



EMPLOYEE HANDBOOK

PROMOTING



Eastern High School
Biotechnical Magnet Academy



Eastern Biotechnical Magnet Academy is a program within Eastern High School's International Baccalaureate (IB) focus. It provides a unique and equitable learning experience for a diverse group of students through an integration of biotechnology into the core curriculum.

Driven by Project Lead the Way (PLTW) course electives with a Project Based Learning



ATTWOOD NEW TECH

Attwood New Tech is a Magnet school that provides a unique learning experience for students that builds linkages across district schools to establish both a New Tech Pathway (4th-12th) and a STEM Pathway (K-12).

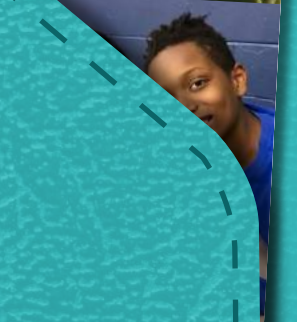


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Welcome!

We are happy to have you as a member of the Lansing School District family!

Whether you have just joined our staff or have been at the Lansing School District (LSD) for a while, we are confident that you will find our district a dynamic and rewarding place in which to work. We consider all employees of the LSD to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship, and as a resource for assisting district employees in serving our students with fidelity to our district's shared values and mission.

No single document can cover all topics of interest to you as a district employee. Important information about your employment with the district and our values and expectations are found in Board policies, some of which are referenced within this handbook. It is expected that all district employees will read and understand Board policies which can be found on the district website. If you have any questions about Board policies and how they impact your role with the district, please consult with your immediate supervisor.

There are several other things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources department.

In addition, if you are employed in a bargaining unit, you should also consult the applicable collective bargaining agreement. In the event of a conflict between this handbook and the collective bargaining agreement, excluding subjects legally designated as prohibited, the terms and conditions of the collective bargaining agreement will control.

No supervisor or other representative of the district (except the Superintendent) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to what is contained in this handbook or your collective bargaining agreement.

Unless subject to a bargaining obligation, the procedures, practices, policies and benefits described here may be updated, modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. For example, please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

Finally, thank you for your service and dedication to the students and families of the LSD. We appreciate your dedication and commitment to model our high standards of excellence through your job performance and conduct for the benefit of our school community.



From the Lansing School District
Superintendent and Executive Team

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Our Mission Statement

The Lansing School District Board of Education approved a five year Strategic Plan in 2014. The plan was created by a committed group of parents, staff, business leaders and community members in support of a clear mission for the Lansing School District.

VISION STATEMENT

To accomplish our mission we will create a collaborative, high-performing, safe learning environment that is integrated with our communities and focused on preparing students for global citizenship.



MISSION STATEMENT

It is the mission of the Lansing School District to provide educational excellence in a safe and nurturing environment for all students.

WE BELIEVE

- All students and their families deserve a quality education.
- Staff, students, families and Lansing communities can contribute and learn from each other.
- The needs of our students are our priority.
- Learning occurs best when students are in a safe environment.
- Diversity is our strength.
- Relationships are based on respect for self and others, mutual trust and teamwork.
- Learning is essential for success in a global society.
- The Lansing School District is committed to its responsibility to deliver a quality education for career and college readiness.

STUDENT ACHIEVEMENT

All students will achieve or exceed state performance targets and graduate career and college ready.

COMMUNITY OUTREACH

The district will maintain and grow strong relationships with greater Lansing's diverse communities, agencies, organizations, and businesses.

LEARNING ENVIRONMENT

The district will provide a safe and nurturing learning environment.

SUPPORT SYSTEMS

The district will identify, improve and implement effective and efficient support systems.

FINANCE

The district will monitor and adjust resources in order to maintain and improve financial stability.



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Diversity

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

DISTRICT COMPLIANCE OFFICERS

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinator") (hereinafter referred to as the "CO's").



The CO's are responsible for coordinating the district's efforts to comply with applicable Federal and State laws and regulations, including the district's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The CO's shall also verify that proper notice of nondiscrimination for Title II, of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members, and the general public. Any sections of the district's collective bargaining agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender specific terms should be eliminated from such contracts. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

REPORTS AND COMPLAINTS OF UNLAWFUL DISCRIMINATION AND RETALIATION

Employees are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other district-level official so that the Board may address the conduct. Any administrator, supervisor, or other district-level employee or official who receives such a complaint shall file it with the CO within two (2) school days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The CO's will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. CO's shall accept complaints of unlawful discrimination/retaliation directly from any member of the school district community or a visitor to the district, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the school district community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the CO's within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

INVESTIGATION AND COMPLAINT PROCEDURE (SEE FORM 3122 F2)

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures

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described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen [15] business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

INFORMAL COMPLAINT PROCEDURE

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the parties (the alleged target of the discrimination/retaliation and individual[s] alleged to have engaged in the discrimination) agree to participate in it.

