

# **Ionia County Intermediate School District**

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***2023-2024***

***EMPLOYEE HANDBOOK***

The Ionia County Intermediate School District (ICISD) is a service organization.

Its employees provide support, special help and special equipment to local educators in Ionia County's eight public and five non-public school districts:

Local Schools

Ionia Public  
Saranac Public  
Lakewood Public  
Belding Public  
Portland Public

Rural Schools

Coon  
Haynor  
North LeValley

Non-Public Schools

Faith Community  
Faith Christian  
Ionia SDA  
Portland St. Patrick  
SS Peter & Paul

About one-third of the staff serves constituent districts from the Administrative Service Center. This includes general education, alternative education, professional development, grant writing, technology and vocational educational programs.

The ICISD complies with all federal laws and regulations of the U.S. Department of Education.

Please visit [www.ioniaisd.org](http://www.ioniaisd.org) for more information about the ICISD and the services we provide.

# ***OUR MISSION***

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# ***STATEMENT***

The staff, administration, and board of education of ICISD are dedicated to collaborating:

- with students, parents, and district residents,
- with local and other intermediate districts,
- with community partners and state agencies,

to provide quality services and exemplary leadership in support of superior teaching and learning throughout the district.

## **BOARD OF EDUCATION**

- Linda Hoxie-Green, President
- Randy Masterson, Vice President
- Maury Geiger, Secretary
- Brian Talbot, Treasurer
- Kerry Possehn, Trustee

## **ADMINISTRATIVE STAFF**

- Ethan Ebenstein, Superintendent
- Tracy Dickinson, Executive Assistant
- Natalie Fuller, Associate Superintendent of Special Education
- Ted Paton, Associate Superintendent of CTE/Principal Ionia County Career Center
- Jamie Carnes, Director of Finance
- John Milewski, Director of Technology
- Ben Woolston, Director of Autism Department
- Dawn Barna, Assistant to Director of Autism Department
- Angela Miller, Principal/Supervisor - Freedom Acres
- Cheryl Granzo, Supervisor of Birth to Five and Early Intervention
- Mark Sly, Administrator for Accountability and Program Improvement
- Cynthia Geiger, Administrator for Accountability and Program Improvement
- Trisha Hassett, Administrator for Accountability and Program Improvement
- Kathy Foote, Assistive Technology Specialist/PI/OHI Supervisor
- Kelly Piercefield, Director of Instruction and Learning
- Angela McLouth, ECS/GSRP Coordinator
- Deborah Wagner, Director of Grants and Special Projects
- Sally Kapteyn, Great Start Collaborative Director
- Shelley Devers, Director of Human Resources & Pupil Auditor
- Ron Klumpp, Maintenance & Operations Director

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# **IMPORTANT GENERAL GUIDELINES FOR ALL EMPLOYEES**

## **Terms Of Employment**

This handbook is applicable to ALL Ionia County Intermediate School District (ICISD) employees. If the terms or a policy, procedures or benefit vary according to the classification that an employee holds, the terms that apply to employees in that classification will be specifically described in the applicable bargaining [Master Agreement](#).

This handbook does not constitute an employment contract between the school district and its employees.

Unless provided for through a specific bargaining agreement, the school district is an at-will employer. This means that the employment relationship is for an indefinite period of time and can be terminated at any time, with or without cause and with or without notice.

## **Laws, Bylaws, Policies, and Administrative Guidelines**

As a public school employee, you need to be aware of state laws as well as district bylaws, policies, and administrative guidelines. These should be reviewed periodically by all employees. These can be found online at <https://www.ioniaisd.org/about-us/board-of-education/board-policies/>. Please direct any questions you may have to your supervisor and/or the Director of HR.

## **Amendment Of Policies, Benefits And Compensation**

The Ionia County Intermediate School District believes wholeheartedly in the policies and procedures described in this handbook. Nevertheless, the District must retain the discretion to react to various economic and business circumstances. Thus, the District reserves the right and the discretion to alter, modify, amend, or terminate policies, benefits, and compensation with or without notice. All such changes will be in writing. Verbal changes shall have no force or effect.

## **Reasonable Assurance**

The ICISD has regularly scheduled breaks, including the summer break, during its normal year. These breaks occur when school is not in session or in recess. During these breaks, the District provides you the assurance, in good faith, that you will return to work in the same or similar position at the completion of that break or recess.

## **District Spokesperson** (Media Coverage)

The official spokesperson for the ICISD is the Superintendent. Employees are not to provide any news release or information related to their work assignment to the media without prior approval of their immediate supervisor.

## **Annual Compliance Training (ACT)**

The ICISD currently uses [Safeschools](#) for its ACT. This Employee Handbook is one of the modules all employees are required to view. It is expected that all employees will conduct the ACT with the upmost attention. If an employee has questions regarding a particular module(s), they must discuss with their immediate supervisor.

# **PERSONNEL**

## **Identification Badges**

ID badges may be required to be worn at all times. ID badges are the property of the ICISD, and if lost must be reported to your supervisor. ID pictures will be taken at the beginning of your employment. Annual pictures are no longer required.

## **Confidentiality**

In the course of your employment, you may have access to information about the district, students, their parents, and other employees. It is the expectation of the district that such information be kept confidential. If you are uncertain about whether information is confidential, you are expected to check with an administrator or supervisor before discussing it with anyone. Violations of this expectation may result in formal discipline.

