

# Huron Intermediate School District



Learn. Lead. Serve.



## STAFF HANDBOOK

August 2018

## Huron ISD – Staff Handbook

<b>Section I – Huron Intermediate School District</b>	<b>PAGE</b>
Purpose	3
Organizational Structure	3
Local Public-School Districts Served	3
Statement of Assurance of Compliance with Federal Laws	4
Nondiscrimination Policy	4
Compliance Coordinators	4
Grievance Procedure	4
Board of Education	5
Superintendent	5
Organizational Charts	5
Administrative Services	5
Business/Personnel Services	6
Special Services	6
General Education Services	7
Career/Technical Education Services	7
Common Countywide Calendar	8
Board Policies	8
Decision Making Process	8
Revised School Code	8
Summary of State and Federal Laws Affecting Employees	8
<b>Section II – Personnel</b>	
New Employee Information	9
Recruitment of Personnel	9
Personnel Files	10
Change of Personnel Information	10
Job Qualifications	10
Job Descriptions	10
Medical Conditions	10
Evaluation	10
Staff Meetings	10
Outside Employment	11
Universal Precautions – Bodily Fluids	11
Instructional Responsibilities	11
Mandatory Reporting	11
Professional Responsibilities	11
Professional Development	12
SafeSchools	12
Communication Plan	12
<b>Section III – Work Rules and Procedures</b>	
Work Days	12
Absences from Work Station/Work Site	13
Personal Leave Policy	13
Jury Duty and Court Appearances	13
Leave Without Pay	13
Bereavement Leave	13
Family Medical Leave	13
COBRA Law Continuation of District Health Plan Participation	13
Employee Dress	14
Name Badges	14
Smoking and the Use of Smokeless Tobacco	14
Fire Drills	14
Tornado Policy	14

Crisis Management	15
Inclement Weather Procedure	15
Use of Technology	15
Phones, E-Mail, Photocopies, Computers, Printers, Internet Access, Facsimiles	15
Internet Usage	15
Telephone and Long-Distance Phone Calls	15
Building Use and Procedures	15
Accountability of Supplies and Equipment	15
Mail and Official Notices	15
Keys/Access to District Buildings	16
Care of Instructional Equipment	16
Use of Buildings	16
Use of Shared Resources	17
Classroom Security	17
Deliveries	17
Media Coverage	18
Field Trips	18
Health Emergency/Accident/Injury	18
Medication	18
Visitors	18
Confidentiality	19
Donations and Fundraising	19

#### **Section IV – Business Office Procedures**

Payroll Information	20
Enrolling of Employees	20
Time Sheets	20
Garnishments	20
Distribution of Pay Checks	20
Employee Payroll Changes	20
Educational Status/Salary Change	21
Accounts Payable	21
Accounts Payable Requisitions and Purchase Orders	21
District Credit Cards	21
Accounts Payable	21
Mileage/Travel Expense Reimbursement Requests	22
Travel Out of ISD	22
Insurance Protection	22
End of Year Paperwork	22
Skyward	22

# Section I: Huron Intermediate School District

## Purpose

The Huron Intermediate School District (HISD) is one of Michigan’s 56 intermediate school districts (ISD). Each ISD includes one or more local school districts. Every one of the state’s 608+ local school districts is part of an ISD. The Huron ISD includes seven local K-12 school districts, five K-8 school districts and four non-public school districts.

The Huron ISD is funded with a combination of local, state, and federal funds. The voters of the Huron ISD have approved a 3.50 mill levy for special education and a 1.49 mill levy for career and technical education. The Huron ISD has .13 allocation for general operations. District millages have been reduced over time by the effect of the Headlee Rollback provisions. State aid is received based on annual authorizations from the state legislature.

The function of the Huron ISD, as with Michigan’s other 56 ISDs, is to **assist the Michigan Department of Education in relationships with local school districts and serve local districts with both information and educational services.** The Huron ISD also pursues business and community interagency collaboration. It is our intent to ensure educational leadership, effective programs, and quality services which complement and enhance the efforts of our community partners in educating all learners.

### HISD Mission:

Huron Intermediate School District is dedicated to educational leadership, effective programs, and quality services in collaboration with community partners to educate all learners.

### Guiding Principles:

- We effectively communicate accurate information within the organization and to all of our stakeholders to enhance quality and increase collaboration.
- Student Achievement is a priority as we provide leadership and guidance to help every student reach their potential.
- As a service organization, we focus on innovation, efficiency, the use of research-based practices, continuous improvement, and quality leadership in response to local education agency needs.
- Accurate and meaningful achievement and process data is used to answer questions, allocate resources, and drive decisions.
- We are a community of reflective, lifelong learners who are dedicated to professional development and personal growth.
- We conduct ourselves with integrity and professionalism.
- The safety and well-being of students and staff is a priority.

## Organizational Structure

The Huron ISD is a “general powers” school district, meaning that the authority for the operation of the school district is vested from the electors to the Board of Education. The Board of Education approves policy, authorizes expenditures, and secures day-to-day operational leadership by the employment of a superintendent. Among other assignments, the Superintendent directs the administration and management to ensure the function of the ISD is completed – to assist the Michigan Department of Education in relationships with local school districts and serve local districts with both information and educational services.

## Local Public-School Districts Served

The Huron ISD Board of Education and employees serve the following public schools located within its boundaries:

Bad Axe Public Schools	Church School
Caseville Public School	Colfax #1 Frl. (Big Burning School)
Harbor Beach Community School District	Sigel #3 Frl. (Adams School)
Elkton-Pigeon-Bay Port Laker Schools	Sigel #4 Frl. (Eccles School)
North Huron Schools	Verona #1 Frl. (Verona Mills School)
Owendale-Gagetown Area School District	
Ubly Community Schools	

Services are also provided to non-public schools, home schools, and other educational entities within the Huron ISD.

# Statement of Assurance of Compliance with Federal Laws

## Nondiscrimination Policy

It is the policy of the Huron Intermediate School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or any other legally-protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, MI 48413; (989) 269-6406.

## Compliance Coordinators

Title VI of the Civil Rights Act of 1964	Joseph Murphy, (989) 269-6406 and Carol Brown, (989) 269-9216
Title IX of the Education Amendments of 1972: Nondiscrimination on the Basis of Sex	Joseph Murphy, (989) 269-6406 and Carol Brown, (989) 269-9216
Title II of the Americans' with Disabilities Act (ADA) of 1990	Joseph Murphy, (989) 269-6406 and Carol Brown, (989) 269-9216
Section 504 of the Rehabilitation Act of 1973: Nondiscrimination on the Basis of Being Disabled	Joseph Murphy, (989) 269-6406 and Carol Brown, (989) 269-9216
Age Discrimination Act of 1975	Joseph Murphy, (989) 269-6406
McKinney-Vento District Homeless Liaison	Lane Walker, (989) 269-3442
Title III English Language Proficiency	Karen Currie, (989) 269-3465

## GRIEVANCE PROCEDURE

for

**TITLE VI OF THE CIVIL RIGHTS ACTS OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
AGE DISCRIMINATION ACT OF 1975**

### Section I

Any person believing that the Huron Intermediate School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Title II of the Americans with Disability Act of 1990, (4) Section 504 of the Rehabilitation Act of 1973, and (5) the Age Discrimination Act of 1975 may bring forward a complaint, which shall be referred to as a grievance, to the local Coordinator:

**Joseph Murphy**  
Age Discrimination Act of 1975  
Huron Intermediate School District  
1299 S. Thomas Road, Suite 1  
Bad Axe, MI 48413  
(989) 269-6406

**Joseph Murphy and Carol Brown**  
Title VI, Title IX, Title II, Section 504  
Huron Intermediate School District  
1299 S. Thomas Road, Suite 1  
Bad Axe, MI 48413  
(989) 269-6406

### Section II

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

STEP 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Age Act, Title II, Title VI, Title IX, or Section 504 Coordinator within five (5) business

days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

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

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

Anyone may contact the Office for Civil Rights for information and/or assistance at (800) 421-3481. If the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, Washington, DC 20202.

