



# SUPPORT STAFF HANDBOOK

Updated 9/14/23

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## **Welcome to Zeeland Public Schools**

Welcome to Zeeland Public Schools, we are excited that you have decided to join our Support Staff Team. The Support Staff Team provides a variety of important services that enable our school district to run smoothly. Our goal at Zeeland Public Schools is to prepare students for a lifetime of learning and show them that they are safe, valued and loved.

This handbook is designed as a reference to answer your questions and provide an overview of Zeeland Public Schools' policies and procedures. We want your experience working at ZPS to be great so please take the time to review the information that is outlined in this handbook.

We are proud of our district and the community has a great deal of confidence in our school system. The quality service we provide to the children of our community is a result of our valued staff.

Please feel free to contact the Human Resources office at (616) 748-3000 if you have any questions.

Thank you for your service to the students of Zeeland Public Schools.

Updated 9/14/23

## EMPLOYMENT OF SUPPORT STAFF

The Board shall approve the employment, fix the compensation, and establish the term of employment for each support staff member employed by this District. Individuals employed in the following categories shall be considered members of the support staff – secretaries, aides, paraprofessionals, custodial/maintenance/grounds, cooks, food service, bus drivers, as well as both technology office and recreation office staff.

All support staff are subject to criminal history record check. Such approval shall be given only to those candidates for employment recommended by the Superintendent. Prior to hiring an applicant, the Superintendent shall obtain a signed Consent to Obtain Records Form and shall obtain from the applicant's current or immediate previous employer any records, including the applicant's personnel file, relating to unprofessional conduct which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when conflict of interest is involved. Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his or her resignation must be accepted by the Board prior to submitting an application.

[BOE Policy #4120]

## 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 meets the requirements set forth in the Drug-Free Workplace Act of 1988 and which is not tainted by the use or evidence of any controlled substance.

In compliance with the Act, the district prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the district's support 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.

The Superintendent shall establish whatever programs and procedures are necessary to meet the federal certification requirements.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol by any member of the district's support 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.

The Superintendent shall establish administrative guidelines that will best ensure compliance with the intent of this policy and that will provide for appropriate disciplinary actions if and when needed.

[BOE Policy 4122.01]

### TOBACCO-FREE SCHOOL POLICY

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 harmful to them and potentially damaging their health, the Board prohibits the use of tobacco products on district premises, in district vehicles, and in all school buildings owned and/or operated by the district.

For the 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" mean any of the following:
  - a. The carrying by a person of a lighted cigar, cigarette, pipe, or other smoking device;
  - b. The inhaling or chewing of a tobacco product;
  - c. The placing of a tobacco product within a person's mouth;
  - d. 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.

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not

limited to “JUUL’s), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

[BOE Policy 4215]

### EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender 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.

The Board of Education designates the following individuals to serve as the District’s “Compliance Officers” (also known as “Civil Rights Coordinators”):

Jon Voss  
Asst. Superintendent Administrative Services  
183 West Roosevelt  
Zeeland, MI 49464  
(616) 748-3015  
[jvoss@zps.org](mailto:jvoss@zps.org)

Julie Paterick  
Asst. Superintendent of Early Childhood & Elementary Curriculum  
183 West Roosevelt  
Zeeland, MI 49464  
(616) 748-3018  
[jpateric@zps.org](mailto:jpateric@zps.org)

Matt Stolz  
Asst. Superintendent of Secondary Curriculum  
183 West Roosevelt  
Zeeland, MI 49464  
(616) 748-3003  
[mstolz@zps.org](mailto:mstolz@zps.org)

The Compliance Officers (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, 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. A copy of each of the Acts and regulations on which this notice is available upon request from the CO.

[BOE Policy 4122]

#### NON-DISCRIMINATION/GENETIC INFORMATION OF THE EMPLOYEE

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of their genetic information is also prohibited. Likewise, retaliation against an employee for engaging in protected activity is prohibited.

[BOE Policy 4122.02]

#### 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 termination of employees, employee compensation, job training, or their 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.

[BOE Policy 4123]

#### ANTI-HARASSMENT

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 gender 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.

[BOE Policy 4362]

#### CONFLICT OF INTEREST

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by the School District's Board members, employees, officers, and agents is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District. To accomplish this, the Board of Education has adopted guidelines which apply to all District employees, officers, and agents, including members of the Board, to assure that conflicts of interest do not occur. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers, and agents.

