



Employee Handbook



GA

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Administration
Genesee Academy

EMPLOYEE HANDBOOK

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MISSION STATEMENT

To prepare all our students as model Muslims who excel academically, socially, and spiritually to succeed in higher education and/or their future endeavors. We will achieve this by providing a healthy learning environment, adherence to Islamic practices based on Quran and the traditions of the prophet Muhammad (peace be upon him) and collaboration between school, students, parents, and community.

Vision

To be the preferred Islamic School recognized to infuse academic excellence with highest morals and ethics

PHILOSOPHY

GA is not only a place to teach, learn and build academic skills, but also a place to teach, learn, and exemplify the best behavior and conduct ever witnessed by humanity through the teaching and practice of Prophet Muhammad (peace be upon him). Appropriate Islamic behavior and conduct is based to a large degree upon an individual realizing accountability of his/her intentions and actions to Allah (SWT) and the consequences of such actions in this life, life of the grave, the Day of Judgment, and the eternal life thereafter. Through establishing a strong sense of accountability, GA believes individuals will exercise self-discipline and self-control in all matters, which will in turn ensure a better life for themselves and those around them.

The primary goal of Genesee Academy is to assist in the development of a successful and trustworthy citizen; who in turn will become a positive and productive participant in a multicultural society.

In addition to providing knowledge and skills for the learning experience of the students, we strive to prepare each student for a life of purity and sincerity. Therefore, our ultimate goal at Genesee Academy is to build individual character based on the divine source of discipline and knowledge of Islam.

We are dedicated to providing a loving and trusting environment conducive to Islamic beliefs and values. Islamic rules of conduct allow for a quality education and excellence in academic achievement. Through this trusting and supportive learning environment, we hope to nurture the growth of each student into a well-rounded and honorable individual.

Our commitment includes providing the following:

1. Meaningful knowledge, essential skills and a positive learning experience.
2. Personal growth: morally, spiritually, intellectually, socially, and physically.
3. Preparing students to become responsible and active members of a healthy family, community, and country.

Corporal punishment is banned at GA and under no circumstances be applied by any member of the Staff / Teachers /Administration. Any offences will be dealt with seriously and may result in termination of employment with GA.



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FUNCTIONS OF THIS MANUAL

POLICY:

It is the policy of Genesee Academy that this Manual should be used as an outline of the basic personnel policies, practices, and procedures for the organization. The Manual is not intended to alter the employment-at-will relationship in any way.

CODE OF EMPLOYER-EMPLOYEE RELATIONS

POLICY:

It is the policy of Genesee Academy to implement fair and effective personnel policies and to require all employees to support the organization's best interests.

COMMENT:

- (1) Genesee Academy is committed to a mutually rewarding and direct relationship with its employees without the intervention of outside groups, such as unions. Thus, Genesee Academy attempts to:
 - a) Provide equal employment opportunity and treatment regardless of race, religion, color, sex, age, national origin, disability, or military status
 - b) Provide compensation and benefits commensurate with the work performed
 - c) Establish reasonable hours of work based on Genesee Academy's operational and service needs
 - d) Monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety
 - e) Offer training opportunities to enhance their skills related to the job performed by that employee
 - f) Be receptive to constructive suggestions about job duties, working conditions, or personnel policies
 - g) Establish appropriate means for employees to discuss matters of concern with their immediate supervisor or next level of leadership.
- (2) Genesee Academy, as part of its commitment to providing students with an excellent educational experience and to creating a productive work environment, expects all employees to:
 - a) Deal with parents and students in a professional manner
 - b) Represent Genesee Academy in a positive and ethical manner
 - c) Perform assigned tasks in an efficient manner
 - d) Be punctual



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- e) Demonstrate a considerate, friendly, and constructive attitude toward fellow employees
 - f) Follow the policies adopted by Genesee Academy
- (3) Genesee Academy retains the sole discretion to exercise all managerial functions, including the rights to:
- a) Dismiss, assign, supervise, and discipline employees
 - b) Determine and change starting times, ending times, and other working hours;
 - c) Transfer employees within departments or into other departments and other classifications;
 - d) Determine and change the size and qualifications of the workforce;
 - e) Determine and change methods by which its operations are to be carried out;
 - f) Determine and change the nature, location, services rendered, and continued operation of the business
 - g) Assign duties to employees in accordance with Genesee Academy's needs and requirements and to carry out all ordinary administrative and management functions.
- (4) Employment is on an at-will basis, so that either Genesee Academy or the employees may end the relationship at any time and without cause or prior notice. Nothing in this Manual changes the employment-at-will relationship or creates an express or implied contract or promise concerning Genesee Academy's policies or practices, including policies or practices it will implement in the future. Accordingly, Genesee Academy retains the right to establish, change, and abolishes its policies, practices, rules, and regulations at will and as it sees fit.

EMPLOYMENT-AT-WILL

POLICY:

Although Genesee Academy prefers to maintain a long-term employment relationship with each of its employees, the relationship will be "at will". This relationship may be terminated at any time with or without cause, and with or without notice. Employee's breach or failures to abide by any of the conditions, provisions, rules and regulations herein or elsewhere stated in this agreement are grounds for termination of this employment relationship.

EQUAL EMPLOYMENT OPPORTUNITY

POLICY:

It is the policy of Genesee Academy to provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, or military status.



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PRODUCTIVE WORK ENVIRONMENT

POLICY:

It is the policy of Genesee Academy to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

COMMENT:

- Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, or sex. Special attention should be paid to the prohibition of sexual harassment.
- Harassment of employees and/or students will not be tolerated in the school. School includes school facilities, school premises, and non-school property hosting and school sponsored, school approved or school related activity or function (such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school business.)
- Sexual harassment shall include, but not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals
- Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, or non-employees, is also prohibited. This conduct includes:
 - Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
 - Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
 - Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
 - The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
 - Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, sex, national origin, religion, disability, pregnancy, age, or military status is also prohibited.



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- Any employee who believes that a supervisor's, manager's, other employee's, or non-employee's actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. The report or complaint should be made to the Principal/Administrator.
- Complaints of harassment will be handled and investigated under Genesee Academy's dispute resolution policy unless special procedures are considered appropriate. All complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.
- Any employee, supervisor, or manager who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination. Genesee Academy prohibits any form of retaliation against employees for bringing bonafide complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint or information was false, the individual who provided the false information will be subject to disciplinary action, up to and including termination.