Employees who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a district employee or any other adult member of the school district community against a student will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The CO's are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who

allegedly engaged in the unlawful misconduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one of the CO's; and/or (3) to the Superintendent or other district-level employee.

All informal complaints must be reported to one of the CO's who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The school district's informal complaint procedure is designed to provide employees who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate his/her concern to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 3122 - Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the CO's in accordance with the Board's records retention policy. (See Policy 8310)

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FORMAL COMPLAINT PROCEDURE

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a formal complaint, either orally or in writing, with a Principal, the CO, Superintendent, or other district-level employee. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a Principal, Superintendent, or other district-level employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will

initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 3122 Non Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provide recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel, with permission of the Superintendent, before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

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If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

PRIVACY/CONFIDENTIALITY

The school district will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy.

SANCTIONS AND MONITORING

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

RETALIATION

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

EDUCATION AND TRAINING

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the school district community related to the implementation of this policy and shall provide training for district students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

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The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

ANTI-HARASSMENT

GENERAL POLICY STATEMENT

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school district operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the school district community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The district will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

For purposes of this policy, "school district community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on school district property (e.g., visiting speakers, participants on

opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the school district community at school-related events/activities (whether on or off school district property).

OTHER VIOLATIONS OF THE ANTI-HARASSMENT POLICY

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

DEFINITIONS

Bullying - Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;

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- J. public humiliation; or
- K. destruction of property.

Harassment - means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. Has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment - Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.
- D. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. Inappropriate boundary invasions by a district employee or other adult member of the school district community into a student's personal space and personal life.
- K. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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- L. Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by district employees or any other adult member of the school district community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery." The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to district employees or other adult members of the school district community.

Race/Color Harassment - Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment - Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment - Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment - Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct - Members of the school district community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other school district official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other district official who receives such a complaint shall file it with the district's Anti-Harassment Compliance Officer within two (2) school days.

Members of the school district community or third parties who believe they have been unlawfully harassed by another member of the school district community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend him/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 3362 investigation and provide him/her with a copy of the resulting written report.

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ANTI-HARASSMENT COMPLIANCE OFFICERS

The Compliance Officers (listed on page 5) will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the district community, and third parties who seek support or advice when informing another individual about “unwelcome” conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the school district community or a visitor to the district, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the school district community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the school district community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student’s parents if under the age of eighteen (18), within two (2) business days to advise s/he/them of the Board’s intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

INVESTIGATION AND COMPLAINT PROCEDURE (SEE FORM 3362 F1)

Any employee or other member of the school district community or third party (e.g., visitor to the district) who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every

effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process has begun, the investigation will be completed in a timely manner. The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC") or the Michigan Department of Civil Rights (MDCR).

INFORMAL COMPLAINT PROCEDURE

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the school district community, or third party who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Employees, other members of the school district community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a district employee, any other adult member of the school district community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

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An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator; (2) directly to one of the Compliance Officers; and/or (3) to the Superintendent or other district-level employee.

All informal complaints must be reported to one of the Compliance Officers.

The school district's informal complaint procedure is designed to provide employees, other members of the school district community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints as soon as possible. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. As stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the Board's records retention policy and/or Student Records policy. (See Policy 8310 and Policy 8330.)

FORMAL COMPLAINT PROCEDURE

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other district employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other district employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process. All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as

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the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel, with approval from the Superintendent, before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional

investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the school district community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

PRIVACY/CONFIDENTIALITY

The school district will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the school district community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the School Board's records retention policy. Any records that are considered student education records

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in accordance with the Family Educational Rights and Privacy Act or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State laws.

SANCTIONS AND MONITORING

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the school district community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

RETALIATION

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-six (26) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and

responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

EDUCATION AND TRAINING

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices which shall include bullying. The Superintendent or designee shall provide appropriate information to all members of the school district community related to the implementation of this policy and shall provide training for district students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

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An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the district's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

COMPLIANCE OFFICERS

The District Compliance Officers (listed on page 5) are responsible for coordinating the district's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officers.

The District Compliance Officers will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

TRAINING

The District Compliance Officers will also oversee the training of employees in the district so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative

guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

FACILITIES

No qualified person with a disability will, because the district's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the district will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the district is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

NOTICE

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be posted throughout the district, and published in the district's recruitment statements or general information publications.

COMPLAINT PROCEDURES

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint.

