



EMPLOYEE HANDBOOK

KALAMAZOO RESA
INSPIRING EDUCATIONAL EXCELLENCE

2018-2019

This handbook is the property of the Kalamazoo Regional Educational Service Agency (Kalamazoo RESA) and belongs to the employee while employed by the district. This handbook does not constitute an employment contract nor is it in any way intended to be such.

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TABLE OF CONTENTS

KALAMAZOO RESA INTRODUCTION _____	4
Board of Education _____	4
Strategic Plan _____	4
Non-Discrimination Notice _____	5
What is Kalamazoo RESA? _____	6
Divisions of Kalamazoo RESA _____	7
PROCEDURES FOR EMPLOYMENT _____	12
Policy _____	12
Employment Status _____	13
Employment Procedures _____	13
Residency _____	14
Employee Personnel Records _____	14
Social Security Privacy _____	14
Confidentiality _____	14
Employee Medical Records _____	15
Medical Examinations _____	15
Drug Testing _____	15
Fingerprinting _____	17
School Safety Legislation Summary _____	17
Arraignment Disclosure Form _____	21
Transportation of Students/Clients _____	22
Procedure for Reduction of Personnel _____	23
Performance Evaluation _____	24
SALARY INFORMATION _____	30
Salary Increases _____	31
Overtime _____	31
Grades and Salary Ranges _____	31
BENEFITS _____	34
Vacation Days _____	35
Insurance Benefits _____	35
Healthcare Reform and Insurance Benefits _____	36
Early Incentive Retirement Program _____	37
Summer Hours _____	39
Certified Staff Changes _____	39
Tuition Reimbursement _____	40
BLOODBORNE PATHOGENS _____	42
ATTENDANCE/LEAVES OF ABSENCE _____	42
Attendance & Punctuality _____	42
Leaves of Absence _____	43
Sick Leave _____	43

Non-Work Related Accidents and/or Medical Leaves _____	45
Business Days - Emergency Leave _____	45
Funeral Leave _____	45
Jury Duty Leave _____	45
Military Leave _____	46
Personal Health, Family Hardship and Extended Leaves _____	46
Unpaid Leave of Absence _____	47
Parental Leave _____	47
Family and Medical Leave Act (FMLA) _____	47
EQUAL EMPLOYMENT OPPORTUNITY _____	52
SEXUAL HARASSMENT _____	52
Sexual Harassment Policy _____	53
Harassment Other Than Sexual Harassment _____	54
Harassment Complaint Procedure _____	54
Sexual Harassment Online Training Program _____	56
ADDITIONAL POLICIES _____	56
Employee Advisory Council _____	56
Snow Day Policy _____	57
On the Job Accidents _____	58
Work Related Accidents and/or Medical Leaves _____	58
Written Hazard Communication Program _____	58
Hazardous Communication Safety Training Online _____	61
Personal Items at Kalamazoo RESA _____	61
Reimbursement for Damages to Personal Property _____	61
Drug Prevention Program _____	62
Smoking In/On School District Facilities _____	64
Time Off Without Pay _____	65
Freedom of Information Act Inquiries _____	65
Weapon Free School Zone Policy _____	67
District Credit Cards _____	71
Printing / Duplicating Service & Copyright Compliance _____	71
Electronic Information Policy _____	72
Electronic Information Agreement _____	72
Do-Not-Resuscitate Orders _____	74
Safe Schools Policy _____	75
Prohibiting Use of Corporal Punishment _____	76
Communicable Disease Control Policy _____	77
Blood-Borne Pathogens Exposure Control Plan _____	81
SafeSchools Online Training Program _____	81
Plan for Diversity _____	81

KALAMAZOO RESA INTRODUCTION

This employee handbook is provided to assist employees in understanding the divisions of Kalamazoo RESA and how they operate as a unit. Contained in this handbook are summaries of the divisions of Kalamazoo RESA, personnel policies, administrative procedures, and information regarding benefits and salaries.

BOARD OF EDUCATION

Members

- President: Skip Knowles
- Vice-President: David Webster
- Trustee: Randy VanAntwerp
- Secretary: Lynne Cowart
- Treasurer: Delores Myers
- Superintendent: David Campbell

STRATEGIC PLAN

Critical Questions

Why do we exist?

To transform lives by inspiring educational excellence.

How do we behave?

We work together – *Collaboration*

We find a better way – *Innovation*

We lead with heart – *Compassion*

We act with integrity – *Trustworthy*

We value all people – *Respect*

What do we do?

Provide educational services and support for students, families, schools, and community.

How will we succeed?

Through highly talented professionals, successful multi-sector partnerships, innovative practices, and a relentless drive to improve.

NON-DISCRIMINATION NOTICE

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment.

The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the non-discrimination policy.

Kalamazoo RESA
1819 East Milham Ave.
Portage, MI 49002

Title IX and Civil Rights Coordinators:

Tom Zahrt, Assistant Superintendent
Age Discrimination, Title II and Title IX
(269) 250-9299

Dr. Jennifer Sell, Assistant Superintendent for Instructional
Title IX Coordinator
(269) 250-9225

Mindy Miller, Assistant Superintendent for Special Education
Section 504 Civil Rights Coordinator
(269) 250-9285

WHAT IS KALAMAZOO RESA?

The Kalamazoo Regional Educational Service Agency (Kalamazoo RESA) is a regional corporate body consisting of nine constituent school districts and seven public school academies. It serves as a link between local districts and the Michigan Department of Education providing services that individual districts find difficult to implement.

The Nine Constituent School Districts are:

- Climax-Scotts Community Schools
- Comstock Public Schools
- Galesburg-Augusta Community Schools
- Gull Lake Community Schools
- Kalamazoo Public Schools
- Parchment School District
- Portage Public Schools
- Schoolcraft Community Schools
- Vicksburg Community Schools

The Public School Academies are:

- Augusta Academy
- Arbor Academy
- Evergreen Academy
- Forest Academy
- Kalamazoo Covenant
- Lakeside Academy
- Oakland Academy
- Paramount Academy
- Youth Advancement Academy

DIVISIONS OF KALAMAZOO RESA

Superintendent's Office

The office of the Superintendent is responsible for the overall operation of Kalamazoo RESA and reports directly to the Board of Education. The following are some of the general functions of this office:

- Public Information
- Liaison to constituent districts
- Organization of Board of Education meetings
- Organization of Superintendents' meetings
- Organization of Administrative Team meetings
- Organization of Administrative Support Team meetings
- Liaison between Kalamazoo RESA and the community, state legislature, & state Department of Education

Administrative Team

The Administrative Team consists of the following members:

- Superintendent
- Assistant Superintendents
 - for Business Services
 - for Career and Tech Ed., EFE
 - for Human Resources and Communications
 - for Instructional Services
 - for Technology Services
 - for Special Education
- Administrators
 - Early Childhood Programs
 - Education for Employment (EFE)
 - Program Improvement & Accountability
 - Offsite Programs
 - Youth Opportunities Unlimited (Employment Services)
- Directors
 - WoodsEdge Learning Center Programs

- DataHub
- Early Childhood Programs
- Education for the Arts (EFA)
- Southwest MiSTEM
- Youth Opportunities Unlimited (YOU)
- Principals
 - Head Start
 - Juvenile Home School
 - Valley Center Program
 - WoodsEdge Learning Center
 - Young Adult Program

Business Office

The purpose of the Business Office is to provide fiscal services for employees. In addition, some fiscal and administrative services are provided to the constituent school districts in Kalamazoo County.

Education for the Arts (EFA)

EFA is a countywide program developed to enhance arts education for all students, grades K-12, in Kalamazoo County. EFA is founded on collaborative relationships with the schools, the arts community, and business and philanthropic interests in the area. All EFA initiatives, Excellence in the Arts and Arts for All, are designed to complement or enhance, not replace, existing arts programs in the schools.

Education for Employment (EFE)

EFE assists students from the first grade through high school in career preparation. Students have opportunities in mentorship, classes, and on-the-job experience through this comprehensive program.

YOU

YOU assists young people and adults in finding employment and completing their education through a variety of programs.

Human Resources

The function of the Human Resources Department is to recruit, develop, and sustain a high quality and diverse employee base and ensure high quality and outstanding performance of Kalamazoo RESA staff.

Instructional Center

The Instructional Center, working in collaboration with state agencies, universities, and other intermediate school districts, is focused on assisting local districts and buildings in improving and enhancing student achievement through the implementation of best practice curriculum and instruction. The Instructional Center provides services and support to schools and school districts in the region in all areas of professional development in research-based instruction and curriculum, school improvement, data analysis, leadership development, federal and state mandates, and collaboration.

Communications

The Communications department is responsible for developing and implementing an overall public relations program and marketing strategies for Kalamazoo RESA programs and services. This department creates and distributes a variety of publications. Other duties include media relations, coordinating and photographing special events, fielding informational inquiries from the general public and serving as a communications resource to administrators and staff.

KRESA Print Center

The KRESA Print Center offers full-service digital printing, graphic design, and delivery to schools and nonprofit organizations.

Regional Educational Media Center (REMC)

REMC offers a variety of educational support services including an innovation center and teacher workroom, regional school delivery, and instructional media content provided in DVD, VHS, and internet streaming formats.

Regional Transportation and Safety Institute (RTSI)

RTSI provides training and management consultation services in pupil transportation to 130 schools in a consortium of nine intermediate school districts.

Special Education

The Special Education department consists of programs which provide diverse services throughout Kalamazoo County, as follows:

Service Center

Special Education programs and services operated by local districts and by Kalamazoo RESA are monitored for compliance with state and federal requirements. All data requested by the Department of Education are collected, reported, and otherwise managed by this office. Program planning and other types of technical assistance are provided, as requested. All phases of Kalamazoo RESA's participation in two Medicaid programs are also administered within this office.

WoodsEdge Learning Center

WoodsEdge Learning Center provides educational instruction to children with severe cognitive and/or physical impairments.

Juvenile Home School

Comprised of the Intensive Learning Center and the Youth Center School, the Juvenile Home School provides educational instruction for students who have been detained by the Kalamazoo County Juvenile Court.

KRESA West Main Campus

Services for Deaf/Hard of Hearing (DHH)

Teacher consultants and classroom teachers plan, coordinate, and implement services for DHH students within the regional educational service area. They work with DHH students,

their families, and school personnel in providing appropriate services, materials, and equipment.

KRESA West Main Campus

Services for Visually Impaired

Teacher consultants and orientation and mobility specialists plan, coordinate, and implement services for visually impaired students within the regional educational service area. They work with students who are visually impaired, their families, and school personnel in providing appropriate services, materials, and equipment.

KRESA West Main Campus

Visually Impaired Media Center

The center houses specially selected materials and equipment, which are available to all school and staff that work with students with disabilities. The services of the VI Media Center are coordinated by the media specialist.

Early On - A Great Start Program

Early On services are available for children ages birth to three years who are at risk of developmental delays. A Family Service Plan outlines the priorities for each family and identifies appropriate services. Services are provided to meet the needs of the family through community agencies or through Early On services at Kalamazoo RESA.

Preprimary Evaluation Team (PET)

PET provides evaluation services for preschool age students suspected of having an impairment. If a child is determined eligible for special education services, the team provides a link with appropriate education programs.

Young Adult Program (YAP)

YAP is designed specifically for students ages 18 to 26 with cognitive and/or physical impairments. This program provides transition services in employment and life skills to prepare young people to be productive citizens and coordinates with services for adults in the community.

Autism Programs

Kalamazoo RESA offers classroom programs and teacher consultant services for students with autism.

Head Start Program

Head Start is a Pre-Kindergarten program for children ages 3-4 years old. In addition to math, reading, science, and art skills, Head Start students are taught responsibility, cooperation, and problem-solving.

Valley Center School

VCS delivers Special Education services to students with severe emotional impairments or unique behavioral needs. Referrals are accepted from all of the nine constituent districts via the LEA Director of Special Education. VCS strives to enable students to return to and/or function better within their communities.

Technology SWMiTech

Southwest MiTech works to make technology work for schools. The Information Systems division provides administrative software and services to handle Student Information, Financial Accounting, Human Resources, Payroll, and Special Education. The Training and Technical Support division provides Internet access, computer training, web design, negotiation of volume discounts, and support for computer hardware, software, and networking.

PROCEDURES FOR EMPLOYMENT

POLICY

It is the policy of Kalamazoo RESA's Board of Education to employ individuals as recommended by the Superintendent, within the limits of the resources available. In seeking the most qualified employees, the Board shall meet the requirements of the law and not unlawfully discriminate.

EMPLOYMENT STATUS

An employee is one hired either on a full or part-time basis. Full-time employees are regularly scheduled to work 30 or more hours. Part-time employees are scheduled to work from week to week based on the need of each pay period. The hours worked per week may be regularly scheduled, established from week to week, or may vary each day or week based on the particular division's need, but will typically be less than 30 hours per week. Temporary employees are hired for a job with limited duration on either a full or part-time basis with the intent that the employer-employee relationship will terminate when the specific job is completed or the period of time has lapsed. An employment-at-will relationship exists between part-time and temporary employees and the employer, Kalamazoo RESA. Both parties have the right to terminate this relationship at any time, for any reason, with or without cause or notice.

EMPLOYMENT PROCEDURES

The application process at Kalamazoo RESA begins when an individual submits his/her application and/or resume via the online applicant tracking system. Applications are kept on file for one year. After the Human Resources department has screened candidates with approved appropriate assessments, each administrator is responsible for convening an interview committee, reviewing the screened applicant pool, and scheduling and conducting initial interviews with the candidates he/she feels are best qualified for the vacant position. An investigation of previous work history, references and if applicable, educational background of each applicant interviewed will be conducted by the administrator. It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state, or local law be allowed during any program, activity, service, or in employment. Following the initial interview process, the committee makes a recommendation with regard to their final candidate or candidates and a subsequent interview for that individual(s) is scheduled.

RESIDENCY

Kalamazoo County residents shall receive consideration over other applicants, providing qualifications are equal. Successful candidates are encouraged to live within the county but are not required to do so.

EMPLOYEE PERSONNEL RECORDS

A personnel file for each employee is maintained in the Human Resources department. All personnel are responsible to supply information as required for this file. All personnel are responsible to provide Human Resources with updated information as changes occur. Employees can view their file at any time. Employees can contact the Human Resources department to set up an appointment to come in to review their file or they can stop in and the first available Human Resources team member will help them with their request.

SOCIAL SECURITY PRIVACY

Kalamazoo RESA ensures to the extent practicable and in accordance with the law the confidentiality of employee social security numbers and prohibits unlawful disclosure. Access is limited to those whose job duties require access. Documents requiring a social security number will be limited to those which are required for/by governmental bodies, benefit administrators, federal and/or state law, employment purposes, investigative claims and other reasons applicable to the law. Kalamazoo RESA follows proper procedures for disposal of documents that contain social security numbers whereby when a document requires disposal and contains a social security number it is shredded. Any employee in violation of this policy will be subject to discipline up to and including discharge.

In the case of the district becoming aware of a breach of privacy of an employee's social security number, the district will provide notice to the employee as soon as possible.

CONFIDENTIALITY

Employees are prohibited from revealing confidential information contained in district records, employee files or student records, except to authorized employees who may need such

information in connection with their duties and to authorized parties in accordance with proper procedures.

Any employee who inappropriately releases or shares information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures.