**The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found at the local Coordinator's office.**

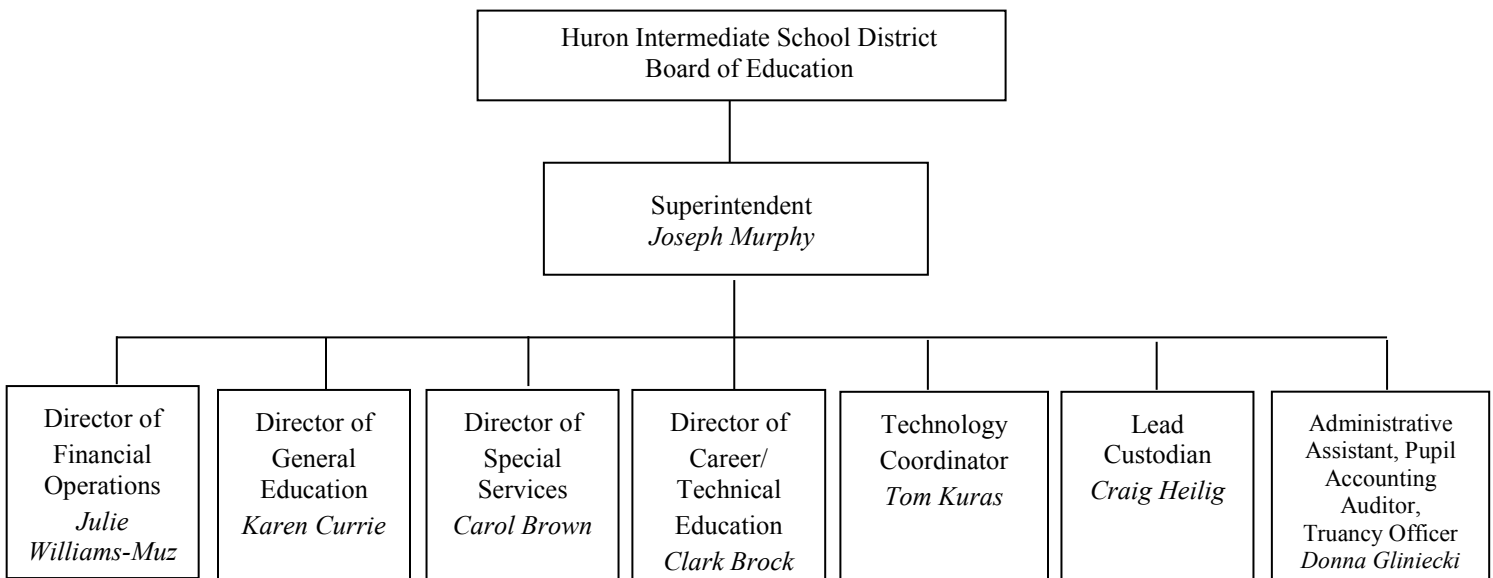
### Board of Education

The Huron Intermediate Board of Education consists of five members who each serve a six-year term of office. Board members are elected by a body composed of one member of the board of education from each constituent school district, who has been designated as the voting representative by the board of which that person is a member. The Huron ISD Superintendent acts as the Executive Secretary to the Board of Education.

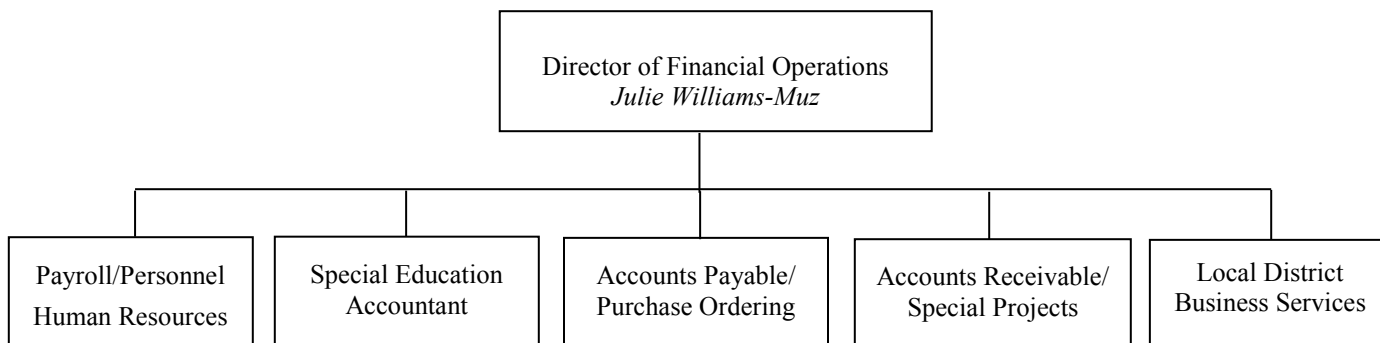
### Superintendent

The Superintendent is employed by the Board of Education to serve as its chief executive officer and educational leader. The Superintendent is charged with carrying out the policies of the Board of Education and directives of the State Department of Education according to the provisions of the General School Laws of the State of Michigan. The administration of instruction and business affairs is the responsibility of the Superintendent. The responsibility for placement and transfer of personnel is vested in the Superintendent, on behalf of the Board of Education, as well as the establishment and enforcement of such administrative rules and regulations as may be necessary and/or appropriate. Any employee who has concerns regarding the Huron ISD and has discussed these matters with his/her immediate supervisor and/or association leadership with no resolution forthcoming is advised to make an appointment with the Superintendent to ensure that these concerns are heard.

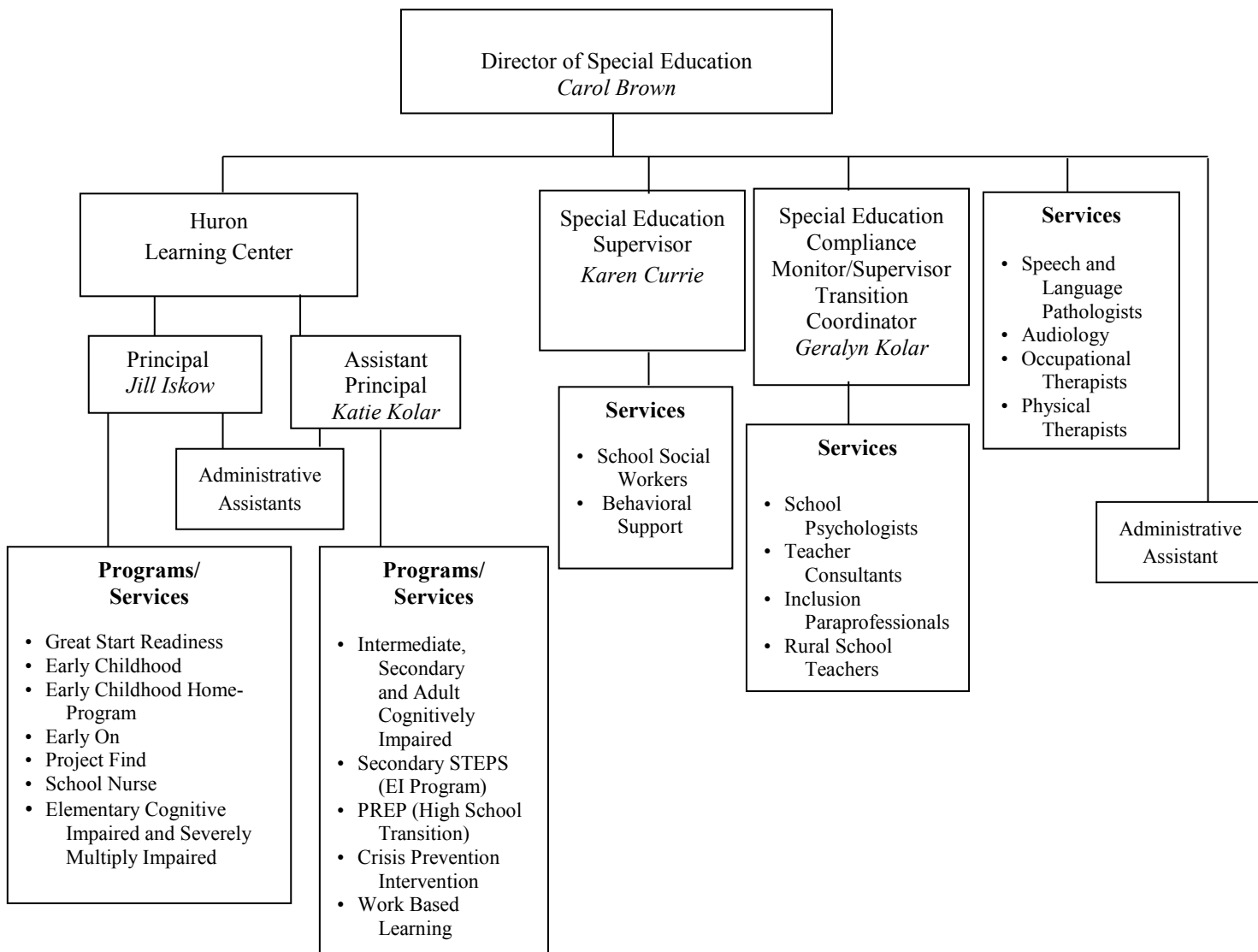
### Organization of Administrative Services



