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# Romeo Community Schools

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Employee Handbook

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## **Our Mission Statement**

Embracing “R” community while engaging, educating and empowering students to inspire the future.

## **Our Vision Statement**

Forging pathways through academic exploration guided by...

Passions of our students  
Dynamic learning environments  
Invested community advocates

## **Welcome and Purpose**

This Manual is designed to acquaint you with Romeo Community Schools and provide you with general information about working conditions, benefits, policies and procedures affecting your employment.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is conducive to both personal and professional growth.

*This Manual and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. Only the Superintendent of Schools or other authorized representative(s) of the District has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This Manual is intended solely to describe the present policies, procedures and working conditions at Romeo Community Schools **not including Board Policies, District Administrative Guidelines and other procedures and Administrative protocols**. This Manual does not purport to include every conceivable situation; it is merely meant as guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state, and/or local laws will take precedence over procedure, where applicable.*

*Personnel Procedures are applied at the discretion of Romeo Community Schools. Romeo Community Schools and the District reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this Manual, at any time. The District may notify you of such changes via email, posting on the District’s Intranet, Portal or Web site, or via a printed memo, notice, amendment to or reprinting of this Manual, but may, in its discretion make such changes at any time, with or without notice and without a written revision of this Manual.*

## **Equal Employment Opportunity**

It is our policy to provide equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law.
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

We believe in and practice equal opportunity. The Director of Human Resources serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting the District in meeting its objectives.

## **I-9 Immigration Reform Policy**

Romeo Community Schools complies with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

Romeo Community Schools complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All applicants are asked to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (USCIS Form I-9). If an individual cannot verify his/her right to work within three days of hire, Romeo Community Schools must terminate his/her employment.

## **Background Checks**

Romeo Community Schools conducts background checks on all job candidates post-job offer. The type of information that may be collected is as follows: criminal background check, employment history, education, and professional and/or personal references.

This information may also be sought out during reassignment or promotional periods.

## Employee Classification

Employees are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

*The definitions of the worker classification categories can be summarized as follows:*

**Exempt:** Management, supervisory, professional, sales or administrative employees, whose positions meet FLSA standards, are exempt from overtime pay requirements.

**Non-exempt:** Employees whose positions do not meet the FLSA exemption standards are paid overtime. Employees classified as non-exempt generally work in non-supervisory, non-professional or non-administrative capacities. Overtime work, however, is prohibited without specific supervisor authorization.

## Dress Code

Your pride in both yourself and as a representative of our organization is reflected in your appearance and image you create. We feel our District's image is important and request that our employees maintain standards of dress and appearance appropriate to the organization as a whole and your individual position responsibilities. Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image we present to our parents and visitors. Therefore, while performing duties for our organization employees are expected to dress in attire appropriate to the environment and to behave in a professional and businesslike manner at all times to best represent our District.

If an employee is unclear about our dress and appearance guidelines, they are encouraged to consult with their supervisor and/or our Human Resources staff. If an employee reports to work in questionable attire or appearance, a notification and/or discussion will occur with the employee to advise and counsel them regarding the inappropriateness of the attire. Depending upon the circumstance the employee may also be sent home and directed to return to work in proper attire. Any work time lost will be expected to be made up by the employee. Continued or frequent departures from these guidelines will not be permitted and employees who appear for work inappropriately dressed or groomed may be disciplined up to and including discharge.

## Payroll and Paydays

Employees are paid bi-weekly, on Fridays, via direct deposit. When a payday falls on a holiday and the District is closed, employees are paid the day preceding the holiday. You can view your check stub online via the web at the following site: [www.romeok12.org](http://www.romeok12.org). Go to "For Staff" then go to Payroll Check Portal. This will take you to website: [myinfo.misd.net](http://myinfo.misd.net), which you can go to directly if you choose. New employees will be given login access by the Payroll Department.

Please contact the Payroll Department to make any changes to state or federal withholding forms.

### **Lunch Periods**

Full-time employees, and some part-time employees, are allowed an unpaid 30-minute lunch break, unless otherwise provided in Collective Bargaining Agreements. The schedule for meal periods should be established on the basis of work requirements in each location. Staggered meal periods may be necessary in some locations. Supervisors should be sure that each location is adequately staffed and that someone with authority is available at all times to resolve minor problems.

### **Attendance**

Being a service-oriented organization, it is crucial that you begin work at your assigned time. If you are tardy, you should report the reason to your supervisor. It is very much to your advantage to do all that you can to have a good attendance record. Regular attendance is one of the best indications of interest in your job and is an essential function of your duties. Attendance will be taken into account during your performance evaluation review. If you are unable to report for work because of illness or for any other reason, absences are required to be reported to your supervisor and in the District's absence management system.

Romeo Community Schools expects that every employee will be regular and punctual in attendance. This means being in the at the worksite, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the District.

### **Absence Abuse**

Regular attendance is crucial to the success of the District. Paid sick leave, if provided, is to be considered a financial buffer for those eligible employees who are too injured or ill to work, not as additional time off for employees who are well. Employees should be prepared to furnish a doctor's note or similar evidence of inability to work if the supervisor requests one or per the collective bargaining agreement. Abuse of sick leave, or excessive absenteeism or tardiness, is grounds for discipline, up to and including termination of employment.

### **Vacation**

Vacation for eligible employees is granted in accordance with the employee's collective bargaining agreement, or written employment conditions.

### **Nursing Mothers**

In compliance with the amended Fair Labor Standards Act and to ease the transition of mothers returning to work following the birth of a child, lactation accommodation will be provided for nursing mothers.

## **Religious Observances**

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. Romeo Community Schools respects your religious beliefs and therefore will provide unpaid leave to employees who, for religious reasons, must be away from their work location on days of normal operation.

Employees who need time off for religious observance should request leave from their supervisors at least two weeks in advance. Time off is granted only with prior approval, but will not be unreasonably withheld.

## **Time Clock System Regulations**

Hourly employees are required to punch in and out using the District's time clock system to accurately record their hours worked each day in the system. Each employee shall not punch in or out for another employee. If an employee punches in or out for another employee, each are subject to disciplinary action.

Employees may not punch in more than six (6) minutes before the beginning of his/her shift unless overtime hours were previously approved by his/her supervisor.

## **Workers' Compensation**

We are all responsible for ensuring that work areas are maintained in a clean and safe manner. Both for your safety and the safety of your fellow co-workers, contractors, volunteers, and visitors, you should be aware of and report to your supervisor any condition that creates an unsafe work environment.