If there is a question of whether certain information is considered confidential, the employee should contact their administrator or Human Resources.

EMPLOYEE MEDICAL RECORDS

A separate medical file for each employee is maintained in the Human Resources department. All personnel are responsible to supply information as required for this file. A copy of medical screenings, if applicable to employment eligibility, is part of each individual's file.

MEDICAL EXAMINATIONS

Medical examinations may be required from time to time. Employees may be requested to submit to a physical or mental examination by a specialist of the Board's selection in accordance with the law. Such examinations shall be at the Board's expense. The Superintendent may make such requests as often as deemed necessary for the best interest of the employee and Kalamazoo RESA.

DRUG TESTING

Kalamazoo RESA, as a result of its responsibilities as a regional educational service agency, has a compelling obligation to eliminate illegal drug use from its workplace. For this reason, Kalamazoo RESA has implemented drug testing following a conditional offer of employment for all prospective employees 18 years and older before starting work in order to maintain a drug-free work and educational environment to ensure the safety and welfare of students and employees.

Any offer of employment is conditioned on the passing of the drug test. Any applicant who has positive drug test results shall not be hired by the District unless there is a valid medical reason.

The drug test sample shall be produced in accordance with the District's designated drug testing provider's standard procedures.

Before the denial of employment, the District's physician may discuss with the applicant any positive drug test results. In addition, the District shall give the applicant an opportunity to provide a medically acceptable explanation of the positive test results. The explanation must be received within two (2) days after the applicant is notified of the positive test results. If the District's physician believes that the explanation for the positive test results is inadequate, the physician will inform the Human Resources department that evidence of the use of illicit drugs was found.

If an applicant claims that test results are inaccurate, the District's physician may authorize a retest of the original specimen after conferring with Human Resources. In extremely rare instances, a new specimen may be collected for testing with the approval of Human Resources. In any situation involving a retest, there must be a clear and articulable reason for doing so (e.g. suspected break in the chain of custody). The results of the retest shall be taken into consideration in the employment decision, although the District's physician and the District are not bound by the results of the retest.

Information regarding drug test results shall remain confidential and will be released only with written consent of the applicant. The applicant, the District's physician, Human Resources, and/or the Superintendent or his/her designee shall be notified of positive test results on a need-to-know basis.

Applicants shall be given notice of the drug-testing requirement both on the application for employment form and other pre-employment forms. Before administering the drug test, all applicants shall sign a form consenting to the drug test.

Applicants rejected for employment due to positive drug test results may reapply for employment after one (1) year from the date of the initial drug test.

Additionally, employees will be required to undergo tests in cases in which management reasonably believes that an employee is under the influence of alcohol or drugs. Such reasonable belief may be based on observations of the employee's behavior by the supervisor or official designee, significant changes in performance where drugs or alcohol

may be a contributing factor, and/or other reasonable suspicions where the supervisor or official designee may believe alcohol and/or drugs are possibly involved.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to any request for medical information. “Genetic information” as defined by GINA includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

FINGERPRINTING

In conjunction with school safety legislation adopted by the State of Michigan, Kalamazoo RESA employment procedures require that each candidate for employment undergo a criminal history records check via electronic fingerprinting. Employment is conditional based on State laws governing school safety for the wellbeing of students and employees. Responsibilities of current employees under the law are outlined in the school safety legislative summary. Additional clearance may be required based on actual job placement.

SCHOOL SAFETY LEGISLATION SUMMARY

(2005 PA 129-131 and 138) Effective January 1, 2006

The following requirements apply to local and intermediate school districts, public school academies and nonpublic schools:

“School Safety Zone” prohibits individuals convicted of a “listed offense,” with some exceptions, from residing, working or loitering within 1,000 feet of school property [MCL 28.733 - 28.736].

The district shall not employ, in any capacity, an individual who has been convicted of a listed offense (a crime that requires registration as a sex offender).

A district may employ an individual who has been convicted of a non-listed offense only if the superintendent and school board each approve the employment or work assignment in writing.

Not later than July 1, 2008, each individual who, as of January 1, 2006, is either employed full-time or part-time or is assigned to regularly and continuously work under contract, shall be fingerprinted for the purpose of performing a criminal history background check.

If a person who is employed in any capacity by the district, or has applied for a position, or has had an initial criminal history check, or is regularly or continuously working under contract in a district, shall report to the Michigan Department of Education and the school district that he or she has been charged with certain crimes, within 3 business days after being arraigned for the crime.

If the employee does not report the charge or conviction, he or she is guilty of an additional crime. If the non-reported charge or conviction is a felony or listed offense, the person is guilty of a felony. If the non-reported charge is a non-listed offense misdemeanor, the person is guilty of a misdemeanor.

If the employee does not report the charge or conviction, the district may discharge the person from employment or termination of his or her contract, following notice and the opportunity of a hearing. If a collective bargaining agreement is in effect as of January 1, 2006, and the agreement is not in compliance with the requirement, the district may not discharge a person for failing to report the charge or conviction until after the expiration of that collective bargaining agreement.

The Department of Information Technology (DIT) will work with the Michigan Department of Education (MDE) and State Police to develop and implement an automated program that will compare the list of Registered Educational Personnel (REP) with the conviction information database. If a person on the REP has been convicted of a crime, the MDE is required to notify the district indicated on the REP as the employing district. Convictions for listed offenses will require immediate dismissal of the employee.

Suspensions/Revocations

Upon notification, the Office of Professional Preparation Services will review the criminal conviction and initiate administrative proceedings as determined by either law or administrative rule.

Certificate holders or those who hold State Board approval are notified of the proceedings and their right to a hearing.

It is a criminal offense to attempt to obtain employment as a teacher using a fraudulent certificate. Upon application for employment, each certificate should be reviewed for authenticity. Any discrepancies should be reported to the MDE.

Listed Offense

A “listed offense” is a crime that requires registration as a sex offender. “Listed offense” is defined in Section 2 of the Sex Offenders Registration Act. A “listed offense” includes any of the following:

- Accosting, enticing, or soliciting a child for immoral purposes.
- Involvement in child sexually abusive activity or material.
- A third or subsequent violation of any combination of engaging in obscene or indecent conduct in public, indecent exposure, or a local ordinance substantially corresponding to either offense.
- First, second, third, or fourth degree Criminal Sexual Conduct (CSC).
- Assault with intent to commit CSC.
- If the victim is less than 18 years of age, the crime of gross indecency (except for a juvenile disposition or adjudication), kidnapping, sodomy, or soliciting another for prostitution.
- Leading, enticing, or carrying away a child under 14 years of age.
- Pandering.
- Any other violation of a state law or local ordinance constituting a sexual offense against an individual less than 18 years of age.
- An offense committed by a sexually delinquent person.
- An attempt or conspiracy to commit one of the offenses listed above.

- Any offense under the laws of the United States, any other state, or any other country or tribal or military law, that is substantially similar to a listed offense.

ARRAIGNMENT DISCLOSURE FORM

Kalamazoo RESA

Name (Please Print)

School Name (Please Print)

School District (Please Print)

Position (Please Print)

Date of Arraignment (Please Print)

Pursuant to Public Act 131 of 2005, I hereby disclose that I was arraigned on the
aforementioned date for the criminal offense of _____
in _____ Court, located in the State of _____,
County of _____.

In signing this form, I acknowledge that I understand that failure to disclose this information is
a violation of Public Act 131 and can result in action being taken relative to my certification
and/or employment.

In signing this form, I acknowledge that I understand that should I be convicted of or pled
guilty to nolo contendere (no contest) nor am I the subject of a finding of guilt by a judge or
jury, it is my responsibility to disclose to the court that I am employed by a school, public or
non-public. I also understand that if I am subsequently not convicted of any crime after the
completion of judicial proceedings resulting from that charge, I must request, in writing, that
the Michigan Department of Education and the employing school/district delete the report
from my records.

Signature

Date

Send Form To: Dr. Flora L. Jenkins, Director
Office of Professional Preparation Services
P.O. Box 30008, Lansing, MI 48909

TRANSPORTATION OF STUDENTS/CLIENTS

Kalamazoo RESA is committed to having safe and responsible persons operating motor vehicles while performing work for the organization. This transportation policy applies to all employees who drive for the purpose of transporting students and/or clients whether it is a personal vehicle or a company-owned or leased vehicle.

Eligibility and conditions necessary to drive for the Agency's purposes are determined by completing necessary paperwork and meeting criteria as specified. If your driver's license becomes suspended or revoked, you become uninsurable at any time, or you are medically restricted from driving a vehicle you must notify your administrator immediately. Failure to report a suspended or revoked license and/or driving on a suspended or revoked license while driving during working hours will result in termination of employment. Employees must report any accidents to their administrator immediately.

Under no circumstances may an employee transport passengers other than current employees or students/clients for work purposes. While transporting a student and/or client, precaution should be taken to include a third person if possible.

At a minimum, the following rules apply to all employees who drive for the purpose of Agency business.

- Administrator must approve of instances where driving is necessary.
- Agency vehicles are to be driven for the purpose of work and returned prior to the end of the day.
- Employees are responsible for ensuring that the vehicle driven is secure and kept in operable condition, whether their own or KRESA's vehicle. Employee should notify administration of any known repairs and/or maintenance that may be necessary for KRESA vehicles.
- Employees must carry proper insurance for personal vehicle used for work purposes.
- Current Driver's License and Proof of insurance is to be kept on file in the Human Resources department.
- When driving for the purposes of work the driver may not transport family members, friends or acquaintances of the student and/or client being transported.
- Motor Vehicle Record Checks are required initially and monitored thereafter for any employee who is signed up to transport students and/or clients.

PROCEDURE FOR REDUCTION OF PERSONNEL

In the event the Board of Education deems it necessary to decrease personnel during or at the conclusion of any school year, the Board of Education, through the Administration, will so advise the affected employees(s) as soon as possible after the necessity for such decrease in staff becomes apparent to the Board.

- A. The term "seniority" as hereafter used shall be the length of continuous service in a full-time position with Kalamazoo RESA since the employee's most recent date of hire.
- B. New employees hired by Kalamazoo RESA shall be considered probationary employees as prescribed by the Michigan Revised School Code and the Michigan Teachers' Tenure Act.
- C. Leave of absence granted during employment that is less than one year in length shall not constitute an interruption in service.
- D. Credit given an employee at the time of hire for previous employment experience shall not be considered for the purpose of accumulating seniority.
- E. In the event that such reductions become necessary, tenured employees shall be laid off in accordance with the requirement of the Michigan Teachers' Tenure Act. Qualifications for the position held, ability, and competency to perform the work within the subject area, field or program, and by division will be taken into consideration. In lieu of layoff, employees may be reassigned to other positions for which they are qualified. When all factors are equal, seniority shall control the layoff by positions affected. Determinations as to qualifications, ability, and competency are within the sole discretion of the District.
- F. Each year the District shall prepare staffing listings for each division by date of seniority. These lists will be according to tenured positions, certificated positions, and like job responsibilities by divisions.
- G. Certification shall be recognized as applying to the original and additional endorsements as specifically shown in each teaching certificate. It is each employee's responsibility to make sure that the Human Resources department has all certificates.
- H. Certification shall be interpreted to include occupational and vocational certification for those programs retained by the District which require such certification by board or state law.
- I. Seniority for those employees having the same date of hire shall be determined by lot.
- J. No part-time employee shall accrue seniority except that personnel in normally full-time positions, who are placed on contracted part-time employment as part of a necessary

reduction of personnel, may be allowed to maintain and accrue seniority as determined by the Superintendent.

- K. If during the period when such decrease of personnel is in effect, it becomes necessary to fill a vacancy or re-establish a position, in accordance with the Michigan Teachers' Tenure Act, employees from that division, on layoff status, who possess the necessary certification, known qualifications, abilities and competencies to fulfill such job requirements and are best qualified, shall be offered such assignment. A determination as to qualifications, abilities, and competency are within the sole discretion of Kalamazoo RESA. When all factors are equal, seniority shall control the filling of the vacancy.
- L. Employees who fail to respond and report to duty within five (5) working days from the date the Agency sends the employee a notice of recall shall be considered as having forfeited their rights to recall. Notification shall be by registered mail to the last known address. Failure to accept an offered position shall result in the employee being removed from the recall list. Employees who are on recall assume the responsibility of keeping the Human Resources department informed of address changes.
- M. The recall list shall be maintained by the District for a period of one (1) year for certified employees covered under the Tenure Act and for all other job categories.
- N. Any reductions in personnel shall be in accordance with the Michigan Teachers' Tenure Act for employees covered by that Act, as amended, and any other applicable laws.

PERFORMANCE EVALUATION

Evaluation of Non-Certified Employees

It is the policy of Kalamazoo RESA's Board of Education to measure each employee's performance using performance objectives of the job and to communicate the results for the purpose of assisting with performance improvement and employee development.

The components of the evaluation are comprised both of the job description and the performance rating descriptors. The job description contains the basic requirements of any given position. It identifies the essential job duties which are the core responsibilities to be executed by the person occupying the position. Performance rating descriptors are general statements, which characterize the quality of an employee's performance.

The employee shall be evaluated at 90 days, year-end for three years, and every third year thereafter. When due, year-end evaluations are conducted prior to June 1. The first 90 days are considered to be a probationary period. The probationary period is intended to be a trial

period when an employee must demonstrate effective performance in order to continue employment.

Evaluation of Certified Non-Teaching Employees

It is the policy of Kalamazoo RESA's Board of Education to measure each employee's performance using performance objectives of the job and to communicate the results for the purpose of assisting with performance improvement and employee development.

The performance evaluation is comprised of the many important job components including essential duties derived from the job description and rated using performance rating descriptors. The job description contains the basic requirements of any given position, identifying the essential job duties which are the core responsibilities to be executed by the person occupying the position. Performance rating descriptors are general statements, which characterize the quality of an employee's performance. The performance rating descriptors in which certified non-teaching employees are to be evaluated are as follows: highly effective, effective, minimally effective, ineffective.

The employee shall be evaluated at 90 days, year-end for three years, and every third year thereafter. When due, year-end evaluations are conducted prior to June 1. The first 90 days are considered to be a probationary period. The probationary period is intended to be a trial period when an employee must demonstrate effective performance in order to continue employment.

Evaluation of Certified Teaching Employees

It is the policy of Kalamazoo RESA's Board of Education to measure each certified teacher's performance annually using job-related performance factors for the purpose of performance improvement, making employment-related decisions, selecting appropriate teacher professional development and retaining effective teachers. Kalamazoo RESA's evaluation process is conducted in accordance with the Michigan Teachers' Tenure Act, the Revised School Code and other applicable laws and regulations.

The performance rating descriptors in which teachers are to be evaluated are as follows: highly effective, effective, minimally effective and ineffective. Annual year-end performance evaluations are comprised of a variety of items, including but not limited to, multiple formal and informal observations, student growth & achievement, job descriptions, etc. The

evaluation shall be based on but is not limited to, multiple classroom observations. The classroom observations shall include a review of the teacher's lesson plan, the state curriculum standard being used in the lesson, a review of pupil engagement in the lesson as well as other pertinent factors. Assessment instruments used to determine student growth & achievement are based on three measures for teachers: researched-based, standards-based and authentic-based, selected by the site administration and teachers in the best interest of the population served. The job description identifies the essential duties which are the core responsibilities to be executed by the person occupying the position.

