



EMPLOYEE HANDBOOK

Non-Affiliated Administrative Group



Mission

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

In pursuit of this mission, 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; and
- Use research to initiate educational change.



Vision

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

In pursuit of this vision, MCISD will:

- Creating enthusiasm for learning;
- Collaborating with and supporting local school districts;
- Partnering with parents, business leaders, and others;
- Capitalizing on educational advances and discoveries; and
- Nurturing ideas and encouraging innovation.

TABLE OF CONTENTS

INTRODUCTION	4
ABOUT US	5
MAP OF THE RAISINVILLE ROAD CAMPUS	6
HUMAN RESOURCES AND LEGAL DEPARTMENT	8
EMPLOYMENT AT MCISD	9
EQUAL EMPLOYMENT OPPORTUNITY	9
CONDITIONS OF EMPLOYMENT	9
ORIENTATION PROGRAM	9
EXEMPT AND NON-EXEMPT POSITIONS	9
QUALIFICATIONS FOR POSITIONS	11
POSTING POSITIONS	11
CRIMINAL HISTORY CHECK	11
SCHOOL SAFETY LEGISLATION REPORTING REQUIREMENT	11
WORK SCHEDULE	11
WORKING DAY	11
CHANGES IN PERSONAL INFORMATION	11
EVALUATION	11
EMPLOYEE RECOGNITION FUND AND COFFEE FUND	12
COMPENSATION AT MCISD	12
ESTABLISHING COMPENSATION AND INCREASES	12
PAY PERIODS AND PAYDAYS	12
MICHIGAN PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM (MPSERS) ..	12
GOALS	12
LONGEVITY	12
RETIREMENT PAY	13
BENEFITS	13
INSURANCE BENEFITS	13
CASH IN LIEU	14
CAFETERIA PLAN	14
LONG-TERM DISABILITY	15
LIFE INSURANCE	15
SUPPLEMENTAL INSURANCE COVERAGE	15
CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)	15
FLEXIBLE SPENDING PLAN	15
TAX SHELTERED ANNUITY PLANS	15
HOLIDAYS	15
VACATION ALLOWANCE	16
PERSONAL BUSINESS DAYS	16
EARLY ON STIPEND FOR PARENT EDUCATORS, SERVICE COORDINATORS, AND/OR FAMILY ENGAGEMENT SPECIALISTS PROCEDURES	17
OVERVIEW	17
REQUIREMENTS AND PERIOD OF TIME	17

RESPONSIBILITIES.....	17
APPLICATION AND SELECTION.....	17
STIPEND.....	18
MISCELLANEOUS.....	18
SICK TIME.....	18
FAMILY MEDICAL LEAVE	20
NON-QUALIFYING FMLA MATERNITY LEAVE	21
MEDICAL LEAVE	21
FUNERAL LEAVE.....	21
OTHER LEAVES	22
COURT WITNESS AND/OR JURY DUTY.....	22
CONFERENCES AND TRAVEL/MILEAGE REIMBURSEMENT	22
MEMBERSHIP DUES.....	23
EDUCATION ASSISTANCE	23
WORK PRINCIPLES	23
ABSENTEEISM/TARDINESS.....	23
RED ROVER.....	23
IDENTIFICATION BADGES	23
PERSONAL BUSINESS AND PHONE CALLS	23
USE OF MCISD VEHICLES	23
USE OF MCISD TECHNOLOGY	23
PERSONAL TECHNOLOGY AND SOCIAL MEDIA	24
DRUG AND ALCOHOL-FREE WORKPLACE.....	24
SMOKE FREE WORKPLACE	24
PERSONAL CONDUCT	24
DRESS CODE	24
PERSONNEL RECORDS.....	25
PROBLEM SOLVING PROCEDURE	25
DISCIPLINE.....	25
TERMINATION	25
ADVANCE NOTICE OF RESIGNATION	25
EMPLOYEE HEALTH AND SAFETY	26
PUBLIC RELATIONS.....	26
JOB RELATED INJURY	26
SAFETY	26
ANTI-HARASSMENT POLICY	26
ANTI-BULLYING POLICY.....	27
INCLEMENT WEATHER AND SCHOOL CLOSURES.....	27
INFINITE CAMPUS ALERT SYSTEM	28
NOTICE OF NON-DISCRIMINATION	28
COMPLAINT PROCEDURE	28
ACKNOWLEDGEMENT	29
APPENDIX.....	30



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.

