

# GRAND ISLE SUPERVISORY UNION

CURIOUS | CREATIVE | COURAGEOUS | CAPABLE

**Alburgh Community Education Center  
Champlain Islands Unified Union School District  
Folsom Education & Community Center**

# Substitute Handbook

**A Guide for Our  
On-Call Substitutes &  
Temporary Employees**

Welcome to the Grand Isle Supervisory Union. We are excited to have you as a member of the team to support the GISU mission of ensuring that all members of the Grand Isle learning community are curious, creative, courageous, and capable of pursuing their aspirations in a diverse and ever-changing world. The Grand Isle Learning Community is located in the beautiful Lake Champlain Islands, the Grand Isle Supervisory Union is comprised of five communities supporting over 950 students. Included are Alburgh Community Education Center, Champlain Island Unified Union School District (comprised of the North Hero and Grand Isle campuses), and Folsom Education & Community Center in South Hero. The GISU Schools specialize in educating grades K-6/K-8, while students in grades 9-12 have the choice of attending High Schools in neighboring counties.

This Employee Handbook (“Handbook”) is a compilation of personnel policies, practices and procedures currently in effect for on-call and temporary employees within the Grand Isle Supervisory Union (hereinafter referred to as “GISU”) and its member schools of Alburgh Community Education Center, Champlain Islands Unified Union School District, and Folsom Education and Community Center. Unless otherwise specified, all references to the “GISU” will assume inclusion of these member schools and the GISU. The handbook is designed to introduce you to our family of schools, familiarize you with our common policies, procedures and practices and help answer many of the questions that may arise in connection with your employment.

**This Employee Handbook is not a contract.**

The purpose of the Handbook is to provide non-contractual staff with convenient explanations of present policies and practices in the GISU and is intended to be an overview or a guideline rather than cover every matter that might arise in the workplace. Copies of complete policies that have been approved by the GISU Board can be found online at [www.gisu.org](http://www.gisu.org). In the event of a conflict between this handbook and a Board-approved policy, the Board-approved policy shall govern.

The GISU reserves the right to modify any of our policies and procedures covered in this Handbook at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

**In addition to this Handbook, all employees will follow all local policies procedures and expectations of the building they are working in at all times.**

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## Part 1 – Employment

### Your Employment Relationship with Us

The GISU does not offer formal employment contracts to on-call and temporary staff members. The handbook is intended for all on-call and temporary staff member.

**This Employee Handbook is not a contract.** It does not create any agreement, express or implied, guaranteeing you any specific terms or conditions of employment. Nothing contained in this Handbook should be construed as creating a contract guaranteeing employment for any specific duration. Neither does it obligate you to continue your employment for a specific period of time. Neither does the Handbook guarantee any prescribed process for discipline and discharge.

No supervisor or other representative of the GISU, other than the Superintendent or other named designee, has authority to enter into any agreement guaranteeing employment for any specific period. No such agreement shall be enforceable unless it is in writing and signed by the Superintendent or other named designee, and the employee.

### Employment Classifications

The following terms will be used to describe employment classifications and status:

**On-Call Substitutes:** Employees hired on a call- when- needed basis for daily coverage of a contracted employee.

**Short Term Employees:** Employees hired on a temporary basis for a finite period of time, or to complete a short-term project. (Included in this category are: long-term substitutes and coaches)

**Exempt Employees:** Salaried employees earning at least the required amount per week designated by the US Department of Labor, who hold an administrative, professional, or executive position. Exempt employees are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). Job titles do not determine exempt status. In order to be exempt, an employee's specific job duties and salary must meet requirements established by the U.S. Department of Labor. The responsibility for determination of exempt status rests with the GISU.

**Non-Exempt Employees:** Employees who are not administrative, professional, or executive employees (as defined by the U.S. Department of Labor) and who are entitled to earn overtime under the FLSA

overtime provisions are generally paid hourly. The responsibility for determination of non-exempt status rests with the GISU.

If your status changes from short term to part-time or full-time, you are considered hired on the date you become a full-time or part-time employee for purposes of calculating eligibility for benefits.