The teacher probationary period is intended to be a trial period when an employee must demonstrate effective performance in order to continue employment. During this period, Kalamazoo RESA must determine whether or not the services provided by a probationary employee meet the district's needs, policies, and performance standards. Completion of the probationary period requires that the certified teacher complete a five-year probationary period. Teachers receiving a performance rating of highly effective or effective on the three most recent annual year-end performance evaluations and having been employed at least five full school years will have earned tenure. If a probationary teacher has been rated as highly effective on three consecutive annual year-end performance evaluations and has completed at least four full school years of employment in a probationary period, he/she will be considered to have successfully completed the probationary period thereby receiving tenure.

Probationary teachers may be dismissed at any time. If appropriate, they are to receive an individualized development plan (IDP) each year developed by an appropriate administrator in consultation with the employee. The annual year-end performance evaluation, while based on multiple classroom observations and student achievement, is also based on an assessment of the progress toward individual development goals as outlined in the IDP.

Kalamazoo RESA may provide a tenured employee with an individualized development plan even if the individual's performance has been deemed highly effective or effective. Tenured teachers receiving a rating of minimally effective or ineffective on his/her annual year-end evaluations must have an IDP in place for performance improvement. Using the same performance evaluation tool, any teacher rated ineffective on three consecutive annual year-end evaluations shall be dismissed from employment.

1. 4-Year Tenure Track (hired prior to July 19, 2011)
2. 2-Year Tenure Track (held tenure with another Michigan Public School District prior to KRESA employment)

3. 5- Year Tenure Track (hired on or after July 19, 2011): receives highly effective or effective in the three most recent evaluations with 5 full years of employment
4. Fast Track Tenure: receives highly effective on three consecutive evaluations with 4 full years of employment
5. Non-Renewal: receives less than effective in the third year of employment, not possible to earn tenure
6. Non-Renewal: tenured teacher receives an ineffective rating three years consecutively, automatically dismissed

Assignments

Assignment to position and transfer shall be at the prerogative of the Superintendent or designee. Each employee is responsible directly to the director of the division to which he or she is assigned.

Probationary Period

The probationary period for employees of Kalamazoo RESA shall be as follows.

A. Certified Position

1. Teachers who have not acquired tenure with another Michigan public school district and who are hired after July 19, 2011 shall be on probation during their first five full school years of employment with Kalamazoo RESA.
2. Teachers who have achieved tenure in other Michigan public school districts shall serve a two year probationary period. A letter from the other public school district stating the teacher has received tenure must be in their personnel file.
3. Teachers hired prior to July 19, 2011 remain on the four-year probationary track.
4. Kalamazoo RESA shall follow all the requirements of the Michigan Teachers' Tenure Act as amended.

The probationary period is intended to be a trial period when a staff member must demonstrate satisfactory performance. During this period, Kalamazoo RESA must determine whether or not the services provided by a probationary certified staff member meet the district's needs, policies, and performance standards.

Kalamazoo RESA shall provide certified staff members on probation with a year-end performance evaluation each year during the staff member's probationary period. The annual year-end performance evaluation shall be based on but is not limited to, multiple formal classroom observations. After the probationary staff member has been employed by Kalamazoo RESA for at least one full school year, Kalamazoo RESA shall provide the staff member with an Individualized Development Plan (IDP) developed by an appropriate administrator(s) in consultation with the staff member. At any time during the first school year, an IDP may be immediately developed, as outlined, with the employee. The probationary staff member's IDP should be reviewed and modified as necessary throughout the probationary period but must be reviewed a minimum of once per year. The annual year-end performance evaluation shall include an assessment of the staff member's progress in meeting his/her goals as outlined in the IDP.

B. Non-Certified Position

Non-certified employees must satisfactorily complete a probationary period of ninety (90) calendar days in order to continue employment. On occasion, the probationary period may be extended for a specified period of time, if circumstances warrant such action. Successful completion of the probationary period does not guarantee employment for a specific duration.

Performance Agreements

For all contracted positions, a contract between the employee and Kalamazoo RESA will be entered into and must carry the signature of the employee and the official representative of Kalamazoo RESA.

A. Certified Personnel

1. **Resignation** - A written notice of resignation shall be filed with the Superintendent at least sixty (60) days in advance of the effective date, except in cases where extenuating circumstances, such as illness, disability, pregnancy or serious family problems may merit waiver of such sixty (60) day notice.
2. **Temporary Suspension** - Any employee may be temporarily suspended by the Superintendent or designee for insubordination, misconduct, immorality, inefficiency, or any reason(s) which, in the opinion of the Superintendent or designee, indicates that he or she may be unfit to continue to be employed by Kalamazoo RESA. The suspension will continue for such time as may be necessary. The suspension may be with or without pay in accordance with the Michigan Teachers' Tenure Act and other

applicable laws. The employee will be provided with notice of the reason for the suspension and an opportunity to be heard in accordance with any applicable laws.

3. **Dismissal** - Any employee shall be discharged from the service of Kalamazoo RESA, and a contract of employment made with such employee cancelled for insubordination, misconduct, immorality, inefficiency, or any reason(s) which recommendation by the Superintendent is made and upon approval of the Board of Education. The District may terminate a contract of employment made with an employee at any time should the employee fail to possess (obtain or make progress toward obtaining) the necessary certifications, credentials, continuing education requirements and/or other necessary qualifications. Such dismissal shall be in accordance with the Michigan Teachers' Tenure Act, the Revised School Code, and any other applicable laws.

B. Non-Certified Personnel

1. **Resignation** - A written notice of resignation shall be submitted with the divisional director at least fourteen (14) days in advance of the effective date of the resignation except in cases where extenuating circumstances, such as illness, disability, pregnancy, or serious family problems may merit waiver of such notice.
2. **Temporary Suspension** - Employees may be temporarily suspended by the Superintendent or his/her designee for insubordination, misconduct, immorality, disrupting the workplace, inefficiency, or for other reasons which, in the opinion of the Superintendent, indicates that he or she may be unfit to continue to be an employee of Kalamazoo RESA. The suspension will continue for such time as may be necessary for review. The suspension may be with or without pay. The employee will be provided with notice of the reason for the suspension and an opportunity to be heard in accordance with any applicable laws.
3. **Dismissal** - If after an investigation by the Superintendent or his/her designee, the employee is found to have committed the act or omission, it may warrant immediate dismissal upon the approval of the Superintendent or his/her designee. The Superintendent and/or the designee shall be consulted in each individual case.
4. **Discharge is appropriate if:**
 - a. The employee was told what was expected of him/her, what was wrong, what would have to be done to improve, and what would happen if there was no improvement and the employee had reasonable opportunity and assistance to improve; or

- b. The act or omission is one for which immediate termination is warranted or circumstances warrant dismissal even in the absence of notice.

The District may terminate a contract of employment made with an employee at any time should the employee fail to possess (obtain or make progress toward obtaining) the necessary certifications, credentials, continuing education requirements and/or other necessary qualifications. Upon completion of an annual contract, contracts may or may not be renewed at the sole discretion of the Superintendent and or his/her designee. Completion of a contract and its non-renewal is not to be considered as having been discharged.

C. Certified & Non-Certified Personnel

1. **Hearing** - A discharged employee may request a hearing where the discharge decision is reviewed by the Board of Education. A discharged employee must submit a written request to the secretary of the Board of Education within ten (10) days after the effective date of the discharge. The Board's review hearing will occur at the next regularly scheduled Board meeting occurring at least ten (10) days after receipt of the discharged employee's request for a hearing or as soon thereafter as possible under the circumstances. It shall be the sole responsibility of the discharged employee to submit a written request and have it placed on the Board's agenda.

SALARY INFORMATION

It is the policy of the Kalamazoo RESA Board of Education, within Kalamazoo RESA's resources, to pay wage rates competitive with comparable positions within the community, while maintaining internal equity within Kalamazoo RESA positions in regard to the importance of the position held. Determination as to equity is within the sole discretion of the district.

SALARY INCREASES

An employee who is hired or promoted after January 1st of a contract year will not qualify for a salary increase if steps are granted the start of the next fiscal year.

An employee must receive an evaluation rating of effective or highly effective in order to qualify for a salary increase if steps are granted at the start of the next fiscal year.

OVERTIME

An employee (unless the job category is exempt under FLSA, i.e., executive, administrative, professional, or outside sales professionals) receives compensation at a rate not less than one and one-half times the regular rate at which he or she is employed for all hours worked over 40 hours in a work week. All overtime must be approved in advance by the employee's administrator.

GRADES AND SALARY RANGES

Grade		Hourly	10 Month	11 Month	12 Month
Grade 9E <i>Teacher Aide</i>	Bottom	\$9.29	13,796	N/A	N/A
	Top	\$11.46	17,018	N/A	N/A
Grade 9 <i>Classroom Aide</i>	Bottom	\$9.35	13,885	15,778	N/A
	Top	\$14.62	21,711	24,671	N/A
Grade 10 <i>Custodian</i>	Bottom	\$11.04	16,394	18,630	23,052
	Top	\$17.33	25,735	29,244	36,185
Grade 11E <i>Early Childhood Associate Teacher</i>	Bottom	\$12.18	18,087	N/A	N/A
	Top	\$14.18	21,057	N/A	N/A
Grade 11 <i>Lead Custodian, Music Therapist, Paraprofessional, Paraprofessional/ Job Coach</i>	Bottom	\$12.09	17,954	20,402	25,244
	Top	\$19.23	28,557	32,451	40,152
Grade 12 <i>Administrative Assistant, Administrative Assistant/ Receptionist, Bindery Assistant, Customer Service, Interpreter-</i>	Bottom	\$12.96	19,246	21,870	27,060
	Top	\$20.31	30,606	34,779	43,034

*Bilingual, Production Staff, Program
Administrative Assistant*

Grade 13	Bottom	\$14.89	22,112	25,127	31,090
<i>Bookkeeper, Career Navigator, Career Navigator/Crew Leader, Director's Administrative Assistant, Executive Assistant, Job Developer, Maintenance/custodial, Media Technologist, Project Search Job Coach</i>	Top	\$23.39	34,734	29,471	48,838
Grade 14	Bottom	\$16.76	24,889	28,283	34,995
<i>Audiology Assistant, Behavior Technician, Certified OT Assistant, Communications Specialist, EFA Lab Manager, Executive Administrative Assistant, Human Resources Generalist, Interpreter DH/H, Maintenance Technician, Parent Liaison GSC, Payroll/Bookkeeper, Payroll Technician, Physical Therapy Assistant, Program Coordinator, Visually Impaired Media and Braille Specialist</i>	Top	\$26.79	39,783	45,208	55,938
Grade 14T	Bottom	\$15.18	22,542	25,616	31,696
<i>Data Hub Specialist II, Technology Support Specialist I</i>	Top	\$21.67	32,180	36,568	45,247
Grade 15	Bottom	\$18.96	28,156	31,995	39,588
<i>Career Specialist (YOU), Executive Assistant to the Superintendent, Facilities Control Technician, Interpreter I-D/HH, Senior Payroll Technician, Teaching Artist-EFA, Transportation Coordinator-EFA</i>	Top	\$30.35	45,070	51,216	53,371
Grade 15T	Bottom	\$19.18	28,482	32,366	40,048
<i>Application Specialist, Digital Media Specialist, Junior Network Admin, Programmer, Technology Support Specialist II</i>	Top	\$30.57	45,396	51,587	63,830
Grade 16	Bottom	\$21.72	32,254	36,653	45,351
<i>Accountant, Accountant-Financial Monitor (E), Attendance Officer (E), Communications Manager (E), Facilities Manager (E), Family Advocate I, Human Resources Manager (E), Interpreter II-DH/H (E), Manager (E), Manager/Monitor (E), Parents as Teachers Supervisor (E), Parent Educator, Print Center Manager (E), Program Health Specialist (E), Pupil Accounting Auditor (E), Talent & Community</i>	Top	\$35.15	52,198	59,316	73,393

*Development Coordinator (E),
Transportation Manager (E)*

Grade 16T	Bottom	\$21.98	32,640	37,091	45,894
<i>Application Analyst II (E), Information System Implementation Scrum Master (E), Instructional Technologist (E), Network Administrator (E), Systems Administrator (E), Web Programmer/Analyst (E)</i>	Top	\$35.41	52,584	59,754	73,936
Grade 17	Bottom	BA	36,732	41,812	44,938
<i>Aesthetic Education Program Coordinator, Audiologist, Autism Support Specialist, Behavioral Support Specialist, Career Specialist-EFE, Cooperative/Career Specialist, Dean of Students, Early Childhood Specialist, Early Middle College Coordinator, Education Improvement Consultant, EFA Program Coordinator, ESSE Specialist, Family Advocate II, Great Start, Collaborative Facilitator, Instructional Coach, Literacy Consultant, Math Consultant, MiBLSi Lead Trainer, MiBLSi Technical Assistance Partner, Occupational Therapist, Physical Therapist, Positive Behavior Support Specialist, Registered Nurse, School Psychologist, School Social Worker, Science Consultant, Speech and Language Pathologist/Assistant, Technology Specialist, Speech And Language Pathologist, Special Education Coordinator, Student Services Coordinator, Teacher Consultant, Teacher Consultant Special Education, Teacher-Adaptive Physical Education, Teacher-EFA, Teacher-Expert-In-Residence, Teacher-Project Search Instructor, Teacher-Special Education, Teacher-Substitute, Transition Coordinator, Transition Interventionist, VI Mobility and Orientation Specialist</i>	Top	BA	67,373	76,691	82,425
	Bottom	LANE 1	39,265	44,695	51,239
	Top	LANE 1	74,117	84,367	102,534
		MA			
	Bottom	LANE 2	39,962	45,489	N/A
	Top	LANE 2	75,432	85,864	N/A
		MA+25			
	Bottom	LANE 3	40,659	46,282	N/A
	Top	LANE 3	76,749	87,363	N/A
		MA+30			
	Bottom	LANE 4	42,051	47,897	N/A
	Top	LANE 4	79,375	90,352	N/A
		EDD/PHD			
<i>Annual Mentor Teacher Pay</i>		\$450	\$200/ADTL.	(MAX. 2)	
Grade 17E	Bottom	Annual	34,277	N/A	N/A
<i>GSRP Teacher, Head Start Teacher</i>	Top		40,337	N/A	N/A
Grade 18	Bottom		46,691	53,147	57,121
<i>Comptroller, Coordinator-Data, Coordinator-Head Start Operations, Coordinator, Head Start Center Supervisor, Supervisor LEA Services</i>	Top		69,209	78,782	84,671

Grade 18T	Bottom	47,148	53,669	57,681
<i>Coordinator-Technology Sites, Development Manager System Engineer</i>	Top	69,888	79,552	85,501
Grade 19	Bottom	N/A	75,486	81,130
<i>Administrator, Administrator-Continuous Improvement & Accountability, Administrator-Early Childhood Special Education, Administrator-Offsite Programs, Assistant Principal, Business Manager, Program Administrator</i>	Top	N/A	94,070	101,103
Grade 19T	Bottom	N/A	76,226	81,925
<i>Data Hub Operations Manager, Data Hub Support Manager, Infrastructure Manager, IT Security Engineer, Development Manager, Implementation Analyst, Lead Financial Accounting Support Implementation, Network Architect, Network Engineer, Shared Services Coordinator</i>	Top	N/A	94,992	102,094
Grade 20	Bottom	N/A	83,716	89,976
<i>Administrator-Program Improvement & Accountability, Principal</i>	Top	N/A	104,326	112,126
Grade 21	Bottom	N/A	N/A	98,842
<i>Director</i>	Top	N/A	N/A	123,175
Grade 22	Bottom	N/A	N/A	110,268
<i>Assistant Superintendent, Title IX Coordinator</i>	Top	N/A	N/A	137,414

BENEFITS

It is the policy of Kalamazoo RESA's Board of Education within Kalamazoo RESA resources, to provide benefits competitive with those provided by similar organizations within the community. At the same time, the Board intends to maintain internal equity with Kalamazoo RESA positions in regard to the responsibilities and duties of the position held and to provide greater benefits for an employee's longevity whenever possible.