## **Workplace Civility/Conduct**

Workplace civility generally consists of respectful, courteous behavioral norms among co-workers. It includes consideration of others' concerns, backgrounds and feelings, and must be expressed in *all* communications: verbal and nonverbal, one-on-one and in group settings.

**ALL** employees, in the performance of their duties, shall:

- \* Recognize basic dignities of **all** individuals with whom he/she interacts;
- \* Accept responsibility for establishing and maintaining healthy interpersonal relationships with whom he/she interacts;
- \* Speak promptly to a team member to resolve any issues that may be affecting the work relationship. If unable to resolve, employee is advised to speak to direct supervisor for resolution;
- \* Not complain or speak ill about another team member. Encourage team members who do this to speak directly to that person;
- \* Be committed to finding solutions to problems rather than complaining about them or blaming someone for them;
- \* Be accountable for maintaining his/her integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing his/her judgment or performance of his/her duties;
- \* Adhere to the Cultural Expectations of the ISD.
- \* Follow directives given by the Local District's administration if they work in a facility operated by the Local District. Employee should contact their immediate supervisor if they feel any directive is outside of their job expectation and/or they feel the directive was of a questionable nature.
- \* Use with fidelity the time and attendance system.

## **Communications**

### Communication Expectations and Responsibilities

1. **All employees are required to know and use our email system.**
2. Upon arrival at school, or as soon thereafter as work duties allow, all employees are required to check their voicemail, email and mailbox.
3. **Before leaving at the end of the day, all employees are required to check their voicemail, email, and mailbox.** Note: If the nature of your responsibilities does not allow you to do items 2 and 3 above, you must check your voicemail, email, and mailbox once per day.
4. When leaving voicemail or email messages, do not expect them to be heard or read until the next “check” time, i.e., the beginning or end of the day.
5. The "48 hour rule" applies to responding to voicemail or email messages.
6. Due to the possibility that information such as district news, updates and opportunities may be sent via email at times when school is not in session, employees are encouraged to periodically check email accounts during break periods to receive this information.

## **Collective Bargaining Agreements**

IIEA and IISPA agreements are available on the [ISD website](#). Click on the Transparency Reporting; Current Bargaining Agreements.

## **Work Schedules**

- 1) Itinerant staff is expected to submit a copy of their work schedule and any subsequent revised schedules, to their immediate supervisor. These work schedules will be kept on file and readily accessible in the special education and/or Freedom Acres offices. Any changes are to be reported to the respective secretary. **It is imperative** that itinerant staff sign in and out of their respective buildings each day. A form will be provided for your convenience.
- 2) **All staff who do not work 184 days are to submit a proposed calendar for the school year to their immediate supervisor for approval at the start of the school year.** This will be kept on file in the employee's personnel file.
- 3) Work schedules of classified staff are to be approved by the immediate supervisor and kept on file. This includes work hours, breaks, and lunch schedules.

## **Timekeeping**

The Ionia ISD currently utilizes a time management system called UKG/Kronos. It is an expectation of employment that all staff will utilize Kronos daily and consistently with fidelity. Falsification of time records will not be tolerated and may result in disciplinary action. Excessive missed punches in Kronos is not acceptable and will be addressed by the employee's chief supervisor. A verbal warning will be given followed by a written warning and further discipline if necessary. Each situation of abuse of the time management system will be evaluated on a case-by-case basis by the employee's supervisor.

## **Attendance**

Regular attendance and punctuality is an expectation of all employees and is essential to efficient and productive performance of work. Employees are expected to be punctual and regular in their attendance. Employees are expected to start work at their regularly scheduled starting time. Employees are also expected to remain productively at work through the end of their schedule except for scheduled breaks and lunch periods. It should be expected that attendance, punctuality, and, productivity will be included as part of each employee's evaluation. If it is necessary for an employee to be absent on a scheduled work day, the employee shall enter the absence in Kronos and also in WillSub if required. It is expected that the employee shall notify their chief supervisor of their absence as soon as possible via email and/or phone call or text message. If applicable, it is also expected that the employee shall notify the building administrator and teacher of their absence(s). If the employee needs to leave during the work day, prior approval from their chief supervisor is required and the employee is responsible for recording the absence in Kronos and also in WillSub if a sub is needed. In the event of an emergency, and the

employee is not able to enter the absence into WillSub or Kronos, it is the employee's duty to contact his/her supervisor immediately. *Excessive absenteeism whether excused or unexcused, is not acceptable. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis by the employee's supervisor.*

### **Substitute Calling Procedures**

Ionia County Intermediate School District currently uses WillSub for employees who require a sub in their absence. The WillSub telephone number is **877-945-5782**; the website is <http://www.willsub.com>. You must record your absence at least **90 minutes** before your scheduled start time to enable the system to secure a substitute. **In case of an emergency or difficulty recording your absence, call WillSub Technical Support at 1-800-319-4278 and notify your supervisor.**

Employees are also required to enter their absence in Kronos as soon as possible.

### **Leave Request**

All leaves are in accordance with appropriate [Master Agreements](#), Individual Contracts, and [Board Policy](#). Employees are expected to review the applicable contract. If you require a sub, you must submit your leave request through WillSub and Kronos, as soon as possible. In order to request a personal business day, conference day, or leave without pay, all employees must have pre-approval from their immediate supervisor.

