

Introduction: Employee Handbook

The Ludington Area School District has a proud tradition of providing quality education to the students we serve. Through programs offered within the boundaries of the school system, consortium efforts with other school systems and local industry, we serve children and adults from birth to the young of heart in their later adult years.

Employees are to be mindful of our purpose, which is detailed in our school district vision statement and mission statement as follows:

Vision

Ludington Area School students will graduate from a top-performing district, confident and prepared with the knowledge and skills required for their success in the global community.

Mission

The Ludington Area Schools, in partnership with parents and community, will educate and empower students to adapt and succeed in their future.

This handbook is not a contract, express or implied, nor does it guarantee employment for any specific length of time. Although we hope our employment relationship will be long term, we have legal rights and responsibilities which may be exercised with the result being a separation in the employment relationship.

This handbook is meant to explain your rights and duties as a School District employee, and how to execute various interactions within your employment duties here at Ludington Area Schools. Although a substantial part of these interactions are financially based, another substantial part comprises your legal and contractual rights and obligations as a valued member of the School District Team.

The policies included in this handbook are subject to change: as the Ludington Area Schools sees as appropriate and/or necessary; subject to changes in the law; and subject to possible changes in labor agreements. From time to time you may receive notice of new or modified policies, procedures, benefits, or programs.

Ludington Area Schools extends competitive contracts for teachers and all other staff. However, unless you have a properly executed contract with the Ludington Area Schools, you are considered as an "at-will" employee: employment and compensation can be terminated, with or without cause, without notice, by the Superintendent. This consideration shall only be mitigated to the extent mandated by contractual agreement between the Board of Education and all groups and individuals.

As a member protected by legal rights, you are also a member subject to laws and opines by federal and State of Michigan authorities. Any violation of federal or State law may result in disciplinary action. Such violations include, but are not limited to, embezzlement, theft, assault,

and battery. Disciplinary action may be progressive, and includes the possibility of separation in the employee's employment relationship with Ludington Area Schools, subject to law and contractual agreement.

SECTION 1: PERSONNEL

The Superintendent must approve all hiring decisions of the school district. All notices of job vacancies must be reported to the Superintendent's office. A new employee must fill out all necessary paperwork at the CBO prior to working. The immediate supervisor is responsible for ensuring that all areas of the master bargaining agreement are met in the recruiting and hiring process. All positions which are posted for hire must accompany a job description. In the case that there is no job description for the posted position, then the Superintendent or his/her designee is to be notified in order that a job description may be developed.

Staff Email Accounts

All LASD staff are provided and required to have a district email account. All official communication and announcements will be distributed through district email accounts. At either the district or building level, important information that leadership would expect to be known and understood by all staff will be communicated electronically using the district's Google email system. Staff mailboxes will be used only for information that is to be distributed to students, parents, etc. All Ludington Area Schools administrators, teachers and secretaries are expected to read their email at least twice daily (once in the morning and once in the afternoon at an absolute minimum). All support staff are expected to read their email at least once daily. All Ludington District employees are responsible for the information communicated via Google email. Information communicated in mass (excluding individual emails, etc.) using the email systems should be treated as information only. It is neither expected nor requested that receivers respond electronically to these messages. Certainly, should clarification be needed, it is expected that the individual receiver will request clarification individually. It is not expected that these messages will result in global conversations.

Two-Way Communication

Read

At either the district or building level, information which is shared. The reader is not compelled to respond, but is welcomed to do so. This could be information which explains or informs. Examples would be sharing intervention strategies, best practices, calendar events, and other items which may be of interest to the reader.

Respond

At either the district or building level, important information that leadership would expect to be known, understood, *and responded to* will be communicated electronically using the district's Google platform. When messages of this nature are sent and received, it is expected that receivers will respond. All Ludington Area Schools employees are responsible for the information communicated via Google platform.

Act

At either the district or building level, important information that leadership would expect to be known, understood, *and acted upon* will be communicated electronically using the district's Google platform. When messages of this nature are sent and received, it is expected that receivers will complete the task by the expected date. All Ludington Area Schools employees are responsible for the information communicated via Google platform.

Weekly Bulletin

The Weekly Bulletin is an internal electronic publication to staff members which is generally posted on each Monday during the year (or the day following a Monday holiday). The Weekly Bulletin is the official means of communication for job postings and other contractual announcements. It is also where all district information will be shared. Items to be included in the Weekly Bulletin must be submitted by Friday 4:00 p.m. prior to that Monday, for Monday publication. The Weekly Bulletin is distributed via district email accounts.

Evaluations and Performance Expectations

All employees are subject to evaluation. An evaluation is a tool to reinforce performance excellence and identify opportunities for improvement in order to facilitate performance excellence.

As a public employer, our standards for conduct are very high: the public deserves the best in service. Worker performance should be conducted in a spirit of duty to the public, cooperation, and pride in quality of output. All employees are encouraged to contribute input into the decision-making process of the school district. However, final decision-making must rest with administration and the Board of Education. All rules, regulations and policies of the Board, in accordance with all master bargaining agreements, are to be followed.

Health and Welfare in the Work Environment

All concerns regarding the safety of working conditions (OSHA requirements), concerns regarding exposure to asbestos (ASHERA requirements), and concerns about environmental contamination (Department of Environmental Quality regulations) should be given to the employee's immediate supervisor. In the case that the redress does not alleviate due concern, all such matters are to be submitted in writing to the Superintendent's office. The various State and Federal regulatory

agencies are available to assist the employee in any remaining or unanswered concerns regarding these matters.

The Ludington Board of Education has established policies and procedures regarding hazardous materials and a method of notifying employees of possible hazardous materials in the workplace, in full compliance with laws on hazardous materials and "right to know." This is explained in detail in the "Right to Know,, section below.

Drug Free Workplace

All school employees, substitutes, and volunteers should be aware that the Ludington Area Schools are operated under the Drug Free Workplace Act of 1988 and the Drug Free Schools and communities Act Amendments of 1989. Part of the requirements of these acts are that all employees, including substitute employees and volunteers, must be made aware of the Acts, the Code of Conduct expected by the Ludington Area Schools, and the sanctions to be carried out in cases where the Code of Conduct is ignored.

Board policy prohibits the use, possession, concealment, or distribution of alcohol or controlled substances by employees on school grounds, at school events, in school vehicles, or otherwise during the employee's work day. Controlled substances shall refer to non-prescribed anabolic steroids, non-prescribed prescription drugs, and dangerous controlled substances as defined by Federal and/or State statute. There will be no use of tobacco in school buildings, nor on school grounds.

An employee whose physical characteristics, appearance, behavior, or breath odor suggest to a supervisor that the employee may be under the influence of drugs and/ or alcohol shall be requested to take an appropriate test for the presence of such substance. Employees refusing to submit to such test – or testing positive from such test – shall be subject to disciplinary action in accordance with the school district drug policy. Employees are responsible for signing a notification of our school district's drug policy, which may be obtained at the payroll office.

All regular employees, as part of the hire process, must submit to a drug test, administered by the School District's physician. Currently all new employees are sent to All Access Care, on Jebavy Road.

Sexual Harassment

Sexual Harassment in the workplace is unacceptable conduct and will not be tolerated or condoned. Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment pertains to all aspects of human relation: inclusive of employer-employee; employee-employee; and employee-student. Although student-student relationships do not directly involve employees, such suspected observed sexual harassment must be reported to the building administrator.

Sexual harassment will be regarded as a violation of employee rules in any case where: submission to such conduct is made a condition of employment; submission to or rejection of

such conduct is used as the basis for any employment related decision, pay adjustment, discipline, work assignment; or such conduct otherwise creates an intimidating or offensive work environment.

Any employee who feels that he/she has been the subject of such harassment should report the alleged misconduct to the Superintendent within 48 hours of the occurrence. All complaints of sexual harassment will be promptly and thoroughly investigated and any violation of the policy will be treated as serious, and will affect appropriate action by administration subject to all master bargaining agreements.