The benefits contained herein refer to all full-time employees. Full-time employees are scheduled to work thirty (30) or more hours. These benefit plans are maintained for the

exclusive benefit of Kalamazoo RESA's employees (which includes spouse and eligible dependents, where applicable).

VACATION DAYS

Twelve (12) month employees are entitled to vacation days according to their job classification. Vacation days are earned by the month. If employees leave before the end of the contract year and have used more days than they have earned, they shall reimburse Kalamazoo RESA for the days taken but not earned for which they have already been paid.

12 Month Employees in Grades 10-16 receive vacation as follows:

- 10 vacation days
- 15 vacation days after 5 consecutive years of employment
- 20 vacation days after 10 consecutive years of employment

12 Month Employees in Grades 17-21 receive vacation as follows:

- 20 vacation days

Vacation days must be requested and approved by the appropriate director and the Superintendent or designee. Vacation days must be used before September 1 of the year following the year in which they were earned, or they will be forfeited.

Eligible employees who celebrate their five or 10-year anniversary between July 1 and December 31 will receive the additionally allowed vacation days commencing the first day of their current contract. Employees who surpass their 5 or 10-year anniversary between January 1 and June 30 will receive the additional allowed vacation days commencing the first day of the following year's contract.

INSURANCE BENEFITS

The following insurance coverages are available to all full-time Kalamazoo RESA employees:

- Medical/RX
- Dental

- Vision
- Group and Voluntary Term Life Insurance
- Group Long-Term Disability
- Group and Voluntary Accidental Death and Dismemberment
- Voluntary Short-Term Disability

Employees become eligible for the above insurance coverages thirty (30) days after starting full-time employment. Additional coverage is also available under Kalamazoo RESA's medical/RX, dental, and vision plans. Specific information on insurance coverage can be obtained in the Summary Plan Description available via the employee intranet or by contacting the Human Resources department. For those employees who are contracted less than 100% but equal to or greater than 80% and electing insurance benefits there will be additional premiums collected from these individuals for the benefits in accordance with the employee contract. This additional premium collected from the employee will be a percentage of the premium based on the percentage for which they are contracted. For example, if an employee is contracted at 80% they will pay in addition, 20% of the total premiums for the cost of benefits.

Employees in Grades 13 and above and all employees hired prior to 7/1/2013: Employees will receive an employer subsidy towards single coverage for elected medical/RX, vision, and dental benefits. Employees will receive an employer subsidy towards two-person and family medical/RX and dental benefits. Additional benefit coverage is available for vision.

Employees in Grades 12 and below hired after 7/1/2013:

Employees working in grades 12 and below will receive an employer subsidy towards single coverage for elected medical/RX, dental, and vision benefits. Additional benefit coverage is available.

HEALTHCARE REFORM AND INSURANCE BENEFITS

Part-time employees with variable hours that average thirty (30) or more hours during the KRESA measurement period will qualify and be offered medical/RX benefits for the following calendar year (stability period).

Employees who have medical/RX coverage and move from a full-time to part-time position during the calendar year will continue with medical/RX benefits for the remainder of the calendar year (stability period).

EARLY INCENTIVE RETIREMENT PROGRAM

The intent of the retirement incentive plan is three-fold: (1) to provide Kalamazoo RESA financial savings resulting from voluntary staff attrition, (2) to allow Kalamazoo RESA to ensure a proper mix of experience, knowledge, and teaching techniques, and (3) to provide an employee who elects to retire early with some financial benefits related to his or her length of service in Michigan Pre K - 12 public education generally and in Kalamazoo RESA specifically. Verification of eligible employment served with Michigan public schools is the responsibility of the employee.

A. Application - Effective Date of Retirement

1. An eligible employee who wishes to apply for the Early Incentive Retirement Program shall submit a written notice to the Superintendent and Human Resources four months prior to the date of electing early retirement. Except as the Superintendent and employee shall otherwise agree, the effective date of retirement shall be June 30.

B. Eligibility

1. An employee shall be deemed eligible to participate in the program if the employee:
 - a. has been employed, on a full-time basis, for ten (10) consecutive full school years at Kalamazoo RESA, and
 - b. is eligible to retire under Full Retirement Provisions of the Michigan Public School Employees Retirement Program as defined by the Office of Retirement Services (MPSERS).
 - c. Military and child rearing credit do not count toward eligibility until purchased. Purchase of military and child rearing credit count toward the sum of the ten (10) years of consecutive service to qualify for ERI but do not count toward the formula calculation. Verification of purchase must be provided by employee.

- d. Purchase of universal service credit years do not count toward the ten (10) years of consecutive service to qualify for ERI nor do they count toward the formula calculation.
- e. Eligibility count will begin the first year an employee is eligible under the full retirement provisions of the Michigan Public School Employees Retirement Program (MSPERS).

C. Benefits

1. An eligible employee shall receive an amount equal to the following:

Year of Eligibility	% of Salary per Full-Time Full School Year in Education
1	1.67%
2	1.50%
3	1.33%
4	1.16%
5	0.99%
6	0.82%
7	0.65%
8	0.48%

The salary base will be that of the last completed full-time full school fiscal year.

Example of formula calculation:

Annual Salary x Year of Eligibility Percentage = \$ x Years of Service = ERI Benefit

$$\$43,000 \times 1.67\% = \$718.10 \times 22 \text{ years} = \$15,798$$

D. Method of Payment

1. Upon retirement, an employee will be paid their benefits in no fewer than three (3) or more than ten (10) equal payments. The retiree must elect to direct all payments to a tax-sheltered plan.

E. Limitations

1. An employee receiving monetary payment from long term disability, unemployment compensation, workers' compensation or any other salary continuation program paid for by the school district cannot qualify for the Early Retirement Incentive Program. Hours worked outside of the contract (i.e. extended school year) do not count toward the calculation of benefits. Purchase of universal service credit years do not count toward the calculation of benefit.

SUMMER HOURS

Reduced working hours may be arranged each year for summer vacation period. The exact time of the working day is announced each year by the Superintendent and is subject to change from year to year.

CERTIFIED STAFF CHANGES

Certified staff moving from the BA schedule to the MA or MA + schedule mid-year must submit a letter of request to the division administrator and Human Resources by January 31 for a January 1 effective date.

For changes effective with the new school year a letter of request must be submitted to the division administrator and Human Resources by September 30 for 10-month employees and by July 30 for 11 and 12-month employees. All credentials, including official transcripts, substantiating the request must be included. Incomplete requests may delay the effective date of change.

Certified Deaf and Hard of Hearing Interpreters moving to Job Grade 16 with an education related BA must submit a letter of request to the division administrator and Human Resources by January 31 for a January 1 effective date. For changes effective with the new school year a letter of request must be submitted to the division administrator and Human Resources by September 30 for 10-month employees and by July 30 for 11 and 12-month employees. All credentials, including official transcripts, substantiating the request must be included. Incomplete requests may delay the effective date of change.

TUITION REIMBURSEMENT

A. Qualifications

1. Each full-time contracted employee in Grades 11 and above may qualify following at least 30 days of employment, provided he/she is not eligible for tuition reimbursement from another source(s).
2. Reimbursement is not available for coursework required for the employee's current assignment. For example: Professional Education Certificate, School Psychologist Certificate, Occupational Therapist Registration, temporary approvals or permits.
3. Course work may not interfere with the employee's regular assignment.
4. Any employee eligible for tuition reimbursement must return to Kalamazoo RESA employment prior to payment.
5. An employee shall be required to repay the tuition reimbursement if he/she resigns or retires before he/she works for Kalamazoo RESA at least 12 months after the completion of the course work.

B. Course Approval

1. A request for reimbursement must be made in writing to the office of Human Resources at least ten workdays prior to the beginning of the course. Such requests must include the course number, name and description, date and the name of the university or college offering the course, and administrator signature.
2. Such course(s) must be for college graduate credit, workshop equivalent to college graduate credit or approved degree granting program. Registered nurses will be reimbursed for undergraduate courses.
3. The course(s) must be related to the employee's regular assignment and in alignment with their growth plan. The administration makes the judgment of relevancy; the decision is final and binding.
4. Approval or disapproval shall be submitted to the employee in writing.

C. Tuition Reimbursement Rates

1. Courses taken at Western Michigan University shall be reimbursed at 50% of the current tuition rate charged. Up to 6 credits per academic year will be reimbursed.

2. Courses taken at other institutions shall be reimbursed at 50% of the tuition rate charged but shall not exceed 50% of the current rate of Western Michigan University. Up to 6 credits per academic year will be reimbursed.

D. Tuition Reimbursement Eligible Hours

1. The maximum number of hours eligible for tuition reimbursement per year for an employee working thirty hours or more per week shall be six semester hours.

E. Tuition Reimbursement Procedures

1. Pre-approval of the course must be obtained.
2. The employee must complete the course satisfactorily with a 3.0 or better. A pass/fail grade is not acceptable.
3. The employee must submit the paid tuition receipt, approval letter from Human Resources, tuition reimbursement form, and a copy of the transcript/grade report to the office of Human Resources for payment authorization.
4. The Business Office shall make payments according to its procedures.

The Tuition Reimbursement form can be found on the HR forms section of the Kalamazoo RESA intranet.

Course Approval:

<https://www.kresa.org/cms/lib/MI01000312/Centricity/Domain/222/Course%20Approval%20Application%20NEW.pdf>

Course Completed:

<https://www.kresa.org/cms/lib/MI01000312/Centricity/Domain/222/Application%20for%20Tuition%20Reimbursement%20Form%20NEW.pdf>

BLOODBORNE PATHOGENS

Bloodborne Pathogens Exposure Control Plan

Under OSHA requirements, all employees, both full and part-time, are required to have annual Bloodborne Pathogens training. The bloodborne pathogens exposure control plan is available to employees online via the intranet.

Bloodborne Pathogens Online Training Program

Under OSHA requirements, all employees, both full and part-time, are required to have annual Bloodborne Pathogen training. Kalamazoo RESA conducts Bloodborne Pathogen training using an online program through SafeSchools. Employees in need of accommodations should contact their administrator for further information.

The training takes approximately twenty (20) minutes and can be done either at home or during the work day. The program can be accessed on our website at www.kresa.org. The Human Resources department monitors that all employees complete the training. A reminder notice is sent to each administrator regarding employees who have not completed the training.

For questions specific to the content of the bloodborne pathogens training, contact human resources.

ATTENDANCE/LEAVES OF ABSENCE

ATTENDANCE & PUNCTUALITY

To maintain a productive work environment, Kalamazoo RESA expects you to be reliable, punctual, and prepared to begin work no later than your designated start time. Absenteeism and tardiness place a burden on other employees, on day-to-day operations and ultimately on students. You are expected to adhere to the following procedures unless instructed otherwise

by your supervisor. If you are unable to report to work at your scheduled start time for any reason, you must contact your supervisor as soon as possible and in advance of your designated start time. You must call personally rather than having someone else call on your behalf unless your condition prevents you from doing so. You should speak with your supervisor directly, rather than leaving a voicemail or other type of message. If your supervisor is not available, you may speak to the next designated individual. You should call in each day that you are absent to advise your supervisor that you will not be in. If you are absent for three consecutive workdays without following these notification procedures, you will be deemed to have abandoned your job and voluntarily resigned.

Attendance is mandatory at the Back to School Breakfast and the spring Professional Development Day for all full-time staff. Requests for exceptions to this policy must be submitted to and approved by the Assistant Superintendent of the division.

LEAVES OF ABSENCE

It is the policy of Kalamazoo RESA's Board of Education to provide reasonable time off for alleviation of hardships for illness, death in the family, personal emergencies, and personal and family hardships as well as for military leave and jury duty.

Important: sick days, vacation days and business days are earned by the month. If employees leave before the end of the school year and have used more days than they have earned, they shall reimburse Kalamazoo RESA for the days taken but not earned for which they have already been paid.

SICK LEAVE

All full-time employees receive sick leave benefits. Sick leave can be taken in half or full day increments.

Employees hired prior to 7/1/2013

- 10-month 13 sick days
- 11-month 15 sick days
- 12-month 16.5 sick days

Employees hired on or after 7/1/2013

- 10-month 8 sick days
- 11-month 9 sick days
- 12-month 10 sick days

All sick banks have a 90-day accumulation maximum.

Paid sick days are available with the first week of employment but are actually earned by the month. Paid sick days may be used for illness of the employee, employee's spouse, parent, children, and doctor's appointments. Your supervisor may require a doctor's verification substantiating your need for time off under this policy. This documentation should be directed to Human Resources. You must also provide a leave of absence request and a Health Care Provider's Certification for absences qualifying under FMLA. Employees absent for extended illness shall return to work as directed by a medical doctor.

A. Exemplary Attendance

Full-time employees not using sick days, business days, funeral leave, or days without pay from November 1 through October 31 of the next year are eligible for a bonus as follows:

- | | |
|----------------------|-------|
| a. 0 - 1 day used | \$250 |
| b. 1 ½ - 2 days used | \$100 |
| c. 2 ½ - 3 days used | \$50 |

The Rock Award

To further reinforce the value placed on exemplary attendance, any full-time employee who meets category "a" above with 0 - 1 day used will have their name placed into a drawing for a \$1000 "Solid as a Rock" reward. KRESA wants to encourage reliability and steadfastness and so this reward is meant to give an extra thanks to the "Solid as a Rock" winner.

NON-WORK RELATED ACCIDENTS AND/OR MEDICAL LEAVES

If an employee is injured in a non-work related accident or has other medical leaves, the employee must normally be able to adequately perform the essential functions of his/her current job to be able to return to work from injury or illness.

BUSINESS DAYS – EMERGENCY LEAVE

All full-time employees hired prior to 7/1/2013 are allowed up to four (4) business days each year for transacting personal business, family illness or family emergencies that cannot be taken care of except on a work day. Full-time employees hired on or after 7/1/2013 are allowed up to three (3) business days. These days are not cumulative and may be taken half (1/2) day at a time if desired. Application for personal business days must be made twenty-four (24) hours before taking such leave and shall not be approved for use immediately before or after a vacation or holiday period. Requests for taking consecutive business days must have approval of an Assistant Superintendent.

FUNERAL LEAVE

Full-time employees may be granted up to five (5) days leave for the death of a member of their immediate family. The length of the leave shall be determined by the immediate supervisor. Immediate family is defined as: mother, father, sister, brother, husband, wife, children, grandparents, grandparent in-laws, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, step-parents, step-brother, step-sister, step-children, and household members living within the same residence as the employee. In the event of death of others outside of the above immediate family as defined, emergency leave days are available.