### **Leave Days**

Employee leave days are described in [Master Agreements](#) and/or [Board Policy](#). The Board or designee may require a doctor's note specifying the diagnosis and/or the specific dates when said illness

- has caused an employee to be absent from their responsibility for three (3) consecutive days or more, or
- has caused an employee to be absent the day prior or the day after a holiday which may affect holiday pay eligibility
- or at ANY other time the Board or designee believes there has been an abuse of sick leave privileges.

It is expected that the employee shall notify their chief supervisor of their absence as soon as possible. Absence from work for three (3) consecutive workdays without notifying a supervisor, may be considered job abandonment and may be subject to disciplinary action. If applicable, it is also expected that the employee shall notify the building administrator and teacher of their absence(s). A doctor's note may not be required if the employee was evaluated by the ICISD's registered nurse.

Employees who are determined to have fraudulently utilized sick leave, will be disciplined, up to and including discharge and prosecution.

### **Conference Attendance**

Requests for conference attendance will be handled in accordance with the terms of the [Master Agreements](#) and or [Board Policy](#).

Please refer to the Conference Request Directions and Conference Request form available on the [District's website](#).

### **Intern/Student Teacher Requests**

The ICISD supports internships and student teachers. However, there is a process that must be followed. If you wish to request an intern or student teacher, you must first contact the Director of Special Ed, Natalie Fuller for SE staff or the Associate Superintendent of CTE, Ted Paton for CTE staff.



## **Jury Duty – Subpoena**

Any employee who is selected to serve on jury duty or is subpoenaed to testify in court shall be excused from work without use of any leave or vacation time and shall be paid for each working day served. Employees will be required to turn into the Business Office, a copy of wages received from the court for jury duty for each work day or portion of a work day served so that amount can be deducted from the employee's next payroll check. The employee is expected to report back to work if the daily jury duty time and necessary travel time allow it.

## **Reimbursements**

See [Master Agreements](#), At Will Guidelines or GSRP Procedures for mileage, personal property damage, tuition submission procedures and important reimbursement deadlines.

## **Support Staff – Paid Breaks**

All eligible regular daily full-time employees (five (5) hours or more per day) shall be entitled to two (2) **paid** fifteen (15) minute breaks daily. One morning break and one afternoon break to be scheduled by the employee's supervisor. All eligible regular daily part-time employees (less than five (5) hours per day) shall be entitled to one (1) **paid** fifteen (15) minute break daily, to be scheduled by the administration.

Breaks may not be accumulated and an employee may be interrupted during a break period to perform necessary duties. Breaks may not be taken off campus.

An employee may not take a break at the beginning or end of the work day, nor may a break be used in conjunction with the lunch period to extend the lunch period/break. An employee who chooses not to take their entitled break(s) are not able to "comp" or "save" said break times to enable them to come in late, leave early, or take a longer lunch break. If an employee is believed to be abusing said breaks, they may be required to punch in and out for their break time.

## **Overtime**

All overtime for employees must be approved in advance, in writing by the employee's supervisor. Overtime will be paid in accordance with the [Master Agreement](#). The work week starts on Sunday and ends on Saturday.

## **Comp Time**

Per contract language, IISPA are not eligible for compensatory time. IIEA compensatory time is subject to terms in the Master Agreement. Compensation time accrual and usage REQUIRES prior authorization from the employee's supervisor via a Compensatory Time Request Form which is located on the ISD website under [Business Office/Employee Forms & Worksheets](#).

## **Merit Pay**

Employees recognized in the IIEA Master Agreement that receive an annual evaluation of "effective" or "highly effective" and provide documentation to the Human Resources office of obtainment of a Doctorate's Degree (PhD) in an educational field or field related to their assignment shall receive a stipend of \$250 to be paid in June of the current school year or after completion of the annual evaluation. Documentation must be submitted annually to HR by June 30<sup>th</sup> to be eligible for the stipend.

## **Direct Deposit**

Employees are required to participate in the district's direct deposit program. Payroll checks can be deposited in any (or many) financial institution(s) requested. Funds are available at the start of business on each payday. If you wish to make a change to your direct deposit, please complete a new [direct deposit form](#) and submit to the Business Office.

## **Report of Staff Injury/Exposure Incident &/or Property Damage Incident:**

You are to report the injury/incident to your supervisor as soon as possible. If you feel the injury needs to be assessed by the clinic, report the injury immediately. If your supervisor is not available, contact the HR Office.

- A “[Report of Staff Injury/Exposure Incident](#)” form is to be filled out in its entirety, and requires your signature in your own writing. This form can be obtained from the school nurse, supervisor, or HR Office.
- If the school nurse (or immediate supervisor) feels that medical treatment is necessary, you are to obtain an “Authority for Treatment” form from the HR Office. You are **REQUIRED** to obtain your initial treatment and follow-up exams at the authorized District's medical clinic for the first ten (10) days following the injury/accident.
- If further treatment is required, consultation will take place with the Clinic and worker compensation provider.
- If medical treatment is not sought and treatment is needed in the future, contact the HR Office.
- All billings related to the injury/accident are to be sent directly to the Intermediate School District.
- Worker's Compensation will be paid according to the State of Michigan Worker's Disability Compensation Act and the Master Agreement between your bargaining unit and the Ionia County Intermediate School District.
- If property damage is reported and reimbursement is being sought, the incident form must be accompanied by a completed Mileage/Reimbursement form and original receipt within the allowable timeframe according to the Master Agreement.