HIRING

POLICY:

It is the policy of Genesee Academy to be an equal opportunity employer and to hire individuals solely on the basis of their qualifications and ability to do the job to be filled. Unless otherwise provided in writing, employment with Genesee Academy is considered to be at-will, so that either party may terminate the relationship at any time and for any lawful reason.

COMMENT:

- Any candidate for employment as a teacher must hold a valid Michigan Teaching Certificate or license in full force or have the required credentials for the position. In case he/she does not have certification on the date of hire, employee agrees to work toward obtaining certification in the area in which he/she is teaching.
- Any candidate for employment must fill out and sign an employment application form in order to be considered for hiring. A minimum of three professional references must be provided with the application. It is the policy of Genesee Academy to check all references during the hiring process in order to ensure that employees are qualified for prospective positions. Resumes may not be submitted in lieu of an application form but may be submitted as supporting documentation.
- The Principal/Administration will consider requests for accommodation of disabilities and religious belief and will determine what, if any, accommodation will be made.
- Applicants determined to be qualified for consideration for available job openings will be interviewed by the Principal/Administration and representative(s) from the board and given any tests required for the job.



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- Following a decision to hire the applicant, the Principal/Administration will make an offer of employment, which should include any necessary contingencies or disclaimers. The applicant must submit documentation confirming their identity, citizenship and/or work eligibility status. He/She will be required to complete the **Employment Eligibility Verification Form I-9**. Genesee Academy only hires individuals who are either U.S. citizens or Aliens legally authorized to work in the United States.
- Where appropriate, conduct credit, personal reference, and criminal conviction checks. Each applicant/employee will be required to submit his/her name, social security number, driver's license number, fingerprints(if applicable), and a signed consent form for the purpose of a background and criminal history check with the Michigan State Police, other out-of-state law enforcement agencies, and any appropriate administrative agencies. If consent is refused, employment will be terminated. .
- Prior to employment, the applicant/employee shall provide proof of a negative TB test verified within three years before employment and every three years thereafter.
- If the background, medical, or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with Genesee Academy, the applicant will be refused employment or, if already employed, may be terminated.

EMPLOYMENT AGREEMENTS

POLICY:

It is the policy of Genesee Academy that it may execute written employment agreements with certain of its employees. Employees who do not have a written employment contract containing a specified duration of employment are considered part time or temporary employees.

COMMENT:

- (1) The Principal or specific designees are the only representatives authorized to enter into a written employment agreement on behalf of Genesee Academy with any employee.
- (2) Written employment agreements normally will set out the significant terms and conditions of an individual's employment. These terms and conditions generally include:
 - a) The length of time that the agreement will last and how, if at all, it can be renewed
 - b) The job title, duties, and description, reserving to Genesee Academy the right to change the employee's duties, as Genesee Academy's interests require;
 - c) The employee's salary
 - d) Any other forms of compensation, such as health insurance, pension, incentive plans, or perquisites
 - e) Provisions for the termination of employment.
- (3) Employees are encouraged to review carefully any employment agreement and to consult with legal counsel if necessary to understand the terms of the agreement.



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PROBATIONARY PERIOD

POLICY:

It is the policy of Genesee Academy that all new employees are considered to be in a probationary period for ninety- (90) school calendar days of employment. The probationary period gives the employee time to adjust to the new position and gives the school administration time to evaluate the employee's suitability for the position. Such evaluation will include performance on the job, attitude, potential ability, qualifications, and job requirements. Upon evaluation the employee will receive a written and will either be offered regular employment or be given a notice of termination. However, the probationary period may be extended for 30 days. During the probationary period, an employee may be disciplined without recourse to the grievance procedures. *The school reserves the right to terminate employment prior to the expiration of the probationary period.*

RESIGNATION

POLICY:

Employees who wish to terminate their employment with Genesee Academy should notify the school administration, both verbally and in writing, at least thirty (30) days in advance of their intended ending date. Proper notice will allow the school time to find a suitable replacement so that school operations will not be jeopardized. Sufficient notification will also enable the school to prepare a final paycheck.

TERMINATION OF EMPLOYMENT

POLICY:

It is the policy of Genesee Academy to terminate employment because of an employee's resignation, discharge, or retirement; the expiration of an employment contract; or a permanent reduction in the workforce. Discharge can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason, and Genesee Academy reserves the right to terminate employment at any time and for any reason

COMMENT:

- Employees are requested to give written notice of their intent to resign. Failure to give written notice may result in forfeiture of non-vested Company benefits and ineligibility for reemployment. At least thirty- (30) days notice is required.
- Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily quit.
- The Principal/Administration is responsible for notifying terminating employees, who are covered by Genesee Academy's group health plan, of their right to continue coverage under that plan. Coverage in Genesee Academy's group health plan will terminate at the



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end of the month that the employee resigns or is terminated.

- Terminating employees may be eligible for future employment if recommended by the Principal/Administration. Terminating employees who wish to be considered for future employment should inform the Principal/Administration.
- Genesee Academy reserves the right to terminate the employment of any employee who refuses to respect the office of the Principal, the dress code, or who openly advocates on school grounds a position contrary to the teachings of Islam.
- Requests for employment references should be made in writing to the Principal/Administration and should include an authorization by the employee for the release of the requested information. Generally, the Principal/Administration will not release reference information without the employee's authorization, or will limit the information to verification of the employee's position, job location, and dates of employment with Genesee Academy.

Termination and discharge procedures are only guidelines and do not create a legal contract between Genesee Academy and its employees. Genesee Academy reserves the right to implement its policies and procedures as it sees fit. In addition, specified grounds for termination are not all-inclusive since Genesee Academy reserves the right to terminate employment for any reason.

PERSONNEL RECORDS

POLICY:

It is the policy of Genesee Academy to maintain personnel records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record-keeping and reporting requirements.

COMMENT:

- (1) Genesee Academy tries to balance its need to obtain, use, and retain employment information with a concern for each individual's privacy. To this end, it attempts to maintain only the personnel information that is necessary for the conduct of its business or required by federal, state, or local law.
- (2) The Principal/Administration is responsible for overseeing record keeping for all personnel information and will specify what information should be collected and how it should be stored and secured.
- (3) Employees have a responsibility to keep their personnel records up to date and should notify the Principal/Administration in writing within 15 days of any changes in at least the following:
 - a) Name;
 - b) Address;
 - c) Telephone number;
 - d) Marital status (for benefits and tax withholding purposes only);



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- e) Number of dependents;
- f) Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only);
- g) Beneficiary designations for any of Genesee Academy's insurance, disability, pension, and profit sharing plans; and
- h) Persons to be notified in case of emergency.

