



Employee Handbook

Introduction

Welcome to the growing family of people working together at Bangor Township Schools. We are happy to have you as a member of our team. We are confident that you will find your employment here both challenging and rewarding.

This is a great place to work. You will find an incredible staff who provide exceptional service to our students and families. We strive to provide academic excellence in a friendly and professional manner. This requires cooperation with fellow employees and performing our duties in a positive, faithful and diligent manner.

This handbook has been prepared to answer new employees' as well as current employees' questions. Please feel free to ask the Superintendent or your immediate supervisor if you have any specific questions that are not addressed in the Handbook. This Handbook applies to all employees of Bangor Township Schools; however, Bangor Township Schools intends to abide by the terms of its collective bargaining agreements (CBAs) with exclusive bargaining representatives, and nothing in this handbook is intended to supercede, replace, or conflict with those terms. To the extent of any conflict, the terms of the CBAs will have control over the handbook provisions.

It is important to know that this Handbook supersedes prior practices and previous handbooks of Bangor Township Schools (not covered by existing CBAs), oral or written. Accordingly, **THIS HANDBOOK RESCINDS HANDBOOKS PREVIOUSLY IN EFFECT.** All employees are subject to the Bangor Township School Board Bylaws and Policies as may be amended and such Bylaws and Policies shall control over any conflict with this handbook.

Any and all statements and policies herein are subject to unilateral change in whole or in part by Bangor Township Schools at any time, with the sole exception being matters concerning union employees addressed in current CBAs. Bangor Township Schools retains the right to change, modify, suspend, interpret or cancel in whole or in part any of the published or unpublished Human Resource policies or procedures without advance notice, in its sole discretion, without having to give cause or justification or consideration to any employee. Recognition of these rights and prerogatives of Bangor Township Schools is a term and condition of employment and of continued employment.

THIS EMPLOYEE HANDBOOK IS NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT. For non-union employees, the employment relationship is terminable at the will of either the district or the employee. This means that just as any non-union employee may terminate their employment with Bangor Township Schools at any time, so may the District terminate an employee at any time for just cause.

The terms of the employment relationship and any provision of this handbook may not be revised by oral statements made by supervisors. Modifications can only be made by the Board of Education and those modifications, to be effective, must be in writing and signed by both the employee and the Superintendent of Bangor Township Schools.

Bangor Township Schools may unilaterally set rules and regulations governing the conduct of non-union employees. The rules, however, are intended to cover all circumstances and do not alter the fact that the employment relationship is terminable at the will of either party.

The Bangor Township Board of Education complies with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education and the Michigan State Department of Education. It is the policy of the Bangor Township Schools that no person - on the basis of sex, race, color, religion, national origin or ancestry, age, marital status, or handicap - shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program, employment practice, or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education or the Michigan State Department of Education.

DISTRICT SCHOOLS

John Glenn High School

3201 Kiesel Road
Bay City, MI 48706
Telephone # 989-684-7510
Kevin Biskup- Principal
Tony Bacigalupo - Assistant Principal

Christa McAuliffe Middle School

3281 Kiesel Road
Bay City, MI 48706
Telephone # 989-686-7640
Renee Mrozinski – Principal
Jeffrey Albrecht– Assistant Principal

Central Elementary School

208 State Park Drive
Bay City, MI 48706
Telephone # 989-684-8891
Rodney Woods- Principal

Lincoln Elementary School

2771 N. Euclid Avenue
Bay City, MI 48706
Telephone # 989-686-7639
Kellie Kekel- Principal

West Elementary School

3175 E. Wilder Road
Bay City, MI 48706
Telephone # 989-684-3373
Craig Pfenninger- Principal

Bangor North Preschool and Daycare

504 Revilo Drive
Bay City, MI 48706
Telephone # 989-684-4890
Nichole Keister-Early Childhood Education Director

Address information about other program sites may be accessed through the Bangor Township Schools Website or by calling the secretary at the numbers listed above.

Employment Process

General Employment Information

All applicants seeking employment with Bangor Township Schools must complete an application through AppliTrack and must submit the following:

- Transcripts, certification, and/or licensure as applicable;
- Pre-employment Investigation, Applicant Acknowledgment, Authorization, Consent, and Release form (PA 189);
- A request for fingerprints, criminal history, and criminal records check from the Michigan State Police and the FBI (Ref. Board Policy 3121, 4121);
- Federal and state withholding forms;
- Form I-9 (with driver's license, birth certificate, and social security card);
- Insurance Forms or waiver/Beneficiary form where applicable.