### **Equal Employment Opportunity**

The GISU is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy), national origin, disability, age, genetic information, marital status, sexual orientation, ancestry, gender identity, place of birth, HIV status, or any other status protected under applicable federal, state or local law. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training. Our policy reflects and affirms our commitment to the principles of fair employment and the elimination of all discriminatory practices.

If you believe that an employment decision has been made that does not conform with management's commitment to equal opportunity, you should promptly bring the matter to the attention of the Superintendent and/or Human Resources. Your complaint will be thoroughly investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

### **Discrimination Against Individuals with Disabilities**

The Federal Americans with Disabilities Act (ADA) and State law prohibit discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions and privileges of employment. The ADA does not alter the GISU's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of policy, the GISU prohibits discrimination of any kind against people with disabilities.

### **Disabled Defined**

An applicant or employee may have a qualifying disability if he or she (1) actually has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record or history

of such an impairment or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

### **Reasonable Accommodation**

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the GISU Human Resources Department in order to allow them to apply for a particular job, perform an essential function of the position, or enjoy the benefits and privileges of employment. If you have a disability and you wish such reasonable accommodation, contact Human Resources. We will ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine whether you have a qualifying disability and, if so, the viable options for reasonable accommodation. Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, we do not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. There may be some instances where there is no reasonable accommodation that would enable you to perform the essential functions of your job.

## **Part 2 - Workplace**

### **Communications and Open-Door Culture**

One of GISU's objectives is to maintain productive and positive relationships between staff members. Our employees are our most important resource. In order to maintain quality relationships, and positive employee relations, we have an "open door culture" at all levels of management. Employees are encouraged to express their opinions, concerns, and suggestions regarding the workplace directly to the appropriate building administrator, or to Human Resources. The GISU is eager to assist in the resolution of employee concerns, and to consider ideas for making our district even better.

If you have a concern or complaint, you are expected to first discuss the issue with your immediate supervisor or building administrator. Many issues can be resolved at this level. However, if you are not

satisfied that the issue has been appropriately addressed, or if at any time you feel uncomfortable speaking with your supervisor or building administrator, you should contact Human Resources.

## **Hours of Work**

The workweek is generally from Monday through Friday, but can vary depending on your location, position, and need to be present when school is in session. Employees' schedules are aligned with the school day in order to best meet the needs of the students. Please discuss your expected work schedule with your supervisor. Each location will provide adequate meal and break times in accordance with Vermont and Federal labor laws.

## **Overtime**

The GISU will provide overtime compensation to non-exempt employees (see "Employment Classifications" in Part 1 for clarification of non-exempt) for hours *worked* in excess of 40 per week, in accordance with Federal and State labor law for municipalities. Overtime work is not allowed without prior approval by your building administrator.

## **Attendance, Punctuality and Absence Notification**

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you must request time off following the building procedure so that it may be approved by the designated building administrator and/or the superintendent (or his/her designee). If your absence is unexpected, you should attempt to reach your immediate supervisor or follow your local procedure as soon as possible, but in no later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with an administrator, or leave a voicemail providing a number where you may be reached if need be. Leaving a voicemail or message with another staff member does not qualify as notifying your supervisor.

If an employee has missed three or more days and has not contacted his/her supervisor we will consider you to have abandoned your position and voluntarily ended your employment.

## **Inclement Weather**

It is your responsibility to clarify ahead of time whether or not you are expected to report to work as usual when schools are closed due to inclement weather. Use common sense and your best judgment, however, when traveling to work in inclement weather.

## **Dress Code and Public Image**

As a representative of our school community, we expect you to present a clean and professional appearance when working. You are, therefore, required to dress in appropriate business casual attire

and to behave in a professional, businesslike manner. It is essential that you extend the highest courtesy at all times to co-workers, visitors, customers, vendors and clients. A cheerful and positive attitude is essential to our commitment to providing our community with extraordinary customer service.

The current dress code is business casual, unless you are subject to a uniform, safety gear, or alternate dress requirement. Clothing must be clean and neat; torn jeans or other torn clothing and tee shirts with inappropriate verbiage or pictures are not permissible. As always, please use common sense in your choice of attire.