Your position is part of the Non-Affiliated Administrative Group. This Handbook includes policies and procedures applicable to you as a non-affiliated employee of MCISD. The Handbook does not hold all of MCISD's policies and procedures. 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 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

Monroe County Intermediate School District (MCISD/ISD) is the regional educational agency for this part of the State of Michigan. 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, 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, 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. MCISD also provides academic programming for students in the juvenile justice system at the Monroe County Youth Center.

MCISD operates the Monroe County Middle College (MCMC). Students enter MCMC 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.

Students typically enter MCMC in 9th grade, but students may also enter in 10th and 11th grade, pending available space. When students initially apply to MCMC, they will select a STEM or Medical focus. However, students are able to choose from a wide range of classes, programs, and degrees once they are dual enrolled with the college, which typically begins in winter of 10th grade. MCMC is a five-year public school that offers a comprehensive curriculum culminating in a high school diploma, up to 60 transferable college credits, a professional certificate, and/or an associate degree.

MCISD offers a variety of early childhood programs for children from birth to age five. These include services for infants and toddlers such as developmental evaluations, early intervention services, and home visiting programs like Early On and Early Head Start, which support infants, toddlers and their families. MCISD also provides parent education, developmental screenings, and support services in both home and community settings.

For pre-school children, MCISD offers the Great Start Readiness Program (GSRP) and Head Start, and Early Childhood Special Education (ECSE) which all provide high-quality preschool education with a focus on school readiness and social-emotional development. Additional offerings include free parent/child interaction groups throughout the community, and the Great Start Collaborative/Great Start Family Coalition, which brings together families, educators, and community members to connect and engage in activities that support early childhood in Monroe County.

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

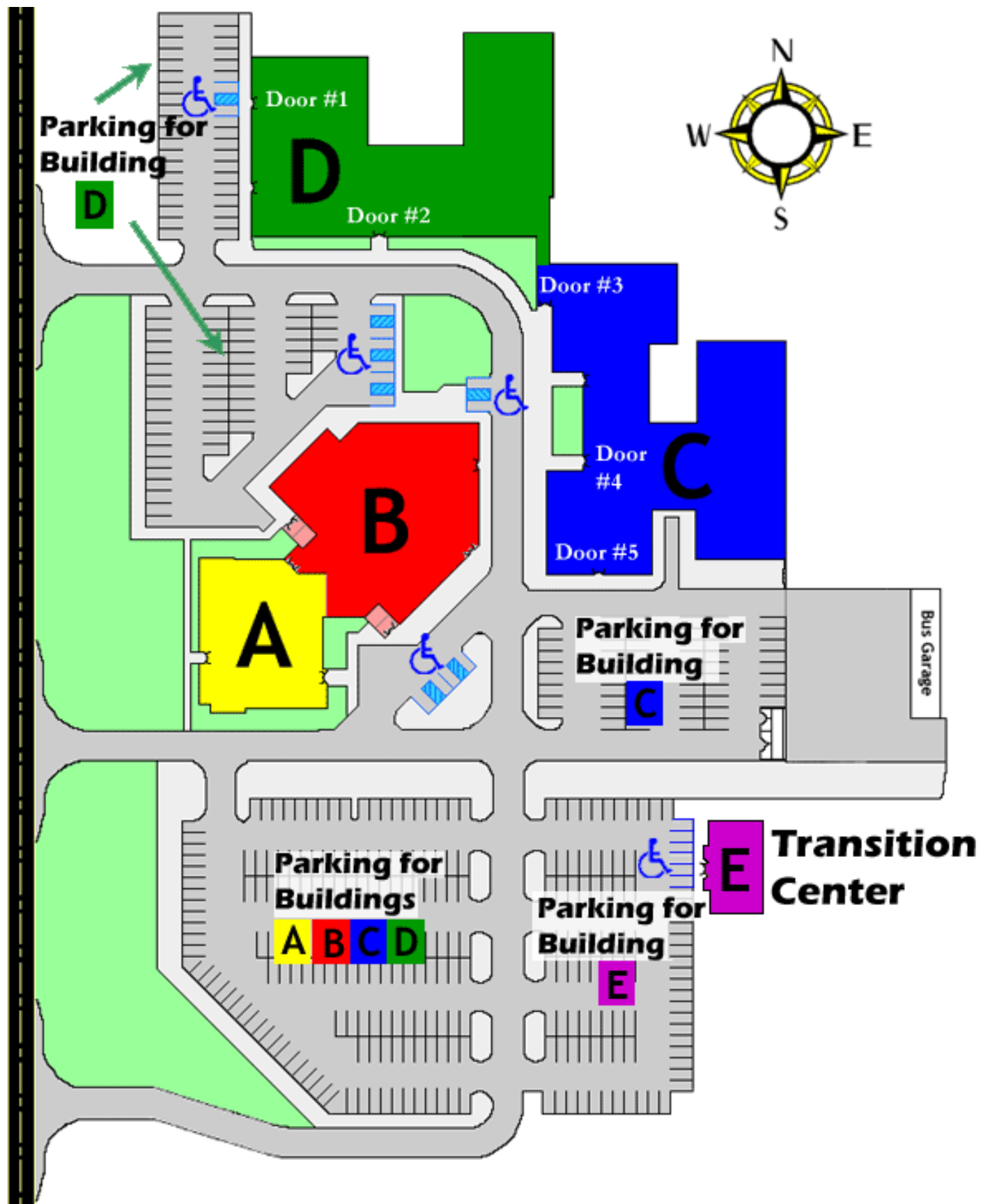
MCISD offers instructional coaching and professional learning opportunities to educators throughout the year, providing presenters and forums in which teachers, administrators and classroom personnel can explore research based instructional practices and emerging strategies that take learning to the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