JURY DUTY LEAVE

Kalamazoo RESA will pay only the difference between the daily rate of pay to the full-time employee and the amount received for jury duty. Jury duty usually will be limited to the normal jury empanelment of thirty (30) days in any one calendar year. Upon summons of jury duty, employees must submit a leave of absence request indicating the length of term to be served. Upon completion, the employee must submit a leave of absence request indicating

"actual" time served and attach check stubs and/or other verification of earnings. The employee retains any money earned since jury duty earnings are tax-exempt. The Business Office will adjust the employee's pay accordingly. Any money received for mileage reimbursement will not be deducted from pay and is retained by the employee.

MILITARY LEAVE

Military leave may be granted to any employee who is inducted or enlists in any branch of the Armed Forces of the United States. If after completion of his or her service the employee indicates his/her oral or written intention of returning to work, a return to work request must be made within a period of up to 90 days of the end of active duty, depending on how long the employee was on active duty. If the employee is qualified, they will be reinstated in the same or equivalent position insofar as this is possible. If National Guard or Reserve Encampment should occur during the period of employment, the employee required to participate shall be granted a temporary leave of absence for that purpose. A temporary leave of absence shall be granted if the employee is activated during an emergency situation. Kalamazoo RESA will pay only the difference between the amount received from the United States Government for the National Guard Reserve Encampment, or an emergency situation and the employee's regular salary. Each employee must present to his/her administrator a certified accounting of the amount received so it may be properly processed by the Business Office.

PERSONAL HEALTH, FAMILY HARDSHIP AND EXTENDED LEAVES

The Superintendent may grant a leave of absence without pay to full-time Kalamazoo RESA staff who have passed probationary status for a period not in excess of one (1) year upon recommendation from Human Resources. It is for the purpose of rest, restoration of health, or the alleviation of hardship involving themselves or their immediate families.

Employees who request leave must submit a written request to the administrator in charge of their division. This same written request should be sent to Human Resources. Employees returning from an extended leave of absence must have administrator approval for their return to work date. An employee returning to work following a leave under this section shall not have any vested right to their former position.

If the leave of absence is requested for restoration of health of the employee as ordered by a physician, and the employee has worked for Kalamazoo RESA for more than five (5) years,

medical benefits will be continued for the employee for up to six (6) months of the leave of absence.

If the leave of absence is requested for the restoration of health of the employee as ordered by a physician, and the employee is not covered by the Family and Medical Leave Act, the employee will be required to begin paying for the full benefit premiums at the start of the leave to continue coverage.

UNPAID LEAVE OF ABSENCE

Administrators and the Assistant Superintendents may grant a leave of absence without pay to Kalamazoo RESA staff who have passed probationary status for a period not in excess of one (1) year upon recommendation from Human Resources. This leave is to be used for personal reasons.

Employees who request an unpaid leave must complete the “Request for Unpaid Leave of Absence” form. The form must be approved/completed and returned to Human Resources for final review. An employee returning to work following a leave under this section shall not have any vested right to their former position.

If an unpaid leave of absence is approved for personal reasons, the employee is responsible for the full benefit premiums beginning the first day of the unpaid leave.

PARENTAL LEAVE

Full-time benefit-eligible employees of Kalamazoo RESA may be granted a parental leave of absence for up to ten (10) days when such absence does not qualify under a disability leave of absence. This ten (10) day leave may be paid from the employee’s sick leave accrual to the extent it is available. The use of paid leave must be in consecutive days and must commence within 30 days of the date of birth or date of adoption of the employee’s child by an adoptive agency. This leave benefit runs concurrently with FMLA leave.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Kalamazoo RESA will provide covered employees job-protected leave for certain family and medical reasons. Full-time employees who have worked for Kalamazoo RESA for at least

twelve (12) months and for 1,250 hours over the previous twelve (12) months of employment are eligible. In all respects, leaves of absence under this policy shall be administered and provided for in a manner consistent with the Family and Medical Leave Act of 1993 and its published regulations.

A. Purpose of Leave

1. Up to twelve (12) work weeks of leave during any 12-month period may be granted for any of the following reasons:
 - a. To care for the employee's child after birth or placement for adoption or foster care.
 - b. To care for the employee's spouse, son, daughter, or parent who has a serious health condition.
 - c. For a serious health condition that makes the employee unable to perform one or more essential functions of the employee's job.
 - d. Exigency Leave - leave granted for the spouse, son, daughter or parent of a person on or about to be on qualifying active military duty.
2. Up to 26 work weeks of leave may be granted for any of the following reasons:
 - a. Caregiver Leave - To care for a wounded service member who is the employee's spouse, son, daughter, parent or next of kin - defined as the nearest blood relative. This provision includes veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five (5) years preceding the date of treatment.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

1. Inpatient care in a hospital, hospice, or residential care facility.
2. An illness of more than three consecutive calendar days that requires continuing treatment by a health care provider.
3. Continuing in-person treatment of two (2) or more times by a health care provider within thirty (30) days of incapacity - the first of which must occur within the first seven (7) days of incapacity OR at least one (1) treatment by a health care provider which results in a regiment of continuing care within seven (7) days of the first day of incapacity.

4. Treatment (in-person) at least two (2) times per year by a health care provider for a chronic or long-term condition.

Leaves in excess of the time periods indicated above may be granted for up to one year within the discretion of the Superintendent or designee and subject to conditions as established by the Superintendent or designee.

B. Notice, Duration and Certification

When the need for leave is foreseeable, employees are expected to provide thirty (30) days advance notice. When not foreseeable, employees are required to provide notice of the need for leave as soon as practicable. When leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt Kalamazoo RESA's operations. Failure to provide appropriate notice may result in the denial of leave or a delay in the start of FMLA leave.

Kalamazoo RESA may designate any qualifying leave as FMLA leave, even if the employee prefers not to designate it as such. FMLA designation is based on information provided from the employee or the employee's spokesperson. Kalamazoo RESA may provide the employee with verbal or emailed notice of designation; however, written notice will also be provided to the employee before the next payday.

Leave for a newborn or newly placed child may be taken only within twelve (12) months from the date of birth or placement and may only be taken continuously.

Kalamazoo RESA will designate FMLA leave prior to the leave beginning unless KRESA does not have sufficient information to designate leave at that time. KRESA must subsequently designate the leave as FMLA within two (2) business days upon receiving the necessary information.

Kalamazoo RESA's policy is to document FMLA once an employee uses greater than three (3) consecutive days for criteria as defined under the Family and Medical Act.

In order to avoid disruption to students, the duration and timing of a leave shall be subject to the limitations of the Family and Medical Leave Act pertaining to leaves near the end of an academic term.

When medically necessary, leave to care for a family member or for the employee's own serious health condition may be taken on an intermittent or a reduced work schedule basis. If

a teacher or other instructional employee requests intermittent leave for foreseeable treatment, either for a family member or for the employee, and the employee would be on leave for more than 20% of the total number of working days during the period of planned treatment, Kalamazoo RESA may require the employee to either take leave for a period or periods of particular duration or temporarily transfer the employee to an equivalent position which is better suited to periods of intermittent or reduced schedule leave. All time taken, whether by choice or requirement, will count toward the employee's annual entitlement for FMLA.

Kalamazoo RESA may require medical certification to support a request for a leave because of serious health condition and may require second or third opinions (at Kalamazoo RESA's expense) and a fitness for duty report to return to work. The medical certification must include the first anticipated date of absence from service to Kalamazoo RESA and the expected date of return. For leaves in excess of twelve (12) weeks, the medical certification must be from an MD/DO. The medical certification to support a leave for family medical reasons must include a statement indicating that the employee's presence is necessary or would be beneficial for the care of the family member and the period of time care is needed or the employee's presence would be beneficial.

When leave is required for a serious health condition, employees will normally be given seventeen (17) calendar days from the date of FMLA leave designation to obtain the necessary medical certifications to support leave. Employees will be required, unless Kalamazoo RESA waives the requirement, to recertify the need for the leave at least every thirty (30) days with respect to their progress, the progress of their parent, spouse or child, and their anticipated date for return to work. Kalamazoo RESA may seek recertification in less than thirty (30) days if circumstances change or the employee seeks a leave extension.

C. Wages and Benefits

Leave will be unpaid except as covered by any paid sick leave or long-term disability insurance. Sick leave must be used for the employee's own serious health condition or the illness of his or her child, spouse or parent. At Kalamazoo RESA's or the employee's option, accrued but unused vacation or business/emergency days may be used. If the employee's health condition is due to a workers' compensation situation the employee should contact Human Resources.

For leaves of up to twelve (12) weeks under this policy, Kalamazoo RESA will maintain the employee's health coverage under the group health plan. Any employee contributions to the health plan must be maintained during the leave to maintain coverage. Employees who fail to return from a leave will be obligated to reimburse Kalamazoo RESA for the cost of Kalamazoo RESA paid health coverage, except when the employee's failure to return is due to the continuation, recurrence or onset of a serious health condition which would entitle the employee to medical or family leave or other circumstances beyond the employee's control.

D. Return to Work

Upon return from a leave of twelve (12) weeks or less, employees will be restored to their original or equivalent position with equivalent pay, benefits and other employment terms. The employee will not lose any employment benefit that accrued prior to the start of the leave. Reasonable efforts will be made to return employees on leaves in excess of twelve (12) weeks to the same or a comparable position.

E. Eligibility Year

For purposes of determining eligibility for a leave, Kalamazoo RESA hereby adopts a rolling twelve (12) month period whereby each time an employee takes Family and Medical Leave, the remaining leave entitlement will be any balance of the twelve (12) weeks which has not been used during the immediately preceding twelve (12) months.

F. Procedure for Requesting FMLA Leave

Full-time employees who have worked for Kalamazoo RESA for at least twelve (12) months and 1,250 hours over the previous twelve (12) months may request up to 12 work weeks of leave for any of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform one or more essential functions of the employee's job.

When the need for leave is foreseeable, employees are expected to provide thirty (30) days advance notice. When not foreseeable, employees are required to provide notice of the need for leave as soon as practicable. Not following timely requirements may result in the delay of FMLA protected leave.

The application form (which can be photocopied for use) is available on the HR forms section of the Kalamazoo RESA intranet. The application should be completed and approved by the administrator of the employee's site and forwarded to the Human Resources department in a timely fashion. The Certification of Health Care Provider form, which can be located on the Kalamazoo RESA intranet, should be forwarded directly to the Human Resources department.

Link to access more information and Certification of Health Care Provider:

Employee: <http://www.dol.gov/whd/forms/WH-380-E.pdf>

Family Member: <http://www.dol.gov/whd/forms/WH-380-F.pdf>

Department of Labor FMLA FAQs: <http://www.dol.gov/whd/fmla/fmla-faqs.htm>

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Kalamazoo RESA that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. Any employee violating this policy will be subject to disciplinary action, up to and including discharge.

SEXUAL HARASSMENT

SEXUAL HARASSMENT POLICY

The Board of Education of the Kalamazoo RESA is committed to maintaining a learning and working environment that is free from sexual harassment. Any staff member who harasses any other staff member, board member, parent or student and students who harass other students, staff, or board members and board members who harass any other board members, staff and students through conduct or communication of a sexual nature shall be considered in violation of this policy.

The following basic policy statements apply:

1. Unwelcome sexual advances, requests for sexual favors and any inappropriate verbal or physical conduct of a sexual nature shall be considered sexual harassment when:
 - a. Submission to or rejection of such conduct or communication has either the purpose or effect of interfering with an individual's scholastic or employment performance or such conduct that creates an intimidating, hostile or offensive work or learning environment.
 - b. Submission to or rejection of such conduct or communication by an individual serve as the basis for decisions affecting the education or employment of that individual.
 - c. Submission to such conduct or communication is implicitly or explicitly made a term or condition of employment or education.
2. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which fails to respect the rights of others, which lowers morale and which, therefore, interferes with an employee's work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:
 - a. Verbal. Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats.
 - b. Non-verbal. Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, obscene gestures.
 - c. Physical. Unwanted physical contact, including touching, pinching, coerced sexual intercourse, assault.
3. Sexual harassment is prohibited by both state and federal law. To the extent possible, any allegation will be handled with confidentiality and in accordance with the existing board policies, operating procedures, due process and parent/student handbooks.

4. All students, board members and employees of the district shall comply with this policy and take appropriate measures to ensure that sexual harassment does not occur. Appropriate action designed to stop the harassment immediately and to prevent its recurrence will be taken against any student or employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include oral or written reprimand, suspension or discharge. Any substantiated charge may also result in criminal and/or civil action against the alleged perpetrator.
5. A substantiated charge against a board member in the school district shall subject that board member to any legal and disciplinary action allowed under applicable law.
6. This policy shall be brought to the attention of all staff, board members, students and parents, and shall become a component of student, staff and parent orientations.

HARASSMENT OTHER THAN SEXUAL HARASSMENT

Just as harassment of an employee and others based on his/her sex is illegal and forbidden by Kalamazoo RESA policy, any harassment of an employee because of his/her sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law is also prohibited. Any employee engaging in any form of unlawful harassment will be subject to disciplinary action up to and including discharge.

HARASSMENT COMPLAINT PROCEDURE

1. An employee, board member, volunteer or student ("Complainant") who believes he/she has been harassed by a supervisor, co-worker, student, board member, or volunteer should promptly notify their direct supervisor, program administrator, building principal, HR Assistant Superintendent/Title IX Coordinator or someone with authority whom they feel comfortable speaking with about the situation. All situations will immediately involve Human Resources Assistant Superintendent. Complaints will be handled in a timely and confidential manner to the greatest extent possible and consistent with any relevant Board policies and in compliance with any applicable law.
2. The Human Resources Assistant Superintendent/Title IX Coordinator will conduct a fair, thorough and timely investigation of the allegation(s). The investigation will consider the nature of the alleged conduct and the context in which the alleged conduct occurred. An

investigation will normally include conferring with the parties involved, as well as any named or possible witnesses. An employee, student or board member against whom a complaint is filed shall receive a fair and impartial review of the allegation(s). During the investigation the Complainant or alleged perpetrator may have a representative present consistent with any Board policies.

3. The Complainant and others assisting in the investigation shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation. However, a Complainant who files a false complaint, or an individual who provides or knows false information has been provided during such an investigation and fails to report such information to the investigating monitor, shall be subject to discipline, up to and including discharge.
4. If the evidence obtained as a result of the investigation reveals that unlawful harassment has occurred, the Human Resources Assistant Superintendent/Title IX Coordinator shall inform the parties of the recommended corrective action. A report shall be provided with recommendations for corrective action to the Superintendent for review and action. Either party may request that Human Resources schedule a “full” review of the allegations by the Superintendent. Such review will include, but is not limited to, an opportunity for each party to address the Superintendent.
5. The Superintendent may take such action as is consistent with this policy, other Kalamazoo RESA policies and practices, written or otherwise, and applicable law. If the Superintendent determines that the harassment occurred, prompt attention and action designed to stop the harassment immediately and to prevent its recurrence, will be taken. The District considers unlawful harassment to be a serious offense, which can result in discipline up to and including discharge of the perpetrator consistent with Board policies, and state and/or federal law.
6. The Human Resources department shall be responsible for providing each full or part-time employee with a copy of this policy who will sign an acknowledgement that they have received a copy of this policy. This policy shall be readily available to any party requesting it.
7. The terms of this policy shall be reviewed periodically with employee groups.