## **Work Space**

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace free of non-essential clutter provides an environment conducive to working efficiently and safely. Employees should keep in mind that their workspace is part of a professional environment that portrays our overall dedication to providing quality service to our students and community members.

## **Office Equipment**

Certain equipment is assigned to staff depending on the needs of the job, such as a calculator, personal computer, printer and access to our central computers and servers. This equipment is the property of the GISU and can only be removed from the office with prior approval from your supervisor for work-related purposes. It is expected that you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action. Contact [ithelp@gisu.org](mailto:ithelp@gisu.org) for technology malfunctions.

Office equipment is intended to be utilized only for the GISU or school's business purposes.

## **Internet Access, Email and Phone Use**

Access to the Internet, email and phones is given principally for work-related activities or approved educational / training activities. Occasional personal phone use is permitted, as long as it is minimal and does not interfere with your employment-related activities.

Your work Internet, email and phone systems are the property of the GISU. As such, any communications and individual connections on these systems, whether personal or business-related,



may be monitored and reviewed by the GISU or its service providers. Employees should have no expectation of privacy in any communications utilizing business property.

### Responsibilities and Obligations

It is expected that if you are given access to an employer-issues email, you will check that email once per work day. Employer-distributed updates and memos will be distributed via email and it is important that employees check their emails for notifications from the employer.

Employees may not access, download or distribute material that is in breach of the law, or which is offensive or objectionable, such as material that is pornographic, bigoted or an incitement to violence. It is difficult to define inappropriate use. However, employees are expected to err on the side of caution.

You must respect and comply with copyright laws and intellectual property rights of both the GISU/school and other parties at all times. When using web-based sources, you must provide appropriate attribution and citation of information to the websites. Software must not be downloaded from the Internet without the prior approval of qualified persons within the GISU. Contact [ithelp@gisu.org](mailto:ithelp@gisu.org) for prior approval.

### Violation of this Policy

In all circumstances, use of Internet access, email and phone systems must be consistent with the law and GISU policies. Violation of this policy is a serious offense and may result in a range of sanctions from restriction of access to electronic communication facilities to disciplinary action, including dismissal.

### Personal Cell Phone Use

It is the expectation that employees follow to expectations of the local building.

## **Personnel Records**

The GISU maintains employment records in compliance with all legal requirements for confidentiality and privacy. An employee file is maintained for each employee with documents such as the resume, new hire forms, education, training and formal performance evaluations. Employees who wish to review their file may do so by appointment with Human Resources.

It is important that the GISU maintain accurate personnel records at all times. You are responsible for notifying Human Resources of any change in name, home address, telephone number, marital status, number of dependents, immigration status, or any other pertinent information. Prompt notification

will avoid compromise of your benefit eligibility, such as the return of W-2 forms, or similar inconvenience.

## **No Solicitation**

Non-employees may not solicit, canvass or distribute materials or literature for any purpose within the GISU buildings, or on GISU property. Employees may not solicit or distribute literature or materials for any purpose within the working areas of the GISU at any time during the employee's working time, or during the working time of any employee being solicited or approached.

## **Smoking**

In accordance with State law and the GISU's school's tobacco prohibition policy, smoking is strictly prohibited on school grounds and at school sponsored activities. School grounds means any property or facility owned or leased by the school and used any time for school-related activities, including but not limited to school buildings, school buses, areas adjacent to school buildings, athletic fields and parking lots. School sponsored activities means activities including but not limited to field trips, project graduation events, sporting events and dances. Employees who violate this policy will be subject to disciplinary action.

## **Drug-Free Workplace**

The GISU takes seriously the problem of drug and alcohol abuse and is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees, students and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently. Employees may not engage in any substance use while on school grounds or at school sponsored activities, or at any time and any place during work hours. Doing so will most likely result in termination. Please refer to GISU Policy B3- Alcohol & Drug-Free Workplace.