[BOE Policy #4110]

#### WORKERS' COMPENSATION PROCEDURES

It is important injuries at work are handled according to ZPS protocol and district policy. If you are injured on the job, please follow these steps:

- If the injury is a life-threatening emergency, call 911.
- If it is not life threatening, **whether you plan to seek medical attention or not**, the
- injury must be reported to your building administrator/supervisor immediately and an injury report filled out. It is important to open a claim within 48 hours of the injury to

have it documented.

- Complete the injury report with as much detail as possible, **including your social security number**, and turn it in to your supervisor or the building secretary to forward to the Administration office to file the claim.
- In an effort to provide the best medical care possible, clinics specializing in occupational medicine have been pre-authorized to provide care. In order for an injury to be covered by our worker's compensation insurance, it is important that all employees receive treatment for a work-related injury at **Zeeland Community Hospital Occupational Health Clinic**, not a personal physician. As a backup if necessary, you may go to Concentra (formerly The Holland Medi-Center). If an injury occurs after school hours, you may go directly to one of these two facilities; no appointment is necessary, but a call ahead is recommended. If it is after 6 pm and these facilities are closed, please go to the Zeeland Community Hospital Emergency room. Please note, your personal health insurance will not cover an injury if it occurred at work.

For Emergency care between the hours of 7 am – 6 pm:

Corewell Occupational Health  
ACH – Urgent Care Entrance\*  
8333 Felch Street  
Zeeland, MI 49464

Concentra (formerly Medi-Center)  
335 N 120<sup>th</sup> Avenue  
Holland, MI 49424  
(between James and Lakewood)

\*Please make sure you enter through  
The Urgent Care entrance, not the ER.

For **after-hours only**, emergency care:  
Corewell/Spectrum Zeeland Community Hospital ER  
8333 Felch Street  
Zeeland, MI 49464

An employee must be off work for seven (7) days due to a work-related injury before Worker's Compensation payments begin. An employee off work for more than seven (7) days according to State of Michigan Law and the rules of the insurance carrier will be paid.

Sick hours may be used during the seven (7) day waiting period, but using sick hours is not required. If you are off work beyond the seven (7) days, any sick time used to cover the waiting period will be reimbursed.

## BENEFITS

The following benefits are currently available to all or certain categories of hourly employees:

### **MPSERS Retirement**

Zeeland Public Schools will pay the current mandated rate established by the Michigan Public School Employees Retirement System (MPSERS). Employees should consult MPSERS directly for details on the state retirement system. To learn more about your retirement benefit options visit [www.PickMiPlan.org](http://www.PickMiPlan.org). Elect your retirement plan by logging in to miAccount at [www.michigan.gov/orsmiaccount](http://www.michigan.gov/orsmiaccount).

### **Health Benefits**

Zeeland Public Schools offers insurance coverage to non-instructional employees as indicated by the position title held on the first day of the month following the date of hire. All full-time (40 hours per week), full-year (52 weeks) employees qualify for insurance benefits. In the case of positions that are not full-time, full year, insurance is offered on a position by position basis, and may be offered as full family or single subscriber (employee) only. Employees who do not qualify for insurance benefits but are scheduled to work a minimum of 30 hours per week during the school year, may purchase medical insurance coverage. The district has the sole discretion to determine the specific terms of coverage and the benefit options made available to eligible employees.

- A. An open enrollment period shall be provided annually. Employees may change their health insurance benefit elections during the open enrollment period.
- B. Employees may change their health benefit elections outside of the open enrollment period if they experience an eligible change in status (marriage, birth of child, divorce, etc.) providing they make the change within 30 days of the change through the MESSA website.
- C. Health insurance benefits terminate on the first day of the month following an employee's resignation or termination of employment providing the employee pays the appropriate amount in premium contributions.

## **Insurance Coverage**

Zeeland Public Schools offers four health insurance plans with varying levels of coverage, deductibles, and employee premium contributions, dental, vision, prescription drug, life, short-term and long-term disability. Employee premium contributions will be calculated in compliance with Public Act 152 of 2011 and the Affordable Care Act. The District may amend plan offerings periodically and may change insurers when, in its sole discretion, the changes shall benefit the District or support staff members.

An employee may pay the employee portion of the cost of medical insurance on a pre-tax basis under the District's Section 125 plan provided the appropriate forms are submitted by the stated deadlines.

An employee may elect to waive medical coverage and instead receive cash in lieu. The monthly cash in lieu amount can be found by contacting the HR office and it changes annually. This election must be made in writing during the open enrollment period or when eligible in accordance with the IRS regulations.

