

Riverview Community School District

Employee Handbook



ARRGH!

Academics, Responsibility, Respect, Growth, Honor.

Welcome to the Riverview Pirate Family!

We would like to welcome you as an employee of the Riverview Community School District. You have become an integral part of an exceptional district which serves close to 3,000 students. The Riverview Community School District is committed to providing our students with a high-quality, college and career ready, education which prepares students to be confident, productive citizens. To be effective in educating students, everyone on the team must work collaboratively and operate within the expectations of their position.

This Employee Handbook is a standard practice guide that provides information related to staff expectations and conduct, district-wide policies and procedures, payroll/salary, and benefits. The most up-to-date Employee Handbook can be referenced on the District website (www.riverviewschools.com) located under **Staff**. You are expected to carefully read the Employee Handbook and comply accordingly. If at any time you have questions about the information contained herein, please do not hesitate to ask your building principal, supervisor or the human resources department.

We are confident that you will find your employment here, as a Riverview Pirate, both challenging and rewarding. The Riverview Community School District values each and every employee and the important role that you play in the growth and achievement of our students.

Amendments and Master Agreement Provision

This Employee Handbook supersedes any and all conflicting prior practices and policies of the District, oral or written, and rescinds conflicting prior policies, procedures, handbooks or general District rules previously in effect. However, this Employee Handbook is subordinate to any Collective Bargaining Agreement which covers you and the provisions of any such Collective Bargaining Agreement shall prevail in the event of conflict with this handbook.

Any and all statements and policies contained in this Employee Handbook are subject to unilateral change, in whole or in part, by the District at any time. The District retains the right to change, modify, suspend, interpret or cancel, in whole or in part, any of the published or unpublished personnel policies and procedures of the District without advance notice in its sole discretion without having to give cause, justification or consideration to any employee. Recognition of these rights and prerogatives of the District is a term and condition of employment and of continued employment.

Equal Opportunity Employer

In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Riverview Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, genetic discrimination, weight, marital or family status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Riverview Community School District has appointed a Title VII, Title IX, Section 504/ ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints can be submitted by filling out this online form or by contacting the District Compliance Officer, Director of Curriculum and Grants, at:

Riverview Community School District
13425 Colvin
Riverview, Michigan 48193
(734) 285-9660 ext. 2

Table of Contents

Section 1: District Structure	7
1.1 Mission Statement	7
1.2 Vision Statement.....	7
1.3 District Goals	7
1.4 District Organizational Chart	8
1.5 District Building Contact Information	8
1.6 Frequently Requested Phone Numbers	9
1.7 District Contacts: Who do I call?.....	9
Section 2: Professional Expectations	10
2.1 Attendance/Tardiness	10
2.2 Conduct	11
2.3 Confidentiality	11
2.4 Customer Service	11
2.5 Dress Code.....	12
2.6 Financial Responsibilities	12
2.7 Keys	12
2.8 Outside Activities of Staff	13
2.9 Political Activities	13
2.10 Social Media	13
2.11 Staff Development Record	14
2.12 Staff Ethics.....	14
2.13 Tobacco Free School Law	14
2.14 Work Environment	15
2.15 Compliance Training.....	15
Section 3: Payroll/Salary Information	16
3.1 Direct Deposit	16
3.2 Electronic Pay Stubs.....	16
3.3 Garnishments	16
3.4 General Payroll Information	16
3.5 Jury Duty	17
3.6 Name Change.....	17

3.7 Overtime and Compensatory Time	18
3.8 Payroll Deductions	18
3.9 Retirement	18
3.10 Employees Enrolled in MPSEs	19
3.11 Leaving Public School Employment	19
3.12 Purchasing Service Credit	19
3.13 Tax Sheltered Annuities	19
Section 4: Benefits	20
4.1 Bereavement	20
4.2 Change in Status	20
4.3 COBRA	20
4.4 HIPAA	21
4.5 Insurance	21
4.6 Open Enrollment	22
4.7 Social Security Number Privacy	23
Section 5: Policies, Practices, and Procedures	24
5.1 Accident Reporting	24
5.2 Alcohol and Drug Testing	24
5.3 Alcohol or Drug Use	24
5.4 Board Policy	24
5.5 Complaint Resolution Procedure	25
5.6 Concussions Training	25
5.7 Conflict of Interest	25
5.8 Corporal Punishment	26
5.9 Crisis Plans	26
5.10 Disciplinary Actions	26
5.11 District Property Searches	27
5.12 Drug Free Schools	27
5.13 Emergency Building Closing	28
5.14 Employment At-Will	28
5.15 Evaluations	29
5.16 Incident Reports	29
5.17 Job/Position Descriptions	29
5.18 Mandatory Reporting	29
5.19 Mileage Reimbursement	30
5.20 Personal Protection Order	30
5.21 Personnel Files	30

5.22 Resignation Procedures.....	31
5.23 Safe and Secure Procedures.....	32
5.24 Solicitations/Distribution.....	32
5.25 Student Seclusion and Restraint.....	32
5.26 Tutoring	32
5.27 Universal Precautions/Bloodborne Pathogens.....	33
5.28 Weapons on School Property/Right to Carry.....	33
 Section 6: Technology	 34
6.1 District Telephones	34
6.2 Electronic Information Policy.....	34
6.3 Internet – Acceptable Use.....	34
6.4 Wireless Communication Device.....	35
 Section 7: Regulatory Compliance.....	 36
7.1 Nondiscrimination and Equal Employment Opportunity...36	
7.2 Age Discrimination Act of 1975	36
7.3 Americans with Disabilities Act of 1990 (Title II).....	36
7.4 Copyright and Fair Use Laws	37
7.5 Elliott-Larsen Civil Rights Act of 453 of 1976.....	37
7.6 FERPA.....	38
7.7 Harassment	39
7.8 Right to Know	39
7.9 Section 504 of the Rehabilitation Act of 1972.....	40
7.10 Title VI of the Civil Rights Act of 1964	40
7.11 Title VII of the Civil Rights Act of 1964	40
7.12 Title IX of the Education Amendments of 1972	40
 Section 8: Regulatory Compliant Procedure	 41
8.1 Definition of Regulatory Complaint.....	41
8.2 Regulatory Complaint Steps	41
8.3 Investigation and Complaint Procedure.....	42
8.4 Compliance Officer	43
 Section 9: Forms.....	 44
Nondiscrimination and Equal Opportunity/Access.....	44
Proposal for Procedural, Curricular, Instructional, Operational Changes.....	45
Receipt of Employee Handbook	46

Section 1

District Structure

Section 1.1

Mission Statement

In partnership with parents and community, the mission of the Riverview Community School District is to ensure that all students develop the knowledge, skills and character necessary to achieve their highest potential and to be productive members of an ever-changing global society.

Section 1.2

Vision Statement

ARRGH!

Academics, Responsibility, Respect, Growth, Honor.

