



OWOSSO PUBLIC SCHOOLS

Ready for the World

2025-2026 EMPLOYEE HANDBOOK

Foreword

This Employee Handbook applies to all employees of the District. The District intends to abide by the terms of its collective bargaining agreements with exclusive bargaining representatives, and nothing in this Handbook is intended to supersede, replace, or conflict with those terms. To the extent of any conflict, the terms of a collective bargaining agreement will control over the Handbook's provisions. The employee handbook is provided online on the Owosso Public Schools website www.owosso.k12.mi.us. If you do not have internet access, please request a hard copy from the Human Resources Department at (989) 729-5195.

This Handbook supersedes any and all prior practices (to the extent not covered by existing collective bargaining agreements), oral or written, covering the topics addressed in this Handbook. This Handbook rescinds employee handbooks previously in effect, if any.

All employees are subject to the District's bylaws and policies, as may be amended, and such bylaws and policies shall control over any conflicts with this Handbook. To the extent practicable, this Handbook should be interpreted to not conflict with the District's bylaws and policies.

This Handbook is subject to unilateral change in whole or in part by the District at any time. The District reserves the right to amend, modify, suspend, interpret, delete, or change this Handbook, without advance notice, in its sole discretion, without having to give cause, justification, or consideration to any employee. Recognition of these District rights and prerogatives is a term and condition of employment and continued employment.

Neither this Handbook as a whole nor any specific provision within this Handbook is intended to create or confer a property interest in any individual's continued employment with the District or an employment contract. This Handbook does not create a higher standard of job protection than what is permitted by law or stated in any applicable collective bargaining agreement, individual employment contract, or Policy.

DISTRICT EMPLOYMENT IS TERMINABLE AT THE WILL OF EITHER THE DISTRICT OR THE EMPLOYEE, EXCEPT FOR AN EMPLOYEE COVERED BY A COLLECTIVE BARGAINING AGREEMENT, INDIVIDUAL EMPLOYMENT CONTRACT, OR POLICY WITH A DIFFERENT EMPLOYMENT STANDARD.

Owosso Public Schools Mission Statement

The Owosso Public Schools will ensure rich educational opportunities for each student in the environment of mutual trust and respect.

WELCOME LETTER FROM THE SUPERINTENDENT

August 1, 2025

Welcome to the Owosso Public Schools! Whether you have just joined us or have been with us for a while, I want you to know that I am pleased to have you as a part of our organization. I recognize that we cannot reach our goals and objectives without a competent and dedicated staff. In fact, I believe our employees are our most valuable resource.

The employee handbook is provided online on the Owosso Public Schools website www.owosso.k12.mi.us. If you do not have internet access, please request a hard copy from the Human Resources Department at (989) 729-5195. Please take the time to review your handbook. Refer to it whenever you have questions about district policies, practices, or benefits. These policies are effective immediately, and you are expected to know and comply with them accordingly. You are expected to review District Policy that is located on our website under Administration/Board of Education at [Board Policies and Bylaws](#)

I wish you the best of luck and success in your position and hope that your employment relationship with the Owosso Public Schools will be a rewarding experience.

Proud to be a Trojan,

Mr. Stephen Brooks

Stephen Brooks

Superintendent

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IMPORTANT INFORMATION

District Website

www.owosso.k12.mi.us

Board Policies

Board Policies are available at: [Board Policies and Bylaws](#)

FACILITIES OF OWOSSO PUBLIC SCHOOLS

☞ <u>Bentley Bright Beginnings</u> 1375 W. North St. Phone: 725-5770 Fax: 729-5694	☞ <u>District Office Administration Building</u> ☞ <u>Washington Campus</u> 645 Alger Street Phone: 723-8131 Fax: 723-7777
☞ <u>Bryant Elementary</u> 925 Hampton Street Phone: 723-4355 Fax: 729-5666	☞ <u>Lincoln High School</u> ☞ <u>Washington Campus</u> 645 Alger Street Phone: 725-2839 Fax: 729-6706
☞ <u>Central Elementary</u> 600 W. Oliver Street Phone: 723-2790 Fax: 723-3046	☞ <u>Transportation Center</u> 630 Jerome Street Phone: 725-7665 Fax: 725-5170
☞ <u>Emerson Elementary</u> 515 E. Oliver Street Phone: 725-7361 Fax: 729-5451	☞ <u>Cedar St. Warehouse & Maintenance Facility</u> 1310 S. Cedar St.
☞ <u>Owosso Middle School (6-12 Campus)</u> 765 E. North Street Phone: 723-3460 Fax: 729-5760	☞ <u>Food Service Department</u> 765 E North Street Phone: 723-8231
☞ <u>Owosso High School (6-12 Campus)</u> 765 E. North Street Phone: 723-8231 Fax: 729-5600	

Contact Information

District Office: 645 Alger St, Owosso, MI 48867

Administration building is open weekdays between the hours of 8:00 a.m. and 4:30 p.m.
Subject to change dependent upon holidays, etc.

Phone: 989-723-8131

Fax: 989-723-7777

District Office Personnel

Superintendent: Stephen Brooks

Phone: 989-723-8131

Email: brooks@owosso.k12.mi.us

Assistant Superintendent of Curriculum
and Instruction: Dr. Cathy Dwyer

Phone: 989-729-5709

Email: dwycrc@owosso.k12.mi.us

Chief Financial Officer: Tim Dame

Phone: 989-729-5127

Email: damet@owosso.k12.mi.us

Communications Director:

Jessica Thompson

Phone: 989-729-5682

Email: thompson@owosso.k12.mi.us

Administrative Assistant to the

Superintendent: Sara Selleck

Phone: 989-729-5128

Email: selleck@owosso.k12.mi.us

Director of Operations: Mike Hendrickson

Phone: 989-413-0989

Email: hendrickson@owosso.k12.mi.us

Human Resources Director: Carrie Yoho

Phone: 989-729-5195

Email: yoho@owosso.k12.mi.us

Accounts Payable: Kimberly Taylor

Phone: 989-729-5310

Email: taylor@owosso.k12.mi.us

Payroll: Heather Turnwald

Phone: 989-729-5185

Email: turnwald@owosso.k12.mi.us

Pupil Accounting: Tasha Speck

Phone: 989-729-5756

Email: speck@owosso.k12.mi.us

Central Office Specialist: Billie Hurley

Phone: 989-729-5673

Email: hurley@owosso.k12.mi.us

Director of Technology: Joe Watson

Phone: 989-729-5681

Email: watson@owosso.k12.mi.us

Systems Engineer: Gunnar Stinson

Phone: 989-729-5700

Email: stinson@owosso.k12.mi.us

Computer Tech: Jacob Basgall

Phone: 989-729-5170

Email: basgall@owosso.k12.mi.us

Computer Tech: Thomas Dignant

Email: dignant@owosso.k12.mi.us

Owosso High School: 765 East North Street, Owosso, MI 48867
Phone: 989-723-8231 Fax: 989-729-5600

Owosso High School Administration

Principal: Dr. Dallas Lintner
Phone: 989-723-8231
Email: lintner@owosso.k12.mi.us

Assistant Principal: Karen Van Epps
Phone: 989-723-8231
Email: vanepps@owosso.k12.mi.us