MAP OF THE RAISINVILLE ROAD CAMPUS

On the following page, you will find a map of the buildings and parking on the Raisinville Road campus. The buildings are:

- **Building A: Administration Building**
 - Superintendent Office
 - Communications
 - Human Resources Department
 - Business Department
 - IT Department
 - Transportation/Custodial Department
 - Lake Erie Room
 - Lotus Room
 - Pointe Mouillee 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
- **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 and young adult students with disabilities

South Raisinville Road



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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EMPLOYMENT AT MCISD

EQUAL EMPLOYMENT OPPORTUNITY

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.

CONDITIONS OF EMPLOYMENT

The Handbook is subject to interpretation and application at the discretion of MCISD, including the right of management. 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 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 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.**

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 Michigan's Wage and Hour Laws.

EXEMPT POSITIONS

Business and Administrative Services Department (Annual Contract)

Auditor/Accountant and Child Accounting (260 days)
Director, Building and Grounds (260 days)
Coordinator, Transportation (260 days)
Shared-Time Accountant/Mason (260 days)
Shared-Time Accounts Payable and Payroll/Dundee and Summerfield (260 days)
Shared-Time Business Manager/Dundee (260 days)
Shared-Time Business Manager/Ida (260 days)
Shared-Time Business Manager/Summerfield (260 days)
Specialist, Finance Application and Payroll Support (260 days)
Supervisor, Accounting (260 days)
Supervisor/Accountant, Payroll (260 days)

Curriculum and Instruction Department (Annual Contract)

Academic Liaison for the River Raisin Battlefield (220 days)
Analyst, Cyber Security (260 days)
Coordinator, Instructional Coach (220 days)

Coordinator, Knabusch Math and Science Center (220 days)
Coordinator, Mental Health Crisis (220 days)
Coordinator, Technology Applications (230 days)
Director, Career and Technology Education (220 days)
Director, Information Services (260 days)
Director, Research, Evaluation and Assessment (220 days)
Manager, Network (260 days)

Human Resources Department (Annual Contract)

Director, Human Resources (260 days)

Superintendent's Office (Annual Contract)

Administrative Assistant and Director of Communications (260 days)
Mental Health Crisis Consultant (220 days)

EXEMPT, GRANT FUNDED POSITIONS

Human Resources Department (Annual Contract)

Director, CASA Program (260 days or as determined by grant)

Special Education Department (Annual Contract)

Coordinator, Youth Opportunity Program (240 days or as determined by grant)
Director, Great Start Collaborative (195 days or as determined by grant)
Director, Great Start Readiness Program (260 days or as determined by grant)
Director, Early Head Start/Head Start (260 days or as determined by grant)

NON-EXEMPT POSITIONS

Curriculum and Instruction Department (Annual Contract)

Coordinator, Technology Support (local districts) (260 days) (3 positions)
Specialist, Career and Technical Education (260 days)
Specialist, Student Information Applications (260 days)
Shared-Time Help Desk Technician/Mason Schools (260 days)
Technician, Adventure Support (190 days)
Technician, Help Desk (260 days)