Job Descriptions

Job descriptions for all District positions are established through the Superintendent. Job descriptions are reviewed periodically and revised by job requirement changes. These job descriptions include the job title, qualifications, performance responsibilities, and terms of employment. These job descriptions are available to you from your supervisor, and are subject to change/revision/or modification by the District.

Payroll Procedures

The following items must be furnished to the Payroll Office before new staff members can be paid:

- New Employee Form - includes the new staff member's Social Security number, account number, correct name, address, and hire date which must be verified by the Personnel Department and submitted to the Payroll Department prior to the first pay date. Verification of the Social Security card must be available to the Payroll Department upon request.
- Employee Tax Withholding Certificate – forms that authorize the District to calculate the appropriate withholding amount for Federal and State taxes (W-4, MI-W-4).
- Beneficiary Nomination Form – by law, employees of Michigan public school districts must belong to the Michigan Public Schools Employee Retirement System (MPERS) except those exempt by law. During initial employment, a beneficiary form must be completed to determine the funding of future retirement benefits.

Timesheets

All nonexempt employees must submit a timesheet by Friday of the week prior to the payroll distribution date. Timesheets are available from the school or department secretary. All hours worked in excess of those described in the Fair Labor Standards Act (40 hours per week), or by bargaining agreement must be approved in writing prior to submission to payroll. Your supervisor will outline the guidelines for your area. Falsification of timesheets shall be considered serious misconduct and will result in discipline up to and including possible discharge.

Paychecks

Employees are required to sign up for direct deposit of their paycheck to their financial institution. For a calendar of the payroll periods, and a direct deposit election form, contact the Payroll Office. Completed forms must be submitted to the Payroll Office.

Time Away from Work

Absence Reporting

If an employee anticipates or is unable to report to work due to personal reasons, an illness or other emergency, he/she must promptly notify Willsub (if applicable) and their supervisor to report the absence. An employee will call to report the absence, the hours away from work, and the reason for the absence. Deviations from this requirement must be approved by the employee's supervisor.

All use of sick leave, business days, and vacation days will be, when applicable, within the provisions of the contractual agreement. It is the employee's responsibility to complete an Absence Form and obtain the Supervisor's signature within 24 hours of the absence.

Absences need to be reported on an Absence Form for the following:

- Illness (including FMLA and Workers Compensation)
- Family Illness (in accordance with bargaining unit agreements)
- Personal Business Day
- School Related Meetings (workshops/conferences)
- Vacation
- Unpaid Leave of Absence
- Bereavement (in accordance with bargaining unit agreements)
- Jury Duty
- Bargaining Unit Day (in accordance with bargaining unit agreements)
- Court Appearance (work-related)
- Military Leave
- Other

Court appearances pertaining to Bangor Township Schools will be handled in the same manner as jury duty subject to provisions of the bargaining unit

agreement and/or Board policy. Court appearances not pertaining to Bangor Township Schools will be considered non-paid days unless use of appropriate leave time is requested and approved.

Absences due to illness (sick days) before or after a holiday or break may require a note from a physician. The note must be turned in to the building Principal upon the employee's return to work.

When an employee is off from work three (3) days or more due to personal illness, a medical certification authorizing the employee's return to work, fitness for duty, must be submitted to the Director of Human Resources and approved by the Superintendent prior to returning to work. In certain cases, a fit for duty examination from an independent physician may be requested prior to employee returning to work.

It is a professional expectation that when a teacher is absent, with the exception of extended leaves permitted via the bargaining agreement, they leave detailed, complete lesson plans for the substitute teacher for every day absent.