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INTERNAL COMPLAINT PROCEDURE

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the District Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the District Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District Compliance Officer for good cause.
- B. The District Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The District Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) work days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The District Compliance Officer shall maintain the district's files and records relating to the complaint.
- C. The Superintendent will, within ten (10) work days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.
- D. The Superintendent will render his/her decision within ten (10) work days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.

- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR COMPLAINT

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at the U.S. Department of Education Office for Civil Rights, Cleveland Office, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115.



Phone (216) 522-4970

Fax (216) 522-2573

TDD (216) 522-4944

E-mail OCR.Cleveland@ed.gov

Web <http://www.ed.gov/ocr>

RETALIATION

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

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Employment

EMPLOYEE CLASSIFICATION CATEGORIES

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Subject to collective bargaining agreements, where applicable, the right to terminate the employment-at-will relationship at any time is retained by both the employee and the Lansing School District.

Nonexempt employees are employees whose positions do not meet legal criteria to render them exempt from overtime pay for hours worked in excess of forty (40) hours per workweek are classified as "non-exempt."

Exempt employees are managers, supervisors, executives, professional staff, technical staff, independently contracted workers, officers, directors, and others whose duties and representatives allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws.

The Lansing School District has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the district's full-time schedule of 37.5 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the district subject to the terms, conditions and limitations of each benefits program.
- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the district's

full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the district's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary workers are not eligible for district benefits unless specifically stated otherwise in district policy or are deemed eligible according to plan documents.

UNION REPRESENTATION

If you are a member of a group represented by a union, you have rights for representation as specified in your collective bargaining agreements. Each union contract outlines the times in which union representation is afforded to you. If you have questions, please feel free to contact Human Resources and/or your union representative.

NEPOTISM

The Board shall not employ any teacher or other employee over 18 years of age, if such person is a member of the immediate family of the Superintendent or any member of the Board, except that the spouse of the Superintendent or a Board member may not be denied employment for the sole reason of marital status. Members of the immediate family of the Superintendent or a Board member, who are under 18 years of age, may not be denied employment solely based on their familial status.

No District employee shall be placed in a position in which he/she would be in a direct supervisory relationship with a member of his/her immediate family.

Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law, aunt, uncle, cousin, nephew, niece, or relatives living in the same household other than spouse and, for purposes of supervision, husband and wife.

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LEAVING THE DISTRICT

Separation of employment within an organization can occur for several different reasons.

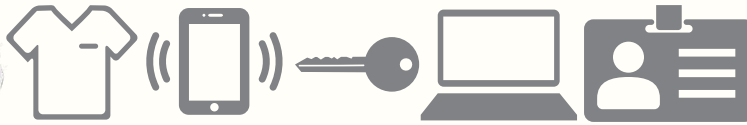
- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or District needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify their department director and the Human Resources department in writing at least one (1) month before the planned retirement date. Later notice may mean that pension and/or insurance benefits may not be timely processed.

I NEED TO GIVE
PROPER NOTICE

I'm Retiring –

I QUIT!





RETURN OF DISTRICT PROPERTY

The separating employee must return all district property at the time of separation, including uniforms, cell phones, keys, PCs and identification cards. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

The separating employee shall contact the Human Resources department as soon as notice is given. Notice should be given to your supervisor first.

Any accrued paid time will be paid on the last pay OR per your collective bargaining agreement, if applicable.

Subject to labor contract provisions, health insurance normally terminates the last day of the month in which employment terminates, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

REHIRE

Former employees who left the Lansing School District in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resources department, and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Supervisors must obtain approval from the Human Resources director or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous service will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

EMPLOYMENT

SAFETY

EXPECTATIONS

COMPENSATION

LEAVES OF ABS.
TIME OFF

BENEFITS

Workplace Safety

DRUG-FREE WORKPLACE

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the district's professional staff at any time while on district property or while involved in any district related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with district guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement.

SAFETY

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee

witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination. Failure to report accidents may also preclude an employee's coverage under Worker's Compensation Insurance.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow district safety and health guidelines or engaging in conduct that places the employee, client or district property at risk can lead to employee disciplinary action and/or termination.

The Human Resources Department shall have the responsibility to develop and the authority to implement the safety and health program in the interest of a safer work environment.

USE OF TOBACCO BY PROFESSIONAL STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on district premises, in district vehicles, and in all school buildings owned and/or operated by the district.

The Board prohibits the use of tobacco product by professional staff members in district buildings, on district property (owned or leased), on district buses, and at any district-related event.