Assistant Principal & Athletic Director: Nick VanDuser
Phone: 989-723-8231
Email: vanduser@owosso.k12.mi.us

Student Services
Phone: 989-729-5495
Fax: 989-729-5606

Lincoln Alternative Education High School: 645 Alger Street, Owosso, MI 48867
Phone: 989-725-2839 Fax: 989-729-6706

Lincoln High School Administration

Principal: Carrie Rugenstein
Phone: 989-725-2839
Email: rugenstein@owosso.k12.mi.us

Owosso Middle School: 765 East North Street, Owosso, MI 48867
Phone: 989-723-3460 Fax: 989-729-5760

Principal: Rich Collins
Phone: 989-723-3460
Email: collinsr@owosso.k12.mi.us

Dean of Students/Athletic Director: Zeb Perrin
Phone: 989-723-3460
Email: perrin@owosso.k12.mi.us

Bentley Bright Beginnings
1375 W. North St., Owosso, MI 48867
Phone: 989-725-5770 Fax: 989-729-5694

Early Childhood Director: Alexandra Eskew
Phone: 989-725-5770
Email: eskew@owosso.k12.mi.us

Bryant Elementary: 925 Hampton Street, Owosso, MI 48867
Phone: 989-723-4355 Fax: 989-729-5666

Principal & 504 Coordinator: Bridgit Spielman
Phone: 989-723-4355
Email: spielman@owosso.k12.mi.us

Central Elementary: 600 West Oliver Street, Owosso, MI 48867
Phone: 989-723-2790 Fax: 989-723-3046

Principal: Amanda Rowell
Phone: 989-723-2790
Email: rowell@owosso.k12.mi.us

Emerson Elementary: 515 East Oliver St., Owosso, MI 48867
Phone: 989-725-7361 Fax: 989-729-5451

Principal: Jessica Aue
Phone: 989-725-7361
Email: andersonje@owosso.k12.mi.us

Transportation: 630 Jerome Street, Owosso, MI 48867
Phone: 989-725-7665 Fax: 989-725-5170

Transportation Director: Steve DeLong
Phone: 989-725-7665
Email: delong@owosso.k12.mi.us

Food Service Department: 765 E North Street, Owosso, MI 48867
Phone: 989-723-8231

Food Service Director: Joy Hartman
Phone: 989-729-5486
Email: hartman@owosso.k12.mi.us

RESD Special Education Supervisor OHS/MS/LHS: April Woods
1025 N. Shiawassee St., Corunna, MI 48867
Phone: 989-743-3471

RESD Special Education Supervisor Elementary: Lisa Blake
1025 N. Shiawassee St., Corunna, MI 48867
Phone: 989-743-3471

2025-2026 DISTRICT CALENDAR



2025

August

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

2026

January

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April

M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- No school on days circled in gold.
- Half days circled in blue.

The school year may be extended should the number of days warrant.

View daily activities at www.owosso.k12.mi.us.

2025-2026 Calendar

August

- 18-20** Professional Development & Teacher Work Days
- 21** First Full Day (All Students)
- 28** Half Day for All Students: Teacher Work Day
- 29** No School: Labor Day Recess

September

- 1** No School: Labor Day Recess
- 2** School Resumes

October

- 17** End of Marking Period
- 22** Half Day Elementary Only: Afternoon & Evening PT Conferences
- 22** LHS Evening PT Conferences
- 23** OMS & OHS Evening PT Conferences
- 23** LHS End of 1st Quarter
- 24** No School
- 31** Half Day for All Students: Teacher Work Day

November

- 4** No School: Professional Development
- 26-28** No School: Thanksgiving Recess

December

- 3** LHS Evening PT Conferences
- 19** Half Day for All Students: Teacher Work Day & End of 1st Semester
- 22-31** No School: Holiday Recess

January

- 1-2** No School: Holiday Recess
- 5** School Resumes: 2nd Semester Begins
- 16** LHS End of 2nd Quarter
- 19** No School: Martin Luther King Jr. Day & Professional Development

February

- 12** Half Day for All Students: Teacher Work Day
- 13 & 16** No School: Presidents' Day

March

- 13** End of Marking Period
- 27** Half Day for All Students: Teacher Work Day & LHS End of 3rd Quarter
- 30-31** No School: Spring Recess

April

- 1-3** No School: Spring Recess
- 6** School Resumes

May

- 20** OHS Graduation
- 21** OHS Graduation Rain Date
- 22** Half Day for All Students: Teacher Work Day
- 25** No School: Memorial Day
- 28** LHS Graduation
- 30** 8th Grade Awards Ceremony

June

- 3** 5th Grade Celebration
- 4** Half Day for All Students: Last Day of School

SECTION I: EMPLOYMENT POLICIES

Equal Employment Opportunity

The District is an equal opportunity employer that does not discriminate against an employee or applicant based on race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, and sexual orientation), age, height, weight, marital status, disability, genetic information, veteran status, military service, or any other legally protected class. This policy also prohibits unlawful retaliation based on a protected activity. See [Policy 4101 Non-Discrimination](#), [Policy 4102 Anti-Harassment](#), and [Policy 3118 Title IX Sexual Harassment](#).

Any employee who believes that this policy has been violated must file a complaint using the Employment Complaint Procedure in [Policy 4104 Employment Complaint Procedure for Allegations Implicating Civil Rights](#). Employees with questions about this policy and applicable laws should contact the Superintendent or the Employment Compliance Officer, identified below:

Civil Rights Coordinator/Employment Compliance Officer
Carrie Yoho-Human Resources Director
645 Alger St.
Owosso, MI 48867
989-723-8131
yoho@owosso.k12.mi.us

Workplace Accommodations for Protected Employees

Under state and federal law, a qualified employee with a disability may be entitled to a reasonable accommodation to enable that employee to perform the essential functions of the employee's job without causing undue hardship on the employer or posing a direct threat to health or safety. A qualified employee with a disability who believes a workplace accommodation is needed must notify the Superintendent or designee in writing of the need for reasonable accommodation. See [Policy 4105 Disability Workplace Accommodations for Employees and Applicants](#).

Under the Pregnant Workers Fairness Act (PWFA), a qualified employee may be entitled to reasonable accommodation to enable that employee to perform the essential functions of the employee's job without causing undue hardship on the employer. A qualified employee who requires a reasonable accommodation due to a known limitation related to pregnancy, childbirth, or related medical condition must notify a proper District official (as identified in PWFA regulations) of the limitation. See [Policy 4105A Pregnancy Workplace Accommodations for Employees and Applicants](#).

The District will reasonably accommodate sincerely held religious beliefs, practices, and observances of employees absent an undue hardship. An employee who requests a reasonable accommodation based on religion must promptly inform the Superintendent or Designee. See [Policy 4105B Religious Workplace Accommodations for Employees and Applicants](#).

Anti-Harassment, Including Title VII Sexual Harassment

The Board and the District are committed to maintaining a learning and working environment that is free from unlawful harassment, including Title VII sexual harassment. Unlawful harassment may consist of quid pro quo harassment or hostile work environment harassment. Both forms of harassment are strictly prohibited.

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

An incident of unlawful harassment, including Title VII sexual harassment, must be reported to the complaint procedures provided in [Policy 4104 Employment Complaint Procedure for Allegations Implicating Civil Rights](#). The District will promptly and thoroughly investigate complaints of unlawful harassment pursuant to that policy. Any employee who knowingly misrepresents or makes false accusations or complaints will be subject to discipline, up to and including suspension or termination.

