Genesee Education Consultant Services

GENESEE EDUCATION CONSULTANT SERVICES, INC. (GECS)
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Flint, Michigan 48503
(810) 396-1100
www.gecs-inc.org

Employee Handbook
2019 – 2020

Board of Directors
Barbara Goebel
Mark Madden
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Welcome to GECS!

On behalf of the Genesee Education Consultant Services, Inc. (GECS) Board of Directors, we welcome you. As an employee of GECS, you are *essential* to the smooth and uninterrupted delivery of services to our clients.

GECS Mission – Leadership for Lifelong Learning

As an employment agency, Genesee Education Consultant Services, Inc. (GECS), specializes in providing quality employees in a variety of capacities throughout Genesee County. Our mission is to focus on assisting our clients in achieving their goals and objectives by providing cost-effective, collaborative employment services.

The Genesee Education Consultant Services, Inc. is an Equal Opportunity Employer.

Disclaimer

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to those documents for specific information since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

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EMPLOYMENT REQUIREMENTS

Conditional Employment

An offer of employment at Genesee Education Consultants, Inc. (GECS) is conditional, subject to the receipt and review of all information provided during the employment process, and if applicable, the report from the criminal records check (see *Criminal Records Check and Disclosure of Charges and/or Arraignment below)* and the response received from the unprofessional conduct check (see *Unprofessional Conduct Check below*). Any misrepresentation or omission of facts called for during the employment process is cause for dismissal.

Criminal Records Check and Disclosure of Charges and/or Arraignment*

Dependent on the position for which you are hired, you may be required to undergo a criminal records check according to School Safety Legislation under Section 380.1230 of the Revised School Code, effective January 1, 2006. If you are required to undergo the criminal records check, you will also be required to pay for Livescan fingerprinting. (If you were fingerprinted after January 1, 2006 for school employment, you can sign a release form to allow your criminal history information to be shared with the district where you will work). Your employment is contingent upon the review of the criminal records check.

Once employed by GECS and assigned to a school, you must notify GECS within 3 business days of any arraignment on a felony charge or arraignment of a misdemeanor charge. *See Disclosure of Charges and/or Arraignment Form page15 and Convictions Requiring Disclosure for School Employment pages 16-17.*

TB Test

If you are assigned to a GISD building or program, prior to beginning work, you must submit proof of freedom from communicable tuberculosis (negative TB test or chest x-ray) to Human Resources. Your TB test results must also be updated and submitted to Human Resources every three years thereafter. If you are assigned to another worksite location, you will be required to abide by that location's communicable tuberculosis policy if it is a requirement for the position.

Unprofessional Conduct Check

Dependent on the position for which you are hired, you may be required to complete an *Authorization and Waiver for Release of Information Pertaining to Unprofessional Conduct* in accordance with Public Act 189 of 1996 of the Michigan Revised School Code. This form is part of the employment orientation process and will accompany the *Request for Information and Employment Verification,* which will be mailed by Human Resources to your current or most recent former employer for any information regarding unprofessional conduct.

EMPLOYEE INFORMATION

Absence Reporting

All absences from work should be reported in a timely manner. You will need to check with your worksite supervisor for the attendance reporting method being used at your worksite location. Absence reporting forms are also on GECS website at www.gecs-inc.org under Staff Resources, Forms. Besides notifying your worksite supervisor when you are absent, you will also need to forward the Absence Reporting form to Human Resources. If you are a classroom employee working for GISD or another school who uses the AESOP absence reporting system, you will record your absences on AESOP. You will receive a welcome letter which will include your ID and PIN numbers along with instructions on how to use AESOP. If you have any questions regarding the use of AESOP, please speak with your building's program secretary. Information regarding AESOP can be found at www.gecs-inc.org under Staff Resources. If you need additional assistance, please contact Human Resources at (810) 396-1100.

At-Will Employee

As an employee of GECS, you are an **At-Will employee**. This means your employment is completely at the will of both you and GECS, and it may be terminated by either at any time, for any reason that is not specifically prohibited by law – such as anti-discrimination laws. The language used in this handbook is not intended to create, nor is it to be construed to constitute, a contract between GECS and any of its employees for providing either benefits or minimum number of hours of employment.

Calendar of Pay Dates*

Your pay is automatically deposited into the financial institution of your choice as described in *Direct Deposit for Pay* below. **A calendar of pay dates can be found at GECS website at www.gecs-inc.org under Staff Resources, Forms.*

Direct Deposit for Pay

As a GECS employee, you are **required** to participate in direct deposit for pay to the financial institution of your choice. You will be asked to complete a form for direct deposit, (contact your financial institution if you are unsure of the correct routing number and/or account number). Once you have completed the form you will return it to Human Resources for processing. Accuracy in the routing and account number(s) is important. Misrouted direct deposit pay may take up to 30 days to recover and correct. Should you wish to change the bank, credit union and/or account number(s) to receive your pay, contact Human Resources to complete a revised form for direct deposit. This information will not be accepted by telephone. Direct Deposit changes must be completed at least 4 days prior to pay date.

Your pay is automatically deposited into the financial institution you specify and is available for your access in accordance with the policies of your financial institution on the scheduled pay date.

Employee Web

Employee Web is a secure online application that displays your personal and payroll related information. Employee web is available wherever you have Internet access. **See Employee Web Information page 18.*

Facilities
Human Resources will provide you with the location at which you will be working. If you have additional questions, please feel free to contact Human Resources at (810) 396-1100.

Feedback
If you are a part-time employee, your supervisor may complete Feedback forms and will submit them to GECS for review. GECS will discuss your Feedback forms with you to ensure you are performing according to the position requirements.

FMLA*
Under FMLA, eligible employees may be able to take up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons if they have worked for a covered employer for at least one year and for 1,250 hours over the previous 12 months. **See Employee Rights and Responsibilities Under the Family and Medical Leave Act, which includes the definition of a covered employer, pages 18-20.*

Human Resources
Please call GECS Human Resources Department at (810) 396-1100 for the following:

General Information regarding your employment:
- Questions about annual training for bloodborne infectious diseases
- Questions about work related injury
- To update your TB test
- To update your automobile insurance on file for mileage reimbursement

Forms available online at http://www.gecs-inc.org for:
- Change of address
- Change of telephone number
- Change in your emergency contact information
- Tax exemption forms

Parking
Parking areas marked *HANDICAPPED, RESERVED* or *VISITOR PARKING* along with curbed areas in front of the buildings are to be avoided. You also must not park in driveways or school bus loading zones.

Recess Periods

If you are working at a school, recess periods will be addressed in individual employment contracts.

School Closings
Occasionally, schools will be closed due to inclement weather or other circumstances. You may or may not be paid, depending on the terms of your employment contract. *Please check with your supervisors on specific program policies with regards to school closings.*

School closing notifications are available on WJRT-TV12 and WCRZ (CARS 108 FM). Other television stations with school closing information are WEYI-TV25 and WNEM-TV5. Other radio stations include WWBN (101.5 FM), WFNT (1470 AM), WFBE (95.1 FM), WHNN (96.1 FM) in Saginaw, WIOG (102.5 FM) in Saginaw, and WOWE (98.9 FM) in Vassar.

School Safety
GECS employees will be notified of inclement weather or emergency situations through their worksite's communication process.

Time Sheet Reporting
Employees must submit their bi-weekly timesheets to their Site Coordinator or Payroll Secretary (whoever is their 1st level of approval) on the last Friday of the payroll period to ensure payment on the coinciding pay date. Otherwise, payment for that period will occur on the next pay date (as long as 1st level submission is by the last Friday of that payroll period). Site Coordinators need to submit Bi-weekly Timesheets to Payroll secretaries by the Monday after the payroll period ends and Payroll Secretaries need to submit them to GECS Payroll, at www.gecspayroll.org, by the Tuesday after the payroll period ends.

401(k) Retirement Plan*
GECS may provide a 401(k) retirement plan and eligible employees will be able to make pre-tax elective deferrals of income into the plan. Employees will be notified when the plan is in place.

GENESEE EDUCATION CONSULTANT SERVICES, INC.
POLICIES AND PROCEDURES

Administrative Guidelines
GECS Administrative Guidelines are available to all employees on GECS website at www.gecs-inc.org. To access the Administrative Guidelines, select the **Staff Resources** tab. There you will see a folder labeled ***Administrative Guidelines***. Double click on that folder to find subfolders containing each section of guidelines. It is your responsibility to familiarize yourself with GECS Administrative Guidelines.

Bloodborne Infectious Diseases Exposure Control Plan
In accordance with the Michigan Occupational Safety and Health Administration (MIOSHA) Bloodborne Infectious Diseases Standard of 1993, employees who could be exposed to blood or other potentially infectious materials (i.e. human body fluids) in the course of fulfilling their job requirements are required to participate in an **annual** training program designed to eliminate or minimize employee exposure. **This training is not optional.** You will receive a copy of your worksite's plan at the time of your training. **See Schedule for Bloodborne Infectious Diseases Training Sessions pages 22-23.* BBP Training must be complete prior to working with students.

Board Policies
As an employee of GECS, you are to review all Board Policies at www.gecs-inc.org. On the **About** tab, click on "Board of Directors". On the ***Board of Directors*** page, click "Board Policies". It is your responsibility to review Board Policies at the aforementioned web address.

Bomb Threat / Suspicious Object
If a bomb threat is received by way of telephone, e-mail, fax, written notice, verbal report, etc., or if a suspicious object/package is found on the property, you are to notify the principal/administrator (or designee) of the location in which are working, immediately. **See Bomb Threat Phone Check Sheet and Telephone Bomb Threat Card pages 24-25.*

Confidentiality
It is the policy of the Board that when GECS receives in trust from a public agency information identified to be confidential or exempt from disclosure under the Freedom of Information Act, Common Law, Privilege, Case Law, or Federal Law, GECS and the Board will maintain the confidentiality of said information to the maximum extent permitted by the law. *See Board Policy #8350 – *Confidentiality pages 26-27.*

Corrective Action
GECS believes that in situations where less than satisfactory performance levels have been exhibited or inappropriate behaviors exist, affirmative and appropriate corrective action will be taken. **See Administrative Guideline 3450 – Corrective Action pages 28-32.*

Employee Attendance
The purpose of Administrative Guideline 3244 "Employee Attendance" is to establish a procedure to review employee attendance records and determine compliance with board policy and Family Medical Leave Act procedures or administrative guideline procedures for being absent from work. **See Administrative Guideline 3244 pages 33-34.*

Energy Management
GECS embraces energy conservation and believes in ensuring every reasonable effort is made to conserve energy and natural resources while exercising sound financial management. GECS

recognizes the importance of adopting an energy management and conservation policy in order to govern this program. GECS affirms that the implementation of this policy will be the joint responsibility of the Board, and GECS employees. **See Board Policy #8100 Energy Management Conservation page 35.*

Equal Employment Opportunity/Non-Discrimination
GECS does not discriminate on the basis of race, color, religion, national origin, sex, orientation, gender, pregnancy, genetic information, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities. **See Board Policy #3122 Non-Discrimination and Equal Employment Opportunity and Board Policy #2260 Non-Discrimination and Access to Equal Educational Opportunity pages 36-38.*

Harassment / Bullying
Harassment of employees or applicants for employment is prohibited, and will not be tolerated. **See Board Policy #3362 Harassment of Staff, Applicants or Volunteers; Administrative Guideline 3362 Complaint Procedures; Board Policy #3362.01 – Threatening Behavior Toward Staff Members; Administrative Guideline 3362.01 Reporting Threatening Behaviors; Board Policy #5517 – Harassment of Students; Board Policy #5517.01 Bullying and Other Aggressive Behavior Toward Students pages 39-52.*

Identification Badges

GECS provides identification badges at no-charge for employees that require such a badge. Please contact GECS for information on obtaining a badge. If employee requires a replacement badge, a $5.00 fee will be required.