Romeo Community Schools will provide workers' compensation, a type of accident and injury insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to his/her supervisor so that the necessary paperwork may be completed.

Employees returning to work must provide proof of rehabilitation or treatment from a licensed physician and verification that they are able to complete all the essential functions of their position. In the event that the employee cannot complete some of their essential functions as ordered by the physician, the District may provide a reasonable accommodation to the essential functions of their position. Once a physician has verified that the employee can resume all essential functions of their position, he/she shall no longer receive workers' compensation benefits.

## **Jury Duty**

While it is the duty of every citizen to serve on a jury when called, the District recognizes that this often means the loss of income. Romeo Community Schools pays the regular

wages for days when you are unable to report to work because of jury service so long as the employee remits the jury fee payment to the Business Services Office up to two (2) weeks unless otherwise provided for in a Collective Bargaining Agreement.

The above statement applies provided that you:

- Show your supervisor your summons to serve on a jury prior to the time that you are scheduled to serve.
- Furnish your supervisor with evidence of having served on a jury for the time claimed.

Time spent on jury duty will not be counted as hours worked for the purpose of computing overtime pay.

### **Employer-Offered Insurance**

Romeo Community Schools provides health insurance plans to bargaining unit employees in accordance with the respective collective bargaining agreement. The District provides benefits to non-affiliated personnel as identified on their respective benefits summary. If no such summary is provided, employees are to contact the District's Employee Compensation Coordinator for benefit eligibility.

### **COBRA Benefits**

Romeo Community Schools complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue their coverage through COBRA: termination of the covered employee's employment, reduction in the covered employee's working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify the Employee Compensation Coordinator within 30 days to maintain the right to continue coverage. At that time, the Employee Compensation Coordinator will provide enrollment materials to the employee or covered dependent within 14 days of that notification.

The covered employee or dependent has 60 days to elect continuation of coverage from either the date that coverage would ordinarily have ended under the plan by reason of a qualifying event or the date of notification, whichever comes later. Election of continuation of coverage is established by completing and returning enrollment materials to the Employee Compensation Coordinator.

COBRA premiums will be billed by the applicable insurance provider, and the first premium will be due within 45 days of the date of election. Subsequent premiums must be received within the terms set forth by the provider. Failure to make timely payments will result in discharge of coverage without notice.

COBRA continuation coverage will end for any of the following reasons: The District discontinues its insurance plan, the premium payment is not made in a timely fashion, and the person who elected continuation of coverage becomes covered under another insurance plan or Medicare. Continuation coverage will end after 18 months if the qualifying event was termination or reduction in hours, unless the qualified beneficiary is disabled at the time of termination or reduction in hours, in which case coverage may extend to 29 months. Continuation coverage will otherwise end after 36 months.

### **Overtime Pay**

Romeo Community Schools shall compensate all hourly, non-exempt employees time and one-half for all hours worked in excess of 40 hours each week or as otherwise defined in the employee's collective bargaining agreement. The workweek begins on Saturday morning (12:01 a.m.) and ends on Friday at midnight (12:00 p.m.).

At times, employees will be asked to work overtime to complete necessary work tasks. The employee's supervisor will notify the employee as early as possible regarding his/her scheduling needs.

If an employee would like to work overtime hours, he/she must receive prior authorization from his/her supervisor in writing before working the overtime hours.

### **Performance Evaluations**

Romeo Community Schools is committed to providing you with feedback, both formal and informal about your performance on the job. Supervisors are responsible for on-going performance feedback. In addition, your supervisor may formally discuss and document your performance on a regular basis. Please contact Human Resources if you feel that an evaluation is due to you or would be helpful to you.

Specific performance problems may be addressed outside the performance appraisal cycle through either informal discussions or formal disciplinary action.

Formal performance feedback becomes a permanent part of your personnel file.

### **Personnel Records**

Employee personnel files may include the following: job application, job description, resume, records of participation in training events, salary history, records of disciplinary action, typed or handwritten notes taken during employment interviews and documents related to employee performance reviews, coaching, and mentoring). Personnel records are kept confidential and are not available to anyone outside of the District unless you



have authorized the release, or release is to an authorized governmental agency, or is required by law. The Bullard-Plawecki, Employee Right-to-Know Act (MCLA 423.501-.512), gives employees the right to periodically review their personnel record, prescribes the conditions under which a review of a personnel record shall take place, and limits an employer's right to retain and disclose certain personnel information. To obtain access to your records, contact Human Resources.

### **Physical Examinations**

Romeo Community Schools may require a job-related medical examination when there is a need to determine if an employee can perform the essential functions of his/her position. This exam will identify physical limitations or restrictions. A medical examination may also identify significant health or safety risks to the employee or others, by identifying infectious diseases, or other medical monitoring as required by medical standards, professional licensing bodies or standards established by federal, state or local law.

A doctor's note may be required for employees who are absent as a result of injury, illness or disability.

### **Tobacco-Free Environment**

The use of all tobacco products on School District property is prohibited. In addition, the use of electronic cigarettes, vaporizers, etc. is also prohibited. School District property includes all school buildings, areas adjacent to school buildings, athletic fields, pupil transportation vehicles, and parking lots. The prohibition applies to students, employees, and visitors to the school or school campus and applies whether or not school is in session. The term "tobacco" includes any kind of lighted pipe, cigar, cigarettes, or any other lighted smoking materials, as well as chewing products and snuff.

"Electronic Cigarettes" and "Vaporizers" means any device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold as e-cigarettes, or under any product name or descriptor.

### **Standards of Conduct**

The work rules and standards of conduct for Romeo Community Schools are important, and the District regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards in doing their own jobs and conducting District business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may

result in disciplinary action, up to and including termination employment. These examples are in no way a limitation on or intended to change the District's at-will policy.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Immoral actions or intimidating others
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of District-owned or student/parent-owned property
- Insubordination or disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment and touching
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, or other District-owned equipment
- Using District equipment for purposes other than District business (e.g., playing games on computers or excessive personal Internet usage)
- Unauthorized disclosure of District, student or parent confidential information
- Violation of personnel procedures
- Violation of Board of Education Policies and Administrative Regulations
- Unsatisfactory performance or conduct

These rules apply to any and all interactions with students, parents, community members, fellow employees or anyone else associated with the workplace.