Superintendent's Office (Annual Contract)

Specialist, Communications and Marketing (260 days)

NON-EXEMPT, GRANT FUNDED POSITIONS

Special Education Department (Hourly - Time Sheet)

Early On Home Visitors (240 days or as determined by grant)
Great Start Family Coordinator (240 days or as determined by grant)
Youth Opportunity Program Specialist (240 days or as determined by grant)
Youth Opportunity Program Assistant (228 days or as determined by grant)
Youth Center School Liaison (240 days or as determined by grant)

Human Resources Department (Hourly - Time Sheet)

Volunteer Coordinator, CASA Program (260 days)

QUALIFICATIONS FOR POSITIONS

All persons employed will be expected to meet employment qualifications required by state law, regulations, and by the Board of Education (Board). Individuals employed for positions for which no minimum qualifications are mandated by state law or regulations will meet the qualifications established by the Board. It is assumed the Board may adopt standards beyond the minimum required by the state.

POSTING POSITIONS

Non-affiliated 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 on-line through Frontline Education – Applicant Tracking. All applications must be up to date and completed in their entirety.

CRIMINAL HISTORY CHECK

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

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 link located in the Appendix.

WORK SCHEDULE

Yearly work schedules for employees in this group vary. Exempt employees working fewer than 260 days are responsible for completing a Calendar Form which will allow them to fulfill their scheduled number of work days. The Form can be found at <https://www.monroeisd.us/stafflogin/staffforms/>. Each employee must have a Calendar Form approved by his or her supervisor and a copy turned into Human Resources at the beginning of the fiscal year. Any changes to the calendar must be approved by the supervisor and submitted to Human Resources.

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. 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. Full day employees will take a 30-minute unpaid lunch.

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.

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 on a form provided by the Human Resources Department. 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.

Employees who supervise will be evaluated using the Non-Instructional Manager evaluation tool. Remaining employees will be evaluated using the Non-Instructional Non-Manager evaluation tool.

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; 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

The salary schedules of employees are established upon creation of the position. Salary increases generally will be based on percentages recommended by the Superintendent and approved by the Board.

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 will generally receive 24 pays per fiscal year (July-June). Employees are required to use direct deposit to receive their pay.

MICHIGAN PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM (MPERS)

All employees of the Monroe County ISD are members of the Michigan Public School Employees' Retirement System. All questions regarding an employee's requirement to contribute to MPERS's should be directed to the Human Resources Department. For more information on MPERS, visit their website at www.michigan.gov/orsschools.

GOALS

Eligible employees may earn up to \$250.00 per goal for five goals annually (\$1,250.00). The five goals will be mutually determined between the employee and the appropriate Assistant Superintendent by June 15th for the next fiscal year. The **employee's supervisor** will make a determination by June 1 whether each goal has been satisfactorily achieved. **Grant funded positions may not be eligible for goal incentives.**

LONGEVITY

Longevity will be paid to each eligible employee who, as of July 1st, has at least five (5) years of continuous service with MCISD. Payment will be made in one lump sum on or about the first payday in December. If an employee is on unpaid leave, longevity will be paid on their first paycheck after returning to work.

Employees not completing their fiscal year will be paid longevity on a pro-rata basis.

	2024-2025	2025-2026	2026-2027
5-9	\$2,000	\$2,100	\$2,200
10-14	\$2,250	\$2,350	\$2,450
15-19	\$2,500	\$2,600	\$2,700
20+	\$3,000	\$3,100	\$3,200

Grant funded positions may not be eligible for longevity.

RETIREMENT PAY

Employees who are eligible to retire and receive full retirement benefits (30 years of service credit) under the Michigan Public School Employees Retirement System and meet the below listed requirements shall, upon retirement, receive a sum through a 403 (b) Plan equal to one-half (1/2) of their accumulated illness/injury leave at their last work year's daily rate of pay. In the case of the death of an employee who is eligible to retire with this benefit, the retirement payment will be paid to said employee's estate. **Grant funded positions are not eligible for this benefit.**

To receive this benefit, the employee must meet all of the following requirements:

1. Actively employed by the District for a minimum of twelve (12) years.
2. Declare, in writing to the Board, an irrevocable letter of retirement prior to March 30th of the fiscal year in which they plan to retire.
3. Retirement must be at the completion of the fiscal year.
4. Receive retirement benefits from the Michigan Public School Employees Retirement System.