An employee with questions about the District's anti-harassment policy is advised to reference [Policy 4102 Anti-Harassment](#) and [Policy 4104 Employment Complaint Procedure for Allegations Implicating Civil Rights](#) and consult with the District's Employment Compliance Officer.

Title IX Sexual Harassment

Sexual harassment under Title IX is conduct based on sex that consists of:

1. An employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
2. Unwelcome conduct that is so severe, pervasive, or offensive that it effectively denies a person equal access to the District's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC 12291 *et seq.*, and the uniform crime reporting system of the FBI, 20 USC 1092(f)(6)(A)(v).

Employees must report an incident of Title IX sexual harassment to the District's Title IX Coordinator:

Rich Collins, Principal, Owosso Middle School
765 E. North Street, Owosso, MI 48867
989-723-3460
collinsr@owosso.k12.mi.us

Or

Dr. Catheryn Dwyer, Assistant Superintendent of Curriculum & Instruction
645 Alger St., Owosso, MI 48867
989-723-8131
dwycrc@owosso.k12.mi.us

Additional information regarding the District's Title IX Sexual Harassment Policy is found in [Policy 3118 Title IX Sexual Harassment](#).

SECTION II: EMPLOYMENT BASICS

Attendance and Absences

Regular and reliable in-person attendance is an essential job function for employees. Unexcused employee absences or tardiness negatively impact the education of students and may impose unnecessary burdens on coworkers. An employee must adhere to their assigned schedule unless a deviation is appropriately approved.

An employee must report an absence as directed by their supervisor or consistent with the terms of any applicable collective bargaining agreement, individual employment contract, or Policy. An employee who violates this provision may be subject to discipline, up to and including discharge. See [Policy 4219 Attendance](#).

Personnel Files

An employee has the right to review their personnel file or to obtain a copy of their personnel file upon a reasonable written request to the Central Office, generally not more than two times per year. An employee who requests a copy of their personnel file may be charged a fee. An employee may review their personnel file at a reasonable and mutually agreed upon time. A Central Office employee will be present during the review.

If an employee disagrees with information contained in the employee's personnel file, the employee and the District may mutually agree to remove or correct that information, unless it concerns substantiated unprofessional conduct. If the District does not agree to remove or amend the information, the employee may submit a written rebuttal statement (within legal limits) explaining the employee's position.

An employee's personnel file may contain items such as the following:

- Original application form;
- Recommendations for employment;
- Required diplomas or certifications;
- Signed performance evaluations;
- Disciplinary records;
- Copy of social security card;
- Record of required trainings; or
- Other relevant employment records.

Documents in a personnel file may be subject to disclosure under the Revised School Code, the Freedom of Information Act (FOIA), or pursuant to a subpoena or court order. If the District receives a FOIA request for information regarding employee disciplinary records, the employee will be notified in writing of the disclosure on or before the day the disciplinary records are disclosed. See [Policy 4224 Personnel Files and Payroll Information](#).

Probationary Period

New employees may be subject to a probationary period. Probationary periods may vary based on a collective bargaining agreement, individual employment contract, Policy, and Michigan law.

Work Schedule

The District retains the exclusive right to establish work weeks, days, hours, and schedules for all employees. Employees must report to work at the designated time and remain until the conclusion of their scheduled work hours unless otherwise approved in advance by their immediate supervisor. An hourly employee is not permitted to work additional times outside of their scheduled hours without receiving prior approval from their immediate supervisor.

If an employee is eligible to have an assigned lunch period, the lunch period will be designated by their supervisor and will be unpaid.

School Closure

The District may determine that employees are not to report to work when students are not in attendance due to inclement weather, utility failure, health or safety conditions, or similar circumstances. Employees should listen for school closing announcements available through the local media and monitor communications from the District. An employee may not be paid if they do not work during a school closure unless pay is provided in a collective bargaining agreement, individual employment contract, or Michigan law.

When the District or one or more District buildings is closed due to the above conditions, some employees may be required to report to work or to work remotely. Employees will be paid for the time actually worked unless additional pay is provided in a collective bargaining agreement, individual employment contract, or Michigan law.

Reasonable Assurance

The school district has regularly scheduled breaks, including the summer break, during its normal year. These breaks, occur when school is not in session or in recess. During these breaks, the district provides you the assurance, in good faith, that you will return to work in the same or similar position at the completion of that break or recess. When you return to work at the completion of that break or recess, the district has validated your continuing employment.

An employee who is paid unemployment compensation benefits, chargeable to the district during the summer and who is subsequently recalled to a position during the next school year within ten working days of the beginning of the next school year, shall have his/her compensation adjusted by the gross dollar amount of the unemployment compensation benefits received for all periods and/or days during the summer recess.

Problem-Solving Procedure

District administration and employees must maintain effective communication and understanding. The District believes that this is essential to the accomplishment of the District's goals and objectives, as well as the goals and objectives of the District's employees.

When matters of interpretation or application of the content of this Handbook or other Board policies, guidelines, or rules, arise, an employee is encouraged to discuss such matters with their supervisor. District administration will then explore potential avenues to resolve the problem or concern. While not all problems or concerns may be resolved to an employee's satisfaction, District administration is committed to resolving conflicts whenever feasible.

SECTION III: COMPENSATION/BENEFITS

Payroll Procedures

The District requires hourly employees to accurately and honestly record all time worked each day as directed by the District. Hourly employees are required to record their start time, lunch period, overtime, any breaks, and departure time for each workday. Hourly employees shall submit time worked as directed by the District. Substantiated falsification or misrepresentation of time worked may result in discipline, up to and including discharge, and it may result in criminal charges. [Policy 4304 Employee Timekeeping Responsibilities](#).

All employees will be paid via direct deposit or a Money Network bank card. Employees can access their paystub through: [sresdowosso.Schools-Open.com/employee web/login](https://sresdowosso.schools-open.com/employee_web/login). [https://sresdowosso.schools-open.com/employee web/login](https://sresdowosso.schools-open.com/employee_web/login)

Employees are paid every two weeks (maximum of 26 times annually).

Salaried employees will be paid on the same payday as hourly employees.

Site timesheets and/or approved Red Rover timesheets for hourly employees must be received by the payroll department at the District Office by 12:00 pm the Monday of the week of the district payday. Failure to comply with the deadline may result in a two-week delay in processing your payroll associated with the time entries on the timesheet received after the deadline. Hourly Pay is for the two work-weeks preceding the next payday.

Any changes in an employee's direct deposit information must be submitted in writing to payroll using the District approved Direct Deposit form, no email or verbal request will be accepted.

Payroll Deductions

The following mandatory deductions will be made from every employee's gross wages: federal income tax, Social Security FICA tax, and applicable retirement plan deductions. Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at any time when his or her circumstances change. The district will have up to 30 days to process revised W-4 forms. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption Form Withholding Certificate, IRS Form W-4E. Employees are expected to comply with the instructions on Form W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Other optional deductions include the portion of group health insurance not paid by the district, and deductions elected by the employee to participate in the Section 125 plan. Other voluntary contributions, such as credit union and tax-sheltered annuities, are also deducted. The deductions are made on the schedule published by the payroll department annually.