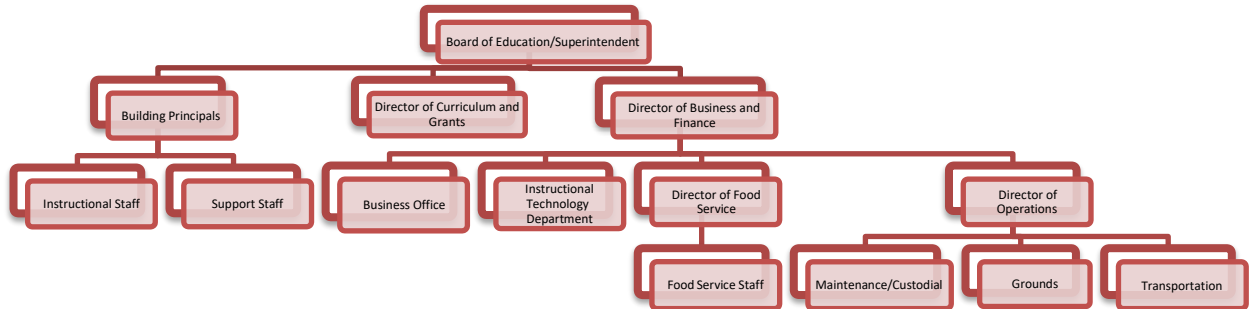
Section 1.3

District Goals

1. Each student will make not less than one year's growth in one year's time.
2. All students will achieve at a high level (no achievement gaps).
3. Evaluate and enhance opportunities for students while maintaining a minimum 10% fund balance.
4. Improve organizational quality and customer service by creating common standards, assessments, expectations, systems, and principles.

Section 1.4

District Organizational Chart



Section 1.5

District Building Contact Information

Forest Elementary
19400 Hampton
Riverview, MI 48193
734 479-2550 x. 4222
Jason Gribble, Principal

Memorial Elementary
13425 Colvin
Riverview, MI 48193
734 285-4080 x. 6222
Angelyn Maxon, Principal

Riverview Community High School
12431 Longsdorf
Riverview, MI 48193
734 285-7361 x. 2222
Joseph Hatzl, Principal

Administration and Board Office
13425 Colvin
Riverview, MI 48193
734 285-9660 x.1221
Dr. Russell Pickell, Superintendent

Riverview Virtual Academy
12431 Longsdorf
Riverview, MI 48193
734 558-4217
Scott Sample, Director

Huntington Elementary
17752 Kennebec
Riverview, MI 48193
734 283-4820 x. 5222
Tim Barlage, Principal

Seitz Middle School
17800 Kennebec
Riverview, MI 48193
734 285-2043 x. 3222
Nicole Munoz, Principal

GSRP Preschool
19400 Hampton
Riverview, MI 48193
734 479-2550 x. 4122
Tiffanie Plackowski, Director

Transportation
17829 Krause
Riverview, MI 48193
734 285-3900
Gary Kennedy, Director of Operations

Section 1.6

Frequently Requested Phone Numbers

Child Protective Services.....	(313) 295-8017
City of Riverview.....	(734) 281-4200
ASFME	(313) 964-1711
Edustaff.....	(877) 974-6338
Chartwells	(844) 753-6321
Michigan Education Association.....	(800) 292-1934
Michigan Department of Education.....	(517) 373-3324
Michigan Teacher Preparation & Certification	(517) 373-3310
Riverview Fire Department	(734) 281-1597
Riverview Police Department	(734) 281-4222
Riverview Public Library	(734) 283-1250
Wayne County Health Department	(734) 727-7100
Office of Retirement Services (ORS)	(517) 322-5103

Section 1.7

District Contacts: Who do I call?

Accounts Payable.....	1228
Aesop Questions/Substitute Teacher (Absences).....	1224
Middle School/High School Athletics.....	2239/2238
Benefits/Insurance.....	1227
Bloodborne Pathogens Training	1224
Business/Operations Office	7222
GSRP Preschool.....	4122
Food Services.....	3231
Human Resources Office	1224
Immunizations/Health Screenings.....	2225
Maintenance & Operations.....	7222
Curriculum and Grants.....	1223
Payroll.....	1227
Purchasing.....	1228
Staff Professional Development	1223
Student Services/Special Education	2226/2225
Superintendent's Office.....	1221/1222
Technology Support (Help Desk)	8904/8901
Transportation Department.....	7223

The District maintains established business hours based on the building schedule. Regularity of attendance and punctuality is essential to the orderly performance of our work. As an employee, you are required to be punctual and regular in your attendance. When you are absent or late for work, your work must be performed by others just as you must perform their work when they are absent. Employees are urged to use time off sparingly.

You are required to report to work on time and be prepared to start work at your regularly scheduled starting time. You are also required to remain at work through the end of your schedule except for regularly scheduled breaks or authorized leaves. It is important that when you find it necessary to be absent, you contact the Absence Management (Aesop) system or Human Resources by 6:30 a.m. on the day of your absence.

Employees requiring a substitute need to report their absence as early as possible for the District to schedule the best possible substitute to fill your position. Scheduled absences such as professional development and district-approved activity days need to be reported immediately upon approval to insure your position is filled. Many substitute employees also work for surrounding districts and their availability may be limited.

If an emergency arises and you will be absent or tardy, and it is past the time to enter the absence into Absence Management (Aesop), you need to contact your supervisor immediately. Whenever possible, you must also inform your supervisor of when you will arrive or return to work.

Excessive absenteeism, whether excused or not, is not acceptable. Each situation of excessive absenteeism or tardiness will be evaluated on a case by case basis.

If you fail to report to work without any notification to your supervisor this shall constitute your voluntary termination of your employment with the District.

Section 2.1a Absence Without Pay

If you find it necessary to take a day off without pay, you need to submit your request in writing to your immediate supervisor at least five (5) workdays in advance. The approval of your immediate supervisor and the Superintendent is required for any days off without pay.

If you are denied time off without pay and you are absent on that day, you are subject to disciplinary action, up to and including discharge.

Section 2.1b Leave of Absences

A request for personal leave of absence, disclosing the reason, must be submitted in writing to the Superintendent's Office and is not to exceed one year in duration. The approval or denial of a personal leave request is at the sole discretion of the District and must be approved by the Board of Education. Paid leaves shall be concurrent with the Family Medical Leave Act ("FMLA") where applicable.

Section 2.2

Conduct

As a member of the District, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.

This not only involves sincere respect for the rights of others, but also demands that both in their business and personal life, employees refrain from any behavior that might be harmful to them, their co-workers, or the District, or that might be viewed unfavorably by current or potential residents or by the public at large. Whether behavior is during or outside of work behavior is during or outside of work hours, employee conduct reflects on the District and the highest standards of professionalism are encouraged at all times.

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of the District, based on District policies, rules, regulations, or contract provisions, you will be subject to disciplinary action, up to and including dismissal.

Section 2.3

Confidentiality

It is the policy of the District to ensure that the operations, activities, and affairs of our students, their parents, and other employees are kept confidential to the greatest possible extent. If, during their employment, staff members acquire confidential or proprietary information about the District, students, parents, or employees, such information is to be handled in strict confidence and not to be discussed with any individual who does not have a legitimate right to know the information. If an employee discloses student information without parental consent, it can violate federal law. Staff members are also responsible for the internal security of such information. Staff members found to be violating this policy are subject to disciplinary action, up to and including dismissal, and may also be subject to civil and/or criminal penalties for violations of the confidentiality policy.