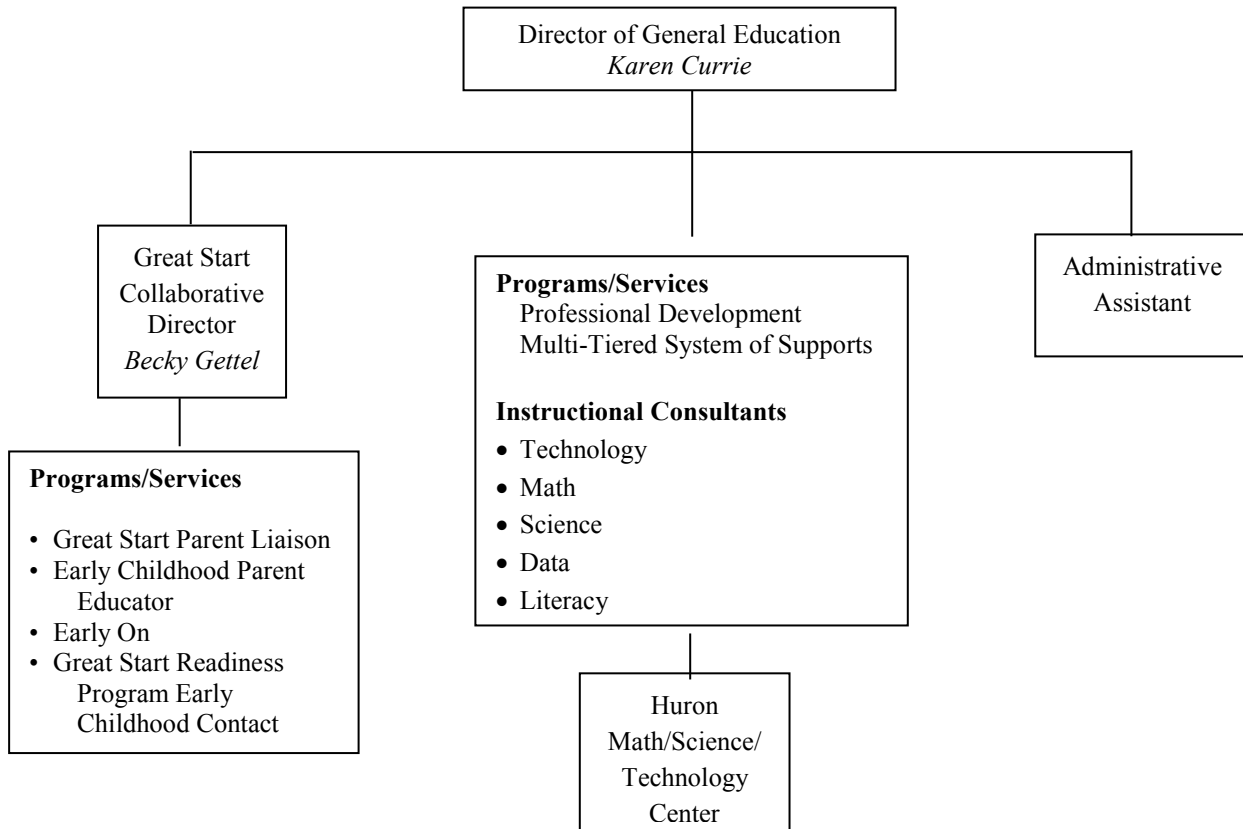
### Organization of Business/Personnel Services



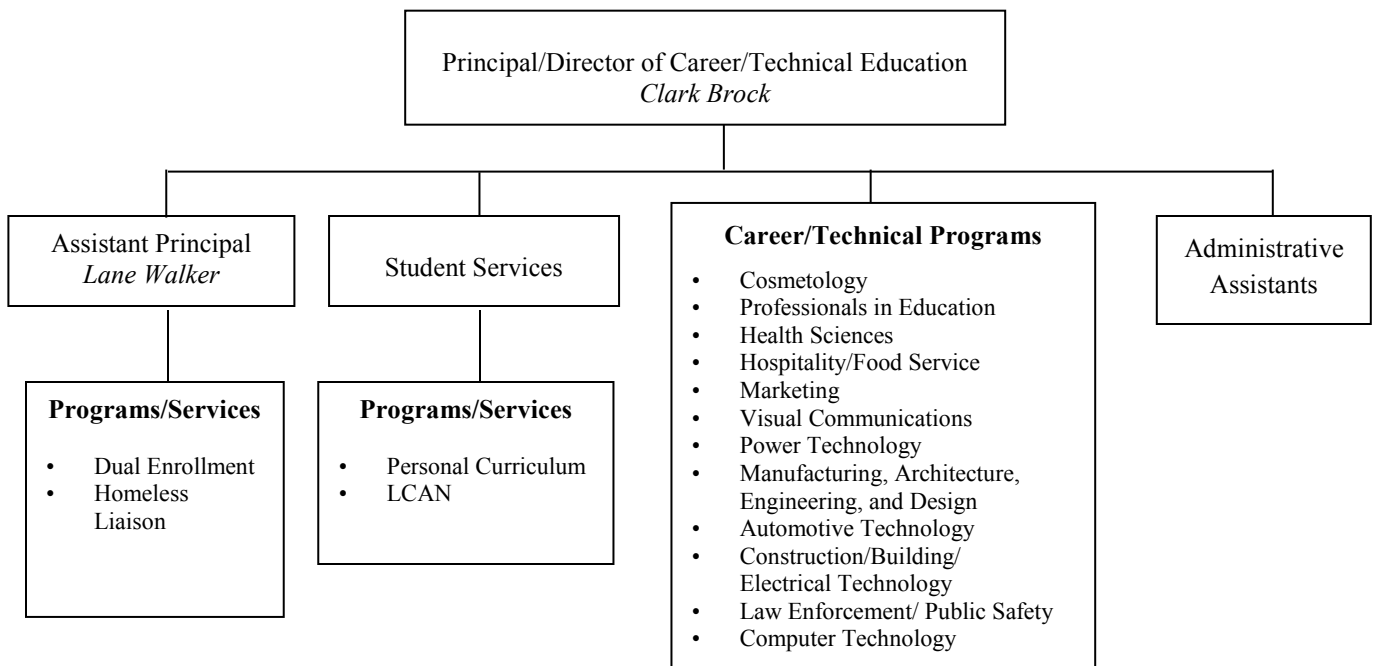
### Organization of Special Services



## Organization of General Education Services



## Organization of Career/Technical Education Services





## Common Countywide Calendar

For the purpose of on-going planning, administrative and education association representatives from the Huron ISD and our constituent K-12 districts meet on an annual basis to determine a common calendar on a five-year basis. The ISD is required to set spring break, and winter break. The schools try to align calendars as best as possible in order to support the sharing of programs, however, districts can make changes to days other than the ISD required set days listed above. Copies of the calendar are posted on our website at [www.huronisd.org](http://www.huronisd.org).

## Board Policies

The Huron ISD Board of Education has adopted a comprehensive series of Board Policies to be used as a guideline for day-to-day operations of the District. The Board Policies are reviewed on an on-going basis and updated as needed. Staff are responsible for understanding and following board policies and may access the district policies at [www.neola.com/huronisd-MI/](http://www.neola.com/huronisd-MI/).

## Decision Making Process

It is the goal of the HISD to utilize this standardized Decision-Making Process when determining if we should:

- continue to do something or eliminate it
- take on something new
- change the way we are doing something

Steps of the Decision-Making Process:

1. Identify need(s)
2. Gather input from stakeholders
3. Identify and review relevant data
4. Consider alignment to HISD goals and action plans
5. Consider alignment to local district goals and action plans
6. Estimate our capability to implement with fidelity
7. Determine if resources are adequate for long term sustainability
8. Create an action plan
9. Communicate recommendation or decision to others

It shall be the policy of the Huron ISD Board of Education to encourage employee input in the decision-making process of the district. Employees are encouraged in staff meetings to voice their opinions regarding policies, regulations, and operations. The administration and Board of Education shall give consideration to all recommendations received, although final action and responsibility shall remain with the Board of Education, which holds the vested authority for the operation of the school district.

## Revised School Code

The Huron ISD staff is responsible for understanding and following the revised school code and may access this at [http://www.michigan.gov/mde/0,1607,7-140-6530\\_6564\\_35176---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_6564_35176---,00.html).