## **Status Change**

Any time there is a change in marital status, home address, phone number, etc., new tax forms and insurance papers must be completed with Human Resources. When marriage occurs, your name will continue to appear on payroll records based on your social security card on file. Your name will change on your payroll record when Human Resources receives your updated social security card. If you are adding a spouse to your insurance, you must provide a copy of your marriage certificate to Human Resources within 30 days of date of event.

## **Vendor Relations**

District employees shall not accept any gifts or favors from vendors which might, in any way, influence their recommendations on the eventual purchase of equipment, supplies, or services.

## **Outside Employment**

Employees are reminded that their ICISD job assignment is the priority obligation. If it is established by administration that outside employment is affecting the performance in the ICISD job or there is a conflict of interest, the employee may be asked to resign from the outside employment. The immediate supervisor shall be responsible for evaluating the effects of outside employment on work performance and making recommendations to the employee.

## **Expenditure of Funds for Intermediate School Districts**

Intermediate school district funds or other public funds under the control of the ICISD may not be used for purchasing the following:

- \* Alcoholic beverages
- \* Jewelry/Watches
- \* Gifts
- \* Fees for golf
- \* Any item the purchase or possession of which is illegal

Public funds may be used for purchasing the following for the recognition of an employee, volunteer, or pupil, if the value of the purchase does not exceed \$128 per recipient:

- \* Plaque
- \* Medal
- \* Trophy
- \* Other Awards

## **Staff Dress and Grooming**

The employee's personal appearance, hygiene, and safety are important both to Employees and the District. Employees are expected to maintain a good personal appearance and to give consideration to neatness and personal hygiene/cleanliness. Employees should always dress in a manner befitting the job, with due consideration to the needs of the District, other employees, students, and safety. Items of apparel with inappropriate commercial advertising or insignia are prohibited. Visible tattoos that are offensive based on gender, race, sexuality or religion are prohibited. Staff should refrain from piercings that could endanger them in the workplace setting. Your supervisor may assist you in determining what attire is appropriate.

## **Evaluation of Staff**

Evaluations will be conducted per [IIEA and IISPA Master Agreements](#), Individual Contracts, and/or [Board Policy](#).

## **Resignations/Terminations**

Employees who choose to leave District employment are asked to give at least two weeks' notice. Employees who do not give an appropriate notice may not be eligible for rehire and/or a favorable recommendation. The employee is asked to submit their resignation in writing (it can be via email) to their immediate supervisor and Human Resources.

All exiting employees will be given an exit interview by their supervisor. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or erroneous situation. Employees are expected to turn in all District property assigned to them at the time of termination.

Employees who are terminated are not eligible to sub with the ICISD and possibly local districts.

## **District Owned Vehicles**

Staff members using ISD vehicles must provide a copy of their driver's license to the Business Office.

When using District vehicles, it is expected that:

- 1) The automobile is left in clean condition;
- 2) The automobile has at least a half tank of gasoline;
- 3) The automobile is locked and all mileage and gas sheets are completed.
- 4) A "Vehicle Request Form" must be completed, returned to the appropriate supervisor, and approved in advance in order to use a District Vehicle. Remember to give one week's advance notice for any changes in the vehicle schedule.
- 5) No person, at any time, shall smoke, chew, vape, or otherwise use tobacco products, of any kind, in District

vehicles.

- 6) Copy of valid driver's license on file with Business Office prior to using District vehicle.
- 7) Under no circumstances, shall employees operate any District vehicle while under the influence of alcohol, drugs, or any prescription medicine that may impair driving ability.
- 8) Staff are prohibited from using a cell phone while driving.
- 9) Staff are prohibited from using a District vehicle for personal use of any kind.
- 10) Staff are prohibited from taking a District vehicle home unless given prior approval from Supervisor.

**REPORT OF SCHOOL-OWNED VEHICLE DAMAGE**

A "Basic Report of School-Owned Damage" should be completed by any employee in the event of damage to a District vehicle. A copy should be sent to your immediate supervisor and one copy to the Business Office. The accident form is in the vehicle's notebook.

# **BUILDING & SITE**

## **Work and Staff Areas**

Staff is asked to assist in maintaining common staff areas such as copier rooms and break rooms: don't leave printers/copiers jammed, fill with paper when prompted, clean up messes you make, etc. Leave it better than you found it.

When meeting with others in work areas in general, please be respectful of other staff. If available, please use conference areas. **Please remember to hold confidential conversations where the rights of students and staff are not violated.**

## **Custodial and Maintenance Work Requests**

Requests for custodial and maintenance work beyond emergency, general cleanup, and maintenance requires completion of the Technology or Maintenance request screens as detailed in the Technology section of the Employee Handbook. Status of your work request will be on-line available for your review.

## **Room and Building Usage**

Conference rooms are scheduled through "Meeting Room Manager" through appropriate department secretary. When scheduling, make sure the room setup (table & chairs) information is completed. Be considerate of other staff when scheduling multiple meetings and clean up after usage. Freedom Acres gymnasium is scheduled through the Freedom Acres secretary at 616-527-2921.

## **Building Keys**

Under no circumstances are additional keys made from District issued keys.