In addition, employees who have a change in the number of dependents or marital status must complete a new Form W-4 for income tax withholding purposes within ten days of the change, if it results in a decrease in the number of dependents.

- (4) Employees may inspect their own personnel records and may copy, but not remove, documents in the file. Inspections by employees must be requested in writing to the Principal/Administration and will be scheduled at a mutually convenient time. Records that are considered to contain sensitive or confidential corporate plans or information may be excluded from the inspection, and all inspections must be conducted in the presence of a designated member of the Principal/Administration. A reasonable charge, not to exceed the actual cost to Genesee Academy, will be made for any copies of records made by the employee.
- (5) Employees who believe that any file material is incomplete, inaccurate, or irrelevant may submit a written request for file revisions to the Principal/Administration. If the request is not granted, the employee may place a written statement of disagreement in the file and make a complaint using the regular grievance procedure.
- (6) Only supervisory and management employees who have an employment-related need-to-know for information about another employee may inspect the files of that employee. The inspection must be approved by the Principal/Administration and should be recorded in the file inspected.
- (7) Employees should refer all requests from outside Genesee Academy for personnel information concerning applicants, employees, and past employees to the Principal/Administration. The Principal/Administration normally will release personnel information only in writing and only after obtaining the written consent of the individual involved. Exceptions may be made to cooperate with legal, safety, and medical officials who need specific employee information. In addition, exceptions may be made to release limited general information, such as the following:
 - Employment dates
 - Position held; and
 - Other job related information.



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OUTSIDE EMPLOYMENT

POLICY:

It is the policy of Genesee Academy to allow its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

COMMENT:

Genesee Academy requires that employees' activities and conduct away from the job must not compete or conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to Genesee Academy. In addition, employees are not to solicit or conduct any outside business during paid working time. School employees will inform the principal of other employment.

CONFLICTS OF INTEREST

POLICY:

It is the policy of Genesee Academy to prohibit its employees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of Genesee Academy, its customers, or its suppliers. Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and include only some of the more clear-cut examples.

COMMENT:

- Employees are expected to represent Genesee Academy in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the principal. Top management and employees who have contact with customers and suppliers may be required to sign a special statement acknowledging their understanding of and adherence to this policy.
- Employees may not engage in, directly or indirectly either on or off the job, any conduct, which is disloyal, disruptive, competitive, or damaging to Genesee Academy.
- Any conflict or potential conflict of interest must be disclosed to Genesee Academy. Failure to do so will result in discipline, up to and including termination.

HOURS OF WORK

POLICY:

School office hours for administrative staff are from 8:00 a.m. to 4:10 p.m. Faculty members' hours are from 8:00 a.m. to 4:10 p.m. Hours worked may vary depending upon your position and responsibilities. The administration will inform you of your exact schedule.

Full time teachers will be instructing for at least 6-7 periods and will have 1 planning period per day. Any extra time will be utilized by assisting in curriculum planning, substituting, helping



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other teachers, tutoring students, working in the library, assisting in the office, supervising student lunches and recess or student teaching detention. These additional duties will be scheduled by the administrative staff and rotated accordingly.

TIME CLOCK

All employees must use the time clock to punch in and out. Failure to punch in/out will result in loss of pay.

EMPLOYEE CLASSIFICATION

POLICY:

In order to clarify employment status and benefit eligibility, Genesee Academy has established five employment classifications. Employees are classified into one of the following:

- Regular Full-Time – Employees working 35 hours or more per week on a regular basis. Generally, these employees are eligible for Holiday/Vacation Pay and the school's benefit package.
- Regular Part-Time – Employees working less than 35 hours per week on a regular basis. These employees are **not** eligible for Holiday/Vacation Pay or the school's benefit package.
- Probationary – Probationary employees are those individuals whose performance is being evaluated to determine whether further employment with the school is appropriate. The probationary period may be imposed on new employees as well as employees having performance problems. Employees who satisfactorily complete the probationary period will be notified of their new employment status.
- Temporary – Employees scheduled to work full or part-time on an interim basis. Employment beyond an initially stated period does not imply a change in employment classification. Temporary employees are not eligible for the benefits package.
- Substitute – Employees not working on a regular basis. This employee is called to substitute for regular staff members who are absent. Substitute employees are not eligible for the benefits package.

COMPENSATION POLICIES

POLICY:

Employees are paid according to the following salary classifications:

- Salaried Exempt Employees – Certain administrative and professional positions are exempt from Wage and Hour laws and are not entitled to receive overtime pay.
- Salaried Non-Exempt Employees – Certain administrative and clerical staff who are paid an hourly wage, are covered by Wage and Hour laws and are eligible for overtime pay if working more than 40 hours per week.



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- Hourly Employees – Employees who are paid an hourly wage, are covered by Wage and Hour laws and are eligible for overtime pay if working more than 40 hours per week.

An employee's exempt or non-exempt status can only be changed through written notification by the school principal/administration.

Salary Scale – Genesee Academy has established entry-level salary scales for certified teachers, non-certified teachers, teachers' assistants, and members of the support staff. Step increases on the scales are not automatic and are not based simply on years of service but are reflective of performance evaluation and other administrative factors.

PAY PROCEDURES

POLICY:

It is the policy of Genesee Academy to pay employees by check on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

COMMENT:

- Salaried employees will be paid bi-weekly (26 pay periods per school year). Hourly employees will be paid bi-weekly on the same schedule as salaried employees for hours actually worked. In the event that a scheduled payday falls on an official school holiday paychecks will be available the last day of work prior to the scheduled payday.
- Employees will be emailed a statement showing gross pay, deductions, and net pay. Local, state, federal, and Social Security taxes will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation.
- All substitute employee checks will be mailed.
- Employees who discover a mistake in their paycheck, lose their paycheck, or have it stolen should notify the Principal/Administration immediately. In the case of a mistake, the error will be remedied promptly. In the case of loss or theft, the Principal/Administration will attempt to stop payment on the check and reissue a new one to the employee. However, the employee is solely responsible for the monetary loss, and Genesee Academy will not be responsible for the loss or theft of a check if it cannot stop payment on the check.