Privacy Protections of Group Health Plans
GECS may provide coverage to eligible employees under various group health plans and GECS acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. Certain health information maintained by these group health plans is afforded significant protection by this Federal law. **See Board Policy #3419.02 Privacy Protections of Fully Insured Group Health Plans pages 53-54.*

Report of Work-Related Accident/Injury/Communicable Disease/Suspected Exposure to Bloodborne Infectious Diseases
If you are involved in any work-related accident, injury or exposure to communicable disease, at the time of the incident/exposure you must immediately report it to your supervisor. Supervisors must then report injury to GECS. If injury requires a trip to the clinic, employee must attend one of employer's designated clinics in order to be workers' compensation eligible. Completion of the Report of Accident/Injury/Communicable Disease/Suspected Exposure to Bloodborne Infectious Diseases is essential. Forms are available in all buildings and garages. The person to whom you report the incident/exposure will forward the information to GECS. **See Report of Accident/Injury/Communicable Disease/Suspected Exposure to Bloodborne Infectious Disease pages 55-57.*

Safe and Drug-Free Workplace/Schools Notice
GECS employees are strictly prohibited from the unlawful manufacture, distribution, dispensing, possession and/or the use/consumption of or being under the influence of a controlled substance and/or alcohol anywhere in the workplace or while performing job responsibilities.

**See Administrative Guideline 3122.01 Safe and Drug-Free Workplace/Schools and Board Policy #3170 Substance Abuse pages 58-65.*

Staff Dress and Grooming / Proper Attire
GECS believes that employees set an example in dress and grooming. Employees should present an image of dignity, and one which encourages respect. **See Genesee Education Consultant Services, Inc. Professional Dress Code pages 66-67.*

Staff Ethics
GECS expects all employees to maintain high standards in their working relationships and in the performance of their professional responsibilities. **See Board Policy #3210 Staff Ethics page 68.*

Student Records
In order to provide appropriate educational services and programming, GECS employees may collect, retain and use information about individual students. Simultaneously, GECS recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information. **See Board Policy #8330 Student Records page 69.*

Tobacco-Free Schools
GECS and its employees will abide by Public Act 140 of 1993, which prohibits the use of tobacco products on school grounds, in school district facilities, in vehicles parked on school property and in school buses and other vehicles operated by the district. **See Board Policy #7434 Use of Tobacco on School Premises page 69.*

Weapon-Free School Zone
GECS 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. Therefore, GECS employees will not carry, or otherwise possess, a weapon or dangerous weapon on school premises without prior written approval of the worksite superintendent. **See Board Policy #3217 Weapons page 71.*

Wellness
GECS recognizes that good nutrition and regular physical activity affect the health and well-being of students and it is beneficial when employees, parents and the public at large, are involved in a community-wide effort to promote, support and model such health behaviors and habits. **See Board Policy #8510 Wellness pages 72-76.*

Workplace Safety
GECS believes that workplace safety is the responsibility of all employees and it will not tolerate inappropriate or intimidating behavior within the workplace. **See Board Policy #3362.02 – Workplace Safety page 77-78.*

3121 - CRIMINAL HISTORY RECORD CHECK

Before Genesee Education Consultant Services, Inc. (GECS) hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with GECS to provide services on more than an intermittent or sporadic basis.

Individuals or entities that contract to provide continuous and regular services with GECS shall have the results of the required criminal history records check for review and approval *by the district where the employee will work.*

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, GECS may contract on a provisional basis until the report is received. Any such provisional hire requires that:

A. The record check has been requested;

B. The applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies.

Such an inquiry shall also be made for substitute teachers who may be employed or contracted for by GECS.

For substitute teachers currently working in another district, public school academy or non-public school in the State, GECS may use a report received from the State Police by such school to confirm *(ICHAT)*, that the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check *by means of an "Affidavit of Assignment",* with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check*, following review by the district who holds the Livescan results and where the GECS employee is assigned, an Affidavit for Assignment will be completed and shared with GECS.* If this method is used, GECS must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than six (6) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications. Records involving misdemeanor convictions for sexual or physical abuse or any felony are not subject to these restrictions. Violation of confidentiality is considered a misdemeanor with fines up to $10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information from the Michigan State Police may be disclosed in reference to a Freedom of Information Act request.

Criminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

M.C.L.A. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

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Revised 6/12/07
Revised 11/25/08

GENESEE EDUCATION CONSULTANT SERVICES, INC. (GECS)

DISCLOSURE OF CHARGES AND/OR ARRAIGNMENT

_____

Name (Please Print)

_____

Building (Please Print)

_____

Worksite location: (Please Print)

_____

Position (Please Print)

_____

Date Charged and/or Arraigned (Please Print)

Pursuant to Public Act 131 of 2005, I hereby disclose that I was charged and/or 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 should I be convicted of or plead guilty or nolo contendere (no contest) to a crime or if the subject of finding is guilt by a judge or jury, it is my responsibility to disclose to the court that a public school employs me. I also understand that if I am charged but 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 Forms To:

Human Resources
Genesee Education Consultant Services, Inc.
G-6235 Corunna Rd.
Flint, MI 48532

Director
Michigan Department of Education
Office of Professional Prep. Serv.
P. O. Box 30008
Lansing, Michigan 48909

GENESEE EDUCATION CONSULTANT SERVICES, INC. (GECS)

Convictions Requiring Disclosure for GECS Employees working at school districts

Listed Offenses as included in the Michigan Sexual Offenders Registration Act (SORA)

Conviction of any of these offenses results in automatic termination of employment. Arraignment or conviction of any of these offenses must be reported. Failure to report is a crime.

MCL 750.145a	Accosting, enticing or soliciting a child for immoral purposes
MCL 750.145b	Accosting, enticing or soliciting a child for immoral purposes, second or subsequent offenses
MCL 750.145c	Child sexually abusive activity or material
MCL 750.158	Crime against nature or sodomy where victim is under 18 years of age
MCL 750.338	Gross indecency; between male persons where victim is under 18 years of age (except for juvenile disposition/adjudication)
MCL 750.338a	Gross indecency; female persons where victim is under 18 years of age (except for juvenile disposition/adjudication)
MCL 750.338b	Gross indecency; between male and female persons where victim is under 18 years of age (except for juvenile disposition/adjudication)
MCL 750.349	Kidnapping where victim is less than 18 years of age
MCL 750.350	Kidnapping of a child under 14 years of age
MCL 750.448	Soliciting and accosting where the victim is less than 18 years of age
MCL 750.455	Pandering
MCL 750.520b	First degree criminal sexual conduct
MCL 750.520c	Second degree criminal sexual conduct
MCL 750.520d	Third degree criminal sexual conduct
MCL 750.520e	Fourth degree criminal sexual conduct
MCL 750.520g	Assault with intent to commit criminal sexual conduct

A third or subsequent violation of any combination of the following, including a local ordinance of a municipality substantially corresponding to the following:

MCL 750.167(1)(f)	Engaging in obscene or indecent conduct in public
MCL 750.335a	Indecent exposure

Any other violation of a law of this state or a local ordinance of a municipality that by its nature constitutes a sexual offense against an individual who is less than 18 years of age.

Any offense committed by a person who was, at the time of the offense, a sexually delinquent person as defined in MCL 750.10a.

MDE Convictions Requiring Disclosure

Arraignment on ANY FELONY, OR "SORA" OFFENSE (listed above), or any of the following misdemeanors must be reported:

MCL 750.520e	Fourth degree criminal sexual conduct or ATTEMPT
MCL 750.136b	Child abuse in the third degree or ATTEMPT
MCL 750.136b	Child abuse in the fourth degree or ATTEMPT
MCL 333.7410	Delivery or distribution of a controlled substance to a minor within 1,000 feet of a school
MCL 750.115	Breaking and entering or entering without permission certain buildings, including an ice shanty valued over $100.
MCL 750.141a	Knowingly allowing a minor to possess or use alcohol or a controlled substance
MCL 750.145a	Accosting, enticing or soliciting a child under age 16 for immoral purposes.
MCL 750.335a	Indecent exposure
MCL 750.359	Stealing or destroying any fixture or part of a vacant building or structure (larceny)
MCL 750.81	Assault; assault and battery
MCL 750.81a	Assault; infliction of series injury (aggravated assault)
MCL 750.145d	Use of the internet to commit a crime involving a minor
MCL 436.1701	Selling or furnishing alcohol to a person less than 21 years of age

Any misdemeanor involving cruelty, torture, or indecent exposure involving a child.

A violation of a substantially similar law of another state, of a political subdivision of this state or another state, or of the United States.

ALL CONVICTIONS OF ANY KIND MUST BE REPORTED ONCE A PERSON HAS BEEN CHARGED WITH A SELF-REPORTING OFFENSE.

Required Disclosure and Immediate Suspension of Certificate Upon Conviction

Arraignment on ANY FELONY, any "SORA" OFFENSE listed above, or any of the following misdemeanors must be reported:

MCL 7402(2)(a)(i)	Manufacturing/delivering controlled substances
MCL 7403(2)(a)(i)	Possession of a controlled substance
MCL 333.7416	Recruiting, inducing, soliciting or coercing minor to commit a felony
MCL 750.83	Assault with intent to commit murder
MCL 750.89	Assault with intent to rob and steal armed
MCL 750.91	First degree murder
MCL 750.317	Second degree murder
MCL 750.529	Armed robbery aggravated assault
MCL 333.7410	Misdemeanor – delivery of a narcotic to a minor or student or within 1,000 feet of school property.

GENESEE EDUCATION CONSULTANT SERVICES, INC. (GECS)

EMPLOYEE WEB

Employee Web is a secure online application that displays your personal and payroll related information via the Internet.

You can access Employee Web anytime to view your:

- Basic information (address, phone)
- Contacts
- Accruals and Attendance
- Deductions
- W4 Information
- Payroll (current and payroll history)
- W2 information

The link to Employee Web can be found on GECS website. Select the **Staff Resources** tab. From the drop down menu, select **Employee Web**.

Log on to the Employee Web by using:

1. **I.D.**
   The six digit employee identification number you will be provided via e-mail shortly after your Human Resources Orientation session, as your ID and

2. **PIN**
   the last four digits of your social security number as your PIN. You will have the opportunity to change your PIN once you have logged into Employee Web. After you have logged into Employee Web, the menu on the left will allow you to view all of the areas indicated above.

If you have trouble logging in or have any other questions regarding Employee Web please contact GECS Human Resources Department at (810) 396-1100.