Family and Medical Leave Act FMLA

Employees who have worked at least twelve months and have accumulated at least 1,250 hours during the preceding twelve months may request an unpaid leave of absence for up to twelve weeks for the following reasons:

- birth of a child to the employee,
- adoption of a child by the employee,
- a child has been placed with the employee for foster care,
- to care for the spouse, child, or parent of the employee, if the spouse, child, or parent has a serious health condition,
- a serious health condition that makes the employee unable to perform his or her job duties. *Serious health condition is as defined in FMLA, 29 U.S.C. 2611(11)

The request for leave must be in writing and should be presented to the Director of Human Resources at least thirty days in advance of the requested departure date. Employees who are requesting the leave for health reasons must provide medical certification of the need for the leave and the duration of the leave. Bangor Township Schools will continue group health coverage for those employees who are covered under the District's medical insurance at the time of the leave subject to the conditions defined under the Family Medical Leave Act. If the employee fails to return to work following the leave, he or she may be required to repay the insurance premiums paid by the District on behalf of the employee during the leave. Employees on family leave will not continue to accumulate service time or benefits while on

leave. FMLA leave time shall be coordinated with any other leave time.

Employees with more specific questions about the District's FMLA policy are advised to contact the Director of Human Resources. (Ref. Board Policy 1630.01, 3430.01, 4430.01)

Extended Medical Leave

Requests for extended leaves for reasons other than medical/disability, or for medical/disability leaves beyond the 12 weeks as determined by the FMLA, shall be submitted to the Superintendent or his/her designee. Approval of the leave is subject to provisions of the bargaining unit agreement, and/or Board policy, and is generally within the discretion of the District.

Benefits

The District offers various health and non-health related benefits to employees based on employment status. Eligibility and benefit level is described in bargaining unit agreements and Board policy for those non-represented employees. Questions may be referred to the Director of Human Resources.

Worker's Compensation

Employee accidents must be reported immediately to your immediate supervisor or to the Director of Human Resources. If medical treatment is required, employees must have prior approval before visiting a medical facility, unless it is a medical emergency. We generally refer accident victims to Covenant Occupational Health across from Meijer on Wilder Road. An Employee Accident form must be promptly completed to ensure proper handling of the claim. Accident forms are available from the Edison Administration Building or from your building's secretary. While an individual is on Worker's Compensation disability leave, the individual's FMLA leave (if any exists) will run concurrently.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Continuation of medical benefits is provided for under the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA requires that the District extend the opportunity to continue medical, prescription drug, and dental coverage to an employee at the time of termination for a period of 18 months from termination. The employee must pay the full premium for the elected coverage.

Employee Conduct Related to Students

The Bangor Township Schools District regards children as our greatest asset.

We pledge to do everything we can to protect our students both physically and emotionally. Keeping children safe is our top priority.

Child Protection Act

Child abuse is defined as harm or threatened harm to a child's health or welfare, which occurs through non-accidental physical or mental injury; including sexual abuse, exploitation, or maltreatment.

Child neglect includes negligent failure to provide adequate food, clothing, shelter, or medical care and placing a child at unreasonable risk to health or welfare by failure of the parent, legal guardian, or other person responsible for the child's health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.

Sexual harassment is unwanted and unwelcome behavior of a sexual nature which interferes with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment or of adversely affecting the employee's or student's performance, advancement, assigned duties or any other condition of educational programs, employment or career development. The following examples are intended to include all persons affiliated with the Bangor Township Schools, whether adults or children, students or non-students. These examples are provided to illustrate the type of conduct proscribed by this policy; the list is not exhaustive.

- Unwelcome leering, staring, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Unwelcome graphic verbal comments about an individual's body or overly personal conversation.
- Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
- Unwelcome spreading of sexual rumors.
- Unwelcome touching of an individual's body or clothes in a sexual way.
- Cornering or blocking of a sexual nature of normal movements.
- Displaying objects in a sexually suggestive manner in the educational or work environment.
- Unwelcome teasing or sexual remarks about a student enrolled in a predominately single-sex class.
- Conditioning academic and/or student activity privileges on submission to unwanted sexual conduct from students or non-students.
- Failure to provide a safe and nurturing environment for students.

ALL INSTANCES OF SUSPECTED CHILD ABUSE OR NEGLECT MUST BE REPORTED TO

THE DEPARTMENT OF HUMAN SERVICES IN BAY CITY, MI. THE REPORTING PERSON IS AT NO LIABILITY IF THE REPORT OF SUSPECTED ABUSE OR NEGLECT IS FILED IN "GOOD FAITH", WITHOUT BIAS TOWARD THE SUSPECTED ABUSER.