## Summary of State and Federal Laws Affecting Employees

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1. **Bloodborne Pathogens** – The Occupational Safety and Health Administration (OSHA) has established a safety standard to reduce exposure to the Hepatitis B virus (HBV), the human immunodeficiency virus (HIV) and other bloodborne pathogens to which employees may be exposed in the workplace. Schools are required by law to implement an Exposure Control Plan to comply with OSHA’s Bloodborne Pathogen Standard. The main objective of this plan is to protect employees from potential workplace hazards by reducing occupational exposure to HBV, HIV, and other bloodborne pathogens.
2. **Drug-Free Workplace and Substance Abuse** – Federal law prohibits the unlawful possession/use, distribution, dispensation, or the state of being under the influence of illicit drugs and alcohol by all school employees and students on school premises or as part of any school business, activity, or function. Specific procedures, definitions, and expectations can be obtained by contacting the Payroll/Personnel Clerk.
3. **Smoke-Free Schools** – State law prohibits the use of tobacco products in district-owned buildings and vehicles and in/on real estate which is owned, leased, or otherwise controlled by the school district.
4. **Federal law expressly prohibits Sexual Harassment – any form of sexual harassment by school employees directed toward other employees, job applicants, or students.** Sexual harassment consists of any unwelcome sexual advance,

- request, or sexual innuendoes. Any employee found to have engaged in sexual harassment will be subject to immediate disciplinary action, up to and including discharge from employment. Specific information about behaviors constituting sexual harassment and the procedure for reporting an incident can be obtained from the Sexual Harassment Compliance Officer.
5. **Corporal Punishment** – School employees, volunteers, or contractors are prohibited by state law from inflicting or threatening to inflict corporal punishment on any pupil. Corporal punishment is “the deliberate infliction of physical pain by any means upon the whole or any part of the pupil’s body as a penalty or punishment for a pupil’s offense.” Specific information on educational philosophies, student codes of conduct, and alternatives to corporal punishment can be obtained by contacting the Superintendent.
  6. **Equal Employment Opportunity/Non-Discrimination** – Except with respect to any bona fide occupational qualifications, federal law prohibits discrimination in policy or practice in compensation terms, or conditions of employment because of an individual’s race, color, religion, sex, national origin, age, height, weight, marital status, political belief, or disability if otherwise qualified. The Americans with Disabilities Act gives civil rights protections to individuals with disabilities. Procedures for reporting claims of discrimination can be obtained by contacting the Superintendent.
  7. **Reporting Suspected Child Abuse or Neglect** – School personnel are required by law to report any suspected child abuse or neglect by a parent, legal guardian, or person who has custodial care of a child. The law also protects those who report child abuse/neglect from prosecution. Child abuse is defined as “harm or threatened harm by a person to a child’s health or welfare, which occurs through physical or mental injury; sexual abuse; sexual exploitation; or maltreatment.” Child neglect is defined as “harm to a child’s health or welfare by negligent treatment such as failure to provide adequate food, clothing, shelter or medical care, or placing a child at an unreasonable risk to the child’s health or welfare by failure to intervene to eliminate that risk when that person is able to do so and has knowledge of the risk.” Policies and procedures for reporting suspected child abuse/neglect can be obtained from the building principal/supervisor. The number to report is 855-444-3911.
  8. **Hazard Communication (“Right to Understand”)** – Provisions of the federal and Michigan Occupational Safety and Health Acts require schools to communicate information about hazardous materials to employees. Hazardous materials must be clearly labeled, and information on these materials must be made available to all employees who may be exposed. In addition, schools must provide written measures to reduce the risk of exposure and procedures to follow in the event of exposure. Information on the hazard communication program for each building can be obtained from the Payroll/Personnel Clerk, building principal, or the building and grounds supervisor. A “Right to Understand” file is maintained in each district building.
  9. **Asbestos** – Once commonly used as an insulating material, asbestos has been found to cause chronic lung inflammation. Federal law requires all school buildings that may contain asbestos be inspected for possible contamination. It also requires that workers and building occupants or their legal guardians be informed about any inspection, re-inspection, response action, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. An asbestos management plan is located in the Superintendent’s office.
  10. **Teacher Evaluation** – All teacher evaluations will be conducted in accordance with state law.
  11. **Criminal History Record Check** - Pursuant to 1993 Public Act 68, and Public Act 83 of 1995:
    - a) The Huron Intermediate School District must request a criminal history check on employees from the Central Records Division of the Michigan Department of State Police and FBI as stated in law.
    - b) Until that report is received, reviewed, and determined adequate for hire by the District, the individual is regarded as a conditional employee; and
    - c) If the report received from the Department of State Police or FBI is not the same as the representations they disclosed respecting either the absence of any conviction(s) or any crimes of which they have been convicted, the employment contract is voidable at the option of the District.
  12. **Child Care Organization Act** – Pursuant to 1973 Public Act 116:
    - a) Staff with unsupervised access to Pre-K children in a licensed program must have a comprehensive background check with FBI fingerprints. These fingerprints must be completed through the authorized LARA vendor. Fingerprints from any other source will not be accepted.
    - b) The District cannot make a hire until they receive a green light response indicating the individual is cleared for hiring.

**Website Compliance** – Website content, services and apps must comply with State and Federal law (e.g., copyright laws, Children’s Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children’s Online Privacy Protection Act (COPAA)), and reflect the professional image/brand of the District, its employees, and students. Web content, series and apps must be consistent with the Board’s Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students. See NEOLA policy 7540.02 for further information.

## Section II: Personnel

### New Employee Information

Before the start of work, new employees must make an appointment with the Business Office to fill out necessary payroll information, required government forms, and various assurances required by the school district. Any new employee who has not received an Orientation Checklist should contact their direct supervisor.

### **Recruitment of Personnel**

The Superintendent and/or his designee are responsible for the recruitment and recommendation of personnel needed to fill positions established and authorized by the Board of Education. Candidates will be recommended to the Board of Education for hire. Prior to being recommended to the Board of Education, all candidate documentation must be available to the Superintendent. The final authority for hiring of personnel rests solely with the Board of Education. The Superintendent has Board authority to accept employee resignations. A copy of each posting is emailed to all staff and displayed in public rooms within the HISD.

### **Personnel Files**

An employee has the right to examine their personnel file or to obtain a copy of their file, except for documents that may be legally excluded, upon a written request to the Superintendent and with reasonable advance notice (generally 48 hours). The Superintendent or a designee shall attend any review of a personnel file. An employee may make an appointment during normal office hours provided it does not interfere with their assigned duties. An employee may also make arrangements for an examination of their file before or after work. Reasonable and customary charges may be incurred by an employee who requests copies of file materials.

The District's policy is to disclose the contents of a personnel file only when such disclosure is legal, necessary, and/or authorized. Viewing of personnel file contents within the District is restricted to authorized personnel.

### **Change of Personnel Information**

An employee is required to report any change of personnel information, such as but not limited to, address, phone number, name, beneficiary, and dependent status to the business office within ten (10) working days.

### **Job Qualifications**

All persons employed by the Huron ISD are expected to meet employment qualifications required by state and federal law and/or by the Board of Education. The Board of Education may adopt standards in excess of the minimum required by the State and Federal government.

### **Job Descriptions**

Job descriptions for all Huron ISD positions are established and revised as job requirements change. Job descriptions are reviewed periodically by the Superintendent or the designee who supervises the person(s) holding specific positions.

### **Medical Conditions**

Physical Examination: An employee may be required to take a physical and/or mental examination at the district's expense. Due to the nature and outside requirements of certain district programs, employees may also be required to have a TB test. Employees also have the option of receiving the Hepatitis B series of injections at the district's expense.

### **Evaluation**

One of the basic purposes of employee evaluation is to improve the performance of the employee. Employees should realize that meaningful evaluations will always recognize strengths and indicate areas of improvement. The Huron ISD will fully comply with Michigan law as it relates to staff evaluations. Every employee at the HISD will have recommendations included in their final evaluation. These recommendations will be used for goal setting in the upcoming school year. Individual Professional Development should be aligned with these goals.

### **Staff Meetings**

Employees are required to attend all staff meetings scheduled for their attendance. Each department will announce the time and place of such meetings. Employees must inform their supervisor in advance if they are unable to attend a meeting.

### **Outside Employment**

Outside employment that does not interfere with the regular duties of a person employed by the Huron ISD and is not in conflict with the professional position of the employee is considered to be a personal matter of the employee. The authority to determine whether such employment is in conflict rests with the Superintendent.

Materials developed while under the employment of the district are owned by the district and may never be used for personal gain by the employee.

### **Universal Precautions – Bodily Fluids**

To protect the health of both students and employees, the Huron ISD has implemented the use of “universal precautions” in handling all exposure or potential exposure to bodily fluids – urine, feces, menstrual discharge, nasal discharge, vomit, and blood.

Disposable gloves are to be worn when diapering, toileting, and/or cleaning students. These gloves are to be discarded after use with a single student.