SEXUAL HARASSMENT ONLINE TRAINING PROGRAM

Under OSHA requirements, all employees, both full and part-time, are required to have annual Sexual Harassment training. Kalamazoo RESA conducts Sexual Harassment training using an online program through SafeSchools. Employees in need of accommodations should contact their administrator for further information. The training takes approximately twenty (20) minutes and can be done either at home or during the work day. The program can be accessed on our website at www.kresa.org. The Human Resources department monitors that all employees complete the training. A reminder notice is sent to each administrator regarding employees who have not completed the training. For questions specific to the content of the Sexual Harassment training, call Human Resources.

ADDITIONAL POLICIES

EMPLOYEE ADVISORY COUNCIL

The intent of the Employee Advisory Council is to facilitate communication and feedback between KRESA employee representatives and the executive level KRESA leadership. Matters should be brought to the Council that enhance the effectiveness of KRESA, the clients we serve and well-being of employees. The well-being of employees includes working conditions, salary and benefit considerations and an avenue to provide feedback on organizational operation or mission.

The Council will meet at least quarterly, during the school year. The Superintendent, or his/her designee, will chair the meetings.

The Council will select a facilitator each year. The facilitator will develop an agenda based upon employee input prior to each meeting and share it with the administration at least three (3) days before the Council meeting.

The Council will have representatives from each department and/or site. Those representatives should be involved in the development of the agenda. Agenda items should be shared with each immediate supervisor, by representative, prior to placement on the agenda.

Council representatives are responsible to communicate information from the Council meetings to their department and/or site employees.

Minutes will be taken at each meeting and distributed to all representatives. Minutes taken by the Council facilitator or designee will be approved by administration.

Council representatives will be released from their work station with adequate time to attend meetings on-time.

Agenda items not resolved, or those tabled, should be readdressed at the next meeting. Items of individual nature should be addressed along the chain of command, i.e. immediate supervisor and so on.

SNOW DAY POLICY

If an employee of Kalamazoo RESA finds it impossible to report to work because he/she is snowed in, the person shall notify his/her program administrator. An absence should be requested in the Workforce attendance system and approved by the immediate supervisor, divisional director and/or the Superintendent. An employee may use either a vacation day or a business day for the absence. If an employee has no available vacation or business day available, this day of absence will be without pay.

Kalamazoo RESA snow day procedures are as follows:

Employees Working in School Programs:

Employees who work in the Juvenile Home School, Valley Center School, Young Adult Program, Hearing Impaired Classroom Program, Autism Classroom Program, and WoodsEdge Learning Center, will follow the snow day closing schedule of the local district in which their building program resides.

The Juvenile Home School and Young Adult Program will follow Kalamazoo Public Schools' snow day policies and procedures.

The Hearing-Impaired Classroom Programs and WoodsEdge Learning Center will follow the Portage Public Schools' snow day policies and procedures.

The Head Start and Autism Classroom Programs will follow the location of the host district.

All Other Kalamazoo RESA Employees:

An employee must report to work on snow days, unless notice is received by the employee through the School Messenger Alert system or a phone call indicating no need to report to work.

Employees should contact a program administrator with any questions concerning this policy.

ON THE JOB ACCIDENTS

Each program area should have a designated person who will complete an accident report if an accident occurs on the job. All accident reports must be sent immediately to the Human Resources department.

If an employee is injured on the job, the employee should be referred to one of the following providers if appropriate, or to an emergency care center:

List of approved facilities for on the job accidents: [Approved Facilities](#)

WORK RELATED ACCIDENTS AND/OR MEDICAL LEAVES

If an employee is injured in a work-related accident or has other medical leaves, the employee must normally be able to adequately perform the essential functions of his/her current job to be able to return to work from injury or illness.

WRITTEN HAZARD COMMUNICATION PROGRAM

The following written hazard communication program has been established for Kalamazoo RESA. The program will be available in the Human Resources department for review by all employees.

Hazard Determination

- A. Kalamazoo RESA will rely on Safety Data Sheets (SDS) from material suppliers to meet hazard determination requirements.

Labeling

- A. The Facilities Manager shall be responsible for seeing that all containers coming in are properly labeled.
- B. All incoming labels shall be checked for identity of the material, hazard warning, and name and address of responsible party.
- C. Each employee shall be responsible for seeing that all portable containers used in their work area are labeled with appropriate identity and hazard warning.
- D. Piping systems shall be painted at access points and every ten (10) feet where the piping is eight (8) feet or closer to employee contact.
- E. Piping shall be painted or labeled.

Safety Data Sheets (SDS)

- A. The Facilities Manager shall be responsible for compiling and maintaining the master SDS's file.
- B. Copies of SDS's for all hazardous chemicals to which divisional employees may be exposed shall be kept in a binder at each location.
Note: All buildings not owned by Kalamazoo RESA will have their own procedures for SDS's as well as copies of pertinent SDS's for products used by Kalamazoo RESA.
- C. SDS's will be available for review to all employees during each work shift. Copies will be available upon request to their supervisor.
- D. The Business Office shall make requests for SDS's on all purchase orders. If a SDS is not received after requests, Kalamazoo RESA shall contact MIOSHA's Occupational Health Division at (517) 322-1608 for assistance in obtaining the SDS. A file of follow-up letters shall be maintained for all shipments received without SDS's.
- E. Human Resources shall provide each administrator with the required MIOSHA Right to Know Poster. Facilities Manager will provide postings notifying employees of new or revised SDS's within five (5) days of receipt of a new or revised SDS.

Employee Information and Training

- A. Each building administrator shall coordinate and maintain records of training conducted at Kalamazoo RESA, including the attendance rosters.

- B. Each employee whose work station would be exposed to hazardous materials will be asked to attend a safety class, review the SDS forms as well as review information on:
- chemicals and their hazards in their work areas
 - how to lessen or prevent exposure to the hazardous chemicals
 - what Kalamazoo RESA has done to lessen or prevent workers' exposure to the chemicals
 - how to read and interpret labels and SDS's used at Kalamazoo RESA

After attending the class, employees shall sign a form stating that they received the written materials outlined above and received the safety training. Before any new hazardous chemical is introduced into a division, each employee shall be given information in the same manner as during the safety class. The divisional administrator shall be responsible for seeing that SDS's on the new chemical are available. In each area where hazardous materials are used, safety meetings shall be held, and attendance will be mandatory for all employees. Notices shall be posted on the employee bulletin boards that provide the location of the written hazard communication program.

Employees shall be informed that Kalamazoo RESA is prohibited from discharging, or discriminating against, an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.

Informing Contractors

- A. It is the responsibility of the Facilities Manager to provide the contractors and their employees with the following information:
- hazardous chemicals to which they may be exposed to while on the job site
 - measures the employees may take to lessen the risks
 - steps Kalamazoo RESA has taken to lessen the risks
 - SDS's for all hazardous chemicals are on file in the designated office
 - procedures to follow if they are exposed
- B. The Facilities Manager shall coordinate with the divisional administrator to ensure that contractors' employees are given this information prior to entering the work site.

List of Hazardous Chemicals

A list of hazardous chemicals used by Kalamazoo RESA is available from the Facilities Manager.

Further information regarding any of these chemicals can be obtained by reviewing its respective SDS.

Authority: 1974 PA 154
29 CFR 1970.1200

HAZARDOUS COMMUNICATION SAFETY TRAINING ONLINE

Under OSHA requirements, all employees, both full and part-time, are required to have completed annual Hazardous Communications Safety training.

Kalamazoo RESA conducts Hazardous Communications Safety training using an online program through SafeSchools. Employees in need of accommodations should contact their administrator for further information.

The training takes approximately twenty (20) minutes and can be done either at home or during the work day. The program can be accessed on our website at www.kresa.org.

The Human Resources department monitors that all employees complete the training. A reminder notice is sent to each administrator regarding employees who have not completed the training.

For questions specific to the content of the Hazardous Communications safety training, contact Human Resources.

PERSONAL ITEMS AT KALAMAZOO RESA

All employees should be aware of the fact that any personal items kept at Kalamazoo RESA are not covered by district insurance.

REIMBURSEMENT FOR DAMAGES TO PERSONAL PROPERTY

It shall be the policy of the Kalamazoo RESA's Board of Education to reimburse staff for damages exceeding \$20 to personal property caused by students in our programs. It is not

the intent to reimburse for items that normally wear out in the course of day-to-day employment or items that should not be accessible to students per policy.

Procedure

Requests shall be submitted by completing a personal property damage reimbursement form immediately following the occurrence and shall include a summary of the accident, damage caused, and estimate of repair or replacement cost. Requests shall have the approval of the immediate supervisor and the divisional director. All requests over \$50 shall be approved by the Superintendent and/or Assistant Superintendent.

Forms can be obtained from division administrators.

DRUG PREVENTION PROGRAM

Drug Prevention Program – Employee

Philosophy

The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.

Standard of Conduct

The unlawful possession, use (including, but not limited to application, injection, inhalation or ingestion), or distribution of illicit drugs and alcohol on school premises or at any of its activities is prohibited. Operating under the influence of illicit drugs and alcohol during working hours is also prohibited.

Disciplinary Action

Disciplinary actions up to and including termination of employment and referral for prosecution will be imposed on employees who violate the standards of conduct. Disciplinary sanctions may include the completion of an appropriate rehabilitation program. Additionally, employees will be required to undergo tests in cases in which management reasonably believes that an employee is under the influence of alcohol or drugs. Such reasonable belief may be based on observations of the employee's behavior by the supervisor or official designee, significant changes in performance where drugs or alcohol may be a contributing factor, and/or other reasonable suspicions where the supervisor or official designee may believe alcohol and/or drugs are possibly involved.

Conditions of Employment

District employees are required, as a condition of employment, to abide by the District's policy regarding a drug free workplace set forth above. In addition to abiding by that policy, employees must also do the following: Per the school safety legislation, notify the District and the State Department of Education of arraignment resulting from arrest within three (3) days of the arraignment/conviction date. See the Procedures for Employment section for more information on this disclosure requirement. In the event that an employee has knowledge of, but fails to report such an arraignment/conviction, the employee will immediately be terminated from employment.

Referrals

The Human Resource office shall provide information to employees about drug and alcohol counseling and rehabilitation and re-entry programs available from area licensed assessment and treatment agencies. Referral of employees with drug and/or alcohol abuse and/or dependency problems to one or more such agencies may be made by the Human Resources department, the Superintendent or designee.

Communication

Employees will be notified of the District's implementation of a Drug Prevention Program for students and employees. The contents of the program will also be shared with employees.

Compliance

Compliance with the standards of conduct by employees is mandatory. Kalamazoo RESA will not defend or support, legally or financially, any violator of the above should such violation result in a lawsuit or other liability.

Assistance

A list of substance abuse service providers is available from HelpNet (800-969-6162 or 800-523-0591 from the Kalamazoo area). Human Resources may also be contacted for assistance.

Drug Prevention Program - Student

Philosophy

The use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.

Curriculum

An age-appropriate, developmentally based drug and alcohol education and prevention curriculum is available to all Kalamazoo RESA students. The curriculum addresses the legal, social and health consequences of drug and alcohol use and provides information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

Standards of Conduct

The unlawful possession, use or distribution of illicit drugs and/or alcohol on school premises or at any of its activities is absolutely prohibited. Attending school or school functions under the influence of illicit drugs and/or alcohol is also prohibited.

Disciplinary Action

Students who violate the standards of conduct shall be disciplined under the process outlined in the Student Handbook of the program in which the student is enrolled. Disciplinary sanctions may include the completion of an appropriate rehabilitation program. Kalamazoo RESA shall report the incident to the appropriate law enforcement agency.

Referrals

The program administrator shall provide information to students about drug and alcohol counseling and rehabilitation and re-entry programs available from area licensed assessment and treatment agencies. Referral of students with drug and/or alcohol abuse, dependency or other related problems to one or more such agency may be made by the Superintendent or designee. Parents or guardians of students who are minors will be notified before any such referral.

Communication

Students and parents, when appropriate, will be notified by mail of the District's implementation of a Drug Prevention Program for students and its contents.

Compliance

Compliance with the standards of conduct by students is mandatory.

SMOKING IN/ON SCHOOL DISTRICT FACILITIES

In the interest of public health, and in compliance with Michigan laws, Kalamazoo RESA maintains a smoke-free environment in school district facilities.

Smoking and other uses of tobacco products as defined by Michigan law are not permitted in any facility or on any premises owned, operated, or leased by the District. Appropriate signs shall be placed in each of the District's facilities stating that smoking is prohibited. Employees are prohibited from leaving school district grounds for the sole purpose of smoking or making use of tobacco products.

“Use of a tobacco product” means any of the following:

1. The carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
2. The inhaling or chewing of a tobacco product (includes vaping)
3. The placing of a tobacco product within a person’s mouth Authority: MCL 750.473

TIME OFF WITHOUT PAY

Kalamazoo RESA will honor absence requests without pay with the approval of the administrator of the division. Time off without pay will be deducted from the total number of work days; and sick leave and vacation days will be prorated using the actual number of work days.

FREEDOM OF INFORMATION ACT INQUIRIES

Pursuant to Act 442 of the Michigan Public Acts of 1976 as amended (i.e. Freedom of Information Act “FOIA”) the following procedures and guidelines are established by Kalamazoo RESA for responding to and charging fees in connection with requests for public records:

1. The Superintendent and/or his/her designee(s) shall serve as the District's designated FOIA official(s).
2. When the District receives written requests for public records, such requests shall be promptly brought to the attention of the Superintendent or his/her designee(s). A written request means “a writing that asks for information, and includes a writing transmitted by facsimile, electronic mail, or other electronic means.” The Superintendent and/or his/her designee shall determine if:
 - a. There is question or doubt concerning the existence of the public record(s); and/or
 - b. There is question or doubt as to whether the public record(s) may be exempt (in whole or part) from disclosure; and/or

- c. There is or may be any significant cost or expense (excepting only a mere nominal cost or expense) associated with the District's response.
3. Upon receiving a request, the District shall inform the person making the request of the estimated fee for processing the request. The District shall assess fees allowable under FOIA as follows:
 - a. Photocopying charges of 10 cents per page, or if the nature of the duplication necessitates duplication by outside sources, the actual cost of employing such outside sources;
 - b. Actual mailing costs;
 - c. Labor costs incurred in duplication and mailing. Such cost determinations shall be based on the charges allowed (e.g. labor costs of the hourly wage of the lowest paid district employee capable of retrieving the information necessary to comply with a request) under FOIA;
 - d. Labor costs for search, examination, review, and deletion or separation of exempt from non-exempt information, at the hourly wage of the lowest paid employee capable of complying with the request. Such labor fees shall be charged only when the request requires more than \$50.00 of labor. The Superintendent and/or his/her designee shall identify the nature of the unreasonably high labor cost.
 - e. No charge for the first \$20.00 of the fee shall be made to an individual who proves indigence or receipt of public assistance. State guidelines for determining free and reduced cost meals to families shall be used as guidelines to determine indigence.
 - f. If the fee(s) exceeds \$50.00 for providing the public record(s) requested, a good faith deposit not exceeding one-half (1/2) of the total fee shall be required before processing the request. Any and all remaining fees allowed shall be collected before providing the public record(s) requested.
4. In applying and administering the foregoing policy, the Superintendent and/or his/her designee(s) may, on behalf of the District, exercise such rights as are afforded to the District under FOIA.