**Information regarding our insurance benefit options can be picked up from the Human Resources office.**

## **Medical and Dependent Care Reimbursement Program**

A Flexible Spending Account Plan is available for employees who are benefits eligible. This program established by Zeeland Public Schools is allowed under Section 125 of the Internal Revenue Code. It allows participants the opportunity to pay for certain medical and/or dependent care expenses with pre-tax rather than after-tax dollars.

Employees can enroll in this program as a new hire or during the open enrollment period.

## **LEAVES**

### **Sick Leave**

Sick leave may be used for sickness, accident or disability of self or if needed to care for immediate family members, such as spouse or child. Sick leave to care for extended family may be approved by your supervisor.

Five prorated sick days will be provided to all less than full-time (30 hours per week) employees. Employees who work less than 15 hours per week do not receive sick days. All full-time, school year employees (30 hours or more) will receive one sick day per month capping at

nine sick days per year. All drivers with at least four runs will receive one sick day per month capping at nine sick days per year.

All full-time, full year employees will be given one sick day per month capping at twelve per year.

Sick leave may be taken in hourly increments with the approval of the supervisor.

All support staff employees will be allowed to accumulate up to 60 days (480 hours).

When a full-time employee reduces their hours to part-time status, their sick bank time is reduced to reflect their part-time status (sick bank time is reduced but the maximum of 60 earned days will remain).

Sick leave is not to be used for times when school is not in session.

**When you are going to be off work sick for more than three days (including gestational and non-gestational leave), please contact your Human Resources office so that medical/FMLA paperwork can be sent to you.**

Zeeland Public Schools has established a Sick Day Retirement Incentive Program where a portion of unused sick time is paid out upon retirement.

- If you have 15 years or more of service to ZPS at the time of your retirement, you can sell back up to 50 unused sick days at the rates listed below.
  - Up to 50 sick days can be sold back at \$100/day if your intent to retire is received in writing by the Human Resources office six months before your last scheduled work day.
  - Up to 50 sick days can be sold back at \$75/day if your intent to retire is received in writing by the Human Resources office five months before your last scheduled work day.
  - Up to 50 sick days can be sold back at \$50/day if your intent to retire is received in writing by the Human Resources office one month before your last scheduled work day.
  - If you make the decision to retire less than one month before your last scheduled work day, there is no incentive to sell back unused sick days.

### **Bereavement Leave**

Sick leave may be used for the funeral of immediate family members or of close associates, such as a close friend or neighbor. In the event there is an unfortunate death and the employee is out of sick days, vacation, and personal days, unpaid days may be used with the approval of your supervisor.

### **Personal Days**

Three Personal Days are provided for the support staff employees who work 30 or more hours per week to conduct personal business of a nature that cannot be handled other than the regular business day.

Personal Days must be scheduled at least two days in advance, except in case of emergency, and approved by your direct supervisor. It is understood and agreed that no such day shall be scheduled on the weekday immediately before or after a holiday or vacation period unless approved by a supervisor.

While there is no formal limit regarding the number of Personal Days that can be approved in any one building at a given time, Personal Days will only be approved if a quality substitute can be found or if other arrangements can be made that the absence will not come at the detriment to students.

If Personal Days are not used by June 30, they will be added to the employee's accumulated sick leave balance.

### **Wellness Days**

In addition to sick and personal time, all full-time staff who work 30 hours or more will also be given two Wellness Days and staff who work less than 30 hours will receive one Wellness Day. Since mental health is a focus for our staff, these days are provided to allow staff time to focus on self-care. Much like personal days, wellness days can be taken for any reason. These days cannot be attached to each other or to personal days to create a longer leave. They are only to be used for individual, stand-alone days.

Because we want to encourage staff to use these days, they cannot be banked and carried over to the following year. There is no incentive for not using wellness days. If they are not used, they disappear at the end of the year. This is not meant to be punitive, but encouragement to take the time to prioritize self-care when needed.

## **Jury Duty**

Employees shall notify the Payroll Office when called for jury duty. While serving on jury duty, an employee should turn in a timesheet noting the days on jury duty. The employee shall reimburse the District for the total amount of the daily jury duty fee paid by the courts not including travel allowances or reimbursements for expenses.

## **FAMILY & MEDICAL LEAVE OF ABSENCE (FMLA)**

A FMLA leave of absence must be accompanied by medical certification from your healthcare provider. If you need to request a FMLA (medical) leave of absence, please contact the Human Resources office as soon as possible so that the proper paperwork can be put in place.

