Midland Public Schools

Inspiring Excellence

ADMINISTRATOR HANDBOOK

It is the policy of the Midland Public School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or other legally-protected characteristic, in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups and activities.

Revised 10/2026

PLEASE NOTE THAT THIS HANDBOOK IS AN OVERVIEW OF BASIC POLICIES, AND MAY CONTAIN EXCERPTS FROM A FULL POLICY.

FOR A COMPLETE LISTING OF MPS/BOE POLICIES, VISIT:

https://www.midlandps.org

Contents

INTRODUCTION 4
NONDISCRIMINATION POLICY, COMPLIANCE OFFICERS, AND GRIEVANCE PROCEDURES (4101) 4
DISTRICT BOARD POLICY & LABOR AGREEMENTS 7
AGREEMENT BETWEEN THE BOARD OF EDUCATION OF THE MIDLAND PUBLIC SCHOOLS AND THE MIDLAND CITY EDUCATION ASSOCIATION 7
CORPORAL PUNISHMENT AND 8
LIMITED USE OF REASONABLE FORCE (4203) 8
ANTI-HARASSMENT POLICY (4102) 9
CERTIFICATION (4111) 10
CHARACTERISTICS OF CONTRACT, SALARY PROGRAM 11
ADMINISTRATOR POSITIONS BY LEVEL 11
DETERMINATION OF SALARY RANGES, 12
INDIVIDUAL SALARIES WITHIN RANGES 12
PROFESSIONAL DUES/CONFERENCES/PROFESSIONAL DEVELOPMENT 13
ADMINISTRATOR EVALUATION (4503) 14
EVALUATION RESPONSIBILITIES 14
LONGEVITY - ADDITIONAL SALARY COMPENSATION 14
COMMUNICATION RESPONSIBILITIES 15
SUPERVISION OF STUDENT ACTIVITIES 15
EMPLOYEE DISCIPLINE 15
STAFF DIRECTORY 15
CONFIDENTIALITY OF STUDENT RECORDS (4204) 15
SOCIAL SECURITY NUMBERS (3113) 16
SCHOOL SAFETY AND SECURITY (3400) 17
SMOKING, TOBACCO PRODUCTS, DRUGS, AND ALCOHOL (3102) 17
INCLEMENT WEATHER POLICY 17
HOLIDAYS 18
WORK YEAR, VACATION SCHEDULES 18
PERSONAL DAYS 19
PERSONAL ILLNESS 19
SERIOUS ILLNESS 20

FAMILY ILLNESS 20
BEREAVEMENT 20
FAMILY AND MEDICAL LEAVE ACT (4106) 21
MICHIGAN EARNED SICK TIME ACT (ESTA) 22
WORKPLACE ACCOMMODATIONS FOR EMPLOYEES 23
AND APPLICANTS WITH DISABILITIES (4105) 23
JURY DUTY 24
MILITARY LEAVE (4107) 24
WORK-FROM-HOME (WFH) 24
BENEFITS 30
RETIREMENT 30
RETIREMENT NOTIFICATION 30

INTRODUCTION

The purpose of these Guidelines is to assist administrators in becoming familiar with their responsibilities and their relationship to others in understanding the larger picture of the operation of the school district. All administration activities are directed at providing service so that the primary purpose of the district, the education of its students, can be accomplished.

The employer (Midland Public Schools) retains the right, at any time, to amend, modify or terminate any of its policies or benefits applicable to administrators to whom this handbook is addressed. Nothing contained in this handbook shall be construed or implied to constitute a contract altering or changing the at-will character of the employment relationship between the Midland Public Schools and its administrators.

NONDISCRIMINATION POLICY, COMPLIANCE OFFICERS, AND GRIEVANCE PROCEDURES (4101)

WITH REGARD TO:

- TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, WHICH PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, RELIGION, OR NATIONAL ORIGIN;
- TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, WHICH PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX (INCLUDING GENDER IDENTITY, AND SEXUAL ORIENTATION), OR NATIONAL ORIGIN;
- TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, WHICH PROHIBITS DISCRIMINATION BASED ON SEX (INCLUDING GENDER IDENTITY AND SEXUAL ORIENTATION);
- AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA), WHICH PROHIBITS DISCRIMINATION BASED ON AGE AS TO PERSONS WHO ARE AT LEAST 40 YEARS OLD;
- EQUAL PAY ACT OF 1963, WHICH PROHIBITS SEX DISCRIMINATION IN PAYMENT OF WAGES FOR PERSONS PERFORMING SUBSTANTIALLY EQUAL WORK IN THE SAME ESTABLISHMENT;
- SECTION 504 OF THE REHABILITATION ACT OF 1973 (SECTION 504), WHICH PROHIBITS DISCRIMINATION BASED ON DISABILITY;
- AMERICANS WITH DISABILITIES ACT OF 1990 (ADA), WHICH PROHIBITS DISCRIMINATION AGAINST QUALIFIED PERSONS WITH DISABILITIES IN EMPLOYMENT, PUBLIC SERVICE, PUBLIC ACCOMMODATIONS, AND TELECOMMUNICATIONS;
- FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA), WHICH REQUIRES COVERED EMPLOYERS TO PROVIDE UP TO 12 WORK WEEKS OF UNPAID, JOB-PROTECTED LEAVE TO ELIGIBLE EMPLOYEES FOR CERTAIN FAMILY, MILITARY, AND MEDICAL REASONS, AND UP TO 26 WORK WEEKS TO CARE FOR A COVERED SERVICE MEMBER WITH A SERIOUS INJURY OR ILLNESS;
- PREGNANCY DISCRIMINATION ACT OF 1978, WHICH PROHIBITS DISCRIMINATION BASED ON PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS;