If an employee is reported as being suspected of, or in fact is, abusing and / harrassing a child, the incident(s) will be investigated and the employee will be terminated or suspended with pay depending on the severity and nature of the accusation against the employee. An investigation will be conducted immediately and confidentially. **Employees found to have engaged in child abuse, harassment, and/or neglect will be disciplined up to and including termination.** (Ref. Board Policy 5540, 8462)

Medication Distribution

Medication of any kind, whether prescription or over-the-counter, will be administered to a student in accordance with district policy. No medication shall be administered without written approval of the student's parent or legal guardian and physician's directive. The administration of authorized medication shall be logged by the building administrator or his/her designee in the school's medical diary which shall be maintained for these purposes and filed for future reference.

Student Records/Family Education Right to Privacy Act – FERPA

Parents of students, or eligible students who have attained the age of eighteen, have rights under the Family Education Rights and Privacy Act of 1974. In view of this, and to ensure compliance with FERPA, the following is expected of all employees:

- **ALL PERSONALLY IDENTIFIABLE INFORMATION FOR A STUDENT IS TO BE TREATED AS CONFIDENTIAL.** The school district will disclose information from a student's record only with the written consent of the parent or eligible student except to school officials who have a legitimate educational interest in the records or as may be otherwise proscribed by law. A school official is defined in Board Policy.

Human Resources Procedures

Changing Personal Data

When there is a change in address, phone number, or name a change form must be submitted to the Finance Specialist. When the change also includes marital status, number of dependants, etc, a change form must also be submitted to Payroll.

If the change involves benefits, those changes must be made by the employee using the online benefit management system.

District Hours and Hours of Work

Each school has established operational hours. Employees will follow the

schedule for their school or building unless otherwise directed by their supervisor. Hours may change due to circumstances that may include, but are not limited to, program modification, transportation routing, Acts of God, or other decisions at the program site.

Employees are expected to be at their work site during working hours. When employees must leave their work site, they will notify their supervisor and sign out on a sheet provided for that purpose. Any deviation from an employee's regular work schedule should be approved as early as possible and noted on their time sheet. Employees are required to attend scheduled staff meetings unless excused by their supervisor. Each department will announce the time and place for the meetings as early as possible.

Dress Code (Ref. Board Policy 3216, 4216)

The Board of Education and the administration encourage all employees to maintain a professional appearance at all times and dress appropriately to reflect their position within the District. Employees showing good taste in their dress represent a positive example to our students and the community. The following dress code shall apply:

All Employees	
DO'S	DON'TS
Suits	Blue jeans**, jogging suits
Slacks	Overalls
Khaki/twill pants	Shorts
Polo/golf shirts	Velcro or very casual sandals (eg: Texas, flip-flops)*
Sport coats	Tank tops, except when worn with a jacket
Closed toed (loafers, etc.) or dressy open-toed shoes	Athletic shoes*
Men	
DO'S	DON'TS
Ties (optional)	
Collared shirts	Non-collared shirts
Sweaters with collared shirt underneath	
Women	
DO'S	DON'TS
Capris (below the knee)	Bare mid-riff
Longer skirts/dresses to the knee	Mini-skirts/short skirts
Blouse, sweaters, knit tops	
Leggings permissible if accompanied by a tunic length top.	Leggings with a waist length or shorter top.

*Exception for certain medical conditions. Exception must be in writing from a physician and approved by appropriate supervisor on a year to year basis.

**On Pay-Day Fridays, jeans with no holes are allowed.

Use of Technology and Internet Access and E-mail

District telephones, fax machines, e-mail access, photo copiers, computers, printers, Internet access and other technology are provided to further the district's goals. Those who use technology are expected to use common sense and adhere to the norms of behavior in the school community. Use by a district employee for illegal, immoral, to solicit others to break the law, or for commercial purpose is a violation of administrative rules. Employees who violate these rules are subject to disciplinary action up to and including discharge. **NO EXPECTATION OF PRIVACY EXISTS FOR EMPLOYEES USING THESE TECHNOLOGY SYSTEMS.** The use of electronic information resources is a privilege, not a right. The district "**Technology Use Agreement**" must be completed and returned to the Director of Human Resources at the Edison Administration Building for approval before computer network access is granted for all new employees. The District may limit, suspend, or revoke network and/or Internet access. Inappropriate use of these resources may result in disciplinary action up to and including discharge. Acknowledgement of this policy coincides with an employee's signature acknowledging the handbook.

Long Distance Telephone Calls

Telephones are maintained for school business. Use of school phones for personal convenience is limited to necessary calls. The employee is responsible for the cost of any personal long distance calls or fax transmissions.

