



# Students First

*Inspire, Educate, Celebrate*

**DEARBORN PUBLIC SCHOOLS**

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**DFSE  
EMPLOYEE  
HANDBOOK**

## **WELCOME TO THE DEARBORN PUBLIC SCHOOLS!**

Dearborn is the 3<sup>rd</sup> largest school district of the more than 500 in Michigan, and is the only K-14 school district in the state. Combined with the district, Henry Ford College offers our graduates and adult students a college right in their own backyard. Dearborn Schools' 35 buildings are used by approximately 20,000 students and adult students annually. Approximately 3,000 persons are employed with Dearborn Public Schools.

The following information is meant to assist you in becoming acquainted with your benefits and working conditions. We encourage you to read through the enclosed materials to familiarize yourself with the various Dearborn Public Schools' services, policies, and procedures.

The Department of Human Resources is ready to assist you in any way we can to become a successful, happy employee. If you have any questions, please call us at (313) 827-3002.

### **Equal Employment Opportunity**

It is the policy of the Board that no support staff member or candidate for such a position in this District, shall, on the basis of race, sex, age, color, religion, national origin, marital status, weight, height, or handicap, be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

### **Physical Examination**

The Board of Education reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. This includes an initial TB test.

The Board requires that a drug test be made a part of the physical examination required of all bus driver and bus attendant applicants.

### **Criminal History Record Check**

To adequately safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant recommended for employment.

An applicant must submit to fingerprints prepared by a state or local law enforcement agency as part of his/her employment application. All information and records obtained from such inquiries are to be considered confidential.

### **Work Rules and Regulations**

All non-instructional employees shall be governed by the Work Rules and Regulations for all non-instructional staff employed by the Dearborn Board of Education.

### **10 and 11 Month Employment**

All 10 and 11 month employees will return to their regular assignments in the fall. Reasonable assurance will be posted on the two paychecks in June. Unemployment benefits will be

denied during a school vacation period or during a period between school years or terms.

**Board Approval**

The offering of initial employment shall be considered temporary until approved by the Board at which time the employee shall be considered permanent and shall be confirmed in writing.

**District Email**

District emails will be created for new employees. Please contact the Help Desk at (313) 827-3003 after your official hire date for assistance with accessing your district account.

Employees are advised to check emails periodically to ensure important information is not overlooked.

**Probationary Period**

New employees are considered probationary for the first sixty (60) working days of employment. During this time, there shall be at least two formal performance evaluations. Probation may be extended after consultation with the union.

An employee shall be unable to transfer, demote or promote during a probationary period.

**Union Membership**

Upon successful completion of the probationary period, you will be contacted by the Dearborn Federation of School Employees, AFT Local 4750 to join the union. Due to Right to Work, it is not mandatory to join.

The union will contact the employee upon successful completion of the probation period. Information about membership and monthly dues will be provided at that time. For information, call (313) 274-5900.

### **Pay Dates**

There are 26 pay periods per year. Checks are distributed every other Friday. Paychecks must be direct deposit only. Please contact Payroll at (313) 827-3102 for more information.

### **Paycheck View Instructions**

Visit [www.dearbornschools.org](http://www.dearbornschools.org)

Click on “Staff portal”

Under “Productivity” Section, click on “eEmployee-View your paycheck”

Enter User name (Employee Number)

Enter Password (You create your own)

Select District (Choose from the Drop Down Menu)

First time users, click on “register” and follow the prompts to create your log in.

You will also be given a copy of the instructions at the time of hire.

### **Salary Increments**

Eligible employees (hired before March 1 of each year) move to the next step on the salary schedule on September 1 of each year.

## **Health Benefits**

Beginning with the first day of the month following the 27<sup>th</sup> day of employment, non-instructional employees working more than 20 hours per week are eligible for health benefits. Benefit programs are administered by the DSEHP Benefit Center. For information, call (888) 222-4309.

If employees have coverage, they might be eligible for cash in lieu of benefits. The cash in lieu should be verified by calling the DSEHP Benefit Center.

Dental and vision benefits are provided to employees at no charge and could be used as secondary insurances.

## **HFC Tuition Reimbursement**

Starting the Winter of 2021, all members of the DFSE and their immediate family members (defined as including spouse and dependent children under age twenty-five (25), claimed on the employee's IRS Income Tax return or based on a divorce court judgment) shall be eligible for tuition reimbursement for credit courses offered by Henry Ford College. These grants will not cover lab fees or any other fees.