SALARY ADMINISTRATION

POLICY:

It is the policy of Genesee Academy to pay compensation that is nondiscriminatory and competitive. However, all compensation policy decisions must take into consideration Genesee Academy's overall financial condition and competitive position.

COMMENT:

- (1) The Principal/Administration is responsible for coordinating the continuing internal
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review of all compensation and for making sure that each job is evaluated and assigned a job grade and salary range. This review should determine whether compensation accurately and fairly reflects each individual's responsibilities and performance.

- (2) The Principal/Administration will, when considered appropriate, participate in or conduct compensation surveys covering other employers with similar jobs. This and other available information should be used to help set pay policy and to determine the relative competitive position of Genesee Academy's pay structure.
- (3) New employees generally will be hired at the starting rate assigned to their job grade. Supervisors may recommend higher or lower starting rates depending on an applicant's experience or skill level or other competitive considerations. These recommendations should be reviewed and approved before implementation by the appropriate department head and the Principal/Administration.

PERFORMANCE APPRAISALS

POLICY:

It is the policy of Genesee Academy that the principal or other designated person should evaluate the job performance of each employee periodically.

COMMENT:

- Supervisors should complete performance appraisals upon the following occasions:
 - By the end of the first three months of employment.
 - In conjunction with the annual salary review or on the anniversary date of employment
- If a performance appraisal has been completed within one month of the above occasions, a new appraisal does not need to be completed. Between scheduled appraisals, supervisors should discuss with employees on an informal basis any performance issues that require attention and should keep records of any significant incidents.
- Evaluation processes will be used to help with the growth and development of personnel. The evaluation will consist of observations, a checklist, conferences and written goals. The principal and/or designated assistant will evaluate teachers. Student scores on the MEAP and other standardized testing measures play a part in the evaluation. In addition, consideration will be given to the teacher's communications with staff, students and parents, and the overall attitude of cooperation.
- A written evaluation will be prepared and discussed with the employee.
- Information derived from the performance appraisal may be considered when making decisions affecting training, pay, or continued employment.
- The procedures discussed in this policy are only guidelines. Genesee Academy may, in its sole discretion, modify or revoke them in whole or in part at any time. Therefore, these procedures are not a promise or contract, express or implied, and Genesee Academy



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retains the right to determine whether and how they will be applied, depending on the circumstances.

DISCLOSURE OF BENEFITS

POLICY:

It is the policy of Genesee Academy to provide its employees with various welfare and pension benefits. Information and summaries intended to explain these benefit plans would be furnished to all plan participants and beneficiaries on a timely and continuing basis. Genesee Academy reserves the right to modify, amend, or terminate its welfare and pension benefits as they apply to all employees. Benefits under each benefit plan will be paid only if the Administrator decides in his discretion that the applicant is entitled to them.

COMMENT:

- Genesee Academy offers certain benefits to eligible employees, including health insurance and pension plans. Eligibility will depend upon the specific requirements of each benefit plan. Genesee Academy also provides a number of other benefits such as leaves of absence, holidays, and sick days.
- All benefits provided by Genesee Academy are described in official documents that are kept on file in the Principal/Administration. These documents are available for examination by any plan participant or beneficiary. In addition, these documents are the only official and binding materials concerning Genesee Academy's welfare and pension benefits. All summaries and communications, both written and verbal, must refer to them as binding in cases of questions or disputes.
- The Principal/Administrator serves as Administrator of Genesee Academy's welfare and pension plans. The Administrator is responsible for all communications and disclosures concerning Company benefits and for compliance with all applicable laws and regulations. In addition, the Administrator is available to answer questions concerning the benefit plans.
- Under certain of Genesee Academy's insurance and retirement plans, each employee must designate a beneficiary for the employee's death benefits. The designation must be made in writing and in a form acceptable to the Administrator. It is the employee's responsibility to maintain the proper beneficiary designations and to alert the Administrator to any changes in status affecting eligibility or designations.
- Under normal circumstances, the Administrator will furnish the following information to each participant in a welfare or pension plan and to each beneficiary receiving benefits under a pension plan:
 - A summary of the plan within ninety (90) days after the individual becomes a participant or first receives benefits.
 - An updated summary plan description of the plan as needed;
- Participant contributions to benefit plans normally will be deducted from the employee's paycheck if the employee has authorized the deduction in writing.



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- Employees, spouses, and dependents covered by Genesee Academy's health benefit plan will be notified, when appropriate, of the opportunity to continue their health care coverage, at their own expense, in certain specified situations including layoff, termination, and reduction in hours of employment, and separation or divorce. In addition, they will be provided, when required, with a certificate of prior health coverage when they lose coverage under the health benefit plan.

HOLIDAYS

POLICY:

It is the policy of Genesee Academy to designate and observe certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed.

COMMENT:

- Genesee Academy will observe certain holidays during the school year. The Principal/Administrator will publish a schedule before the beginning of the year outlining these holidays.
- Full-time employees are eligible to receive their regular rate of pay for each observed holiday. Part-time employees are not eligible to receive holiday pay. Temporary employees, introductory period employees, and employees on leaves of absence or on layoff are not eligible to receive holiday pay.
- To receive holiday pay, an eligible employee must work the last scheduled days immediately preceding the holiday and the first scheduled day immediately following the day on which the holiday is observed.
- A holiday that occurs on a Saturday or Sunday or during an employee's paid absence; the employee will be ineligible for holiday pay.
- Genesee Academy recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in Genesee Academy's regular holiday schedule. Accordingly, employees who would like to take a day off for those reasons may do so if it will not unduly disrupt Genesee Academy's business and if the employee's supervisor approves.

MEDICAL INSURANCE

POLICY:

All **full-time employees** are eligible for insurance coverage under the School's group insurance plan. The coverage provides you with hospitalization, surgical and major medical coverage. Insurance may become effective after thirty - (30) days from the date of hire and completing and submitting application. You will be informed as to when your insurance benefits begin. For example, for employees who start the school year on August 1st, benefits will commence September 1st of the same year.

Employee's premiums will be as follows:



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Single	Full Coverage
Family/Married Couple or Single Parent	Employee full coverage, Dependant premiums are the responsibility of the employee.

CHILD TUITION DISCOUNT

POLICY:

If a full-time employee's child (ren) attends Genesee Academy, the school will subsidize 40% of the normal tuition fee. The discount is based upon the fee schedule provided to all Genesee Academy parents. The discount does not apply to any enrollment, application, or material fees. Multiple child discounts does not apply.