Any surfaces on which a student is placed for diapering or on which a student has urinated, defecated, vomited, bled, or wiped his/her nose is to be cleaned in one of two ways. A fresh mixture of ten (10) parts water to one (1) part bleach may be used. This mixture needs to be disposed of at the end of the cleanup. The surface may also be sprayed with germicidal foam cleaner and then wiped.

Gloves are to be worn when dealing with all types of bodily fluids. Cleaning and bandaging an injury requires gloves, as does cleaning a student’s wet clothes after urination. When in doubt, wear gloves.

Food handling gloves are available and should be used by employees and students when food is being handled.

Gloves, spray, and waterless germicidal hand cleaner are available. Follow the regular ordering procedure to secure these items.

### **Instructional Responsibilities**

Curriculum is an on-going responsibility of all instructors and must be revised as the demands of business and industry change. Advisory committees may play a role in the establishment of each curriculum. Instructors should recognize the contribution to be made by advisory committee members drawing upon their knowledge of their respective fields. In addition, each instructor has the specific responsibility for the continual development and revision of his/her curriculum through the use of appropriate standards and performance objectives.

In the Huron ISD’s function of supporting local districts, emphasis on supporting research- and evidence-based practices and curricular priorities is critical. Lesson plans are essential in accomplishing one’s objectives in a given subject area. In addition to the regular lesson plans, there should be available in the office “substitute lesson plans” that can be used in the teacher’s absence. All matters pertaining to location of materials, record book, break time, safety precautions, or special instructions should be contained in these emergency lesson plans. Guest teacher plans must be current to meet the needs of instruction.

A teacher’s attendance record will be maintained accurately per pupil accounting regulations. Each instructor must also report student absences in the appropriate system on a daily basis.

### **Mandatory Reporting**

All Employees of an educational institution are mandated reporters. Mandated reporters are required to make an immediate verbal report to Child Protective Services (CPS) and a written report within 72 hours when they suspect child abuse or neglect. Mandated reporters must also notify the head of their organization of the report. Reporting the suspected allegations of child abuse and/or neglect to the head of the organization does not fulfill the requirement to report directly to the Department of Health and Human Services (DHHS). The verbal report can be completed by calling 855-444-3911.

### **Professional Responsibilities**

Employees are responsible for their students according to the language contained in Article VI (B) of the Master Agreement between the Huron ISD and the HIEA. This includes laboratory, classroom, learning resource centers, and school related off-campus outings.

Employees are to be in their designated areas before the students arrive and are to stay there until the end of the session. Employees are accountable and liable for their students' safety and supervision should law prove negligence.

Employees are responsible for completing all reporting requirements for their position within district timelines. This may include, but is not limited to, items such as progress reports, incident reports, and Medicaid billing. All reporting requirements must be completed and submitted prior to the last work day.

All staff are required to maintain any certification(s) required for the position. Staff shall immediately notify their direct Supervisor regarding any change in certification status.

### **Professional Development**

The HISD is committed to ongoing staff improvement. All staff are expected to grow as professionals each year. In order to support this, the HISD offers access to: online classes, professional organizations, professional learning communities, courses offered at the HISD, courses offered in our local districts, courses offered outside of the district, financial support to attend PD, included self-selected and administrator approved training. Professional Development should align to needs identified in the staff goal setting and evaluation process. Annually, teachers and instructional support staff will maintain a professional development log that includes classroom management and instructional development hours for submission to their Supervisor. All other staff will maintain a professional development log applicable to their position. These logs will be kept in your personnel file with your annual evaluation documentation and the information will be recorded in the registry of educational personnel (REP) for those required.

### **SafeSchools**

All staff are required to complete the mandatory SafeSchools trainings on an annual basis. As part of the opening week, staff will be notified of these trainings and will be given the deadline for the completion. All new staff hired after opening week will also be required to complete these mandatory trainings. Staff are required to keep user names and passwords secure. The completion of the trainings is proof that the staff read through and understood the material.

### **Communication Plan**

1. Whenever teams are meeting, the agenda always includes a Communication Plan.
2. The Communication Plan will address:
  - a. What needs to be communicated to others?
  - b. Who needs to know this information?
  - c. Who will communicate this information to them?
  - d. By when and with what format?
  - e. Meeting notes should reflect the communication plan.

## **Section III: Work Rules and Procedures**

### **Work Days**

Members of the recognized bargaining unit should refer to their master agreement.

Generally, for hourly employees, the length of the working day is described in the master agreement, job description, and/or annual contract. If neither of these is the case, the immediate supervisor will direct the employee regarding the working day. Hours may change due to circumstances that include, but are not limited to, program modification, transportation routing, and program site moves, etc.

Ancillary personnel shall provide a weekly work schedule to their immediate supervisor. This should provide the location and telephone number of where they can be reached during working hours. If an employee has a predictable work schedule, written schedules need to be submitted only on a semester basis. However, any deviation from this schedule should then be communicated to the immediate supervisor and appropriate secretary.

## **Absences from Work Station/Work Site**

All employees are expected to be at their workstation or worksite during working hours. When employees must leave their workstations or site, there must be notification provided to the immediate supervisor. The immediate supervisor should approve any deviation from an employee's regular work schedule.

Absence requests that occur in advance (bereavement, flex, personal business, vacation, non-paid, non-scheduled, conference, or jury duty) are to be entered in Skyward with sub request entered in AESOP. Notification will be sent to your supervisor. Once it has been approved or denied, you will receive an email notification. In the case of a denial, you are required to delete the absence from Skyward and the sub request from AESOP.

If an employee will be absent from work due to circumstances that were unforeseen, the employee is required to report the anticipated absence for the day through the Skyward system (or by phone to secretary and supervisor if Internet unavailable) at least one hour before your regularly scheduled start time, regardless of whether a substitute is needed or not. If a substitute is required, the absence must first be entered in Skyward and then the sub request through the AESOP system. Please see your contract for any additional absence requirements.

Paraprofessionals assigned to local districts shall follow the policy of the local district for reporting absences in addition to Huron ISD policies.

## **Personal Leave Policy**

Each employee is eligible for personal leave according to the master agreement which pertains to the employee or according to his/her individual contract.

## **Jury Duty and Court Appearances**

Any employee of the Huron ISD will be allowed absences when called to serve on a jury or when subpoenaed as a witness for a Huron ISD legal proceeding. Individuals normally receive a nominal payment when a court appearance is required. Upon receiving the payment for jury duty or a subpoena appearance, the employee should submit to the Business Office a photocopy of the check issued by the court served along with a check for the amount of the per diem payments made to the employee. Payments received for travel allowances do not have to be turned over to the Huron ISD.

## **Leave Without Pay**

We value our employees and the services they provide and strongly discourage the use of non-paid time. Attendance is a component of the end-of-year evaluation process. In the event that an employee is granted a requested leave without pay, the employee will be responsible for the pro-rated costs of his/her fringe benefits for the days of leave taken without pay. Pro-rated benefits will be based on contract days.

## **Bereavement Leave**

Staff shall be granted bereavement leave according to the provisions of the master agreement which pertains to the employee. The Superintendent must approve relationships outside those described in the master agreements.

## **Family Medical Leave**

The Family and Medical Leave Act of 1993 requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one (1) year, and for 1,250 hours over the previous twelve (12) months, and if there are at least fifty (50) employees within 75 miles. The HISD uses the look-back method when determining the twelve (12) month period.

## **COBRA Law Continuation of District Health Plan Participation**

The District, pursuant to the Federal Consolidation Omnibus Budget Reconciliation Act (COBRA) and state law, offers the opportunity to remain on the District's health and dental insurance plan at the group rate in certain instances where coverage under the plan would otherwise end. Contact the Human Resources/Payroll Specialist for details and specific information regarding COBRA.

## **Employee Dress**

The Huron ISD Board of Education and administration always encourage all employees to **maintain a professional appearance and dress appropriately** to reflect their position within the school district. Employees showing good taste in their dress represent a positive example to the students and the community. Teachers and paraprofessionals should be a model to the students. Employees should make every effort to dress professionally. Discretion should be used for field trips.

1. If appropriate, the use of smocks to prevent the damage of personal clothing is encouraged. If specific styles, sizes, lengths, etc. are needed, please contact the supervisor.
2. Professional staff are encouraged to keep in mind their positions as educational leaders. Not only is this important on a day-to-day basis, but extra consideration should be given on days of meetings, scheduled visitations, etc.
3. Paraprofessional staff are encouraged to follow the lead of the classroom leader.
4. All clothing should be clean and neat looking.
5. Flip flops, shorts, and t-shirts are not professional and should be avoided (even on casual dress days).
6. Special building events may be scheduled that encourage staff to dress for holidays, themes, "casual days," etc.

## **Name Badges**

All Huron ISD staff are required to wear a district-issued name badge at all times during the course of employment. Badges may be obtained through the Technology Department.