- GENETIC INFORMATION NON-DISCRIMINATION ACT OF 2008 (GINA), WHICH PROHIBITS DISCRIMINATION BASED ON GENETIC INFORMATION AS TO HEALTH INSURANCE AND EMPLOYMENT;
- UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 (USERRA), WHICH PROVIDES JOB PROTECTION AND REEMPLOYMENT RIGHTS TO INDIVIDUALS WHO VOLUNTARILY OR INVOLUNTARILY LEAVE EMPLOYMENT TO UNDERTAKE MILITARY SERVICE, INCLUDING MILITARY RESERVISTS AND NATIONAL GUARD MEMBERS CALLED TO DUTY;
- MICHIGAN ELLIOTT-LARSEN CIVIL RIGHTS ACT OF 1976 (ELCRA), WHICH PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, NATIONAL ORIGIN, AGE, SEX (INCLUDING PREGNANCY AND GENDER IDENTITY), RELIGION, HEIGHT, WEIGHT, OR MARITAL STATUS;
- MICHIGAN PERSONS WITH DISABILITIES CIVIL RIGHTS ACT OF 1976 (MPDCRA), WHICH PROHIBITS DISCRIMINATION AGAINST QUALIFIED PERSONS BASED ON DISABILITY THAT IS UNRELATED TO THAT PERSON'S ABILITY TO PERFORM THE DUTIES OF A PARTICULAR POSITION OR GENETIC INFORMATION;
- MICHIGAN EQUAL PAY ACT, WHICH PROHIBITS DISCRIMINATORY WAGE PRACTICES BASED ON SEX; AND
- PUBLIC EMPLOYMENT RELATIONS ACT OF 1947 (PERA), WHICH PROHIBITS A PUBLIC EMPLOYER FROM DISCRIMINATING AGAINST AN EMPLOYEE BASED ON MEMBERSHIP OR NON-MEMBERSHIP IN A LABOR ORGANIZATION.

It is the policy of the Midland Public School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or other legally-protected characteristic, in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups and activities.

Inquiries regarding this nondiscrimination policy should be directed to:
Superintendent of Schools
Midland Public Schools
600 East Carpenter Street
Midland, Michigan 48640
(989) 923-5026

MPS Compliance Officers:

<u>Director of Human Resources</u> (989) 923-5016	Title IX of the Education Amendments of 1972 Age Discrimination Act of 1975 Title VII of The Civil Rights Act of 1964 Age Discrimination in Employment Act of 1967 (ADEA) Equal Pay Act of 1963 Family And Medical Leave Act of 1993 (FMLA) Pregnancy Discrimination Act of 1978

	Genetic Information Non-Discrimination Act of 2008 (GINA) Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA) Michigan Persons With Disabilities Civil Rights Act of 1976 (MPDCRA) Michigan Equal Pay Act Public Employment Relations Act of 1947 (PERA)
Director of Human Resources (989) 923-5016	Title II of the Americans with Disabilities Act of 1990 Title VI of the Civil Rights Act of 1964 Section 504 of the Rehabilitation Act of 1973 Nondiscrimination of the Basis of Being Disabled

Grievance Procedures for:
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Title II of the Americans with Disability Act of 1990
Section 504 of the Rehabilitation Act of 1973
Age Discrimination Act of 1975

Section I

Any employee who believes he/she has been subjected to behavior that violates this Policy must file a complaint using the Employment Complaint Procedure in **Policy 4104**. If Title IX sexual harassment is alleged, the procedures set forth in **Policy 3118** should be followed.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s):

Associate Superintendent **Director of Human Resources** **Director of Diversity, Equity, and Inclusion** Age Act, Title IX Coordinator Midland Public Schools 600 E. Carpenter St. Midland, MI 48640 (989) 923-5001	**Associate Superintendent** Title VI, Title II, Section 504 Coordinator Midland Public Schools 600 E. Carpenter St. Midland, MI 48640 (989) 923-5082

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Local Coordinator, who shall in turn investigate the complaint and reply in writing within five (5) business days. If this reply is not acceptable, the complainant may initiate formal procedures according to the following steps.

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Age Act, Title II, Title VI, Title IX, or Section 504 Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

Step 2: If the complainant wishes to appeal the decision of the local Age Act, Title II, Title VI, Title IX, or Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of the Midland Public Schools within five (5) business days after receipt of the Local Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of the meeting by certified mail.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) days of the receipt by the Board Secretary to each concerned party within ten (10) business days of this meeting by certified mail.

Anyone at any time may contact the Office for Civil Rights for information and/or assistance at 1-800-421-3481. If the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights.

Inquiries concerning the nondiscriminatory policy may be directed to the Director for Civil Rights, U.S. Departments of Education, Washington, D.C. 20202.

The Local Coordinator, on request, will provide 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 at the Local Coordinator's office.

DISTRICT BOARD POLICY & LABOR AGREEMENTS

Every administrator is expected to be familiar with Midland Public Schools' District Board Policy and Labor Agreements in order to be aware of policies and operational practices under which the district operates. The Board policies and labor agreements are available on the District website www.midlandps.org.

AGREEMENT BETWEEN THE BOARD OF EDUCATION OF THE MIDLAND PUBLIC SCHOOLS AND THE MIDLAND CITY EDUCATION ASSOCIATION

It is essential that all administrators thoroughly understand this Agreement. Although the vast majority of the relationships between administrators and teachers are professional in nature and

do not remotely involve citing the Agreement, there are times when understanding this Agreement is essential.

Articles most likely to involve daily operations are listed below, along with the resource person to contact if necessary:

Article V	Grievances	Director of Human Resources
Article VIII	Professional Development	Associate Superintendent of Curriculum/Staff Dev.
Article X	Absences Other Than Leaves	Director of Human Resources
Article XI	Teacher Evaluation	Director of Human Resources
Article XIII	Discipline of Teachers	Director of Human Resources
Article XVII	Vacancies and Transfers	Director of Human Resources
Article XIX	Substitute Service for Teachers	Director of Human Resources
Article XX	Teacher Hours and Duties	Director of Human Resources
Article XXI	Class Size	Director of Human Resources
Article XXII	Non-teaching Duties	Director of Human Resources

CORPORAL PUNISHMENT AND LIMITED USE OF REASONABLE FORCE (4203)

"Corporal punishment" 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. Corporal punishment does not include physical pain caused by reasonable physical activity associated with athletic training.

Employees will not inflict, or cause to be inflicted, corporal punishment upon any student under any circumstances. Any employee who engages in corporal punishment against a student will be subject to discipline, including discharge. An administrator or supervisor will report the employee to CPS consistent with **Policy 4202**.

Employees 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.

The District may provide training to employees on the use of reasonable force and physical intervention techniques. If the District has provided that training to an employee, the employee must comply with that training.

Employees must comply with **Policy 5211** on Seclusion and Restraint of students and federal and state law. An employee's illegal use of seclusion or restraint may result in discipline, including discharge.

ANTI-HARASSMENT POLICY (4102)

Employees will have the opportunity to work in an atmosphere free from unlawful harassment, including sex-based harassment, as defined by state, federal, and local laws. The District prohibits quid pro quo and hostile work environment harassment.