## **Personal Packages**

The ICISD discourages personal package delivery to the ICISD. The Ionia County Intermediate School District is not responsible for any lost or damaged items if they are delivered to the ICISD.

## **Personal Space Heaters**

Use of personal space heaters is discouraged from use in all buildings. The compliant use of electric space heaters is permitted, as a temporary measure, if the following requirements are met:

1. The building manager has checked that use of the space heater will not cause problems and that the need can't be met by adjusting the building HVAC system.
2. The space heater is kept away from any combustible material. (Refer to the manufacturer's instructions.)
3. Heaters must be monitored when in operation; the space heater is always turned off when the area being heated is not occupied.
4. Nothing is ever placed on top of or touching the space heater.
5. The space heater is plugged directly into a wall outlet. Do not use extension cords or power strips because of the risk of overheating and possibly catching fire.
6. The space heater is in plain sight.

## **Substance Free Workplace**

The use, distribution, dispensation and/or manufacturing of controlled substances, as defined by state and federal law, or alcoholic or “look-alike” alcoholic beverages, by District employees on District grounds, in District buildings and/or in connection with any District activity or function, is prohibited.

Any District employee who violates the above policy may be subject to disciplinary action, up to and including termination of employment. In addition, the employee may be required to participate, satisfactorily, in an alcohol or drug assistance rehabilitation program approved by the Board in order to continue employment with the District.

Any District employee who has been found guilty of violating a criminal drug statute in the workplace shall notify the Superintendent within five days after a conviction relating to the drug offense.

The Superintendent shall notify the appropriate federal, state, or local law enforcement agency within ten days after receiving notice of a workplace related drug conviction on the part of the employee.

## **Tobacco Products**

No person, at any time, shall smoke, chew, vape, or otherwise use tobacco products, of any kind, on School District property, on property under the control of the school District, nor in School District vehicles.

### **Definitions:**

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; or
  - 3) The placing of electronic, “vapor” or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

## **Alcoholic Beverages**

No alcoholic beverages, of any kind, nor any "look alike" alcoholic beverages, shall be used by any person in District buildings or on District property, nor in connection with any District sponsored activity, either on or off District property, at any time. Signs prohibiting the use of alcohol or tobacco products will be posted on school grounds. General public violations will be handled in accordance with State Law.

## **Safe Schools**

Ionia County Intermediate School District strives to maintain a safe school environment for students, staff and visitors.

## **Tornado Safety Plan**

All employees are expected to follow safety procedures of the building they are in when a watch or warning is issued. If you are unsure of the procedure consult the building administrator.

# **TECHNOLOGY**

## **Computer Usage – Network, Internet & Email**

Ionia County Intermediate School District computers, network, and Internet usage are governed by usage agreements. A Network and Internet Access Agreement can be obtained from the Technology Department. Anyone accessing a computer or the internet must sign an agreement, including staff, students, and visitors to obtain a user ID and password. Anyone who violates this policy may have their network and internet privileges revoked as outlined in the Acceptable Use Policy that is located on the ISD website, and could face additional and possibly costly civil or criminal liability. If you have questions about whether particular activities are permissible or violate this policy, please contact the Director of Technology.

All ISD employees are required to have ISD e-mail. Staff is required to check e-mail regularly; this is used as a vital communication tool. Due to the possibility that information such as district news, updates and opportunities may be sent via email at times when school is not in session, employees are encouraged to periodically check email accounts during break periods to receive this information.

Email received and sent on District computers remains property of the District and is subject to usage agreements. There is no expectation of privacy for the use of district emails.

Employees assigned mobile computing devices (ie: laptops, tablets, phones) are required to complete equipment loan agreements.

Under no circumstances are employees allowed to load **unauthorized software** on district computers.

## **Equipment Donations**

The technology department does not accept computer or equipment donations unless specifically approved by the Technology Director.

## **Fax Machines**

Fax machines are restricted to school district business.

## **Copy Machines**

Copy machines are restricted to school district business.

## **Technology Purchase Procedure**

The technology department provides a single point of contact for purchasing computer hardware, software, associated computer system peripherals, and accessories. This ensures compatibility with the ISD's technology infrastructure.

All purchase requisitions must have supervisor's approval, and be within budgetary guidelines, before the technology department will approve of the purchases.

## **Phones, Texting & Voice Mail**

Personal calls and texting should be kept to a minimum, and employees are strongly encouraged to make/receive calls and/or text only during their breaks/lunch. There shall be no discussion of a learner's classroom behavior, behaviors, or schedule unless you are the learner's direct teacher. Support staff must refer to their department's policy on personal relationships with a learner's parents/guardians. At no time should employees be on social media (i.e., Facebook, Twitter, Instagram, etc.) for personal use during work hours unless it is part of an employee's assigned duties and pursuant to district policy.

Voice mail is property of the Ionia County Intermediate School District; voice mailboxes may be monitored. Staff is encouraged to check their voice mail daily. Instructions for using the ICISD Telephone system can be obtained from the technology department.

## **Social Media**

Per [Board Policy](#), social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites. The term "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication. Social media is not private. The ISD's social media policy requires employees to clearly state that their personal views do not reflect the ISD's views. For the protection of district employees and the district, the ISD recommends employees are aware of board policy that pertains to social media and employees adhere to the following guidelines and suggestions:

- \*Think about your post carefully and remember that it will be there forever and represent your "brand" to coworkers, your boss, and future employers.