In accordance with Federal Law, the Board of Education shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible classified staff members for the following reasons:

- A. The birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- B. The placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- C. The staff member is needed to care for a spouse, parent or dependent child if such individual has a serious health condition;
- D. The staff member's own serious health condition prevents them from performing the functions of their position.

[BOE Policy #4430.01]

## **UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY**

It is the policy of the Board of Education to protect students and employees for support staff members who are unable to perform essential job functions with or without accommodations.

The Board may place a support staff member on unrequested leave of absence when the staff member is unable to perform assigned duties in conformance with Board policy with or without accommodation.

If the Superintendent believes the staff member is unable to perform essential job functions,



the support staff member will be offered the opportunity for a meeting to discuss these issues. If a support staff member refuses to attend the meeting, the Board may order the support staff member to submit to an appropriate examination by a physician designated and compensated by the Board.

[BOE Policy #4161]

### MILITARY LEAVE

The Board of Education provides military leave, reemployment, and other rights as established by the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. To qualify:

- A. The employee (or an appropriate officer in the uniformed service in which the employee's military service is performed) gave advance written or verbal notice of their military duty unless excused;
- B. The cumulative length of all periods of military service with the employer do not exceed five (5) years, except as provided under state or federal statute;
- C. The employee timely reports to work after the period of military service ends;
- D. The employee has not separated from service with a disqualifying or other than honorable conditions.

The Superintendent shall post notices of employee's rights under USERRA at conspicuous locations within the district.

Employees may contact the U.S. Department of Labor or the Michigan Department of Military and Veterans Affairs to obtain more information regarding their rights under these statutes.

This policy is intended to comply with and explain the service person's rights under USERRA and state law. To the extent there is any conflict, the USERRA, state law, and their regulations prevail.

[BOE Policy #4437.01]

### HOLIDAY PAY

Support staff will be paid holiday pay equal to the number of hours normally worked each day. Sickness or absence immediately before and after shall not exclude the employee from holiday pay.

The following paid holidays apply to full-time, full-year employees:

New Year's Day  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas  
New Year's Eve

If July 4<sup>th</sup> is on a Tuesday, employees will have both Monday and Tuesday as a paid holiday. If July 4<sup>th</sup> is on a Thursday, employees will have both Thursday and Friday as a paid holiday.

The following holidays apply to school year or full year employees scheduled who work 30 or more hours per week and bus drivers who have a regular run each day:

New Year's Day  
Memorial Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas  
New Year's Eve

July 4<sup>th</sup> and Labor Day are paid holidays when the employee is working their regular schedule on that date.

### INCLEMENT WEATHER OR OTHER UNEXPECTED CLOSING OR DELAY

As a result of inclement weather or other unexpected closing or delay:

- Full-time full year support staff, unless notified by the Superintendent or designee must report to work within two hours after their normal start time, to receive a full day's pay. If they report at their normal time, the two hours may be applied as flex time to be used within the same pay period.
- Bus drivers will be paid for half of their regularly scheduled hours on the first four days when there is an unexpected closing. Beginning on the fifth day of an unexpected closing, bus drivers will be paid for all of their regularly scheduled hours.
- All other support staff employees should not report and do not receive pay for the first two unexpected closings.. In the event there are three or more unexpected closings, employees shall be paid for one-half of their regularly scheduled hours on days three and four and will receive full pay beginning on day five.
- On days when the Superintendent issues a "code blue", all employees will be paid for their regularly scheduled work hours. Any employee, who is requested to work on a "code blue" day, shall receive flex time to be used at the discretion of their direct supervisor.

Sick time cannot be used as a result of an unexpected school closing or delay unless it was already pre-approved/planned.

#### UNEXCUSED ABSENCE

An unexcused absence is any time off the job without approval by your supervisor. An unexcused absence shall result in disciplinary action up to and including termination.

#### VACATIONS

Vacation benefits apply to full-time (40 hours)/full year (52 weeks) employees. Zeeland Public Schools encourages the use of vacation days during those times of year that are scheduled student vacation periods. However, if the following restrictions can be met, administration may grant the employee vacation time during the time school is in session:

- A. Time off request is given to the supervisor in advance of vacation.
- B. Vacation cannot be taken during heavy workload periods as identified in each individual building or department (such as parent-teacher conferences, etc.).