Section 2.4

Customer Service

The Riverview Community School District is committed to providing excellent customer service that is grounded in common standards, systems, and principles. It is the District's expectation that employees maintain healthy customer relationships with students, parents, co-workers, community members, and all stakeholders related to the school community.

We are here to serve. Think long term. Great interactions create a customer for life. Keeping them happy will keep them loyal and is the best marketing tool you could ever have (word of mouth).

Section 2.5

Dress Code

Each employee is a representative of their building/department and the District. All employees are expected to dress appropriately for work and be well groomed. Discretion in style of dress, hair and behavior is essential to the professional operation of the District. An employee's clothing and grooming should not interfere with his/her job duties and disrupt the workplace. Your supervisor may assist you in determining what attire is appropriate.

Some jobs may have additional restrictions for safety reasons. You may be subjected to discipline for violating this policy. If a uniform is provided, the employee is expected to wear that uniform and to keep it in a clean, presentable condition.

Section 2.6

Financial Responsibilities

Section 2.6a Money in the Classroom/Management of Collecting & Depositing

Employees routinely collect funds from students and parents for various programs and activities. Funds are not to be kept overnight in classrooms, offices, homes, etc. All funds are to be deposited daily with office staff who will utilize the district's courier services to deposit funds with the bank on a daily basis.

Section 2.6b Purchasing Cards

Staff who are provided a district-issued purchasing card will keep the card secure at all times. Staff will not share the purchasing card with others. Sales tax on purchases will not be paid unless prior approval is received from the Business Office. Purchases not substantiated with a receipt will be considered a personal purchase and will be deducted from the employee's paycheck. Intentional misuse of the purchasing card will result in discipline up to and including dismissal.

Section 2.7

Keys

You may be provided with keys, an electronic ID badge, an alarm code, and/or a pad code to your work area and/or building. Keys/ ID Badge/Codes are never to be loaned to another employee or a student. Keys/ID Badge/Codes are never to be reproduced. Keys/ID Badge and any other district property must be surrendered upon termination of employment. If you lose a district key, please notify your supervisor immediately.

Section 2.8

Outside Activities of Staff

It is the policy of the Board of Education that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District.

Section 2.9

Political Activities

Employees have the right to campaign for and to hold elected public office. However, as a candidate yourself or on behalf of another individual or issue, you may not campaign during school/work hours, use District supplies, equipment, or e-mail system for political campaigning, or involve students or other school personnel in any political campaign during any school/work hours. Banned political activities during work hours include: wearing political buttons, soliciting political contributions, displaying political posters on school vehicles, or on vehicles parked on school grounds.

Section 2.10

Social Media

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the website.

A large percentage of Internet traffic is centered around the use of social media. Examples of social media include, but are not limited to: Facebook, Twitter, You Tube, Instagram, Snap Chat, blogs, wikis, social bookmarking, document sharing and email. Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. An employee's use of internet resources must comply with the District's Acceptable Use Policy and any user agreements.

The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be considered to be a Riverview Community School District employee. Whether it is clearly communicated or not, you will be identified as an employee of the RCSD in what you do or say online. Behavior unbecoming of an RSCD employee as determined by administration is subject to disciplinary action and/or termination.

Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent permission.

Section 2.11

Staff Development Record

The staff of Riverview Schools is an integral part of the total success of the organization, and the ongoing training and development of the staff is essential to the efficient and effective delivery of services. Staff will be given opportunities to engage in staff development activities in order to maintain and improve job skills and performance, individual growth, and professional development.

Staff members, who are required to participate in a minimum number of professional staff development hours per year, are personally responsible for entering those hours that need to be reported to the State of Michigan, no later than the last workday of the school year in June.

Section 2.12

Staff Ethics

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all staff members to maintain high standards in their working relationships, and in the performance of their professional duties.

In keeping with the ethical responsibilities of staff, the Board of Education requires that staff not engage in any romantic or sexual relationship of any kind with students of this District, regardless of their age. Staff must not provide alcohol, drugs, cigarettes, or any other contraband to a student.

Section 2.13

Tobacco Free Schools Law

To ensure the highest standards of learning as well as the safety, health, and well-being of students and employees, the District enforces Section 473 of the Michigan Penal Code. In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, pipe, e-cigarette (vaping), chewing tobacco, or any other matter or substance that contain tobacco.

The Board prohibits the use of tobacco by staff members in District buildings, on District property, on District buses, and at any District-related event. The use of tobacco products by any person will result in disciplinary action and an employee can be subject to a misdemeanor penalty.

Section 2.14

Work Environment

Staff members are expected to maintain their work environment. Before departing at the end of the workday, staff should secure all files and cabinets, clear all work materials from desk surfaces, especially materials of a sensitive or confidential nature, turn off all technology, lights, draw shades and lock and secure doors.

Section 2.15

Compliance Training

Staff members are expected to maintain compliance training annually, according to the attached schedule. This schedule is subject to change as school laws and requirements change. Staff members will be notified via email as to what training is required along with completion due dates.

<u>ALL EMPLOYEES</u>	
Bloodborne Pathogens	Annual
Bullying/Cyber Bullying	Annual
Corporal Punishment	Initial/Annual
Emergency Seclusion and Restraint of Students	Initial/Refresher
FERPA (Family Education Rights & Privacy Act)	Initial
Sexual Harassment/Sexual Misconduct	Annual
Weapons	Initial
<u>ADMINISTRATORS</u>	
Child Abuse Identification	Initial/Annual
First Aid/CPR/AED	Initial/Annual
Hazard Communication	Initial/Refresher
<u>TEACHERS</u>	
Child Abuse Identification	Initial/Annual
First Aid/CPR/AED	Initial/Annual
Hazard Communication	Initial/Refresher
Sports Concussions	Initial
<u>MAINTENANCE</u>	
Asbestos Awareness	Initial/Annual
Electrical Safety	Initial
Fall Protection	Initial
First Aid/CPR/AED	Initial/Annual
Hazard Communication	Initial/Refresher

Section 3

Payroll/Salary Information

Section 3.1

Direct Deposit

All employees are expected to participate in direct deposit. Employees may use up to two separate bank accounts, provided that one of the bank accounts is a checking or savings account with Shore to Shore Credit Union. Direct deposit enables immediate access to funds on payday and helps the District keep its limited resources in the classroom. Deposit information can be changed at any time by completing the Payroll Direct Deposit form and forwarding to the payroll office.

Section 3.2

Electronic Pay Stubs

Riverview Community School District provides easy and convenient access to your payroll records via a web-based payroll system found on the district web site under the staff links tab at the top of the page or by going to our web-based portal at <https://hrweb.resa.net/eEmployee/Login.aspx>. The portal enables employees to easily access various employment and pay-related records, forms and websites.

Section 3.3

Garnishments

The District must comply with all writs of garnishment it receives. The employee will be notified at the time garnishments are made. Information about the garnishment will be held in confidence.

Section 3.4

General Payroll Information

The majority of payroll related forms can be found on the District website by clicking Departments at the top of the homepage, clicking Finance, and then clicking on Payroll Forms.

Section 3.5

Jury Duty

Jury duty absences should be entered into Absence Management (Aesop) as such. Regular full-time employees who serve on jury duty will continue to receive the regular daily wage for each day the employee reports for or performs jury duty, provided the employee would have normally been scheduled to work on such days.