The District will promptly and thoroughly investigate complaints pursuant to **Policy 4104** alleging unlawful harassment and take appropriate action, including discipline, against any person found to have violated this Policy. Investigation determinations will be based on a preponderance of the evidence.

Unlawful harassment is strictly prohibited. This Policy applies to employee conduct perpetrated against other employees, parents/guardians, officers, Board members, agents, contractors, volunteers, and members of the public. Although Title VII sexual harassment falls within this Policy, Title IX sexual harassment does not. For the District's Policy on Title IX sexual harassment, see **Policy 3118**. Allegations that an employee engaged in unlawful discrimination, harassment, or retaliation against a student will be investigated under **Policy 5202**.

This Policy applies to unlawful conduct related to work in any way, regardless of location.
Definition of Unlawful Harassment.

Except with regard to **Title IX Sexual Harassment Policy 3118**, the following definitions apply:

1. "Quid pro quo" harassment occurs when a supervisor requires sex, sexual favors, or sexual contact from an employee or job candidate as a condition of employment and where:
   - submission to that conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or maintain employment; or
   - submission to or rejection of that conduct or communication is used as a factor in a decision affecting a person's employment.
2. "Hostile work environment" harassment is unwelcome verbal, visual/written, or physical conduct towards an employee because of the employee's race, color, national origin, ethnicity, religion, sex (including pregnancy), height, weight, marital status, gender identity, age, sexual orientation, disability, genetic information, veteran status, military service, or any other protected class and that has:
   - the purpose or effect of creating an intimidating, hostile, or offensive work environment;
   - the purpose or effect of unreasonably interfering with an employee's work; or
   - an adverse impact on a person's employment opportunities.

Definition of Sexual Harassment. While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under

both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Verbal: Unwelcome comments, including: the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendo; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another person to submit to sexual requests or advances to attain academic or professional achievement; threatening another person's academic or professional reputation if that person does not submit to sexual requests or advances; or any other similar behavior.
- Visual/Written: Subjecting another person to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another person; leering at another person; or any other similar behavior.
- Physical: Unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another person's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Midland Public Schools.

CERTIFICATION (4111)

Every Administrator in the district is required to hold a valid Michigan administrator certificate or permit. A valid Michigan teaching certificate is highly recommended. As a condition of continued employment, Administrators must hold and maintain certificates, licenses, credentials, and qualifications as set by the Board or required by law, including Revised School Code Sections 1246 and 1536. The Superintendent may consider an exemption to this clause for positions that do not require administrator certification under the law and revised school code.

Administrators must comply with professional development or continuing education obligations to maintain certifications or licenses, including the payment of any related fees. The District is not obligated to notify professionals that certifications or licenses are expiring.

CHARACTERISTICS OF CONTRACT, SALARY PROGRAM

Administrative personnel will be assigned on a full-year or limited-year basis. A full-year assignment involves a 52-week work year, including vacation time. A limited-year assignment involves a 50-week work year, including vacation time. The two non-work weeks for administrators on limited-year assignments, commonly called "Z" days, will be scheduled, through the proper supervisor, during the first two weeks of July. All "Z" days must be used before any charge is made against the administrator's vacation bank.

Administrative personnel will be subject to individual employment contracts not to exceed 2 years and may be governed by a collective bargaining agreement, with extensions of the contract recommended before July 1 of each year. Evaluations of all administrative personnel, including recommendations for salary, will be completed each year by the end of June. Refer to the Evaluation section of this handbook for further information pertaining to administrator evaluation.

Benefits provided for the administrative staff will be recommended by the Superintendent and approved by the Board of Education.

Salaries for administrative personnel will be presented for Board of Education approval not later than June of each year.

ADMINISTRATOR POSITIONS BY LEVEL

The salary ranges for administrative positions listed below are base-to-maximum amounts and do not include longevity stipends. As per Board policy, movement through the ranges is based on performance and is not based on seniority.

Additional salary is outlined in the Longevity section of this handbook and include: a 1% salary contribution to a 403b contribution in the amount of 1.0% of annual salary payable at the end of the school year. Additionally, Administrators will receive additional salary compensation in the form of a longevity payment beginning in their sixth year of MPS administrative service. This payment will be equal to 0.25% of their annual salary payable to their 403(b) account and will be deposited at the end of the school year. For every year of service with Midland Public Schools, the longevity will increase by 0.25% until a maximum contribution of 2.0% is earned, at the completion of your 13th year of service. Both of these forms of salary shall be reported as wages for Office of Retirement Services (ORS) retirement contributions. Reference the Longevity section for all of the details.

Salary Schedule A (existing administrators in current positions prior to July 1, 2010)			
Level	**Position**	**Base**	**Maximum**
9a	Elementary Principals – 50 week year	$122,690	$136,322

Salary Schedule B (new administrators and those with promotions effective on or after July 1, 2010)			
Level	**Position**	**Base**	**Maximum**
11t	No positions	$112,711	$125,234
10at	Assistant Principal – 50 week year AP/Athletic Director – 50 week year Supervisor of Special Services – 50 week year Curriculum Specialists – 50 week year MTSS Coordinator – 50 week year PATHS/Virtual Learning Coordinator– 50 week year	$115,882	$128,758
10bt	Director of Special Services – 52 week year	$125,312	$139,236
9at	Elementary Principal – 50 week year	$117,995	$131,106
8t	Middle School Principal – 50 week year	$123,286	$136,984
7t	High School Principal – 52 week year	$139,052	$154,502
6t	Associate Superintendent – 52 week year	$144,336	$160,373
3t	Assistant Superintendent – 52 week year	$157,455	$174,950

DETERMINATION OF SALARY RANGES, INDIVIDUAL SALARIES WITHIN RANGES

For purposes of salary determination, there is a maximum salary for each level of job responsibility. A salary range for each level is then established by calculating a base that is 10% below the maximum.

All staff members' salaries will be established within the range for their level. Staff members without experience in a position will be paid at a figure near the bottom of the range. They will receive raises each year within the range on the basis of an annual evaluation. Raises during the first years they are in a position will be based on several factors, including growth through experience in the position and quality of performance.

The rate at which an administrator advances yearly, within the range from Base to Maximum, depends on the overall rating on the yearly Performance Evaluation.