- C. If conflict arises due to multiple requests for the same time period, resolution will be made at the discretion of the supervisor.

To assure quality of service to students, staff, and community, all vacation requests must be adequately covered by either qualified substitutes or qualified in-house employees. The supervisor must approve all vacation time in the Alio-Employee Service Portal. If a request is denied, an explanation will be given at the time of denial.

Accrued vacation time will be deposited into vacation balance as of July 1 each year. The vacation allotment is as follows:

0 – 3 Years of Service	2 weeks (80 hours)
3 – 7 Years of Service	3 weeks (120 hours)
7 – 15 Years of Service	4 weeks (160 hours)
15+ Years of Service	5 weeks (200 hours)

If a full-time, full year support staff employee starts later than July 1, vacation time will be prorated using the following chart for the remainder of the year:

<u>Start Date</u>	<u># of Vacation Days/Hours</u>
July or August	10 (80 hours)
September	9 (72 hours)
October	8 (64 hours)
November	7 (56 hours)
December	6 (48 hours)
January	5 (40 hours)
February	4 (32 hours)
March	3 (24 hours)
April	2 (16 hours)
May	1 (8 hours)
June	0

Example: If a person is hired in February, 4 days of vacation will be available. On July 1, 10 days of vacation will be added to their vacation balance.

No more than one year of vacation credit may be carried over into the next year.

- If a part-time employee moves to a full-time/full year position, vacation time shall accrue immediately at a prorated amount from the start date of the full-time position. The date that the employee moved into the full-time/full year position will be the date used for vacation accrual moving forward.

- o Example: If a part-time employee moves to a full-time position in February, they will be given 4 vacation days immediately and 10 days will be added in July.
- If a full-time employee goes to part-time status, prorated vacation time is paid out on the next pay period after part-time status begins.
- If an employee voluntarily leaves employment with Zeeland Public Schools, and provides the district with a two week notice to find a replacement, unused vacation time is paid out. The unused vacation time is paid out at a prorated amount for the time worked since July. If the employee later returns to full-time/full year employment, vacation benefits will begin as a new employee.

#### MEAL BREAK

Employees who work six hours or more may be assigned a duty-free unpaid meal period of 30 minutes. Although short breaks are not required, breaks of short duration (15 minutes) as approved by the supervisor, are considered paid.

#### OVERTIME PAY

It is the expectation of Zeeland Public Schools that all assigned work duties should be completed within the assigned work schedule. During rate periods when overtime work is necessary, it shall be assigned and approved by the supervisor.

Overtime compensation (time and one-half regular rate) will be paid for hours worked in excess of 40 for any scheduled workweek. Hours worked is defined as actual time on the job. Vacation, personal, or sick time will not be considered as hours worked, and will be paid at the regularly assigned hourly rate.

The principal or supervisor may assign flex-time, but it must be used within the same pay period. (Example: Employee works 2 hours late on Tuesday and takes 2 hours off on Friday within the same pay period).

#### NIGHT RATE PREMIUM

Fifteen (15) cents per hour will be paid on a daily basis to all full-time, full year employees who work 2<sup>nd</sup> or 3<sup>rd</sup> shift.

Employees who normally work 2<sup>nd</sup> or 3<sup>rd</sup> shift but are assigned days during the summer will

forfeit the night premiums.

Employees who are asked to come in early will not forfeit their night premium.

All 2<sup>nd</sup> and 3<sup>rd</sup> shift full-time, full year custodial positions are eligible for the night premium.

#### MILEAGE

When an employee is required by their supervisor to use their own automobile for the District's business they will be paid at the IRS rate per mile currently in effect at the time this service is performed. Personal car mileage records must be kept, approved by the supervisor and submitted to the Business office for payment.

#### TERMINATION OF EMPLOYMENT

An employee must notify his/her supervisor at least two (2) weeks in advance of the desired date to terminate employment with Zeeland Public Schools and complete any outstanding obligations to avoid forfeiture of any unused vacation time.

Unless otherwise defined by applicable law, any employment relationship with Zeeland Public Schools is of an "at will" nature. This means that the employer may terminate the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Zeeland Public Schools.

An employee may be suspended or terminated by the Superintendent for violation of policies of the Board of Education or for reasons set forth in law.

Employees and those under contract to work regularly and continuously in the schools, whether part-time or full-time, may not continue employment with the Board if a criminal history records check or other authoritative source reveals a conviction of a "listed" offense under M.CL.A.28.722.