For purposes of this policy:

- A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth
- B. "use of a tobacco product" means any of the following:
 - 1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
 - 2. the inhaling or chewing of a tobacco product
 - 3. the placing of a tobacco product within a person's mouth
 - 4. the use or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance

SAFETY

EXPECTATIONS

COMPENSATION

LEAVES OF ABS.
TIME OFF

BENEFITS

Workplace Expectations

CONFIDENTIALITY

Our students and other parties with whom we do business entrust the district with important information. It is our policy that all information considered confidential will not be disclosed to external parties or to employees who do not have a legitimate educational or administrative "need to know." If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal and necessary communications to provide services to students. Employees must read and understand Board policy on the maintenance and disclosure of information about students.

All inquiries from the media must be referred to the Superintendent and Bob Kolt of Kolt Communications, Inc. at kolt@koltpr.com or 517-881-4446.

SOCIAL SECURITY NUMBER PRIVACY

The District maintains social security numbers ("SSN") of employees and other individuals as confidential information. Employees may not knowingly obtain, use or disclose the SSN of any other employee or individual unless in accordance with this policy.

Records containing SSNs must be kept in a secure environment, such as a locked desk or file cabinet, or a password-protected computer. Only authorized personnel may access records containing SSNs for legitimate business purposes. SSNs shall not be unlawfully disclosed.

All documents and records containing SSNs will be destroyed through shredding or other appropriate means before disposal.

Any employee who obtains, uses or discloses a SSN for unauthorized purposes or contrary to this policy will be subject to discipline, up to and including termination. In addition, the District will cooperate with government investigations of any person alleged to have obtained, used or disclosed a SSN for unlawful purposes.

EMERGENCY SCHOOL CLOSINGS

Occasionally it becomes necessary to close the district or portions of the district because of bad weather or other unforeseen conditions. Information about closings that occur prior to the start of the school day will be given over Lansing area radio stations and television channels. Automatic phone calls will also be sent to all staff members. Emergency school closings can also be received via text message and will be posted via social media.

Staff who are not specifically exempted from reporting when classes are cancelled are expected to report as usual. Staff who are expected to report, but who are unable to do so, must immediately notify their supervisor. Consult your collective bargaining agreement, if applicable, for more details.

OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below, unless prohibited by an individual or collective bargaining agreement.

Activities and conduct away from the job must not compete with, conflict with or compromise the district's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by the Lansing School District. This prohibition also extends to the unauthorized use of any district tools or equipment and the unauthorized use, disclosure or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If the Lansing School District determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of leave time will result in disciplinary action up to and including termination.

EXPECTATIONS

COMPENSATION

LEAVES OF ABS.
TIME OFF

BENEFITS

ATTENDANCE AND PUNCTUALITY

Our students are our priority. Consistent staff attendance is essential for an effective instructional program and helps us model appropriate work behaviors for our students. We understand that there are times when staff must be absent.

Vacation and holidays must be scheduled with one's supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. All absences must be reported to the building administrator as well as in accordance with the collective bargaining agreement. It is critical that staff members provide us with enough time to assure that we have substitute coverage.

Employees are expected to report to work in accordance with their work schedule. Employees are responsible for notifying their supervisor as soon as practicable if they expect to be late or absent. Failure to give appropriate notice for each absence or tardiness may result in disciplinary action, including termination. Moreover, patterns of excessive unexcused absences or tardiness may result in discipline, including termination, subject to any applicable collective bargaining agreement provisions.

Leave of absence forms must be used for any absence which is three (3) days or longer. Until the leave of absence has been approved, all employees are required to call in daily to their supervisor. All responses for a leave of absence will be sent via email to the employee. It is the employee's responsibility to monitor their email for any requests for additional information as such requests may be time sensitive. Each employee is covered by either a collective bargaining agreement or the meet and confer guidelines which list the types of leave available and the procedure to obtain them.

Job abandonment: Subject to collective bargaining agreement requirements, if any, employees who are absent for three (3) consecutive workdays without notifying their supervisors shall be considered to have abandoned the job, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resources department at the expiration of the third day and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter.

ATTIRE AND GROOMING

It is important for all employees to project a professional image while at work by being appropriately attired. The Lansing School District employees are expected to be neat, clean and well groomed while on the job. Clothing must be consistent with the standards for a school business environment and must be appropriate to the type of work being performed.

The Lansing School District is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

PICTURE ID TAGS

Each staff member will be issued a picture ID tag that must be worn at all times. The ID tag system increases the level of security in our buildings for students and staff. If your ID tag is lost or stolen, immediately report this to your supervisor. Arrangements will then be made with the Department of Public Safety to replace your ID tag.



KEYS

You may be in a position where you are issued keys to certain buildings or areas in the building. Keys are not to be duplicated or loaned to students or other persons. If your keys are lost or stolen, you must immediately contact your immediate supervisor so that steps can be taken to assure that our buildings are secure. An employee who duplicates, loses or lends keys is subject to disciplinary action up to and including immediate discharge.