### **Employment Termination**

1. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:
  - Resignation and Retirement - voluntary employment termination initiated by an employee.
  - Termination - involuntary employment termination initiated by the District.
  - Layoff - involuntary employment termination initiated by the District for non-disciplinary reasons.

2. If you wish to resign, you are requested to notify your supervisor of your anticipated departure date at least two weeks in advance. Of course, as much notice as possible is appreciated by the District and your coworkers. This notice shall be completed on the District's separation form. Employees are encouraged to attach a statement of why they are leaving the District.
3. In the case of termination due to resignation, retirement, or permanent reduction in the work force, your accrued vacation (if applicable) pay will be paid on a pro-rata basis.
4. In the case of termination, any vacation or personal/sick time used in excess of accrued time will be deducted from your final paycheck.
5. A health insurance extension of benefits under COBRA regulations is available and is offered via mail to eligible employees. Parking passes, office/building keys, District equipment, ID badge, etc., must be returned when requested, or on the last day of employment with Romeo Community Schools.
6. If you leave in good standing, you may be considered for re-employment.
7. Except as required by law or by separate agreement, employee salary and non-health related benefits will end on the date of termination, benefits on the last day of the month.

### **Communications**

Communicating information to other employees, departments, and school buildings is extremely important to the District; however, it can be very challenging to reach all individuals the information was intended to reach. Effective communication is vital for the smooth operation of the District on a daily basis. The District has numerous methods of sharing information with employees, including:

- Employee Handbook
- Applicable Collective Bargaining Agreements
- U. S. Mail
- Pay stub messages
- District website – [www.romeok12.org](http://www.romeok12.org)
- Staff/department meetings
- Telephone/Voice Mail
- Email
- Instant Alert
- School Messenger

### **Complaint Policy**

Romeo Community Schools expects all employees to respect the rights of their coworkers and maintain an atmosphere free of discrimination.

In the event that an employee experiences any job-related discrimination or harassment based on race, color, national origin, religion, sex, marital status, genetic information, disability, age, or any other illegal grounds, the individual should promptly report the incident to a supervisor. If the employee believes it is inappropriate to discuss the matter with their supervisor, it should be directly reported to the Human Resources Department. Once made aware of a complaint, Romeo Community Schools is committed to commence an immediate, thorough investigation of the allegations.

If, at the completion of an investigation, Romeo Community Schools determines that an employee is guilty of discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending employee.

Romeo Community Schools prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy, or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination, the District determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

### **Disciplinary Action Policy**

Disciplinary actions may entail verbal and/or written warnings, suspension, or discharge. The District reserves the right to exercise discretion in issuing discipline. Prior warning is not a requirement for suspension or discharge. If you are disciplined in writing, copies of your discipline are placed in your personnel file.

Romeo Community Schools reserves the right to take any disciplinary action it considers appropriate, including discharge, at any time. In addition to those situations discussed elsewhere in this handbook, listed below are some other examples where immediate termination could result. This list is general in nature and is not intended to be all-inclusive:

- Discourtesy to a student/parent, provider, or the general public resulting in a complaint or loss of good will.
- Refusal or failure to follow directives from a supervisor, manager, or other administrator.
- Breach of confidentiality relating to employer, employee, and students.
- Altering, damaging, or destroying District property or records, or another person's property.
- Dishonesty.
- Providing false or misleading information to any representative or on any records including the employment application, benefit forms, time punches, expense reimbursement forms, etc.
- Fighting or engaging in disorderly conduct on District premises.
- Conduct or performance issues of a serious nature.
- Failure of a drug or alcohol test.

## **Drug-Free Workplace Policy**

We recognize alcohol and drug abuse as potential health, safety and security problems. The District maintains a workplace free of alcohol and illegal drugs as well as prescription drugs for which the employee does not have a current, valid prescription. An employee or volunteer who is found to have unlawfully manufactured, distributed, dispensed, possessed, or used alcohol or any drug in the workplace shall be disciplined, up to and including termination of employment. Similarly, an employee or volunteer who is found to have been present in the workplace while under the influence of illegal drugs, prescription drugs for which the employee does not have a current, valid prescription, or alcohol will be subject to discipline, up to and including termination of employment. All employees must notify the School District, in writing, if charged with a violation of a criminal drug statute occurring in the workplace. Notification must be provided no more than three (3) business days after being arraigned for the crime. All employee agrees to abide by this policy as a condition of employment. This notification requirement does not eliminate the obligation of School District employees or volunteers to report convictions of felonies and/or listed offenses, as otherwise required by law.

Notwithstanding state permissibility, the use and possession of marijuana and marijuana-induced intoxication are prohibited on school grounds.

Employees are prohibited from the following when reporting for work, while on the job, on District premises, or in any vehicle used for District business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia;
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol; and
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine (“controlled substance” means a drug or other substance as defined in applicable federal laws on drug abuse prevention).

Drug and alcohol testing will be carried out in compliance with any applicable state and federal laws and regulations.

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any employee to seek professional care, counseling, or the employee assistance program prior to any violation of this policy.

## **Violence-Free Workplace**

It is Romeo Community School’s policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, the District will not tolerate violence or threats of violence of any form in the workplace, at work-related functions,

or outside of work if it affects the workplace. This policy applies to employees, volunteers, guests, vendors, students and persons doing business with the District.

It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, email or social media).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of all stakeholders.
- Possession of firearms or any other lethal weapon on District property, in a vehicle being used on District business, in any District owned or leased parking facility, or at a work-related function.
- Any other conduct or acts which management believes represents an imminent or potential danger to work place safety/security.

Anyone with questions or complaints about workplace behaviors which fall under this policy may discuss them with a supervisor or a Human Resources representative. The District will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate discharge of the employee(s). Where such actions involve non-employees, the District will take action appropriate for the circumstances. Where appropriate and/or necessary, the District will also take whatever legal actions are available and necessary to stop the conduct and protect all stakeholders and property.

### **Workplace Harassment Policy**

Romeo Community Schools is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity), marital status, genetic information, disability, age, or any other illegal grounds. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to all employees, clients, customers, guests, vendors, and persons doing business with the District.

Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment has been defined according to guidelines as:

*Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:*

- *Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;*

- *Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or*
- *Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.*

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual advances, or propositions;
- Inappropriate verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Degrading verbal comments about another individual or his/her appearance;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures; and
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, or the Human Resources Department.
3. Report any additional incidents or retaliation that may occur to one of the above resources.

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given the District's obligation to investigate and act upon reports of such harassment. Appropriate actions will be taken by the District to stop and remedy any and all such conduct, including interim measures during a period of investigation.

Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

### **Communicable Disease Policy**

A communicable disease, also known as infectious diseases or transmissible diseases, are illnesses that result from the infection, presence and growth of pathogenic (capable of causing disease) biologic agents in an individual human or other animal host. They are diseases that can be transmitted from one individual to another via: (1) direct

physical contact, (2) through the air (cough, sneeze or particle inhaled), (3) through a transmission vehicle, either ingested or injected or (4) through a vector (animals or insects). Examples of some of the most common communicable diseases include: COVID-19, measles, influenza, viral hepatitis-A (infectious hepatitis), viral Hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. This definition may be broadened in accordance with the recommendations and information provided from the Centers for Disease Control and Prevention (CDC).

### **Reporting Procedure**

Those employees who demonstrate signs or symptoms of a communicable disease that poses a credible threat of transmission in the workplace should report that potential infection or disease IMMEDIATELY to the Human Resources department. The employee is then responsible for keeping informed of his/her condition that may require extended care, missed work, etc. The employee may also be required to provide written documentation from a physician to return to the worksite.

### **HIV, ARC, or AIDS**

When a District employee reasonably suspects that a student or staff member is infected with HIV, ARC, or AIDS, he/she must notify the Macomb County Health Division, if such action is reasonably thought necessary to: protect the health of the student or staff member; prevent further transmission of the disease; or, diagnose and care for the student or staff member. The district employee shall not provide the Macomb County Health Division with the name of the student or staff member unless such information is determined by the employee making the disclosure to be reasonably necessary to accomplish the above-mentioned purposes.

Request the permission of the affected student's parent or guardian, or the staff member, to inform the Superintendent and other necessary persons of the suspected illness. If such consent cannot be obtained, the employee shall inform the Superintendent of the matter in such a way that the identity of the affected person is not discernible. The Superintendent may then take appropriate action.

### **Contagious Illness Policy**

Romeo Community Schools realizes that employees with contagious temporary illness, such as influenza, colds and other viruses, need to continue with normal life activities, including working. In deciding whether an employee with an apparently short-term contagious illness may continue to work, the District considers several factors. The employee must be able to perform normal job duties and meet regular performance standards.

In the judgment of the employer, the employee's continued presence must pose no risk to the health of the employee, other employees and students. If an employee disputes the District's determination that such a risk exists, the employee must submit a statement from his or her attending health care provider that the employee's continued employment poses no risk to the employee, other employees or students.



## **Safety Training**

The district is required, at time of hire and on an annual basis thereafter, to provide certain employees specific training related to work safety. In addition, the district may require that all employees review information on additional subjects on an annual basis. In order to provide employees with this required training, the district has contracted with Safe Schools to offer web-based training. The tutorials can be accessed at <http://romeo.mi.safeschools.com>. When that web page is accessed, you need to log in. Your login information is your first name/last name. Please use all caps and do not use a space between first and last names.

In accordance with the OSHA Bloodborne Pathogens Standards, 29 CFR 1910.1030, Romeo Community Schools maintains a proactive position with its Bloodborne Pathogens Control Plan. The main objective of this Plan is to protect employees from potential workplace hazards by reducing occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other Bloodborne pathogens. Training on an annual basis is required.

In addition, the Hepatitis B vaccination series is offered to employees and administered by a local health care provider. Contact the Human Resources Department if you would like to receive the Hepatitis B vaccination series.

## **Federal Family and Medical Leave**

If you are an eligible employee of Romeo Community Schools, you are allowed to take unpaid Family and/or Medical Leave under federal law, the Family and Medical Leave Act (FMLA).

### **Eligibility**

To be eligible for leave, you must be employed by the District for at least 12 months. In the 12 months immediately preceding the beginning of the leave, you must also have worked at least 1,250 hours to qualify for federal FMLA. Twelve (12) month period is defined as rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the “leave year” is specific to each individual staff member).

### **Amount of Leave Available**

As stated above, eligible employees are generally eligible for *up to* a total of 12 weeks of protected leave, except for service member family leave, within a rolling twelve-month period, measured backward from the date an employee uses any Federal leave for any combination of reasons listed below. Where leave is taken to care for a covered service member who is undergoing medical treatment, recuperation or therapy, is in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness, a spouse, child, parent or next of kin may take up to 26 weeks of unpaid leave during a single 12-month period.

Under the federal FMLA, spouses employed by the District are jointly entitled to a combined total of 12 weeks of family leave for the birth or placement of a child for adoption or foster care and to care for a parent who has a serious health condition. (The federal FMLA does not cover care for a parent-in-law.) Spouses employed by the District are jointly entitled to a combined total of 26 weeks of family leave to care for a covered service member with a serious injury or illness, for the birth or placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

## **Types of Leave Available**

**Birth or Placement for Adoption or Foster Care:** Such leave is available to eligible male and female employees for the birth of a child or for placement of a child with the employee for purposes of adoption or foster care. Such leave must be completed within 12 months of the birth or placement.

*Non-continuous leave.* Such leave may not be taken intermittently. See below for more details on intermittent leave.

*Certification process.* The need for leave must be documented by your treating health care provider through our medical certification process or documented proof of placement of a child.

**Serious Health Condition of Employee:** If, as an eligible employee, you experience a serious health condition as defined by federal law, you may take medical leave under this policy. A serious health condition generally occurs when you:

- Receive inpatient care in a hospital, hospice or nursing home;
- Suffer a period of incapacity accompanied by continuing outpatient treatment/care by a health care provider; or
- Have a history of a chronic condition that may cause episodes of incapacity.

*Non-continuous leave.* Medical leave may be taken all at once or, when medically necessary, intermittently.

*Certification process.* The need for leave must be documented by your treating health care provider through our medical certification process

*Fitness-for-duty statement.* A fitness-for-duty statement will be required in order for you to return from a medical leave. Failure to provide the statement will result in a delay in your return to work.

**Serious Health Condition of Immediate Family Member:** If, as an eligible employee, you need family leave in order to care for your son, daughter, spouse or parent who experiences a serious health condition as defined by federal law, you may take medical leave under this policy.

*Non-continuous leave.* Medical leave may be taken all at once or, when medically necessary, intermittently.

*Certification process.* The need for leave must be documented by the family member's treating health care provider through our medical certification process.