Every employee will receive an annual Wage and Tax Statement, IRS Form W-2, for the preceding year on or before January 31. Any employee, who believes that his or her deductions are incorrect for any pay period, or on Form W-2, should check with the Payroll Specialist immediately.

Overtime

For purposes of computing overtime pay, the work week begins each Saturday at 12:01 a.m. and continues for 168 consecutive hours. An hourly employee will receive overtime compensation at a rate of 1½ times the employee's regular rate of pay for all hours in excess of forty (40) during that workweek unless a higher rate is established through a collective bargaining agreement or individual employment contract covering the hourly employee. In computing overtime, only time actually worked is included. Paid leave time (e.g., vacation, sick, or personal days) will not count as time worked for overtime compensation. All hours worked, including overtime, must be submitted to the employee's immediate supervisor on a timesheet. Overtime work must be pre-approved by a supervisor and properly recorded each pay period. See [Policy 4302 Employee Pay, Including Minimum Wage and Overtime](#).

District-Provided Insurance

Eligibility for medical, dental, vision, life, and other insurance policies for employees will be determined by collective bargaining agreements, individual employment contracts, Board policies, and/or state or federal law. Summary Plan Descriptions for insurance policies can be located on the Owosso Public Schools website listed under Information for Staff/Benefit Information: <https://www.owosso.k12.mi.us/Staff>

Consolidated Omnibus Budget Reconciliation Act

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires the District's group health plan to extend the opportunity to continue health insurance coverage to an employee and other qualified beneficiaries in certain circumstances, including termination, for a limited time. The employee must pay the full premium for the elected coverage. (See 42 USC 300bb).

SECTION IV: EMPLOYMENT PRACTICES

Criminal History Record and Unprofessional Conduct Check

The District requires a criminal history check, criminal records check, and unprofessional conduct references from previous employers for all employees as required under Michigan law. All applicants are required to submit fingerprints for a criminal records check. See [Policy 4205 Hiring and Background Checks](#).

Medical Evaluations and Examinations – Other Post-Offer Considerations (Policy 4205)

Once an employee has been selected for hire and a conditional job offer of employment is made, medical examinations and/or drug test may be conducted by a health professional chosen by the district to determine the employee's ability to fulfill job-related physical and mental demands of a position. Physicals may be authorized for employees, if a job has special physical demands or when an employee's ability to meet the physical demands is reasonably in question or to determine accommodations. See [Policy 4205 Hiring and Background Checks](#).

The superintendent or designee may authorize such interviews or physicals. All costs for required medical examinations or physicals will be borne by the district. The employee must sign a written release of this information to the district. A copy of any written report received from the health professional respecting the interview will be provided to the employee and the employer.

All information received will be deemed confidential. An employee's continued employment with the Owosso Public Schools is conditioned upon successful completion of the medical interview.

Criminal Charges – Mandatory Self-Reporting

Consistent with state law and [Policy 4208 Applicant and Employee Criminal Arrest, Charge, Conviction](#), the District requires all District employees and independent contractors who are regularly and continuously working under contract who are charged with a crime listed below, or a violation of a substantially similar law of another state, a state political subdivision, or the United States, to report the charge to the Michigan Department of Education and the Superintendent within three business days after being arraigned. The Michigan Department of Education (MDE) Arraignment Disclosure Form can be found here: [MDE Criminal Arraignment Disclosure Form](#) District employees and independent contractors must report criminal charges concerning the following crimes: The Michigan Department of Education (MDE) School Personnel Criminal Conviction Disclosure Form can be found here: [Criminal Conviction Disclosure Form](#)

1. Any felony
2. Any of the following misdemeanors:
 - a. Criminal sexual conduct (CSC) or attempt to commit CSC – 4th degree;

- b. Child abuse or attempt to commit child abuse – 3rd or 4th degree;
- c. Cruelty, torture, or indecent exposure involving a child;
- d. Delivery or distribution of a controlled substance (including marijuana) to a minor or within 1,000 feet of school property;
- e. Breaking and entering or entering without breaking any building, tent, boat, or railroad car without permission to enter;
- f. Entering without breaking any public place when entry has been expressly denied;
- g. Allowing a minor to consume or possess alcohol or any individual to consume or possess a controlled substance on one's own property;
- h. Accosting, enticing, or soliciting a child for immoral purposes;
- i. 3rd (or subsequent) violation of any combination of engaging in obscene or indecent conduct in public or indecent exposure;
- j. Stealing, removing, or damaging any fixture, attachment, or other property belonging to, connected with, or used in construction of vacant structures or buildings;
- k. Assault and assault and battery;
- l. Domestic assault;
- m. Assault and infliction of serious or aggravated injury;
- n. Internet use for the purpose of committing a crime against a minor;
- o. Selling or furnishing alcohol to minors; or
- p. Any listed offense under the Sex Offenders Registration Act.

If an employee fails to report an arraignment as required by law, the employee is subject to discipline up to and including discharge and possible criminal sanctions. The District reserves the right to refuse an individual's assignment where the individual's criminal record history, in the judgment of the District, indicates an unfitness to perform services.

Tobacco and Nicotine Use

Employees are prohibited from using tobacco products, electronic cigarettes, vaporizers, or any electronic nicotine delivery systems on District property and at District-sponsored events unless the District expressly designates areas for smoking at a particular building or facility. See [Policy 3102 Smoking, Tobacco Products, Drugs, and Alcohol](#).

Drug and Alcohol-Free Workplace

The District maintains a drug and alcohol-free workplace. Accordingly, employees are prohibited from the following conduct on District property, in District vehicles, and at District-sponsored events:

- Manufacturing, selling, soliciting, possessing, using, dispensing, or distributing any illicit substance;
- Being under the influence of an illicit substance; or
- Misusing over-the-counter or prescription medications.

“Illicit substance” means any consumable alcohol; illegal drugs, including, but not limited to, those substances defined as “controlled substances” pursuant to federal or state law; marijuana; anabolic steroids, human growth hormones, or other performance-enhancing drugs; substances purported to be illegal, abusive, or performance-enhancing (i.e., “look-alike” drugs); and any other substance used by an employee as an intoxicant.

Violating these standards may subject an employee to discipline, up to and including discharge.

If reasonable suspicion exists that an employee is under the influence of an illicit substance, the Superintendent or designee may direct the employee to submit to a drug or breath alcohol test. If the employee refuses, the employee may be subject to discipline, up to and including discharge, based on the Superintendent’s or designee’s observations. See [Policy 4210 Drug and Alcohol Free Workplace, Tobacco Product Restrictions](#) and [Policy 4211 Alcohol and Controlled Substances for Transportation Employees Subject to the Omnibus Transportation Employee Testing Act](#).

The District may refer an employee to the District’s Employee Assistance Program consistent with [Policy 4212 Employee Assistance Program](#).

Social Security Numbers

The District complies with the Social Security Number Privacy Act (SSNPA). District personnel authorized to receive social security numbers must follow [Policy 3113 Social Security Numbers](#). District personnel or Board members who encounter a document containing an individual’s social security number must promptly give the document to District personnel authorized to receive social security numbers under [Policy 3113 Social Security Numbers](#). Failure to follow these directives may result in employee discipline up to and including discharge.