GENESEE EDUCATION CONSULTANT SERVICES, INC. (GECS)

EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT Page 1 of 3

Basic Leave Entitlement

FMLA requires covered employers (employers with 50 or more employees within a 75 mile radius of the location where an employee is based) to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

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

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

UNDER THE FAMILY AND MEDICAL LEAVE ACT Page 2 of 3

Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. Employees only qualify for an FMLA leave once within a 12 month period. The 12-month period is measured forward from the date an employee's first FMLA leave begins. Leave can be used concurrently with a workers' compensation leave of absence.

Substitution of Paid Leave for Unpaid Leave
Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities
Employees must provide 30 days advance notice to GECS, in writing, of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information to GECS to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employees on a covered leave shall not be allowed to be on GECS' contractor locations and work sites.

Employer Responsibilities
Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the

employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

UNDER THE FAMILY AND MEDICAL LEAVE ACT Page 3 of 3

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:
1-866-4US-WAGE (1-866-487-9243) ITY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE PREGNANCY DISCRIMINATION ACT

Scope

The Pregnancy Discrimination Act (PDA) is a United States federal statute. It amended Title VII of the Civil Rights Act of 1964 to "prohibit sex discrimination on the basis on pregnancy". The Act covers discrimination "on the basis of pregnancy, childbirth, or related medical conditions". The Act only applies to employers with 15 or more employees.

Basic Leave Policy

Genesee Education Consultant Services will grant an 8 week unpaid maternity leave to eligible employees. Employees must notify GECS when applying for a maternity leave. An eligible employee is one whom is incapacitated due to pregnancy, prenatal medical care or child birth. If an employee requires time off work beyond the 8 week period, employee must submit written documentation after 6 weeks to Genesee Education Consultant Services to approve such request.

Use of Leave

An employee must use this leave entitlement in one block.

Substitution of Paid Leave for Unpaid Leave

An employee may choose or employers may require the use of accrued paid leave while taking Maternity Leave. In order to use paid leave for Maternity Leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice to GECS of the need to take Maternity Leave when the need is foreseeable. When 30 days is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information supporting the need for leave. When returning to work, sufficient information must be provided if employee needs a reasonable accommodation to perform job functions.

Employees on a covered leave shall not be allowed to be on GECS' contractor locations and work sites.

Returning to work following leave

Upon conclusion of Maternity Leave, Genesee Education Consultant Services will make every attempt to restore employee to past position, or a similarly situated position, depending on the

needs of the program that the employee was employed in.

MEDICAL LEAVE POLICY

Basic Leave Policy

Genesee Education Consultant Services will grant an 8 week unpaid medical leave to eligible employees that do not qualify under the Family Medical Leave Act (FMLA). Employees must notify GECS when applying for a medical leave. An eligible employee is one whom is incapacitated due to a serious medical condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

If an employee requires time off work beyond the 8 week period, employee must submit written documentation after 6 weeks to Genesee Education Consultant Services to approve such request. Due to the nature of finding temporary replacements for many job positions, it is up to GECS and the district supervisors to determine if an extension will be granted.

Employees can only qualify for this leave once in a year-long period, rolling backward from the date of a previous medical leave.

Use of Leave

An employee must use this leave entitlement in one block.

Substitution of Paid Leave for Unpaid Leave

An employee may choose or employers may require the use of accrued paid leave while taking a Medical Leave. In order to use paid leave for Medical Leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice to GECS of the need to take Medical Leave when the need is foreseeable. When 30 days is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information supporting the need for leave. When returning to work, sufficient information must be provided if employee needs a reasonable accommodation to perform job functions.

Employees on a covered leave shall not be allowed to be on GECS' contractor locations and work sites.

Returning to work following leave

Upon conclusion of Medical Leave, Genesee Education Consultant Services will make every attempt to restore employee to past position, or a similarly situated position, depending on the needs of the program that the employee was employed in.

BLOODBORNE INFECTIOUS DISEASES
TRAINING SESSIONS

GECS employees identified in the Bloodborne Infectious Diseases Exposure Control Plan, Appendix C, are required to attend an annual Bloodborne Infectious Diseases training session. If you are working at a GISD building or in a GISD *the following Bloodborne Pathogen Training is mandatory.*

Login Instructions for SafeSchools Training

We are pleased to offer a new way of delivering the safety training that you're required to complete each year. Using the SafeSchools Training sustem, you'll be able to complete your training via the Internet at your convenience – even from the comfort of your own home!

How to log on to the SafeSchools Online Training Program:

1. Using your web browser, go to the web page ***http://gecs-inc.mi.safeschools.com*** (No "www" is necessary.)

2. To access your assigned training, you will need to enter your GECS username. The GECS username is a six digit number.

3. Your assigned course or courses will be listed on your personal SafeSchools Training home page under "Mandatory Training."

4. Select an course by simply clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. You will have the option to print out a Certificate of Completion once you successfully complete the course.

If you have any questions or problems with the site, please contact:

810-396-1100/contactus@gecs-inc.org

GENESEE EDUCATION CONSULTANT SERVICES, INC. (GECS)

Bomb Threat Phone Check Sheet—Keep this near your phone!

1. Keep the caller on the phone as long as possible. GET THE ATTENTION OF A CO-WORKER TO REPORT THE ISSUE TO A SUPERVISOR. Note time:_____

2. Provide the exact wording of the threat:

_____

_____

_____

3. Questions to Ask to Extend Length of Call

A. When is the bomb going to explode?

_____

B. Where is the bomb right now?

_____

C. What does it look like?

_____

D. What kind of bomb is it?

_____

E. What will cause it to explode?

_____

F. Did you place the bomb?

_____

G. Why?

_____

H. What is your address?

_____

I. What is your name?

_____

ADDITIONAL DATA FOR POLICE

Caller's Voice

[Calm [Laughing [Lisp [Disguised [Angry [Crying [Raspy

[Accent [Excited [Normal [Deep [Familiar [Slow [Distinct

[Slurred [Clearing Throat [Soft [Nasal [Loud [Stutter

Background Noise

[Street Noises [House Noises [Car [Animal [Voices [Long Distance

[Cellular (cutting in or out) [Office [Clear

Threat Language
[Well Spoken [Irrational [Taped [Foul [Incoherent [Message was Read

Comments:

_____

_____

NAME: _____ PHONE: _____

POSITION:_____

WORKSITE LOCATION:_____

8350 - CONFIDENTALITY

It is the policy of GECS when it receives in trust from a public agency, information identified to be confidential or exempt from disclosure under the Freedom of Information Act, Common Law, Privilege, Case Law, or Federal Law, GECS will maintain the confidentiality of said information to the maximum extent permitted by the law.

Further, employees must not divulge confidential information contained in any records and files of this organization, Genesee Intermediate School District, or any other entity where an employee is located.

Employees must not divulge confidential information contained in the records and files of the above-mentioned entities, except to other employees who may need such information in connection with their duties and to authorized parties in accordance with proper departmental procedures.

Neither GECS nor its employee's will permit the release of the social security number of an employee, student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers are restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they will be shredded by an employee who has authorized access to such records.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures, and should refer the requestor to the employee's immediate supervisor.

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

GECS may seek court protection to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency.

When possible, GECS will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

Employees who intentionally violate this policy are subject to discipline, up to and including discharge.

The Chief Executive Officer (CEO) will assure that employees have readily available access to this policy.

Freedom of Information Act 1976, paragraph 15.243 et seq.
M.C.L.A. 445.83, 445.84

CORRECTIVE ACTION

1. Statement of Intent
   Genesee Education Consultant Services, Inc. (GECS) believes that in situations where less than satisfactory performance levels have been exhibited or inappropriate behaviors exist, corrective action will be taken. The corrective action process will focus on the establishment of appropriate behaviors and effective performance. Although corrective action will normally be progressive in nature, there may be deviations from the normal progression in cases of severe misconduct. In some cases, immediate termination may result. Therefore, the corrective action taken will be determined on a case-by-case basis.

   The following acts by an employee, individually or in concert with other(s), will constitute misconduct and may result in corrective action, up to and including termination. This list is not all inclusive, but serves as a general overall guideline.

   A. Conduct identified as grounds for dismissal in accordance with applicable state and federal statutes.

   B. Conduct that violates any established rules, regulations, policies or directives of GECS and its Board.

   C. Conduct that violates the criminal laws of this state or of the United States.

   D. Conduct that is prejudicial to the proper administration of the duties and obligations imposed on GECS and/or the employee's physical work site, by the laws of this state.

   E. Conduct that exposes GECS and/or the employee's physical worksite or the educational profession to contempt, censure, ridicule or reproach.

   F. Conduct that is contrary to the common established standards of justice, ethics, honesty or good morals.

   G. Negligence.

   H. Insubordination.

   I. Excessive tardiness and/or absenteeism.

2. Responsibility

   A. Worksite Supervisory Staff will:

      1. Notify GECS Human Resources Department whenever a GECS employee's behavior indicates a need for corrective action.

2. Forward corrective action supporting documentation to GECS Human Resources, where a copy will be retained in the employee's personnel file, if appropriate.

B. GECS Human Resources staff will:

1. Meet with the employee to a) discuss the infraction or misconduct and b) if appropriate, discuss the steps to be taken by the employee to assure the behavior is modified to eliminate the need for corrective action again.

2. Work with participating entities to ensure all supervisors are trained in GECS corrective action procedures with respect to its employees.

3. Discuss with supervisors corrective action issues as they occur.

4. Ensure the corrective action administrative guidelines are accessible to all employees.

5. Maintain accurate corrective action documentation in the employee's personnel file.

A fair and objective investigation of the circumstances and facts will be completed prior to administering any corrective action. The degree of corrective action will be related to and consistent with the seriousness and nature of the infraction or misconduct and the performance record of the employee.

3. Corrective Action Steps

The following three levels of corrective action may be implemented, depending on the severity and number of prior infractions or occurrences of misconduct: 1) verbal warning, 2) written warning and (3) termination.

All corrective action will be recorded on the Corrective Action Form and will include the level of corrective action, description of misconduct, violation(s), circumstances, facts and supporting data, summary of previous corrective action taken, if applicable, and recommended solutions. The form will be signed by the employee and GECS Human Resources Department.

APPENDIX I – Corrective Action Steps

Level of Corrective Action	**Rationale**	**Retention**
Verbal Warning	1st notice	Permanent Record
Written Warning	1st or 2nd notice depending on seriousness of misconduct	Permanent Record
Termination	1st , subsequent or final notice depending on seriousness of misconduct	Permanent Record

CORRECTIVE ACTION FORM

Name_____ Date_____

Worksite location_____

Performance Issues (absenteeism, conflicts with co-workers, etc.): _____

_____

Circumstances, Facts and Supporting Data (include date(s), time(s), location(s), and witnesses:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Violation: (attach copies)

_____ Board Policy: _____

_____ Administrative Guidelines: _____

_____ Worksite Procedure Manual: _____

_____Failure to perform Essential Duties of job description

Summary of Previous Corrective Action Taken, if applicable:

_____

_____

_____

Level of Corrective Action:

_____ Verbal Warning
_____ Written Warning
_____ Termination

Misconduct:

_____ Conduct which is identified as grounds for dismissal in accordance with applicable state and federal statutes.
_____ Conduct which violates any established rules, regulations, policies or directives of GECS and its Board.
_____ Conduct which violates the criminal laws of this state or of the United States.