The employee must furnish the Payroll and Human Resources offices with written verification of any pay received from the court and the dates that jury duty service was performed. The employee must also provide a check or money order made payable to Riverview Community School District for the full amount of jury fee paid, excluding any mileage or travel fees. Failure to provide appropriate jury documentation and payment will result in the employee using their own scheduled absence, vacation, or personal time off for the jury duty or being docked for the days.

Section 3.6

Name Change

In order to change your name with the District you must first change your name with the Social Security Administration. Visit their website, <https://www.ssa.gov/>, for office locations, document requirements and the name change application. Be sure to sign your new social security card when you receive it.

If you hold a teaching certificate you must also change your name with the Michigan Department of Education. Log in to your [MOECS](#) account and choose the Manage Demographics button to make the change and then print a new certificate. The certificate must be notarized so do not sign it until you are in front of a notary. There is a notary available at Central Office to assist you.

Please inform the Payroll Department and the Human Resources Department of your name change once you have your new social security card AND teaching certificate (if applicable). State law requires the District to keep an original, notarized teaching certificate on file and verify the original social security card, which will then be copied for the file. If you have insurance benefits through the district you'll need to contact the Payroll/Benefits Department to determine the appropriate forms to complete.

Section 3.7

Overtime and Compensatory Time

Overtime pay, and compensatory time will be administered in accordance with the Fair Labor Standards Act and any applicable bargaining agreement. Overtime and authorization for compensatory time must be pre-approved by your immediate supervisor in advance of the work being performed. If circumstances do not permit pre-authorization, the supervisor shall be notified the next workday.

From time to time, you may be asked to work longer than your scheduled shift. Your supervisor will give you as much advance notice as possible when extra work is required. You should not begin working before your normal starting time, work through your lunch period or other unpaid breaks, or continue working after your normal quitting time without first getting your supervisor's approval.

Hourly and salaried nonexempt employees working more than 40 hours per week will receive overtime pay (1 1/2 times straight pay or according to the employee's Master Agreement): Only hours actually worked are counted in determining if you are entitled to overtime pay. Exempt employees will not receive overtime pay when working more than forty hours in a workweek.

Section 3.8

Payroll Deductions

Additional Optional Retirement Savings

The district also offers optional contributions to a 403b and/or 457 plan which is managed through GLP & Associates. The forms needed as well as links to allowable vendors can be found on the District website by clicking Departments at the top of the homepage, clicking Finance, and then clicking on Payroll Forms. The 2018 contribution limit for the plans is \$18,500 and you may contribute that amount to both plans, however, you will be responsible for staying within IRS limits on the 457 plan which may also be held through VOYA if you are a member of the Pension Plus or Defined Contribution Retirement Plan through the ORS.

Section 3.9

Retirement

Applying for Retirement

An employee who has made the decision to retire from the District is requested to submit a letter of resignation to Human Resources at least 90 calendar days prior to their official retirement date. Application through the ORS will be completed online in MiAccount. For retirement questions, please visit www.michigan.gov/orsschools.

All district employees over (or upon turning) age 19 are members of the Michigan Public Schools Employee Retirement System (MPERS). If you have worked for a Michigan public school district in previous years you are already enrolled in a pension plan. To determine which plan you are in you may check your first paycheck, or contact the Office of Retirement Services (ORS) at 1-800-381-5111. You may also find information on their website at <http://www.michigan.gov/orsschools>. To access your pension information online you will need to log on to your MiAccount which can be accessed through the ORS website.

Section 3.10

Employees Enrolled in MPSERs

Pension Plus and Defined Contribution Members:

Defined Contribution rates for employees who change employers must start at the mandatory rate with the new employer regardless of the contribution rate in place with the previous employer. Once the employee has been reported by the new reporting unit, the employee may contact the third-party administrator and make changes to the member rate.

Existing TDP Agreements for the Purchase of Service Credit:

Employees with existing Tax-Deferred Agreements for the purchase of service credit may transfer the agreement to the new employer within 90 days of the termination date from your previous employer. Employees have 90 days to complete and submit the TDP Agreement Addendum to the payroll department. The form can be found on the ORS website by clicking on Forms and Publications tab on the left.

Employees New to MPSERS:

If you have never worked for a Michigan public school district, please contact ORS for an election form, which will list options. You can contact ORS online or at 1-800-381-5111.

Section 3.11

Leaving Public School Employment

You can request a refund (or transfer your DB pension contributions, Retiree Health Care Fund contributions, and interest to another qualified retirement plan) using [MiAccount](#) at any time after you terminate.

Section 3.13

Tax Sheltered Annuities

Employees may make a payroll deposit to a 403b and/or 457 Plan tax-sheltered annuity carrier approved by the District. The plans are managed by GLP & Associates. To begin contributions, the employee is responsible to contact and make all necessary arrangements with the agent to set up the account and then submit their salary reduction agreement.

Section 4

Benefits

Section 4.1

Bereavement

Eligible employees are allowed to use bereavement days according to the guidelines of the contract agreement for death in the immediate family.

Section 4.2

Change in Status

All changes in status such as marriage, divorce, birth, adoption, death, a dependent ceasing to be a dependent, or loss of coverage from another insurance carrier are qualifying events that give you the opportunity to change your coverage outside of open enrollment. These changes must be reported to the Payroll/Benefits Department within 30 calendar days of the event.

Section 4.3

COBRA

Consolidated Omnibus Budget Reconciliation Act (COBRA) is the continuation of health, dental or vision coverage, available for a limited time, to covered employees, their spouses and dependent children (“qualified beneficiaries”) whose coverage would end due to any of the following “qualifying events”:

- an approved unpaid leave of absence;
- the death of the covered employee;
- termination (other than by reason of gross misconduct) or reduction of hours of the covered employee’s employment;
- divorce or legal separation of the covered employee;
- a dependent child ceasing to be a dependent child under the generally applicable provisions of the plan;
- your employer files for Chapter 11 reorganization under federal bankruptcy laws.

You and your dependent(s) must pay the required contribution for the continued coverage.

Additional information regarding COBRA can be obtained from the Payroll/Benefits Department.

Section 4.4 HIPAA (Health Insurance Portability and Accountability Act)

The District complies with the HIPAA. The Director of Business and Finance is the District's privacy officer.

Section 4.5 Insurance

The Riverview Community School District provides insurance to each eligible employee per the provisions of his/ her collective bargaining agreement or contract. The nature, amount, extent, commencement, duration, and terms of benefits and coverages shall be as provided in the insurance policies, rules and regulations of the insurance carriers.

It is the policy of the District that employees may not have double coverage for health insurance. If you have health insurance through a spouse or another source, you may qualify for a cash payment in lieu of health benefits. You may, however, have coordination of benefits for dental and vision insurance.

Insurance questions should be directed to the Payroll/Benefits Department.

Eligibility:

Eligibility for coverage is outlined in the collective bargaining agreement or contract. An employee will not be provided with insurance coverage unless he/she is eligible for the coverage, completes all the necessary carrier enrollment forms and has been enrolled for coverage by the insurance carrier.

Insurance coverage for the employee and eligible dependents will cease when the employee has terminated employment with the District, is on an unpaid leave of absence (other than under the guidelines of the FMLA) or is laid off from employment. Employees eligible for extension of benefits under COBRA need to contact the Payroll/Benefits Department.

