Midland Public Schools

Inspiring Excellence

ADMINISTRATIVE ASSISTANT/OFFICE PROFESSIONAL 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**

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INTRODUCTION

The purpose of these Guidelines is to assist office professionals in becoming familiar with their responsibilities and their relationship to others in understanding the larger picture of the operation of the school district. All office professional 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 office professionals 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 Midland Public Schools and its office professionals.

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)
Associate Superintendent (989) 923-5082	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 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 AA and OP 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.

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.

OFFICE PROFESSIONAL WAGE SCHEDULE

At the time of initial employment as an Administrative Assistant or Office Professional (AA/OP) in the Midland Public Schools, years of related experience outside the district may be counted in determining placement on the salary schedule up to step 4 of the classification for the position. At the time of hire, documentation must be presented to establish wages to be protected.

An AA/OP member must be paid for at least 140 days in the fiscal year to be eligible for a step increase in the next fiscal year if so recommended by the supervisor.

A full-time AA/OP member's week is typically 40 hours. Any AA or OP employed on less than a full-time basis and who later accept a full-time position will have their less than full-time years of experience equated to a full-time basis at the time they accept the full-time position. This basis will determine salary placement.

Definition of a "step": A "step" is a denotation of merit, not seniority. Although in general practice each AA/OP member advances to the next step each year, it is because of an acceptable evaluation by the supervisor, not because another year of work has been completed.

Wage Determination: Only two people have the authority to determine salaries--the Director of Human Resources and the Associate Superintendent of Finance. If contemplating a job change, do not hesitate to contact either of these persons, even before you apply.

Generally, salary determination for those persons **changing categories** is as follows:

Find where you are presently on the salary schedule below. Add one dollar **($1.00)** to that figure. Look at the category you will be entering. Find the hourly salary nearest to that figure, but **not below** that figure. This is the step at which you will be entering your new position. You will find that you may move higher, lower or laterally on the schedule. Step placement for persons moving from one category to another category will never be less than one step below current step placement.

Administrative Assistants and Office Professionals

Classifications	I on	I off	I total	II on	II off	II total	III on	III off	III total
Steps (granted for merit, not seniority)									
1	$17.47	$0.34	$17.81	$18.10	$0.35	$18.46	$19.32	$0.38	$19.870
2	$18.40	$0.36	$18.76	$19.14	$0.38	$19.52	$20.34	$0.40	$20.74
3	$19.35	$0.38	$19.73	$20.20	$0.40	$20.60	$21.44	$0.42	$21.86
4	$20.26	$0.40	$20.66	$21.22	$0.42	$21.63	$22.54	$0.44	$22.98
5	$21.26	$0.42	$21.68	$22.25	$0.44	$22.69	$23.55	$0.46	$24.01
6	$22.26	$0.44	$22.70	$23.27	$0.46	$23.72	$24.61	$0.48	$25.09
7	$23.16	$0.45	$23.61	$24.29	$0.48	$24.77	$25.69	$0.50	$26.19
8	$24.11	$0.47	$24.58	$25.31	$0.50	$25.80	$26.76	$0.52	$27.28
9	$25.07	$0.49	$25.57	$26.33	$0.52	$26.85	$27.80	$0.55	$28.34

Classifications	IV on	IV off	IV total	V on	V off	V total
Steps (granted for merit, not seniority)						
1	$20.58	$0.40	$20.99	$21.82	$0.43	$22.24
2	$21.73	$0.43	$22.16	$23.03	$0.45	$23.49
3	$22.83	$0.45	$23.28	$24.20	$0.47	$24.67
4	$23.98	$0.47	$24.45	$25.41	$0.50	$25.91
5	$25.10	$0.49	$25.59	$26.61	$0.52	$27.13
6	$26.21	$0.51	$26.72	$27.78	$0.54	$28.33
7	$27.35	$0.54	$27.88	$28.99	$0.57	$29.55
8	$28.47	$0.56	$29.03	$30.18	$0.59	$30.77
9	$29.57	$0.58	$30.15	$31.34	$0.61	$31.96

Substitute/Temporary Secretaries will be paid $15.54 per hour. Retired MPS OP/AAs most recent hourly wage will be protected and will be granted an increase of the lesser of 2% or the group's annual increase.