It is recognized that factual determination based on all facts of the matter is necessary in such matters, and that false accusations of sexual harassment can have serious effects on innocent employees. It is expected that all employees of the school district will act responsibly to establish a pleasant and professional work environment.

Our full Board Policies on sexual harassment (numbered 5517, 4362, 3362, 2260, 1662) can be found on the Internet at the Neola Consultants website. A link is provided as follows: [Neola Policies On-Line](#).

Absences

Absences are to be assumed to be without pay unless provided for by contractual agreement. An absence report is to be filled out by each employee in the case of absence. Master bargaining agreements and individual contracts normally allocate leave banks for sickness, personal and funeral leave, and vacations. All of these absences require an absence sheet, as do jury duty and other miscellaneous leaves. Absence sheets are not to be filled out for conferences and in-services. Employees are to check with their immediate supervisors regarding appropriate notification for substitute procurement.

An employee may have to serve on jury duty from time to time. This time spent shall not affect the accrual of banked leave days and the employee will be paid on the basis of regularly scheduled days. However, any stipend received from such duty must be reimbursed to the school district. In the case of subpoena regarding school district business affairs, the employee shall be paid on the basis of regularly scheduled days, and there shall be no effect on any accrued banked leave days.

Extended leaves of absence may be assumed to be disallowed except by contractual stipulation and/ or a decision by the Superintendent on the basis of:

- a. Past absenteeism record of the employee;
- b. Length of service with the school district;
- c. The impact of the absence on the job performed;
- d. The availability of a qualified substitute;
- e. Any and all provisions of the master bargaining agreement or individual contract;
- f. Any other aspects deemed to be appropriate by the Superintendent, including but not limited to all aspects of the employee's personnel record.

Injury on the Job

In the case that an injury is sustained while on duty, the employee's immediate supervisor must be informed of the occurrence immediately, and an accident form must be completed and submitted to the CBO Payroll Office as soon as possible under the circumstances. Employees who are injured on the job and require medical attention are to report to the school district's approved medical facilities, which is currently All Access Care on Jebavy Road. In the case the injury is life-threatening, the employee may report directly to the Spectrum Medical Center.

Please see Appendix B for the step-by step administrative procedure for injuries sustained while on duty. Employees will be paid up to the remainder of that work day in the case that the medical examiner determines that the injury is substantial, with no adjustment to any accumulated leave bank. Furthermore, any employee who is examined by a medical professional and returns to work that same day will be paid for his/her entire shift.

All subsequent work days absent will require use of banked leave for payment, prior to Worker Compensation laws coming into effect. Employees will be paid up to the remainder of that work day in the case that the medical examiner determines that the injury is substantial, with no adjustment to any accumulated leave bank. Furthermore, any employee who is examined by a medical professional.

Blood-Borne / Infectious Pathogens / Other Yearly Training

Yearly training is required on blood-borne and other infectious pathogens. Our employees are also given additional training every year, and we currently offer these sessions online. This is part of our yearly orientation meeting prior to the first day of school. Please review the Board Policy on blood-borne and other infectious pathogens in Appendix C of this handbook.

Employee Relations Laws and Regulations Highlights

Federal Civil Rights Act

The Ludington Area School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling condition. The Ludington Board of Education has adopted policies which support the regulations of Title VI, Title IX and Section 504 of the Rehabilitation Act of 1974.

If an employee of the Ludington School District believes any part of the school organization has inadequately applied the principles or regulations of these acts, he/she may bring forward a complaint (which will be referred to as a grievance) to the appropriate school official in accordance with applicable employment contract grievance procedures. It is incumbent upon the supervisor to report all incidences to the School District designated Title IX/Civil Rights Coordinator. If the grievance has not been satisfactorily settled, further appeal may be made through the Regional Office of Civil Rights, Department of Health, Education and Welfare.

The current School Designated Title IX/Civil Rights Coordinator's contact information is on the School District Website, in the current master bargaining agreement, or may be obtained through

the office of Superintendent at 809 E. Tinkham Avenue, Ludington, MI 49431. Phone: 231/845-7303.

Michigan Right to Know Acts

Ludington Area Schools has established a program to insure that employees are made aware of the hazards of chemicals found in the work environment. The information concerning chemical hazards is listed on Material Safety Data Sheets (MSDS), which are posted in each building. A compilation of all relevant MSDS materials is available for review in the office of the principal or the administrator in charge of each building.

As part of an employee's right to know, we have mandatory posters which are housed in break rooms or other public areas in each building as prescribed by law. The subjects of these posters include: Equal Employment Opportunity; Minimum Wage; Employee Polygraph Protection; Right to Know; Unemployment Insurance; Health Insurance Portability & Accountability Act (HIPAA); Occupational Safety and Health; Americans with Disability; and others to the extent required by law.

State law governs the maintenance and disclosure of employee personnel files. The Bullard-Plawecki Employee Right to Know Act, 1978 PA 397, defines what constitutes a personnel record, limits its use, provides for employee review, and restricts its disclosure to third parties. You have a right to examine your personnel file or to obtain a copy of your file upon a written request to the Office of Superintendent. All procedures,

Family Medical Leave Act

In accordance with the Family and Medical Leave Act (FMLA), eligible employees will be provided with up to twelve weeks of unpaid leave each year for family medical or personal medical purposes. Employees who have worked at least 12 months and have accumulated at least 1,250 hours during the preceding 12 months are eligible for FMLA leave. Eligible employees may request FMLA unpaid leave of absence for up to 12 weeks for the following reasons: the birth of a child to the employee; the adoption of a child by the employee; a child has been placed with the employee for foster care; to care for the spouse, child or parent of the employee if such relation has a serious health condition; the employee is unable to perform the job duties even with reasonable accommodations due to a serious health condition; to address other qualified reasons expressed in the Family Medical Leave Act.

It is Board Policy that such leave is to run concurrently with all leave days taken for these purposes. Family Medical Leave will run concurrently with disability or worker compensation leave where applicable. The request for the leave must be made in writing and be presented to the Office of Superintendent, giving 30 days leave where possible.

Veterans Act

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects civilian job rights and benefits for veterans and members of Reserve components. USERRA establishes the cumulative length of time that an individual may be absent from work for military duty and retain reemployment rights to five years.

There are important exceptions to the five-year limit, including initial enlistments lasting more than five years, periodic National Guard and Reserve training duty, and involuntary active duty extensions and recalls, especially during a time of national emergency. USERRA clearly establishes that reemployment protection does not depend on the timing, frequency, duration, or nature of an individual's service as long as the basic eligibility criteria are met.

Fair Labor Standards Act

Ludington Area Schools complies with the Fair Labor Standards Act. Non-exempt employees are required to document and submit for payment all hours worked, pursuant to the express terms of any relevant bargaining agreements and employee contracts. Federal minimum wage requirements supersede any minimum payments specified in any contract agreement between the School District and its employees.

Criminal Background Check Requirement

Prior to making any offer of employment to a new applicant, the following procedure is to be used for electronic fingerprinting services for applicant background checks:

- A The applicant will be asked to arrange for fingerprinting with the entity or agency . which uses fingerprinting procedures acceptable to the Michigan State Police.
- B The fingerprinting agency will provide the applicant with a date and location of the . procedure.
- C The applicant will be expected to bring payment and the form provided by the District, . designating the purpose for which a background check is needed. The criminal background checks required by State law must be performed.
- D Cost of the criminal background record check is determined by the Michigan State . Police (MSP). The fingerprinting agency will notify the applicant of the current cost, plus any processing fee, at the time s/he is requested to submit to the criminal background check. Each request must be accompanied by a check, payable to the entity or agency, to cover the full cost of the fees.
- E The fingerprinting agency will capture the fingerprints and personal information and . transmit the data to the MSP.
- F MSP will perform the check on the State database and forward the criminal history . check to the FBI, if required by statute for the position. MSP will mail the record directly to the District, not the applicant.