The rating performance is:

- Overall performance is effective
- Overall performance is developing

- Overall performance needing support
  (This is a temporary rating; allowable for a one-year period only.)

The percentage advancement from Base to Maximum for each rating is:

Effective – 3 percentage points
Developing – 1.5 percentage points
Needs Support – No advancement

The administrator will be considered to be at B+3, B+5.5, etc., depending on the percentage of advancement from Base.

The Superintendent before submission to the Board of Education will approve all salary recommendations. All evaluations are to be reviewed, before discussion with the individual concerned, by a Performance Review Committee consisting of the Superintendent (chair) and Directors.

PROFESSIONAL DUES/CONFERENCES/PROFESSIONAL DEVELOPMENT

Effective July 1, 2025, all Midland Public Schools' administrators will be provided up to $2,500 per year towards the payment of conferences, professional membership dues, and the reimbursement of graduate semester hours/SCECHs for professional development.

All requests for payment of professional dues should be submitted to the Manager of Human Resources using the "Administrator Professional Development Reimbursement form" for processing.

Refer to the HR Forms Drive to access the current Administrator Professional Development Reimbursement Form.

The district will reimburse administrators for graduate semester hours or SCECH's which are completed at an approved university or through an approved certification program. This reimbursement program is to be used for reimbursement of semester hours or SCECH's earned toward certification program only. No other SCECH's will be accepted for reimbursement purposes.

To qualify for reimbursement, coursework must be taken at the graduate level, must be related to their field, have been taken at an approved university (NCATE or North Central), be graded, and the administrator must have earned a grade of B or better. To qualify for module/ SCECH's reimbursement, modules must be completed, must be related to administrator certification, have been taken through an approved certification program, and receive SCECH's for the completed module.

Teachers, Non-Teaching Professionals, Administrators, and the Superintendent must comply with professional development or continuing education obligations to maintain certifications or

licenses, including the payment of any related fees. The District is not obligated to notify professionals that certifications or licenses are expiring.

ADMINISTRATOR EVALUATION (4503)

Administrators will be evaluated by the Superintendent or designee. Evaluations of all administrative personnel will be completed each year by June 30 of the evaluation year. Recommendation for salary must be made by the first Monday in May.

The Administrator evaluation schedule will reflect the M.P.S. 'E-3' Policy as follows

- For Administrators that have been rated 'HE' prior to July 1, 2024 or 'E' after July 1, 2024 for three consecutive years:
    - Administrators will have the choice of being evaluated on a triennial evaluation cycle
        - If they choose to go on the triennial cycle, during the off years: A rating of 'Effective Evaluation Exemption' will be entered in the year-end report that is sent to the state
        - As law dictates, the triennial cycle will cease if the teacher receives an evaluation that is less than 'E.'

Evaluation of administrative personnel, including a recommendation for salary, will be the responsibility of the administrator or administrators to whom the staff member is responsible. Refer to the Admin Council Folder to access the current Administrator Evaluation Form.

EVALUATION RESPONSIBILITIES

Administrators are responsible for the evaluation of teachers, ancillary staff, office/technical professionals, paraprofessionals, coaches and sponsors of non-athletic activities.

Evaluations are confidential and shall be available only to the employee, the evaluator and other appropriate administrators.

LONGEVITY - ADDITIONAL SALARY COMPENSATION

Beginning July 1, 2025, a 1% salary contribution will be made in the form of a 403b contribution in the amount of 1.0% of annual salary payable at the end of the school year. This sum shall be reported as wages for Office of Retirement Services (ORS) retirement contributions.

Administrators will receive additional salary compensation in the form of a longevity payment beginning in their sixth year of MPS administrative service and this sum shall be reported as wages for Office of Retirement Services (ORS) retirement contributions. This payment will be equal to 0.25% of their annual salary payable to their 403(b) account and will be deposited at the end of the school year. For every year of service with Midland Public Schools, the longevity will increase by 0.25% until a maximum contribution of 2.0% is earned, at the completion of your 13th year of service.

COMMUNICATION RESPONSIBILITIES

There are times when contact with an administrator during school hours and beyond school hours is imperative. All administrators are required to have a cell phone and to register that cell phone number with the Superintendent's office for publication to other administrators or other staff members with a need to know.

SUPERVISION OF STUDENT ACTIVITIES

Members of the secondary building administrative teams are expected to supervise athletic events and other student activities beyond the school day as scheduled by the principal. It is not necessary that multiple members of the administrative team attend unless problems or difficulties are anticipated.

Administrators supervising after-school student activities may need to leave work early in order to be back for the supervision responsibility.

EMPLOYEE DISCIPLINE

The Superintendent or designee may discipline Administrators, Supervisors, or Directors for misconduct, violations of contract, Policy, or law, or other inappropriate behavior. Off-duty conduct may result in discipline if it adversely impacts the District and is not otherwise a legally protected activity. Before discipline is imposed, the Administrator, Supervisor, or Director will be provided an opportunity to respond to the allegation(s).

STAFF DIRECTORY

All Midland Public Schools' employees should have a Staff Directory and access to any information appearing in the directory. Telephone numbers and addresses are sometimes unlisted and are not to be given out by OP members, even to staff members. Authorization to provide any information in the Staff Directory to anyone other than staff members must be granted by the administrator in charge. In questionable cases the OP member can obtain the caller's telephone number or address and contact the staff member with this information; the staff member may then contact the calling party if they so choose.

CONFIDENTIALITY OF STUDENT RECORDS (4204)

Employees must maintain and protect the confidentiality of student information and student education records (as defined in **Policy 5309**) and recognize parent/guardian rights to student information about their minor child(ren).

Employees must not disclose to third parties confidential student information or records, medical information, performance records, or behavior records unless appropriately authorized. This

Policy prohibits disclosure to employees who do not have a legitimate educational interest in the student record.

Disclosure is appropriately authorized with a written release from the parent/guardian or student 18 years or older in accordance with the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), implementing regulations, and state law. Employees who receive a subpoena seeking disclosure of student records or other confidential information must immediately notify the Superintendent or designee. Employees must not speak with an attorney who does not represent the District about a student without approval from the Superintendent or designee.

SOCIAL SECURITY NUMBERS (3113)

The District's use, storage, and transmission of social security numbers will comply with this Policy and applicable law. As used in this Policy, "social security number" means more than 4 sequential digits of a person's social security number.