**Active Duty Because of Any Qualifying Exigency:** If, as an eligible employee, you need family leave because of any qualifying exigency arising out of the fact that your spouse, son, daughter or parent is on active duty in the Armed Forces (including the National Guard or Reserves) in a foreign country, or has been notified that they will be called or ordered to active duty in the Armed Forces (including the National Guard or Reserves) in a foreign country, you may take family leave under this policy.

*Non-continuous leave.* Family leave for any qualifying exigency arising out of the active duty of a family member may be taken all at once or intermittently.

*Certification process.* The need for leave must be documented by a certification in a form and in such manner as the U.S. Department of Labor and the Secretary of Defense prescribe.

**Service member Family Leave:** If, as an eligible employee, you need family leave to care for a covered service member who is your spouse, son, daughter, parent or next of kin, and who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list for a serious injury or illness, you may take up to 26 weeks of unpaid leave during a single 12-month period under this policy.

*Non-continuous leave.* Service member family leave may be taken all at once or, when medically necessary, intermittently.

*Certification process.* The need for leave must be documented by the family member's treating health care provider through our medical certification process.

## **Notifying the District of the Need for Family or Medical Leave**

Generally, Human Resources must be notified to request a leave under this policy. The need to take non-emergency leave should generally be requested from the Human Resources department at least 30 days, or as soon as practicable, in advance of the need. In cases of emergency, verbal notice should be given as soon as possible (or by your representative if you are incapacitated) to Human Resources. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay or denial of the leave. It is your responsibility to notify your supervisor and Human Resources of absences that may be covered by FMLA.

You must provide sufficient information regarding the reason for an absence for the District to know that protection may exist under this policy. Failure to provide this information will result in delay and/or forfeiture of rights under this policy. This means

the absence may then be counted against your record for purposes of discipline for attendance, etc.

### **Medical Certification Process**

In addition to supplying notification to the Human Resources Department, you will be required to complete a medical certification form where leave is for a family member's or your own serious health condition. The certification form needs to be signed by the health care provider. These forms are available from Human Resources. Second or third certifications from health care providers and periodic recertification at the District's and/or your expense may be required under certain circumstances.

We may also require periodic reports during federal FMLA leave regarding your status and intent to return to work.

### **Certification for Active Duty Because of Any Qualifying Exigency**

In addition to notifying the Human Resources Department, you will be required to complete a Certification of Qualifying Exigency for Military Family Leave form and to furnish to the District in a timely manner any certification that your family member is issued regarding their active duty or call to active duty in the Armed Forces.

### **Substituting Paid Leave for Unpaid Leave**

Federal FMLA leave is unpaid. The District requires you to substitute accrued leave, where applicable. When you substitute accrued leave, the absence will be counted against your entitlement to FMLA leave under this policy and will not extend your leave. In other words, you are using your paid leave concurrently with your FMLA leave.

### **Non-Continuous Leave**

Intermittent and/or reduced leave will be permitted only when it is medically necessary or for a qualifying exigency/call to active duty as explained above. In all cases, the total amount of leave taken in a calendar year shall not exceed your total allotment as defined earlier in this policy.

Intermittent and reduced schedule leave must be scheduled with minimal disruption to an employee's job. To the extent an employee or family member has control, medical appointments and treatments related to an employee's or family member's serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

If you request non-continuous federal FMLA leave which is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition, for your own serious health condition, or for service member family leave, you may be required to transfer temporarily to an available alternative position offered by the District for which you are qualified and which better accommodates

recurring periods of leave than your regular employment position. You will be entitled to equivalent pay and benefits, but will not necessarily be assigned the same duties in the alternative position.

### **Benefit Continuation During Leave**

The District will maintain group health insurance coverage and other employment benefits (such as group life insurance, AD&D, health and dependent flexible spending accounts, etc.) for you while on FMLA leave whenever such insurance was provided to you before the leave was taken and on the same terms as if you had continued to work. You will be required to pay your regular portion of insurance premiums – contact the Employee Compensation Coordinator for an explanation of your options.

Benefits that are accumulated based upon hours worked shall not accumulate during the period of FMLA leave.

In some instances, the District may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave.

### **Returning to Work**

If the reason for FMLA leave is for your own serious health condition, you will be required to present a Fitness-For-Duty certification immediately upon return to work.

If you wish to return to work before the scheduled expiration of an FMLA leave, you must notify the District of the changing circumstances as soon as possible, but no later than two working days prior to your desired return date.

An employee who fails to return to work immediately after the expiration of the leave period will be considered to have voluntarily terminated his or her employment.

### **Rights Upon Returning from Leave**

Upon return from Family or Medical Leave, you will be returned to the position you held immediately prior to the leave. Certain exceptions exist for Key Employees as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits, and other terms and conditions of employment. If you exhaust all leave under this policy and are still unable to return to work, your situation will be reviewed to determine what rights and protections might exist under other District policies.

The law provides that an employee has no greater rights upon a return from leave than the employee would have if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

*If you do not qualify for the types of leave described in this policy, upon request, we may approve a personal leave of absence, depending on your circumstances. Except where mandated by law, we cannot guarantee that benefits will continue or that your position will remain open in your absence.*

*This policy provides an introduction to the rights and provisions of the federal FMLA. Department of Labor form WHD Publication 1420 is available on the internet and further explains the FMLA's provisions and the procedures for filing complaints of violations of the FMLA with the U.S. Wage and Hour Division. Questions you may have about this law, including questions about the law's most recent requirements, should be directed to Human Resources.*

## **Military Leave**

### **Leave for Annual Training**

Employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard reserves or the National Guard may be granted leaves of absence for the purpose of participating in reserve or National Guard training programs.

Employees shall be granted the minimum amount of leave needed to meet the minimum training requirements of their units. No employee will be required to use vacation time for military duty, but employees who do elect to schedule their vacations to coincide with military duty will receive their full regular vacation pay in addition to any pay from the military.

### **Leave for Active Reserve or National Guard Duty**

Permanent employees who are members of the U.S. Army, Navy, Air Force, Marines or Coast Guard reserves or the National Guard may be granted leaves of absence for the purpose of participating in active duty tours.

Employees will be granted leave as required to complete the tour of duty, for up to five (5) years of cumulative uniformed service-related absences. There are some exceptions that may apply that are exempt from counting towards this five-year accumulation.

Employees with leaves of less than 31 days must report back to work by the beginning of the first regularly scheduled work period after the end of the last calendar day of duty, plus the time required to return home safely and have an eight-hour rest period.