_____ Conduct that is prejudicial to the proper administration of the duties and obligations imposed on GECS and/or the employee's physical work site, by the laws of this state.
_____ Conduct that exposes GECS and/or the employee's physical worksite or educational profession
to contempt, censure, ridicule or reproach.
_____ Conduct that is contrary to the common established standards of justice, ethics, honesty or good morals.
_____ Negligence.

_____ Insubordination.

_____ Excessive tardiness and/or absenteeism.

_____ Other, please specify

_____

Recommended Solutions: _____

_____

Additional Comments: _____

_____

_____

_____

My signature on this form indicates that the above-mentioned corrective action was discussed with me and that I have received a copy of this form.

Staff Member's Signature _____Date _____
Human Resource Department
Signature_____Date_____

EMPLOYEE ATTENDANCE

I. Purpose:

To establish a procedure to review employee attendance records and determine compliance with board policy, Family Medical Leave Act procedures or administrative guidelines for being absent from work.

II. Procedure:

A. Employees will:

1. Follow board policy, staff manuals and administrative guidelines related to employee attendance and absences from the work place:

   a. AG3430.01 (AOP 5B) Leaves of Absence: Unpaid Family and Medical;

   b. AG8442 (AOP 36A) Report of Work-Related Accident/Injury/Communicable Disease/Suspected Exposure to Bloodborne Infectious Diseases;

   c. AG3122 (AOP 36B) Nondiscrimination and Equal Employment Opportunity;

   d. AG3480 (AOP 45) Overtime and Compensatory Time (Extra Duty);

2. Inform supervisor of all absences as early as possible. **Failure to notify supervisor will result in an unexcused absence. An unexcused absence is an absence that has not been given prior approval OR was not reported in a timely fashion. A no-call/no-show is an unexcused absence. 2 no-call/no-shows may result in termination of employment.**
   A. **After 2 unexcused absences, an employee may be subject to a documented corrective action verbal warning.**
   B. **After 3 unexcused absences, an employee may be subject to a documented corrective action written warning.**
   C. **After 4 unexcused absences, an employee may be terminated from employment.**
3. **Employees with attendance less than 95% during the course of the year, may be subject to corrective action.**
4. **Vacations with or without pay must have prior approval from supervisor.**

5. Report all absences on the Report of Absence form and forward to payroll@gecs-inc.org.

6. In the event that an employee is off work for 3 consecutive scheduled work days, and a prior leave request has not been granted, GECS may require that the employee provide a physician's note to verify the absence.

7. Personal Time Off (PTO) must be used first when an employee is absent from work. This includes approved leaves of absence. Employees absent from work without PTO, may be subject to corrective action measures.

B. Worksite location Supervisors:

1. Will review employee attendance records for employees in their assigned area of responsibility.

2. May meet with employees:

a. who have not followed applicable board policy, Leaves of Absence procedures and administrative guidelines for being absent from work

b. to determine whether or not the employee takes time off work without pay which does not qualify under provisions of the Family and Medical Leave Act, board policy and/or administrative guidelines for being absent from work.

3. Will review corrective action procedures and determine possible implementation. (Refer to Administrative Guideline 3450.)

4. Will contact GECS Human Resources to discuss corrective action.

5. In the event that an employee is off work for 3 consecutive scheduled work days, and a prior leave request has not been granted, GECS may require that the employee provide a physician's note to verify the absence.

6. Personal Time Off (PTO) must be used first when an employee is absent from work. This includes approved leaves of absence.

8100 - ENERGY MANAGEMENT CONSERVATION

GECS embraces energy conservation and believes its responsibility is to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management. GECS recognizes the importance of adopting an energy management and conservation policy in order to govern this program. The implementation of this policy will be the joint responsibility of GECS and all employees of GECS.

GECS expects all its employees to make a positive contribution to maximize energy conservation and produce real energy savings by following "energy guidelines" in place at their worksite. Those guidelines will define the implementation and maintenance strategies for the program that promote energy efficiency while maintaining a safe, healthy learning and working environment.

2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Genesee Education Consultant Services, Inc. (GECS) supports school districts desire and obligation to provide an equal opportunity for all students, regardless of gender, religion, race, sex, orientation, pregnancy, color, national origin or ancestry, disability, genetic information, marital status, place of residence within the boundaries of the district, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in the district.

Superintendents will be responsible for the following actions or similar actions based on district policies in support of equal educational opportunities for all students:

A. **Curriculum Content**

Review current and proposed courses of study and textbooks to detect any bias based on any legally protected interest; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. **Staff Training**

Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of any legally protected interest or other bias in all aspects of the program;

C. **Student Access**

Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of any legally protected interest in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

This language does not prohibit the district from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.

D. **District Support**

Ensure that like aspects of the district program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. **Student Evaluation**

Ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of any legally protected interest.

Superintendents will appoint a compliance officer who will be responsible for ensuring that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law. They will also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 is provided to students, their parents, staff members, and the general public.

Superintendents will attempt annually to identify children with disabilities, ages 0-25, who reside in the district but do not receive public education.

In addition, they will establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in district programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy **2225**).

Districts will endeavor to assist the student and/or his/her parents in their access to district programs by providing notices to the parents and students in a language and format that they are likely to understand.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing will be provided to each blind student's individualized planning committee. Districts will not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

Superintendents will develop administrative guidelines as needed for the proper implementation of this policy.

M.C.L.A. 380.1146, 380.1704, 37.1101 et seq., 37.2402, 37.1402
M.C.L.A. 37.2101-37.2804
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendments Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
29 U.S.C. Section 794, Rehabilitation Act of 1973
42 U.S.C. Section 2000d et seq., Civil Rights Act of 1964
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990
42 U.S.C. 6101 et seq.
34 C.F.R. Part 110 (7/27/93)
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

GECS does not discriminate on the basis of race, color, religion, national origin, sex, orientation, pregnancy, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

Employees' questions or concerns should be referred to the Human Resources Department, which has overall responsibility for this policy and maintains reporting and monitoring procedures.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.

The Chief Executive Officer or designee will be responsible for ensuring compliance with Federal and State regulations and that any inquiries or complaints are dealt with promptly in accordance with law. S/He will also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 is provided its employees. M.C.L.A. 37.2101 et seq., 37.1101 et seq.
20 U.S.C. 1681 et seq., Title IX
29 U.S.C. 623 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 701 et seq., Rehabilitation Act of 1973
42 U.S.C., 1981 etc.
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990
42 U.S.C., 12112, Americans with Disabilities Act of 1990
42 U.S.C. 2000 et seq., Civil Rights Act of 1964
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
U.S. Constitution, XIV Amendment
29 C.F.R. Part 1635

3362 - HARASSMENT OF EMPLOYEES OR APPLICANTS

Harassment of employees or applicants for employment is prohibited, and will not be tolerated. This includes inappropriate conduct by any person in the worksite environment, including other employees, Board members, parents, guests, teachers, contractors, vendors, and volunteers. It is the policy of GECS to provide a safe, positive work environment free of harassment.

Employees who have been found to harass other employees or applicants through any means, including electronically transmitted methods (e.g., Internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subjected to GECS corrective action procedures. Such behavior is considered harassment whether it takes place on or off worksite property, at any worksite-sponsored function, or in a company vehicle if it is considered to have a negative impact on the worksite environment.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact an employee's ability to perform his/her job or an applicant's ability to complete the employment process. This would include harassment based on race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact an employee or applicant. This would include such activities as stalking and unwelcomed taunting, teasing, or intimidation.

The following definitions are provided for guidance only. If employees or other applicants believe there has been harassment, regardless of whether it fits a particular definition, they should report it and allow administration to determine the appropriate course of action.

Harassment

Harassment may occur when:

A. Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of employment with GECS;

B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, or limit the harassed employee or applicant in the terms, conditions, or privileges of employment with GECS;

C. The unwelcomed conduct or communication interferes with the employee's work performance or the applicant's completion of the employment process, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the employee or applicant's ability to perform.

Sexual Harassment

Sexual Harassment may include, but is not limited to:

A. Verbal harassment or abuse;
B. Pressure for sexual activity;
C. Repeated remarks with sexual or demanding implications;
D. Unwelcome touching;
E. Sexual jokes, posters, cartoons, etc.;
F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's safety, job, or performance of public duties.

Reporting Procedures

Employees or applicants who believe they have been or are the victim of any type of harassment including sexual harassment, harassment on the basis of race/color, religion, national origin, or disability, should immediately report the situation to their immediate supervisor and GECS CEO or designee (Compliance Officer) at (810) 396-1100. If the complaint relates to either of those individuals, the complaint may be filed with GECS Board President. All complaints will be investigated.

Every employee or applicant **must** report any situation they believe to be harassment. Reports may be made to those identified above.

The investigation will be handled as confidentially as possible under the circumstances. The need to interview the witnesses and the offending individual(s), however, does not allow for total confidentiality in this process. The investigation will be conducted in accordance with AG 3362.

If the investigation finds harassment occurred, it will result in prompt and appropriate corrective action. This may include immediate termination for employees who are harassing others.

Retaliation against any person for complaining about harassment or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in corrective action as indicated above.

Notification

State and Federal rights posters on discrimination and harassment will be posted online. All new hires of GECS will be required to review and sign off on this policy and the related complaint procedure.

This policy is not intended to create legal rights or obligations beyond those established by Federal, State, or local law.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
29 U.S.C. 621 et seq./ 42 U.S.C. 2000e et seq. / 42 U.S.C. 1983
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act 29
29 C.F.R. Part 1635
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794
The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.
The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.
The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis – May 2008 / Revised 10/12/04

COMPLAINT PROCEDURES

I. Purpose:

To establish a procedure through which any GECS employee or applicant who alleges harassment by any other GECS employee or anyone else during the course of work may address the allegation and seek relief.

II. Procedure:

A. Any allegation of harassment will be brought to the attention of the Human Resources Department.

B. GECS Human Resources Department will conduct and document a thorough investigation of such allegations and will determine whether the allegations warrant further action.

C. GECS Human Resources Department will maintain documentation of all verbal and written complaints and records of disposition of all complaints.

D. The investigation will be handled as confidentially as possible under the circumstances. The need to interview the witnesses and the offending individual(s), however, does not allow for total confidentiality in this process. The investigation will be conducted in accordance with AG 3362.

E. A substantiated charge against an employee will result in corrective action consistent with GECS policies.

F. Federal and state laws prohibit harassment. Allegations of such actions or behavior may also result in referral to civil authorities.

III. Notification:

A. Notice of this policy will be provided to all new employees of GECS as a part of orientation.

B. Worksite supervisors will review this policy with all GECS employees at their worksite at least annually.

GENESEE EDUCATION CONSULTANTS, INC. (GECS)

COMPLAINT OF HARASSMENT

Complaint # _____

1. Date of initial verbal report to Human Resources:
_____

2. Date a complaint was formally filed and number issued:
_____

3. Name of Complainant:
_____

4. Worksite Location: _____Phone #:_____

5. Relationship to GECS (employee, applicant):
_____

6. Name/Description of Alleged Perpetrator:
_____

_____

7. Detailed description of alleged SPECIFIC events, actions, statements or other behaviors that led to this complaint:

_____

_____

(COMPLAINANT MAY ATTACH STATEMENT)

8. Relief Sought:
_____

_____

_____

_____
Complainant's Signature Date

9. Disposition:
_____

_____

GECS Human Resources Signature Date:

cc: Complainant, Complaint File

3362.01 - THREATENING BEHAVIOR TOWARD EMPLOYEES

GECS believes that employees should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate an employee or cause anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. Any GECS employee who is found to have threatened another employee will be subject to discipline or reported to the authorities.