A. Social Security Number Confidentiality
    1. District personnel may access another person's social security number only to the extent necessary to perform District job duties.
    2. Any physical, non-digital document or physical copy of a digital document, containing a person's social security number, if practical, should be stored in a secure area when not in use.
    3. Any application, software program, electronic document, or other digital means through which a person has access to a social security number must be password protected.
    4. District personnel and Board members will not intentionally disclose a social security number or a document containing a social security number to another person unless (a) that person is authorized to receive social security numbers under subsection B of this Policy, or (b) the disclosure is necessary to comply with applicable law, subpoena, or court order.
    5. To share a document containing a social security number with a person not authorized to receive a social security number under subsection B, District personnel must make reasonable efforts to redact social security numbers from the document.
    6. District personnel authorized to receive social security numbers will make reasonable efforts to destroy each document containing a social security number when it is no longer needed by shredding or incinerating it, subject to record retention requirements. See **Policy 3502**.
    7. The District will not display a social security number on its checks.
B. District Personnel Authorized to Receive Social Security Numbers
    1. The following persons may receive a social security number in the course of performing their duties:
        - Superintendent;
        - Chief business official;
        - Chief human resources official
    2. If District personnel or a Board member encounters a document in the District's possession containing a social security number of another person in the course of

performing District duties, that person should give the document to a person authorized to receive social security numbers.

SCHOOL SAFETY AND SECURITY (3400)

Protecting the safety of our employees and visitors is the most important aspect of running our school district.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

SMOKING, TOBACCO PRODUCTS, DRUGS, AND ALCOHOL (3102)

Smoking is not allowed in company buildings or work areas at any time. "Use of tobacco product" means any of the following:

- the carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system;
- the inhaling or chewing of a tobacco product;
- the placing of a tobacco product within a person's mouth; or
- the smoking or use of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or any other substance.

The District prohibits the sale, possession, distribution, dispensation, or use of tobacco products, electronic cigarettes, vaporizers, and all electronic nicotine delivery systems on property owned or operated by the District.

District personnel should review **Policy 4210** for the district's drug and alcohol free workplace policy.

The District may also prohibit the use of these products at District-related events.

INCLEMENT WEATHER POLICY

Administrators are expected to report to work. An employee who will be delayed in reporting to work because of difficulties in traveling, or who may even be prevented from arriving at all, is to contact his/her supervisor to report the difficulties. The work-from-home policy may apply to Administrators approved for "situational" work and will need to reference the work-from-home section of this handbook. Each supervisor is authorized to approve the employee's being late (or in justifiable circumstances, absent) in this situation. Such absences are to be recorded as "miscellaneous approved absence" on the payroll records. Requests to review a decision on an employee's tardiness or absence, if necessary, should be referred to the Associate Superintendent of Administrative Services.

HOLIDAYS

The official school calendar, as annually adopted by the Board of Education, defines holidays for the Midland schools. Such holidays include July Fourth, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day.

Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with the Director of Human Resources. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The company will seek to reasonably accommodate individuals' religious observances.

Employees are not expected to work on holidays unless special arrangements are made.
If any one of the foregoing holidays falls on Saturday or Sunday, the Friday preceding or the Monday following said holiday will be counted as one of the ten (10) paid holidays.

WORK YEAR, VACATION SCHEDULES

For all administrators, vacation allowance is based upon the number of months of assignment. For this reason, a limited-year and a full-year schedule appear below:

Credited Years for Vacation	Assignment Full Year	Assignment Limited Year
0-5	20 days	18 days
6-7	21 days	19 days
8-9	22 days	20 days
10-11	23 days	21 days
12-13	24 days	22 days
14-15	25 days	23 days
16-17	26 days	24 days
18-19	27 days	25 days
20-21	28 days	26 days
22-23	29 days	27 days
24-25	30 days	28 days

At the time of initial employment as an administrator, years of teaching experience in the district; years of teaching, administrative experience, military service and/or creditable related service outside the district may be counted as credited years for vacation, up to a maximum of twelve (12) years of total credit.

Days of vacation may be borrowed from the succeeding year's vacation allotment to the extent of five (5) days.

If all vacation is not used in any one year, unused days may be carried over to the next year. The total number of vacation days accumulated by the current year's assignment, carryover and borrowing shall not exceed thirty-two (32). If the vacation days earned in a given year and carried over from the previous year exceed thirty-two (32), the days above thirty-two (32) will be added to the administrator's sick leave days accumulation.

Beginning in the spring of 2004, administrators who notify the Human Resources Office before July 1st of their intent to retire June 30th of the following year may carry up to an additional five (5) vacation days into their final year of employment. Retirement plans will be announced to the Board of Education (requested by the administrator in writing) no later than the first meeting in March in the year of retirement. If the vacation days earned in a given year and carried over from the previous year exceed thirty-seven (37) days, the days above thirty-seven (37) will be added to the administrator's sick leave days accumulation. Final vacation pay-out may not exceed thirty-two (32) days.

With the exception of designated holidays on the official school calendar, days not worked during periods when schools are not in session are to be counted as vacation days.

Vacation time is to be scheduled with the approval of the proper supervisor.

The ten (10) non-work days for administrators on a limited-year assignment are commonly called "Z" days. All "Z" days must be used before any charge is made against the administrator's vacation bank. All limited-year administrators shall take off the first two weeks of July utilizing "Z" days unless permission is granted by the Superintendent. If an Administrator is hired with less than 250 days remaining in the school year, no Z days will be given at the time of hire.

PERSONAL DAYS

Every administrator is entitled to three (3) personal days per year to be used for business that cannot be conducted off school time. Administrators employed initially within a school year and/or work less than their contractual year are allotted a prorated number of personal days based on the number of days worked per school year. The use of personal days should be determined with the employee's supervisor. One unused day may be carried over to the next year. A maximum of four (4) days could be available in any year. Unused personal days not carried over will be applied to the individual's personal illness bank.

PERSONAL ILLNESS

Administrators on limited-year contracts receive fourteen (14) personal illness days per year; those on full-year contracts receive fifteen (15) personal illness days per year. Unused days are accumulative without limitation.

In cases of merit, upon recommendation of the Superintendent, the Board of Education may extend sick leave beyond this limit.

Unused vacation days, unable to be carried over to the next year, may be converted to personal illness days.