Keys must be returned to your supervisor on your last working day in the district.

EXPECTATIONS

COMPENSATION

LEAVES OF ABS.
TIME OFF

BENEFITS

CONFERENCES & MEETINGS

The Lansing Board of Education and the Lansing School District administration promotes staff development as a priority. Our staff serve as a model for our students that learning is a lifelong process.

If a staff member is interested in attending an inservice, workshop or other training program, the following procedure must be used:

1. Complete a Conference Request Form and submit it to your supervisor.
2. Your supervisor will indicate whether or not the activity is approved. If approved, the request will be sent to the Department of Human Resources. Approval is based on funding availability and district needs. Forms must be received by Human Resources at least ten (10) days prior to the conference.
3. After the conference, a Reimbursement Form must be submitted to your immediate supervisor. You must have receipts for all of your expenditures for reimbursement to be processed. Food receipts must be itemized. Alcohol is not reimbursable.

◆◆◆◆ PLEASE FILL OUT YOUR CONFERENCE REQUEST FORMS ◆◆◆◆

LANSING SCHOOL DISTRICT CONFERENCE REQUEST FORM	
PARTICIPANT INFORMATION: Name _____ Employee ID# _____ Job Title/Position _____ Bargaining Unit _____ Building/Department _____ Conference Title (description of activity): _____ Conference Location _____ Date(s) Requested: _____ Total Number of School Days Absent (Beginning first day absence from work) _____ <div style="border: 1px solid black; padding: 2px; display: inline-block;"> SUBSTITUTE TEACHER REQUIRED YES NO </div> <p style="font-size: small; color: red;">Please be sure to secure a substitute through AESOP only after conference has been approved. Note: Out of state requests must be approved by Executive Director of Human Resources.</p>	
RATIONALE FOR REQUEST: (check all that apply) <input type="checkbox"/> School Improvement Plan <input type="checkbox"/> Building Professional Development <input type="checkbox"/> Technology Plan <input type="checkbox"/> Individual Development Plan <input type="checkbox"/> To Accomplish Board Goals <input type="checkbox"/> Grant Related (Indicate name of grant) _____ <input type="checkbox"/> District Request _____ <input type="checkbox"/> Other (please explain): _____ Compliance Office Signature _____ Number of Conferences/Workshop previously attended this school year: _____ ESTIMATE OF EXPENSES: Employee Signature _____ Date _____	
SUPERVISOR APPROVAL – I authorize that this conference is in line with LSD standards and budget. Supervisor/Principal Signature _____ Date _____ HUMAN RESOURCES APPROVAL APPROVED DENIED Human Resources Signature _____ Date _____	
EXPENSES ESTIMATE OF EXPENSES PO # _____ Registration _____ Lodging _____ Transportation _____ Meals _____ Other (specify) _____ TOTAL: _____ Honorarium received? Yes No If yes, how much? _____ 1. Complete Conference Request Form and submit to immediate supervisor for approval. 2. Supervisor will assign account numbers. 3. Forward all copies to Human Resources for approval. (MUST BE SUBMITTED 4 WEEKS IN ADVANCE OF CONFERENCE DATE) 4. You are responsible for making all personal arrangements for registration, transportation, and substitute teacher. AFTER you have received your final approval form from Human Resources. PURCHASING CARD REQUESTS must be submitted to the purchasing office two weeks prior to travel. ACCOUNT NUMBERS Conference Account # _____ Substitute Teacher Account # _____ Other _____	ACTUAL EXPENSES Registration _____ Lodging _____ Transportation _____ Miles-Documentation Attached _____ Prevailing IRS Rate _____ Meals _____ Other (specify) _____ TOTAL: _____ EMPLOYEE SIGNATURE _____ SUPERVISOR APPROVAL I authorize that these expenses are in line with LSD standards and budget. Supervisor Signature _____ Date _____ Compliance Office Signature _____ Date _____ <p style="font-size: x-small; color: red;">NOTE: All receipts must be attached and submitted with the Yellow Copy to the Accounting Office. (Original receipts, no photo copies)</p>
Form Distribution: All copies of form are to be submitted to Human Resources. After submission distribution is as follows: White – HR Yellow – Send back to employee Pink – Accounting Green –	



You've got mail!

EMAIL

Email is the District's primary source of communication. Please check your District email regularly.

SOLICITATIONS/CONTRIBUTIONS

Charity solicitations or solicitation of personal funds from employees for non-profit organizations must be authorized by your immediate supervisor.

Any organization wishing to distribute flyers or other materials to staff, students or parents must make their request through the immediate supervisor. The supervisor will then contact the Superintendent's office for approval.

