



**Employee Handbook Cover Memo**  
**Submitted: June 20, 2018**

**The following revisions have been made to the 2018-19 Employee Handbook, which is being submitted for Board approval this date:**

**Revisions:**

**Mission Statement:** Board goals deleted and Mission Statement added, as stated in Strategic Plan (Page 4)

**Strategic Plan 2018-21:** Replaced Board Goals – includes Mission, Vision and Key Objectives (Page 5)

**Directory** – Updated list with new Administrators and staff (Page 6)

**District School Calendar** – Updated with 2018-19 school calendar. (Page 7)

**Employee Benefits:**

Information pertaining to updates for insurance and contact information has been included for 2018-19. (Page 9-12)

**Loan Forgiveness:** Removed yellow highlights (from last year) (Page 16)

**Public Relations:** Removed yellow highlights (from last year) (Page 19)

**Personnel File:** Removed “Retirement information or number” from list of items included in personnel files. No longer required to keep this information. (Page 22)

**Overview of Selected Board of Education Policies/Regulations:**

FYI - The following MCE Jan Policy Updates were approved in April 2018 and were included in a revised Employee Handbook in April 2018 and the 2018-19 Employee Handbook:

**P4850**-Staff Dispute Resolution (Page 83);

**R1300/F1300**-Prohibition Against Harassment, Discrimination and Retaliation (Page 99)

**R1310/F1310.2**-Civil Rights, Title IX, Section 504 – deleted - replaced with R1300/F1300

**R4810**-Sexual Harassment/Title IX - deleted - consolidated into R1300