LONGEVITY

Effective July 1, 2015, office professionals who have received longevity payment for years of service with Midland Public Schools in the 2014-2015 school year, will only continue to receive longevity in the amount they received in 2014-2015 (not cumulative).

Office professionals who have not received longevity in the 2014-2015 school year because they have not completed 15 years of service will not be eligible to receive longevity payments in the future.

AA/OP COLLABORATIVE ADVISORY TEAM

The AA/OP Collaborative Advisory Team provides Administrative Assistants and Office Professionals with an opportunity to share ideas, ask questions, provide feedback, and work collaboratively through topics that impact the AA/OP group and the district.

The team includes one elected representative from Elementary, Secondary, and Central Office/Departments. The Director of Human Resources facilitates the team and serves as the liaison to the Superintendent/Agenda Team.

The team meets quarterly and focuses on communication, collaboration, consistency, and opportunities for improvement. Individual employee or confidential personnel matters should continue to be addressed through the appropriate supervisor, Human Resources, or district process.

AA/OP EVALUATION

The Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee. However, annual evaluations will be performed during the employee's probationary period. The Superintendent or designee has the discretion to select and use an evaluation tool that serves the District's best interests.

AAs and OPs will be evaluated at least once a year for the first two years in a new position/building. After two years of satisfactory performance in the same position, OP members will be evaluated at least once every three years or as necessary. Employees recommended for merit consideration must be evaluated in the year that merit is recommended.

Supervisors will meet at least once a year with each AA/OP member on staff and discuss that staff member's performance during the year a formal written evaluation is not required.

EMPLOYEE DISCIPLINE

The Superintendent or designee may discipline AAs/OPs 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 AA/OP 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 AA/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 AA/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 confidential student information or records, medical information, performance records, or behavior records to third parties 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 the 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 by law in district buildings or property. "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

OP/AA 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, must

contact his/her supervisor to report the difficulties. 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.

VACATION SCHEDULE

Effective July 1, 2006, after initial employment, granted days of vacation allowance are as follows:

Fiscal Year OP (250 to 262 Days)		Limited Year OP (230 to 249 Days)		School Year AA/OP (>189 to 229 Days)	
Completed* Fiscal Years Of Service	Granted Days Of Vacation	Completed* Fiscal Years Of Service	Granted Days Of Vacation	Completed* Fiscal Years Of Service	Granted Days Of Vacation
1-5	15	1-5	14	1-4	12
6-7	16	6-7	15	5-7	13
8-9	17	8-9	16	8-11	14
10-11	18	10-11	17	12+	15
12-13	19	12-13	18		
14-15	20	14-15	19		
16-17	21	16-17	20		
18-19	22	18-19	21		
20-21	23	20-21	22		
22-23	24	22-23	23		
24+	25	24+	24		

*The number of vacation days granted are based on the percentage of the year the AA/OP member has worked. The initial year of employment as an AA/OP must be a "completed" fiscal year to count as a year on the vacation schedule. If the AA/OP does not work the entire year, the AA/OP would stay at the first year for two consecutive fiscal years. AA/OP members must be paid for at least 140 workdays to be eligible for increases on the salary schedule and the vacation schedule for the next fiscal year.

1. Office professionals employed 189 days or more per school year are granted three (3) personal days, twelve to fifteen (12-15) personal illness days, and death or serious illness in family days. For those who work less than 189 days per school year: personal days, personal illness days, and death or serious illness in family days will be prorated based on the number of days worked per school year.

2. The non-work days for OP members on a limited-year assignment are commonly called "Z" days. Office professionals are encouraged to take these "Z" days in blocks of full weeks or non-instructional days if possible. All "Z" days must be used before any charge is made against the OP member's vacation bank. OP members employed 250-262 work days normally have up to 10 Z-days, members employed 236 workdays normally have 24 to 26 Z-days, etc. Example: 240 work days plus 21 Z-days = 261 days in the fiscal year.