Employees with leaves between 31 and 180 days must apply for re-employment no later than fourteen (14) days after completion of uniformed service. Employees with leaves longer than 180 days must apply for re-employment no later than ninety (90) days after completion of uniformed service.

Time spent in the reserves or the National Guard will be credited to all employees toward meeting length of service requirements for eligibility for retirement benefits and

vacation entitlement. Employer pension contributions, however, may be suspended during military service because the employee is not in pay status, and employees will not accrue vacation while in the military.

## **Technology Users Privilege Declaration**

### **Acceptable Use Policy, Responsibilities, and Acknowledgement**

Use of educational technology at Romeo Community Schools is a privilege extended to students, faculty, and staff to enhance learning and exchange information. Each user of technology shall understand the following Privileges, Disciplinary Action, and Acknowledgement and Release statements and sign this Handbook prior to accessing and using educational technology.

- All District data on information systems is classified as District proprietary information.
- Users shall utilize technology in the school ONLY for facilitating learning and enhancing educational information exchange consistent with the purpose of the school, other than occasional incidental use.
- Users shall strictly adhere to any and all rules and technological procedures regarding filtering, monitoring and/or supervision that the District currently employs or may employ in the future. Users shall not attempt to circumvent a filtering or monitoring device in accessing the Internet.
- Users shall log into any network only with a user identification and password they have been assigned.
- Users shall not bring in personal hardware or software and use it on school equipment. Users shall not attempt to gain access to any unauthorized area of the network, or engage in any form of hacking.
- Users shall not relocate, remove from premises, or modify without the permission of the Technology Department any hardware or software.
- Upon the commencement of a leave of absence, layoff, or separation of employment of any type with the District, users are required to return all hardware and software assigned to them. Failure to turn in all devices and components, or turning in damaged items, may result in the district withholding monies from an employee's final pay, or billing the employee, for an amount to the replacement cost of the item(s).
- All District data on information systems is classified as District proprietary information.
- Unauthorized use, destruction, modification, and/or distribution of Romeo Community School's information or information systems is strictly prohibited.
- Use of any District information systems or dissemination of information in a manner bringing disrepute, damage, or ill- will against the district, its staff members, students and/or parents is prohibited.
- Misuse, as defined in this policy, will be handled directly with the offender and could include disciplinary action up to and including discharge.

## **Disciplinary Action**

Any user violating any of these Privileges and Rules of Conduct may face disciplinary action and may be banned from using school hardware and software.

## **Staff acknowledgement and Release**

I have read and understand the terms of this policy and I understand my responsibilities. I also consent to and understand that district staff may monitor my electronic communications, including logs showing Internet access, e-mail, and downloaded files, at any time.

I also agree to release the district, as well as its employees and agents, from any substantiated claim arising from my Internet use performed on district technology resources or out of my violation of the Acceptable Use Policy.

I agree to report any substantial student misuse of district technology resources, including the Internet, to my immediate supervisor.

## **Internet Usage**

Internet usage is provided to employees to conduct work-related business. Incidental and occasional personal use is permitted. This privilege should not be abused and must not affect a user's performance of employment related activities. Non-business Internet activity will be restricted to non-business hours.

## **E-mail Usage**

E-mail accounts are provided to employees to conduct work-related business. While this resource is to be used primarily for business, the District realizes that employees may occasionally use this privilege for personal matters, and therefore permits limited personal e-mail during non-business hours.

- All e-mail on the District information systems, including personal e-mail, is the property of the District. As such, all e-mail can and may be periodically monitored.
- Outgoing and incoming e-mail of an offensive, pornographic, or otherwise inappropriate nature is prohibited. Violations of this may result in disciplinary action, up to and including discharge of employment.

## **Desktop Services**

Romeo Community Schools prohibits the downloading of software from the Internet because of significant risk of infecting the District systems with a virus and the unreliability of such downloaded software. All District information systems will be subject to periodic inventory and inspection for compliance.



## **District Credit Card**

Romeo Community Schools offers district credit cards for some employees who travel frequently for their duties, purchase large volumes of goods for use by the District or incur frequent business expenses that can be paid by credit card.

The card is also not to be used for personal expenses.

- Misuse of a district-issued credit card will result in cancellation of the card. If the card is used for personal expenses, Romeo Community Schools has the right to recover these expenses from the cardholder. All employee cardholders will be required to sign an agreement authorizing to recover any amounts that were incurred for personal reasons out of their salaries.
- Credit card expenditures must be reconciled monthly and approved by the employee's supervisor.
- Credit card expenditures must be submitted with original receipts to the Accounting Department on a monthly basis.
- If a credit card holder does not oblige this policy, his/her card will be cancelled.
- Lost or stolen district-issued credit cards must be reported to the Accounting Department immediately.

## **Confidential Information and District Property**

During your employment by the District, you may have access to confidential and proprietary data. To protect the District's interest, you must (a) not use any such Confidential Information for your personal benefit or for the benefit of any person or entity, and (b) use your best efforts to limit access to such Confidential Information to those who have a need to know it for the business purposes of the District. In addition, you should minimize those occasions on which you take documents, external drives, or a laptop containing such Confidential Information outside the office. On those occasions where it is necessary, consistent with the best interests of the District and doing your job effectively, to take documents, an external drive, or a laptop containing Confidential Information outside the office, all appropriate precautionary and security measures should be taken to protect the confidentiality of the information.

During the course of your employment with the District, you will be provided and/or will generate correspondence, memoranda, literature, reports, summaries, manuals, proposals, contracts, and other documents and data concerning the business of the District. Any and all such records and data, whether maintained in hard copy or on an external drive, computer hard drive, or other medium is the property of the District, regardless of whether it is or contains Confidential Information. Upon termination of your employment with the District, you are required to return all such records to the District and may not retain any copy of any such records or make any notes regarding any such records. We reserve the right to search for such information and property in personal items while on District premises such as vehicles, purses, briefcases, etc.

## **Conflicts of Interest**

All employees have a duty to further the District's aims and goals, and to work on behalf of its best interest. Employees should not place themselves in a position where the employee's actions or personal interests may be in conflict with those of Romeo Community Schools.

## **Driving While on District Business**

### **Purpose**

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as an employee, but also the welfare of others who could be put in harm's way by inattentive driving.

As a driver, your first responsibility is to pay attention to the road. When driving while conducting business on behalf of the District in any other manner, the following applies:

### **Cellular Phone**

Cell phone use while driving is a common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cell phones while driving is strongly discouraged. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or arrive at your destination. If you must use your cell phone while driving, please use good judgment: keep the call short, use a hands-free device, get to know your phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.).