- G All information received from the criminal history check shall be kept confidential by the person(s) receiving the report and is to be shared only with the Superintendent or other persons authorized to review as part of the hiring process. If the applicant is subsequently employed, the record check shall be kept in his/her confidential file.
- H The Superintendent shall determine whether or not to consider disqualification of an applicant based on the records check. An applicant who has a confirmed conviction for a "listed offense" (as defined in M.C.L.A. 28.722) may not be employed.

Federal Programs Compliance

The Ludington Area Schools must comply with various rules and regulations mandated by federal and State agencies in discharging educational related duties pursuant to various grants. Employees are to keep all assigned record-keeping duties current. Assigned forms documenting time spent must be accurate. Employees are forbidden from taking any gift, gratuity, or favor in connection with federal grants. Employees are occasionally required to attend inservices and training as part of these grants.

SECTION 2: STUDENTS

The Ludington Area Schools are established to serve the welfare of our students, and employees are expected to maintain professional standards of conduct in order to facilitate a safe and productive learning environment.

Student Records

The Family Education Rights and Privacy Act of 1974 (FERPA) guarantees student privacy. All releases of student information are to be authorized by the building principal or appropriate administrator. All personally identifiable information on a student is to be treated as confidential. Allowable information to be given to the public is contained in the school district's directory information policy.

The following directory information is available to interested parties:

1. Honors and awards;
2. Participation in school activities;
3. Height and weight of athletes;
4. Information generally found in yearbooks;
5. Names and addresses of students may be released to any organization offering post-high school education or training, including the United States Armed Forces. Student names, addresses, and telephone numbers will also be available to district teacher and student organizations such as PTC's, student councils, girl/boy scout groups, recreation programs, and school personnel in order to aid in scheduling volunteer and other school-related programs and for dissemination of school informational material.

Parents and guardians, and students 18 years of age or older, have the right to refuse disclosure of any or all of the above designated directory information pertaining to that particular student by informing school officials, in writing, within five (5) days of the publication of this notice.

Parents and guardians have the right to review the contents of individual student records. Arrangements may be made through the building principals, and in accordance with the guidelines established by FERPA. All records are to be immediately returned to the appropriate storage area after use. Materials in a student file may not be destroyed without express approval of the Superintendent.

Accident Reports

An employee who witnesses an accident involving a student he/she is supervising is to report the accident to their immediate supervisor. An accident report is to be filled out in the case of observable or perceived injury or destruction of property and forwarded to the Central Business Office.

Medication

Prescription medication of any kind must be administered to a student only with written instructions provided by a physician. No medication is to be administered without written approval of the student's parents or guardians.

Student Supervision and Welfare

Each employee shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities. Employees are to immediately report to the principal any knowledge of threats of violence, or other intimidating behavior inclusive of sexually explicit comments and actions, undertaken by a student toward other students or staff.

Under no circumstances should an employee give a student counsel, advice, diagnosis, assessment, or treatment regarding substance abuse, sexual behavior, mental or physical health, or family relations unless the employee is specifically authorized to do so. The staff member must document any communication with the student regarding these issues. No employee is to send students on personal errands.

P.A. 451 Corporal Punishment

A person employed by or engaged as a volunteer or contractor by the Ludington Area Schools shall not inflict "corporal punishment" of any kind to any student (or other employee). Corporal punishment is the deliberate infliction of physical pain including hitting, paddling, spanking, or other physical force.

In the case that physical force is used against a student by an employee, the employee will be expected to prove that there was a threat posed against his/her own safety or the safety of another student or person.

The employee may under some circumstances act to protect property or disarm a student carrying an illegal weapon. Disciplinary action may be taken regardless of criminal findings, pursuant to all Federal and State laws, and subject to the master bargaining agreement.

All instances of the use of physical force upon a student are to be fully documented within 24 hours and reports sent to the appropriate department director and the Superintendent.

Family Independence Agency Requirements

Those employees who believes that child abuse or neglect has occurred must report suspected infractions to the Family Independence Agency, after reporting the situation to the building principal or Superintendent. An oral report must be made within 24 hours with a written report filed within 72 hours.

The reporting person is not liable if the report of suspected abuse or neglect is filed factually and without bias toward the suspected abuser.

Immunizations

All students who are enrolling in the Ludington Area Schools are required to be immunized against various communicable diseases by law. Documentation must be provided as follows in order for the child to attend class in our school district:

1. A certificate of immunization showing the student has been fully immunized for all required diseases;
2. Documentation that the child has received at least one dose each of the required doses of vaccines and is waiting for additional doses per medical stipulation;
3. A waiver signed by the child's physician indicating that a medical contraindication exists involving a specific vaccine or vaccines, and the particular time intervals involved in the contraindication;
4. A religious or philosophical waiver signed by the parent or legal guardian, to the extent allowed by law.

Head Lice

It is our procedure to conduct periodic "head checks" at school to screen students for head lice infestation. Whenever a student is found to be infested with head lice or to have nits, he/she will be sent home for treatment. A student must be nit-free or have a physician's note that treatment has been given to return to school.

Bullying and/or Harassment

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. This includes sexual harassment complaints.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is

strictly prohibited. This prohibition includes written, 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. This also includes sexual harassment activities such as unwanted touching, offers of rewards for behavior which makes the student uncomfortable, and suggestive communications and gestures.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including 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 be disciplined if it interferes with the school environment.

Employees are to direct any students complaining of bullying and/or harassment of any kind to the building principal or designated staff member. If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber-bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to the designated Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Ludington Area Schools Board Policy 5517 - Anti-Harassment, which is available on line.

APPENDIX A

NEW HIRE CHECKLIST

LUDINGTON AREA SCHOOL DISTRICT
New Hire Checklists

The following checklist must be completed for new hires to the school district:

1. There must be written approval for the new hire by the Superintendent or Board of Education.
2. The new hire must report to the CBO to fill out employment paperwork:
 - a. Completed application of employment;
 - b. Unprofessional conduct/background check
 - c. New-hire reporting form;
 - d. MPSERS New Hire Retirement Plan Election Form;
 - e. I-9 Form;
 - f. Federal and State W-4 Forms;
 - g. Insurance forms if applicable;
 - h. Release of information form;
 - i. Other as needed.
3. The new hire must be given information or scheduled to be given information and/or training on:
 - a. Right to Know regulations;
 - b. Bloodborne pathogens procedures;
 - c. Hepatitis B inoculation policy;
 - d. Sexual Harassment policies;
 - e. Drug-free zone policy;
 - f. Tuberculosis inoculation information, if mandated*;
 - g. Scheduling of fingerprinting, if mandated;
 - h. Medical examination, if mandated;
 - i. Other as needed.

New hire information must be turned in at least 10 calendar days prior to payroll day to guarantee that the employee be paid.

- * **Mandatory Fingerprinting:** New employees must pay for a criminal background check and submit their fingerprints for processing in order to determine criminal history, if any. If an individual was previously working for an educational institution and there is NO lapse in employment then the criminal background check from the other educational institution will suffice, and a Michigan iCHAT will be run in addition. This applies to all newly hired staff, including retirees from Ludington Area Schools.