## **Smoking and the Use of Smokeless Tobacco**

No smoking is allowed in any of the Huron ISD buildings or grounds or vehicles, including leased facilities and vehicles. Employees are not to smoke, use any smokeless tobacco, electronic or look-a-like cigarettes in any ISD building, at any Huron ISD activity, or in the vicinity of students while involved in employment-related activities.

## **Fire Drills**

Public school facilities are required by law to conduct fire drills throughout the year. Building administrators will review procedures for fire drills at the beginning of each school year. Building "Crisis Teams" will meet yearly to review fire evacuation procedures. Each instructor will review fire procedures within his/her program and review building fire evacuation procedures as found in the "Building Crisis Management Procedures."

1. Each room must have a sign indicating the fire exit.
2. Teachers should ensure any equipment is turned off, move quickly through the fire exits, closing the doors, and away from the building while staying in a group.
3. Each teacher should count and verify the number of students in his/her class.
4. Teachers should have their printed class list with them so that attendance may be taken once the students and staff are safely outside the building.
5. The building supervisor will notify students when it is safe to return to respective buildings.

## **Tornado Policy**

Each year public school facilities are required by law to conduct tornado drills. Building administrators will review procedures with staff for tornado drills at the beginning of each year and prior to tornado season. Each instructor will review tornado drill procedures with their students, including alarm recognition and safety areas.

The number of potential tornado conditions may be so numerous during the tornado season that it may not be operationally or educationally practical to dismiss school each time one is announced.

Each teacher shall familiarize students with the following terms and procedures:

"TORNADO WATCH" is a term used in an area when tornados possibly may occur during the next several hours. Following a "WATCH" notice, the administrator will turn on his/her battery-powered radio, post lookouts, and receive further instructions.

"TORNADO WARNING" means that a tornado has been sighted in the area. There is a strong possibility that a tornado may occur. Immediately take safety precautions. If a "TORNADO WARNING" is given, students will immediately be sent to the designated shelter areas within the school buildings and await further instructions. If a "WARNING" comes at regular dismissal

time, the students shall remain on campus and will be sent to a designated shelter area until an “all clear” is given. No student will be sent home or allowed to leave unless the local school or parent requests it by notifying the administration.

Procedures:

1. All students are to move quickly and quietly to their designated shelter areas.
2. Before leaving classroom areas, teachers should see that all open flames are extinguished, and electric power is turned off.
3. Teachers are to remain with their class in the shelter areas.
4. Teachers should have their printed class lists with them so that attendance may be taken.
5. It is critical that all staff assist each other with children who are in wheelchairs or need special consideration.

### **Crisis Management**

The safety of students and staff in Huron ISD programs is the Board’s primary concern. The ability to deal effectively with any crisis situation on Huron ISD property is essential to providing a safe learning and working environment for students and staff. Each building (Administrative Office, HLC, HATC) has a “Crisis Management Plan” that provides guidance related to dealing with emergency circumstances in compliance with state law. Each building has a team in place with specific duties to assist staff and students to cope with crisis situations in the safest, most orderly way possible. Each building will drill these procedures at least three times, including a drill for the response for release of hazardous materials or the presence of a potentially dangerous individual on or near the premises. A crisis situation is always going to be unpredictable. Staff are expected to make decisions in such situations based on the best information available to ensure student and staff safety.

In addition to fire and tornado drills, we will practice for threatening or potentially threatening circumstances in and around the buildings by employing “safe mode” and “lock down” procedures. Staff are asked to sign up for Notify Me to be alerted via text message when the HISD goes into safe mode or lock down.

Safe Mode – all outside and internal doors are locked and remain closed. Building activities are conducted as usual. No students or staff are to be involved in outdoor activities.

Lock Down – staff are empowered to make decisions based on the best information they have at the time. In most situations, staff and students take shelter in rooms and remain out of sight from windows and doors. All doors are locked and to be opened only by authorized personnel (with keys). Rooms are to remain quiet. Ensure that all electronic communication devices are silenced.

All staff working in HISD buildings should be familiar with the steps needed to use the phone system as an intercom in an emergency situation. Directions are included on the phone extension list.

### **Inclement Weather Procedure**

The Huron ISD programs will be cancelled when the following K-12 districts are cancelled: North Huron Schools, Elkton-Pigeon-Bay Port Laker Schools, Harbor Beach Community School District, and Ubyly Community Schools. On occasion, school may be delayed due to inclement weather. On the first day of school, each employee receives a copy of the District policy and notice that will be announced in the event of either a cancellation or delay in schedule. The announcement will be made by radio on WLEW 1340 AM and 92.1 FM and by TV on WNEM Channel Five (5) and WEYI Channel Twenty-Five (25). The decision will usually be made by 7:15 a.m.

In the event of a closing or a delay, staff are to follow the procedures outlined in the policy. Paraprofessional staff who report to a local school district will follow the cancellation schedule of the local district.

Staff are asked to sign up for the electronic emergency notification system in order to receive email and/or text messages regarding schedule changes, cancellations, or emergency alerts. If you do not have access to using the electronic emergency notification system, you should make arrangements with other staff persons to inform you of such messages.

### **Use of Technology**

**Phones, E-Mail, Photocopiers, Computers, Printers, Internet Access, Facsimiles**



Huron ISD telephones, e-mail access, photocopiers, computers, printers, Internet access, facsimiles (FAX), and any other district-acquired technology are the property of Huron ISD and exist for educational use. Huron ISD technology and equipment are not for personal use except in case of emergency or approved by district administration. Employees who misuse district property or use district property for personal affairs unrelated to their work assignments will face appropriate disciplinary actions. Students are not to use district property for other than educational reasons except in emergency. Personal cell phones are not to be used for personal calls, texts, or data during work hours except in case of emergency or if approved by district administration. Telephones are maintained for school business. Use of school phones and fax machines for personal convenience of employees is limited to necessary calls. The employee is responsible for the cost of any necessary long-distance calls, copies, or fax transmittals. See the Business Office for costs. You will be invoiced for all personal use at least annually with payment expected prior to June 30.

Employees should be cognizant of the copies they are making by changing default printer settings to use black and white copiers for most of their printing needs. Color copiers should only be used when necessary.

### **Internet Usage**

Huron ISD Board of Education Policy #7540.03 and #7540.04 addresses student and staff use of Huron ISD computers and connections to access the Internet. The Internet is a resource, much like a bookstore, with many kinds of information available. Students and staff members are hereby warned not to share passwords or provide names, addresses, or phone numbers over the Internet. Students and staff members are also hereby warned not to attempt to access Internet sites that may have obscene, pornographic, or violent content or to access Internet sites for personal reasons (social media, shopping, etc.) during work hours.

Our policy is to have users sign an agreement. If a student or staff member violates the district's policy, disciplinary action, including suspension of Internet privileges, will be taken.

## **Building Use and Procedures**

### **Accountability of Supplies and Equipment**

All materials and equipment owned by the Huron ISD must be inventoried by the department coordinator or designee and should be available to all employees of the District.

Materials and equipment should be returned to the appropriate department within a reasonable time after being checked out. All materials and equipment must be returned no later than the last day of the official school year.

Personal use of materials and equipment by Huron ISD employees is prohibited.

### **Mail and Official Notices**

Each employee has a mailbox available in the building to which he/she is assigned. The box is for the employee's mail and school communication. All employees are expected to check and empty their mailboxes regularly and will be held accountable for notices and memorandums placed in said boxes. Each employee is given a district email account. All employees are expected to check their email regularly and will be held accountable for emails sent and received, failure to access an email that includes directives does not excuse you from following that directive.

Paraprofessionals based in local districts will receive school communications through U.S. mail and/or email.

### **Keys/Access to District Buildings**

Building, office, and room keys will be issued to personnel when appropriate. District buildings are protected by security systems. Contact your supervisor to receive appropriate access rights to your building/classroom.

If employees have a need for the use of other than their issued key(s), arrangements should be made with their immediate supervisor. For security reasons, employees must report any missing key(s) to their supervisor no later than the day after the key(s) appear to be missing.

District keys and/or key fobs, alarm code cards, and name badges need to be stored independently. They should NOT be grouped on a lanyard for security reasons.

## Care of Instructional Equipment

Staff are directly responsible for security and maintenance of all tools and equipment in their department. This includes cleaning, maintaining, and general proper use. Each staff member must know his/her complete inventory at the beginning of the school year. A primary responsibility of all staff will be to devise a management and security system to keep loss, theft, or inoperable equipment to a bare minimum. Particular attention must be given to protection and storage of equipment not in use.

Request for technology support should be submitted through the online School Dude IT Direct system. Requests will be reviewed and scheduled for completion with the Technology Department, if appropriate.

