coverage but who elect not to take the coverage, are eligible for cash in lieu in the amount of \$ 1,800.00 upon providing proof of enrollment in another group healthcare plan (not Marketplace insurance). Employees not electing to enroll in the dental plan are eligible for cash in lieu in the amount of \$150.00 per year.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

COBRA requires the MCISD to extend the opportunity for employees to continue medical benefits at the time of termination. The employee is responsible for the full premium of the elected coverage under COBRA. Notification is provided upon termination.

FLEXIBLE SPENDING PLAN

The MCISD offers a flexible spending plan option for employees for certain medical and dependent care expenses. Employees may deposit up to an established dollar amount in a pre-tax medical and or dependent care spending account. These accounts may then be used for your dependent care and/or unreimbursed medical expenses. Enrollment period is in November each year with a plan year of January-December. More information can be found at www.monroeisd.us on the Human Resources Employee Benefits page.

TAX SHELTERED ANNUITY PLANS FOR RETIREMENT PLANNING

The MCISD offers employees the opportunity to invest pre-tax dollars into a 403b and/or 457 plan. A list of vendors and more information can be found at www.monroeisd.us on the Human Resources Tax-Sheltered Annuity page. Employees can access the Plan Document and a Salary Reduction Plan through the Human Resources web page.

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

Those 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 employment 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 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 shall receive two (2) days at the beginning of the fiscal year (July), or upon hire, 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 shall 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 on an Employee Absence Form at least two (2) days in advance, except in emergency situations. Employees must specifically document reason(s) for use of Necessary Business/Emergency Days. This form will require the approval of the Director and the Assistant Superintendent for Human Resources and Legal Counsel.

Failure to comply with the procedures above 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 vacation. 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.

ILLNESS AND INJURY LEAVE

The Paid Medical Leave Act ("PMLA") (2018 PA 338 as amended by 2018 PA 369) provides 40 hours of paid medical leave for those non-exempt employees working an average of 25 hours per week for 25 weeks or more in a calendar year (January -December).

Staff will receive Illness/Injury days equal to approximately 40 hours (6 days) on the first day of the month they begin their work year. The remainder of their days will be accrued as follows:

- Employees who earn thirteen (13) Illness/Injury leave days each year will be awarded six (6) days on July 1. They will then be awarded one (1) day per month December through June on the 15th of the month.
- Employees who earn twelve (12) Illness/Injury leave days each year will be awarded six (6) days on August 1. They will then be awarded one (1) day per month January through June on the 15th of the month.

- Employees who earn eleven (11) Illness/Injury leave days each year will be awarded six (6) days on September 1. They will then be awarded one (1) day per month February through June. Employees working August through May will be awarded six (6) days on August 1. They will then be awarded one (1) day per month January 2020 through May on the 15th of the month.
- Employees who earn ten (10) Illness/Injury leave days each year will be awarded six (6) days on September 1. They will then be awarded one (1) day per month February through May on the 15th of the month.

New hires will receive a proration of the PMLA upon hire.

Employees who have been granted an unpaid leave of absence will not accrue illness/injury leave days during their unpaid leave. Illness/Injury leave days do not accrue and will not roll over into the next fiscal year.

Employees will be eligible for a \$75.00 payment for each six-month period (July-December and January-June) that an Illness/Injury leave day is not used. Employees employed after the start of a six-month period will not be eligible for this benefit until the start of the next six-month period.

A payment will be made at a rate of \$25.00 per day on the first pay in September for unused Illness/Injury leave days from the previous fiscal year. The rate will be prorated for less than a full day's leave. Employees no longer in the Head Start program as of the September pay date are not eligible for this payment.

Employees may utilize his/her Illness/Injury leave days for absences due to:

- Physical or mental illness, injury, or health condition of the employee or his or her family member
- Medical diagnosis, care, or treatment of the employee or employee's family member
- Preventative care of the employee or his or her family member
- Closure of the employee's primary workplace by order of a public official due to a public health emergency
- The care of his or her 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
- For domestic violence and sexual assault situations, employees may use paid medical leave for the following:
 - Receiving services from a victim services organization
 - Relocation
 - Obtaining legal services

- Participation in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault

Family member includes:

- Biological, adopted or foster child, stepchild or legal ward, 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 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

Employees may utilize his/her illness/injury leave days for absences due to illness or injury of him/herself or due to illness or injury of a resident member of his/her immediate family that requires his/her personal care or attention. (Immediate family shall be defined as spouse, children residing at home, and other permanent resident relatives at the home.)