APPENDIX B

STEPS TO FOLLOW WHEN INJURED AT WORK

Policies/Procedures Business Office

Injuries on the job

1. Supervisor or delegate must be notified **immediately** and an accident form must be completed and submitted to the Payroll office at the CBO. Remember: if an accident occurs where a bona fide exposure incident to a bloodborne pathogen might occur, an Exposure Incident Investigation Form must be completed.
2. All injuries and/or illnesses must be reported on the accident form even if they require no medical attention.
3. Notify the Payroll office of the CBO of the injury so that the "Authorization to Treat," form can be completed and faxed to the office of All-Access Care (for non-emergencies) **before** the employee seeks treatment. If the injury is critical or life threatening, the employee should go to the Emergency Department of Spectrum Health of Ludington.
4. The Payroll Office is responsible for completing the necessary forms to the District's worker compensation insurance administrator. If you cannot contact payroll immediately (Ext. 2831), call the CBO operator (0); next, if necessary, call 690-6910. Lost wages in the first seven days can be covered by the employee's sick time. For lost wages beginning on the 8th day of absence due to work related injury or disability, payment will be made through the District's worker compensation insurance administrator after the incident has been properly documented and verified.
5. All job related medical claims must be submitted to the District's worker compensation insurance administrator by the Payroll Office. **Under no circumstances should these claims be submitted to the medical insurance company.**
6. Medical treatment sought by the employee in the first twenty days of the illness/injury without proper pre-authorization of Ludington Area Schools may not be paid by the District or the worker compensation insurance carrier. Pre-authorization for medical treatment must be made through the proper channels.
7. Employees are responsible for communicating with the appropriate supervisor and Payroll office with regard to return to work and work restrictions, if any.
8. Employees may be given the opportunity for modified work assignments. These assignments are designed to help ease the employee back into her/his work role, and participation in this program is mandatory, if prescribed.

APPENDIX C

BLOODBORNE PATHOGENS POLICIES, PROCEDURES AND NOTIFICATION FORM

**Ludington Area Schools
Administrative Guidelines**

8453.01 - BLOOD-BORNE INFECTIOUS DISEASE EXPOSURE CONTROL PLAN

Exposure Determination

The following employee job classification at Ludington Area Schools are Category A due to expected occupational exposure to blood or other potentially infectious material (OPIM), regardless of frequency. The exposure determination is made without regard to the use of personal protective equipment: custodians, first aid responders, playground aides, trainable mentally impaired classroom aides, instructional aides, coaches, bus drivers, teachers, school building secretaries, and principals.

Substitute teachers and aides, volunteers, student teacher assistants, and all other staff shall be considered Category B because no part of the job involves reasonable risk of potential exposure to blood or OPIM.

Compliance Methods

Universal precautions will be observed at this company in the provision of first aid, and the housekeeping of any first aid area in order to prevent contact with blood or OPIM. All blood and OPIM will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls are limited to handwashing and housekeeping practices.

Other potentially infectious materials include: A) semen, B) vaginal secretions, C) amniotic fluid, D) cerebrospinal fluid, E) peritoneal fluid, F) pleural fluid, G) pericardial fluid, H) synovial fluid, I) saliva in dental procedures, J) any body fluid that is visibly contaminated with blood, K) all body fluids in situations where is difficult or impossible to differentiate between body fluids. Urine, feces and vomit are not considered OPIM except in cases (J) or (K) above.

Handwashing facilities are available to the employees who incur exposure to blood or other potentially infectious materials. MIOSHA requires that these facilities be readily accessible after incurring exposure. At this company, handwashing facilities are located:

School Buildings - In teacher and student restrooms

School Buildings - In custodial closets

CBO/ERC & Bus Barn - In employee restrooms and the CBO kitchen

Upon providing first aid or incurring exposures when handwashing facilities are not feasible, LASD will provide antiseptic towelettes. If this alternative is used, then the hands are to be washed with soap and running water as soon as feasible.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.

If employees incur exposure to their skin or mucous membranes, then areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

Needles are not used at Ludington Area School District.

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses.

Personal Protective Equipment

All first aid personal protective equipment used in patient treatment, first aid, or housekeeping involving blood or OPIM at this company will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or OPIM to pass through or reach the employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Protective equipment will be provided to first aid and housekeeping employees and teachers involved in first aid in the following manner:

- A. Fanny packs for aides, to be worn while on the job, are available in building offices and will include:
 - a. Disposable gloves - to be put on in event of possible contact with visible blood.
 - b. Absorbent toweling - to be used to clean up any visible blood.
 - c. Antiseptic towelette - to be used in the event that handwashing facilities are not available.
 - d. Zipper bag - for disposal of all used PPE's.
- B. Large zipper bags for teachers will be kept in teacher desks, are available in building offices, and will include all the above - use the zipper bag for the disposal of used PPE's.
- C. Custodians - All PPE supplies are available in the warehouse from the Supervisor of Buildings and Grounds. Those PPE's are:
 - a. Huntington Mess Kit

- b. Face mask
 - c. Utility gloves
- D. CPR/First Aid responders' PPE's are available from their building office and include:
- a. Same as fanny pack.
 - b. Laerdal pocket mask - (issued at CPR training).

All personal protective equipment will be cleaned, laundered, and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

All personal protective equipment will be removed prior to leaving the work area. If visibly contaminated, the equipment shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal. The following procedure has been developed to facilitate leaving the equipment at the work area:

- A. All non-custodial staff will seek a custodian for proper disposal.
- B. Custodians will use a Huntington's Mess Kit or Huntington's Clorasorb to clean up via the prescribed method on the kit and will dispose of the kit in a garbage receptacle lined with a plastic bag.
- C. If an employee were to have another person's blood or OPIM splash or soak their clothing, they would make arrangements to remove the contaminated clothing as soon as possible. This clothing would be laundered at the employer's expense. The clothing would be identified as contaminated and any employee exposed to it would be notified and protected from exposure.
- D. Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, nonintact skin, and mucous membranes. Gloves will be available from building offices and at the Central Business Office on Tinkham Avenue.
- E. Disposable gloves used at this company are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Housekeeping

First aid stations and areas involved in a first aid incident will be cleaned and decontaminated according to the following schedule: Every day - Once a day.

Decontamination will be accomplished by utilizing the following materials: TOR (Huntington), or CDC 10 (Spartan).

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or OPIM materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

Regulated Waste Disposal

No regulated waste is generated by LASD.

Disposal of feminine hygiene products and bandages or tissues used in self-administered first aid (bloody nose, small cut) are not considered regulated waste and will be disposed of in the normal waste stream.

Standard Operating Procedures

Standard operating procedures (S.O.P.'s) provide guidance and information on the anticipated first aid tasks assigned to our employees. They can be found in Appendix C and will be utilized in employee training.

Contingency Plans

Where circumstances can be foreseen in which recommended standard operating procedures could not be followed, the employer shall prepare contingency plans for employee protection (follows), incident investigation and medical follow-up (see Appendix B).

If an incident occurs with presence of visible blood and no custodian can be located, the Supervisor of Buildings and Grounds will be paged at 480-6646, and the Superintendent's office will be notified at ext. 2822 or 2839. A custodial staff person will be dispatched to the incident site.

An exposure incident investigation form (Appendix B) will be filled out and medical evaluation will be done in accordance with the post-exposure evaluation and follow-up procedures.

Hepatitis B Vaccine

All permanent employees will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within ten (10) working days of their initial assignment to work involving the potential for occupational exposure to blood or OPIM unless the employee has previously had the vaccine, is allergic to the vaccine, or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who decline the Hepatitis B vaccine will sign a waiver. (Appendix A).

Employees who initially decline the vaccine but later wish to have it may then have the vaccine provided at no cost. The Superintendent's office has responsibility for assuring that the vaccine is offered and the waivers are signed. The Mason County Health Department will administer the vaccine.

Vaccination Option for Employers

An employer may elect to postpone the administration of the Hepatitis B vaccine if the primary job assignment of such designated first aid providers is not the rendering of first aid. Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred. Full training and personal protective equipment shall be provided to these employees.

The full Hepatitis B vaccination series will be available no later than twenty-four (24) hours, to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or OPIM regardless of whether or not a specific "exposure incident", as defined by the standard, has occurred.

In the event of a bona fide exposure incident, the portion of the standard relating to post-exposure evaluation and follow-up would apply.

Post-exposure Evaluation and Follow-Up

If an exposure to visible blood occurs with an unvaccinated person serving LASD, that person will report before the end of the working day to the Superintendent's office and arrangements for examination for vaccination purposes at the hospital or clinic will be made within twenty-four (24) hours of the exposure. If appropriate medical staff find there has been an exposure, the vaccination will be given at that time.