## Use of Buildings

Request for maintenance should be submitted through the online School Dude Maintenance Direct system. Requests will be reviewed and scheduled for completion with the Lead Custodian and administration.

It is expected that students, under the supervision of a teacher, will be responsible for maintaining their respective classroom areas and equipment maintenance, as this should be part of the instructional process. Those staff members whose students are not able to complete normal classroom cleaning activities are expected to coordinate with custodial staff members to ensure that classroom environments are maintained appropriately. The custodial staff will complete maintenance jobs, respond in instances of bodily fluids or emergency situations, and clean floors and bathrooms.

Each department is responsible for cleaning its own office area. Supplies and cleaning equipment will be available in each building.

In some buildings, the classrooms/laboratories and shops may be in use in the evening hours. Adult education and meetings are important to Huron ISD's commitment to area citizens. It is important that rooms are neat and orderly. Windows and doors should be locked when rooms are not in use, if appropriate.

District insurance does not cover any damage or loss to personal property. Offices and classrooms are not intended for personal storage or use. Storage of personal items or vehicles during the school day, overnight, and/or during the summer or vacation periods will need approval of the building administrator.

During the regular school day, students and teacher will have access to, and first choice of, any available rooms and equipment. We will attempt to honor requests to use our facilities while ensuring that safety, confidentiality, and wear-and-tear concerns are addressed. All room rental and usage requests will be processed by the HISD Administration. HISD reserves the right to decline requests.

The following spaces are available for consideration:

- HISD Admin Wing– PD Room, Board Room, Mini-Conference Room
- HLC - Gym and Lunch Room/Kitchen (does not include classrooms or therapy rooms)
- HATC – Distance Learning Lab, Classroom Space

ALL staff requests go first through the direct supervisor for prior-approval, then to the appropriate secretary for scheduling:

- HLC – Deb Herzog
- HATC – Dolores Gorkowski
- HISD Admin Wing – Vicky Erdman

The approving supervisor or his/her designee will enter a School Dude request to have the building secured (therapy rooms, file room, and classrooms locked) prior to the event.

Please see notes regarding fees below:

For-profit organizations (ex. private birthday party, investments class offered by business for anyone to attend)

Pay cost of the custodian (additional \$20 per hour for weekday; weekend/evening is \$50 per hour to open and close building), plus rental fee:

- Classroom and training rooms: \$5 per hour per room (includes set up, A/V, internet)
- Gym use: \$25 per hour
- Instruction Lab: \$150 per normal day (includes equipment use, set up, A/V, internet)
- Distance Learning Lab (HATC): \$50 for first hour; \$30 for each additional hour

For non-profit groups (ex. 4-H, Homeless Coalition, Special Olympics, churches, etc.)

- No room rental fees during regular hours
- After-hours, pay cost of custodian to open and close, must ensure ISD employee presence during after-hours times

For staff requests involving non-employees (Fitness class run for staff but open to others)

- A flat building use fee of \$25 will be charged to help offset maintenance costs.
- Staff must agree to leave the building in clean condition, lights off, doors locked and alarm set

For staff requests involving only ISD staff

- No room fee is charged if only HISD staff are participating
- Staff must agree to leave the building in clean condition, lights off, doors locked and alarm set

Other events such as fund-raisers for a charitable cause will be handled on a case-by-case basis by the administration.

### **Use of Shared Resources**

The Janet Richards Reading Room is a student library. Teachers are asked to sign up in advance for a time to take students into the library. Books may be loaned to students using the library cards. (Board books do not have pockets; cards are stored separately.) Staff are asked to replace cards in books as students return them and reshelv them. Donations of new and gently used books are encouraged and should be forwarded to Karen Currie. Memorial or honorary donations should be forwarded to Karen Currie; a bookplate will be added noting the donor and the name of the person being honored.

The HISD Professional Library is open to all HISD staff at all times. Meetings held in the Professional Library are not private or confidential so as to not limit access to the library. Items available for check out are on the open shelves. Please record any items you borrow on the correct sign out sheet.

Items needed for professional development, such as projectors, laptops, document cameras, easels and easel paper, supply baskets, and power supply cords must be checked out through Vicky Erdman.

Consumable materials such as three ring binders and paper are stored in shared areas/workrooms and are for staff use. Whenever you will need a large quantity of something, please order it separately as the amount ordered does not account for special projects. If something you take is getting low, please notify the correct secretary so that additional supplies can be ordered.

### **Classroom Security**

Each staff member is responsible for the security of all equipment and materials contained in classrooms, laboratories, instructional centers, and offices. All facilities are to be locked and secured daily by each teacher at the end of his/her teaching day. For the safety of students and staff, HLC classroom doors will remain locked during the instructional day.

### **Deliveries**

Letters and packages related to an employee's work assignment can be given to department secretaries for mailing. No personal mail is ever to be metered. All mail must have a return address label.

### **Media Coverage**

The only official spokesperson for the Huron ISD is the Superintendent.

Employees are encouraged to work with their immediate supervisor to secure any media coverage believed to be appropriate. Employees are not to provide any news release or information related to their work assignment to the media without prior approval of their immediate supervisor.

Department or classroom newsletters may be published. Classroom newsletters should be shared with the appropriate supervisor prior to distribution.

The purpose of newsletters should be to provide citizens throughout the ISD with information regarding Huron ISD operations, its students, and related events.

## **Field Trips**

Field trips may be allowed, depending on the funds available and administrative approval. Requests for field trips and transportation requests, if transportation is needed, must be submitted to the employee's immediate supervisor at least two (2) weeks in advance of the planned day of the trip. Any proposed field trip must facilitate the fulfilling of stated educational goals of the class/course of study.

Field trips should not be discussed with students until after consulting/reviewing the proposed field trip with the superintendent or his/her designee. Please refer to Board Policy #2340.

### **Mandatory permission policy:**

*A student is not to participate in a field trip unless the employee directly responsible for the trip holds a permission slip for the minor student or developmentally-disabled adult student, which has been signed and dated by their parent or guardian. If there is no signed permission slip for a minor student or a developmentally-disabled adult student who has an appointed guardian, the student will not participate in the field trip and an alternative educational opportunity must be provided.*

An appropriate number of chaperones must be secured for any field trip.

## **Health Emergency/Accident/Injury**

### Action Steps:

1. The teacher will direct a paraprofessional or student to contact the administrator/designee and stay with the injured or sick individual.
2. The building secretary will contact the student's parents or emergency contact person.
3. First aid will be administered as appropriate.
4. An ambulance will be called if needed. In this event, call the Administrative Office to notify them of this action.
5. The teacher and/or paraprofessionals who witnessed the accident must complete an accident report form, which is available from the building secretary, the Business Office, or on our website.
6. Employees should contact the supervisor prior to seeking medical treatment. In the event of an emergency, contact may be made after the fact.

## **Medication**

Staff dispensing medications should follow building policies and procedures. All medication must be kept in a locked, childproof container. Written parental permission must be on file in the student records prior to dispensing medications. A Medication Log must be kept in a secure location by the building administrator. Questions regarding medication issues should be directed to the school nurse.

## **Visitors**

The Huron ISD welcomes visitors to our facilities. We ask that all visitors report to the building administrative office before entering any of the classroom areas. If groups plan to visit, advance reservation and notification is required.

Students, teachers, or the administrative staff may conduct tours. Visitors may be asked to wear safety glasses. Confidentiality guidelines must be followed during all tours or visits to any program. Teachers are encouraged to welcome visitors but should maintain normal classroom work and procedures.

## **Confidentiality**

Staff are reminded that they are legally required to maintain confidentiality in all matters with regard to students.

Staff must also be aware of the need for confidentiality when sharing information regarding adults and co-workers with whom they interact during the course of their employment. If an uncertainty exists over whether or not it is appropriate to share information, seek the advice of your supervisor.

## **Donations and Fundraising**

Staff members should not solicit or accept donations unless administrative approval has been obtained. When donated items are accepted, an approximate dollar value of the item donated must accompany the item. This will insure that letters of recognition and receipt of value for tax purposes have been sent out.

All instances of fundraising, including grant writing and requests for donations, must be pre-approved by the supervisor. Any and all money collected as part of a donation or fundraising event (cash or checks) must be turned in to the Business Office the same day it is collected.

## **Section IV – Business Office Procedures**

### **Payroll Information**

#### **Enrolling of Employees**

All new employees (both permanent and substitute) must complete appropriate payroll forms and provide necessary documents prior to receiving a paycheck from the district. In order to be included in the current payroll, all information must be received in the Business Office by the close of business on the Friday prior to payroll.