In order to be eligible for the tuition reimbursement, the student taking the class must receive a grade of C or better and the DFSE employee must be working at the time the class was taken and have not been on any type of paid leave that exceeds 12 weeks. Any unexpected event can be appealed to Human Resources for determination

## **Vacation Days**

As described in the collective bargaining agreement:

### **10-month employees:**

Less than 9 years service - 10 days per year  
9 years but less than 15 - 14 days per year  
15 years and above - 16 days per year

### **11-month employees:**

Less than 9 years service - 11 days per year  
9 years but less than 15 - 15 days per year  
15 years and above - 19 days per year

### **12-month employees:**

Less than 9 years service - 13 days per year  
9 years but less than 15 - 17 days per year  
15 years and above - 20 days per year

Vacation days for employees working less than 40 hours per week will be prorated. 10 and 11 month employees may not take vacation days while school is in session.

## **Personal Business Days**

All 10 and 11 month employees hired on or after July 1, 2018 will be entitled to two (2) days off per year with pay for personal business. All 12 month employees and all 10 and 11 month employees hire prior to July 1, 2018 will be entitled to three (3) days off per year with pay for personal business. These days are provided for the employee to take care of important personal matters that cannot be taken care of outside of the regular school day. Use of personal business time requires that whenever possible, the employee will inform their supervisor at least twenty-four (24) hours in advance. Requests for personal

business shall be in units of two (2) hours or multiples thereof. Request for personal business in increments less than two (2) hours may be taken in units of half-hour (1/2) or multiples thereof provided the employee received approval from their supervisor as soon as possible. Personal Business days not used prior to the end of the school or fiscal year, whichever is relevant, shall be added to the employee's accumulated sick leave days.

### **Holidays**

Paid holidays are granted each year as described in the collective bargaining agreement.

### **Sick Days**

As described in the collective bargaining agreement, employees earn one (1) sick days per month actually worked beginning with their fourth month of employment. This is prorated for employees working less than a 40 hour week.

## **EMPLOYEES RESPONSIBILITIES**

1. It is the responsibility of every employee to report for work each work day, except for absences as permitted by the contract. Employees are required to report on time and be prepared to perform assigned duties.
2. Employees must notify their immediate supervisors in advance whenever they are not going to be on the job. Such notification is to be in a manner arranged with the supervisor and is dependent on the type of absence.



## **EMPLOYEE ABSENCES**

### **Sick Leave and Care of Family**

Sick time is to be used when an employee is unable to come to work due to personal illness. After three consecutive days of illness, or if in the sole judgment of the employer, a pattern of continual absence because of illness is evident; a medical certificate may be required before an employee can return to work and before an employee can qualify for sick leave.

Sick leave days may also be used for other emergencies, such as quarantine, death in the immediate family, required court appearance, religious observance, and care of an ill member of the immediate family. Care of family is limited to a maximum of ten days per fiscal year. Documentation may be required in any of the above instances.

### **Unpaid Leaves**

The contract provides for unpaid leaves of absence for the following reasons after 2 consecutive years of permanent employment:

- Personal Leaves:
- Extended Health
- Care of Immediate Family
- Child Care
- Educational (3 years of permanent employment)
- Involuntary
- Temporary Child Care
- General Purpose Leave

Civic Leaves:

Military and Peace Corps  
Governmental Service  
Affiliated Organizational Leave

Certain rights and responsibilities govern each leave and return from the leave. The contract should be reviewed and the Human Resources Department should be consulted to arrange for any of the above leaves of absence.

**Family and Medical Leave Act Procedures**

Under the law, an employee who has worked 1,250 hours in the previous year is entitled to twelve weeks of leave time in “any twelve month period” for specific purposes outlined in the Act. The Dearborn Public Schools has determined that twelve-month periods will be based on a fiscal year beginning July 1 and ending June 30. Any employee’s entitlement to leave under the Act for birth or placement of a child for adoption expires one year after the birth or placement of the child for adoption.

The Dearborn Public Schools requires that an employee use paid leave time (sick leave, personal business, vacation time, etc.) if available toward satisfying the maximum twelve- week leave entitlement under the Act.

The Dearborn Public Schools reserves the right to require a minimum of thirty days advance written notice from an employee regarding the need to take unpaid leave in foreseeable circumstances.