PROFESSIONAL DEVELOPMENT

POLICY:

Genesee Academy believes that the professional growth of the employees leads to the enhancement of the educational development, well-being, and safety of the students. Teachers must remain current on the best teaching practices for our students. Even experienced teachers need to update their ideas and practices to keep up with their professional responsibilities. Moreover the state of Michigan has changed its requirements for certified teachers. It is the responsibility of the employee to make sure that they have maintained their continuing education requirements.

COMMENT:

- In order to assist teachers in their professional development Genesee Academy provides in-service training for its employees. The school pays for the cost of on-site in-service training.
- The employee may request financial assistance for other professional growth activities. Registration fees for seminars and conferences, and tuition for classes are examples of expenditures for which financial assistance may be sought. Eligible employees may be reimbursed only for courses of study that Genesee Academy determines are directly related to the employee's present job or that will enhance the employee's potential for advancement to a position within Genesee Academy and to which the individual has a reasonable expectation of advancing. In addition, only courses that are offered by pre-approved institutions of learning will be eligible for reimbursement. The following guidelines will help determine if financial assistance will be granted.
 - Number of years of service. (NO more than \$75.00 will be awarded during the first year of employment at Genesee Academy)
 - The request should be compatible with the needs of Genesee Academy
 - The employee should have demonstrated reliability and commitment to the goals of Genesee Academy.



EMPLOYEE HANDBOOK

- Employees who want educational assistance must submit a request to the principal for evaluation and approval before enrollment. The principal will determine the amount of financial assistance to be provided. The request should contain the following information:
 - The purpose of the request with a description of the class, seminar, or workshop. If a brochure is available, it should be attached to the request;
 - An explanation of how the class will enhance the education of Genesee Academy students;
 - The date, time, and place of the class, seminar, or workshop and its duration
 - An outline of the cost of attending, specifying the amount of financial support sought from Genesee Academy; and
 - A request for a substitute, if one is required in your absence.

*Employees are encouraged to make use of professional growth opportunities in the Detroit metropolitan area. Travel expenses and accommodations will only be paid if a comparable professional growth program is unavailable within a 100 miles radius and with **prior approval of the Board.***

- Employees are expected under normal circumstances to schedule class attendance and the completion of study assignments outside of their regular working hours. It is expected that educational activities will not interfere with the employee's work, and unsatisfactory job performance during enrollment may result in forfeiture of educational assistance and termination of employment.
- The Principal/Administration will maintain records of all education programs completed by each employee.

PERSONAL PROPERTY

POLICY:

It is the policy of Genesee Academy to ask employees to refrain from bringing unnecessary or inappropriate personal property to work.

COMMENT:

- (1) Genesee Academy recognizes that employees may need to bring certain personal items to work. However, personal property that is not related to the employee's job performance may disrupt work or pose a safety risk to other employees.
- (2) Employees are expected to exercise reasonable care to safeguard personal items brought to work. Genesee Academy is not responsible for the loss, damage, or theft of personal belongings; and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.
 - To maintain security and protect against theft, Genesee Academy reserves the right to inspect all personal property brought onto Genesee Academy's premises, including vehicles, packages, briefcases, backpacks, purses, bags, and wallets. In addition, Genesee Academy may inspect the contents of lockers, storage areas,



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file cabinets, desks, and work stations at any time and remove all Company property and other items that violate Company rules and policies.

- Articles of personal property found on the premises should be returned to the owner, if known, or turned in to the Office. Inquiries regarding lost property should be directed to the Office.

SMOKING

POLICY:

Smoking is prohibited on school grounds and at all school sponsored functions.

COMMENT:

Genesee Academy does not discriminate against individuals on the basis of their use of legal products, such as tobacco, if the use occurs during nonworking time and off of Genesee Academy's premises.

ILLEGAL DRUGS AND ALCOHOLIC BEVERAGES

POLICY:

Possession of these substances on the school grounds by any employee will result in immediate dismissal pending investigation. If proved guilty, the employee will be terminated..

WEAPONS

POLICY:

Possession of firearms or other weapons by any employee will result in the immediate dismissal pending investigation. If proved guilty, the employee will be terminated...

ABSENCES FROM WORK

POLICY:

SICK DAYS

- Regular full-time employees are eligible for seven (7) days of sick leave per academic year. One day of paid sick time is based on the employee's average hours of work per day as calculated by the Office.
- Unused sick time may be carried over from month to month until the end of the year. However, sick days will not be carried over into the next year. Monetary compensation will be made for unused sick days at the completion of the current school year. Terminated employees will not be paid for accumulated and unused sick days.
- Employees who are unable to report to work due to illness or injury must notify the school administration the night before or at least two (2) hours before the scheduled start of their workday.



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- If an employee is absent for three or more consecutive days due to illness or injury, he/she must notify the school principal of the expected duration of the illness. He/she must also present a physician's statement verifying the ailment. Sick leave pay will be withheld until such statement is provided.

PERSONAL LEAVE

- Full-time employees shall be allowed up to three (3) days of personal leave per academic year. Personal reasons include emergencies requiring immediate attention. The principal **must approve** all personal days' requests.
- Employees will not be granted paid personal leave immediately before or after a paid holiday.

LEAVE OF ABSENCE

- Genesee Academy allows eligible employees to take an unpaid leave of absence for medical or personal reasons. Employees are eligible to request a leave of absence after having completed one calendar year of active employment. The leave may be taken for one or more of the following reasons:
 - To care for a sick spouse, child, or parent with a serious health condition; or
 - Due to the employee's own serious health condition.
- The school grants a maximum of forty-five (45) days leave of absence during a school year. Medical leave may be granted for an extended period depending on the nature of the condition.
- An employee should provide a written request for a leave of absence one (1) month prior to the day the proposed leave begins. For a medical request, a physician's statement must be provided verifying the medical disability and its beginning and expected ending dates.
- Requests for personal leave will be evaluated based on a number of factors, including anticipated staffing and workload requirements.
- Benefits will be suspended during the leave and will resume upon return to active employment.
- When personal or medical leave ends, every effort will be made to return the employee to the same position, if it is available, or to a similar position for which the employee is qualified.
- Employees who are on an approved leave of absence may not perform work for any other employer during that leave, except when the leave is for military or public service
- If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of the leave, the employee will be considered to have voluntarily terminated employment.