#### **Time Sheets**

All employees who receive their main pay through time sheet submissions must turn in time sheets to their immediate supervisor on the Friday before payroll week. Time sheets approved by supervisors must be received by the payroll bookkeeper no later than noon on Monday of the week in which payroll is to be processed. All other time sheets for extra duties such as lunch duty, professional development stipends, sub pay, etc. must be turned in on a monthly basis on the Friday prior to the first pay of each month.

A pay date schedule is published annually for the district and distributed to all employees.

#### **Garnishments**

The District will comply with all legal writs of garnishment. When the District receives a legal writ of garnishment requiring the withholding and/or payment of wages to a court, the employee will be notified of the amount deducted from their paycheck.

#### **Distribution of Pay Checks**

Paychecks will be processed according to the pay date schedule.

**Picked up:** Huron ISD Administrative Office: Checks not picked up will be placed in the mail on payday when school is in session and one day prior to payday when school is not scheduled to be in session. During the summer months, checks will be mailed to all employees who do not work a 12-month schedule.

**Direct Deposit:** Any financial institution: Direct deposit vouchers may be viewed by accessing the Skyward system. The link is available on our website at [www.huronisd.org](http://www.huronisd.org); click on Administrative Services in the gray box on the right side of the screen; click on Employee Resources in the gray box on the left side of the screen; click on Skyward Finance Link and enter your User ID and Password. Direct deposit vouchers will not be printed and distributed.

If an employee is not available to receive his/her paycheck on a pay date, he/she may make arrangements to have another individual pick up the paycheck. The permission to do so must be in writing and be signed and dated by the employee. Employees may give “blanket” permission for another individual to collect their paycheck or it may be done for a specific date. In no instance will a paycheck be released to someone other than the employee without a written consent to do so.

Paychecks may not be handed out in advance of the pay date for any reason.

Employees are encouraged to use direct deposit for receipt of paychecks.

#### **Employee Payroll Changes**

Any changes affecting payroll must be submitted to the Business Office in writing or on the appropriate form by the end of the workday on the Friday preceding payroll. Changes in employee records will be scheduled as soon as possible.

### **Educational Status/Salary Change**

Employees who are eligible for a change in salary or hourly rate of pay due to earning additional college credits or degrees must submit a written request and proof of credits/degrees. Official transcripts must be sent directly from the appropriate institution to the Business Office. Salary adjustments for the changes reported will be made according to the provisions of the master agreement under which the employee is covered.

### **Accounts Payable Procedures**

#### **Accounts Payable Requisitions and Purchase Orders**

All district purchases need pre-approval by a Supervisor. Any unauthorized purchase will be payable back to the district. Requisitions for purchases are to be completed through the Skyward system. Requests must include detailed descriptions of the products being ordered. Clearly indicate any special information or instructions. May 1 will be the last date requisitions will be accepted for the current school year. Delivery of purchase orders will be by facsimile, online, or U.S. mail. Verbal orders will be issued only in emergency situations and then must be immediately followed up by entering a requisition in Skyward.

#### **District Credit Cards**

Only employees of the School District are eligible to check out and use the Wal-Mart Card or Purchasing Card. Contractors or temporary employees are not eligible. You are responsible for the security of the card and all transactions made against the card. You will be required to sign a Wal-Mart Card/Purchasing Card Checkout and Usage Agreement log each time you check out and check in the card. You will also receive a Wal-Mart Sales Tax Exemption Card with the Wal-Mart card. You will be required to show this card to the Wal-Mart cashier when checking out your purchases at Wal-Mart to ensure no sales tax is charged on the card. You may need a Sales Tax Exemption Form for use with the Purchasing Card depending on the location of your purchase. Ensure you inquire about this need when checking out the card.

The Wal-Mart Card and Purchasing Card ARE NOT to be used for personal purchases, alcohol, cash transactions such as money orders, ATM, travelers' checks, wire transfers, or gasoline. You will be responsible for reimbursing the district for any unapproved purchases.

You are required to have approval from your Supervisor prior to checking out the Wal-Mart Card or Purchasing Card. Be sure your purchases are within your budget. It is required at the time of purchase that you receive a receipt. This receipt is the only original documentation. Write your name clearly on the top of the receipt and a short description of what the purchases are for. You will be required to turn the receipt into the secretary when checking the Wal-Mart card or Purchasing Card back in and signing the Wal-Mart Card/Purchasing Card Checkout and Usage Agreement log. Charges that lack a detailed receipt may be payable back to the District.

Sales tax SHOULD NOT be paid on any purchases made with the Wal-Mart Card or Purchasing Card. The School District is tax-exempt. Wal-Mart requires that the Sales Tax Exemption Card be given to the cashier prior to scanning your items. The HISD's employer identification number is listed on the front of the Purchasing Card. However, you still may be required to have a Sales Tax Exemption Form which can be obtained when checking out the card. Any sales tax charged on the Wal-Mart card or the Purchasing card that was not pre-approved will be payable back to the District.

The Wal-Mart Card and Purchasing Card must be secured, just as you would secure your personal credit cards. If the Wal-Mart card is lost or stolen, immediately contact the School District Purchasing Card Program contact, Stacy Rick (989) 269-3414. If the Purchasing Card is lost or stolen, immediately contact (800) 316-6056. Also notify the School District Purchasing Card Program contact, Stacy Rick (989) 269-3414.

You are the person responsible for all charges made to the card, which has been checked out to you. Intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal. Any unauthorized transactions made on your checked-out card will be payable back to the District.

#### **Accounts Payable**

Timelines – Bills are processed bi-weekly. In order for items to be considered for payment in the upcoming AP check run, they must be received in the Business Office no later than Thursday of the week prior to the Accounts Payable processing date. The Accounts Payable calendar will be made available on the Skyward system on an annual basis.

## **Mileage/Travel Expense Reimbursement Requests**

Requests for reimbursement for mileage and expenses related to the employee's position must be submitted monthly in Skyward. The request must be approved through the Skyward process by the Accounts Payable deadline in order to be processed for payment. Staff have the option for ACH direct deposit or paper check. Proper documentation needs to be attached to the form in order for the Business Office to process. An example includes an itemized meal receipt showing actual items ordered. The lack of proper detailed documentation may result in denial of the reimbursement. Mileage reimbursements will follow the provisions of the master agreement under which they are covered.

### **Travel Out of ISD**

For conference travel, district employees are required to enter a time off request in Skyward for the dates of the conference. The time off request must have the conference flyer and other applicable information such as the agenda attached. The Supervisor's approval of the time off request is your permission to attend the conference. Once approved the employee must enter a requisition into Skyward for the conference registration. The Business office will complete the registration. If the Supervisor approves overnight travel, the employee must enter a separate requisition into Skyward for the lodging. The Business office will reserve the hotel and notify the employee of the reservation information. The Business office is available to support employees with this process.

Meals for multi-day events are reimbursed as follows: breakfast \$10, lunch \$15, dinner \$26 (up to 18% tip can be included in this maximum amount). If using an HISD credit card, alcohol must not be purchased. The total charged should not exceed the amounts listed above. In order to prevent charging over the allotment, staff should use an additional method of payment at the time of service such as cash or personal credit card for the amount over the allotment. Itemized receipts are required. If an employee chooses to have a personal meal choice other than what the conference registration includes, the personal meal option would not be reimbursable by the district. Meals and overnight lodging are not reimbursed for single-day events except in instances pre-approved by the supervisor and superintendent depending on distance, conference start time, weather conditions, and other factors.

If multiple staff members are attending the same conference or meeting and district-owned vehicles are not available, the district will reimburse mileage for one vehicle with up to four occupants. If a staff member chooses to drive separately for a personal reason, mileage will not be reimbursed.

Requests for staff to travel outside the state of Michigan must be approved by the Huron ISD Board of Education prior to registration or payments being made by the Huron ISD.

### **Insurance Protection**

Huron ISD staff members are eligible for insurance protection according to the provisions of the master agreement under which they are covered. Applications are to be completed as soon after employment as possible. An appointment should be scheduled with the Human Resource/Payroll Clerk to receive information regarding insurance protection and the appropriate forms. It is the employee's responsibility to notify the Human Resource/Payroll Clerk

### **End of Year Paperwork**

Huron ISD staff members are responsible for ensuring all financial related paperwork is completed and turned in to the business office prior to the last staff work day. Paperwork includes, but is not limited to, timesheets/payroll related items, submittal of mileage/other reimbursement requests, clean up/deletion of any old Skyward reimbursement requests, payment of any dollars due to the district, and ensure all receipts/invoices for orders have been entered for payment in Skyward.

### **Skyward**

In order to maximize the efficiency of the district, staff are required to utilize the Skyward financial system regularly. Staff are responsible for reading district news postings, web postings, updating personal information, and performing required tasks within the Skyward system. Staff are required to keep user names and passwords secure.