## **Workplace Safety**

Safety is a joint venture between employer and employee. We provide a clean, hazard-free, healthy, safe environment in which to work and make every effort to comply with all relevant federal, state and local occupational health and safety laws, including the federal Occupational Safety and Health Act.

As an employee, you have a duty to comply with the GISU's safety rules and you are expected to take an active part in maintaining this hazard-free environment. You should observe all posted safety rules, adhere to all safety instructions and use safety equipment where required. Your workspace should be kept neat, clean and orderly. You are required to report any accidents or injuries – including any

breaches of safety – and to promptly report any unsafe equipment, working condition, process or procedure to a member of administration.

If you become ill or get hurt while at work, you must notify your supervisor, the School Nurse or Human Resources immediately. Failure to do so may result in a loss of benefits under the state workers' compensation law.

Please refer to [www.gisu.org](http://www.gisu.org); the incident reporting guidelines are located under the Human Resources section.

## **Workplace Harassment**

The GISU is committed to providing a work environment that provides employees equality, respect and dignity. Harassment of any other person, including, without limitation, fellow employees, visitors, students, clients or customers, whether at work or outside of work, may be grounds for immediate termination. Harassment includes verbal, written or physical misconduct based on an employee's race, religion, creed, color, national origin, marital status, sex, sexual orientation, gender identity, age, political affiliation, ancestry, place of birth, HIV-positive status or disability which has the purpose or effect of substantially interfering with an employee's work or creating an intimidating, hostile or offensive work environment. A copy of our complete Harassment Policy, which includes our Sexual Harassment Policy, definitions of additional types of harassment, examples of harassment, harassment reporting procedures, and administrative responsibility and action can be found in Appendix B at the end of this handbook.

### **Penalties for Violation of Harassment Policy**

If it is determined that inappropriate conduct has occurred, the GISU will act reasonably promptly to eliminate the offending conduct. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action, as the GISU deems appropriate

under the circumstances. Conduct that is inappropriate but does not rise to the level of unlawful harassment, may still lead to employee discipline.

## **Part 3 – Compensation and Performance**

### **Payroll Practices**

Employees are paid bi-weekly on Friday on the same pay schedule established for the teachers within the Union Master Agreement.

### **Salary Deductions and Withholding**

The GISU will withhold the following from your paycheck:

#### Taxes

Federal, state, and local taxes, as required by law, as well as the required FICA (Social Security) and Medicare payments.

### **Direct Deposit**

Direct deposit of your paycheck directly into your bank account is strongly encouraged. Please contact Human Resources or Payroll for the direct deposit form.

## **Part 4 – Separation from the GISU**

Employment with the GISU is at-will. This means that either the employee or the GISU can terminate the employment relationship at will, at any time, either with or without cause or advance notice. Generally, separation is for one of the following reasons:

- **Voluntary Resignation.** If an employee wishes to terminate his or her employment, a letter of resignation is requested with a minimum of two weeks' notice.
- **Involuntary Termination.** If the GISU terminates employment it will generally be a discharge or layoff and may be done with or without cause and with or without advance notice.

Involuntary terminations are unfortunately necessary at times in order to serve the best interests of the GISU. In these instances, advance notice may or may not be given depending on the circumstances surrounding the termination.

### **Return of GISU Property**

Should a termination of employment occur, either voluntary or involuntary, the employee must return all GISU-owned property, including equipment (for example: keys, computer, and tools) and manuals to their direct supervisor. Employees are responsible for all unreturned GISU-owned property.

**Final Paycheck**

The GISU will issue a final paycheck on the last regular payday, or within 72 hours in the event of an immediate discharge.