The Chief Executive Officer will implement guidelines so employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

REPORTING THREATENING BEHAVIORS

Threatening behavior may take different forms including, but not limited to, the following:

A. Encounters in which words and/or actions are used that indicate to the employee that his/her safety and well-being are in jeopardy;

B. Written, electronic and/or spoken communications, that include comments toward the employee or his/her family, which are disparaging or would imply or state explicitly, that the employee and/or his/her family may be subject to some form of physical or psychological abuse or violence;

C. Written, electronic and/or spoken communications to an employee which could subject him/her to blackmail or extortion;

D. Written, electronic and/or spoken communications that would imply or explicitly state that some form of damage may be done to the employee's property or that of his/her family.

Employees who believe they are victims of any of the above actions or have observed such actions taken by a student, parent, fellow employee, supervisor, co-worker, or other person associated with GECS such as a vendor, contractor, or other official, should promptly report to GECS Human Resources Manager (Compliance Officer), using the procedures outlined in AG 3362.

5517 - HARASSMENT OF STUDENTS

Harassment of students by GECS employees is strictly prohibited, and will not be tolerated. GECS abides by school policies to provide a safe and nurturing educational environment for all students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors.

Employees who have been found to harass students through any means, including electronically transmitted methods (e.g., Internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subjected to GECS corrective action procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

If the investigation finds harassment occurred, it will result in prompt and appropriate corrective action. This may include immediate termination of employees.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in corrective action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

Harassment may occur when:

A. Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;

C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

A. Verbal harassment or abuse;

B. Pressure for sexual activity;

C. Repeated remarks with sexual or demeaning implications;

D. Unwelcome touching;

E. Sexual jokes, posters, cartoons, etc.;

F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any GECS employee who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be incorporated into the GECS employee handbook. State and Federal rights posters on discrimination and harassment will also be posted online. All new hires of GECS will be required to review and sign off on this policy and the related complaint procedure.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
29 U.S.C. 621 et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794
The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.
The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.
The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis – May 2008

GENESEE EDUCATION CONSULTANTS, INC. (GECS)

Bylaws & Policies

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

GECS believes a safe and civil environment in school is necessary for students to learn and achieve high academic standards and it will instruct its employees to abide by school policies. GECS supports a safe and nurturing educational environment for all students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, by GECS employees is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected all GECS employees to provide positive examples for student behavior.

This policy applies to all activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also initiate corrective action if it interferes with the school environment.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. Internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

A. is directed at one (1) or more students;

B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;

C. adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,

D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

GECS employees are required to report any situation they believe to be aggressive behavior directed toward a student, to GECS Human Resources Manager. Reports may be made anonymously, but formal corrective action may not be taken solely on the basis of an anonymous report.

All complaints about aggressive behavior that may violate this policy will be promptly investigated, and documented.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate corrective action. This may include termination of an employee and the situation may also be referred to law enforcement officials. The complainant will be notified of the findings of the investigation, and as appropriate, that corrective action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation will be considered a serious violation of GECS policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, menacing, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school–provided transportation or at any official school bus stop.

"Employee" includes all GECS employees..

For a definition and instances that could possibly be construed as hazing, see Policy **5516**.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be incorporated into the employee handbook. State and Federal rights posters on discrimination and harassment will also be posted online. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Superintendents will develop administrative guidelines to implement this policy. Guidelines will include reporting and investigative procedures, as needed. The complaint procedure established by worksite Superintendents will be followed.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, GECS supports districts' right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 9-12-06

3419.02 - PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

GECS may provide coverage to eligible employees under fully insured group health plans and may establish the following fully insured group health plans:

A. Medical Plan
B. Dental Plan
C. Vision Plan

GECS acknowledges group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). The fully insured group health plans established by GECS will:

A. refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful;
B. not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits;
C. will retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later, if the plan document is amended in accordance with the Privacy Rule,

Fully insured group health plans established by GECS will not create or receive protected health information, except for:

A. **Summary Health Information** Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.

B. **Individual Information** Individual information is information about whether an individual is participating in a group health plan, or is enrolled in or has dis-enrolled from a health insurance issuer or HMO offered by the plan.

29 C.F.R. Part 1635
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

GENESEE EDUCATION CONSULTANTS, INC. (GECS)

REPORT OF ACCIDENT/INJURY/COMMUNICABLE DISEASE/SUSPECTED EXPOSURE TO BLOODBORNE INFECTIOUS DISEASES

Name _____Social Security No. (last 4 digits) ___ ___ ___ ___
(Last) (First) (Middle)

Mailing Address

_____
(Number) (Street)

_____
(City) (State) (Zip Code)

Telephone _____ Date of Birth _____ Male ☐ Female ☐

Marital Status _____

Visitor ☐ Employee ☐ Position/Title _____

Worksite location _____ Workday Start Time _____

Date Event Occurred _____ Time event occurred:

Describe what the employee or visitor was doing just before the incident occurred. Describe the activity, as well as the tools, equipment or material the employee was using. Be specific.

_____

_____

_____

_____

Describe how the event occurred. Explain what happened to cause the injury.

_____

_____

Identify the parts of the body involved.

_____

_____

_____

_____

What object or substance directly harmed the employee? *Examples:* wheelchair; Hoyer Lift; floor; body fluids.
If this question does not apply to the incident, leave it blank and check box ☐

_____

_____

_____

_____

Witnessed by:

_____

Employee Signature _____ Date _____

TO BE COMPLETED BY WORKSITE SUPERVISOR

Is this a suspected exposure incident? Yes ☐ No ☐

If yes, you must complete an *Exposure Incident Investigation Form* and forward it to Human Resources along with the Accident Report.

Exposure Incident Investigation Form completed? Yes ☐ No ☐

Describe on-site first aid administered:

_____

_____

Referred for medical treatment/evaluation? Yes ☐ No ☐

Name of Medical Treatment Center or Hospital:

_____

Comments/Additional Information

_____

_____

_____

_____

Nurse _____ Date _____

Worksite Supervisor _____ Date _____

Immediately forward all three pages of this form to GECS Human Resources Department.

SAFE AND DRUG-FREE WORKPLACE/SCHOOLS

Genesee Education Consultant Services values the health and safety of its employees and knows that the use of alcohol and/or drugs have a negative impact on the workplace and on job performance. Because of this, GECS prohibits the use, sale, or possession of alcohol and/or illegal drugs at all times while on Company property or time.

In accordance with the Federal Drug Free Workplace Act, individuals convicted of any criminal drug statute, including misdemeanors, for violations occurring on Company property or Company time **MUST** notify GECS within five days of the date of conviction. Individuals arrested as a result of a drug and/or alcohol related offense **MUST** notify GECS within 3 days of the arrest.

Purpose:

To establish a procedure to ensure compliance with the Safe and Drug-Free Schools and Communities Act of 1994, the Omnibus Transportation Employee Testing Act of 1991 and the board policy on safe and drug-free workplace/schools.

Responsibility:

GECS Employees will:

1. As a condition of employment, abide by the requirements of the *Safe and Drug-Free Workplace/Schools Notice.* Transportation employees must also abide by state and federal regulations regarding drug testing procedures as provided by board policy.

2. Participate in mandatory staff development and training activities related to drug-free workplace/schools.

3. If requested, meet with GECS Human Resources Manager to discuss possible violation of the *Safe and Drug-Free Workplace/Schools Notice.*

4. Participate in a drug and/or alcohol test at the expense of the worksite, as directed by GECS 'Human Resources Department.

5. Failure to participate in a drug and/or alcohol test, as directed by GECS Human Resources Department, will be interpreted the same as a positive test result.

6. For alcohol, a breathalyzer test may be conducted at the expense of the worksite. If the initial breathalyzer test indicates an unacceptable level, a second breathalyzer test will be conducted within 15 minutes. The level of unacceptability is .02 and above.

Supervisory staff will:

1. Participate in staff development and training activities related to reasonable suspicion and the implementation of the *Safe and Drug-Free Workplace/Schools Notice.*

2. If reasonable suspicion exists, immediately contact GECS Human Resources Department and GECS Human Resources Department or designee will conduct an investigation of the alleged violation of the *Safe and Drug-Free Workplace/Schools Notice.*

Testing Methods

Reasonable Suspicion/Post Accident Testing: If there is suspicion that an employee is under the influence of drugs and/or alcohol while on Company property or time, the employee will be required to take a drug and/or alcohol test. Reasonable Suspicion will be based on observable instances or actions such as, but not limited to the following: Dangerous conduct, Unexplained decrease in job performance, Hostile interpersonal relations, Possession of drug paraphernalia, Noticeably reduced short-term memory, Physical symptoms (bloodshot eyes, slurred speech, vomiting, etc.), Anxiety, Inability to Concentrate.

Drug and alcohol tests will be performed on all employees seeking medical treatment in the event of a work-related injury. In addition, bus drivers and employees driving company or personal vehicles will be required to take a drug and alcohol test in the event of a vehicular accident.

Test agency representatives will:

1. Conduct drug/alcohol tests in accordance with state and federal licensing requirements.

2. Follow the federal chain of command of custody regulations and confidentiality requirements.

3. Communicate positive tests to the employee. Positive test results for drugs will be communicated to the employee by the medical review officer.

4. Communication of test results will be done by telephone and will be followed up in writing by U.S. mail or fax only to the designated representative(s) of the district.

5. Conduct staff development and training activities for employees as requested.

GECS Human Resources Department will:

1. Give the employee the opportunity to volunteer for a drug/alcohol test, or direct the employee to take a drug/alcohol test to demonstrate that they are not in violation of the *Safe and Drug-Free Workplace/Schools Notice.*

2. Make arrangements to have the employee taken for testing.

   a. Time spent for drug testing will be considered work time, and the employee will be paid their regular hourly rate.

   b. If the employee tests positive or if drug test results are pending, make arrangements to take the employee home.

   c. When test results are still pending, the employee will be placed on a leave of absence until test results are received. Written notification of the leave of absence will be provided to the employee by GECS Human Resources Manager.

   d. If the employee tests as positive dilute, the test is treated as a verified positive test.

   e. If the employee tests as negative dilute, the employee will be directed to take another test. Refusal to take the test will be treated as a positive test.

3. Annually notify all employees in writing of their responsibility to be in compliance with the *Safe and Drug-Free Workplace Schools Notice* and board policy and drug-free workplace/schools.

4. Develop with the assistance of building/program administrators, staff development committees and, when applicable, with staff development and training activities that cover the following:

   a. Definitions related to the *Safe and Drug-Free Workplace/Schools Notice.*

   b. Reasonable suspicion.

   c. Observing and recognizing alcohol and drug use.

   d. Substance abuse/misuse and the dangers of alcohol.

   e. The legislative requirements related to drug-free workplace/schools.

   f. The need for an alcohol/drug free workplace environment.

   g. Information on drug and alcohol counseling, rehabilitation and reentry programs that are available to employees.

   h. Training for administrators and staff on dealing with substance abuse employees.

   i. Training on the concerns related to enabling substance abusers.