Medical certification from a defined health care provider within fifteen days of the request for leave is required when leave is requested to care for an employee’s seriously ill family member

or when leave is for a serious health condition that makes the employee unable to perform the essential functions of the job. If leave is to be taken on an intermittent basis, certification must specifically state when and how frequently this periodic treatment is needed. The Dearborn Public Schools reserves the right to require recertification at reasonable times during the term of the leave. Certification will be required that the employee is able to resume the essential duties of the job prior to returning to work. The Dearborn Public Schools reserves the right to require a second opinion.

### **Disciplinary Action**

Employees are not allowed time away from the job without prior arrangement in accordance with the terms and conditions of the contract. Any employee not reporting to work or complying with the conditions of the contract or established policy shall be subject to disciplinary action up to and including discharge.

Employees are granted sick leave time as outlined in the contract. It is the responsibility of the employee to take such time only when needed for those circumstances listed. An employee is not entitled to take sick time for purposes other than the above and will be subject to disciplinary action for the abuse of taking sick leave and care of family leave. To that end, the following guidelines have been established:

The employee's supervisor will formally meet with an employee and review that employee's attendance record when:

- the employee has missed five days in a one-month period,
- the employee has missed ten days since the beginning of the fiscal year (July 1), or

- there is a pattern of recurring tardiness or absence (i.e., Monday and Fridays, days before or after holidays, etc.).

After reviewing the reason(s) for the absence and/or tardiness with the employee, the supervisor will determine whether further action is necessary. If the reason(s) are acceptable, no further action will be taken. If the reason(s) are unacceptable, further action will be taken.

### **Workers' Compensation**

An on-the-job injury must be reported immediately to the employees' supervisor and an Incident Report Form must be completed.

Employees injured on the job must be treated at a facility designated by the Dearborn Public Schools. If the injury is life threatening, go directly to:

Beaumont Oakwood Hospital  
18101 Oakwood Boulevard  
Dearborn, MI 48124

### **Office of Retirement Services**

All Dearborn Public School employees must select a retirement plan. Visit [PickMiPlan.org](http://PickMiPlan.org) to learn more about the plans. Then go to [miAccount](http://miAccount) and make your election at [Michigan.gov/ORSmiAccount](http://Michigan.gov/ORSmiAccount).

### **Smoke-Free Workplace**

Under Michigan law, it is illegal to smoke in any district building and on school district property.

### **Mandatory Annual Online Training (Online Badges):**

All employees are required to complete these mandatory online training each year.

- **Bloodborne Pathogens**

In accordance with the OSHA Bloodborne Pathogens Standard, the Dearborn Public Schools has developed an exposure control plan, which is available in all locations. New employees must watch an initial Bloodborne Pathogens video in order to successfully complete their probationary period. All employees are required by law to complete bloodborne pathogens review each year. Employees who are members of classifications that are identified as “at risk” for exposure to bodily fluids will be offered the Hepatitis B vaccination free of charge. – This is done online.

- **ADA Compliance**
- **Office of Civil Rights**
- **Title IX**
- **Cyber Security**

### **Licensing Rules for Preschool Classroom Paraprofessionals**

All paraprofessionals newly hired by the District must comply with the Licensing Rules for Child Care Centers. Accordingly, newly hired employees assigned to a preschool classroom must provide documentation that they have not been placed on the Central Registry for substantiated abuse or neglect. To comply prior to hiring, the employee must:

- Report to the local FIA (Family Independence Agency)
- Complete the request form.

- Provide picture identification (valid driver's license works best).
- Wait an hour or so for the complete form.
- Or return later (the next day) to pick up the completed form.

This must be done on the employee's own time prior to hiring.

Note: The FIA office CANNOT mail your verification form to you.

The FIA office CANNOT give your identification verification form to anyone else.

## **Board Policies**

- **Staff Ethics**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- a. recognize the basic dignity of all individuals with whom they interact in the performance of duties;
- b. represent accurately their qualifications;
- c. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- d. seek and apply the knowledge and skills appropriate to assigned responsibilities;

- e. keep in confidence legally-confidential information;
- f. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- g. refrain from using position or public property or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen;
- h. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- i. refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials;
- j. address and resolve concerns at the building level.

- **Dress and Grooming**

The Board of Education believes that support staff members are an important and integral part of the District. Also, since the support staff is a highly visible staff to the students, the professional staff and the public, the Board believes the support staff should at all times be well dressed and groomed. A support staff member who understands this precept and adheres to it enlarges the importance of their task, presents an image of dignity and encourages respect.