# APPENDIX A - Staff Directory & School Directory

## Grand Isle Supervisory Union

GISU Central Office - 224 US Route 2 Grand Isle, VT

P.O. Box 54 Grand Isle, VT 05468

Phone – (802)372-6921 Fax – (802)372-4898

**Superintendent:** Michael Clark (ext. 2001)

Executive Assistant to the Superintendent & Human Resources: Erin Dye (ext. 2002)

**Business Manager:** Megan DeVinny (ext. 2003)

Finance Account Specialist: Michelle Hetling (ext. 2004)

Accounting Associate: Tricia Webb (ext. 2005)

Food Service & Medicaid Coordinator: Cindy Edwards ([cedwards@gisu.org](mailto:cedwards@gisu.org))

Grants Manager & Summer Coordinator: Alyssa Dosztan ([adosztan@gisu.org](mailto:adosztan@gisu.org))

**Director of Technology & Information Services:** Dave Brisson ([ithelp@gisu.org](mailto:ithelp@gisu.org))

Network Administrator: Greg Smith ([ithelp@gisu.org](mailto:ithelp@gisu.org))

Data Specialist/IT Support: Dave Mills ([ithelp@gisu.org](mailto:ithelp@gisu.org))

**Director of Student Support Services:** Nick DeVita (ext. 2006)

Assistant to the Director of Student Support Services & Assistant to Curriculum, Instruction & Technology: Andrea Santiago (ext. 2000)

**Director of Curriculum, Instruction & Technology:** Megan Grube (ext. 2007)

## GISU - District #24 Member School Directory

Alburgh Community Education Center

Principal: Marlon Maylor

Phone: (802)796-3573

Executive Assistant to the Principal: Wendy Savage

Folsom Community & Education Center

Principal: Susan McKelvie

Phone: (802)372-6600

Administrative Assistant: Susan McNayr

Champlain Islands Unified Union School District

Grand Isle Campus

Principal: Ashley Hanlon

Phone: (802)372-6913

Admin. Assistant: Pam Leonard

North Hero Campus

Principal: Amanda Ellison

Phone: (802)372-8866

Admin. Assistant: JoAnn Tier

## Appendix B

# Prevention of Employee Harassment

CODE B5 (Mandatory)

## CODE B5 - EMPLOYEE HARASSMENT

### Policy

Harassment is a form of unlawful discrimination that will not be tolerated in the Grand Isle Supervisory Union and its member school districts. Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct constituting harassment as defined herein and by state and federal law violate this policy. Retaliation against any person raising good faith allegations of unlawful harassment or against any witness cooperating in an investigation pursuant to this policy is prohibited.

### A. Definitions

1. **Employee:** For purposes of this policy, any person employed by and subject to the direct supervision of the district or supervisory union.
2. **Unlawful Harassment:** Verbal, written or physical conduct based on an employee's race, religion, color, national origin, marital status, sex (including pregnancy), sexual orientation, gender identity, age, political affiliation, ancestry, place of birth, genetic information or disability which has the purpose or effect of substantially interfering with an employee's work or creating an intimidating, hostile or offensive environment.
3. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
  - b. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting such individual; or
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
4. **Retaliation.** Retaliation is adverse action taken against a person for making a complaint of unlawful harassment or for participating in or cooperating with an investigation.

## **B. Examples**

Unlawful harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles an employee because of the employee's race, religion, color, national origin, marital status, sex (including pregnancy), sexual orientation, gender identity, age, ancestry, place of birth, genetic information or disability. Such conduct includes, but is not limited to: unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting or the display or circulation of written materials or pictures.

### **Sex**

Sexual harassment may include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities.

### **Race and Color**

Racial or color harassment may include unwelcome verbal, written or physical conduct directed at the characteristics of a person's race or color such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.

### **Religion**

Harassment on the basis of religion includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's religion or creed such as derogatory comments regarding surnames, religious tradition, or religious clothing, or religious slurs.

### **National Origin and Place of Birth**

Harassment on the basis of national origin includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's national origin or place of birth such as negative comments regarding surnames, manner of speaking, customs, language or ethnic slurs.

### **Age**

Age harassment includes unwelcome verbal, written or physical conduct directed at someone (an applicant or employee) age 40 or older, such as offensive remarks about a person's ability to perform certain tasks because of his or her age.

### **Marital Status**

Harassment on the basis of marital status includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's marital status, such as comments regarding pregnancy or being an unwed mother or father.

### **Sexual Orientation**



Harassment on the basis of sexual orientation includes unwelcome verbal, written or physical conduct directed at the characteristics of a person's sexual orientation.