No Expectation of Privacy

Employees have no expectation of privacy in connection with their use of District property and equipment. The District reserves the right to search an employee’s office, desk, files, computer, locker, or other District property or technology issued or provided for the employee’s use during the employee’s District employment. Inspections may be conducted at any time, at the District’s discretion. A search of an employee’s personal effects will comply with federal and state constitutions, laws, and regulations.

SECTION V: DISTRICT EXPECTATIONS OF EMPLOYEES

All employees must adhere to standards of conduct set forth under [Policy 4201 Employee Ethics and Standards](#), [Policy 4201-AG Employee Ethics and Standards - Time and Effort Reporting](#), and the Michigan Code of Educational Ethics. Failure to do so may result in discipline up to and including discharge.

Use of Force and Corporal Punishment

Employees must not inflict, or cause to be inflicted, corporal punishment upon any student under any circumstances. [Policy 4203 Corporal Punishment and Limited Use of Reasonable Force](#) and [Policy 4203 AG Corporal Punishment and Limited Use of Reasonable Force](#).

Alternatives to corporal punishment are provided below:

- Provide direct instruction to students regarding social skills and problem-solving strategies;
- Use positive reinforcement, such as teacher feedback and other self-esteem enhancing activities, to teach, support, and maintain the use of appropriate problem-solving and social skills;
- Apply logical consequences that will teach students to take personal responsibility for their actions (e.g., losing the privilege of participating in special school activities);
- Use of a “time out”, which may allow students to learn to take control of their actions and, ultimately, in conjunction with instruction in social skills, to cease their undesirable behavior;
- Employ problem-solving classroom meetings and/or school assemblies with an honest discussion of problems to encourage student ownership of and responsibility for solutions;
- Establish a variety of strategies for communicating with parents/guardians;
- Establish contractual agreements with students and their parents/guardians that clearly outline consequences to enhance the development of self-control behavior;
- Establish an in-school suspension program, supervised by a responsible adult, in which the student performs curricula-related activities;
- When necessary, refer students to a counselor, social worker, or psychologist at the local or intermediate level and coordinate services with other units of state government (e.g., public health, social services, mental health). Also, may seek assistance from private institutions or agencies with appropriate services;
- Evaluate and arrange appropriate curriculum and adequate support for students who need academic acceleration, special education, alternative education, or services for achieving English proficiency;

- Take action, in accordance with the applicable student code of conduct and due process of law, when disruptive behavior occurs; or
- Only after other alternatives have been considered, consider the use of suspensions or expulsions.

Reasonable force may only be used consistent with Board Policies [Policy 4203 Corporal Punishment and Limited Use of Reasonable Force](#) and [Policy 5211 Emergency Use of Seclusion and Restraint](#).

Confidentiality of Student Information

Employees must maintain the confidentiality of student information and student education records. Employees are prohibited from disclosing confidential student information and student records to third parties unless disclosure is permitted by law. Disclosure of student information or records to other District employees is permissible only when that individual has a legitimate educational interest in receiving the information. An employee has a legitimate educational interest in a student record if a review of the student record is necessary for the employee to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. See [Policy 4204 Confidentiality of Student Information](#) and [Policy 5309 Student Records and Directory Information](#).

Prohibition Against Abortion Referral to Student

Employees are prohibited from referring a student for an abortion or assisting a student with obtaining an abortion, except where expressly permitted by law. See [Policy 4209 Abortion Referrals and Assistance](#).

Outside Employment

An employee may hold outside employment provided that such employment: (a) does not interfere with the employee's ability to perform the employee's District responsibilities or to serve as a role model in the community; (b) does not adversely impact the District's reputation; and (c) does not use District resources. Employees must communicate with a supervisor and may need appropriate permission before securing outside employment where a conflict of interest or the appearance of a conflict of interest may exist. See [Policy 4201 Employee Ethics and Standards](#) and [Policy 4214 Outside Activities and Employment](#).

Conflicts of Interest and Nepotism

Employees shall perform their duties and responsibilities free from a prohibited conflict of interest unless authorized by the Board or its designee. An employee must communicate with a supervisor before engaging in outside activities where a potential conflict of interest or the appearance of a conflict of interest or impropriety may exist. See [Policy 4201 Employee Ethics and Standards](#) and [Policy 4214 Outside Activities and Employment](#). Employees must also comply with the District's Anti-Nepotism Policy. See [Policy 4213 Anti-Nepotism](#).

Employee Ethics and Standards

Employees must act professionally and model high standards of behavior at all times. Employees must maintain a standard of behavior that reflects positively on their status as District representatives in the community and is consistent with the Michigan Code of Educational Ethics. A copy of the Michigan Code of Educational Ethics is available here:

https://www.michigan.gov/documents/mde/Code_of_Ethics_653130_7.pdf

Employees must exercise objectively sound and professional judgment when engaging with students, parents, colleagues, and community members. This standard extends to employee conduct on and off District property. Employee expectations are listed in [Policy 4201 Employee Ethics and Standards](#).

Gifts and Donations

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. The Board recognizes and appreciates the generosity and support it receives in the form of gifts, donations, and voluntary contributions (“Donations”) from individuals, companies, Parent support groups, the community, and other donors. Acceptance of gifts and donations must comply with [Policy 3303 Gifts and Donations](#).

Fundraising

Fundraising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fundraising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the building principal prior to the activity being initiated.

Fundraising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fundraising must not interfere with or disrupt school. All funds must be used for the designated purpose of the fundraiser and must be in accordance with state law.

All money raised must be receipted and deposited with the district following district accounting procedures.

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

Volunteers

A person desiring to volunteer must provide information to the District, including that person’s name, address, telephone number, and a form of identification. See [Policy 3105 Visitors and Volunteers](#).

The District may lawfully require a volunteer to complete an application and consent to a background check as described in [Policy 4205 Hiring and Background Checks](#).

Volunteering is a privilege, not a right. A person does not have any right to volunteer or to perform any particular volunteer assignment. The Superintendent or designee will assess a volunteer's capabilities and determine the appropriate volunteer assignment. The Superintendent or designee may reject a volunteer's request or deny or terminate a volunteer's assignment at any time for any reason that is not unlawful.

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff. Extracurricular employees are subject to background checks under [Policy 4205 Hiring and Background Checks](#). Volunteers may also be subject to background checks under [Policy 4205 Hiring and Background Checks](#) or using another verified background check method. See [Policy 4112 Extracurricular Employees or Volunteers](#) and [Policy 4205 Hiring and Background Checks](#).

All criminal history background checks will be conducted at the Central Office.

Every effort should be made to use volunteer resources in a manner that will ensure maximum contribution to the welfare and educational growth of students.

Staff members interested in securing the services of a volunteer or with names of individuals expressing an interest in volunteering should contact their building principal.

The use of volunteers requires prior building principal approval. As part of the School Safety Legislation that took effect January 1, 2006 Owosso Public Schools will screen any person who volunteers to work with the District through the Sex Offenders Registry list and the Internet Criminal History Access Tool criminal history records check who meet the following criteria.