An incident report form will be filled out (See Appendix B) and kept on file in the Superintendent's office. Medical follow-up will be provided by LASD at no cost to the employee, as directed by hospital or clinic medical staff.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up by a licensed physician in accordance with MIOSHA standard.

This follow-up will include the following:

- A. Documentation of the route of exposure and the circumstances related to the incident.
- B. If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- C. Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

- D. The employee will be offered the option of having their own blood collected for testing of their HIV/HBV serological status. The blood sample will be preserved for at least ninety (90) days to allow the employee to decide if the blood should be tested for HIV serological status.

However, if the employee decides prior to that time that testing will be conducted then the appropriate action can be taken and the blood sample discarded.

The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service in consultation with a licensed physician treating the exposed employee.

The employee will be given appropriate, confidential counseling concerning precautions to take during the period after the exposure incident. Counseling will be given on risk reduction and the risks and benefits of HIV testing in accordance with State law. The employee will also be given information on what potential illnesses to be alert for and to report experiences to appropriate personnel.

The Superintendent is designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy.

Interaction with Health Care Professionals

An employer shall ensure that the health care professional who is responsible for the Hepatitis B vaccination is provided with a copy of these rules and appendices. A written opinion shall be obtained from the health care professional who evaluates employees of this facility. Written opinions will be obtained in the following instances:

- A. When the employee is sent to obtain the Hepatitis B vaccine.
- B. Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their written opinions to:

- A. whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident;
- B. a statement that the employee has been informed of the results of the evaluation;
- C. a statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials; (Note: The written opinion to the employer is not to reference any personal medical information.)
- D. any limitations on the employee's use of personal protective clothing or equipment.

Training

Training for all Category A employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training will be conducted in the following manner:

Training for employees will include an explanation of the following:

- A. The MIOSHA standard for Bloodborne Infectious Disease;
- B. Epidemiology and symptomatology of blood-borne diseases;
- C. Modes of transmission of bloodborne pathogens;
- D. This Exposure Control Plan, (i.e. points of the plan, lines of responsibility, how the plan will be implemented, access to the plan, etc.);
- E. Procedures which might cause exposure to blood or other potentially infectious materials at this facility;
- F. Control methods which will be used at the facility to control exposure to blood or other potentially infectious materials;
- G. Personal protective equipment available at this facility and who should be contacted concerning its use;
- H. Post-exposure evaluation and follow-up;
- I. Signs and labels used at the facility;
- J. Hepatitis B vaccine program at the facility.

Training sessions shall afford employees ample opportunity for discussion and answering of questions by a knowledgeable trainer.

The training shall include opportunities for supervised practice with personal protective equipment and other equipment which is designed to reduce the likelihood for exposure and which will be used in the employee's work.

Training may include watching a video.

The Superintendent will designate and provide training for those responsible for training of staff other than custodians.

The Supervisor of Buildings and Grounds is responsible for training custodial staff.

All Category A employees will receive annual refresher training. (Note: This training is to be conducted within one (1) year of the employee's previous training.)

LUDINGTON AREA SCHOOL DISTRICT NOTIFICATION TO ALL EMPLOYEES, SUBSTITUTE TEACHERS AND SCHOOL VOLUNTEERS BODILY FLUID CONTACT

When performing duties in the buildings and/or playgrounds, persons involved with cleaning up any body fluid (urine, blood, vomit, etc.) are advised that the first caution to be taken is to put on disposable gloves. No attempt should be made to complete the clean-up until gloves have been applied. Staff are advised that at all times disposable gloves should be carried on the person of anyone attending duty in the schools or on the playground. Gloves are obtained from all school offices. Each school office and custodial store room also contain a box called a "Mess Kit.,, Directions on this kit are clear and should be allowed.

These procedures are meant to eliminate the chances of contamination by bodily fluids. In issuing this directive, it is not intended to overly alarm anyone but these precautions are the best steps to take to avoid the danger of contamination. Contact your building principal or supervisor if you have any questions regarding these procedures.

A video training tape explaining OSHA standards of prevention and follow-up in the handling of bodily fluids (bloodborne pathogens) is available at the central business office for employees to check out and view. It is a requirement of employment that this tape be viewed and employees are required to signify that they have received this information and safety training.

SAFETY IN THE WORK PLACE

The Board of Education has established policies and procedures regarding hazardous materials and a method of notifying employees of possible hazardous materials in the work place. A program has been developed which notifies and trains employees about chemicals and their hazards in the work areas, how to lessen or prevent exposure, procedures to follow if exposed, and how to read and interpret warnings. Each school office has on file MSDS's (Material Safety Data Sheets) which identify hazardous materials contained in buildings. Employees may request to review the MSDS's in the school offices at any time.

As part of the District's training program, all employees are required to attend a safety class on chemicals and their hazards. The District's video call "Your Right to Know,, is available at the central business office and can be seen by calling the central office to request a viewing. Employees are required to signify that they have received information and safety training through this program. Please schedule an appointment to view the video at the central business office.

APPENDIX D

ADMINISTRATVIE FINANCIAL PROCEDURES

Ludington Area School District

Administrative Procedure For

Purchasing Procedures for Employees

INTRODUCTION: Supplies and contracted services will be acquired in accordance with the school district policy. It is understood that a formal procedure does not guarantee the fastest possible order time for goods and services, but as a public corporation, it is necessary to maintain strict, well-established procedures which encumber the school district financially.

PROCEDURE:

1. Overall Purchasing Procedures

All purchases shall be by purchase order processed through the Business Office. The Superintendent and Director of Business shall be the contracting agents for all financial obligations of the district. Any other agreements made or contracts signed are not legal obligations of the school district.

All requests for reimbursement without prior approval by the principal or department head shall be denied. Any request for prior reimbursements is to be considered a rarity, is to be subject to close scrutiny, and may be rejected despite a principal's approval in the case it exceeds \$100 or the cumulative budgeted expenditure for that account. Requests for reimbursement in excess of \$100 may be made rarely and only with the prior approval by the Business Manager or Superintendent.

Blanket purchase orders for goods or services are valid only for the school year in which they are made. New blanket purchase orders must be made for each subsequent school year, and each time during the school year in which the blanket amount is reached. Blanket purchase orders are subject to the approval of the Director of Business and will be considered valid only after it has been assigned a number, encumbered, and signed.

Purchase orders for each school year must be received on or before **April 1 of the fiscal or project year**, unless the services or supplies are essential to the school's operation, or specific to the regular year-end operations of the school year (example: graduation supplies, or perishable supplies). Any exception to this will require authorization by the Superintendent.

2. **Employee requests for purchase orders**

The requester shall complete a requisition for purchase order, then submit this to his/her supervisor for approval, keeping an electric file copy.

Pursuant to budgetary and administrative guidelines, the approved requisition for purchase order is entered into the computer in accordance with the established procedures and is subsequently approved (subject to budgetary review) and signed by the Director of Business. It is at this point that a purchase order number is officially assigned, and then the order is subsequently sent to the vendor.

In all cases, all orders for goods and services not approved by the Business Office may be considered unauthorized, and may not be paid for by the school district. All orders that are personal in nature must be ordered separately from school district orders and are neither subject to school policies, nor legal obligations of the school district.

3. **Delivery of Goods**

All deliveries will be made to the central Warehouse. Therefore, be sure and list "809 E. Tinkham,, as the street address for delivery. You may want to list the building name in the ship-to address to facilitate prompt handling (i.e. Foster Elementary). The accounts payable clerk will sign in the packages every morning and the mail delivery employee will check in packages during the day. The Superintendent or Director of Business Services may allow other employees to record package delivery upon prior approval. Whenever packages are delivered requiring a signed receipt, the employee must visually verify the number of packages received before signing.

When delivery to the ordering department is made the department head or designee checks the packing slip and contents with a copy of the purchase order to ensure the order has been received properly, and subsequently shall initial the packing slip. It is important that the original requester also checks the order for accuracy. A signed copy of the packing slip or purchase order is then sent to the Central Business Office.