- \*Refrain from using an ISD owned device to post to social media unless it is part of an employee's assigned duties and pursuant to district policy.

- \*Ensure that any post that you share is "fact checked". Name calling, racist, sexist or homophobic remarks will alienate and offend others. The same goes for libelous or harassing content.

Any conduct that adversely affects an employee's job performance or the performance of fellow employees, or otherwise adversely affects the District, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal law such as protected speech under the NLRA.

## **Technology or Maintenance Requests**

Work orders are used for both technology and maintenance requests. If you need assistance in completing a work request, please contact a department secretary or the Technology department.

If you are experiencing difficulty with district issued computer equipment, please contact the Technology department immediately as most equipment is purchased with a warranty. For those of you with a computer with internet access, please complete a [Tech Ticket](#).

## **Technology and the District Website**

Resources are available on the [ICISD's website](#).



# **STATE AND FEDERAL LAWS**

## **Michigan School Safety Legislation; MCL 380.1535**

As of January 1, 2006, all employees working in Michigan schools (public or private), in any capacity, are now required to submit to fingerprinting and background checking. This applies to all current and future employees. It is the responsibility of each employee to be in compliance of this law prior to July 1, 2008. Non-compliance of this law will result in termination of employment.

### **Understanding the Michigan Safety Legislation Law**

- Termination of employment: School Districts shall not employ, in any capacity, an individual who has been convicted of a listed offense which requires registration as a sex offender.
- Continuation of employment: A School District may employ an individual who has been convicted of a non-listed offense only if the Superintendent and School Board each specifically approve the employment or work assignment in writing with Board action.
- Deadline: Not later than July 1, 2008, each individual who, as of January 1, 2006, is either employed full-time, part-time, or is assigned to regularly and continuously work under contract, shall be fingerprinted for the purpose of performing a criminal history background check.
- Self-reporting: If a person is employed in any capacity by the district or has applied for a position, or has had an initial criminal history check, or is regularly or continuously working under contract in a district, he or she shall report to the Michigan Department of Education and the school district that he or she has been charged with a crime within **three business days** after being arraigned for the crime.

If an employee does not report the charge or conviction, he or she is guilty of an additional crime. If the non-reported charge or conviction is a felony or listed offense, the person is guilty of a felony. If the non-reported charge is a non-listed offense misdemeanor, the person is guilty of a misdemeanor.

If the employee does not report the charge or conviction, the district may discharge the person from employment or terminate his or her contract, following notice and the opportunity of a hearing.

- Listed offenses: A “listed offense” is a crime that requires registration as a sex offender.  
A “listed offense” is defined in Section 2 of the Sex Offenders Registration Act. A “listed offense” includes any of the following:
  - \* Accosting, enticing, or soliciting a child for immoral purposes
  - \* Involvement in child sexually abusive activity or material
  - \* A third or subsequent violation of any combination of engaging in obscene or indecent conduct in public, indecent exposure, or a local ordinance substantially corresponding to either offense.
  - \* First, second, third, or fourth degree Criminal Sexual Conduct (CSC)
  - \* Assault with intent to commit CSC
  - \* If the victim is less than 18 years of age, the crime of gross indecency (except for a juvenile disposition or adjudication), kidnapping, sodomy, or soliciting another for prostitution
  - \* Leading, enticing, or carrying away a child under 14 years of age
  - \* Pandering
  - \* Any other violation of a state law or local ordinance constituting a sexual offense against an individual less than 18 years of age
  - \* An offense committed by a sexually delinquent person
  - \* An attempt or conspiracy to commit one of the offenses listed above
  - \* Any offense under the laws of the United States, any other state, or any other country or tribal or military law, that is substantially similar to a listed offense.

## **Reportable crimes for all Michigan school employees**

This law requires you, as an employee of a school district, to self-report to your employer and the Michigan Department of Education when you have been arraigned/charged and later, if convicted, with certain identified crimes. **You must do so within three business days of arraignment and the conviction or you will be guilty of an additional crime.** The identified crimes that fall under MCL 380.1535a are shown below:

- Any FELONY

### **Any of the following misdemeanors:**

- Criminal sexual conduct in the fourth degree or an attempt to commit criminal sexual conduct in the fourth degree
- Child abuse in the third or fourth degree or an attempt to commit child abuse in the third or fourth degree
- A misdemeanor involving cruelty, torture, or indecent exposure involving a child
- MCL 33.7410 – Delivery or distribution of marijuana to minors or students near school property
- MCL 750.115 – Breaking and entering, or entering without breaking, without permission
- MCL 750.141a – Consumption or possession of alcohol by minors or controlled substances at social gatherings
- MCL 750.145a – Accosting, enticing or soliciting child for immoral purposes
- MCL 750.359 – Removal or damage to any property belonging to, connected with, or used in construction of a vacant building or structure
- MCL 750.81 – Assault and battery including domestic assault
- MCL 750.81a – Assault and battery including domestic assault
- MCL 750.145d – Internet crime against a minor
- MCL 750.335a – Indecent exposure
- MCL 436.1701 – Prohibited sale of liquor to minors

Suspensions / revocation: Upon notification the Michigan Department of Education, Office of Professional Preparation Services will review the criminal conviction and initiate administrative proceedings as determined by either Legislation or Administrative Rule.

Certificate holders or those who hold State Board Approval are notified of the proceedings and their right to a hearing.