### **Obey the Law**

Romeo Community Schools is not responsible for any moving traffic violations, parking tickets, or any other city ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for the District.

### **Other Safe Driving Precautions:**

- Use good judgment when road conditions are poor. Limit or avoid driving when rain or snow threatens your safety.
- Avoid distractions such as eating, applying makeup, paying too much attention to your radio/CD player, or other distracting behavior.
- Do not drive if your ability to drive safely is impaired by the influence of medications.
- Texting is strictly prohibited while driving a District provided vehicle, or driving on District business.
- Laptop computers should never be used at any time while driving.
- Be concerned for your coworkers' safety. Ask them to call you back at a safer time if they call you while driving.

Employees who drive for district business must have a current, valid driver's license.

### **Improper Payments and Gifts**

We prohibit the solicitation, acceptance, offer or payment to any person or organization of any bribe, kickback or similar consideration of any kind, including money, services or goods or favors (other than goods or favors which are nominal in amount and not prohibited by any federal, state or local law). Do not accept or give gifts, gratuities, entertainment or favors of such value or significance that their receipt might reasonably be expected to interfere with the exercise of independent and objective judgment in making or participating in decisions relating to the party with whom you are dealing.

### **Online Social Networking Policy**

Romeo Community Schools is committed to maintaining a good relationship with employees and with the outside world. If Romeo Community Schools sustains a positive reputation and image in the public eye, it directly benefits the District as a whole in addition to putting you in an advantageous situation as an employee. The way the public views the District is vital to its mission, retaining first-class employees, recruiting new employees and servicing our students.

While the District has no intentions of controlling employees' actions outside of work, it is important that employees practice caution and use discretion when posting content on the Internet, and especially on social networking sites that could affect the District's business operations or reputation. This policy serves as a notice on the practice of social networking for all employees to read and understand.

#### **Purpose**

The purpose of the Online Social Networking Policy is as follows:

- To guarantee a constructive relationship between the District and its employees.
- To reduce the possibility of risk to Romeo Community Schools or its reputation.
- To discourage the use of District time for personal networking.
- To ensure employees are aware of their actions while engaging in social networking, the number of individuals who can access information presented on social networking sites and the consequences associated with these actions

#### **Definitions**

##### **Social Networking**

Defined as any activity that involves interaction in online communities of people. This interaction includes, but is not limited to, browsing other users' profiles, browsing other users' photos, reading messages sent through social networking forums and engaging in online communities' instant messaging services.

## **Social Networking Sites**

Specific online communities of users, or any Web site that links individuals electronically and provides a forum where users can connect and share information. These Web sites can be general or tailored to specific interests or certain types of users. Examples of popular social networking sites include Facebook®, Twitter®, MySpace®, Flickr®, Friendster®, Classmates.com®, LinkedIn®, Xanga® and Bebo®. The list of domains that constitute social networking sites is ever-growing and changing because of the nature of the Internet.

## **Social Networking Profile**

A specific user's personalized Web page within a certain social networking site, usually containing personal information such as name, birthday, profile photo, interests, etc.

## **Micro-blogging**

The practice of publishing your recent whereabouts, thoughts or activities on a social networking site for other users to see. This is the main focus of social networking sites such as Twitter, but it also includes features like "status updates" on Facebook.

## **Prohibited Conduct**

Having your own, individual social networking account and using it on your own time is certainly permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and are no longer private matters. While the District will not be continuously monitoring employees' personal conduct on social networking sites, it is a good guideline to assume that anything posted on your personal social networking profile could potentially be seen by anyone at the District. While this section of the policy is a sensitive one, Romeo Community Schools put it in place to protect not only the district, but you and your job. It is for your own security and defense that you follow these guidelines:

- Do not use micro-blogging features to talk about District business on your personal account, even on your own time. Do not post anything you would not want your manager/supervisor to see or that would put your job in jeopardy.
- Do not use the District name, address or other information in your personal profile. This is for your physical safety as well the safety of everyone else at the District and the protection of the District's name.
- Do not post any pictures or comments involving the District or other employees that could be construed as inappropriate.
- You are also responsible for what other users post on your individual social networking profile. Do not allow inappropriate or sensitive information regarding the District anywhere on your profile, even if it is generated by a different user.
- Remember that if your personal profile is visible to other employees at the District, supervisors, managers or peers, practice caution. You have control over yourself, but not over these employees, and just one inappropriate picture or comment taken out of context could fall into the wrong hands and cost you your job.

*Facebook® is a registered trademark of Facebook, Inc. Twitter® is a registered trademark of Twitter, Inc. MySpace® is a registered trademark of News Corporation. Bebo® is a registered trademark of Bebo.com. LinkedIn® is a registered trademark of LinkedIn Corporation. Classmates.com® is a registered trademark of United Online, Inc. Friendster® is a service mark of Friendster, Inc. BlackBerry® is a registered trademark of Research in Motion Limited. iPhone® is a registered trademark of Apple Inc. Windows Mobile® is a registered trademark of Microsoft Corporation. Android® is a registered trademark of Google Inc. Linux® is a registered trademark of Linux Online Inc. Palm® is a registered trademark of Palm, Inc.*

## **Phone Calls**

### **Business Phone Calls:**

A great majority of District business is conducted over the phone making our telephone techniques extremely important. A friendly but businesslike telephone manner should always be projected. When you are away from your work area, make a habit of forwarding your phone to the appropriate extension.

### **Personal Phone Calls:**

We recognize that periodically personal phone calls must be made or be received during the business hours. Such calls should be held at a minimum so that they do not interfere with the workflow.

### **Personal Cellular Phone Calls:**

In order to provide an optimum work environment, cell phones for personal calls should only be used during breaks/lunches and outside of the office. Flexibility will be provided in circumstances demanding immediate/emergency attention.

### **Voicemail:**

Voicemail was installed to help maintain our high quality of service for clients and to increase efficiency throughout the office. Voicemail will only be an option to the caller; the call will not be put directly into voicemail. They should be brief and communicate your availability to all stakeholders.

## **Technology Users Privilege Declaration**

### **Acceptable Use Policy, Responsibilities, and Acknowledgement**

Use of educational technology at Romeo Community Schools is a privilege extended to students, faculty, and staff to enhance learning and exchange of information. Each user of technology shall understand the following Privileges, Disciplinary Action, and Acknowledgement and Release statements and sign this form prior to accessing and using educational technology.