The Accounts Payable Clerk checks the purchase order with the invoice to ensure accuracy in processing payment. The original requester will notify the principal or supervisor in case of any problems with the order. The Accounts Payable Clerk will work with the principal or supervisor and the vendor to remedy any and all situations.

4. **Credit Cards**

An employee may rarely be allowed to use the school district's credit card. A credit card may be checked out at the CBO, Accounts Payable Department (x2835), or with the Accounting Supervisor (x2848). Authorized purchases shall be those directly associated with a conference or workshop. No supplies are to be purchased using the credit card, unless absolutely necessary. Receipts are required documenting every purchase made with the district credit card, and are to be returned to the Accounts Payable Department with the credit card. Unless directly authorized by the Superintendent, a completed purchase order or conference request form must be executed prior to credit card check-out.

Ludington Area School District Conferences and Workshops

The Ludington Area School District encourages professional development, inclusive of conferences and workshops. Periodic attendance in an appropriate forum will acquaint the employee with current findings and trends, and sharpen the employee's skills. All attendance at such functions must follow school district guidelines for the employee to expect payment by the school district.

A Request for Prior Approval Form must be completed by the applicant at least 10 days prior to the conference. Registration forms are to be filled out by the employee. Estimated costs are to be filled in to the best of the person's knowledge. A principal or supervisor must sign these requests and submit them to the Central Business Office for the request to be authorized. Furthermore, the Superintendent or his designee may invalidate any signed request on the basis of budgetary considerations. In no case will more than 8 hours per day be paid to such registrant when the conference is required by Management. In all other cases the limit shall be the employee's regularly assigned hours.

The individual is responsible for making all room and travel reservations. It is expected that efforts will be made to acquire lodging at the most reasonable rate possible. There is a maximum food allowance of \$40 per day, including tips. The employee is to under no circumstances ever request reimbursement for alcoholic beverages of any kind.

Car-pooling is expected when more than one employee attends a conference. The district may provide a motor vehicle upon request, if any are available. It is the employee's responsibility to contact the transportation department if this is desired. No mileage reimbursement is allowed unless a school vehicle was requested and not available. Air travel must be specifically requested by the employee and approved as stipulated above. The employee shall travel via the cheapest mode available.

Advances are not allowed, except under a rare circumstance approved by the Superintendent. Out-of-pocket costs are expected. In order to facilitate reimbursement: an Application for Reimbursement Form must be completed; all proofs of payment must be attached; the expenses must be approved by the immediate supervisor—this approval may not occur in the case of an employee-initiated conference request; and the expense must be deemed reasonable given the professional undertaking and in accordance with Board and administrative policies. An individual driving his/her vehicle to a conference due to lack of availability of a school vehicle may complete a Mileage Record Form in order to be reimbursed as allowed contractually. The principal or supervisor is responsible for indicating a valid account code on this form prior to submission to the Business Office.

The Superintendent and/or designee may place additional limits.

**Ludington Area Schools Policy for
Teacher Mini-Grants (YAC and Oriole Foundation)**

These Teacher Mini-Grants provide a wonderful opportunity to implement additional teaching materials to be used to enhance student learning during their careers here at Ludington Area Schools. Teachers, teaching assistants, and other staff are to comply with school district policies regarding the handling of these grant funds.

First, all requests are to be approved by your building administrator. Principals need to be informed of activities within their buildings, and are eager to assist you in these extra activities.

There are several methods available for drawing down the funds:

1. Process a purchase order in the same way as any other purchase request. The account alias to use in this regard is 49023.
2. You may purchase the funds out of your own pocket and then request reimbursement. Your grant dollars will be used to fund the State of Michigan via the 6% sales tax, so keep in mind that you will have less funds available for the purchase of materials. Remember, you must use the school district reimbursement forms, attach all receipts, and get your building administrator's signature on the form.
3. If the grant is \$500 or less, you may request to be paid in advance, and then return a detail of your receipts to the CBO, so we may have an audit of the expenses.
4. You may use a combination of the above methods.

Please keep in mind that you are required to satisfy all reporting requirements pertaining to these grants. Thank you for your continued commitment to our students.

Ludington Area Schools
Mileage Reimbursement For Staff

Generally, mileage reimbursement occurs under one of three circumstances, which are explained below. There is a fourth consideration also presented for your information.

Conference Mileage

Mileage Reimbursement relative to a conference is to be requested in advance and approved by the building administrator on the School District Request for Prior Approval for Conference and PD Form. Car-pooling is expected when more than one employee attends a conference. The district may provide a motor vehicle upon request, if any are available. It is the employee's responsibility to contact the transportation department if this is desired. No mileage reimbursement is allowed unless a school vehicle was requested and not available. Employees will be reimbursed at the mileage reimbursement rate prescribed in the LEA Master Bargaining Agreement. A Conference Reimbursement Form is to be used in order to be reimbursed mileage.

Athletic Coaches Procedures for Mileage

These trips occur almost entirely for weekend events. To qualify for reimbursement for gas mileage for weekend trips involving Ludington Area Schools Athletic teams the following guidelines are required.

Please note, if there is a rare occasion where parent transportation for a school athletics team event is necessary, these procedures are also to be followed:

Coaches are required to use school transportation first. Weekend dates should be planned for on the initial request for transportation and sent to the Athletics Director.

Every attempt is to be made to have parent transportation implemented prior to using the coaches' own personal transportation.

All parents must have iChat reports run and on file in conformity with the school district's policy on volunteers.

If no school transportation is available, and no parents are available, coaches will need permission from the Athletic Department to use their own autos.

Those students riding with coaches must have permission slips on file in the Athletic Office prior to the day of competition.

Reimbursement will be for official in-season scrimmages and actual games.

Summer camp and scrimmage activities will not qualify for reimbursement.

Coaches will turn in Request for Reimbursement at the end of the season.

Employees will be reimbursed at the mileage reimbursement rate prescribed in the LEA Master Bargaining Agreement. The Athletics Mileage Reimbursement Form is to be used for these reimbursements.

Itinerate Employees and Other Ongoing Mileage Reimbursement Requests

Occasionally, teachers and other staff will be required to use their vehicle in order to discharge the required duties of their positions. An example would be a physical education teacher or any other teacher assigned to more than one building which are not on the same site as one another.

In these situations, on a trimester basis, the employee is to fill out mileage reimbursement forms provided by the school district, and completed copies of these forms are to be submitted to the employee's direct supervisor. The supervisor is to review the form for accuracy, sign it, and submit it to the CBO for processing. Employees will be paid.

Employees will be reimbursed at the mileage reimbursement rate prescribed in the LEA Master Bargaining Agreement. The school district mileage request form is to be used for these reimbursements.

Other Considerations

In the case that a grant pays for the full cost of mileage reimbursement, then the employee will receive the federal reimbursement rate for mileage instead of the rate designated in the LEA Master Bargaining Agreement. Mileage requests which are substantially in error or not in accordance with prior arrangements made with Management may be denied.

If the grant does not pay for the full cost of the mileage reimbursement at the prescribed federal amount, then the employee will be reimbursed at the mileage reimbursement rate prescribed in the LEA Master Bargaining Agreement.

The school district mileage request form is to be used for these reimbursements.

Ludington Area Schools
Employee Theft and Vandalism

The Ludington Area Schools is a public institution deserving and requiring employee honesty and salutary conduct concerning all assets of the school district.

Acts of employee theft and vandalism are expressly forbidden. These acts are illegal and unethical: the school district reserves the right to press criminal charges in these matters as well as undertaking disciplinary action. Those employees who witness employee dishonesty (inclusive of theft of money or other property) are to report the occurrence to their immediate supervisor. This procedure is also to be followed when observing employee theft of any non-school district property occurring on school grounds.