Individuals convicted of a non-listed felony may not continue to work unless both the Superintendent and the Board give written approval. Such conviction (s) may subject support staff to discharge or demotion. The State Board of Education will be notified of the report of conviction (s) as required by law.

[BOE Policy #4140]

### CRIMINAL HISTORY RECORD CHECK

Before the district hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with state law. The cost of the fingerprinting is the responsibility of the employee.

[BOE Policy #4121]

### CRIMINAL CONVICTION REVIEW

In an effort to maintain a safe environment for students, staff, and visitors, the district will review the criminal records of those individuals who apply to work for the district or are contracted to work on a regular and continuous basis in the schools.

[BOE Policy #4121.01]

### CREATING POSITIONS AND JOB POSTINGS

The Board of Education recognizes the need to establish positions which, when filled by competent, qualified support staff, will assist the District in achieving the educational goals set by the Board. The District employees only U.S. Citizens and others lawfully authorized to work in the United States. The Superintendent shall verify all new employees and substitutes right to work in the United States according to the Federal Immigration Reform and Control Act of 1986. The Board reserves the right to fix and stipulate the duties to be performed by all personnel, to create new positions, to specify the number of persons within each job category and set the initial salary for a new position. The Board may create a new position or increase the number of support staff in an existing position. The Board delegates the right to fix and stipulate the duties of support staff to the Superintendent.

Whenever a permanent vacancy or newly created position occurs within the school system, the Human Resources department will post such a position before filling it permanently whenever possible. Any interested employee must apply for the position using the online application system at [www.zps.org/jobs](http://www.zps.org/jobs). Positions shall be filled on the basis of qualification for the job and other relevant criteria, including the preference of any administrator affected by the transfer. The position is considered filled when the candidate accepts the position and a tentative start date has been determined.

[BOE Policy #4111]

### EVALUATION OF SUPPORT STAFF

The Board of Education recognizes the importance of implementing a program of support employee evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the Board's evaluation plan for support staff are:

- A. To improve and reinforce the skills, attitude, and abilities which enable a support employee to be effective in achieving assigned job goals;
- B. To identify and remedy weaknesses which prevent a support employee from achieving the goals of assigned duties.

Support staff will be evaluated every other year while an employee of the district. Supervisors will meet with each employee for this purpose and review the evaluation with the employee. Both the supervisor and employee will sign the evaluation and a copy will be put in the employee's personal file.

### STUDENT SUPERVISION AND WELFARE

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the school and personal liability to the staff member. It is the responsibility of the school leader to prepare administrative guidelines to ensure the maintenance of the following standards:

- A. Each support staff member shall report immediately to the principal any accident or safety hazard detected by the staff member.
- B. Each support staff member shall immediately report to the principal any knowledge of threats or violence by students.
- C. A support staff member shall not send students on any personal errands.
- D. A support staff member shall not associate with students at any time in which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons. However, dating, romantic and/or sexual relationships with students, regardless of their age and regardless of consent are absolutely prohibited, unless the staff member and student are



legally married.

- E. A support staff member shall not transport students in a private vehicle without the approval of the principal.
- F. A student shall not be required to perform work or services that may be detrimental to their health.
- G. Staff members shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extra-curricular events or activities. Staff members will notify the principal when using these technologies.
- H. Staff members are prohibited from electronically transmitting any personally identifiable image of a student (s), including video, photographs, streaming video, etc., via email, text message or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, Instagram, Skype, blogs, etc., unless such transmission has been made as part of a preapproved curricular matter or co-curricular/extra-curricular event or activity such as a school -sponsored publication or production in accordance with Policy 5722.

Most information concerning a child in school, other than directory information described in Policy 8330, is confidential under federal and state laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

[BOE Policy #4213]

#### ASSIGNMENT AND TRANSFER

The Board of Education believes that the careful placement of support staff within the district is vital to the utilization of qualified and competent support staff for the successful functioning of the district.

Responsibility for the assignment and transfer of support personnel shall be completed by the Assistant Superintendent of Administrative Services.

[BOE Policy #4130]

## STAFF DISCIPLINE

Whenever it becomes necessary to discipline a staff member, the Board of Education directs the Superintendent to utilize the procedures set out below.

The Superintendent or their designee will investigate any alleged act or omission that could lead to disciplinary action, as appropriate to the situation. The investigation shall include, at a minimum, providing the employee with reasonable notice and the opportunity to respond to the complaint. If the investigation includes a meeting with the employee, prior notice of this meeting shall be provided to the employee for any discipline that may result in a suspension or loss of pay.