Staff members eligible for this benefit are not eligible to receive any other Illness/Injury Leave reimbursement outlined in this booklet, except for payment of excess earned illness/injury leave days at the rate of \$60.00 per day as outlined under Illness/Injury Leave. **Grant funded positions are not eligible for this benefit.**

BENEFITS

INSURANCE BENEFITS

The Board offers the following insurance coverage to eligible employees and dependents upon application, unless otherwise noted in the job posting: medical insurance, dental insurance, and vision insurance. 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 <http://www.monroeisd.us/departments/hr/benefits/>. 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 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 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.

Subject to the limitations of Publicly Funded Health Insurance Contribution Act (MCL 15.563), MCISD will fully fund the annual single in-network ABC Plan 1 Health Savings Account (HSA) deductible on January 1st or the first banking day for each year of the contract for those employees choosing one of the available ABC or Balance+ HSA plans during open enrollment. For those new employees selecting one of the available ABC or Balance+ HSA plans upon employment or for those employees experiencing a qualifying event during the year and selecting one of the available ABC or Balance+ HSA plans at that time, MCISD will prorate the annual single in-network ABC Plan 1 HSA deductible monthly, if the employee opts for this benefit. For example, a new employee starting in September and selecting an available HSA, MCISD would prefund the deductible for September, October, November, and December.

The employee selecting an HSA shall have equal amounts of the single annual deductible deducted from his/her pay (24 annually) for that prefund.

Employees choosing an available ABC or Balance+ HSA must sign a commitment letter to repay any prefunded amounts made and not repaid if the employee does not complete the entire calendar year for which the deductible was remitted by MCISD. The employee's signature is authorization for payroll to withhold any amounts still owing from the prefunded deductible from the employee's pay. The signature also acknowledges that there will be insufficient funds through the payroll process to cover the amount due. The employee is still bound to repay the funds to MCISD in a timely manner.

When MCISD prefunds an employee's HSA ABC Plan 1 annual single deductible as described above, the amount MCISD is responsible for shall not exceed the hard cap between the premium cost and the prefunded deductible. Employees may opt for HSA prefunding only at MCISD's annual open enrollment period.

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 \$4,800.00 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. **Grant funded positions may not be eligible for insurance benefits or cash in lieu.**

CAFETERIA PLAN

MCISD sponsors 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 the following link: <http://www.monroeisd.us/departments/hr/benefits/>.

LONG-TERM DISABILITY

Long-term disability coverage is provided to employees. Details about the coverage is available in the Human Resources Department and at <http://monroeisd.us/departments/hr/benefits/>. **Grant funded positions may not be eligible for long-term disability coverage.**

LIFE INSURANCE

Term life insurance for \$50,000 is provided to employees. **Grant funded positions may not be eligible for life insurance benefit.**

SUPPLEMENTAL INSURANCE COVERAGE

The following insurance options are available, but premiums and contributions are the employees' responsibility. Contact the Human Resources Department or visit the following link, <http://www.monroeisd.us/departments/hr/benefits/> for further information about:

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

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

COBRA requires 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

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 <http://www.monroeisd.us/departments/hr/benefits/>.

TAX SHELTERED ANNUITY PLANS

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 webpage.

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 Year's Eve Day
- New Year's 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 and/or their immediate family member (see Illness and Injury Leave Section) off ill the day before or after the holiday must submit medical proof of illness 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.

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; and
- 5 additional days after 25 years of continuous employment Vacation is awarded based on the hire date in the non-affiliated group.

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. Any unused vacation earned in the previous fiscal year not used by December 31 of the following fiscal year will be added to the employee's illness/injury accumulation, except for grant funded positions. A payout of remaining vacation days, at the employee's current daily rate, will be made upon termination, except for grant funded positions. **Grant funded positions may not be eligible for vacation days.**

PERSONAL BUSINESS DAYS

Each employee shall receive two (2) Personal Business days upon hire and at the beginning of the fiscal year (July) (one day for staff working less than 200 days) to be used for emergencies or personal business only. If hired after January 1, an employee will receive one (1) Personal 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. Some of the reasons for which Personal Business Days may not be used are: shopping trips, vacation, personal convenience, hunting or other recreational activities, and for purposes of earning money. An employee may use one (1) accumulated illness/injury day as a Personal Business Day per school year.