STAFF GIFTS

The Board of Education considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor. Based on the foregoing premise, it is the policy of the Board that professional staff members may accept gifts of nominal value from students or parents.

The Superintendent may approve acts of generosity to individual staff members in unusual situations.

Upon the recommendation of the Superintendent, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.

EXPECTATIONS

COMPENSATION

LEAVES OF ABS.
TIME OFF

BENEFITS

STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

The district recognizes that employees may carry electronic communications devices either district-issued or personally owned and hereby adopt this policy.

DISTRICT-ISSUED COMMUNICATIONS DEVICES

The district may elect to issue certain communications devices to employees in order to increase the efficiency of District operations. Issuance and use of District equipment shall be subject to rules promulgated by the Superintendent.

PERSONALLY OWNED COMMUNICATION DEVICES

Employees may carry and use personally owned cellular telephones on school property subject to rules and regulations promulgated by the Superintendent. Employee owned electronic communication devices shall not be used during teaching hours and when turned on will be set on a non-audible setting.

The following guidelines have been established for using the internet, district-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, district-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the Lansing School District or be contrary to the Lansing School District's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and district-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads.

Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.

- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the district.

RIGHT TO MONITOR

All district-supplied technology and district-related work records belong to the district and not to the employee. The Lansing School District routinely monitors use of district-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.



EMPLOYEE PERSONNEL FILES

Employee files are maintained by the Human Resources department and are considered confidential.

Consistent with the provisions of the Bullard-Plawecki Employee Right to Know Act and the applicable labor agreement, all employees of the Lansing School District have the right to periodically review their centrally maintained personnel file. Review of personnel files must be scheduled by appointment with the Human Resources department.

Personnel file access by current employees and former employees upon request will generally be permitted within three (3) days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Personnel files may not be taken outside the department.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. In addition, the District shall respond, as required by law, to requests for personnel file information under the Freedom of Information Act and the unprofessional conduct law.

EXPECTATIONS
COMPENSATION

LEAVES OF ABS.
TIME OFF

BENEFITS

Compensation

PAYMENT OF WAGES

The Lansing School District operates on a two-week pay schedule. Ten month employees may have the option of having pay spread over 21 or 26 payments or as specified in the collective bargaining agreement.

If the normal payday falls on a district-recognized holiday, paychecks will normally be distributed one workday before the aforementioned schedule.

It is the district's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address.

Employees may be paid by direct deposit of funds or pay card. Forms may be obtained from the payroll department or via our website. Paystubs may be viewed on our Employee Access Center.

In the event of a lost paycheck, the Payroll department must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the district identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the district within 24 hours of the time it is demanded.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resources department.



TIME REPORTING

Employees will submit their time record weekly as directed by their supervisor. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

MEAL/REST PERIODS

The length of your lunch hour and any break time are established by your supervisor or your collective bargaining agreement, if applicable. The scheduling of meal periods at the Lansing School District is set by the employee's immediate supervisor with the goal of providing the least possible disruption to district operations.

LUNCH/BREAKS

The length of your lunch hour and any break time are established by your master agreement. The scheduling of meal and break times is the responsibility of your immediate supervisor and is based on the needs of the district for staff coverage. Any other unpaid breaks must have prior approval by your immediate supervisor.

IMPERMISSIBLE USE OF MEAL PERIOD AND/OR REST BREAKS

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break.

OVERTIME PAY (NONEXEMPT EMPLOYEES)

Nonexempt employees who exceed 40 hours of work time in a workweek will be paid time and one half or as specified in the collective bargaining agreement.

Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. All overtime must be authorized by the employee's supervisor. Failure to obtain proper authorization prior to working overtime may result in disciplinary action, up to and including termination, subject to the terms of any applicable collective bargaining agreement.

During busy periods employees may be required to work extended hours.

COMPENSATION

LEAVES OF ABS.
TIME OFF

BENEFITS

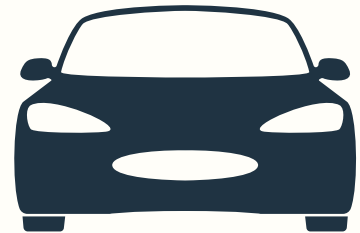
EMPLOYEE TRAVEL AND REIMBURSEMENT

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the district.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance by the Superintendent. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. For more details, refer to the district intranet for detailed travel policies, procedures and authorization and reimbursement forms.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.



EXEMPT EMPLOYEES/ SALARY BASIS COMPLAINT PROCEDURE

Exempt employees that are required to be paid on a “salary basis” may file a complaint as set forth below if they believe that their salary was not properly paid. A salary basis is regularly receiving a predetermined weekly amount (payable weekly, bi-weekly, monthly or as otherwise allowed by law) that is not subject to reduction because of variations in the quality or quantity of the work performed.