- Chaperone field trips, whether one day or overnight
- Volunteering on a regular basis of five or more times a year

Volunteers will be required to complete a Volunteer Screening form prior to participating in any activity or program. Volunteer Screening forms are available on the district web site [Volunteer Screening Form](#) under information for Parents/Student Enrollment Form/Volunteer Screening Form. Volunteer Screening Forms must be received by Central Office at least ten (10) business days prior to volunteering to allow Central Office adequate time to conduct the screening. Failure to do so may result in the inability for a volunteer to chaperone a scheduled field trip.

Employee-Student Fraternization

Employees must establish and maintain professional boundaries with students, including while using personal or District technology. Employees are prohibited from direct or indirect interactions with students, including interactions in person or through technological means, that do not reasonably relate to an educational purpose. Employees will behave at all times in a manner supportive of the best interest of students and the District. For a non-exhaustive list of prohibited behaviors involving students, refer to [Policy 4201 Employee Ethics and Standards](#).

Employee Dress and Appearance

Employees must maintain professional dress and appearance. Employees are expected to dress appropriately for their position. For details regarding appropriate attire, refer to [Policy 4218 Employee Dress and Appearance](#).

Children's Protective Services Reporting

Mandated reporters must report suspected child abuse or neglect to Children's Protective Services (CPS) per [Policy 4202 Children's Protective Services \(CPS\) and Adult Protective Services \(APS\) Reporting and Student Safety and Welfare](#). Other employees are also expected to make reports to CPS of suspected child abuse or neglect. Within 72 hours of making a verbal report to CPS, the employee must file a written report as required by Michigan's Child Protection Act. The employee must also promptly notify the Superintendent or designee and the building principal of the report. Michigan law provides civil and criminal penalties for a mandated reporter's failure to make a report, and also provides civil and criminal immunity for someone making a report in good faith.

Adult Protective Services Reporting

Employees who suspect or have reasonable cause to believe that a vulnerable adult was or is being subjected to abuse, neglect, or exploitation, must immediately report the matter to Adult Protective Services. A vulnerable adult means a person 18 years of age or older who is unable to protect themselves from abuse, neglect, or exploitation because of a mental or physical impairment or because of advanced age. See [Policy 4201 Employee Ethics and Standards](#) and [Policy 4202 Children's Protective Services \(CPS\) and Adult Protective Services \(APS\) Reporting and Student Safety and Welfare](#).

District Technology Resources

The District provides its employees access to its technology resources, including District computers and network resources, for educational and other District-related purposes. As part of the employee being provided access to District technology resources, it is the employee's responsibility to read, understand and abide by the **Electronic Information and Internet Use Policy** as described below. Employees have no expectation of privacy when using District technology resources. The District may monitor or access employees' electronic files, as deemed necessary.

The use of District technology resources is a privilege, not a right. Misuse of District technology resources may result in loss of access to the resources and potential disciplinary action

Any use of technology resources that violates federal or state law is prohibited. See [Policy 4215 District Technology and Acceptable Use](#).

For additional information regarding the use of District technology resources, see Policies [Policy 3116 District Technology and Acceptable Use](#) and [Policy 4215 District Technology and Acceptable Use](#).

Electronic Information & Internet Use Policy

Purpose

Owosso Public Schools promotes the use of electronic technologies and the Internet to support learning and enhance educational opportunities. The district provides access to digital resources to help students and staff develop essential information management skills and navigate a technology-rich environment responsibly.

Ownership & Privacy

All district technology resources, including networks, devices, and software, are the property of Owosso Public Schools and are primarily intended for educational use. The district reserves the right to access, monitor, and review all electronic communications, files, and activities conducted on its systems. Users should have no expectation of privacy when using district technology.

No Warranties & Liability

The district provides technology resources "as is" and makes no guarantees regarding availability, security, or data integrity. Users assume all risks associated with using district systems, including exposure to inaccurate or inappropriate content.

Roles & Responsibilities

District Responsibilities

Owosso Public Schools manages the technology infrastructure to support educational goals. This includes:

- Implementing and enforcing this policy.
- Maintaining and securing hardware, software, and networks.
- Assigning, updating, and removing network accounts.
- Providing training and support for new technologies.
- Monitoring network usage and enforcing compliance.
- Conducting **periodic access reviews** to ensure users with elevated privileges still require access.
- **System administrators** must apply security patches and software updates in a timely manner.
- **Supervisors** are responsible for ensuring employees complete required cybersecurity training annually.

The Technology Department determines appropriate use and may suspend or revoke access for policy violations. The district also implements content filtering in compliance with the Children's Internet Protection Act (CIPA) but does not guarantee complete restriction of inappropriate materials.

User Responsibilities

Authorized users include students, staff, and others granted special access. Users must:

- Utilize district technology for educational purposes.
- Adhere to all district policies and guidelines.
- Protect their login credentials and respect network security.
- Refrain from accessing, transmitting, or storing inappropriate, illegal, or unauthorized content.
- Avoid disrupting network performance or engaging in cyberbullying.

Security Policies

Incident Reporting & Cybersecurity Awareness

- Employees must immediately report any suspected **phishing attempts, data breaches, or cybersecurity threats** to the Technology Department.
- Employees should **not attempt to resolve security breaches themselves** without IT authorization.
- IT will conduct a **post-incident review** and notify affected parties if necessary.
- Annual cybersecurity training will be required for all employees handling district technology.
- Employees should **not disable security features** (e.g., firewalls, antivirus software) on district-provided devices.

Artificial Intelligence (AI) & Automation Usage

- Employees must obtain approval before deploying **AI-driven automation tools** that interact with district data or systems.
- AI tools must comply with **district security policies, data privacy regulations (e.g., FERPA, COPPA), and ethical guidelines**.
- Employees are responsible for verifying the accuracy of AI-generated outputs and ensuring they align with district objectives.
- AI implementations must follow **industry-standard cybersecurity frameworks** (e.g., **NIST, ISO 27001, CISA best practices**).

Zero Trust Security Model

- **Least Privilege Access:** Users and devices will only have access to necessary resources, reducing security risks.
- **Multi-Factor Authentication (MFA):** Required for all access to district systems and sensitive data.
- **Continuous Monitoring:** Network traffic and system behavior will be analyzed for anomalies to detect potential threats.

Cloud Services & Data Governance

- All **cloud-based applications** used for **storage, processing, or sharing district data** must be **pre-approved** by IT.
- Personal cloud storage accounts (e.g., Google Drive, Dropbox, OneDrive, etc.) **must not be used** for storing district data.
- Cloud security controls must include **encryption, role-based access, and logging**.
- Unauthorized third-party integrations with district cloud services are prohibited.
- All cloud-based services must comply with **data security and retention policies**.

IoT & Smart Device Security

- **Any IoT device** (e.g. Alexa, Google Home, etc.) **must not be used within the District.**
- Unauthorized IoT devices **will be blocked** from accessing district networks. Any attempted use will result in disciplinary action.

Policy Enforcement

User Acknowledgment

- Before gaining access to district systems, all employees must read and sign the **Owosso Public Schools Employee Handbook**.
- This acknowledgment affirms that they understand the policy, agree to abide by it, and acknowledge the **consequences of violations**.

Consequences of Non-Compliance

- **Minor infractions** (e.g., accidental policy breaches) may result in warnings, retraining, or temporary account suspension.

- **Serious infractions** (e.g., security breaches, data theft) may lead to permanent revocation of access, disciplinary action, or termination.
- **Legal infractions** (e.g., unauthorized disclosure of sensitive student data) may result in criminal or civil liability.