An employee wishing to use his/her Personal Business Day(s) shall indicate this desire to his/her division head as well as submit the request 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 Personal Business Days. This request will require the approval of the division head 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.

Personal Business 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. Unused Personal Business Days may be accrued to a maximum of three days in any one year and any other unused Personal Business Days will be added to the accumulated Illness/Injury Leave Days at the end of the fiscal year. These days may be taken in one-quarter (1/4) day increments of the employee's workday.

Early On employees are granted two Personal Business Days at the start of each fiscal year. Early On employees hired after January 1 will receive one Personal Business Day. The balance of these days will not be accrued to the next fiscal year.

Grant funded positions may not be eligible for Personal Business Days. No grant funded position is eligible roll Necessary Business days over to the next fiscal year.

EARLY ON STIPEND FOR PARENT EDUCATORS, SERVICE COORDINATORS, AND/OR FAMILY ENGAGEMENT SPECIALISTS PROCEDURES

The Early On program ("Early On") has sufficient funds to provide experienced Parent Educators, Service Coordinators, and/or Family Engagement Specialist ("Early On staff") additional stipends for a period of time.

Overview

This program provides experienced Early On staff a stipend when they coach newly hired and/or transferred employees in the Early On program for a period of time. In addition, such a stipend would also serve as a crucial recruitment and retainment incentive for Early On staff. **U****his stipend is subject to grant funds availability****U**.

Requirements and Period of Time

- The Early On staff must have at least two years of experience in their roles.
- The Early On staff is required to coach the employee(s) for one and/or two years after that employee's date of hire.

Responsibilities

Responsibilities from experienced staff who are mentoring Early On include, but not limited to:

- Support new staff with learning to complete required paperwork and documents related to their roles.
- Support new staff with learning to access PAT curriculum resources.
- Support new staff by having them observe their home visits and playgroups.
- Support new staff by observing their home visits and playgroups (2 per year) and providing feedback given a specific template.
- Be available to answer questions about procedures as they come up.

Application and Selection

- Those interested and meeting the minimum criteria shall make a written request via e-mail to their administrator.
- Administration will determine if the Early On staff member is eligible for the program and notify them if they were selected.
- The Early On staff and their direct supervisor will sign an agreement stating that he/she will comply with the program requirements. The signed agreement would then be forwarded to Human Resources.
- The agreement will further state if the Early On staff fails to comply with this program or their performance is deemed unsatisfactory by Human Resources, then they will be ineligible for the stipend(s).
- Any disputes or conflicts about this program shall be submitted to Human Resources for resolution.

Stipend

- The Early On staff will be paid \$500.00 for the first trainee and an additional \$250.00 for each additional trainee (limit of three trainees). Therefore, the Early On staff could potentially earn up to \$1,000.00.
- The Early On staff must successfully coach the trainee for one and/or two years after that employee's date of hire to be eligible for the stipend.
- The supervisor will notify Human Resources with a written statement that the Early On staff successfully completed the program. Upon receipt of such notification, the Early On staff will be paid their stipend on their following semi-monthly paycheck.
- From time to time, there might be situations where the Early On staff stipend would be prorated (e.g., trainee resigns before their one-year anniversary which is at no fault of the Early On staff). If such situations arise, Human Resources will review the matter on a case-by-case basis and determine the appropriate stipend amount.

Miscellaneous

- This program is effective October 1, 2023.
- This benefit program is not retroactive.
- This program is subject to the availability of grant funds.
- This program could be modified and/or terminated at any time by Monroe County ISD.

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 on July 1:

- Nonaffiliated staff will receive 14 sick days.
- Early On staff will receive 13 sick days.

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

The maximum accumulation of earned sick time will vary depending upon the regular work year for each employee, as follows:

- 200-214 workdays per year: 140 days maximum accumulation.
- 215 workdays per year: 145 days maximum accumulation.
- 220 workdays per year: 150 days maximum accumulation.
- 230 workdays per year: 155 days maximum accumulation.
- 240-260 workdays per year: 160 days maximum accumulation.

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 7 days before the date the use of time is to 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 their 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 their earned sick time in ¼ day increments.

If an employee takes more than three consecutive paid sick days, s/he may be required to produce evidence that the absence was allowable under ESTA. A letter from the employee's "health care provider," as that phrase is defined under ESTA, indicating the employee's 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 of all costs incurred within 15 days of the request.