MATERNITY LEAVE

Genesee Academy will grant two (2) weeks paid and one (1) week unpaid maternity leave per



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academic year. You will need to notify the Administration sixty (60) days ahead of time of your expected due date and expected leave date.

BEREAVEMENT LEAVE

Genesee Academy will grant up to three (3) unpaid days of bereavement leave per academic year for employees wishing to take time off due to the death of an immediate family member. If additional time off is needed, the employee will need to request a Personal Leave of Absence.

JURY DUTY

If an employee is called to jury duty, he/she will be paid the difference between their regular compensation and the fee received for such duty. A statement from the court confirming the days of service must be filed with the school administrator. Either Genesee Academy or the employee may request an excuse from jury duty if, in the school's judgment, the employee's absence would create serious operational difficulties.

ATTENDANCE AND PUNCTUALITY

POLICY:

It is the policy of Genesee Academy to require employees to report for work punctually and to work all scheduled hours and any required overtime.

COMMENT:

- Every effort should be made to avoid absenteeism. Contrary to popular belief, a “substitute teacher “is no real substitute for the assigned classroom teacher. Many students feel insecure, disoriented, and anxious in the teacher’s absence. However, if a teacher is planning to be absent, it is his/her responsibility to have detailed lesson plans made available to the office.
- Unless prior arrangements have been made, employees who cannot report to work are required to directly notify the school administrator each day they will not be attending. Allowing sufficient time to replace the employee if required. Failure to report an absence will result in disciplinary action.
- In the event an employee is delayed from arriving at work on time, the employee must call the principal and explain the delay and give an expected arrival time. Repeated tardiness or leaving early will result in disciplinary action.
- An employee who is consistently tardy or absent will be given a verbal warning and will receive a “Deficiency of Performance Notification” that will be filed in the employee’s personnel file. If performance does not improve, a portion of the employee’s paycheck may be withheld.
- Please be aware that staff meetings are regarded as part of the workday, therefore attendance is mandatory. Meetings are used to discuss instructional program needs, problems, etc.
- All teachers are expected to participate in and attend school conferences, meetings,



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functions and activities that take place other than regular days or hours, as outlined below:

- Parent/Teacher Conferences
 - School Fairs
 - Workshops/Seminars
 - Weekly Staff Meetings
 - Fundraising Events
- Teachers may be granted permission to leave the building during the school day in cases of an emergency only. Please contact the principal/administrator if an emergency arises. **DO NOT** leave your classroom until arrangements have been made to relieve you of your duties. Doctor appointments, classes, etc. should be scheduled so as not to interfere with the teacher's school day.

BEHAVIOR OF EMPLOYEES

POLICY:

It is the policy of Genesee Academy that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits Genesee Academy, or is offensive to students; parents or coworkers or in violation of Islamic rules and guidelines will not be tolerated.

COMMENT:

- Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of Genesee Academy. Appropriate employee conduct includes:
 - Treating all students, parents, visitors, and coworkers in a courteous manner
 - Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to Genesee Academy's best interest
 - The employee agrees to advocate nothing contrary to Islamic beliefs or morality and to conduct him/herself at all times in such a manner as to promote the philosophy and objectives of Genesee Academy.
 - The employee agrees to observe the dress code
 - Performing assigned tasks efficiently and in accord with established quality standards;
 - Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time
 - Giving proper advance notice whenever unable to work or report on time
 - Maintaining cleanliness and order in the workplace and work areas



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- The following conduct is prohibited and individuals engaged in it will be subject to discipline, up to and including termination:
 - Possessing firearms or other weapons on School property or at school related activities (immediate dismissal)
 - Fighting or assaulting a coworker or student
 - Threatening or intimidating coworkers, students, or guests;
 - Engaging in any form of sexual or other harassment
 - Reporting to work under the influence of alcohol, illegal drugs, or narcotics or using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on School premises or at school related activities;
 - Disclosing or confidential Company information;
 - Falsifying or altering any Company record or report, such as an employment application, medical reports, time records, expense accounts, absentee reports, or shipping and receiving records;
 - Stealing, destroying, defacing, or misusing Company property or another employee's or student's property;
 - Misusing Company communications systems, including electronic mail, computers, Internet access, and telephones;
 - Sharing student or teacher information or photos on personal internet sites; face book, MySpace, ect.
 - Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
 - Using profanity or abusive language;
 - Wearing improper attire or having an inappropriate personal appearance
- The examples of impermissible behavior described in Comment (2), above, are not intended to be an all-inclusive list. At management's discretion, any violation of Genesee Academy's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action. Questions about this policy should be directed to the Principal/Administrator.



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PERSONAL APPEARANCE OF EMPLOYEES

POLICY:

It is the policy of Genesee Academy that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Neatness, cleanliness, and modesty in dress are essential in an Islamic school environment. Employees are expected at all times to present a professional, businesslike image. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Genesee Academy. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

COMMENT:

- Faculty and staff members are required to dress in high standards of modesty
- Employees (male and female) are not allowed to wear shorts on the school's premises at any time.
- Employees should not wear sheer transparent garments at any time.
- Jeans are not acceptable.
- Gym teachers are required to wear long, loose fitting, non-transparent pants.
- All **Muslim** employees must comply with the Islamic dress code. Muslim females should cover their hair at all times. Skirts and dresses should be ankle length.
- Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- **Female employees** –
 - Must dress in *non-transparent, loose fitting* clothing that covers from the neckline to at least mid-calf
 - Hosiery should be worn at all times
 - Garments worn over pants should be loose fitting and reach mid-thigh
 - Make-up and jewelry should be kept minimal
- **Male employees** –
 - Should wear dress shirts with jackets (ties are preferable)
 - Socks must be worn at all times
 - Sideburns, moustaches, and beards should be neatly trimmed.
- At its discretion, Genesee Academy may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing,



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athletic wear, or similarly inappropriate clothing.

- Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Nonexempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also will result in disciplinary action.

PUBLIC RELATIONS

POLICY:

In order to prevent confusion and misrepresentation, only one person speaks officially for Genesee Academy. The designated spokesperson is the Principal. Please note that the school principal is the immediate supervisor of all the employees. The Principal may delegate responsibilities to other school personnel when it pertains to their area of responsibilities.