Exceptions & Waivers

- Users who require an exception to any part of this policy must submit a **formal waiver request** to the Technology Department.
- Requests will be reviewed on a case-by-case basis and must include justification and security considerations.

Network & Remote Access Policies

Wireless Communication Procedure

- Wireless networks must use AES 256-bit encryption.
- Devices must have a trackable hardware address (MAC address).
- Strong authentication methods must be used (e.g., TACACS+, RADIUS).
- Non-approved users must obtain permission before connecting.

Virtual Private Network (VPN) Procedure

- Only authorized employees and third parties may use VPN services.
- Users are responsible for selecting and maintaining their Internet Service Provider (ISP).
- Unauthorized users must not access the internal network via VPN.
- VPN access requires strong authentication methods.
- Split tunneling is not permitted; all traffic must flow through the VPN tunnel.
- Only approved VPN clients may be used.
- Personal devices must comply with district security policies when connected via VPN.
- VPN users will be disconnected after 30 minutes of inactivity.
- Maximum VPN connection duration is 24 hours.

Definitions

- **Multi-Factor Authentication (MFA):** A security process requiring multiple forms of verification before access is granted.

- **Encryption:** A process that secures digital data by converting it into unreadable code.
- **IoT (Internet of Things):** Devices connected to the internet, such as smart cameras and Personal Assistants (Alexa, Google home, etc.)
- **Phishing:** A cyber-attack technique that attempts to trick users into providing sensitive information.
- **Zero Trust Security Model:** A security framework that requires strict identity verification for all users and devices, both inside and outside the network.
- **VPN (Virtual Private Network):** A secured connection that encrypts internet traffic to protect data from unauthorized access.

Mandatory Identification Access Cards

Upon initial employment, employees will be issued a mandatory identification (ID) access card. Upon issuance of the mandatory ID Access card, the employee will be required to sign an acknowledgement form. It is the employee's responsibility to protect the use of the mandatory issued ID Access Card and assure it will only be used in the performance of Owosso Public Schools or in a manner authorized by the Owosso Public Schools. The ID Access Card is for the use of the employee only and if the employee lends the card to anyone or allows anyone the use of their ID Access Card, the employee shall be subject to corrective disciplinary action up to and including termination. If the ID Access Card is lost, stolen or destroyed, the employee shall immediately report its loss to the Technology Department and request a replacement ID Access Card at the expense of the employee through payroll deduction. The replacement cost is \$20, and the employee agrees to have this fee payroll deducted. At the time of separation of employment, the ID Access Card must be surrendered to the employee's supervisor. If the ID Access Card is not returned at the conclusion of employment, the \$20 replacement fee will be payroll deducted from the employee's last check.

Employee Use of Generative Artificial Intelligence

Employee work related use of Generative Artificial Intelligence must comply with [Policy 4229 Acceptable Use of Generative Artificial Intelligence](#).

Personal Communication Devices

Employees may only use employee-owned personal communication devices during work as permitted by [Policy 4216 Personal Communication Devices](#).

District Property

District supplies, equipment, tools, and other District property given to employees for use during the course of their employment remain the property of the District and are not permitted for personal use. After use, District property must be immediately returned to the appropriate location or department. The property must be returned in the same

condition as when it was received. If the property is damaged, the employee should immediately notify the employee's supervisor. The employee is responsible for the cost of repair or replacement if the employee negligently or intentionally damages the District's property. See [Policy 3304 Use of District Property](#) and [Policy 4220 Use or Disposal of District Property](#).

Copyright Compliance

Use of copyrighted works, including audio, video, images, software, applications, and other documents or media, must be in compliance with copyright law. Employees who have questions concerning copyright compliance may request educational and compliance information from the District. See [Policy 3103 Copyright Compliance](#).

Required Employment Notices and Compliance Training

Federal and state laws require the district to post legal notices informing you about some of your rights. The district has posted the required notices on designated bulletin boards. Every employee is responsible for reading these notices. Please inform the Human Resources Director if any accommodation is required to receive the information in these notices. Employees may not remove or in any way alter the posted notices.

Employees shall be required to complete mandatory compliance training annually including the review of Anti-Bullying Policy. See [Policy 5207 Anti-Bullying](#).

Other important information and notices for staff can be found on the Owosso Public Schools website listed under Information for Staff/Human Resources <https://www.owosso.k12.mi.us/Staff> including but not limited to the following:

- 403(b) Plan Summary Information Brochure
 - 403(b) Salary Reduction Agreement
 - List of approved 403(b) Companies
- TSA Meaningful Notice and Plan Summary
- Health Insurance Marketplace Information

SECTION VI: EMPLOYEE SAFETY

Blood and Body Fluids

Employees must observe universal precautions to prevent contact with blood and other potentially infectious body fluids. Where differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious. See [Policy 3405 Bloodborne Pathogens](#).

Communicable Diseases

An employee who reasonably suspects to have a communicable disease must promptly report their condition to the Superintendent or designee. See [Policy 3404 Communicable Diseases](#). Communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other diseases and infections identified by the Michigan Department of Health and Human Services.

Workplace Safety

Employee Occupational Disease or Workplace Injury

An employee must report an occupational disease or workplace injury to the employee's supervisor. The employee must also promptly complete the appropriate incident form(s). Employees who wish to file a worker's disability compensation claim must submit all relevant documents to the Human Resources Director. An employee on an approved worker's compensation disability leave must provide appropriate updates of their condition to the Human Resources Director regarding the employee's anticipated return to work. Return to work from an approved worker's compensation disability leave requires certification from the treating physician of "fitness for duty." The fitness for duty certification must be returned to the Human Resources Director before starting work. While an individual is on worker's compensation disability leave, the individual's FMLA leave (if any exists) will run concurrently. See [Policy 4106 Family and Medical Leave Act \(FMLA\)](#).

Accident/Incident Reports

All accidents/incidents occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal or supervisor immediately.

Reports will cover property damage as well as personal injury.

A completed accident report form must be submitted to the building principal within 24 hours or the next scheduled district workday, as appropriate.

All accidents/incidents will be promptly investigated and corrective measures implemented as appropriate.

Reporting Violence or Threats

Employees must promptly report any instances of violence or threats of violence to the building principal or the Superintendent/designee or building principal. See [Policy 4202](#)

[Children's Protective Services \(CPS\) and Adult Protective Services \(APS\) Reporting and Student Safety and Welfare.](#)

Workplace Hazards

The Michigan Occupational Safety and Health Administration Act gives employees the right to file complaints about workplace safety and health hazards. An employee may file a complaint with the Michigan Occupational Safety and Health Administration at:

<https://www.michigan.gov/leo/bureaus-agencies/miosha/enforcement-and-appeals/how-to-file-a-complaint-with-miosha>

Hazardous Substances

Under the federal and Michigan Hazard Communication Standard, every employee has the right to know about the handling of hazardous chemicals and materials in the workplace. Employees seeking information about the District's handling of hazardous chemicals and materials may contact the Director of Operations.

Weapon Possession

The District is a weapons-free school zone. The District is firmly committed to providing a safe learning and working environment for its students and employees. Except as otherwise permitted by Policy or applicable law, employees may not possess a weapon at any District-related event or on District property. See [Policy 3408 Firearms and Weapons](#).