Employee Mail

Employee mailboxes are located where practical. This box is for the employee's school-related mail and communications only. All employees are expected to check their mailboxes regularly and will be held accountable for notices and memorandums in their boxes.

E-Mail

Each employee is provided an e-mail account for school-related communications. All employees are expected to check e-mail daily. There is no expectation in privacy of school mail system. District staff shall not send or forward mass e-mails, even if the e-mails concern District business, without prior approval of the building principal (ref. Board Policy 7540.05).

US Mail

Letters and packages related to an employee's work assignment can be turned in to the building secretary for mailing. No personal mail shall be submitted through the contracted mail service.

Supplies

Individual buildings and departments purchase their own supplies. The supervisor is responsible for monitoring requests so that expenditures are within budgeted amounts. The purchase of personal items with district funds or use of the district's name to acquire discounts on personal purchases is prohibited. (Ref. Board Policy 2521)

Facilities and Inventory Management

Protection, care, and maintenance of district property are the responsibility of all district employees. All equipment shall be operated safely, and stored in a safe place when not in use. Procedures for district facilities management are available from the Director of Finance and Operations and will be reviewed with employees by their supervisor. (Ref. Board Policy 7410, 7530)

Expense Reimbursement

It is the district's policy to reimburse employees for reasonable expenditures incurred as a result of required district travel or business in line with the employee's duties and responsibilities. Only necessary and reasonable business expenditures will be reimbursed. A "**School Business Leave and Travel Reimbursement Request**" must be submitted to the Accounts Payable Secretary before any trip or conference plan is finalized. This form requires the Supervisor's signature as well as the Superintendent's signature. Employees are responsible to assure expenses conform to appropriate statutes and regulations, as well as Board Policy. It is necessary to submit detailed receipts for expenses to be reimbursed. Alcoholic beverage charges will not be reimbursed.

Public Relations

The official spokesperson for the Bangor Township Schools is the Superintendent or his/her designee. All official statements will be handled through the Superintendent's office at the Edison Administration Building, telephone number 989-684-8121. In the event that the media or other individual or group makes contact with you regarding any issue, you are required to refer him/her to the Superintendent's office.

Board Meetings

The location of the regular monthly meeting rotates among the schools. Each school building will usually host a Board of Education meeting once each year. A schedule will be determined at the Organizational Meeting in early July. All other meetings will be at the Edison Administration Building, 3359 E. Midland Rd., Bay City, MI, unless otherwise determined by the Board and duly posted. A copy of the Board of Education meeting schedule is available at the Edison Administration Building and on our website.

Special meetings may be held from time to time as necessary with publication of notice.

Buildings and Grounds / Security

Parking

Each District facility has designated parking areas for the security and safety of the staff. Your supervisor will inform you of the parking area you will use.

Keys

Office and room keys will be issued to employees when appropriate. Building keys and fobs will be issued to staff by the Director of Finance and Operations. A request form must be properly filled out, signed, and kept on file at the Edison Administration Building for a key and/or fob to be authorized. All keys and fobs must be returned when employment is ended or the employee will be charged for the keys and / or lock changes that may be necessary. Keys must be securely maintained and may NOT be shared.

District Emergency Operations Plan

Each building or facility has a specific crisis operations plan. It is important for all employees to be aware of the plan details and their role in the case of an emergency. Your building administrator will cover your responsibility under the district policy and procedure with you. Please check with the building administrator for a copy of the plan and if you have any questions or need clarification.

Use of District Vehicles

Some District staff will use a District vehicle for the transport of students and/or employees for field trips and meetings. Only a properly licensed driver may drive these vehicles. All traffic laws and Board policy and regulations must be observed while driving a District vehicle. Please communicate any problems with the operation of the vehicle to your supervisor.

Use and Maintenance of Equipment/Facilities

A Maintenance Request must be submitted to the appropriate Zone Leader for the maintenance and repair of the facility and some equipment. Services provided by Building Operations will include changing light bulbs, cleaning carpets, repair of door handles, etc. Some of the mechanical and/or electronic office machines are covered by maintenance contracts. See your supervisor to determine the procedure to handle your particular need. Maintenance Requests are available in each building's office or they may be submitted directly to the Maintenance Department by filling out the form on the district website at www.bangorschools.org. Personal use of district

owned equipment is prohibited and violation may result in discipline. These forms should be available from your building secretary or by calling the Edison Administration Building to receive one.