Statutory References: MCL 15.231, et seq., as amended
1996 PA 553, effective March 31, 1997.

Adopted: 2/25/93

Amended: 7/23/98

WEAPON FREE SCHOOL ZONE POLICY

The Board of Education of Kalamazoo RESA, as both an employer and a public-school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of Kalamazoo RESA (or the Superintendent, a principal or other district official as may be designated by the Board) shall permanently expel a pupil from attending school in the school district, if the pupil possesses a weapon that constitutes a dangerous weapon in a weapon free school zone. The Board, administrator or designee must find that the student “knowingly” possessed the weapon and the basis for the finding should be recited on the record. Such expulsion is mandatory, unless the pupil establishes in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the pupil;
3. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon;
4. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Recordation and Referral

All expulsions pursuant to this policy shall be entered and preserved on the student’s individual permanent record. This information shall be disseminated, as part of a student’s permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where this district is requested, or otherwise required, to forward or release records to that institution. The school district shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the student’s parent or legal guardian (if the pupil is a minor) and to the local law enforcement agency.

The school district shall, within three (3) days of expulsion, refer the expelled student to the appropriate county department of social services or county community mental health agency.

The school district shall also notify the student's parent or legal guardian or (if the student is at least 18-years old or otherwise legally emancipated) notify the expelled student of the referral. The school district shall also report to the appropriate law enforcement agency conduct by any individual which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

Petitions for Reinstatement

Students expelled pursuant to this policy (or their parent or legal guardian if the student is a minor) may petition the Board of the school district for reinstatement to school. A student who was in grade five (5) or below when expelled may petition for reinstatement at any time after the expiration of sixty (60) school days subsequent to the date of expulsion. Students who were in grade six (6) or above at the time of expulsion may petition for reinstatement at any time after the expiration of one hundred fifty (150) school days subsequent to the date of expulsion. The school district will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the Board of Education and its designated committee to request, receive and review all student records and student record information maintained by any public or private school which the petitioning student has attended. If such records are already in the possession of this district, the parent/guardian or student (if 18 years or emancipated) shall furnish written authorization for review of same by the committee and Board of Education members.

Upon receipt of a petition for reinstatement, the District shall do the following:

1. No later than ten (10) school days after receiving a petition for reinstatement, the school board shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student is a minor) or from the expelled student;
2. The committee shall consist of two (2) school board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student attending the school district;
3. The Superintendent of the school district may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement;
4. No later than ten (10) school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by

the school district, and shall submit a recommendation to the school board on the issue of reinstatement;

5. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement; and
6. The Superintendent shall be allowed to attend meetings of the committee appointed by this Board of Education when considering petitions for reinstatement

Criteria for Reinstatement

The designated committee and the Board of Education shall consider at least the following factors when a petition for reinstatement is submitted:

1. Whether the reinstatement would create a risk of harm to other students or school personnel;
2. Whether reinstatement would create a risk of school district liability or individual liability for the school board or school district personnel;
3. The age and maturity of the student;
4. The student's school record before the incident that caused the expulsion;
5. The student's attitude concerning the incident that caused the expulsion;
6. The student's behavior since expulsion and the prospects for remediation of the student;
7. The degree of cooperation and support from the student's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian, if the expelled student is reinstated.

Petitions for reinstatement from students expelled by another board of education shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board. The school district will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling board.

No later than the next regularly scheduled board meeting after receiving the recommendation of the committee, the Board shall make a decision to unconditionally reinstate the student, conditionally reinstate the student, or deny the reinstatement request. The decision of the Board is final.

Conditions of Reinstatement

The school board may require an expelled student (and if the petition was filed by a parent or legal guardian, the parent or legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

1. Signing a behavior contract;
2. Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
3. Periodic progress reviews;
4. Specific immediate consequences for failure to abide by any conditions of reinstatement.

Reinstatement

If the school district decides to reinstate the expelled student, those who were in grade five (5) and below at the time of the expulsion shall not be reinstated before the expiration of ninety (90) school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun Free Schools Act. For students in grade five (1) and below who have violated the Federal Gun Free Schools Act and who are accordingly subject to mandatory one (1) year expulsion, the Superintendent may submit his or her own recommendation to the board of education, in conjunction with the designated committee's recommendation, to modify the one-year expulsion requirement (on a case-by-case basis) to a period of time not less than ninety (90) school days. Students in grade six (6) or above at the time of the expulsion shall not be reinstated before the expiration of one hundred eighty (180) days (one legal school year) after the date of expulsion.

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under federal law to students who are eligible for special education programs and services.

Definitions

- “Weapon” or “dangerous weapon” includes: firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over three inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.
- “Weapon Free School Zone” means school property and/or a vehicle used by the school to transport students to or from school property.
- “School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, and includes the area up to 1,000 feet surrounding school property.
- “Firearm” means (a) weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a “firearm.”

Legal References: MCL 28.421, 380.1311, 380.1313, 750.82, 750.237a, and 18 U.S.C. § 921.

Seal v Morgan, ___ F3d ___ (CA 6 200)

IDEA, as reauthorized, 20 USC §1400 et seq, 1999 PL 105-17 as amended.

DISTRICT CREDIT CARDS

The Superintendent or his/her designee shall be responsible for the issuance, accounting, monitoring, retrieval, internal controls and generally overseeing the use of district credit cards for board members and employees. More information about district credit cards can be located on the Kalamazoo RESA intranet under the Business Office page.

PRINTING / DUPLICATING SERVICE & COPYRIGHT COMPLIANCE

The Board shall make duplicating equipment available for administrative and instructional use to the extent that is economically feasible and practical, and in keeping with best instructional practices.

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission.

The Board has certain proprietary rights to publications, devices, and instructional materials produced by Kalamazoo RESA employees while in the employment of the agency. All items prepared by employees shall become the property of Kalamazoo RESA. The Board may elect to copyright or patent such materials, devices or programs. All earnings or profits from such original material, devices, or programs shall become assets of the agency.

The Board shall adhere to the provisions of the United States copyright laws regarding the duplication of copyrighted materials, computer software programs, and other audio or video materials.

More information regarding this board policy in its entirety can be found in the board policy manual via the Kalamazoo RESA intranet.

ELECTRONIC INFORMATION POLICY

The provisions of this policy provide for access to Kalamazoo RESA's technology resources (computers, technical instruments, and networks) and to Kalamazoo RESA's internet and wide area network connections for legitimate work and educational purposes that are consistent with Kalamazoo RESA's mission statement. As such, these accesses shall: (1) assist in the collaboration and exchange of information, (2) facilitate professional growth in the use of technology, and (3) enhance information gathering and communication skills.

Use of Kalamazoo RESA's technology resources must not interfere with the employees' job performance, must not violate any provisions contained in this policy or the employee acceptable use agreement, and must not damage Kalamazoo RESA's hardware, software or computer communications.

In exchange for the use of Kalamazoo RESA's technology resources either at work/school or away from work/school, employees shall abide by the rules and regulations set forth by Kalamazoo RESA and its internet providers.

ELECTRONIC INFORMATION AGREEMENT

The purpose of this agreement is to provide access to Kalamazoo RESA's technology resources (computers, technical instruments, and networks) and to Kalamazoo RESA's

internet and wide area network connections for legitimate work and or educational purposes that are consistent with Kalamazoo RESA's mission statement. As such, these accesses shall: (1) assist in the collaboration and exchange of information, (2) facilitate professional growth in the use of technology, and (3) enhance information gathering and communication skills.

To access and use District Technology and Information Resources, including a school-assigned e-mail account and/or the Internet at school, staff members must read and acknowledge the receipt of this form.

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for business, professional and educational purposes only. Unauthorized or inappropriate use may result in loss of this privilege and/or other disciplinary action.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or an Assistant Superintendent may disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board reserves the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that a staff member has the proprietary rights to the design of a web page, site, service or app hosted on Board-owned or District-affiliated servers, the staff member agrees to license in perpetuity the use of the web page, site, service or app by the Board without further compensation.

I have read and agree to abide by the Staff Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and/or Guidelines is inappropriate and may constitute a criminal offense. As a user of

District Technology Resources, I agree to communicate over the Internet and the computer network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I understand that individual users have no expectation of privacy related to their use of District Technology Resources.

The Superintendent is responsible for determining what is unauthorized or inappropriate use. The Superintendent may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the Board's Staff Technology Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to the applicable collective bargaining agreement, State law and/or Board Policy.

DO-NOT-RESUSCITATE ORDERS

It is the policy of Kalamazoo RESA, heretofore referred to as the "District", that all students shall be provided with immediate first aid and 911 emergency rescue services when a medical crisis or life-threatening episode, which may include cessation of spontaneous respiration and circulation, occurs at school.

However, with respect to students 18 years of age or older, if a "Do-Not-Resuscitate" order ("DNR" order) has been executed in accordance with the Michigan Do-Not-Resuscitate Procedure Act, MCL 333.1051 to MCL 333.1067 1 and submitted to the District, school personnel shall act in accordance with the order and refrain from medical interventions that are inconsistent with the specific order unless the District believes that a specific DNR order has been executed contrary to the wishes of the person covered by the order. The District reserves the right to review DNR orders and the surrounding facts and circumstances and make its own judgment as to whether it will honor a DNR order or petition for judicial review.

With respect to students under 18 years of age, if a parent(s) or legal guardian(s) executes a DNR order on behalf of their child/ward and submits it to the District requesting that the District honor it, the District shall administratively review the request to determine if the DNR order will be honored by the District. The review of DNR orders shall be based on the best interests of the student, the authority and interest(s) of the person(s) making the request, applicable laws, and the welfare of the District. If appropriate, the District may seek judicial review of an order.

A DNR order is separate from other aspects of a student's care. The Superintendent shall establish procedures to implement this policy. The Superintendent is responsible for ensuring compliance and continued implementation of this policy.

Approved: February 27, 1997

Amended: June 24, 1999

Legal Reference: Michigan Do-Not-Resuscitate Procedure Act, PA 193 of 1996, being sections 333.1051 to 333.1067 of the Michigan Compiled Laws, Section 10 of the Michigan Revised School Code, MCL 380.10, and 1999 OAG No. 7009.

¹ Public Act 193 of 1996, entitled the Michigan Do-Not-Resuscitate Procedure Act, contains provisions for individuals age 18 or older, who are of sound mind, to execute a do-not-resuscitate order on their own behalf. This statute does not include provisions concerning minors, beyond the recitation in §16(1) to not impair or supersede the parent's legal right to consent to or refuse medical treatment on behalf of his or her child.

SAFE SCHOOLS POLICY

Kalamazoo RESA's Board of Education believes that the safety and security of students and staff is a priority. However, Kalamazoo RESA realizes that all crises cannot be prevented.

The Board believes that:

1. Safe schools require a collaborative effort of the Board of Education, administrators, teachers, support staff, students, parents, local educational agencies, local governmental agencies, and the community.
2. A variety of prevention and intervention strategies, programs, and activities should be developed to provide for the safety and security of students and staff.
3. Each school or site should have a safety/security plan and procedures to:
 - Prevent a crisis;
 - Respond to a crisis;
 - Contain a crisis; and
 - Provide support to students and staff after a crisis.
4. Appropriate safety and security measures should be implemented.

Physical aggression, hostile behavior, harassment, extortion, violent behavior or possession of weapons shall not be tolerated. Anyone who demonstrates such behavior shall be held accountable for his/her actions in accordance with any applicable civil and criminal laws and/or regulations.

The Superintendent or his/her designee(s) shall establish procedures to implement this policy.

First Reading: December 10, 1998

Adopted: January 28, 1999

Legal References: MCL 380.601a

PROHIBITING USE OF CORPORAL PUNISHMENT

Kalamazoo RESA employees, volunteers, or contractors shall not inflict or cause to be inflicted corporal punishment upon any student under any circumstances. Corporal punishment shall not be approved or used within any program or service provided by Kalamazoo RESA.

Corporal Punishment means: Any deliberate infliction of physical pain by hitting, paddling, spanking, slapping and any other physical force used as a means of discipline.

In emergency situations reasonable physical force on a student may be used 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. In maintaining that order and control, the person may use physical force upon a student as may be necessary for one or more of the following:

- a. To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of the school district or public school academy functions within a school or at a school-related activity, if that student has refused to comply with a request to refrain from further disruptive acts.
- b. For self-defense or defense of another.
- c. To prevent a student from inflicting harm on himself or herself.
- d. To quell a disturbance that threatens physical injury to any person.
- e. To obtain possession of a weapon or other dangerous object upon or within the control of a student.
- f. To protect property.

Each use of an emergency procedure should be documented and reported to building administration and the parent or guardian. An incident report form should be completed. Reasonable physical force should never be used in place of appropriate treatment intervention.

Staff who violate this policy shall be appropriately disciplined, up to and including discharge, in accordance with the law.

This policy shall be brought to the attention of all staff. Staff working in environments with students should be trained in appropriate crisis intervention strategies and provided with a list of alternatives to corporal punishment.

COMMUNICABLE DISEASE CONTROL POLICY

Kalamazoo RESA shall strive to protect the safety and health of students in its care, as well as their families, its employees, and the general public. Staff members shall cooperate with the Kalamazoo County Human Services Department to comply with the Michigan Public Health Code, Public Act 368 of 1978, Parts 51 and 92, as amended, for the prevention, control, and containment of communicable diseases in schools.

A. Immunizations

Kalamazoo RESA expects students to be in compliance with the immunization requirements set forth in Part 92 of the Michigan Public Health Code and Michigan Administrative Rule 325.176 (Rule 6). A student is exempt from the requirements of Part 92 of the Code if either: (1) a physician provides written certification to Kalamazoo RESA that a specific immunization for any period of time is or may be detrimental to the student's health or is not appropriate; or (2) a student's parent, guardian, or person in loco parentis of the minor student presents a written statement to the Kalamazoo RESA administrator of the student's school stating that the requirements of Part 92 of the Code cannot be met because of religious convictions or other objection to immunization. Students who do not submit a written exemption in accordance with the Code and who do not meet the immunization requirements may be excluded from school attendance unless a request for extension for a reasonable length of time is certified and filed with Kalamazoo RESA. Kalamazoo RESA staff shall cooperate with public health personnel in completing and coordinating all required immunization data, exemptions and exclusions, including the necessary immunization assessment program forms (IP-100s) to provide for preventable communicable disease control.

B. Communicable Diseases Spread by Casual Contact

The Superintendent or a school official designated by the Superintendent has the authority to exclude a student or staff member from the school setting when reliable evidence or information from a qualified source (e.g. medical professional,

parent/guardian, or the infected eligible student or staff member) confirms that the student or staff member has a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health risk to the school population. Such a student or staff member may be returned to the school or employment setting when a physician or local health officer indicates that he or she does not represent a risk to the school population or the condition is no longer considered contagious. All reported communicable diseases will be referred to the Kalamazoo County Human Services Department in accordance with the Michigan Public Health Code.