Furthermore, all employees witnessing employee damage to school district equipment, buildings or grounds are to report the occurrence to their immediate supervisor. The public deserves public employees who are dedicated to the highest standards of custodianship of public property.

Finally, employees who are told of acts of dishonesty or vandalism pertaining to school district property, or pertaining to other property which occurs on school grounds, are to notify their immediate supervisor of the particulars, including the name of the person imparting the information.

Ludington Area School District
Field Trips for School And Non-School Use

Ludington Area Schools shall promote educational experiences outside the Ludington Schools area, inclusive of offering transportation services for student groups. All building field trips are to be approved through the principal's office, and in accordance with school district administrative policies at the time. Field trips outside of the class allotment, either due to distance, or number, will be reimbursed by various groups at the rate of \$.50 per mile plus \$25 per hour for driver time.

**Ludington Area School District
Trust and Agency Funds (Student Activity)**

All club and other activity funds which are sponsored by the school district shall maintain all finances with the Ludington Area School District. These funds shall be audited annually by an independent auditor and be part of the school district's annual report.

All expenses and deposits are to be made through the Central Business Office. All fund-raisers must be approved by the Superintendent or his designee. Records must be maintained by each fund advisor detailing the activity of each fund-raiser.

All expenditures are to be approved by the Superintendent or his/her designee. Requests to pay vendors must be accompanied by invoices. Reimbursements to individuals shall be made on the basis of clearly labeled receipts for prior payments.

Club advisors and staff are responsible for the safety of all funds received. At no time are funds to be stored in unlocked, unauthorized containers such as desks, cabinets, or shelving units. All deposits will be counted before being presented to the Central Business Office, and a signed Student Activities Deposit Ticket must accompany each deposit. All funds received will be deposited in a timely manner. This responsibility includes ensuring that each activity fund has a positive balance prior to an advisor's resignation.

The Central Business Office shall maintain records of all deposits and expenditures of these funds, and monthly statements shall be made available.

The Superintendent shall approve any additions or deletions to the Student Activities group of accounts.

**LUDINGTON AREA SCHOOLS
ATHLETICS ACTIVITY**

All revenues and expenditures associated with school sponsored athletics programs shall be made through the Ludington Area Schools Central Business Office. These funds shall be audited annually by an independent auditor and be part of the school district's annual report.

All expenditures are to be approved by the Superintendent or his/her designee. Expenditures shall comply with the school district's policies regarding any other school district fund, inclusive of the use of purchase orders. All requests to pay vendors must be accompanied by invoices. Reimbursements to individuals shall be made on the basis of clearly labeled receipts for prior payments.

The Athletics Director shall be responsible for complying with the budget as approved by the Board of Education and administered by the Superintendent or designee.

The Athletics Director is responsible for the safety of all funds received. At no time are funds to be stored in unlocked, unauthorized containers such as desks, cabinets, or shelving units. Athletics revenues are to be turned into the Athletics Office, or deposited directly into the designated school district bank account in the case of events held after office hours involving cash in excess of \$100.

The Central Business Office shall maintain records of all deposits and expenditures, and monthly statements shall be made available to the Athletics Director.

LUDINGTON AREA SCHOOL DISTRICT

Pay Check Distribution

INTRODUCTION: All employee pay checks will be distributed in a timely and systematic manner.

PROCEDURE: Contractual and support staff assigned to a position will have pay checks available at the CBO from 8 a.m. to 2 p.m. on pay day. Any checks not picked up will be mailed to their home address. Upon request, employees who will be out of town on pay day may make arrangements.

The School District lists pay information via the EmployeeWeb online application at: <https://eweb.lasd.net> . Employees with direct deposit will not receive a paper check stub. Access to EmployeeWeb will be set up upon an employee's first pay.

In the event that a pay day must be changed from Friday to another day (i.e. holiday), an announcement will be made in the *Weekly Bulletin*.

LUDINGTON AREA SCHOOL DISTRICT

Check Release in Consideration of Recognized Holidays

INTRODUCTION: When a regularly scheduled payday falls on a recognized holiday, pay day will be moved to the day prior to the holiday whenever possible.

PROCEDURE: The Central Business Office will notify employees in advance of the holiday if the payday will be changed as a result of that pay day falling on a recognized holiday as outlined in the Master Agreement. The pay date will be moved to the day prior to the holiday and checks will be released per the standard procedure.

When banks are not closed on the date of the scheduled holiday (ie: the day after Thanksgiving), the pay date will remain unchanged. Checks will be mailed, and direct deposit transactions will occur on that Friday.

LUDINGTON AREA SCHOOL DISTRICT
LOST PAYCHECKS

INTRODUCTION: Every reasonable effort will be made to replace a lost, misplaced or stolen paycheck.

PROCEDURE: On occasion, an employee paycheck may get lost, be misplaced or even stolen. Ludington Area School District will make reasonable efforts to replace a check after it is determined that the check cannot be found. Checks will not be replaced on the actual pay day with the anticipation that the check will be found in the following days. Checks that are mailed may take several days or weeks to reappear from the postal service and therefore may not be replaced until after that time frame.

Nonetheless, administration realizes that a lost paycheck may cause inconvenience on the part of an employee. Therefore, checks which were sent via the inter-office mail which are lost will be replaced the next business day after the issuance date of the check, but in all cases by noon of the second day.

An employee whose check is mailed and does not receive the check will receive a replacement check on the third business day after the issuance date of the payroll check, but in all cases by noon of the fourth business day.

Ludington Area School District
Overtime and Extra Time Worked

INTRODUCTION: It is the policy of the district to recognize extra time worked, and sometimes overtime, for LEA and LESPA employees. This is applicable in situations where management authorizes extra time worked and subject to all conditions of the master bargaining agreement.

PROCEDURE: In the case of LEA employees, extra time worked is recognized in half-hour increments, and is to be realized only after working all of each thirty minute period in consideration. In the case of LESPA employees, extra time worked is recognized in quarter-hour increments, and is to be realized only after working all of each fifteen minute period in consideration.

Ludington Area School

Annuities (403B)

INTRODUCTION: The employee is solely responsible for his/her contributions to those annuity companies which are approved by the School District.

PROCEDURE: Employees are to take all responsibility for complying with all State and Federal laws pertaining to their annuity contributions. The district will act as fiduciary for these transactions, but is excluded from any responsibility beyond this. There shall be no more than 8 active companies which employees may join. In order to be added to the school approved list of annuity companies, a vendor must acquire more than 5 enrollees subject to the limit of companies allowed.

APPENDIX E

FORMS

LASD Requisition Form

Date: _____

Page ____ Of _____

Ordered By: _____

Vendor Information

Company:		Phone:	
Address:		Fax:	
		Attn:	
		Account No:	

Quantity	Unit	Description	Cost Each	Total Cost

Authorized by: _____

Date: _____

REQUEST FOR PRIOR APPROVAL FOR CONFERENCE & PROFESSIONAL DEVELOPMENT LEAVE

(To be submitted to Principal/Supervisor in duplicate 10 days prior to conference. To be used for permission to attend when expenses are to be reimbursed, release time is involved, and for the purpose of documenting Professional Development hours per State Aid Act.)

SECTION I - CONFERENCE INFORMATION

NAME _____ Department/Building _____

Conference Name/Sponsoring Organization _____ / _____

DESTINATION _____

DATES ATTENDING _____

Purpose of Attendance _____

Does this conference support my Professional Development Plan? **YES** **NO** (If "Yes" is checked, state the Professional Development benefit to be gained at this conference by completing Section II below. The information in Section II will be used to report your annual PD hours requirement to the State of Michigan.)