For more information regarding Michigan Safety Legislation please go to the [Michigan Department of Education Web site](#).

In the interest of student safety, employees involved with certain activities including students, (i.e. transportation, extra-curricular, off-site field trips) may be held to a higher level of scrutiny other than the listed offenses contained within the Michigan School Safety Legislation Law.

All employees are subject to random backgrounds checks.

## **Reporting Of Suspected Child Abuse – Mandatory Reporter**

Any school employee who knows or suspects that a child's health or welfare has been or appears to have been harmed, as a result of child abuse or neglect, has a legal responsibility and duty to report the case in accordance with these procedures. If you have any questions regarding your responsibilities or role, you must contact your immediate supervisor for assistance.

## **Equal Employment Opportunity**

Ionia County Intermediate School District is an equal opportunity employer that supports and subscribes to a policy of nondiscrimination in all aspects of employment. The Ionia County Intermediate School District will not discriminate on the basis of sex, race, color, creed, age, marital status, national origin, weight, height, or handicap, be excluded from, participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities. Under Michigan Law, an employee may not be discriminated against in employment because of a handicap that can be reasonable accommodated to enable that employee to perform the job.

Handicapped employees who feel accommodations needed to perform their job must notify the Superintendent's Office in writing of the need for accommodation within 182 days after the date the employee knew or reasonably should have known that accommodation was needed.

## **ADA Policy (Americans with Disabilities Act)**

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

We make all types of leaves of absence available to all employees on an equal basis. We are committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. We follow all state or local laws that give more protection to a person with a disability than the ADA gives.

We are committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

## **Immigration Control and Enforcement Policy**

It is our policy to fully comply with the regulations of the Immigration Reform and Control Act of 1986 (as amended) enforced by the Department of Homeland Security. We will hire only American citizens and aliens who are authorized to work in the United States.

The law requires us to do five things:

1. All new employees must complete Section 1 of the I-9 form within three business days of hire.
2. Check documents establishing employees' identity and eligibility to work. (Note: You are not allowed to tell the employee which documents to present and cannot ask for more than is required.)
3. The person examining the documents must complete Section 2 of the I-9 Form and the Certification Section.
4. Retain the form for at least three years. (If the individual employs the person for more than three years, we must retain the form until one year after the person leaves our employment.)
5. Present the form for inspection to the Department of Homeland Security or Department of Labor officer upon request. (At least three days' advance notice will be given.)

If an employee is hired for less than three days, Form I-9 still must be completed before the end of the employee's first working day. The I-9 Form contains instructions for completion. The employee assigned to this task must follow those instructions completely. I-9 Forms are to be kept separate from all other personnel records.

## **Anti-Harassment Policy**

It is the Policy of this District to maintain a learning and working environment that is free from harassment. The term harassment includes slurs and any other offensive remarks, jokes, graphic material, or other offensive verbal, written, or physical conduct. Unwelcome sexual advances, requests for sexual favors, and any other unwelcome,

unbecoming verbal or physical conduct will not be tolerated and is not a condition of employment. No board member, employee, or student of this District shall be subjected to any form of sexual harassment or intimidation.

For additional information contact your supervisor or Shelley Devers, Director of HR.

### **Title IX**

The Final Rule requires a school to respond whenever **any** employee has notice of sexual harassment, including allegations of sexual harassment. For all schools, notice to a Title IX Coordinator, or to an official with authority to institute corrective measures on the recipient's behalf, charges a school with actual knowledge and triggers the school's response obligations. Please contact Human Resources for the Title IX Coordinator contacts.

### **Health Insurance Portability and Accountability Act (HIPPA)**

These regulations govern how individually identifiable Protected Health Information (PHI) may be disclosed when the ISD is asked to help resolve claim-related questions on behalf of our employees. Because of these regulations, it is strongly recommended that employees call their respective insurance company directly to discuss their concerns. In order for the insurance company to discuss any claim information with an ISD representative, you will need to provide your Explanation of Benefits (EOB) form or detailed claim information. The ISD will also have to have an authorization form signed by each employee that chooses to have an ISD representative follow-up on a claim.

### **Paid Medical Leave Act**

#### **Coverage**

The Paid Medical Leave Act, 2018 Public Act 338, as amended by 2018 Public Act 369, effective March 29, 2019, covers employers who employ 50 or more individuals. The act covers individuals engaged in service to an employer in the business of the employer and from whom an employer is required to withhold for federal income tax purposes. An eligible employee does not include executive, administrative, and professional overtime exempt employees, employees covered by a private collective bargaining agreement that is in effect, employees of the United States government, another state, or a political subdivision of another state, individuals whose primary work location is not in this state, individuals 16-19 years of age being paid the youth training wage in accordance with the Improved Workforce Opportunity Wage Act, temporary employees as described in the Michigan Employment Security Act, variable hour employees as defined by 26 CFR 54.4980H-1, employees covered by the Railway Labor Act and Railroad Unemployment Insurance Act, individuals employed by an employer for 25 weeks or fewer in a calendar year for a job scheduled for 25 weeks or fewer, individuals who worked, on average, fewer than 25 hours per week during the immediately preceding calendar year. (See section 2 of The Paid Medical Leave Act, 2018 Public Act 338.)