SECTION VII: LEAVES OF ABSENCE

Family and Medical Leave Act

Eligible employees with a qualifying reason may request leave under the Family and Medical Leave Act (FMLA) pursuant to [Policy 4106 Family and Medical Leave Act \(FMLA\)](#), if applicable. FMLA leave will run concurrently with other applicable leave(s).

Michigan Earned Sick Time Act (ESTA)

Eligible employees will accrue paid leave as provided by the Michigan Earned Sick Time Act (ESTA). Applicable provisions of a collective bargaining agreement, individual employment contract or handbook remain in place and may provide additional paid leave time that is not provided by the ESTA. Notwithstanding any contrary Agreement language, if the Michigan Earned Sick Time Act (ESTA) is in effect, the first 72 hours of paid sick leave may be used for any ESTA purpose each ESTA year (i.e., each school year), with those 72 leave hours subject to the ESTA conditions. See [Policy 4113 Michigan Earned Sick Time Act \(ESTA\)](#).

ESTA Hire Notice

Pursuant to the Michigan Earned Sick Time Act (ESTA), an eligible employee generally (1) earns 1 hour of earned sick time for every 30 hours worked, but the District may cap use of earned sick time to 72 hours per ESTA benefit year, or (2) receives at least 72 hours of earned sick time at the beginning of the District's ESTA benefit year (prorated for a part-time employee under certain circumstances). The District's ESTA benefit year is the 12-month period from July 1 to June 30.

Retaliatory personnel action by the employer against an employee for requesting or using earned sick time for which the employee is eligible is prohibited. An eligible employee may file a complaint with the Michigan Department of Labor and Economic Opportunity (LEO) for any ESTA violation.

Terms under which earned sick time may be used are identified in the ESTA and in District [Policy 4113 Michigan Earned Sick Time Act \(ESTA\)](#), which terms are incorporated by reference into this Notice. An eligible employee may use earned sick time for the following reasons:

1. the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. for the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the employee;
3. if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or

psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;

4. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
5. for closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease. See [Policy 4113-F Michigan Earned Sick Time Act \(ESTA\) Form](#).

Jury Duty Leave

An employee who is summoned to perform jury duty will be released from work for that purpose.

A regular full-year and regular school year employee who is full-time will be paid the difference between their regular wages and jury duty pay that the employee receives from the court, excluding mileage and travel fees. The employee will provide the District with verification of any payments received from the court.

Return to Work after Serious Illness or Injury

As a joint protection to the employee and the district, employees who have been absent from work because of serious illness or injury may be required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than five consecutive days or one which may limit the employee's future performance of regular duties or assignments.

The Owosso Public Schools shall try to ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job-related, the employee's administrator or supervisor will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recover can be assumed.

Early Return to Work Policy and Procedure

The Owosso Public Schools is concerned about the health and good work habits of its employees. In the event you are injured and unable to perform your job, we want to assist in obtaining the best treatment and the return to your regular job as soon as possible. The district may provide modified work while you are recovering from your injury. The following information has been prepared to help you understand the procedures for notifying us concerning your condition and your work restrictions.

1. Inform your doctor that the Owosso Public Schools may provide accommodating work and have your doctor provide you with physical limitations.
2. Return your work limitations to human resources and your administrator or supervisor immediately following your doctor appointment or prior to the beginning of your next work shift.
3. The district will then provide a job analysis of an accommodated job, which is within your work restrictions to your doctor for his/her approval if necessary.

4. Once your physician has approved the job analysis, the district will provide you with a written job offer letter, describing the details of the accommodating assignment when available.
5. Accommodating jobs are temporary and it will be the employee's responsibility to provide human resources and his/her supervisor with a current work status report following every doctor appointment.
6. If your physician does not release you to any work activities, then you will need to contact human resources and your supervisor on a weekly basis, either by phone or in person.

Failure to accept an offer for an accommodating assignment can be the basis for termination of employment.

SECTION VIII – MISCELLANEOUS POLICIES

Employee-Incurred Expenses and Reimbursement

To ensure that all proper business-related expenses incurred by employees are reimbursed, the following procedure has been established:

1. All expenditures are to be pre-approved by the employee's building administrator or supervisor unless circumstances prevent advance approval.
2. A receipt or evidence of expenditure must accompany all business-related expenditures in order to receive reimbursement. Sales tax will not be reimbursed.
3. All items purchased or charged by the employee are to be itemized on the approved district expense report. All portions of the report must be filled out or marked "N/A" (not applicable), and the necessity and purpose of the expenditure must be explained in sufficient detail.
4. Expense reports must be signed and dated by the employee and initialed by the building administrator or supervisor showing approval. Reports are due in the accounting department within 30 days of the expenditure. Reimbursement will be made within two weeks following submittal of the expense report.
5. Building administrators and supervisors are authorized to approve expenditures up to a limit of \$1,000 for non-travel-related items, including local mileage reimbursement and one day trips for conferences, meetings, and the like. The superintendent or his designee must approve any amounts over this limit.

Mileage Reimbursement

The District may reimburse an employee for actual, necessary, and reasonable expenses incurred in the performance of official or appropriately authorized duties. As a condition of reimbursement, the District may require pre-approval of an expense. See [Policy 4110 Reimbursement](#).

Travel expenses between your home and your assigned work location are not reimbursable. If an employee is required to travel from home directly to a third location on district business and then to work, the district will reimburse the employee for the difference between the mileage the employee normally drives to work and the total miles driven for business purposes.

Requests for reimbursement of business-related travel will be submitted to your building administrator or supervisor for approval on a standard district expense report. Reimbursement requests will include the following:

1. Date of travel
2. Travel destination
3. Number of miles traveled on district business
4. The reason for district travel

The expense report must be signed and dated by the employee and initialed by his or her building administrator or supervisor. The reports must be submitted to the accounting

department and will be processed according to the above policy, "Employee-Incurred Expenses and Reimbursement."

The employee, in using his or her vehicle for district purposes, assumes liability for his or her vehicle. All employees who desire to use their personal vehicles for district business are expected to have a current driver's license and vehicle liability insurance in at least the minimum amounts required by state law. In the event that the employee is transporting students, a statement attesting to this information must be signed.

ACKNOWLEDGEMENT OF HANDBOOK

I have received a copy of the District Employee Handbook. I understand that this Handbook is designed to acquaint me with the personnel policies, procedures, and standards of the District which govern my employment. I also understand that this Handbook is not fully inclusive of all District policies to which I am subject. I understand that the District reserves the right to amend, modify, suspend, interpret, delete, or change this Handbook, without advance notice, in its sole discretion, without having to give cause, justification, or consideration to any employee. This Handbook is subordinate to any applicable collective bargaining agreement or employment contract. This Handbook is not a contract or an offer to contract between the District and any employee, including myself. I understand that I am an at-will employee unless a collective bargaining agreement, individual employment contract, or Policy identifies a different employment standard for my employment.

I recognize that I am responsible for knowing and complying with this Handbook's provisions and updates, as well as all Board policies. I further recognize that I may request to meet with my supervisor to discuss any or all of the information included within this Handbook, and I may further contact my supervisor with any questions related to this Handbook during my employment.

Employee Name (printed)

Employee Signature

Date