Health Insurance:

Health care coverage is provided by the District for eligible employees as indicated in the bargaining agreement or contract.

Health Insurance Opt Out:

Employees eligible for health insurance, but who are covered under another plan, may be offered a cash incentive in lieu of health coverage as indicated in the bargaining agreement or contract. Eligible employees selecting this option must complete a Medical Plan Coverage Waiver Form certifying they have other medical coverage.

Dental Insurance:

Dental care coverage is provided by the District for eligible employees as indicated in the bargaining agreement or contract.

Vision Insurance:

Vision coverage is provided by the District for eligible employees as indicated in the bargaining agreement or contract.

Life Insurance:

Group term life insurance coverage is provided by the District for eligible employees as indicated in the bargaining agreement or contract.

Long-Term Disability:

Long-term disability coverage is provided by the District for eligible employees as indicated in the collective bargaining agreement or contract. Benefits are based on a percentage of the employee's contractual salary. Payments begin after the waiting period (as defined in the insurance policy) after the onset of a disability.

Riverview Community School District offers two health related savings options:

1. Health/Dependent Care Flexible Spending Accounts (FSA):

There are two parts to the employee reimbursement account. Employees have the option to participate in one or both options by contributing to the account through pre-tax payroll deductions.

Health Care Expenses:

The Health Care Flexible Spending Account enables employees to pay for medical, dental, and vision expenses not covered by insurance, with pre-tax dollars with a maximum of \$2,550 per year.

Dependent Care Expenses:

The Dependent Care Flexible Spending Account enables employees to pay for dependent care expenses with pre-tax dollars, with a maximum of \$5000 per year.

2. Health Savings Accounts (HSA):

The Health Savings Account enables participants of a high deductible health plan to pay for health care expenses with pre-tax dollars. Annual contribution limits are adjusted annually.

Section 4.6**Open Enrollment**

Open Enrollment is a designated period of time set aside each year to give employees the opportunity to verify their health coverage, make changes to their health coverage, change health carriers, or elect new benefits. The District will designate a three-week period in the fourth quarter of the year as the annual Open Enrollment period. Changes and elections made during this Open Enrollment will become effective on January 1 (July 1 for non-teaching staff) of the following calendar year.

Pursuant to both state and federal law, it is the policy of the District to protect the confidentiality of social security numbers. Access to 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. Neither the Board nor any of 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 and not display more than four sequential digits of the social security number except as permitted by existing law. Persons who violate this policy may be subject to disciplinary action up to and including suspension or dismissal.

Section 5 Policies, Practices, and Procedures

Section 5.1 Accident Reporting

All employees injured on the job, must fill out an accident report (obtained from your immediate supervisor or Human Resources). If an employee needs immediate lifesaving medical attention, 911 will be called. Please contact the Payroll Department regarding Worker's Compensation procedures and required paperwork.

Section 5.2 Alcohol and Drug Testing

The District implements the requirements of the Omnibus Transportation Employee Testing Act of 1991, (OTETA) for all employees whose job requires CDL licensing. Specifically, Federal Law provides for random, reasonable suspicion, post-accident, return to duty and follow-up testing.

Section 5.3 Alcohol or Drug Use

It is the policy of the District to create a drug-free workplace in keeping with the Drug-Free Workplace Act of 1988. Accordingly, all staff members are notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited anywhere in the workplace. Such conduct is also prohibited during nonworking time to the extent that, in the opinion of the District, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the District.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Section 5.4 Board Policy

Board Policies are available online on the District web site. All questions regarding Board Policies should be directed to the Superintendent.

Section 5.5

Complaint Resolution Procedure

It is the District's desire to provide good working conditions and maintain harmonious working relationships among employees, as well as between employees and management. Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Many incidents resolve themselves naturally. If a situation persists that is believed to be detrimental to an employee or the District, the employee should first discuss it with his/her immediate supervisor. If the issue is not resolved, the employee should follow the procedures in his/her individual contract, applicable collective bargaining agreement (CBA), or contact the Superintendent.

Section 5.6

Concussions Training

The State of Michigan has a Concussion Awareness Law that requires staff members who are coaches, PE teachers and staff/volunteers who monitor students during physical activity to be educated about concussions.

You are required to participate in Concussion Awareness Training if you are a coach, PE teacher, or volunteer coach. The Athletic Office will contact you regarding the Concussion Awareness Training and will hold the certificate after completion.

Section 5.7

Conflict of Interest

Staff members shall perform their official duties in a manner free from conflict of interest. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities.

No staff member shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.

Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Section 5.8

Corporal Punishment

Michigan law strictly prohibits the use of corporal punishment on a student, which is defined as “the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.” [MCL 380.1312](#). An employee who used corporal punishment on a student will be subject to appropriate disciplinary action up to and including dismissal. All instances of the use of physical force upon a student are to be fully documented within 24 hours and reports sent to the appropriate principal, department director, and the Superintendent.

Consistent with Michigan law, a school employee may use reasonable physical force upon a student as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the employee may use physical force upon a student as may be necessary for one or more of the following:

1. To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of school district or public school academy functions within a school or at a school related activity, if that student has refused to comply with a request to refrain from further disruptive acts.
2. For self-defense or the defense of another.
3. To prevent a student from inflicting harm on himself or herself.
4. To quell a disturbance that threatens physical injury to any person.
5. To obtain possession of a weapon or other dangerous object upon or within the control of a student.
6. To protect property.

Section 5.9

Crisis Plans

The District has an established comprehensive Crisis Plan. Refer to the Riverview Community School District Crisis Plan Manual, available in the main office of each building, for policies/procedures.

Section 5.10

Disciplinary Actions

The District uses discipline when responding to unsatisfactory performance by employees. This in no way modifies the District’s policy that the employment relationship is an at-will relationship which is terminable at the will of either party. Disciplinary action may include oral or written warnings, written reprimands, suspension and dismissal. The disciplinary action which is imposed will depend upon various factors, including the nature and severity of the problem and the employee’s disciplinary history. Depending upon the situation, any of the aforementioned disciplinary actions or any combination thereof may be imposed, and the discipline may not be

progressive. If a written record of an incident/issue is inserted in your personnel file, you shall receive a dated copy of the document within ten workdays of the District's knowledge of the incident/issue and completion of the subsequent investigation, whenever possible.

You have the right to submit a written rebuttal to any disciplinary document placed in your personnel file. If you submit a rebuttal, it should be received in the Human Resources Office within ten workdays of your receipt of the disciplinary document. If you write a rebuttal, it will be attached to the disciplinary document in your personnel file.

Section 5.11

District Property Searches

Lockers, labs, classrooms, tool bins, vehicles, phones, electronic equipment, and (other property) are the property of the District and must be maintained according to District rules and policies. District property, such as the aforementioned are subject to searches or periodic inspections at any time without prior notice. No employee shall have a reasonable expectation of privacy in connection with any District property. District property provided to employees must be maintained and used only for proper work-related purposes and used in an appropriate manner. The tools and equipment remain the property of the District and are not to be used for personal projects. The employee is responsible for the loss or damage of District owned property due to the employee's negligence. All property provided to the employee must be returned to the District in the same condition as when it was received. Employees who terminate employment with the District must return all District owned property at the time of termination.