Subject to the exceptions outlined below, the District will pay exempt employees that must be paid on a salaried basis the full salary for any week in which the employee performs any work without regard to the number of days or hours worked. Exempt employees will not be paid for any workweek in which they perform no work.

The exceptions are as follows:

1. Absence from work for one or more full days for personal reasons, other than sickness or disability. If an exempt employee is absent for one and a half days for personal reasons, the District can deduct only for the one full day absence; it cannot reduce salary for partial day absences. If, however,

the employee has accrued but unused Paid Time Off ("PTO") available in accordance with the District's PTO policy, the District can charge the employee's available PTO for partial day and full day absences and, the employee may use PTO, if available, for full day absences.

2. Absences of one or more full days occasioned by sickness or disability (including work-related accidents) if the deduction is made in accordance with another policy provided by the District. The District will not pay any portion of the employee's salary for full day absences for which the employee receives compensation under another plan, policy or practice. Deductions for such full day absences also may be made before the employee has qualified under any plan, policy or practice, and after the employee has exhausted the leave allowance there under.
3. The District can offset any amounts received by an employee as jury fees, witness fees or military pay for a particular week against the salary due for that particular week without loss of the exemption.
4. Fines for infractions of safety rules of major significance.
5. Unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules in accordance with District policies.
6. The District may pay a proportionate part of an employee's full salary for the time actually worked in the first and last week of employment. In such weeks, the payment of an hourly or daily equivalent of the employee's full salary for the time actually worked will meet the requirement.
7. The District is not required to pay the full salary for weeks in which an exempt employee takes unpaid leave.

If an employee believes that the District has violated this policy in any way, the employee may file a written complaint with the Human Resources department. If it is determined that improper deductions have been made, the District will reimburse the employee for any improper deductions.

COMPENSATION

LEAVES OF ABS.
TIME OFF

BENEFITS

Leaves of Absence/Time Off

HOLIDAY PAY

The Lansing School District recognizes nine holidays each year, or as specified in the collective bargaining agreement:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

Time off may be granted to employees who desire to observe a religious holiday that is not recognized by the district. Such requests should be submitted to Human Resources in advance of the desired absence date or as specified in the collective bargaining agreement.



VACATION

All vacation is earned according to the collective bargaining agreement or the Meet & Confer policy. All agreements will determine vacation accrual schedule. Vacation can be used only after it is earned. Vacation leave will not be earned during an unpaid leave of absence.

To schedule vacation time, employees should submit a request via timesheet or an electronic request to the supervisor at least two weeks before the requested leave. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including department operating and staffing requirements. The supervisor should return the leave request to the employee within three business days of the date it is submitted indicating that the request has been approved or denied. If the request for vacation leave is denied, the supervisor should provide an appropriate reason.

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

Leave taken beyond an employee's available vacation balance may be unpaid unless otherwise required under state or federal law.

If employment is terminated, accrued unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary as specified in state law.

SICK LEAVE

Sick leave will be accrued as determined in the individual or collective bargaining agreement or the Meet & Confer Policy.



FAMILY AND MEDICAL LEAVE ACT (FMLA)

BASIC LEAVE ENTITLEMENT

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees. The District will grant eligible employees up to 12 weeks of unpaid leave during any rolling 12 month period measured backward from the first day of the employee's FMLA leave for the following reasons:

- A. for incapacity due to pregnancy, prenatal medical care or child birth;
- B. to care for the employee's child after birth, or placement for adoption or foster care;
- C. to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- D. for a serious health condition that makes the employee unable to perform the employee's job.

MILITARY FAMILY LEAVE ENTITLEMENTS

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

BENEFITS AND PROTECTIONS

During FMLA leave, the District must maintain the employee's health coverage

under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

ELIGIBILITY REQUIREMENTS

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

USE OF LEAVE

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE

Employees may choose to use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

EMPLOYEE RESPONSIBILITIES

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the District’s normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include

that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave. An employee who takes leave under this policy may be asked to provide a fitness-for-duty clearance from his or her healthcare provider.

EMPLOYER RESPONSIBILITIES

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

UNLAWFUL ACTS BY EMPLOYERS

FMLA makes it unlawful for any employer to:

1. interfere with, restrain, or deny the exercise of any right provided under FMLA; and,
2. discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

PERSONAL LEAVE OF ABSENCE

Unless an applicable bargaining agreement provides otherwise, employees who require time off in addition to vacation may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances.

All regular employees employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved.