5. Assist worksite supervisors in the implementation of this Administrative Guideline.

Attachment A: Board Policy for Alcohol and Drug Testing for Transportation Employees
Attachment B: Definitions

Disciplinary Actions

Employees who test positive for drugs and/or alcohol, or who refuse to submit to testing, will be subject to disciplinary action(s), up to and including termination.

GENESEE EDUCATION CONSULTANTS, INC. (GECS)

(Attachment A)
BOARD POLICY

ALCOHOL AND DRUG TESTING FOR TRANSPORTATION EMPLOYEES

GENERAL:

Genesee Education Consultant Services, Inc. (GECS) acknowledges its responsibility to maintain a safe educational environment and workplace for students and employees. It further believes that the safety of students, while being transported to and from school and school activities is of paramount importance and is the primary responsibility of those persons that operate and maintain school vehicles.

The following basic policy statements apply:

1. GECS will be responsible for implementing an alcohol and drug testing program for all school bus drivers, transportation aides and positions requiring CDL licensing.

2. GECS may enter into partnership agreements with schools and other entities to comply with federal law.

3. The purpose of the testing program is to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by bus drivers, transportation aides and other required CDL licensed employees to comply with federal law.

4. School bus drivers, transportation aides and all other required CDL licensed employees are prohibited from any alcohol use which could affect on-the-job performance. Such misuse includes use of alcohol on the job, alcohol use four hours before driving, having prohibited concentrations of alcohol in his/her system and alcohol use during the eight hours following an accident.

5. Bus drivers, transportation aides and all other required CDL licensed employees will not report for duty or remain on duty which requires the performance of safety sensitive functions when the employee uses any controlled substance except when such use is pursuant to instructions of a physician who has advised the employee that the controlled substance does not adversely affect his/her ability to safely operate the motor vehicle.

6. Such alcohol and drug testing will be performed on school bus drivers, transportation aides and all other required CDL licensed employees for pre-employment (drugs only), pre-duty, reasonable suspicion, random, post accident, return-to-duty and follow-up alcohol and drug testing pursuant to the procedures set forth in federal regulations.

7. An employee covered by the federal regulations may not refuse to take a required test.

Legal References: Michigan Handicappers' Civil Rights Act, MCL 37.1211
Omnibus Transportation Employee Testing Act of 1991, Public Law 102-143,
Title VI, 105 Stat. 917, 952 (1991)
Michigan School Code, MCL 380.1 et seq.
Drug-Free Schools and Communities Act, 20 USC 3171 et seq.

DEFINITIONS

ALCOHOL
The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.

ALCOHOL USE
The consumption or ingestion of any beverage, mixture or preparation (including medication) containing alcohol.

CERTIFIED LABORATORY
A laboratory which has met certain minimum performance standards set by an accrediting agency and has received a certificate to verify this fact [e.g., from the U. S. Department of Health and Human Services (HHS) or the College of American Pathologists (CAP)].

CONTROLLED SUBSTANCES
Any illegal drug and any drug that is being used illegally (e.g., a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity).

CHAIN OF CUSTODY
Documented procedures to account for the integrity of each urine specimen by tracking its handling and storage from collection to disposal of the specimen.

FALSE NEGATIVE
An erroneous result of a drug test that indicates the presence of a drug/alcohol that is not actually present.

PRESUMPTIVE "POSITIVE"
A sample which has tested "positive" on a screening test but which has not been confirmed by an equally sensitive alternative chemical method, such as GC/MS.

REASONABLE SUSPICION
Suspicion that the employee has violated the standards of conduct relative to alcohol and/or controlled substances based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

SPLIT SAMPLE
A laboratory specimen that is subdivided at the time of collection and maintained as two separate samples. In the event of a "retest" the second sample would be analyzed.

TESTED DRUGS
For the purpose of this policy, the term "tested drugs" will include any substance which affects the body as a narcotic, depressant, stimulant, hallucinogen, or cannabinoid. Tested drugs

include, but are not limited to, marijuana, hashish, tetrahydracannabinol (THC), hallucinogens (e.g., Mescaline, LSD, PCP), cocaine, heroin, amphetamines, barbiturates, phencyclidine, benzodiazelnes, methadone, methaqualone, and propoxyheme.

UNDER THE INFLUENCE OF ALCOHOL

For the purpose of this policy, the term “under the influence of alcohol” is defined as the presence of alcohol in a person’s system at a level prohibited by Genesee Education Consultant Services, Inc. Therefore, anything above the level .02 will be considered in violation of this policy and said violation may result in discipline up to and including termination.

3170 - SUBSTANCE ABUSE

Genesee Education Consultant Services, Inc. (GECS) recognizes that substance abuse is a serious problem in society. Employees who use a controlled substance or abuse alcohol in the workplace, or who test positive for alcohol or a controlled substance while on duty are subject to corrective action procedures, state law, Safe and Drug-Free Schools and Communities Act of 1994, the Omnibus Transportation Employee Testing Act of 1991, the board policy on safe and drug-free workplace/schools and may also face corrective action up to and including termination.

GECS will ensure that all employees are annually notified in writing of their responsibility to be in compliance with the Board Policy and the Safe and Drug-Free Schools and Communities Act of 1994.

GECS Human Resources Department will work with district administrators and various committees to design and implement professional development and training activities that cover the following topics:

A. Definitions related to the Safe and Drug-Free Workplace notice.
B. Reasonable suspicion.
C. Observing and recognizing alcohol and drug use.
D. The legislative requirements related to drug-free workplace/schools.
E. Training for administrators and supervisors on dealing with substance abuse employees and family members.
F. Training on the concerns related to enabling substance abusers.
G. Information on drug and alcohol counseling, rehabilitation and re-entry programs that are available to employees and family members.
H. Insurance information and costs for treatment at drug and alcohol treatment programs in the community.
I. Substance abuse/misuse and the dangers of alcohol.

GENESEE EDUCATION CONSULTANTS, INC. (GECS)

Professional Dress Code

GECS Board believes that employees set an example in dress and grooming. GECS employees should present an image of dignity, and one which encourages respect.

Philosophical Basis for a Dress Code

- GECS employees are professional
- GECS is a community leader
- GECS and its employees are role models for the community
- Employees represent the image of GECS
- Employees dress for safety/job tasks
- Employee dress communicates a sense of pride in one's profession and self respect

Considering GECS philosophy, cleanliness of person, apparel, and good grooming are expected as a matter of health and professionalism, regardless of the position held.

Acceptable – All Staff

- Sport coats/jackets/sweaters
- Buttoned/polo/golf shirts or blouses
- Slacks/pants/jeans (with worksite supervisor's approval)
- Employees must wear safe and appropriate footwear, appropriate to the nature of their work and students they serve. For those employees whose primary responsibility is direct student contact, shoes should have closed toe, low and closed heel, and soles with appropriate grip (NOTE: Crocs and flip-flops are considered to be unsafe by GECS insurance carrier.)
- Capri's or shorts worn at or below the knees
- Skirts should be modest, professional length, falling at or just above the knees or longer
- Athletic wear may be worn for PE, APE class, OT, and PT or other approved circumstances
- Fragrances should be used sparingly for the comfort and well being of others (in some instances, staff may be asked to NOT wear fragrances).
- Clothing should provide adequate coverage for all work activities such as bending, stooping, stretching, and reaching
- Visible body piercing that is not excessive/unsafe/distracting.
- Leggings/stirrup pants when worn with other attire that comes at or below the knee.

Not Acceptable – All Staff

- Torn/ripped/faded/stained/wrinkled clothing
- Overalls
- Visible undergarments
- Exposed cleavage, buttocks, midriff or arm pits
- Obscene or overly-distracting tattoos
- Distracting/Visible body piercing (nose ring, eyebrow ring, tongue ring, etc.)
- Clothing that promotes cigarettes, weapons, alcoholic beverages, has sexual connotations or that could otherwise be deemed offensive
- Sweat pants

- Pajamas/pajama pants/loungewear
- Low rise, “hip-hugger pants”
- Any clothes that are too tight, too low cut, too short, or too revealing, including backless.

EXCEPTIONS:
The worksite supervisor may approve variations in the dress code for special situations such as field day, spirit day, workday, etc. and for those individuals whose responsibilities may necessitate an alternate form of dress. GECS Human Resources Department may also approve variations in the dress code due to medical conditions as requested by a physician. Office/professional staff positions may require additional restrictions to the above dress code to meet the requirements of those positions.

3210 - STAFF ETHICS

Genesee Education Consultant Services, Inc. (GECS) requires its employees to have integrity, high ideals, and human understanding. GECS expects its employees to maintain high standards in their working relationships and in the performance of their professional duties to maintain and promote these essentials. Employees must:

A. Recognize basic dignities of all individuals with whom they interact in the performance of duties;

B. Represent accurately their qualifications;

C. Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;

D. Seek and apply the knowledge and skills appropriate to assigned responsibilities;

E. Keep in confidence legally protected information;

F. Ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;

G. Avoid accepting anything of value offered by another for the purpose of influencing judgment;

H. Refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. These ethical conditions will in no way limit constitutionally or legally protected rights as a citizen.

In keeping with the ethical responsibilities of employees, GECS requires that employees not engage in any romantic or sexual relationship of any kind with students, regardless of their age. Employees are forbidden from supplying alcohol, drugs, cigarettes, or any other contraband to a student and if they do so, will be subject to corrective action, up to and including termination.

M.C.L.A. 750.520b, 750.520c, 750.520d, 750.520e

8330 - STUDENT RECORDS

GECS employees may be required to collect, retain, and use information about individual students in the course of their employment, in order to provide appropriate educational services and programming. Simultaneously, GECS recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

A student's "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who GECS or the worksite reasonably believes knows the identity of the student to whom the education record relates.

GECS employees are responsible for reviewing and adhering to student record and confidentiality policies at their worksite and should contact their supervisor if they have questions. Inappropriate disclosure of confidential student information may result in corrective action up to and including termination.

7434 - USE OF TOBACCO/E-CIGARETTES/VAPING ON SCHOOL PREMISES

Genesee Education Consultant Services, Inc. (GECS) recognizes that the use of **tobacco/E-Cigarettes/Vaping** is a health hazard which has serious consequences for the user and nonuser, and that the rights of those who use **tobacco/E-Cigarettes/Vaping** must be balanced against the rights of those who do not. GECS prohibits the use of **tobacco/E-Cigarettes/Vaping** products on worksite premises/buildings, in worksite vehicles or at related/sponsored events. Employees who violate this policy may be subject to corrective action.

For purposes of this policy:

A. "tobacco product" means a preparation of tobacco to be inhaled, chewed or placed in a person's mouth.

B. "use of tobacco product" means any of the following:

   a. The carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device

   b. The inhaling or chewing of a tobacco product

   c. The placing of a tobacco product within a person's mouth

C. E-Cigarettes and/or Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices.

20 USC 6081 et seq.
USDOE Memorandum, 1995
MCLA 333.12601 et seq.

3217 - WEAPONS

Genesee Education Consultant Services, Inc. (GECS) prohibits employees from possessing, storing, making, or using a weapon on worksite premises/buildings, in worksite vehicles or at related/sponsored events.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Worksite supervisors will refer employees who violate this policy to law enforcement officials and will also contact GECS Human Resources Department for further follow up, which may include corrective action, up to and including termination..