COMMENT:

- All matters related to the various functions of the school must be referred to the principal who is in charge of the day-to-day operations.
- Release of information to the public or contact with the press or other public media, will be handled only by the school principal.
- It is through the Principal or in the Principal's presence that a teacher may discuss student performance, academic potential, or behavior with parents not employed by the School.
- Instructional and curriculum issues and concerns should be discussed with the curriculum coordinator. When such issues become very serious, they should be addressed to the school Principal.
- It is strongly recommended that written memos of telephone calls and conferences with parents be placed in a student's file within twenty-four- (24) hours of the communication.
- Only with the permission of the school Principal should a teacher or other staff member call or write individuals not employed by the School concerning School Business.

STAFF RELATIONS

POLICY:

It is imperative that we strive to cultivate respect and harmony among fellow staff members. The entire school – students, parents, teachers, and administrators – profits when colleagues share the cooperative spirit and work in harmony to achieve a common goal. Professionally, our colleagues are our best friends. They provide support and assistance and have a wealth of experience to share. More importantly, they share with us the monumental task of providing quality educational services. To this end, we make the following recommendations:

COMMENT:

- Strive to fulfill all obligations



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- Have faith in your own ability to succeed
- Learn to accept constructive criticism
- Learn to submit to the dictates of superiors
- Carry your own weight on joint projects and group assignments
- Offer assistance and advice; do not force it
- Be willing to accept help
- Respond positively when your assistance is required
- Learn to appreciate different strategies and techniques
- Strive to encourage enthusiasm in coworkers
- Resist the tendency to feel threatened by efforts of the “perfectionist”
- DO NOT accept assignments grudgingly; learn to decline gracefully
- Avoid unscheduled visiting during class and office hours
- Refrain from unsolicited comments and public criticism of coworkers’ styles or methods
- Support school policy with action
- Follow the appropriate chain of command with concerns of co-workers, administrative staff and the principal.

CONFIDENTIAL NATURE OF SCHOOL AFFAIRS

POLICY:

It is the policy of Genesee Academy that the internal business affairs of the organization, particularly confidential information regarding parents, students and coworkers, that faculty and staff are exposed to, must be kept in the strictest confidence and should not be discussed with anyone unless approved by the school administrator/principal. Confidential information includes but is not limited to academic, health, and behavioral, or financial information, such as salary and compensation data, as well as personal information about parents and their children or coworkers.

COMMENT:

Remember that by sharing confidential information about students with other faculty members, teachers become guilty of unknowingly labeling children as either “troublemakers” or “well-behaved”, “slow students” or “bright students”. Knowing the behavioral and academic background of students encourages teachers to form an opinion of a particular child, before that child has even entered his/her classroom. As many educational studies have shown, teacher perceptions and expectations strongly affect student performance. In other words, students who are expected to perform poorly and behave inappropriately will be the ones most likely to do so.



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DISCIPLINARY PROCEDURE

POLICY:

It is the policy of Genesee Academy that all employees are expected to comply with Genesee Academy's standards of behavior and performance and that any noncompliance with these standards must be corrected. The Principal/Administrative Staff will be implementing an "ask, then tell, then counsel" plan. This plan will ensure that employees are aware of the expectations required.

COMMENT:

- Under normal circumstances, Genesee Academy endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict Genesee Academy's right to bypass the disciplinary procedures suggested.
- The normal application of progressive discipline should be:
 - **Verbal warning** is used when an employee is not meeting Company standards of behavior or performance, the employee's supervisor should take the following action:
 - Meet with the employee to discuss the matter
 - Inform the employee of the nature of the problem and the action necessary to correct it; an
 - No formal write-up is necessary; however the discussion will be documented in the employee's file
 - **Written warning** if there is a second occurrence, the supervisor should hold another meeting with the employee and take the following action:
 - Issue a written memo to the employee stating the nature of the warning, the expected behavior/performance change and the time allotted to show improvement
 - Warn the employee of the consequences should he/she fail to improve his/her behavior/performance
 - A copy of the memo will be placed in the employee's file describing the first and second incidents and summarizing the action taken during the meeting with the employee. This information will be included in the employee's personnel file.
 - **Probation** if there are additional occurrences, the supervisor should take the following action, depending on the severity of the conduct:



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- A formal written memo is given to the employee stating the nature of the probation, the expected behavior/performance change and the time allotted to show improvement. The memo will also state the consequences should the employee fail to improve his/her behavior/performance. Both the employee and the school administrator must sign the memo.
- A copy will be placed in the employee's personnel file

Employees who disagree with their probationary status may submit a letter for the School Board to review. This letter will be placed in the employee's file to reflect the situation for the employee's point of view. However, it should be noted that an employee's refusal to sign the letter of probation does not nullify the terms or conditions of the probation

TERMINATION

- The progressive disciplinary procedures described in Comment (2), above, may also be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.
- In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained in Comment (2), above, may be disregarded.

TYPES OF INFRACTIONS REQUIRING CORRECTIVE PROCEDURES

Examples of behavior/offenses that require verbal and/or written warning:

- Violation of personnel policies, including the Genesee Academy dress code
- Inadequate or unsatisfactory job performance
- Consistent absenteeism or tardiness
- Lack of cooperation with coworkers or administrative staff

Examples of behavior/offenses that require probation or immediate termination:

- Dishonesty, including falsifying any school documents, records, employment applications, or time sheets
- Working under the influence of drugs or alcohol
- Theft or inappropriate possession of school property
- Unauthorized disclosure of confidential information (*e.g.* compensation rates)
- Inciting a hostile working environment by undermining the authority of the principal/administrative staff.
- Immoral conduct or indecency
- Undermining the religious ideals of the school
- Administering physical punishment or abuse of any kind to a child



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Note: The above items are *examples* of offenses that require corrective procedures and should not be considered as an all-inclusive or exhaustive list.

GRIEVANCE PROCEDURE

POLICY:

It is the policy of Genesee Academy that employees at any time during employment have the right to discuss concerns, complaints, suggestions, or problems with your immediate supervisor and the school administrator/principal.