“‘Casual contact’ is used here to refer to any contact that does not permit the direct exchange of blood into the bloodstream, semen, or vaginal secretions from one person to another, e.g. shaking hands, sneezing, coughing, sharing eating utensils, sharing food or beverages, toilet seats, furniture, telephones, office equipment, insect bites (except that sharing eating utensils, food or beverages is not considered ‘casual contact’ for the purposes of Hepatitis B).” (“Responding to HIV and AIDS,” a special publication for NEA Members from the Health Information Network, 1989, pp)

C. Communicable Diseases Not Spread by Casual Contact (E.G. HIV and AIDS)

1. School Attendance

A student with human immunodeficiency virus (HIV) infection or acquired immunodeficiency symptoms (AIDS) shall have the right to attend school and receive services as any other student and will be subject to the same rules and policies. HIV infection and AIDS shall not factor into decisions concerning class assignments, privileges, or participation in any school sponsored activity for which the infected student is otherwise qualified.

- a. A student with HIV infection or AIDS shall have the right to remain in the school setting unless he or she has a secondary communicable disease or condition that is known to be spread by casual contact, as verified by a physician, which poses a significant health or safety risk to others.
- b. If issues regarding school attendance arise that cannot be informally resolved, Kalamazoo RESA will follow the protocol for a case-by-case review as outlined in Appendix A. Unless C (1)(a) applies, the student will remain in the school setting during the review.
- c. School authorities will determine the educational placement of a student known to be infected with HIV or AIDS on a case-by-case basis by following established

policies and procedures for students with chronic health problems or students with disabilities. The student's and family's privacy rights will be respected.

School staff will strive to maintain a respectful school climate and not allow physical or verbal harassment of a student because of his or her HIV or AIDS status.

2. **Employment**

In employment, Kalamazoo RESA does not discriminate on the basis of HIV infection or AIDS or association with another person with HIV infection or AIDS, in accordance with the Americans with Disabilities Act of 1990, as amended. A staff member with HIV infection or AIDS is welcome to continue working as long as he or she is able to perform the essential functions of the position, with reasonable accommodation, if necessary.

3. **Privacy**

Students or staff members are not required to disclose HIV infection or AIDS status to anyone at Kalamazoo RESA. HIV antibody screening is not required for any purpose.

D. Confidentiality

Every Kalamazoo RESA staff member has a duty to treat as highly confidential any knowledge or speculation concerning the HIV or AIDS status of a student or other staff member. Violation of medical privacy is cause for disciplinary action, criminal prosecution, and/or personal liability for a civil suit.

Before any personally identifiable medical information from an education record(s) is shared with anyone in the school, the provisions of the federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, must be followed. Information regarding a student's HIV or AIDS status shall remain confidential unless Kalamazoo RESA has written parental permission to share this information or a legitimate educational interest (an educational need to know) by school staff in accordance with FERPA.

No information, whether in written or oral form, regarding a person's HIV or AIDS status shall be divulged to any individual or organization without a court order, the informed, written, signed, and dated consent of the person with HIV or AIDS (or parent or guardian of a minor), or as expressly allowed by the federal statute FERPA. Any written consent must indicate the specific information on the disease, infection, or condition that may be disclosed, the purpose for the disclosure, and to whom the disclosure may be made.

If the presence of a communicable disease that can be spread by casual contact must be disclosed to individuals in the school or employment community, Kalamazoo RESA will

attempt to release only general information about the existence of a specific communicable disease in the school and employment community without personally identifiable information.

All health records, notes, and other documents that reference a person's HIV or AIDS status will be kept in a separate file from the student's education records or employee's personnel file and kept under lock and key. Access to these confidential records is limited to those named in the written consent from the person (or parent or guardian of minor) to emergency medical personnel, or disclosures made in accordance with FERPA and/or other applicable laws. Information regarding HIV or AIDS status will not be added to a student's permanent education record without written consent.

E. Infection Control

Kalamazoo RESA has a Blood-Borne Pathogens Exposure Control Plan that complies with current MIOSHA law and implementing regulations. All employees and staff are expected to follow Kalamazoo RESA's plan in all settings and at all times. The plan shall be distributed and implemented regardless of the existence of an HIV positive student or employee in the school district. In accordance with federal and state laws, staff will receive training on blood-borne pathogens. Staff must strictly adhere to the procedures set forth in Kalamazoo RESA's plan. A staff member's failure to adhere to the plan is cause for discipline.

F. Dangerous Communicable Diseases Education

In accordance with Public Act 139 of 1990, Section 1169 of the Michigan Revised School Code, instruction on the principal modes by which dangerous communicable diseases including, but not limited to, HIV and AIDS are spread and the best methods for the restriction and prevention of those diseases, shall be provided in every school. Each person who teaches students about HIV infection and AIDS must have training in HIV and AIDS education for young people.

G. Staff Training

This policy will be distributed to all staff and reviewed with them. Certain staff may receive additional training as appropriate to their positions and responsibilities.

BLOOD-BORNE PATHOGENS EXPOSURE CONTROL PLAN

Under OSHA requirements, all employees (both full and part-time) are required to have annual blood-borne pathogens training. The blood-borne pathogens exposure control plan is available to employees online via the KRESA intranet.

SAFESCHOOLS ONLINE TRAINING PROGRAM

Kalamazoo RESA conducts online safety training through SafeSchools. Employees in need of accommodations should contact their administrator for further information.

The SafeSchools program can be accessed at <http://kresa.mi.safeschools.com/login>

The Human Resources department does audits and monitors that all employees complete the required SafeSchools trainings. A notice is sent to each administrator regarding employees who have not completed the training.

For questions specific to the content of the SafeSchools training, contact Human Resources.

General Provisions

This policy is effective immediately upon Board adoption. It shall be reviewed periodically for effectiveness, accuracy, and relevancy.

Adopted: March 26, 1992

Amended: June 27, 2002

Legal References: Michigan Public Health Code, 1978 PA 368, Parts 51 and 92, MCL 333.5101,

MCL 333.5131, MCL 333.9208, MCL 333.9209, MCL 333.9215, MCL 333.9311, Michigan Revised

School Code, MCL 380.1169, MCL 380.1177, and State School Aid Act, MCL 388.1767, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Title I, Civil Rights Act of 1991, Family Educational Rights and Privacy Act of 1974, and Michigan Occupational Safety and Health Act.

PLAN FOR DIVERSITY

Kalamazoo RESA's mission is to provide innovative and responsive educational services to educators and learners through leadership, collaboration and support. To help achieve this mission, it is imperative that Kalamazoo RESA provides an inclusive and diverse environment

that will encourage original thought, innovation and quality programs and services. We embrace a culture where inclusion and diversity thrive. Kalamazoo RESA aspires to create an environment that provides every individual with the opportunity to participate fully, including their many and unique ways of thinking, living, working, and learning.

1. Purpose/Goal of the Plan for Diversity

The purpose of the Kalamazoo RESA Plan for Diversity is to:

- A. Achieve equality of opportunity in the work environment.
- B. Promote the value of diversity within the work environment.
- C. Encourage appreciation and respectful interactions regarding differences, which will ultimately benefit our staff, students, customers and the organization.
- D. Enhance the performance of Kalamazoo RESA by:
 - Understanding the diverse population we serve.
 - Providing the most effective services to staff, students, clients and customers.
 - Attracting and retaining the best employees.

2. Implementation Responsibility

The Kalamazoo RESA Board of Education is responsible for the adoption of the Plan for Diversity and for resolving any conflict between the plan and other policies of the Board.

The primary responsibility and accountability for directing and implementing the Plan for Diversity rests with the Superintendent and/or his/her designee.

3. Dissemination of Plan for Diversity

Administrators: All administrators and supervisors in the District shall familiarize themselves with the Plan for Diversity. The Superintendent and/or his/her designee will identify individual responsibilities and roles.

Administrators and supervisors shall be responsible for assisting in the dissemination of the Plan for Diversity to all new staff. Reports and updates will be provided on an annual basis.

All administrators and supervisors shall be responsible for supporting the Plan for Diversity in work locations and at all sites.

Staff: New personnel shall receive information regarding the Plan for Diversity through the new hire orientation process.

Community: Copies of the Plan for Diversity shall be available in the Human Resources department for community access and review. The plan is also available on the Kalamazoo RESA website.

4. Monitoring, Evaluation, and Reporting

a. Assessment and Measurement

It is recognized that to achieve genuine diversity in the workplace, there must be a continuing process of assessment and measurement. Within the district, ultimate responsibility for the implementation of the plan is assigned to the Superintendent of Kalamazoo RESA and/or his/her designee.

Monitoring shall occur on an ongoing basis in the following areas:

- Diversity demographics within Kalamazoo County
- Diversity demographics within Kalamazoo RESA
- Recruitment and job posting procedures and listings
- Response from recruitment procedures and postings
- Numbers and topics of complaints and outcomes

b. Recruiting and Retention

The Human Resources department shall keep records on all hiring processes and outcomes as specified within the plan. This information shall reflect all attempts to be consistent with the purpose of the plan and to reflect compliance with all governmental regulations related to employee rights and hiring practices. The evaluation process shall assess the effectiveness of the plan.

c. Communications

A committee shall be appointed by the Superintendent to monitor and report on compliance with the plan. This committee shall include representation from diverse groups within Kalamazoo RESA. The committee shall convene periodically throughout the school year to monitor implementation of the plan, review progress, and assess the need to update the plan. Data shall be analyzed and a report compiled addressing recruitment and hiring practices progress toward achieving the goals of the Kalamazoo RESA Plan for Diversity and recommendations for modifications to the plan. This summary of progress shall be provided to the Superintendent, Board of Education, and staff each year during the month of March.

5. Implementation of the Plan for Diversity

To meet the goals of the Plan for Diversity and Inclusion, implementation will focus on the recruitment, hiring and retention of a diverse workforce and activities that will promote diversity.

- a. Kalamazoo RESA will provide activities each school year that will promote the value of diversity within the work environment. These activities will follow the diversity and inclusion strategic plan and will be focused on the commitment and accountability, the community we serve, assessment and measurement of data, open and honest communication, recruiting, retention, and education.
- b. Recruit, Hire and Retain a Diverse Work Force. Equal opportunity exists when persons are hired, trained, and promoted without regard to gender/sex, sexual orientation, religion, height, weight, race, color, national origin, age, marital status, status as a disabled veteran or veteran of the Vietnam era, or disability except such disability which cannot be reasonably accommodated as required by law. This plan is designed to help ensure balance within the workforce, that reflects the Kalamazoo County community and to help ensure equal opportunities for members of under-represented groups in all job categories and at all levels of employment.
 1. Recruitment: Develop and implement a recruitment process that reaches a cross section of the community.

Employment Applications

Application forms shall collect only that information directly relevant to job performance. Information requested during interviews shall be related to job performance only. Discriminatory inquiries shall be prohibited.

Job announcements and listings shall specify the nature of the job, the name, address and telephone number of the District, and the person to be contacted for information. Every announcement or listing of a position shall include Kalamazoo RESA's nondiscrimination statement noted here:

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Assistant Superintendents:

Tom Zahrt, Jennifer Sell and Mindy Miller. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

Kalamazoo Regional Educational Service Agency is an Equal Opportunity Employer.

Recruitment Procedures

General

Members of under-represented groups shall be actively recruited.

District recruitment publications shall be reviewed by the Diversity Committee to ensure equal treatment of groups and individuals.

In case of short-term positions in specially funded projects and programs, the terms of employment shall be clearly set forth in all publicity concerning the positions, and the recruitment and selection shall be limited to those persons who formally agree to the terms of employment.

If used, district recruiters shall reflect gender and ethnic equity.

Internal

All school district full-time position openings that are not temporary will be announced through postings on the Kalamazoo RESA website at www.kresa.org.

External

Vacancies for all full-time positions shall be posted on the Kalamazoo RESA website at www.kresa.org.

Selected positions shall be posted with appropriate colleges and university placement offices as well as additional community resources.

Reviews will be conducted annually determining recruitment resources available for actively recruiting employees from under-represented groups.

Human Resources shall initiate and maintain communications with sources of applicants for positions in which any group is under-represented. These sources could include organizations for minorities and persons with disabilities, colleges with large numbers of minorities and students with disabilities, local news media, local community organizations and schools, newsletters, journals with large

minority or persons with disabilities, readership, and specialized employment programs.

2. Hiring - Develop and implement hiring procedures that are designed to prevent discrimination.

The Kalamazoo RESA Superintendent and appropriate administrators shall be responsible for determining the staffing needs of Kalamazoo RESA.

Assignments, promotions, policies, transfers, layoffs or reductions in force shall be made in accordance with Board policy.

Hiring Procedures

All applicants will be informed of the hiring process at the time the application is requested. All hiring procedures (such as written, performance and oral testing, education and experience ratings, structured interviews, reference forms, application forms, etc.) shall be designed to prevent discrimination.

No pre-employment inquiries into religion, race, color, sex, national origin, age, marital status, sexual orientation, status as a disabled veteran or veteran of the Vietnam era, or disability except such disability which cannot be reasonably accommodated as required by law.

Information acquired shall be recorded after employment. Information relative to religion, race, color, national origin, age, sex, marital status, sexual orientation, status as a disabled veteran or veteran of the Vietnam era, or disability, except such disability which cannot be reasonably accommodated as required by law, shall be kept in accordance with federal and state guidelines.

3. Retention - Develop and promote support systems such as the Employee Assistance Program and mentoring.

Transfers, Terminations, and Reductions

Terminations, layoffs and demotions for all contracted staff shall be recorded and compiled annually for review by the Human Resources department.

Human Resources shall conduct exit interviews for contracted employees at their option. Reasons for leaving employment shall be recorded.

All records related to transfers, reductions, and terminations shall be maintained by the Human Resources department and shall be confidential.

Part VII Complaint and Appeal Process

A. Complaints

Any employee may file complaints regarding alleged violations of the provisions contained in the Plan for Diversity. The employee shall meet with the administrator of his/her unit to discuss the issues related to the complaint. If a resolution is not reached, the following procedure shall be followed.

1. A written complaint shall be submitted to Human Resources specifically identifying the issue. A copy of the complaint shall be provided to the program administrator by the individual filing the complaint. The complaint must be submitted within 15 working days of the event precipitating the complaint or within 15 working days after the person could have reasonably become aware of the event.
2. Within 15 working days of the receipt of the complaint, Human Resources shall make, in writing, the proper adjustment or deny the complaint to the complainant.

B. Appeals

Any employee may make an appeal regarding the outcome of a complaint.

1. Within 15 working days of receipt of the decision from Human Resources, an appeal may be made to the Superintendent. The appeal shall be in writing and accompanied by a copy of the complaint and the written denial. A copy of the appeal shall be submitted to Human Resources.
2. The Superintendent shall make a decision granting or denying the appeal within 15 days of hearing the issue.
3. The Human Resources department shall keep a record of all complaints and outcomes. The name of the staff, issue, and resolution shall be recorded and kept in a confidential file. Aggregate data on the complaints and outcomes shall be provided to the Diversity Committee annually.

It is understood that the Plan for Diversity is not a contract and does not create any contract rights or third party beneficiary rights whatsoever. The Plan for Diversity simply establishes guidelines for the Kalamazoo RESA administration to follow in an attempt to achieve diversity within Kalamazoo RESA. No person or party shall have any legal, state, or federal remedy of

any kind for violation of these guidelines. All governmental regulations and procedures shall be followed for alleged violations of rights under any state or federal legislation.

Adopted: 1994

Amended: June 22, 2000

July 18, 2002

August, 2008

October, 2012