If property is worn or damaged through normal use, the employee should return it to, or inform his/her supervisor for replacement or repair. The District reserves the right to inspect all District property to ensure compliance with its rules and regulations. The District further reserves the right to inspect all property or items stored on District property. While the District will attempt to advise the employee at the time of a search or inspection, the District reserves the right to make any investigation or search without notice to the employee, and in the employee's absence.

Prior written authorization from a building or department supervisor must be obtained before any District property may be removed from District premises.

Section 5.12

Drug Free Schools

District employees will comply with the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, possession, sale or use of a controlled or illegal substance, or alcoholic beverage is prohibited on or in all District buildings and on properties, in work areas, school-owned or school-approved vehicles, including those used to transport students to or from school or school activities, and at school sponsored activities, events or functions, such as field trips or athletic events, which occur off school property. Violation of this policy will subject the employee to disciplinary action up to and including dismissal. It is within the sole discretion of the District what disciplinary action will be taken.

The use or possession of alcohol, marijuana, or other non-prescription drugs is strictly prohibited by District policy. Presenting one's self for work under the apparent influence of alcohol or other non-prescription drugs is prohibited. No employee shall be permitted to begin or continue work while under the apparent influence of alcohol or other drugs.

Any employee in the possession of or testing positive for alcohol, marijuana or other non-prescription drugs while on the premises will be subject to disciplinary action up to and including dismissal, within the sole discretion of the District. In the event the District, in its sole discretion, determines that an employee may be under the influence of alcohol, marijuana or other non-prescription drugs, the employee will be required, as a condition of continued employment, to immediately submit to testing at a facility selected by the District.

Any employee who violates this policy may be subject to disciplinary action up to and including dismissal of employment. In the sole discretion of the District, an employee who violates this policy may be required or permitted to satisfactorily participate in a drug assistance or rehabilitation program approved by the District. Allowing or permitting participation in a drug assistance or rehabilitation program shall not establish a precedent.

Section 5.13 Emergency Building Closing

When the District or building facilities are closed because of emergency/weather situations, employees are directed to follow their collective bargaining agreement and/or the direction of the building administrator or their supervisor.

Section 5.14 Employment At-Will

This Employee Handbook does not constitute an employment contract between the District and any employee. The provisions contained in the Handbook supersede any and all contrary representations that have been made either by the District or yourself, other than that contained in an individual contract or collective bargaining agreement. No employee, supervisor, or other person, except the Superintendent in writing signed by him/her, has the authority to enter into any employment agreement on behalf of the District for any specified period of time, pursuant to any particular conditions, or to make any agreement contrary to the terms expressed in this Handbook.

The District is an at-will employer. This means that just as any employee may terminate his/her employment with the District at any time, for any reason or no reason, so may the District terminate an employee at any time, for any reason or no reason. The employment relationship is for an indefinite period of time and can be terminated at any time with or without notice.

The District may set rules and regulations governing the conduct of employees. The rules and regulations, however, are not intended to cover all circumstances and do not alter the fact that the employment relationship is terminable at the will of either party. The direction and control of

all work for all employees includes, by way of illustration and not of limitation, the right to hire, assign, suspend, transfer, demote or dismissal and is the sole prerogative of the District.

Employees with Tenure rights or who are under the terms of a written employment agreement are not considered to be “at-will” employees.

Section 5.15

Evaluations

The District is committed to the growth and development of all staff. Evaluations will be conducted annually to support growth, optimal performance, and encourage communication and understanding between the employee and supervisor. Your evaluation should let you know what you do well, areas where improvement is needed, and it should guide you to set goals for your future performance.

After your evaluation has been conducted, you will review the results with your supervisor, who will then ask you to sign the evaluation and acknowledge that it has been discussed with you and that you have had an opportunity to review it. All evaluations are placed in the employee’s personnel file.

Section 5.16

Injury Reports

Any time a student or any other non-employee is injured while on school grounds, the staff member who witnessed the incident must complete a Student Injury Report. These are available in the school office.

Section 5.17

Job/Position Descriptions

Job descriptions or position descriptions have been developed for secretarial, paraprofessional, custodial, maintenance, transportation, food service, and administrator positions. Job/position descriptions for positions are established and revised as job requirements change. Job/position descriptions may be general in nature and not address each duty and responsibility required of the job/position. The employee is expected to be able to perform the essential functions of the job/position.

Section 5.18

Mandatory Reporting

District employees are reminded of their obligation, by law and District policy, to report suspected child abuse or neglect to the appropriate authority. Under the Michigan Child Protection Law, [MCL 722.623b](#), a school administrator, counselor, social worker, psychologist, or teacher who has reasonable cause to suspect child abuse or neglect must immediately, by telephone or

otherwise, make an oral report of suspected child abuse or neglect to Family Independence Agency. Within 72 hours after making the oral report, the reporting person shall file a written report with the Family Independence Agency. The identity of the reporting person is generally confidential. Any person acting in good faith in making such a report, cooperating in an investigation, or assisting in any other requirements of the act, is immune from civil or criminal liability.

While the Child Protection Law reporting requirements apply to only school administrators, counselors, social workers, psychologists, and teachers, it is the District's expectation that any employee, regardless of position, who has reasonable cause to suspect child abuse or neglect will immediately report that suspicion to his or her supervisor or other District administrator. This policy is applicable regardless of whether the person suspected of abuse or neglect is another District employee. The District also expects and requires that you will report your suspicion immediately.

Your failure to do so can compromise the subsequent investigation of any incident to the possible detriment of either a student or another employee.

Section 5.19

Mileage Reimbursement

If you are required to drive your own vehicle while performing your job, you are eligible to be reimbursed for mileage at the prevailing Internal Revenue Service maximum mileage reimbursement rate.

You must complete, sign, and submit your mileage form to your immediate supervisor for approval before forwarding the form to the Business Office for reimbursement.

Section 5.20

Personal Protection Order (PPO)

Any employee that has been awarded a Personal Protection Order by the court against an individual must notify his/her supervisor if there is any possibility that person may attempt to make contact with the employee at the workplace. Members of the staff who have obtained a protective order should supply a copy of the order to the Superintendent. Other parties may also be informed when deemed necessary for the safety of the School District personnel.

Section 5.21

Personnel Files

The maintenance and disclosure of employee personnel files is governed by state law. The "Bullard- Plawecki Employee Right to Know Act," [MCL 423.501](#), defines what constitutes a "personnel record," limits its use, provides for employee review, and restricts its disclosure to third parties.

You have a right to examine your personnel file. If you wish to examine your file, you may do so during normal office hours by calling the Human Resource Office and prearranging a time.

Requests for disclosure of a personnel file to another party will be handled in accordance with the Bullard- Plawecki Act, and other applicable laws, including but not limited to the Michigan Freedom of Information Act and Revised School Code Section 1230b, [MCL 380.1230b](#).

Section 5.22

Resignation Procedures

As a matter of courtesy, support staff employees who desire to leave Riverview Community Schools are expected to give at least 14 calendar days' notice in writing. An employee shall be paid earned salary to the date of which employment terminates. Employees whose employment is terminated by the school district, and resigning employees who give the requested notice, will be paid for accumulated but unused vacation according to the terms of their collective bargaining agreement.