Employees who have been employed by MCISD on a full-time basis for a minimum of five (5) consecutive years and who are voluntarily terminating their employment at the end of the fiscal year (June) shall be eligible for reimbursement for accumulated earned sick time at the rate of \$25.00 per day for a maximum of \$1,500.00. To be eligible for this benefit, notice of termination must be provided to Human Resources & Legal Services at least twenty (20) business days prior to the end of the fiscal year for that employee.

An employee who has reached the accumulated maximum allowed days of earned sick time shall be eligible at the end of each fiscal year to receive reimbursement for any excess earned sick time at the rate of \$60.00 per day.

Employees in grant funded positions are not eligible to roll earned sick time over to the next fiscal year. If these employees work a full ESTA benefit year (July 1-June 30), they may be eligible for a \$75.00 payment for each six-month period (July-December and January-June) in which an earned sick day is not used. This benefit will be determined on a case-by-case basis and is dependent upon grant funds. For Early Head Start, Head Start, and GSRP employees, see the EHS/HS/GSRP Employee Handbook for relevant information.

FAMILY MEDICAL LEAVE

Per 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:

- For the birth of a son or daughter, and to bond with the newborn child;
- For the placement with the employee of a child for adoption or foster care, and to bond with that child;
- To care for an immediate family member (spouse, child, or parent – but not a parent "in-law") with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition; or

- For 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. **See Board Policy 4430.01.**

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. 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. **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 continue to pay one-half (1/2) 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, stepchildren and stepparents, 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 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 Superintendent or designee.

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

OTHER LEAVES

After two years of continuous full-time service with MCISD, an employee may be eligible for and upon written request may be granted a leave of absence for the following reasons:

- Childcare; and
- Formal education.

Such leave may be for a period of up to one (1) year and shall be unpaid and without Board paid fringe benefits. It shall be the employee's responsibility to notify the Human Resources Department in writing no less than ninety (90) days before the end of such a leave as to his/her intention to return to employment with MCISD.

Grant funded positions may not be eligible for childcare or formal education leaves.

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.

CONFERENCES AND TRAVEL/MILEAGE REIMBURSEMENT

Requests to attend conferences, workshops and in-service sessions require the prior approval of the employee's immediate supervisor and must be submitted to the supervisor no later than 15 days before the conference. Any in-state, overnight travel requires Superintendent approval, and the appropriate paperwork must be submitted to the Superintendent at least 15 days prior to the conference. Any out of state, overnight travel requires Board approval.

Employees requesting approval must complete the estimated expenses portion of the Conference Request Form and then complete the Actual Expenses portion upon return from the conference and submit to the Business Office within (5) five days of returning. The Conference Request Form must be accompanied by itemized receipts in order to receive reimbursement for reasonable expenses. Personal expenses are not reimbursable, including, but not limited to, alcohol, insurance, spousal expenses, in-room movies, tours and meal expenses exceeding maximum allowable limit. **Grant funded positions will follow the parameters of the grant for reimbursement purposes.**

All employees are eligible for mileage 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.**

MEMBERSHIP DUES

The Board may reimburse membership dues up to a maximum of \$300.00 per employee for primary professional organizations whose goals and functions relate directly to the employee's assigned responsibilities. Such membership(s) requires prior approval of the Division Head and the Assistant Superintendent for Human Resources and Legal Counsel. **Grant funded positions may not be eligible for reimbursement of membership dues depending on the grant terms.**

EDUCATION ASSISTANCE

Employees may receive up to \$400 annually for successfully completed graduate level course work directly related to their current position and approved in advance by the Assistant Superintendent for Human Resources and Legal Counsel. Forms to request approval are available at the Human Resources Department website. **Grant funded positions are not eligible for education assistance depending on the grant terms.**

WORK PRINCIPLES

ABSENTEEISM/TARDINESS

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

RED ROVER

Employees who are absent from their regular work assignment for any reason must report his/her absence at least 1.5 hours prior to the established start time. The employee is to enter the absence into the Red Rover system. Red Rover may be accessed through MCISD home page under "Staff Links" (select "Red Rover") or via the mobile application.

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 at no charge. Replacement thereafter will cost the employee \$5.00.

PERSONAL BUSINESS AND PHONE CALLS

Personal phone calls on MCISD phones or personal devices should be limited to urgent matters during work hours.