An OP/AA who leaves employment with the Midland Public Schools shall receive vacation pay prorated on the basis of vacation days earned (unless days were granted after June 30, 2006) plus unused vacation days for the current fiscal or school year, not to exceed thirty (30) days. If an AA/OP's vacation days were granted, an AA/OP that leaves employment shall receive vacation pay based on the proration of days granted from July 1 through the last day of employment. *If an AA/OP has used more vacation days then would have been granted based on the prorated year, the employee will be responsible for reimbursing the District.*

Fiscal Year and Limited Year Administrative Assistants/Office Professionals

1. Vacation days may be borrowed up to half the earned vacation to a maximum of five (5) days. For new hires effective July 1, 2006, vacation days will be granted rather than earned. **Those with granted vacation days may not borrow.**

2. If all vacation days are not used in any one year, unused days may be carried over to the next year.

3. The total number of vacation days earned and accumulated by carryover and borrowing shall not exceed thirty- (30) days. Beyond thirty- (30) days, accumulated vacation days will be added into an individual AA/OP member's bank of personal illness days. For new hires effective July 1, 2006, vacation days will be granted rather than earned.

4. 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 a vacation day, personal day, illness day, or day without pay.

5. Vacations are to be taken upon approval of the person to whom each employee is responsible and when least disruptive to the work program.

6. An AA/OP member employed during the year will have earned vacation prorated for the year. For new hires effective July 1, 2006, vacation days will be granted rather than earned.

School Year Administrative Assistants/Office Professionals

1. Vacation days may not be borrowed and may not be carried over to the succeeding year. Unused vacation days will be added into an individual OP member's bank of personal illness days.

2 Vacation days are to be scheduled, whenever possible, when schools are not in session during the school year. Days such as winter and spring recesses are generally scheduled as vacation days.

3. Vacations are to be taken upon approval of the person to whom each employee is responsible and when least disruptive to the work program.

4. An AA/OP member employed during the school year will have earned vacation days prorated for the school year based on the number of days worked out of the number of days required for the specific position in that school year. For new hires effective July 1, 2006, vacation days will be granted rather than earned.

PERSONAL DAYS

Every AA/OP member is entitled to three (3) personal days to be determined with their supervisor. Office professionals employed initially within a school year and/or work less than 189 days per 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.

An AA/OP that leaves employment shall receive personal day pay based on the proration of days granted from July 1 through the last day of employment. If an AA/OP has used more personal days then would have been granted based on the prorated year, the employee will be responsible for reimbursing the District.

PERSONAL ILLNESS

Fiscal year AA/OP members are allotted fifteen (15) personal illness days annually. Limited year AA/OP members employed 230 to 249 days per year are allotted fourteen (14) personal illness days annually. School year AA/OP members employed 189 to 229 days per year are allotted twelve (12) days annually. Administrative Assistants and Office Professionals employed initially within a work year and/or work less than 189 days per year are allotted a prorated number of

personal illness days based on the number of days worked per school year. Unused personal illness days are cumulative without limitations.

Upon recommendation of the superintendent, the Board of Education may extend personal illness absence on an unpaid basis beyond the employee's accumulated days. Any request for an extension of personal illness absence is subject to review by the Director of Human Resources and the Superintendent of the Midland Public Schools prior to review by the Board of Education.

SERIOUS ILLNESS

Any AA/OP who exhausts his or her personal sick bank, 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 AA/OP reaches the sixtieth (60^{th}) day from the onset of the serious illness at which time the AA/OP would be eligible to apply for long-term disability benefits.

The AA/OP 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 AA/OP 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 AA/OP 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 AA/OP has exhausted his/her family illness days, personal days, and all except for ten (10) vacation days, the AA/OP 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 childbirth; (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 Administrative Assistant/Office Professional 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 Administrative Assistant/Office Professionals may only be:

- **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 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:

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 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

AA/OP will receive a retirement stipend of .40 percent (.0040) of the yearly base wage for the AA/OP group multiplied by the number of 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, the AA/OP 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.