Administrators and certified staff are expected to give at least 90 days' notice in writing to the Superintendent with a copy given to the direct supervisor.

The employer's contributions to insurance plans will be made through the end of the month in which termination occurs.

Resignation Procedures:

1. Employee should submit a written resignation to the Superintendent to be placed in his/her personnel file with a copy sent to the direct supervisor.
2. The employee must return all keys, security cards, credit cards, and other property of the District.

Section 5.23

Safe and Secure Environment

Effective January 1, 2006, new statutory amendments to the Revised School Code require [criminal history checks](#) by the Michigan State Police and [criminal records checks](#) by the Federal Bureau of Investigation for all employees assigned "regularly and continuously" to work under contract in any school. In addition, any- one employed after January 1, 2006 must have a criminal history check and criminal records check completed prior to employment.

Michigan law allows the school district to employ individuals as conditional employees before the criminal history check and criminal records check are received if employment will commence during the school year or within 30 days of the start of the school year.

The legislation, commonly referred to as the School Safety Initiative, prohibits a school district from hiring, or continuing to employ, any person convicted of a crime listed and defined under the Sex Offenders Registration Act (SORA). An employee convicted of a felony other than a "listed offense" may not continue in their employment unless approved in writing by the District's Board of Education and the Superintendent.

Any employee charged with a crime under Section 1535a(1) or 1539b(1) of the Revised School Code must notify the Superintendent within three (3) business days after being arraigned for the crime. The Superintendent must also be notified by the employee if he/she enters a plea of guilty or no contest to or is the subject of a finding of guilt by a judge or jury of any crime after having been initially charged with a crime described in Section 1535a(1) or 1539b(1).

This legislation has very strict requirements for both the school district and employees. If you have any questions as to whether you need to report any incident of a criminal nature, please contact Human Resources. Refer to [Board Policies 3121, 3121.01, 4121, 4121.01](#) for additional information.

Section 5.24

Solicitations/Distribution

Staff members and non-staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission. Staff members may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working hours. This includes using district email, staff mailboxes, staff lounges, etc. Staff members may not use school mailboxes in any way that violates the Michigan Campaign Finance Act.

Section 5.25

Student Seclusion and Restraint

District staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others. All such intervention shall only be done in accordance with standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Section 5.26

Tutoring

Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day. Staff members may not accept fees for tutoring, private lessons, or other activities related to their professional duties for students currently enrolled in (1) or more of their classes or on their caseload. Should exceptions to this policy be necessary in order to provide services to students or clients of the School District, all such exceptions will be made known to the employee's, officer's or agent's supervisor and will be disclosed to the Superintendent before entering into any private relationship.

Section 5.27 Universal Precautions/Bloodborne Pathogens

A Bloodborne Pathogens Exposure Control Plan is available in each facility for your review. It contains details on the District's compliance with the Occupational Safety and Health Administration (OSHA) standards pertaining to job duties of designated first aid providers, locations of hazardous waste containers, vaccine information, and forms for record keeping. For your own protection, you are encouraged to practice universal precautions to prevent the transmission of bloodborne diseases.

This includes the use of latex gloves when dealing with another person's body fluids. Hepatitis B vaccine is offered to at-risk employees. Should you be exposed to another person's body fluids, you are required to report this immediately to your immediate supervisor. You will be provided the necessary medical care, including the vaccine, if a medical doctor retained by the District recommends it.

Section 5.28 Weapons on School Property/Right to Carry

The Board of Education of Riverview Community School District, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process, in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

The possession or concealment of any kind of weapon or dangerous instrument, device, materials, knife, gun, metal knuckles, tools, nun-chucks, mace, pepper gas, look alike weapons, objects used as weapons, etc. or any other item deemed to be a weapon is strictly prohibited.

Section 6

Technology

Section 6.1

District Telephones

Telephones are maintained for school business. Use of school phones for personal convenience of employees is limited to necessary calls. Employees are expected to ask family members and friends not to call them at work unless there is an emergency.

Section 6.2

Electronic Information Policy

The District expects the staff and students to conform to ethical and legal standards in the use of technology/email and to demonstrate knowledge and responsibility in the use of resources, processes and systems of technology. All users of the District's technology/email will comply with the terms of the [district's](#) Technology Policy. Use of the District's email system is a privilege. Inappropriate use of these resources may result in disciplinary action, including the possibility of dismissal and/or referral to legal authorities. The District may limit, suspend, or revoke network and/or Internet access for inappropriate use of electronics and social media.

Personal use of District technology should be limited to before and after scheduled work hours and during duty-free breaks.

Section 6.3

Internet – Acceptable Use

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 his/her 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.

Employees are subject to disciplinary action, up to and including termination, for knowingly making a false report under this policy.

Section 6.4

Wireless Communication Devices

The district provides all employees with access to a computer along with a district email account. It is an expectation that all employees access their district email which serves as a significant mode of communication.

During work hours, personal communications made or received, regardless of whether on a wireless communication device, regular telephone, or network computer, can interfere with employee productivity and/or distract others. Employees are expected to use discretion in using personal wireless communication devices while at work. Employees are asked to limit personal communication to duty-free breaks and lunch period. Employees are responsible to inform friends and family members of the Board's policy in this regard.

Section 7

Regulatory Compliance

Section 7.1. Nondiscrimination and Equal Employment Opportunity

The District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

It is the policy that the District will comply with the requirements of Title II of the Americans with Disabilities Act of 1990, Elliot-Larsen Civil Rights Act of 1977, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973.

The Human Resources Department is responsible for ensuring that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with the law. The Human Resources Department shall also ensure that the proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 is provided to students, parents, staff members, and the general public.

Section 7.2

Age Discrimination Act of 1975

No Person shall, on the basis of age, be excluded from participation, in be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

Section 7.3

Americans with Disabilities Act of 1990 (Title II)

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities. The District complies with the Americans with Disabilities Act and all other applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The District provides reasonable accommodations for such individuals in accordance with these laws.

Qualified individuals with disabilities may make requests for reasonable accommodation to the District Equal Employment Opportunity (EEO) officer. On receipt in writing and within 182 days of request for an accommodation, the EEO officer will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodations that the District may make to help overcome those limitations.

The designated EEO officer for the District is the Superintendent.

Section 7.4

Copyright and Fair Use Laws

The District recognizes that with the increased access to materials of all kinds, that there must be adherence to current copyright laws, which by definition is the body of federal law (found in Title 17 of the United States Code), that protects intellectual property. This includes a person or entity's lawful right to claims of ownership or authorship as outlined in the law. The Board of Education directs its staff to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff must, therefore, avoid acts of copyright infringement under penalty law.

The fair use of a copyrighted work for purposes such as: criticism, comment, new reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and the effect of the use upon the potential market for or value of the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Any questions or concerns regarding "Fair Use" of materials should be directed to the Director of Technology.

Section 7.5

Elliott-Larsen Civil Rights Act 453 of 1976

The Elliott-Larsen Civil Rights Act 453 of 1976 prohibits discriminatory practices, policies, and customs in the exercise of those based upon religion, race, color, national origin, age, sex, height, weight, familial status, or marital status; to preserve the confidentiality records regarding arrest, detention, or other dispositions in which a conviction does not result; to prescribe the powers and duties of the civil rights commission and the department of civil rights; to provide remedies and penalties; to provide for fees; and to repeal certain acts and parts of acts.