In addition, a staff member may also use up to three (3) Illness/Injury leave days per incident for absences due to illness or injury of a parent, stepparent or child, step-child not residing in the member's home. Employees may use their accumulated illness day in ¼ day increments. There is no payout of unaccrued Illness/Injury leave upon resignation/termination or retirement.

If there is a reasonable basis to suspect misuse, an employee may be required to produce evidence for his/her absence during the time for which Illness/Injury leave is granted. The employee will be responsible for any costs related to obtaining such evidence. Employees must complete an absence form either prior to or immediately following use of an Illness/Injury day.

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.

FAMILY MEDICAL LEAVE

Pursuant to the Family and Medical Leave Act of 1993, an employee who has been employed at least twelve (12) months as a full-time employee 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 for the period for which the physician certifies disability. The 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 on line under "Staff Forms".

Other conditions of the Family and Medical Leave Act shall apply to leaves in this section. 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 for that time 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 a 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 of Education. An employee desiring to work beyond her eighth month must submit 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 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, should such continuation be granted by the Board. Upon return from such medical leave, the employee shall provide a physician's statement that he/she is capable of returning to work on a full-time basis. Such employee shall then be assigned to his/her previous position or a similar position.

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 or step-grandchild, sibling, sister/brother-in-law, daughter/son-in-law and any permanent resident relative living in the household.

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 duty 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 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 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 Board established rate. **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.

SMART FIND EXPRESS

ALL EMPLOYEES MUST ENTER THEIR ABSENCES INTO THE SMART FIND EXPRESS (“SFE”) SYSTEM AND NOTIFY SUPERVISOR OF ABSENCE BY NO LATER THAN 6:30 AM THE DAY OF THE ABSENCE. ANY ABSENCE WHICH OCCURS AFTER 6:30 AM/DURING THE WORKDAY MUST BE CALLED INTO SFE BEFORE THE EMPLOYEE LEAVES THE WORKPLACE. ADDITIONALLY, THE EMPLOYEE CANNOT LEAVE THE CLASSROOM UNTIL THE CLASSROOM IS IN RATIO. Employees must complete an Absence Report upon return to work.

SFE may be accessed through the MCISD home page under “Staff Links” (select “Smart Find Express”); via the mobile application; or by calling 734-242-5356.

Bus Drivers/PSA’s

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 you receive on your first day of employment is to be worn and clearly visible. Any ID badge that is an encoded ‘swipe’ badge will be replaced once. Replacement thereafter will be a \$5.00 charge to the employee.

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. A MCISD vehicle must 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 prior to receiving a MCISD email address or accessing MCISD technology. See Appendix, Attachment F.

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 MCISD's 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 shall 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 lighted device.

STANDARDS OF CONDUCT (SOC)

Certain rules and standards governing personal conduct are essential to our ability to perform our jobs. Early Head Start/Heat Start employees must abide by the SOC, which are outlined in MCISD's Administrative Guidelines 3120E and 4120E. 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. See Appendix, Attachment G.

DRESS CODE

The Board of Education and Administration expect all employees to maintain a professional appearance, good hygiene, and appropriate dress to reflect their position within the MCISD. See Appendix, Attachment H.

PROBLEM SOLVING PROCEDURE

At times you may disagree with actions taken or decisions made by your supervisor or the MCISD that affect you. If possible, when you have a complaint about a working condition or other employment related issue, address that complaint with your immediate supervisor. You may also contact Human Resources with any questions about the problem-solving procedure.

PERSONNEL RECORDS

Employees wishing to view his/her personnel record 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, dishonest, 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 which is not arbitrary or capricious.

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 fourteen (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 his/her 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. See Appendix, Attachment I.

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.

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

The Board of Education adopted a revised Anti-Harassment Policy, 3362/4362, on January 17, 2017. See Appendix, Attachment J.

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.

MCISD Policy 3362/4362 requires that all employees of the ISD immediately report any incidents of sex-based harassment to:

ERIC FELDMAN
ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES AND LEGAL COUNSEL
734-322-2640
Eric.feldman@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 be reported to: ERIC FELDMAN.

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

The Board of Education adopted a student Anti-Bullying policy on April 15, 2012 (revised May 19, 2015). See Appendix, Attachment K.