SERIOUS ILLNESS

Any administrator who exhausts his or her personal sick bank, Z-days, personal days and all, except for ten (10), vacation days due to one serious illness per work year shall be entitled to additional sick days, whether consecutively or intermittently, until the administrator reaches the sixtieth (60^{th}) day from the onset of the serious illness at which time the administrator would be eligible to apply for long-term disability benefits.

The administrator would apply for long-term disability benefits and, if eligible, be placed on an unpaid Family Medical Leave of Absence (FMLA) until such time the administrator provides the District with medical certification releasing the individual back to work. (The long-term disability carrier determines eligibility of LTD benefits, not the District.)

This benefit is limited to one serious illness per work year. Any additional requests for access to this Administrator Sick Bank, in any one work year, may be considered for approval by the Superintendent of Schools.

FAMILY ILLNESS

To any regular employee dealing with serious illness requiring bedside or household attention by the employee of spouse, child, sibling, parent, parent-in-law, daughter-in-law, son-in-law, grandparent, grandchild or dependent of the immediate household resident, a total of ten (10) days' leave in any one year will be granted without loss of salary. Those employed initially within a school year and/or work less than 189 days per year are allotted a prorated number of family days based on the number of days worked per school year. Such leave shall not be cumulative nor counted as part of sick leave.

In the event that an employee is dealing with an extreme situation in a single school year involving family members as defined above and if that administrator has exhausted his/her family illness days, personal days, Z-days, and all except for ten (10) vacation days, the administrator may apply to the Superintendent for an extension of these days of absence.

BEREAVEMENT

Absence not to exceed five (days) in any one year for reason of death for a spouse, child, sibling, parents, parent in law, daughter in law, son in law, grandparent, grandchild, or dependent of the immediate household resident. Absence for death of others not named above will be granted on written request to the Director of HR. Such leave shall not be cumulative nor counted as part of sick leave.

FAMILY AND MEDICAL LEAVE ACT (4106)

Midland Public Schools complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The company also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections During FMLA Leave. During FMLA leave, the Company will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to

reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Employee Eligibility. The FMLA defines eligible employees as employees who: (1) have worked for the Company for at least 12 months; (2) have worked for the Company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Company worksites that taken together have a total of 50 or more employees.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.
Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Pay while on FMLA leave. Employees will use personal or family illness banks while on FMLA leave. When the balance has been exhausted, the employee will be on unpaid FMLA leave.

MICHIGAN EARNED SICK TIME ACT (ESTA)

Midland Public Schools complies with the Michigan Earned Sick Time Act (ESTA), which requires employers to allow the use of paid leave time for specific qualifying reasons. The District's paid leave benefits outlined in this handbook exceed the maximum 72 hours (nine days) required by law for all eligible employees each year, including for those on a prorated schedule. ESTA does not provide additional leave beyond the amounts already allocated under District policy.

When an absence qualifies under both the Earned Sick Time Act and the District's paid leave policies, the time will always run concurrently and will not extend the total amount of paid leave available. If no paid leave time remains, ESTA leave will be unpaid unless otherwise provided by District policy.

Permitted Reasons for Use. Leave under ESTA may be used for:

1. The employee's own mental or physical illness, injury, or health condition, including medical diagnosis, care, or preventive medical care.
2. The care of a family member with a mental or physical illness, injury, or health condition, including medical diagnosis, care, or preventive medical care.
3. Closure of the employee's place of business, or the employee's child's school or place of care, due to a public health emergency.
4. Absences related to domestic violence or sexual assault, including medical care, victim services, counseling, relocation, or participation in legal proceedings.

Definition of Family Member. For purposes of ESTA, "family member" includes:

- A child (biological, adopted, foster, stepchild, legal ward, or a child for whom the employee stands in loco parentis).
- A parent (biological, foster, adoptive, stepparent, or legal guardian of the employee or the employee's spouse, or a person who stood in loco parentis when the employee was a minor).
- A spouse or domestic partner.
- A grandparent or grandchild.
- A sibling.
- Any individual whose close association with the employee is the equivalent of a family relationship, as reasonably determined by the District in accordance with applicable law.

Requesting ESTA Leave. Requests for ESTA leave must follow the District's standard leave request process for Personal Illness or Family Illness days, including providing advance notice when foreseeable and documentation when required. Leave under ESTA may be taken in full or partial day increments, consistent with District policy, and employees must make reasonable efforts to schedule leave in a manner that does not unduly disrupt District operations.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources Department to discuss how the Earned Sick Time Act may apply to your circumstances.

WORKPLACE ACCOMMODATIONS FOR EMPLOYEES AND APPLICANTS WITH DISABILITIES (4105)

The District complies with the ADA, Section 504, the MPDCRA, and other federal, state, and local laws that prohibit discrimination in employment against qualified persons with disabilities. The District does not unlawfully discriminate against otherwise qualified employees or applicants for employment with a physical or mental impairment that substantially limits one or more major life activities, those regarded as having a disability, or those with a record of a disability.

An applicant or employee with a disability, like all other applicants and employees, must meet the District's requirements for the job, including education, training, employment experience, skills, or licenses/certifications. An applicant or employee with a disability must be able to perform the job's essential functions with or without reasonable accommodation(s). After an

applicant has been given a conditional job offer, the District may ask disability-related questions about the applicant's ability to perform the essential functions of the position with or without reasonable accommodation.

An employee who requires a reasonable accommodation to perform essential job functions must promptly inform the employee's supervisor or the Superintendent or designee. An applicant who requires a reasonable accommodation to perform essential job functions must promptly inform the Superintendent or designee after receiving a conditional offer of employment. A reasonable accommodation is defined as a change in the work environment or in the methods of performing work to enable an otherwise qualified applicant or employee to perform the essential job functions of a position and to enjoy equal employment opportunities.

An applicant or employee who believes he/she has been discriminated against under this Policy must promptly file a complaint using the Employment Complaint Procedure in **Policy 4104**.

JURY DUTY

Any employee chosen for jury duty shall be excused without penalty or loss of salary.

MILITARY LEAVE (4107)

The District complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA), Michigan's Military Leaves Reemployment Protection Act (MLRPA), and Michigan's Public Employees Entering Armed Forces Act (MPEEAFA). The term "military service" as used in this Policy includes the "uniformed services" as defined in the USERRA, "service" as defined in the MLRPA, and "military duty" as defined in the MPEEAFA.

Military service also includes service and training in the Army, Navy, Marine Corps, Air Force, Coast Guard, applicable reserve forces, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, and other categories of persons designated by the U.S. President in times of war.