Section 7.6 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents of students or eligible students, who have attained the age of eighteen, have rights under the Family Educational Rights and Privacy Act of 1974, (i.e., FERPA). In view of this, and to ensure compliance with FERPA, the following is expected of all employees: NEVER discuss individual students with others unless the person is a school official with a legitimate educational interest. A school official has a legitimate educational interest if the official has direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District, or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of

attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Section 7.7

Harassment

Harassment is unlawful under both Michigan and federal law and is contrary to the commitment of the District to provide a safe and effective learning and work environment. The District's policy prohibits sexual harassment of students, employees, Board members, volunteers, contractors, or applicants for employment. Harassment of staff (including those who volunteer their services) or applicants for employment is prohibited and will not be tolerated. This includes inappropriate conduct by any person in the school environment, including other employees, Board members, parents, guests, students, contractors, vendors and volunteers. It is the policy of the District to provide a safe, positive work environment free of harassment for its entire staff. The District does not tolerate any form of workplace hostility or threats.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a staff member's ability to perform his/her job. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status, genetic information or disability. This policy, however, is not limited to these legal categories and includes any improper harassment that would negatively impact a staff member. This would include such activities as stalking and unwelcomed taunting, teasing or intimidation. A complainant will not be required to interact with the alleged harasser in fulfilling his/her job duties.

Any staff member who believes this policy has been violated should notify his or her supervisor immediately, and prompt action will be taken to ensure the individual's safety and well-being. Staff members who believe that the supervisor has not or cannot adequately address this problem are encouraged to speak with the Superintendent.

Section 7.8

Right to Know

Safety Data Sheets (SDS) listing the contents of all substances containing toxic properties used in the District are available to you. Each facility has access to the Right-to-Know manual that outlines this information. This is done in compliance with Michigan law. For questions contact the Director of Operations.

Section 7.9

Section 504 of the Rehabilitation Act of 1972

Individuals with a disability in the United States, as defined in section 705 (20) of the Section 504 of the Rehabilitation Act of 1972 shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The law requires that the District provide a reasonable accommodation to a qualified employee with a disability so that the employee may perform the essential functions of a job or may enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities, unless doing so would cause a significant difficulty or expense (“undue hardship”) for the District. An employee with a disability who believes that a job accommodation is necessary must notify Human Resources in writing of the requested accommodation.

Section 7.10

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origins in programs and activities receiving federal financial assistance.

Section 7.11

Title VII of the Civil Rights Act of 1964

Title VII of the Civil Rights Act of 1964 (Title VII) prohibits discrimination based on race, color, sex, religion, or national origin, and the Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability.

Section 7.12

Title IX of the Education Amendments of 1972

Title IX prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on sexual orientation, gender identity, failure to conform to stereotypical notions of masculinity or femininity, sexual harassment, or sex violence. All students (as well as other persons) at recipient institutions are protected by Title IX – regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin- in all aspects of a recipient’s educational programs and activities.

Section 8

Regulatory Complaint Procedure

Section 8.1

Definition of Regulatory Complaint

Any person believing that the Riverview Community Schools or any part of the school organization has violated the laws or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975 and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a regulatory complaint to the Compliance Officer.

Section 8.2

Regulatory Complaint Steps

The person who believes a valid basis for a regulatory complaint exists shall discuss the regulatory complaint informally and on a verbal basis with the Superintendent, who shall in turn investigate the complaint and reply with an answer within ten (10) business days. If the complainant feels the regulatory complaint is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

1. A written statement of the regulatory complaint signed by the complainant shall be submitted to the Superintendent within ten (10) business days of receipt of answers to the informal complaint. The Superintendent shall further investigate the matters of regulatory complaint if he/she believes further investigation is warranted and reply in writing to the complainant within ten (10) business days.
2. If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within ten (10) business days of receiving the Superintendent's response in Step 1. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) 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) days of this meeting.

The days noted above for purposes of this policy are days when the School District's business office is open for business to the general public. The time limits noted above may be extended by the Superintendent if warranted.

Section 8.3

Investigation and Complaint Procedure

All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct. Thereafter, the CO or designee must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

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

Informal:

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

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

Formal:

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

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

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

The decision of the Superintendent shall be final.

Section 8.4

Compliance Officer

Riverview Community School District Compliance Officer
13425 Colvin
Riverview, MI 48193
734-285-9662

Any employee or community member may contact the U.S. Department of Education/Office of Civil Rights for information and assistance at 216-522-4970.

If the regulatory complaint has not been satisfactorily settled, further appeal may be made to:

Regional US Department of Education,
Office for Civil Rights,
600 Superior Ave. East, Bank One Center, Suite 750,
Cleveland, OH 44114-2611.

Enforcement of Title IX
Office of Civil Rights
US Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115 216-522-4970
OCR.Cleveland@ed.gov or www.ed.gov/ocr

Inquiries concerning the nondiscriminatory policy may be directed to:

U.S. Department of Education
Attn: Director, Office of Civil Rights
400 Maryland Ave., SW
Washington D.C. 20202

The Compliance Officer, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the Human Resources office.

RIVERVIEW COMMUNITY SCHOOL DISTRICT

NONDISCRIMINATION AND EQUAL OPPORTUNITY/ACCESS INTERNAL COMPLAINT FORM

NAME OF COMPLAINANT _____ PHONE NUMBER _____

ADDRESS _____

RELATIONSHIP TO THE SCHOOL DISTRICT:

____ EMPLOYEE

____ TEACHER

____ OTHER _____ (POSITION)

____ OTHER _____ (DESCRIBE)

STATEMENT/NATURE OF COMPLAINT (INCLUDING DATE OF ALLEGED DISCRIMINATION):

WHAT ACTION ARE YOU REQUESTING? (i.e. RELIEF SOUGHT):

COMPLAINANT DATE _____

For Internal Office Use Only

Received by: _____

Date: _____

RIVERVIEW COMMUNITY SCHOOL DISTRICT

Proposal for Procedural, Curricular, Instructional or Operational Changes

The purpose of this form is to provide the opportunity for all stakeholders to propose changes to existing structures, protocols and pedagogy in all areas of district operations to promote better services to our students and community via open communication.

All proposals will be reviewed by the appropriate committee for discussion, evaluation and adoption.
Thank you for your input in making our district great!

**To access the online form, please go to
www.riverviewschools.com
under the "Staff" section.**

RIVERVIEW COMMUNITY SCHOOL DISTRICT
RIVERVIEW COMMUNITY SCHOOL DISTRICT

RECEIPT OF EMPLOYEE HANDBOOK

NAME (Please print): _____

Position: _____

Building/Department: _____

My signature below acknowledges that I received information regarding the Riverview Community Schools' online Employee Handbook. I understand that it is my responsibility to access the online manual and read it in its' entirety and comply with all applicable policies, rules, and regulations.

I understand that this Employee Handbook does not constitute an employment contract or agreement between Riverview Community Schools and myself and that I may request a physical copy from my administrator.

Employee Signature: _____

Date: _____

For Internal Office Use Only

Received by: _____

Date: _____