Safety in the Workplace

Reporting Accidents

If an employee is aware of any accident involving a student, guest, member of the public and/or an employee, it must be reported as soon as possible to your supervisor. The accident should be reported using the Accident Report Form and submitted to your supervisor within 24 hours. (Ref. Board Policy 8442)

Possession, Transporting, or Transmitting Dangerous Weapons

Per Board Policy 3217, 4217, no employee shall be in possession of any weapon or facsimile on school property at any time. Please refer to this policy for descriptions of such weapons, as well as the term "firearm." In accordance with applicable law and collective bargaining agreements, the Superintendent is authorized to discipline any employee who violates this policy. (Ref. Board Policy 3217, 4217)

Hazardous Materials

State, Federal, and school board policy require proper handling and disposal of hazardous materials and chemicals. It is imperative, to ensure your own safety as well as students and other employees, that you are familiar with the hazardous materials and chemicals in your workspace, how they pose potential risk, and procedures to eliminate or reduce exposure. Material Safety Data Sheets are available for your review at the Edison Administration Building and in the school office. (Ref. Board Policy 8431)

Blood-borne Pathogens/Body Fluids

The District has adopted an exposure control plan that observes the practice of universal precautions to prevent contact with blood and other potentially infectious materials in body fluids. All human blood and other body fluids are to be treated as if they are known to be infectious. All employees are given review sessions each year to ensure they have current information about this topic. (Ref. Board Policy 8453)

Disposable latex gloves are to be worn when cleaning up injuries and accidents. These gloves are to be discarded after use with a single individual.

Any surface on which an individual has bled, vomited, urinated, defecated, or wiped their nose, must be cleaned in one of two ways. A mixture of one-part bleach to ten parts water may be used or the surface may be sprayed with germicidal foam cleaner, then wiped.

Where To Go To With Questions

Edison Administration Building..... 989-684-8121
3359 E. Midland Road
Bay City, MI 48706

Superintendent Matthew Schmidt..... ext. 1208
Director of Finance Kurtis Pake..... ext. 1204
Director of Human Resources/District Compliance Officer/Title IX Coordinator
..... Jamie Doran..... ext. 1217
Director of Curriculum..... Melissa Vrable..... ext. 1205
Virtual School Director..... Tom Atkinson..... ext. 1212
Administrative Assistant..... Shelby Putnam..... ext. 1201
Administrative Assistant..... Indee Winchell..... ext. 1218
Finance Specialist..... Holly Hartz..... ext. 1210

Policies

Policy Against Discrimination and Retaliation

The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation, and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Bangor Township Schools does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. (Ref. Board Policy 1422, 3122, 4122)

Complaint Procedure (Ref. Board Policy 3122, 4122)

Section 1:

If any person believes the Bangor Township Schools or any part of the school organization is in some way discriminating on the basis of race, religion, color, gender, age, marital status, national origin, handicap, height, weight or any other status protected by federal, state or local law, in providing instructional opportunities, job placement assistance, employment practices, policies governing student conduct and attendance, or in any other services provided by the Bangor Township Schools, he/she may bring forward a complaint which shall be referred to as a grievance, to the Bangor Township Schools District Compliance Officer at the following address:

Jamie Doran or Kurtis Pake
Director of Human Resources/District Compliance Officer/Title IX Coordinator
Bangor Township Schools
3359 E. Midland Rd.
Bay City, MI 48706

Complaints regarding disability/handicap discrimination involving educational services, programs and activities should be first directed to the Special Education Director at:

Jennifer Ayers
Director of Special Education
Bay Arenac ISD
4228 Two Mile Rd.
Bay City, MI 48706

Section 2:

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with:

- The Bangor Township Schools' District Compliance Officer for all complaints of discrimination other than complaints by parents/guardians or complaints of disability/handicap discrimination involving educational services, programs, activities.
- The Special Education Director in the case of complaints of disability/handicap discrimination involving educational services, programs, activities.

These people will, in turn, investigate the complaint and reply with an answer to the complaint within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the District Compliance Officer within five (5) business days of receipt of answers to the informal complaint. The District Compliance Officer shall further investigate the matters of grievance and reply in writing to the informal complaint. The District Compliance Officer shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the District Compliance Officer, he/she may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the local Compliance Officer's response. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C., 20201. The complainant, at any time, may contact the Office of Civil Rights.