In qualifying circumstances, eligible full- and part-time employees may take leave related to military service and are entitled to reemployment and other rights during and at the conclusion of military leave. Military leave is unpaid, but employees may use accrued applicable paid leave for all or a portion of their military leave in accordance with a collective bargaining agreement or individual employment contract.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

WORK-FROM-HOME (WFH)

The objective of this benefit is to implement a remote work framework to support flexible work arrangements and enhance organizational efficiency and effectiveness while maintaining exceptional educational standards.

The program is applicable only to the employees classified in the Administrator handbook. The scope may be altered at any time by the Superintendent team.

Procedures for Work-From-Home (WFH) Arrangements:

Midland Public Schools (MPS) considers work-from-home (WFH) arrangements viable, flexible work options when both the employee and the position are suited to such an arrangement. WFH arrangements may be appropriate for some employees and positions and not for others. It is not an entitlement, it is not an organization-wide benefit, and it in no way changes the terms and conditions of employment with MPS. WFH arrangements for administrators may be:

- **Hybrid WFH -** Employee works on-site, with predetermined, regular times when the employee works from home.

- **Situational WFH** - Employee is primarily on-site, with situational times when the employee works from home (e.g. virtual conferences, project-based work, inclement weather, etc.). This type of arrangement will not extend beyond three (3) consecutive days up to a maximum of ten (10) total days per year. A proration of the available WFH days will be applied to employees working less than a 260-day schedule as follows:
    - 250-day employees; up to nine (9) situational WFH days
    - 240-day employees; up to eight (8) situational WFH days
    - 220-day employees; up to seven (7) situational WFH days

  These arrangements are pre-approved on an as-needed basis only, with no expectation of ongoing continuance.

Any new WFH arrangements will be on a trial basis and may be discontinued at will and at any time at the request of either the employee or by request from the supervisor with approval by the District (Superintendent Team (Hybrid) -or- Director of Human Resources (Situational)). Every effort will be made to provide advanced notice of such change to accommodate commuting and other issues arising from the termination of WFH arrangements. There may be instances, however, when no notice is possible.

In the event of an urgent matter, employees may be required to report on-site within a two-hour time frame.

The employee must have an approved WFH Arrangement Application completed, approved, and on file with the Human Resources Department prior to the utilization of any instance of working from home. Please contact the Human Resources Department for the application.

Eligibility:

Hybrid WFH arrangements allow employees to work in an alternative work location for part of their work week. Positions that require daily on-site work may apply for a situational WFH arrangement only. A minimum service requirement of at least 90 days with MPS is required before considering or approving any WFH arrangement.

Before entering into any WFH arrangement, the employee and supervisor will evaluate the suitability of such an arrangement by reviewing the following areas:

- Employee suitability: The supervisor will assess the needs and work habits of the employee.
- Position suitability: The employee's position must be deemed eligible for hybrid WFH as defined by the position's essential functions. Positions that require daily on-site work may apply for a situational WFH arrangement only.
- Equipment needs, workspace design considerations, and scheduling: The employee and supervisor will review the physical workspace needs and the appropriate location for the remote work.
- Tax and other legal implications: The employee must determine any tax or legal implications under IRS, state, and local government laws and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- Review and check-off of expectations and safety requirements: Before beginning a WFH arrangement, the employee must have all documents submitted and approved and complete all the required acknowledgments, reviews, and checkoffs.
- Trial Period & Monitoring: A trial period of the employee's completion of pre-determined measurables and expectations during the initial implementation of the WFH arrangement will be completed and will be monitored throughout the arrangement.

Employee Suitability:

The supervisor will determine the employee's needs and work habits to determine if they have the ability to work from home by discussing the following:

- Do you have a history of being self-motivated, results-oriented, and comfortable setting priorities and deadlines?
- Are you able to work independently with minimal supervision?
- Have you been successful in your current position?
- Are you familiar with the organization's procedures?
- Are you an effective communicator who takes initiative?
- Are you adaptable to change?
- Do you have strong time management and organizational skills?
- Do you have strong computer skills?
- Do you have an environment conducive to working from home (ability to have distraction free virtual meetings in a manner that protects confidentiality)?
- Do you have a reliable internet connection and cellular service at a remote location?

Employees who have received an evaluation rating that is less than effective or below district expectations on their most recent performance evaluation are not eligible to apply for (or continue in a previously approved) a WFH arrangement.

Position Suitability:

Upon request from an employee for a WFH arrangement, the supervisor (with assistance from the Director of Human Resources as needed) will review the position's job description and essential functions for suitability for work from home.

MPS uses the following factors when determining if a position may be suitable for remote work:

- Work activities are portable and can be performed effectively outside the office, at least on a temporary basis.

- Job tasks are easily quantifiable or primarily project-oriented.
- The employee's output can be assessed by the supervisor.
- An employee's participation in the WFH arrangement will not adversely affect the performance of other employees or stakeholders.
- Contact with other employees and the community is sufficiently predictable or can be done virtually.
- Technology and equipment needed to perform the job remotely are available.

If the following factors are identified when reviewing the position's essential functions, it may be determined that the position is **not suitable** for work from home:

- The nature of the work performed by the employee must be conducted onsite.
- Equipment is needed that cannot be portable.
- The need to protect confidential information about the organization, students, or staff.
- The need to directly supervise staff or students.
- The need to directly provide services for a student, staff member, or constituent of MPS.
- The position must have direct contact with other employees, parents, or the community, which may occur spontaneously and cannot be done virtually.
- The position requires regular visibility and in-person contact with other employees or the public.
- The position requires regular access to materials that cannot be removed from the worksite.

Equipment Needs, Workspace Design Considerations, and Scheduling:

On a case-by-case basis, MPS will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each work-from-home arrangement. The Human Resources and Technology Departments will serve as resources in this matter.

Equipment: Equipment and items supplied by the District will be maintained by the District. Equipment supplied by the employee, if deemed appropriate and approved by the organization, will be maintained by the employee. MPS accepts no responsibility for damage or repairs to the employee or employee-owned equipment. MPS reserves the right to determine appropriate equipment, subject to change at any time. Equipment supplied by the District is to be used for business purposes only. The employee must sign an inventory of all MPS property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the District unless other arrangements have been made.