INCLEMENT WEATHER AND EMERGENCY CLOSING

Occasionally, it is necessary to close the Head Start classrooms or buildings because of inclement weather or other reasons. On a closure:

- Those staff (Teachers, Teacher Assistants, Program Support Aides, Bus Drivers, and Clerks) assigned to a facility which closes due to inclement weather or other situations are not required to report to the closed facility and the hourly staff¹ will be paid their normal day's pay for the first four (4) such days, with up to an additional two (2) days which are subject to the approval by MCISD Central Office.²
- If there are more than four (4) such days (including any additional days approved by Central Office) of inclement weather/closures in a school year, it may be necessary to make those days up in order to fulfill the required number of days and hours under the Head Start Program Performance Standards. In the event of make-up days, hourly staff will be paid at the time of make-up for any days in excess of four (4) such days (including any additional days approved by Central Office) of closure.
- Family Partnership Specialist and Site Leaders do not report **only** if **all** the buildings to which they are assigned are closed due to inclement weather or other reasons.
- PSA Floaters may be assigned to another building that is not closed due to inclement weather or other reason. The direct supervisor will notify affected PSA Floats by 6:30 am of his/her classroom assignment for the day.
- Coordinators and Mentor Teacher do not report **only** if **all** the buildings to which they are assigned are closed due to inclement weather or other reasons.
- The Food Technician should not report when SRE is closed nor will this position be paid their normal day's pay for such closure. However, the Food Technician may be required to work if student days need to be made up.
- Early Head Start Home Visitors/Family Partnership Specialists and other Head Start staff (Director, Assistant Director, Accountant, Secretary, Mental Health Consultant, Education Coordinator, Health and Nutrition Coordinator, Mentor Teacher) will report to work on inclement/emergency closing days unless the **MCISD Administrative Offices on Raisinville Road** close. If it is necessary to close the **MCISD Administrative offices** due to inclement weather or other reason, these positions will not be required to report to work and will be paid for the day.

¹ Teacher Assistants and Program Support Aides, Bus Drivers, PSA Floaters, Family Partnership Specialists, Clerks will be paid their regular days wages up to four (4) days (including any additional days approved by Central Office). Hourly staff will be offered and may be required to make up days and will be paid for time at time worked.

² Teachers and Site Leaders will continue to be paid their contracted wages even if there are building closures in excess of four (4) days (including any additional days approved by Central Office). Teachers and Site Leaders will make up any days in excess of the four (4) (including any additional days approved by Central Office) closed days with no additional pay.

Building closures are broadcasted through the Infinite Campus alert system. Area TV and radio may also carry building closure information.

DELAYS

At times, it is necessary to implement a two-hour weather delay: **ON A DELAY,**

- Teachers, Teacher Assistants, Floats, Drivers, PSA, Clerks, and SRE Food Techs will report two hours later than their regularly scheduled start time.
- 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, Early Head Start, Home Visitor, Early Head Start Family Partnership Specialist, Head Start Family Partnership Specialist, Mental Health Consultant, Education Coordinator, Mentor Teacher) will report to work at their regularly scheduled times on two-hour delay days.
- 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 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. Your director supervisor will communicate your work hours).
- In the event a bus route is canceled due to 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 is 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 a definitive evidence to warrant exclusion.

NOTICE OF NON-DISCRIMINATION

The MCISD does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, height, weight, marital status or familial status in its programs, activities or in employment. The following person has been determined to handle inquiries regarding the non-discrimination policies:

Eric Feldman
Assistant Superintendent for Human Resources and Legal Counsel
1101 S. Raisinville Road
Monroe Michigan 48161
734-322-2640
Eric.feldman@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 MCISD has adopted a procedure for addressing complaints of discrimination. The procedure can be accessed at www.monroeisd.us. Then select 'Quicklinks'. Select 'Board Policies and Guidelines". Click on Forms and select form 3122f8 or 4122F8 or a copy can be requested from the Human Resources Office at the above address.

ACKNOWLEDGEMENT

It is important that you read the following information. Once you have done so, please sign at the bottom, detach this form from your Handbook and return to Human Resources.

My signature indicates that I have received, and I will read the ***Employee Handbook for Early Head Start and Head Start*** 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 | Position | Department |
|--------------|----------|------------|

Signature

Date

APPENDIX

Attachment A – Temporary Head Start Vaccination and Mask Requirements Memorandum

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

Attachment C – Compensation – Step Scales

Attachment D – Head Start/Early Head Start Recruitment/Retainment Procedure

Attachment E - MESSA Summary of Benefits and Coverage

Attachment F - Staff Network and Internet Acceptable Use and Safety Policy

Attachment G – Standards of Conduct for Early Head Start/Head Start Administrative Guidelines 3120E/4120E

Attachment H - Staff Dress and Grooming Policy

Attachment I - Work Related Injuries

Attachment J - Anti-Harassment Policy 3362/4362

Attachment K - Anti-Bullying Policy 5517.01