#### **Paid Medical Leave Accrual**

Paid medical leave accrual begins on March 29, 2019, or upon commencement of the employee's employment, whichever is later. For IISPA employees, paid medical leave is accrued at a rate of 1 hour for every 35 actual hours worked; however, an employer is not required to allow accrual of over 1 hour in a calendar week or more than 40 hours in a benefit year. A benefit year is any consecutive 12- month period used by an employer to calculate an eligible employee's benefits. Employees can carry over up to 40 hours of unused accrued paid medical leave from one benefit year to the next; however, employers are not required to allow employees to use more than 40 hours in a single benefit year. For IIEA employees, paid medical leave is provided all at once by providing at least 40 hours at the beginning of the benefit year or on the date that the individual becomes eligible during the benefit year on a prorated basis. IIEA employees are not allowed to carry over unused leave to the next benefit year. (See section 3 of the Paid Medical Leave Act, 2018 Public Act 338).

## **Paid Medical Leave Usage**

An employee may use paid medical leave as it is accrued except an employer may require an employee to wait until the 90th calendar day after commencing employment before using accrued paid medical leave. Paid medical leave must be used in 1-hour increments unless the employer has a different increment policy. Employees must follow the employer's usual and customary notice, procedural, and documentation requirements for requesting leave. The employee must be allowed at least 3 days to provide documentation. Employees may take paid medical leave for any of the following:

- Physical or mental illness, injury, or health condition of the employee or his or her family member
- Family member includes all of the following: a biological, adopted or foster child, stepchild or legal ward, or a child to whom the eligible employee stands in loco parentis. A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an eligible employee or an eligible employee's spouse or an individual who stood in loco parentis when the eligible employee was a minor child. An individual to whom the eligible employee is legally married under the laws of any state. A grandparent. A grandchild. A biological, foster, or adopted sibling.
- Medical diagnosis, care, or treatment of the employee or employee's family member
- Preventative care of the employee or his or her family member
- Closure of the employee's primary workplace by order of a public official due to a public health emergency
- The care of his or her child whose school or place of care has been closed by order of a public official due to a public health emergency
- The employee's or his or her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider

For domestic violence and sexual assault situations, employees may use paid medical leave for any of the following:

- Medical care or psychological or other counseling
- Receiving services from a victim services organization
- Relocation and obtaining legal services
- Participation in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault

## **Employee Rights**

An employee may file a complaint with the Department of Licensing and Regulatory Affairs within 6 months of the alleged violation. LARA shall investigate a complaint and attempt mediation, where appropriate.

## **Employee Rights and Responsibilities Under the Family and Medical Leave Act**

### **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

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

### **Military Family Leave Requirements**

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 who is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, 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 take 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 definitions of "serious health condition".**

## **Benefits and Protections**

During FMLA leave, the employer 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.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

## **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 seven (7) consecutive full 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 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 or employers may require 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 to the Director of HR of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice to the Director of HR as soon as practicable and generally must comply with an employer'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 employer 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 the leave.

## **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 entitlements. 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:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and

- 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.

### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede and State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.**

### **The Michigan Medical Marijuana Act**

The Michigan Medical Marijuana Act (“MMMA” MCL 333.26421 *et seq.*) was adopted to permit certain “medical use” of the drug to “treat or alleviate a registered, qualifying patient’s debilitating medical condition or symptoms associated with the debilitating medical condition.” Persons who are using marijuana as authorized under the new law are not subject to State of Michigan prosecution for that use. Please be aware, however, that the law does not require an employer to accommodate the ingestion of marijuana in any workplace, nor does the law require an employer to accommodate an employee to work under the influence of marijuana; and so far the courts are not imposing that kind of duty on employers, either. Accordingly, employees should understand that the longstanding policy of the Ionia County Intermediate School District and the standards set forth in the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 remain in force.

Employees who are considering use of medical marijuana due to a debilitating medical condition or the symptoms of a debilitating medical condition should be aware of the following:

The MMMA does not eliminate the state criminal prohibitions on the use, possession or manufacture of marijuana. It does provide a procedure through which certain seriously ill individuals may be identified (registered) as eligible to use marijuana for its palliative effects and be protected from state prosecution for using it in that manner.

The use of marijuana, even for medical purposes, can still be prosecuted as a violation of federal law. Marijuana is considered a “Schedule I” drug, and federal law prohibits its possession, manufacturing, dispensing, and distribution.

Our Policy prohibits the unlawful (state or federal) manufacture, distribution, dispensation, possession or use of controlled substances, illicit drugs and alcohol on school district property or at any school sponsored activity or event. Violators will be disciplined.

If an employee’s family member is eligible to and does use medical marijuana, second hand inhalation may result in exposure significant enough to impact your job as a school employee. It is the employee’s responsibility to take appropriate precautions to ensure s/he can meet the district’s policy and the various legal standards.

Any district employee who needs to use medical marijuana and is eligible to do so in Michigan without prosecution must still be aware of and comply with our District Policy. Under no circumstances will it be acceptable to possess, use or be under the influence of marijuana on District property or while otherwise working for the District. If you need an accommodation pursuant to the Americans with Disabilities Act, as amended, such as consideration of a different assignment or schedule to better deal with an illness or injury, please work with your personal physician to get a description of the accommodation(s) needed and then speak with your supervisor and/or Director of Human Resources.

Electronic forms can be found at:

<https://www.ioniaisd.org/about-us/administrative-services/business-office/staff-forms--worksheets/>