Policy Against Workplace Harassment (Ref. Board Policy 1662, 3362, 4362)

It is the policy of Bangor Township Schools that we will not tolerate harassment or abuse of any kind whether because of any employee's race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") or other legally protected status ("harassment") encountered by any of its employees as a result of their employment with Bangor Township Schools. This policy applies to all employees or other individuals who represent or serve Bangor Township Schools in any capacity.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication constitutes harassment and will not be tolerated when:

- Submission to the conduct or communication is made either in an explicit or an implicit condition of employment;
- Submission or rejection of the conduct or communication by an individual is used as a factor in an employment decision affecting the harassed employee; or
- The conduct or communication has a purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive work environment.

Examples of prohibited conduct include, but are not limited to: lewd or sexually-suggestive comments; off-color language or jokes; slurs or verbals, graphic or physical conduct related to an individual's protected class; or any display of sexually-explicit pictures, greeting cards, articles, books, photos or cartoons. Any employee or applicant who believes this policy may have been violated shall report the incident to any Administrator of Bangor Township Schools with whom the employee feels comfortable or to the Title IX Coordinator/District Compliance Officer/Human Resources Director. Bangor Township Schools will not permit or tolerate any form of reprisal or retaliation against an employee or applicant reporting any incident of claimed harassment.

It is each employee's responsibility to eliminate all forms of harassment. It is particularly the responsibility of each supervisor to prevent such behavior from occurring within his/her work area, and to provide a work environment free from all harassment. It is the responsibility of each and every employee of Bangor Township Schools to report all incidents of harassment forbidden by this policy. We request that you immediately make any report so that a complaint can be quickly and fairly resolved.

Complaints of improper harassment will be promptly and carefully investigated. Investigation may include interviews of possible witnesses including the person claiming the harassment occurred, and the person or persons claimed to be involved in the harassment. The privacy of the person

issuing the complaint, of the person accused, and the steps taken in the investigation will be protected to the extent possible, except that the employer will report its findings to the person making the complaint and to the person or persons who are claimed to be involved.

If the employer's investigation establishes that the complaint is valid, immediate and appropriate corrective action will be taken to stop the harassment and prevent its recurrence.

Persons with Disabilities

Under Michigan and Federal law, a qualified individual may not be discriminated against in employment because of a disability that can be reasonably accommodated to enable the qualified individual to perform the job. Qualified individuals with disabilities who feel accommodation is needed to perform the essential functions of their job must notify the Superintendent in writing of the need for accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed.

Drug Free Schools

Federal law and the District Board of Education, prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school, in school approved vehicles, or at/during any school-related event. Drugs include any alcoholic beverage, non-prescribed drug, or controlled substance. Compliance with this policy is mandatory for all employees. Any employee who violates this policy will be subject to disciplinary action up to and including termination. (Ref. Board Policy 3122, 4122)

Smoking and Use of Tobacco Products

Per the Michigan Penal Code, Ref. 750.473, no smoking is allowed in any district building or on any district property at any time. No smoking is allowed on outdoor property. Employees are not to smoke or use any smokeless tobacco in any District building, at any District activity, or in the vicinity of students while involved in employment related activities. (Ref. Board Policy 3215, 4215) Similarly, vaping of any tobacco or other product is prohibited by staff or students.

Gaming Activities

It is considered a violation of Michigan State Statutes to operate or participate in any gaming activities including any type of pool whether sports, payroll check, etc. that involves wagering bets. All Bangor Township Schools employees are prohibited from operating or participating in illegal gaming activities. This includes gaming activities described above. The prohibition applies while you are acting as an employee of Bangor Township Schools.

Pupil Abortion Disciplinary Policy

It is considered a violation of Michigan State Statutes for a staff member to refer/assist a student in getting an abortion; or to promote abortion; or to dispense birth control on school property. Any staff member in violation of this policy will be disciplined as well as fined at least 3% of their annual compensation. (Ref. MCL 380.1507, 388.1766)

School Climate

Employees need to realize the importance of maintaining a positive school climate. Employees in our elementary and middle school buildings are required to utilize MiBLiSi initiatives (elementary buildings only).