Exceptions to this policy include:

A. Weapons under the control of law enforcement personnel;
B. Items approved by the worksite supervisor as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; *(Working firearms and ammunition will never be approved.)*
C. Starter pistols used in appropriate sporting events.

Employees will report knowledge of dangerous weapons and/or threats of violence by students, other employees, or visitors to the worksite supervisor. Failure to report such information may subject the employee to corrective action, up to and including termination.

8510 - WELLNESS

Genesee Education Consultant Services, Inc. (GECS) supports the following wellness policy for Genesee Intermediate School District (GISD) and similar wellness policies for other schools in which its employees work:

GISD recognizes that good nutrition and regular physical activity affect the health and well being of students. Furthermore, research concludes that there is a positive correlation between a student's health and well being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

GISD believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only employees, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

GISD sets the following goals in an effort to enable students to establish lifelong health and nutrition habits:

A. With regard to nutrition education, the schools will do the following:

   1. Nutrition education will be included in the curriculum so that instruction equips students with the knowledge, attitudes, and age appropriate/developmental skills necessary to engage in sound nutrition behavior.
   2. Nutrition education will be aligned with the Michigan Health Education Content Standards and Benchmarks/Michigan Model Supported Independent Participation Curriculum, AUEN (Addressing Unique Educational Needs), and/or Creative Curriculum.
   3. Nutrition education will be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
   4. Nutrition education will include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
   5. Nutrition education should also be available to parents/guardians and the community.
   6. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.

7. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
8. Staff responsible for providing instruction in nutrition education will regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
9. Instruction related to the standards and benchmarks for nutrition education will be planned, implemented, and/or taught by highly qualified teachers, as required.
10. Schools will provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.
11. Nutrition Education builds student's confidence and competence in making healthy nutrition choices.
12. Nutrition Education engages students in learning that encourages them to choose a healthy diet.
13. Nutrition Education includes students of all abilities.

B. With regard to physical activity, schools will:

1. **Physical Education/Adaptive Physical Education**

   a. An age appropriate/developmentally appropriate physical education program will be provided for students in accordance with adaptive physical education the standards and benchmarks established by the State.

   b. Students in grades 9 – 12, in alternative educational settings, will receive instruction in physical education for 200 minutes per week for the entire school year.

   c. The physical education/adaptive physical education curriculum equips student with the knowledge, skills and attitudes necessary for lifelong physical activity.

   d. The physical education/adaptive physical education curriculum will provide students with opportunities to learn, practice, and be assessed on developmentally/age appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.

   e. Planned instruction in physical education/adaptive physical education will require students to be engaged in physical activity for a majority of the class period.

   f. All physical education/adaptive physical education classes will have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.

   g. Planned instruction in physical education/adaptive physical education will teach cooperation, fair play, and responsible participation.

   h. Planned instruction in physical education/adaptive physical education will meet the needs of students of all abilities.

i. Planned instruction builds students confidence and competence in physical activity.

j. Planned instruction will include cooperative as well as competitive individual and team activities.

k. All physical education/adaptive physical education classes will be planned, implemented, and/or taught by highly qualified teachers, as required.

l. Each school program provides facilities to implement the curriculum for the number of students served.

m. Each school program has enough functional equipment so that each student may actively participate.

n. The school will discourage excluding student from participating in physical education/physical activity.

o. Physical education/adaptive physical education classes will provide students with opportunities to learn/practice appropriate motor skills and social skills, taking into account gender and cultural differences.

B. **Physical Activity**

a. Physical activity will not be employed as a form of discipline or punishment.

b. Physical activity and movement will be integrated, when possible, across the curricula and throughout the school day.

c. The school will provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.

d. In addition to planned physical education, the school will provide age/developmentally appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.

e. Schools will discourage extended periods of student inactivity, defined as two (2) hours or more without some physical activity, as appropriate.

f. Schools will encourage physical activity as a reward, such as principal walking or playing with students at recess.

C. With regard to other school-based activities the schools will do the following:

1. The schools will provide at least thirty (30) minutes daily for students to eat and will schedule lunch time as near to the middle of the school day as possible.

2. The schools will schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.

3. The school will provide attractive, clean, safe and enjoyable environments in which the students eat.

4. An organized, cost effective wellness program will be available to all staff.

5. Staff will serve as positive, healthy lifestyle role models to students by making healthy choices and participating in physical activity.
6. Staff and students will participate in wellness activities, as appropriate.
7. The schools will provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
8. The schools will demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.
9. Schools will protect the identity of students eligible to receive free and/or reduced meals.
10. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
11. Schools will have drinking fountains available to students.
12. Schools will provide enough space and serving areas to ensure all students have access to school meals with minimal wait time.
13. Schools will encourage using physical activity and healthy snacks as rewards.
14. Schools will encourage all students to participate in school meal programs (i.e. The NATIONAL SCHOOL LUNCH, including school lunch for AFTER SCHOOL PROGRAM and SCHOOL BREAKFAST PROGRAM), when possible.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

A. In accordance with Policy **8500**, entitled Food Service, the food service program will comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
B. As set forth in Policy **8531**, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
D. All foods available to students in the dining area during school food service hours will comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.
E. The school food service program may involve students, parents/guardians, staff, and/or school officials in the selection of competitive food items to be sold in the schools.
F. The school ensures that all school fundraising efforts support healthy eating.

G. The food service program will be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.

H. Continuing professional training and development will be provided for all staff of the food service program and teachers in the areas of nutrition, physical education and adaptive physical education.

I. The school will continually evaluate vending policies and food service contracts to ensure they meet the intent and purpose of this policy.

J. Schools will encourage alternatives to using food as a reward, when appropriate.

K. Schools will encourage serving healthy food at school parties. Information will be sent to parents/guardians reminding them of the necessity of providing healthy or non-food treats for students.

School Superintendents will develop administrative guidelines necessary to implement this policy, including, but not limited to, the manner in which the implementation of this policy will be regularly evaluated by the principal of each school. The Board of Education designates the Superintendent as the individual charged with operational responsibility for verifying that the a school meets the goals established in this policy.

The Superintendent will report on the District's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board of Education.

Review of this policy will occur every two (2) years, by a Coordinated School Health Team appointed by the Board, consisting of a representative(s) of the Board, administration, food service providers, parents, staff, students, and the community. The committee will provide the Board with any recommended changes to this policy.

Staff will be reminded that healthy students come in all shapes and sizes.

Students should receive consistent messages and support to:

A. Be Respectful

B. Be Responsible

C. Be Healthy

D. Be Safe

42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771

3362.02 - WORKPLACE SAFETY

All employees are responsible for maintaining a safe work environment and participating in investigations as necessary. Reasonable action will be taken to ensure that persons involved in an investigation, or in providing information during an investigation do not suffer any form of retaliation because of their good faith participation.

It is GECS desire to ensure its employees' working environments are free from disruptive, threatening, and/or violent behavior; GECS will not tolerate such behavior within the workplace (see examples below).

PROCEDURE

Worksite supervisors will report incidents of disruptive, threatening, or violent behavior to GECS Human Resources Manager for follow up.

A. **Definitions:**

Examples of inappropriate behavior include but are not limited to:

1. Behavior that distracts, interferes with, or prevents normal work functions or activities. This behavior includes but is not limited to yelling, using profanity or vulgarity, verbally abusing others, making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot) or refusing a reasonable request for identification.
2. Behavior that includes physical actions short of actual contact/injury (e.g., moving closer aggressively), oral or written threats to a person or property, whether in person, over the telephone or through other means of communication.
3. Behavior that includes physical assault, with or without weapons, behavior that a reasonable person would interpret as being violent, (e.g., throwing things, pounding on a desk or door, or destroying property), and specific threats to inflict physical harm.
4. Behavior that creates stressful or traumatic incidents that interfere with the ability to effectively function in the educational or work environment.

B. **Reporting:**

Worksite supervisors will report incidents to GECS Human Resources Department. If appropriate, GECS Human Resources Manager will also report incidents to local law enforcement agencies. All reports or complaints under this policy will be investigated and the information will be kept confidential, if possible. Once an investigation is complete, appropriate action will be taken.

C. **Protective Orders:**

Employees who have obtained a protective order should supply a copy of the order to the GECS Human Resources Department and their worksite supervisor. Other parties may also be informed for the safety of others.

D. **Corrective Action:**
Employees who violate this policy may be subject to corrective action, up to and including termination.

PERSONAL ELECTRONIC DEVICE USAGE

Purpose

Genesee Education Consultant Services (GECS) recognizes that employees are our most valuable asset and that they are essential contributors to our continued growth and success. Thus, we are firmly committed to employee safety and will do everything possible to prevent workplace accidents.

In school environments, it especially important that employees remain focused on their work and do not experience unnecessary distractions that could compromise student and/or staff safety. Studies have shown that the use of personal electronic devices (PEDs) can distract workers from what is happening around them and reduce their ability to detect and react to potential hazards. This not only leads to an increased chance of injury for the PED user, but can also jeopardize the safety of those around them.

Because of the increased risk of injury that comes with the use of PEDs, GECS has developed this PED usage policy to protect its employees.

Scope

This policy applies to all employees of GECS and any outside contractors that may be performing work on GECS property.

Personal Electronic Devices includes the following: Cellphones, PDAs, Laptops, GPS systems, MP3 players, cameras, tablets, radios, headsets, and/or any other portable electronic device.

Instruction Area- any area that hosts the teaching and learning process for students and staff.

Guidelines

The following procedures apply to all GECS employees falling under conditions specified above.

-PED use is banned from all instruction areas.

-Employees whose primary job functions require them to spend 100% of their time in an instruction area:

- Are not allowed to carry any PED on their person while performing work duties regardless of their location.
- Can only use PED during break times in designated areas.

In no way does an employee's status outside of the above criteria guarantee their ability to use PED. The allowance or restriction of PED usage by employees whose primary job responsibilities take place outside of production areas will be left up to their supervisor.

SOCIAL MEDIA DISCOURSE POLICY

Introduction

Genesee Education Consultant Services (GECS) believes in fostering a thriving online community and supports blogging, podcasting, "tweeting", and other forms of public discourse as a valuable component of its business. This Internet Based Public Discourse Policy & Guidelines (the "Policy") has been developed for employees who maintain, operate, or participate in blogs or other forms of Internet based public discourse. The Policy applies to all employees who work for GECS or who work for any affiliate or subsidiary of GECS. The Policy includes restrictions on public discourse. The Policy also sets forth recommended best practices for effective Internet based public discourse.

The Policy is designed to serve as a "catch all" for Internet based public discourse, so as new technologies evolve, the Policy will apply to the use of those technologies, even if the specific media or means is not mentioned specifically herein.

Definitions

Definition of Internet Based Public Discourse: "Internet Based Public Discourse" as defined in this Policy includes all forms of your communicating or posting information, content or materials on the Internet, including authoring, hosting and maintaining your own blog; posting messages on your own or someone else's blogs, bulletin boards, chat rooms, or any other form of electronic communication; posting comments on publicly accessible message boards; maintaining a profile on social networking sites; and audio casting or video casting content which you create. One of the most common forms of such discourse is the blog. A blog is a frequent chronological publication of a person's thoughts and links to various websites. "Tweeting" on Twitter is a form of micro-blogging, as are status or comments posted via Facebook. The Policy discussion below centers around blogging as it is the most common form of public discourse. However, the same principals and this Policy also apply to other forms of public discourse.