- Equipment furnished by MPS:
    - Laptop computer
    - Additional monitors/docking station (if needed)
    - Office supplies, as necessary (pens, notebook paper, calculator, scanner, etc.)
    - Web camera (if needed)
    - Speakers or headsets (if needed)
- Equipment furnished by the employee:

- Work area (must be a designated work area with adequate working conditions [lighting, ergonomics, etc.] suitable for the performance of official duties)
- Furniture (desk, chair, storage, etc.)
- Environmental items (heating/cooling, lighting, etc.)
- Reliable, adequate internet connection
- Reliable, adequate cellular service & phone

Security: Consistent with the organization's expectations of information security for employees working at the office, work-from-home employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include using locked file cabinets and desks, regular password maintenance, and other measures appropriate for the job and the environment.

Safety: Employees working from home are expected to maintain their home workspace in a safe manner, free from safety hazards. MPS will provide each employee with a safety checklist that must be completed at least one yearly. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the District's workers' compensation policy. Employees are responsible for notifying the District of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their at-home work site.

Time Worked and Schedule: It is expected that employees will work the established District business hours and be readily available and responsive to the workplace during business hours. Employees performing work from home who are eligible for overtime requirements based on the Fair Labor Standards Act will be required to accurately record all hours worked using the MPS time-keeping system accurately. Hours worked in excess of those scheduled per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the WFH agreement.

- **Working from home is not designed to be a replacement for appropriate dependent care or paid time off. The focus of the arrangement must remain on job performance and meeting business demands. In addition, it is expected that employees working from home are readily available and accessible during their scheduled workday unless the employee is utilizing their available paid time off (vacation, personal, sick time, etc.).**

Unique circumstances that are outside of the scope of the conditions described in the previous paragraph may be considered on an individual basis. Any unique circumstance approved may only be used for a total of 1/3 of the allocated days for a 'Situational' employee. The circumstance must be presented to the Supervisor for consideration. The Supervisor must gain approval from a member of the Superintendent Team for final approval. Dispositions are final and not subject to appeal. Approvals are non-precedent setting and may be rescinded at any time.

Unique Circumstance Example: An employee that has an approved 'Situational' WFH application has a service appointment at their home for emergency HVAC repair. The service appointment is three hours. The employee needs to be present at their home when

the repair is occurring. The employee is able to work at home during the repair and complete work tasks. Per MPS WFH policy, the time out of the office should traditionally be recorded as 'personal time.' If approved by the supervisor and a member of the Superintendent Team, the employee can use the 'unique circumstance' exception and use 'Situational' WFH hours vs. personal time.

Application:
If the employee and supervisor agree, all parties will complete an application, and a trial period will commence following approval from the Director of Human Resources (Situational). Documents will remain on file in the Human Resources Department. Any changes to the WFH agreement will require the employee to update the WFH arrangement agreement form on file. Once an application is approved, the employee will need to re-certify this agreement annually. MPS Work-From Home Employee Arrangement Application Link

Review and Check-off of Expectations and Safety Requirements:
Before beginning a WFH arrangement, the employee must have all documents submitted, approved, and on file with the Human Resources Department:

- Work From Home Expectations & Etiquette Guidelines
- Work From Home Site Safety Review & Check-off
- Technology Setup Review & Check-off

Trial Period and Monitoring:
Monitoring of the employee's completion of the predetermined measurables and expectations during the trial period will include regular interaction by phone and email between the employee and the supervisor and 30-day (hybrid) or 90-day (situational) trial period check-in meeting to discuss work progress and any concerns. At the end of the trial period, the employee and supervisor will each complete an informal feedback form related to the arrangement and make recommendations for continuance or modifications. Monitoring of the employee's WFH completion of measurables and expectations beyond the trial period will be consistent.

An appropriate level of communication between the employee and the supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After the conclusion of the trial period, the supervisor and employee will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Appeal:
Any disagreement between an employee and supervisor shall be directed to the Director of Human Resources. The Director will work with the Superintendent Team to render a disposition. Dispositions are final and not subject to appeal.

Program Review:
The Superintendent team may amend or terminate the program in whole or in part. Programmatic review will occur at least annually.

BENEFITS

Employees who are scheduled to work 30 hours or more per week (75%) are eligible for and are automatically covered by the district's term life and accidental death and dismemberment insurance plans upon designation of beneficiary(ies). The coverage is for an amount equal to twice the employee's annual contractual salary rounded off to the next higher one thousand dollars. The district pays the entire cost of the life and AD&D insurance programs.

A group hospital-medical-surgical insurance program is available to eligible employees and their spouses and dependents upon application during the enrollment period. The district offers multiple MESSA high deductible Health Savings Account (H.S.A.) Plans. Employees will pay a set rate based on the insurance plan selected.

A group dental insurance program is available to eligible employees upon application during the enrollment period. The district pays 100% of the premium for this coverage.

Employees are automatically enrolled and covered by the district's long-term disability insurance program. The district pays 100% of the premium for this coverage.

A vision insurance plan is available to eligible employees upon application during the enrollment period. The district pays 100% of the premium for the employee's coverage. However, employees have the option to purchase vision coverage, at the full premium cost, for their spouses and dependents.

RETIREMENT

Refer to the ORS website for further information www.michigan.gov/orsschools or call 1-800-381-5111.

RETIREMENT NOTIFICATION

Administrators will receive a retirement stipend of .40 percent (.0040) of the yearly base salary for the administrator group multiplied by years of service with Midland Public Schools. Retiring employees will have their stipend placed in a 403(b) account of their choosing, providing they are an approved vendor of Midland Public Schools. To qualify for this benefit, administrators must: (1) be eligible to retire under the provisions of MPSERS; (2) have worked with the Midland Public Schools for at least ten (10) years; (3) retire by June 30; (4) give notice of retirement to the Director of Human Resources as follows:

- If notice is received in human resources **before** February 1, the employee must give a minimum of 60 days notice in order to receive the enhanced (0.40%) stipend.
- If notice is received in human resources **on** February 1, the employee must work until June 30 in order to receive the enhanced (.40%) stipend.

- If notice is received in human resources between February 2 and June 30, the employee is **ineligible** for the enhanced (.40%) stipend. Instead, eligible employees will receive $50 per each year of service with Midland Public Schools' up to a maximum stipend of $1,000.

Additionally, an Administrator that retires, as described above, may sell up to fifty (50) sick days back at $50 per sick day. This payment will be paid in a 403b or cash option.