Discipline may include, but is not limited to written warning, written reprimand, suspension (paid or unpaid), termination, or financial penalty in accordance with Michigan law.

The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with the seriousness of the staff member's conduct, as determined by the District. The Board strongly recommends that before a suspension or termination is invoked, the Superintendent contact the school attorney. The Board requires that all disciplinary action involving loss of pay, suspension or termination be submitted to the Board for review as soon as possible after the action has been taken. The Superintendent should ascertain whether or not the staff member wishes such a report be made in a closed session of the Board, if a closed session is permitted by the Open Meetings Act.

[BOE Policy #4139]

## SUPPORT STAFF DEPARTMENT MEETINGS

Pay for meeting attendance will depend on the type of meeting held and whether attendance for the meeting is mandatory. For informative meetings to disseminate information of mutual benefit to both the employee and the employer the meeting should be scheduled at a convenient time for employee groups, attendance will be optional and will not be paid.

Employees will be paid at their regular rate of pay for attendance at mandatory meetings called by administration.

When possible, meetings less than one hour should be scheduled prior to or at the end of employee work shifts. It will be the decision of administration whether a meeting is optional or mandatory.

## PAYROLL

Due to the growing number of Zeeland Public Schools employees, it is imperative that the payroll process is followed on a timely basis to allow the payroll department to complete the generation of payroll checks, reports and process electronic transfers.

All new support staff employees must complete direct deposit paperwork through Frontline for their paychecks to be directly deposited into their personal account.

Paychecks are direct deposited every other Friday during a payroll week. Should a holiday or vacation period fall on the Friday of the payroll week, the payroll department will notify employees in advance as to the status of paychecks and direct deposit.

## EMERGENCY SITUATIONS AT SCHOOL

**An orange folder clearly marked “Calm, Cautious, in Control” is located in every room in the district near the telephone with information regarding what to do in an emergency situation.**

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

[BOE Policy #8420]

## SAFETY STANDARDS

The Board of Education believes that the employees and students of this district, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. The Superintendent shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the district in accordance with the Federal OSHA standards adopted by the state, and take appropriate action on any violations thereof to the Superintendent.

The Superintendent shall ascertain that the employees of this district are aware of their rights to a hazard-free environment, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and

records are maintained to meet the requirements of the law.

In the event an inspection is made by a representative of the state, the Superintendent shall report the results thereof to the Board at the meeting following the receipt of the state report.

[BOE Policy #7430]

#### VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the district and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

[BOE Policy #7440.01]

#### SUBSTANCE ABUSE

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of support staff, the Board recognizes a responsibility to assist in a manner recommended by an appropriate specialist in the treatment of those illnesses.

A support employee having an illness or other problem related to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to support staff having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the support staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board.

If a support staff member voluntarily requests counseling or assistance before the Board learns of the support staff member's substance abuse problem (through a positive test result or otherwise), the support staff member's job security or promotion opportunities will not be jeopardized by their request for counseling or referral assistance. A support staff member may not avoid the consequences of a positive test by requesting counseling or assistance for a substance abuse problem after being instructed to submit a drug test.

Support personnel who suspect they may have an alcohol or other drug abuse problem are

encouraged to seek counseling and information on a confidential basis through our Employee Assistance Program provided by Pine Rest Christian Mental Health Services at 1-800-442-0809.

[BOE Policy #4170]

#### DRUG & ALCOHOL TESTING OF CDL LICENSE HOLDERS

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with district vehicles must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employee's health and well-being.

[BOE Policy #4162]

#### WEAPONS

The Board of Education prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the district for the purpose of school activities approved and authorized by the district, including, but not limited to, property leased, owned, or contracted by the district, a school-sponsored event, or in a district vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air, and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paintball, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition and explosives, or any weapon as described in 18 U.S.C 921.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

Exceptions to this policy include:

- A. Weapons under the control of law enforcement personnel;

- B. Items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved.);
- C. Theatrical props used in appropriate settings;
- D. Starter pistols used in appropriate sporting events.

Staff members shall report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the principal or department supervisor. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

[BOE Policy #4217]

#### STAFF DRESS AND GROOMING

The Board of Education believes that staff members set an example in dress and grooming for their students to follow. A staff member who understands this guideline and adheres to it enlarges the importance of their task, presents an image of dignity, and encourages respect for authority.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having adverse impact on the educational process. All staff members shall, when assigned to district duty:

- Be physically clean, neat, and well groomed;
- Dress in a manner consistent with their responsibilities;
- Dress in a manner that communicates to students a pride in personal appearance.