Time of Departure _____ Approximate time of return _____ Is a Substitute required in your absence? **YES** **NO**

Is a school vehicle requested? **YES** **NO** (**Note: Contact Transportation Department to reserve your vehicle)

Time vehicle wanted _____ Approximate time of return of vehicle _____

SECTION II - PROFESSIONAL DEVELOPMENT

Type of Professional Development (Check one):

<input checked="" type="checkbox"/> IDP Specified (a)	<input checked="" type="checkbox"/> School Improvement Related (b)	<input checked="" type="checkbox"/> Mentoring (c)	<input checked="" type="checkbox"/> LEA Workshop (d)	<input checked="" type="checkbox"/> ISD Workshop (e)	<input checked="" type="checkbox"/> IHE Workshop (f)	<input checked="" type="checkbox"/> Coursework (g)	<input checked="" type="checkbox"/> Center Workshop (h)	<input checked="" type="checkbox"/> State or Regional Workshop (i)
Participation in professional development as specified in an Individual Development Plan.	Participation in school or district group related to the School Improvement Plan.	Professional development directed to the novice teacher or the mentor teacher.	Professional growth experience sponsored or provided by the local district.	Professional development sponsored or made available by an Intermediate School District.	Workshop sponsored or made available by a college or university (IHE - Institute of Higher Education).	Coursework taken for credit at an Institution of Higher Education.	Professional development made available by a Math/Science Center including Eisenhower grants to districts.	Participation in state or regional association conference.
Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs

SECTION III - ESTIMATED EXPENSES * (*See Conference Budget Guidelines on reverse side of this form)

TRAVEL _____ (fare or _____¢ per mile)* (*Note: See #3 on reverse side of this form regarding use of personal vehicle)

LODGING _____

MEALS _____ * (Note: See #2 on reverse side of this form regarding limit on meal costs)

REGISTRATION _____ * (Note: If requesting CBO to send in registration, please include registration form)

OTHER _____

TOTAL * (Note: Following conference completion, all conference expenses must be accounted for on LASD-10 "Application For Reimbursement Form")

ADVANCE REQUEST* (*See #6 on reverse side of this form regarding advances) **AMOUNT REQUESTED \$** _____

Advance Approval by Principal/Supervisor: (Signature) _____

SECTION IV - SIGNATURES

Signature of Person Requesting Prior Approval _____ Date _____

Principal/Supervisor Authorization (check one): **APPROVED** Account Code # _____ **NOT APPROVED**

Signature of Principal/Supervisor _____ Date _____

Comments: _____

Copies to: Accounts Payable Payroll Dept.

LUDINGTON AREA SCHOOLS

CONFERENCE BUDGET GUIDELINES

Since budget amounts for conferences are limited, it is advisable to establish guidelines in order to assure that staff members have reasonably equal access, within the judgment of the administration, to conference opportunities.

1. **Reservations** - The central business office cannot make travel or motel reservations. This is the individual's responsibility to make these accommodations.

2. **Lodging and Food** - Reasonable room charges will be allowed. It is expected that efforts will be made to acquire lodging at the most reasonable rates possible.

There is a maximum of \$40.00 per day for food, including tips. (The district does not reimburse liquor expenditures.)

3. **Mode of Travel** - If the most economical means of traveling to the meeting or conference is by automobile, a school vehicle shall be used whenever possible and all participants shall travel together. If a school vehicle is requested, but is not available, mileage at the district approved effective rate may be allowed. If (for personal reasons) a staff member chooses to use his/her personal vehicle when approved transportation is available, no mileage will be reimbursed by the district.

4. **Conference Fees** - One-time conference registration fees will be permitted, but no organizational dues shall be included. (If requesting CBO to send in the registration, please include a completed registration form, otherwise you will need to send in the registration yourself and apply for reimbursement on the district's LASD-10 "APPLICATION FOR REIMBURSEMENT/REPORT OF CONFERENCE EXPENSE/REQUEST FOR ADVANCE (PRE-PAYMENT)" form. Attach all receipts.)

5. **Documentation** - All conference expenses must be supported by appropriate bills, receipts, etc. An "APPLICATION FOR REIMBURSEMENT/REPORT OF CONFERENCE EXPENSE/REQUEST FOR ADVANCE (PRE-PAYMENT)" form (LASD-10) must be completed and submitted to the CBO after the conference to substantiate any expenses incurred by the individual (including advances) with bills, receipts, etc., attached. Any advanced money not expended must be returned.

6. **Advances** - Generally, requests for money in advance of the conference will be honored only for amounts of \$50.00 or more (with appropriate advance notice). It is assumed that the individual staff member will pay for amounts up to \$50.00 and request reimbursement following the conference. All advances must be approved by the Principal/Supervisor. Full accounting must be made following the conference as outlined in #5 above.

7. **Miscellaneous** - Administrators may place additional restrictions or spending limitations they deem appropriate in an effort to make funds available to more staff.



**LUDINGTON AREA SCHOOLS
ADMINISTRATIVE OFFICES**

**DISTRICT CREDIT CARD
SIGN OUT AND AUTHORIZATION FORM**

The undersigned takes on the responsibility of the school credit card as approved by their specific supervisor and will return all receipts with the return of the school credit card.

I have followed proper procedure to obtain the school credit card by filing out a "REQUEST FOR PRIOR APPROVAL FOR CONFERENCE & PROFESSIONAL DEVELOPMENT LEAVE" signed by my Supervisor and on file at the Central Business Office. The "REQUEST FOR PRIOR APPROVAL" must specify approval for registration, lodging and/or any other items approved for by the school.

I have a Purchase Order approved to use in conjunction with this transaction.
Purchase Order # _____

Signature of Staff Person Approved

Sign Out Date

Signature of CBO Personnel

Signature of Staff Person Approved

Sign In Date

Signature of CBO Personnel

Receipts:

Yes No

**APPLICATION FOR REIMBURSEMENT
REPORT OF CONFERENCE EXPENSE
REQUEST FOR ADVANCE (PRE-PAYMENT)**

(Please review Conference Budget Guidelines on reverse side of this form.)

NAME _____

AUTHORIZED OUT-OF-POCKET EXPENSES (attach all receipts)

ITEM DESCRIPTION:

	\$
	\$
	\$
	\$

TOTAL TO BE REIMBURSED \$ _____

Signature of person requesting reimbursement _____ Date _____

Approved for Payment _____ Date _____ Code _____
(Signature Principal/Supervisor)

=====

MEETING OR CONFERENCE EXPENSES (attach all receipts)

Conference or Meeting Pre-Approved _____

Date(s) _____ Location _____

FOOD:

Date	Breakfast	Lunch	Dinner	TOTAL DAILY, including tips

TOTAL FOOD EXPENSE \$ _____
 LODGING EXPENSE \$ _____
 MISCELLANEOUS EXPENSE (parking, tolls, etc.) \$ _____
 MILEAGE _____ miles @ _____ c = \$ _____

TOTAL MEETING OR CONFERENCE EXPENSES \$ _____

Was advanced payment requested? Yes No

If "Yes", Amount Advanced \$ _____

TOTAL AMOUNT TO BE REIMBURSED OR RETURNED TO LASD \$ _____

Signature of person requesting reimbursement _____ Date _____

Approved for Payment _____ Date _____ Code _____
(Signature Principal/Supervisor)

=====

OTHER/PRE-PAID EXPENSES

Item Description _____ \$ _____

Advanced Payment To: _____ \$ _____ (PO#, if applicable) _____

Signature of person requesting pre-payment _____ Date _____

Approved for pre-payment _____ Date _____ Code _____
(Signature Principal/Supervisor)

LUDINGTON AREA SCHOOL DISTRICT

APPLICATION FOR REIMBURSEMENT

NAME _____

A. AUTHORIZED OUT-OF-POCKET EXPENSES (attach all receipts)

Item Description:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL TO BE REIMBURSED

\$ _____
oooooooooooooooooooo

Signature of person requesting reimbursement _____ / _____
Date

Approved for Payment _____ / _____ / _____
Principal/Supervisor Signature Code Date

LASD Mileage Record

Staff Name: _____
Home Building: _____
Account Number: _____

DATE	LOCATION	TOTAL ROUNDTRIP MILES
	Total Miles	
	Rate	
	Total Due	0.00

Staff Signature: _____

Supervisor Approval: _____