To protect the rights of all students and groups for a safe and secure learning environment, the Bangor Township Schools Board of Education prohibits acts of bullying, harassment, and other forms of aggression and violence. All administrators, faculty and staff are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior. The Bangor Township Schools Board of Education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of the policy. All school employees are required to report alleged acts of bullying and/or harassment to the building principal and /or the principal's designee, or to the Human Resources Director, and/or the Office of the Superintendent. Building principal and/or principal's designee or the Human Resources Director shall be responsible for documenting and completing a Bullying Prevention and Intervention Incident Report form that will be available in each building. Upon completion of the form it must be submitted to the Director of Human Resources.

Social Networking

As a cautionary note to employees, exchanges on social networking sites can be viewed and shared by parents, staff, students and community members. Social networking must not be used to harass, threaten, libel, malign, defame, disparage or discriminate against Bangor Township Schools, co-workers, students, or others. As an employee of Bangor Township Schools, it is important to be ethical and appropriate when social networking. Social networking must not interfere with Employee work obligations.

Standards of Conduct

These rules governing personal conduct are intended to promote the orderly and efficient operation of Bangor Township Schools, as well as protect the rights of all of our employees. The following conduct is prohibited and will not be tolerated by Bangor Township Schools. This list is for illustration

purposes only; other types of conduct that may jeopardize the personal safety, security or welfare of Bangor Township Schools or its employees may also be prohibited. This list is not intended to modify your at-will employment relationship:

1. Consuming, possessing, reporting to work under the influence of, or working under the influence of "controlled substances" or alcoholic beverages or other narcotics.
2. Theft, deliberate, or careless damage of any property of Bangor Township Schools or the property of any employee or student.
3. Deliberate destruction of any property of Bangor Township Schools or the property of any employee or student.
4. Unauthorized use of the property, equipment, or facilities of Bangor Township Schools.
5. Unauthorized use of telephones for personal use during working hours or use or possession of another employees' personal equipment or possessions without the employee's consent.
6. Removal of any property or records from the premises of Bangor Township Schools without permission from principal or supervisor.
7. Insubordination or refusal to obey or willful failure to carry out verbal or written instructions of supervisor.
8. Provoking a fight or fighting during working hours or at any time on the property of Bangor Township Schools.
9. Carrying firearms or any other dangerous weapons at any time on Bangor Township Schools' premises.
10. Engaging in criminal conduct whether or not related to job performance.
11. Falsifying records or revealing confidential information to unauthorized persons.
12. Unlawful discrimination, harassment or retaliation.
13. Failure to observe working schedule, including lunch and rest periods.
14. Abuse of paid sick leave.
15. Failure to provide a physician's certificate when requested or required to do so.
16. Sexual harassment and / or offensive fraternization with students will not be tolerated.
17. Failure to provide a safe and nurturing environment for students.
18. Use of personal cell phone for making calls or texting during work hours unless it is due to an emergency circumstance.
19. All ethical responsibilities as generally set forth in Board Policy 3210. Copy is available on the website.

ACKNOWLEDGEMENT OF HANDBOOK

I have received a copy of the Bangor Township Schools Handbook. I understand that this handbook is designed to acquaint me with the current Human Resource policies, procedures, and benefits of Bangor Township Schools which govern my employment, and I understand that Bangor Township Schools reserves the right to interpret, modify, or eliminate any of these policies, procedures and benefits at any time. I also understand that this handbook is not a contract or an offer to contract between Bangor Township Schools and any employee.

I have read and agree to abide by the Staff Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and/or Guidelines is inappropriate and may constitute a criminal offense.

7540.04 F1 STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT: To access and use District Technology and Information Resources, including a school-assigned e-mail account and/or the Internet at school, staff members must sign and return this form. Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for business, professional and educational purposes only. Unauthorized or inappropriate use may result in loss of this privilege and/or other disciplinary action. The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or designee may disable the technology protection measures to enable access for bona fide research or other lawful purposes. Staff members using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources. The Board reserves the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. To the extent that a staff member has the proprietary rights to the design of a web page, site, service or app hosted on Board-owned or District-affiliated servers, the staff member agrees to license in perpetuity the use of the web page, site, service or app by the Board without further compensation.

As a recipient of the employee handbook, I understand that I am responsible for knowing its contents and updates. I also understand that I have been given an opportunity to meet with my supervisor to discuss any or all of the information included in this handbook should I request to do so.

Online Signature: [Click Here](#)