[BOE Policy #3216]

#### PHYSICAL EXAM

The Board of Education or Superintendent reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the Superintendent's guidelines.

[BOE Policy #4160]

### OUTSIDE ACTIVITIES OF SUPPORT STAFF

It is the policy of the Board of Education that support staff members avoid situations in which their personal interests, activities and associations may conflict with the interests of the district. If such situations occur, the Superintendent shall evaluate the impact of such activity or association upon the support staff member's responsibilities and take appropriate action as necessary.

- A. Employees should not give work time to an outside interest, activity, or association when there is not a valid reason to be excused from assigned duties.
- B. Employees shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Employees shall not engage in business transactions on behalf of private enterprises in which they may profit by virtue of their official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of their position or authority.
- D. Employees shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, state, or national office.

[BOE Policy #4231]

### PERSONNEL FILES

It is necessary for the orderly operation of the school district to prepare a personal information system for the retention of appropriate papers bearing upon an employee's duties and responsibilities to the district and the district's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held, compliance with federal, state and local benefit programs, conformance with district guidelines, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

[BOE Policy #8320]

## CONFIDENTIALITY

It is the policy of the Board of Education that when the district receives in trust from a public agency information identified to confidential or exempt from disclosure under the Freedom of Information Act Common Law, Privilege Case Law, or Federal Law, the Board will maintain the confidentiality of said information to the maximum extent permitted by the law.

Employees must not divulge confidential information contained in the records and files of this Board, except to other employees who may need such information in connection with their duties and to authorized parties in accordance with proper departmental procedures.

Neither the Board nor its employees shall permit the release of the social security number of an employee, student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has been authorized access to such records.

Freedom of Information Act requests shall only be responded to in accordance with the district's policy.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures, and should refer the requestor to the employee's immediate supervisor.

Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures.

In order to prohibit the unauthorized disclosure of information identified as confidential by sending public agency, the Board may seek to obtain court protection by:

- A. Denying requests for release of such information absent subpoena or court order;
- B. Pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

Employees who intentionally violate this policy are subject to disciplinary action, up to and including termination. The Superintendent shall assure that employees receive a copy of and have readily available access to this policy.

[BOE Policy #8350]



### WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable state and federal law, Board policies and administrative guidelines. The Board encourages and requires staff to report possible violations of these Board expectations. Parents, volunteers, contractors and concerned citizens are encouraged to report possible violations, when done in good faith.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates federal or state law, or Board policy, to call this conduct to the attention of their immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee may report to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

After such a report is made, the employee will be asked to put the report in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee had a good faith belief as to the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for knowingly making a false report under this policy. Employees may also be subject to disciplinary action, up to and including termination, if they are aware of a violation of federal, state, or local law involving or relating to the business of the district and they do not make a report confirmed in writing to a supervisor in accordance with this policy.

The Superintendent shall develop administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports may be made.

[BOE Policy #4211]

### DIRECT CONTACT COMMUNICABLE DISEASES

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons within the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

[BOE Policy #8453]

### LENDING OF SCHOOL OWNED EQUIPMENT

No item of district-owned equipment shall be loaned for non-district school use off school property. If equipment is required for the use of those granted permission to use district facilities, it may be loaned in accordance with Board of Education policy on the use of school facilities. Any exception must be approved by the Superintendent.

District equipment may be removed from district property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the building principal or department supervisor is required for such removal.

Personal use of district equipment or facilities by staff or students is prohibited. Removal of district equipment by staff from school property for personal use is prohibited.

[BOE Policy #7530]

### COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations. It also recognizes that safeguards have to be established to ensure that the Board's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

[BOE Policy #7540]

### TECHNOLOGY PRIVACY

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business and educational purposes. The Board retains the right to access and review all electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

[BOE Policy #7540.01]

### STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the

ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the internet. The Board of Education is pleased to provide Internet service to its staff. The Board encourages staff to utilize the internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills which will be essential to life and work in today's world. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources. The instructional use of the internet will be guided by the Board's policy on Instructional Materials.

[BOE Policy #7540.04]

#### REASONABLE ASSURANCE

The school district has regularly scheduled breaks, including 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, unless you were provided a layoff or termination notice before the break. When you return to work at the completion of the break, the district has validated your continuing employment.