COMMENT:

If normal channels of communication do not resolve your situation, please follow the procedures below:

- Submit to the school administrator/principal a written statement of the problem/situation. The statement should be submitted within seven (7) working days of the incident. The employee must notify the Principal in writing of the facts of the grievance and that he/she wishes to file a formal grievance. The administrator will attempt to resolve the matter as quickly as possible. The Principal must meet with the employee within seven (7) working days following receipt of the grievance and render his/her decision to the employee in writing no later than seven (7) working days from the time of the meeting.
- If the employee does not agree with the administrator/Principal's decision, he/she may submit a formal complaint in writing to the Board of Education Officer. The Complaint must include a detailed description of the problem, an explanation of how the complaint has been dealt with so far, and suggestions as to how the problem can be satisfactorily resolved. The employee, administrator, and Board of Education Officer will confer within seven (7) days of the complaint submission. The Board of Education Officer will issue a written response within seven (7) days of the conference.
- If a satisfactory resolution is not reached at this point, the parties agree to arbitration in accordance with the American Arbitration Policies.
- The grievance procedure is intended for active employees of Genesee Academy and does not apply to employees who have voluntarily or involuntarily terminated their employment.

ARBITRATION

POLICY:

The employee agrees that all disputes arising between the school and the employee will be referred to the School Board. If a satisfactory resolution is not reached between both parties, then the matter will be resolved by arbitration. The employee agrees that he/she will not file any civil or criminal suit against Genesee Academy.



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MISCELLANEOUS

CHILD PROTECTION LAW

The Child Protection Law (Public Act 238 of 1975, as amended: MCL 722.621 et seq.) mandates that any employee who suspects a student has been subjected to child abuse or child neglect is to immediately report the circumstances to the immediate supervisor or administrator. The administrator will assist in making the report to the Department of Social Services according to the procedures specified in the Child Protection Law.

FIRST AID AND CPR CERTIFICATION

The school may require employees to obtain first aid and CPR certification.

AVAILABILITY

The employee agrees to notify the school in writing no later than May 1, regarding his/her availability for employment during the next year. The contract will be renewed in light of his/her performance and written evaluation by the principal, to be given within one month prior to the last day of the school year.

BULLETIN BOARDS

It is the employee's responsibility to read announcements and information posted on the staff bulletin boards. Boards display information required by law and also memorandums from the school office. Staff members who wish to place personal notices should submit them to the office for prior approval.

COMMUNICABLE DISEASES

The school shall work cooperatively with the Genesee County Department of Public Health to enforce and adhere to current Michigan law pertaining to the prevention, control, and containment of communicable diseases in schools. Students are required to be in compliance with the immunization schedule. The Principal is required under law to exclude students from school attendance who are not in compliance with the immunizations required under Michigan law. School personnel shall cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary form to provide for preventable communicable disease control.

The Principal has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms that person as having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or staff member shall be excluded until their physician approves school attendance or the condition is no longer considered contagious. All reportable communicable diseases shall be referred to the Genesee County Department of Public Health.



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EMPLOYEE/STUDENT ACCIDENT REPORTING

Employee - Injured employees should immediately report any on the job accident to their supervisor, or the office. After the emergency has been taken care of an “Employee Accident Form” must be completed within 24 hours so that the necessary steps can be taken to ensure proper handling of the claim.

Employees must receive advanced approval from our workers’ compensation insurance company before having any medical examinations, treatments, or tests, including physical therapy, scheduled or performed. Failure to do so may result in the insurance company refusing to pay that bill, thus you will be responsible for that bill.

PROCEDURES FOR CORRESPONDING WITH PARENTS

- Teachers should prepare a weekly or bi-weekly newsletter. This newsletter must be read and approved by the principal before it is sent home with the students.
- Teachers cannot send out newsletters in Genesee Academy’s name without clearing the letters with the administration first.
- Teachers may contact parents by telephone concerning a child’s behavior in the classroom.

CLASS SCHEDULES

The principal will make the master schedule for the school, with input from the classroom and subject area teachers.

All schedule changes must be approved by the administration.

PROCEDURES FOR ORDERING SUPPLIES AND BOOKS

Teachers desiring to order materials, which are not available at Genesee Academy, must follow the following procedure:

- Fill out a requisition form
- Principal must approve the requisition before said item can be purchased
- Under certain conditions teachers may make pre-approved purchases and shall be reimbursed for such purchases

USE OF TELEPHONE

In case of an emergency, school phones can be used for long distance calls. Teachers should not make long distance calls without prior administration approval.

MAIL

Personal mail should not be sent to the school’s address.

Inter-office mail will be placed in the teacher’s mailboxes



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VISITORS

All visitors to Genesee Academy are requested to report to the Main Office

INVENTORY AND SCHOOL SUPPLIES

The school provides basic materials: texts, workbooks, science supplies, art supplies, and classroom furniture. Book and materials that the teachers purchase for their special use belong to those who purchase them. However, instructional materials purchased by the teacher and paid for by the school are considered school property.

Inventory will be taken twice a year, at the beginning and at the end of the school year.

FINANCE PROCEDURES

PAYMENTS –

- Account payable checks are done every two weeks exceptions being holiday weeks or special events.
- Invoices or requests/reimbursements must contain
 - Authorization
 - Receipts or copy of the purchase order
- Contracted Services – All requests for payment to an individual must contain their social security number and home address
- All checks will be mailed unless otherwise noted on the service agreement

PURCHASE ORDERS –

- Purchase orders must be completely filled out, including account numbers, item descriptions, cost, complete address, and authorized signature
- Copy of the purchase orders should be forwarded to the principal's office

RECEIVING –

- When ordered materials are received, any accompanying packing list and/or invoices will be forwarded to the school principal immediately for processing
- If the shipment is damaged, or items are missing or incorrect, please note on the packing slip and forward to the school principal

REQUISITIONS –

- Requests to purchase materials or supplies will be completed and forwarded to the principal, the request should contain the following information:
 - Description of item(s) and item # if possible
 - Company or vendor names and address



EMPLOYEE HANDBOOK

- Catalog page number
- Cost per item
- If request is approved by the principal, an account number will be assigned and a purchase order generated

SOLICITATION

Genesee Academy requires that all persons seeking to sell, solicit, or display an item during the school day or session must first secure permission from the principal's office.



EMPLOYEE HANDBOOK

RECEIPT OF HANDBOOK

GENESEE ACADEMY EMPLOYEE HANDBOOK

PROPERTY OF GENESEE ACADEMY

Copy No. _____

I, _____ (employee), acknowledge receipt of this Manual and that I am responsible for knowing its contents and keeping it updated. I also understand that this Manual is Genesee Academy property that must be returned to the Principal/Administration when I leave this organization.

I further understand that this Manual does not create a contract with Genesee Academy for any purpose and that the provisions of this Manual may be modified or eliminated at any time.

Issued To: _____

Signed: _____



Seeking Excellence