## **Privileges**

### **Rules of Conduct**

- A. Users shall utilize technology in the school ONLY for facilitating learning and enhancing educational information exchange consistent with the purpose of the school.
- B. Users shall strictly adhere to any and all rules and technological procedures regarding filtering, monitoring and/or supervision that the District currently employs or may employ in the future. Users shall not attempt to circumvent a filtering or monitoring device in accessing the Internet.
- C. Users shall log into any network only with a user identification and password they have been assigned.
- D. Users shall not bring in personal hardware or software and use it on school equipment. Users shall not attempt to gain access to any unauthorized area of the network, or engage in any form of hacking.
- E. Users shall not relocate, remove from premises, or modify without the permission of the Technology Department any hardware or software.
- F. Upon the commencement of a leave of absence, layoff, or separation of employment of any type with the District, users are required to return all hardware and software assigned to them. Failure to turn in all devices and components, or turning in damaged items, may result in the district withholding monies from an employee's final pay, or billing the employee, for an amount up to the replacement cost of the item(s).

### **Disciplinary Action**

Any user violating any of these Privileges and Rules of Conduct may face disciplinary action and may be banned from using school hardware and software.

### **Staff Acknowledgement and Release**

I have read and understand the terms of this policy and I understand my responsibilities. I also consent to and understand that district staff may monitor my electronic communications, including logs showing Internet access, e-mail, and downloaded files.

I also agree to release the district, as well as its employees and agents, from any substantiated claim arising from Internet use performed on district technology resources or out of my violation of the Acceptable Use Policy.

I agree to report any substantial student misuse of district technology resources, including the Internet, to my immediate supervisor.

# Annual Notifications

## Corporal Punishment

Per MCL380.1312 “Corporal punishment” defined; infliction of corporal punishment by employee, volunteer, or contractor; exercise of necessary reasonable physical force; liability; violation; deference given to reasonable good-faith judgments; development, implementation, and enforcement of code of student conduct; model list of alternatives to use of corporal punishment; authority permitting corporal punishment void.

## **Alternatives to Corporal Punishment**

- Establish clear behavior expectations and guidelines.
- Focus on student success and self-esteem.
- Enforce rules with consistency, fairness, and calmness
- Planning lessons that provide realistic opportunities for success for all students.
- Monitoring the classroom environment continuously to prevent off-task behavior, and student disruptions, and for providing help to students who are having difficulty and supplemental task to students who finish work early.
- Provide direct instruction to students in social skills and problem-solving strategies.
- Use positive reinforcement to teach and maintain the use of appropriate problem-solving and social skills.
- Employee problem-solving classroom meetings and/or school assemblies with honest discussion of problems to encourage student ownership of and responsibility for solutions.
- Establish a variety of strategies for communicating with parents.
- When necessary, refer students to a counselor, social worker and/or psychologist at the local or intermediate level and coordinate services with other agencies.

## **Title IX Coordinator and Compliance Officer**

Ms. Julia Butler  
Director of Human Resources  
Title IX Coordinator & Compliance Officer  
586-752-0230  
[Julia.butler@romeok12.org](mailto:Julia.butler@romeok12.org)

### **Nondiscrimination and Anti-Harassment**

The Board is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment based on a legally prohibited characteristic. There will be no tolerance for discrimination or harassment in employment on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity), marital status genetic information, disability, age, or any other illegal grounds.

### **Alcohol and Drug Free Workplace**

The Board maintains a workplace free of alcohol and illegal drugs, as well as prescription drugs for which the employee does not have a current, valid prescription. An employee or volunteer who is found to have unlawfully manufactured, distributed, dispenses, possessed, or used alcohol or any drug in the workplace shall be disciplined, up to and including discharge from employment. Similarly, an employee or volunteer who is found to have been present in the workplace while under the influence of illegal drugs, prescription drugs for which the employee does not have a current, valid prescription, or alcohol will be subject to discipline, up to and including discharge from employment. All employees must notify the school district in writing, if charged with a violation of a criminal drug statute occurring in the workplace. Notification must be provided no more than three (3) business days after being arraigned for the crime. All employees agree to abide by this policy as a condition of employment. This notification requirement does not eliminate the obligation of School District employees or volunteers to report convictions of felonies and/or listed offenses, as otherwise required by law.

Notwithstanding state permissibility, the use and possession of marijuana and marijuana-induced intoxication are prohibited on school grounds.

CARE of Southeastern Michigan is our current Employee Assistance Program. Should you need guidance and/or support, please reach out to CARE.





## Legal in Michigan

Although some drugs, including alcohol, are legal for adults to possess and use in Michigan they are often forbidden in the workplace for many reasons. Even drugs that may be needed for medical reasons may not be acceptable for use while on the job because they can:

- Affect coordination and motor skills which can increase the possibility of on the job accidents
- Affect vital decision-making abilities
- Lead to risk taking or inappropriate behaviors

**REMEMBER,  
JUST  
BECAUSE IT'S  
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AND CAN  
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TERMINATION  
OF  
EMPLOYMENT.**



## Employee Assistance Program

If an employee and or immediate family member needs guidance or support in relationship to drugs or alcohol, they can access confidential help through CARE WorkLife Solutions which is Romeo School District's Employee Assistance Program provider. Their counselors have the expertise to answer questions, provide resources, guide an individual to treatment or counseling based on their need and insurance. Their support can make a big difference during this stressful decision making and it is completely confidential. Employees and family members are HIPPA protected--no information is revealed to human resources. Their toll free number is 866.888.1555.

CARE WorkLife Solutions also offers a variety of leadership trainings that can be provided either onsite or virtual for your convenience.

Contact Joe Gulino, CARE WorkLife Solutions Training Coordinator for more information: [jgulino@careofsem.com](mailto:jgulino@careofsem.com) or 586.541.2273 ext. 227



WORKLIFE  
SOLUTIONS

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## **Acknowledgement of Receipt of Employee Handbook**

The Employee Handbook describes important information about ROMEO COMMUNITY SCHOOLS, and I understand that I should consult the Human Resources Department regarding any questions not answered in the Employee Handbook. I also understand that in addition to this Employee Handbook, the full Board Policies and Guidelines may be viewed on the district website by clicking on the Policies and Guidelines link within the Transparency Reporting section.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Employee Handbook may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this Employee Handbook is neither a contract of employment nor a legal document. I have received the Employee Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Employee Handbook and any revisions made to it.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Name (printed): \_\_\_\_\_