Violations and Discipline

Activities in violation of this Policy include conduct that has an adverse impact on the performance of your job duties, the performance of any other GECS employee's job duties, or that may otherwise adversely affect GECS's vendors, suppliers, customers, or GECS's legitimate business interests.

Employees who violate this Policy are subject to discipline, up to and including termination of employment, and may be subject to the possibility of being sued for defamation or libel.

Personal Tweets, Comments, or Blogs: What You Cannot Do

• Any confidential, proprietary, or trade secret information of GECS is strictly off-limits for any posting on the Internet. This includes but is not limited to any proprietary information or business secrets disclosed to you or known by you as a consequence of or through your position of employment with GECS (including information conceived, originated, discovered or developed by you and any information acquired by GECS from others) with respect to GECS or GECS business, financials, technology, intellectual property, customers, or operations.

• Employees shall not discuss any confidential information regarding customers or potential customers of GECS in any capacity.

• Do not post any information or engage in any activity on the Internet that violates any applicable local, state, or federal law. It is your responsibility to determine whether or not your conduct on the Internet is in compliance with all such applicable laws.

• No personal blogging should be done on company time or with company equipment or networks. We reserve the right to review logs to ensure compliance with this provision and may implement an adverse employment consequence, up to and including termination, should a violation be discovered.

Personal Tweets, Comments, or Blogs: What You Must Do

• Do not post any material that is profane, obscene, or harassing (as defined in the Company's Anti-harassment/Bullying Policy), such as racial slurs, insults, or material containing vile language such as curse words. Take care not to intentionally make maliciously false statements that disparage the Company's customers, potential customers, vendors, business partners, or competitors.

• Be clear the views you express are yours and yours alone. Blogs and other forms of online discussions are personal individual interactions and do not reflect company communications.

• If a posting results in a call from the media seeking to speak to you to obtain an official or formal position or statement on behalf of the Company, you must contact a [Company name] PR spokesperson for permission to talk to the media.

Personal Tweets, Comments, or Blogs: Recommended Best Practices

• Keep in mind that what you write is in the public domain and accessible for a long time. Keep in mind that almost everything posted on the Internet is archived, so even a posting that you have deleted or have corrected may later be discovered.

• Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Company's own copyrights, trademarks, and brands.

• Be careful about posting or linking to items that may contain viruses.

• If you reference another blog or author, be sure to cite appropriately.

Non-interference with Employees' Rights Under Federal and State Laws

Nothing in this policy is intended to interfere with your rights under federal and state laws, including your rights to discuss wages, hours, or other terms and conditions of employment, or otherwise engage in activity protected by the National Labor Relations Act, nor will the Company construe this policy in a way that limits such rights.

GENDER TRANSITION IN THE WORKPLACE POLICY

(1) Genesee Education Consultant Services (GECS) will not discriminate against employees or applicants on the basis of their gender identity or transgender status.

(2) GECS strives to support and assist our employees who are in the process of transitioning genders. An open dialogue between a transitioning employee and GECS can facilitate a smooth workplace transition. For this reason, employees in the process of transitioning genders are encouraged, but not required, to discuss their transition with a member of management or a human resources representative.

(3) GECS will assist a transitioning employee without requiring the employee to verify or provide documentation of his or her gender identity or status as an individual in transition.

(4) GECS will keep the employee's transitional status confidential and will not disclose this information to other individuals working for GECS except as necessary and, in most cases, with the employee's consent. In limited circumstances, such as where GECS has an obligation to investigate a harassment or discrimination complaint, GECS may be required to disclose an employee's transitional status without the employee's consent. In such cases, GECS will notify the employee of the disclosure, and, where practical, GECS will provide such notice in advance of the disclosure.

(5) GECS will not require a transitioning employee to discuss his or her transition with other Company employees. However, GECS encourages transitioning employees to discuss their transition with co-workers, as doing so can help to eradicate gossip and speculation and combat stereotypes.

(6) Transitioning employees are entitled to leave pursuant to applicable law and/or GECS policy on the same basis as similarly situated non-transitioning employees.

DISABILITY ACCOMMODATION POLICY

It is the policy of GECS to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA) and corresponding state and local laws. GECS will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. GECS also will make a reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and provided that any accommodations made do not require significant difficulty or expense.

Reasonable Accommodation

A reasonable accommodation in the workplace allows an employee to perform the essential functions of the job, as long as it does not create undue hardship for GECS. GECS will provide reasonable accommodations to qualified individuals with a disability under the ADA and/or corresponding state and local laws who have notified GECS of their disabilities.

Requesting an Accommodation

If you feel you need an accommodation for a disability, notify the Human Resources Department. The request should include the following information:

- A description of the requested accommodation
- The reason for the requested accommodation
- How the requested accommodation will assist you in performing the essential functions of your job

Determinations of Accommodation Requests

The Company makes determinations concerning accommodation requests on a case-by-case basis and relies on fact-specific inquiries to determine if it will provide a reasonable accommodation. A physician's diagnosis will also be used in determining whether a disability is present and if an accommodation can be granted. Your supervisor or Human Resources will notify you of GECS's determination of your request.

Reporting Violations of the Policy

If you believe that you are aware of a violation of this policy, follow the GECS's Complaint Procedure to report the violation. GECS will investigate your complaint and take remedial action, if necessary.

Retaliation is Prohibited

GECS prohibits retaliation against employees who requested an accommodation or who participate in an approved accommodation. An employee who violates this anti-retaliation provision may be subject to discipline, up to and including termination.

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT POLICY

SECTION 1. INTRODUCTION

This Military Leave Policy (the Policy) is designed to summarize Genesee Education Consultant Services (the Company) rules and regulations regarding military leave under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and to educate employees about their rights and compliance obligations.

SECTION 2. ELIGIBILITY FOR LEAVE

This Policy applies to all employees who are members of, or enter, the Uniformed Services of the United States, including the National Guard and the Commissioned Corps of the Public Health Service, any state's military forces, or the reserve components of these services. Eligible employees may be entitled to time off from work for military service, which includes participating in active or inactive duty, training, preparing for service, traveling to the service location, and completing examinations to determine fitness for duty.

SECTION 3. NOTICE

An employee requesting a military leave of absence must provide written notice to the Company. The employee must provide notice as far in advance as is reasonable under the circumstances, but never less than 30 days in advance of the leave, unless such notice is not feasible or reasonable.

The employee should provide notice of military leave to his or her supervisor, department head, and the Human Resources department.

SECTION 4. BENEFITS

A. Healthcare Benefits

An eligible employee is entitled to continued health insurance benefits for the lesser of 24 months or the duration of the military leave. The Company shall offer continuation of coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) in accordance with applicable law. COBRA will be effective on the first day the employee starts his/her leave.

SECTION 5. PAID TIME OFF

All military service leave shall be unpaid. If the employee has paid time off available, he or she must use paid time off during the military service leave.

SECTION 6. REEMPLOYMENT

An employee returning from a military service leave of absence is eligible for reemployment in accordance with the following guidelines and applicable law.

Employee must present discharge papers to the Human Resources office to verify that an honorable discharge has been granted.

A. Employee Reporting Period

Except as provided under this Policy and applicable law, an employee who takes a military leave of absence for less than five years will be eligible for reemployment. To maintain reemployment rights, the employee must report for reemployment within the following time periods:

• **Military service leave of 30 days or less.** The employee must report to work on the first regularly-scheduled work day after the employee's military service is complete, allowing sufficient time for return travel plus an additional eight hours. If it is impossible or unreasonable for the employee to report within this time period through no fault of his or her own, the employee must apply as soon as possible.

• **Military service leave of 31 to 180 days**. The employee must submit a written application for reemployment within 14 days following completion of his or her military service, allowing sufficient time for return travel plus an additional eight hours. If it is impossible or unreasonable for the employee to report within this time period through no fault of his or her own, the employee must apply as soon as possible.

• **Military service leave of more than 180 days**. The employee must submit a written application for reemployment within 90 days following completion of military service.

If the employee suffers a service-connected injury or illness, the Company will extend the applicable deadline for up to two additional years while the employee is hospitalized or convalescing.

B. Employee Position

When an employee returns from military service, he or she will be entitled to a position as determined by the following guidelines and applicable law.

• **Military service of 90 days or less.** The Company will place any employee returning from a military service leave of 90 days or less into the position the employee would have had if his or her employment had not been interrupted, so long as the employee is qualified for the position.

• **Military service of more than 90 days.** If an employee returns from a military service leave lasting 91 days or more, the Company will place him or her in the position the employee would have had if his or her employment had not been interrupted, or a position of like seniority, status, and pay, as long as the employee is qualified for the position.

If an employee returns from leave but is not qualified for a given position, the Company will make reasonable efforts to help the employee become qualified. Such efforts may include employer-provided training or other actions that do not cause an undue hardship on the

employer. In order to return to a position with the Company, the employee must be able to perform the essential functions of that position.

C. Exceptions

Employees who do not receive an honorable discharge are not eligible for reemployment.

Employees who are with the Company for a brief, non-recurrent period of time, and do not have a reasonable expectation that their employment will continue for a significant period of time are not entitled to reemployment or any related benefits.

SECTION 7. FOR CAUSE TERMINATION

When an employee returns from military service, the Company may terminate him or her in accordance with the following guidelines and applicable law.

• **Military service leave for 31 to 180 days.** If the employee's leave lasted for 31 to 180 days, the Company will only terminate the employee for cause during the first 180 days of reemployment.

• **Military service leave of 181 days or more.** If the employee's leave lasted for 181 days or more, the Company will only terminate the employee for cause during the first year of reemployment.

The Company may terminate an employee "for cause" due to an employee's misconduct, or any other legitimate, non-discriminatory reason.

Nothing in this section prevents the Company from disciplining an employee whose conduct is in violation of Company policy.

SECTION 8. DISCRIMINATION AND RETALIATION PROHIBITED

The Company prohibits discrimination against an employee on the basis of requesting or taking a military service leave. The Company will not deny employment, promotion, or any benefit of employment to a person on the basis of a past, present, or future service obligation.

Additionally, the Company prohibits retaliation against a person either because of an action he or she takes to enforce or exercise any USERRA right or for assisting in an USERRA investigation.

Violation of this Section is a serious violation of Company policy. Anyone engaging in such conduct may be subject to discipline, up to and including termination of employment.

SECTION 9. QUESTIONS / COMPLAINTS

If you are unclear on any provisions of this Policy, or you experience or observe any conduct that may be contrary to this Policy, please contact the Human Resources department.

RESIGNATION NOTICE POLICY

Employees wishing to resign are encouraged to provide two weeks written notice to their supervisor. An employee who fails to provide such notice may be ineligible for rehire at GECS.

GECS may grant a waiver of its notice expectation at its discretion in extenuating circumstances.

GECS may accelerate the effective date of an employee's resignation at its discretion in order to meet the needs of GECS.

GECS will not permit employees to rescind a resignation once delivered to GECS except as required by applicable law.

GECS encourages employees to resign in writing, although a verbal resignation made to his/her supervisor and/or GECS will suffice to terminate employment.