Please contact Human Resources for more information on request procedures.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

BEREAVEMENT LEAVE

Unless an applicable bargaining agreement provides otherwise, an employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

Paid bereavement leave is granted according to the following schedule:

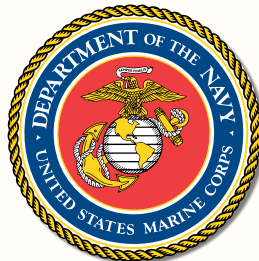
- Employees are allowed five days of paid leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter.
- Employees are allowed three days of paid leave in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of an employee or retiree of the district.



JURY DUTY

Unless an applicable bargaining agreement provides otherwise, upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons. The district will pay regular full-time and regular part-time employees for time off for jury duty up to one week of pay.

MILITARY LEAVE OF ABSENCE



The Lansing School District is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the district's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or district policy. If any employee believes that he or she has been subjected to discrimination in violation of district policy, the employee should immediately contact Human Resources.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training,

periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact Human Resources to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, refer to the policies, procedures and forms on the district intranet site at www.lansingschools.net or contact Human Resources.

LACTATION/BREASTFEEDING

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. The Lansing School District will designate an area for this purpose. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

Employees who need this break under this policy should contact Human Resources for more information.



Benefits

For more information regarding benefits programs, please refer to the Summary Plan Descriptions, which were provided to employees upon hire, or contact SET SEG at 517-755-2066.

MEDICAL AND DENTAL INSURANCE

The district currently offers benefits for employees as outlined in the various agreements with our unions and our Meet and Confer group.

Employees have up to 30 days from their date of hire to make medical and dental plan elections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Human Resources department to determine if a family status change qualifies under the plan document and IRS regulations.

At the end of each calendar year during open enrollment, employees may change medical and dental elections for the following calendar year.

SET SEG is available to answer benefits plan questions and assist in enrollment as needed.

FLEXIBLE SPENDING ACCOUNT

As part of the district's Flexible Benefits Plan, we currently offer an employee-funded flexible spending account (FSA) to regular full-time employees hired on or before January 1 of a calendar year. Plan participants may elect an annual amount of flexible dollars to pay for eligible health care expenses, including medical or dental insurance deductibles, copayments, and out-of-pocket costs for vision care and other types of care.

If eligible medical or dental expenses are less than the elected annual amount of flex dollars for that year, the balance will be forfeited.

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RETIREMENT INFORMATION

The Michigan Public School Employees Retirement System (MPSERS) is a statewide retirement plan. All full-time and part-time employees are members of the plan. You are a required member of the plan from the first day you work in any Michigan Public school.

Public Act 194 of 1989 automatically provides each new employee since January 1990, and those who previously elected this option, with the benefits of the Member Investment Plan (MIP). Contributions are deducted from wages according to the following schedule:

WAGE*	CONTRIBUTION
First \$5,000	3%
\$5,000 - \$15,000	3.6%
Over \$15,000	4.3%

*Calculated by fiscal year July 1 through June 30.

In addition to your contribution, the district contributes an additional percentage (approximately 25%) of your salary to the retirement fund on your behalf.

For further information about the plan, please contact the Office of Retirement Services at www.michigan.gov/ors or 517-322-5103.

WORKERS' COMPENSATION

We are committed to providing a safe working environment for all employees. Accident and injury prevention are our main goal, but if you are injured while on the job, we want to make sure you receive the care needed to get well again.

We've partnered with WorkHealth to ensure quality medical treatment and a smooth process for workers' compensation claims. Medical treatment outside of WorkHealth may NOT be eligible for compensation under the state's workers' compensation law. All employees should be familiar with the steps necessary to seek treatment for injuries occurring at work. Our procedure is listed below. Failure to report accidents may also preclude an employee's coverage under Worker's Compensation Insurance.

When an employee is injured:

- Employee reports accident to immediate supervisor.
- If it's not an emergency, employee immediately completes an employee report form.
- Supervisor immediately emails/faxes the employee report form to Human Resources at 517-755-2009 (fax). Within 24 hours, the supervisor should also submit a completed supervisor's report.
- Human Resources or your immediate supervisor will provide the employee with a signed initial authorization to treat form. Employees MUST take this form to WorkHealth for initial treatment.
- After the clinic visit, employees should provide a hard copy of the clinic's activity status report to their supervisor.
- WorkHealth will work with our workers' compensation claim representative to ensure quality of care and approve future visits and prescribed treatments, including physical therapy, diagnostic tests and specialist referrals.
- Human Resources will work with employee's supervisor on restricted work options.
- If you have any questions or concerns about these procedures or how workplace injuries are managed, please contact Human Resources at 517-755-2000.

Once again, we are committed to the safety of all employees. If you have a safety concern or any ideas for safety improvements, please contact your immediate supervisor.

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