### **Gender Identity**

Harassment on the basis of gender identity includes unwelcome verbal, written or physical conduct directed at an individual's actual or perceived gender identity, or gender-related characteristics intrinsically related to an individual's gender or gender identity, regardless of the individual's assigned sex at birth.

### **Disability**

Disability harassment includes any unwelcome verbal, written or physical conduct directed at the characteristics of a person's disabling mental or physical condition such as imitating manner of speech or movement, or interference with necessary equipment.

### **Genetic Information**

Genetic information harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about family medical history.

## **D. Procedure**

1. **Duty to Investigate.** In the event the district or supervisory union receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The Grand Isle Supervisory Union and its member districts are committed to take action if information regarding potential unlawful harassment is learned, even if the aggrieved employee does not wish to file a formal complaint.
2. **Designated Persons.** Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the non-discrimination coordinators or to the principal at the following address and telephone number:

Non-Discrimination Coordinators: Erin Dye, Human Resources  
Address: 224 US Route 2, Grand Isle, VT 05458  
Telephone number: (802)372-6921 ext. 2002

### **For Alburgh School District**

Principal: Marlon Maylor  
Address: 45 Champlain St., Alburgh, VT 05440

Telephone Number: (802)796-3573

**For Champlain Islands Unified Union School District**

Principal: Amanda Ellison and/or Ashley Hanlon

Address: Grand Isle Campus: 224 US Route 2, Grand Isle, VT 05458; North Hero Campus: 6441 US Route 2, North Hero, VT 05474

Telephone number: Grand Isle Campus: (802) 372-6913; North Hero Campus; (802)372-8866

**For South Hero School District**

Principal: Susan McKelvie

Address: 75 South St., South Hero, VT 05486

Telephone Number: (802)372-6600

3. **Investigation.** Allegations of unlawful harassment will be promptly investigated by a non-discrimination coordinator or his/her designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the district or Supervisory Union will take appropriate disciplinary and/or corrective action. The non-discrimination coordinator or his/her designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s), the complainant(s) and any witness(es) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.
4. **Filing a Complaint.** Employees are encouraged to report the alleged unlawful harassment as soon as possible to the non-discrimination coordinators or the principal.
5. **Alternative Complaint Processes.** Employees may file complaints with both the district or supervisory union and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. The agencies are:
  - a. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171. Complaints should be filed within 300 days of any unlawful harassment.
  - b. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, tel: (617)565-3200 (voice), (617)565-3204 (TDD). Complaints should be filed within 300 days of any unlawful harassment.

**6. Confidentiality.** Witnesses, complainant and the accused shall keep confidential matters related to the charge of unlawful harassment.

	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>	<i>7/22/2019</i>	<i>7/15/2019</i>	<i>6/11/2019</i>	<i>6/20/2019</i>
<i>Date Adopted</i>	<i>8/27/2019</i>	<i>9/16/2019</i>	<i>7/9/2019</i>	<i>8/8/2019</i>

*Legal Reference(s): 9 V.S.A. §§4502 et seq. (Public accommodations)*  
*16 V.S.A. 11(a)(26) (Definitions)*  
*21 V.S.A. §§495 et seq. (Unlawful employment practice, sexual harassment)*  
*42 U.S.C. §§2000e et seq. (Title VII of the Civil Rights Act of 1964)*  
*29 C.F.R. 1604.11 (Equal Opportunity Employment Commission)*

*Cross Reference: Harassment, Hazing & Bullying of Students*  
*Board Commitment to Non-Discrimination*

# Acknowledgement of Receipt of Grand Isle Supervisory Union Employee Handbook

I acknowledge that I have received a copy of the Grand Isle Supervisory Union Employee Handbook (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as other policies and procedures of the GISU.

I also understand that the purpose of this Handbook is to inform me of the policies and procedures common to the Grand Isle Supervisory Union and its member Schools, and it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any GISU employee. I also understand that the Grand Isle Supervisory Union and its member schools have the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Please print your full name*

Please sign and date one copy of this acknowledgement, return one to Human Resources and retain a second copy for your reference.