USE OF MCISD VEHICLES

Vehicles owned by MCISD are to be used for MCISD business whenever practicable. Employees who drive 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 in advance 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 MCISD. 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 use.** 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.

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 MCISD 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

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

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.

PERSONAL CONDUCT

Certain rules and standards governing personal conduct are essential to our ability to perform our jobs. 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.

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.

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.**

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.

PROBLEM SOLVING PROCEDURE

At times you may disagree with actions taken or decisions made by your supervisor or 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.

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

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 or non-prescription drugs (including medical and recreational marijuana) at work 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 Superintendent, with a copy to the Assistant Superintendent of Human Resources at least fourteen (14) business days in advance of resignation.

EMPLOYEE HEALTH AND SAFETY

PUBLIC RELATIONS

The official spokesperson for MCISD is the Superintendent. All official statements will be handled through the Superintendent's Office. 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 injured on the job must report such injury to his/her supervisor and to Human Resources. If medical attention is warranted or if Human Resources requires it, the employee will report to ProMedica 360 Health in Monroe for treatment. Upon release from ProMedica 360 Health, the employee must present his/her Return-to-Work certification to Human Resources prior to returning to work. Regardless of injury, all work-related injuries must be reported on an Employee's Report of Injury Form which can be found on the Human Resources website at www.monroeisd.us under Staff Forms.

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. See Appendix.

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 adopted a revised Anti-Harassment Policy, 3362/4362. A copy of that policy can be found in the Appendix of this handbook. See Appendix.

It is the policy of MCISD to provide an environment free from harassment, including sex-based harassment. Consistent with Policy 3362/4362, 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:

Anya Lusk

Assistant Superintendent for Human Resources & 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 be reported to the individual identified above.

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. 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 ISD-owned vehicle, or at any event or activity in which students or employees of the ISD are attending or participating in by virtue of their relationship with 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 adopted a student Anti-Bullying policy on April 15, 2012 (revised May 19, 2015). See Appendix, Attachment F.

INCLEMENT WEATHER AND SCHOOL CLOSURES

Occasionally, it is necessary to close the Education Center, Transition Center or Monroe County Middle College because of inclement weather or other reasons. The Knabusch Math and Science Center may be closed by Monroe Public Schools for inclement weather or other reasons. When this occurs, employees must still report to work. If the MCMC or Knabusch closes, those employees would report to MCISD Administration Building at their regular work time. If you are unable to report to work because of inclement weather, you may use a Personal Business Day or adjust your calendar, as long as the required number of work days is fulfilled. If it is necessary to close the **MCISD Administration Building** due to inclement weather or other reason, you will not

be required to report to work and will be paid for the day. Early On employees will be paid for inclement weather days/delays when the Administration Building is closed or delayed. Building closures are broadcast on area TV and radio and through the Honeywell Instant Alert System.

INFINITE CAMPUS ALERT SYSTEM

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

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 & 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

MCISD has adopted a procedure for addressing complaints of discrimination. The procedure can be accessed at or a copy can be requested from the Human Resources Office at the above address.

ACKNOWLEDGEMENT

It is important that you read the information contained in this Employee Handbook. Once you have done so, please sign at the bottom, detach this form, and return it to Human Resources.

My signature below indicates that I have received and will read the ***Employee Handbook for Non-Affiliated Administrative Exempt and Non-Exempt Personnel*** which tells me about some of the policies, benefits and practices at MCISD governing employment.

I understand and agree that this Handbook does not constitute a contract of employment. I understand that this Employee Handbook does not encompass all policies and procedures of MCISD but that 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 herein.

Printed Name: _____ Date: _____

Position: _____

Department: _____

Signature: _____

APPENDIX

Appendix A - [School Safety Legislation: Self-Reporting Requirements and Charge/Arrestment Disclosure Form](#)

Appendix B - [Staff Network and Internet Acceptable Use and Safety Policy](#)

Appendix C - [Work Related Injuries](#)

Appendix D - [Anti-Harassment Policy 3362/4362](#)

Appendix E - [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

Joshua P. Dyer, C.P.A., M.B.A., *Assistant Superintendent*
Business & Administrative Services

Lisa Montrief, *Assistant Superintendent*
Curriculum & Instruction

Anyia M. 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 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: Eric Feldman, Assistant Superintendent for Human Resources and Legal Counsel, 1101 S. Raisinville Road, Monroe, Michigan 48161; Telephone: 734.322.2640.