All support staff members shall, when assigned to District duty:

- a. be physically clean, neat and well groomed;

- b. dress in a manner consistent with their support responsibilities;
- c. dress in a manner that communicates to others a pride in personal appearance;
- d. dress in a manner that does not cause damage to District property;
- e. be groomed in such a way that their dress or hair style does not disrupt the educational process or cause a health or safety hazard.

- **Anti-Harassment Policy**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs and activities. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition of discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status ancestry, or general information (collectively “Protected Classes”) that are protected by Federal civil rights laws and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the



Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

- ***Bullying***

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one or more employees. It is defined as any unwanted and repeated written, verbal, or physical behavior that is pervasive enough to unreasonably interfere with the individual's work performance.

- ***Drug-Free Workplace Policy***

All employees of the Dearborn Public Schools are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace. Controlled substance refers to all illegal and to legal drugs used without a physician's order. It does not prohibit taking prescribed medication under the direction of a physician.

All employees, including those employed on a Federal grant or contract, are required, as a condition of employment, to notify their supervisor within five (5) days of a conviction of any Federal or state criminal drug statute occurring in the workplace.

Within 30 days following receipt of any employee conviction notice, the Board shall take appropriate personnel action against the convicted employee up to and including discharge. Such action may include required participation in the Employee Assistance Program; however, should the employee refuse

participation or is unable to be rehabilitated, this may be cause for discharge.

Any employee who violates any aspect of this policy will be subject to disciplinary action, which may include immediate termination. Law enforcement agencies will be contacted when appropriate with respect to confirmed employee use, sale, purchase, or possession of illegal drugs on the job.

Any employee who is taking drugs or medication prescribed by the employee's physician which may adversely affect that employee's ability to perform work in a safe or productive manner, is required to advise his/her immediate supervisor of such medication. A physician's statement of the employee's ability to perform should be presented to assist the supervisor in determining whether the employee can remain at work and perform in safety to himself/herself and others.

**NOTE:** Transportation employees are subject to pre-employment, random, post-accident and reasonable suspicion drug and alcohol testing in accordance with federal law.

Failure of a drug test by transportation employees who do not self-report, will result in termination of employment.

- ***Violence or Threatening Behavior Toward Staff Members Policy***

Dearborn Public Schools recognizes that a staff member should be able to work in an environment free from any form of violence or threatening speech or actions. Violence consists of any physical action that harms an individual and threatening behavior consists of any words or acts that would cause a reasonable person to believe she/he may be harmed. Both

violence and threatening behavior are strictly forbidden. Any student, staff member, or agent of the Board of Education who is found to have harmed or threatened a member of the staff, may be subject to discipline up to and including discharge. Any incident of violence or threatening behavior involving any others will be investigated and reported to authorities if necessary.

If any staff member believes she/he is the victim of violence or threatening behavior, they should report their concerns. If the employee's supervisor makes the threat, the employee should report it to Human Resources. If the threat is by an employee that is not the employee's supervisor, the report should be made to the employee's supervisor. If a student makes the threat, the report should be made to the principal. A confidential investigation will be made and the matter should not be discussed outside of the investigation to protect the rights of all individuals involved. Prompt remedial action will be taken as a result of the findings in the investigation to prevent continuance of the threat.

- ***Information Systems Policy***

Dearborn Public Schools is committed to the effective use of technology-based Information Systems. The Board directs that abuse or illegal use of these technology based information systems is subject to disciplinary action, and, if appropriate, legal action including but not limited to revocation of system privileges, and/or termination. The term "Information Systems" includes but is not limited to, computer hardware, software and communications equipment (such as telephones, pagers, computers, palmtops, scanners, digital cameras, and photocopy and facsimile machines), as well as to all communications and information communicated and transmitted, received from, entered into or stored in these machines.

All usage of any information system and any electronic data created, sent, received or stored in the system, are and remain the property of the Dearborn Public Schools. The District also reserves the right to monitor the use of its information systems. There should be no expectation of privacy concerning the subject matter or property as noted above. Personal messages will be treated no differently from other business messages communicated or received on district information systems.

Use of the District's information systems to engage in any communications that are in violation of District policy or applicable laws, including but not limited to, obtaining, transmitting, or posting defamatory, discriminatory, obscene, sexually explicit, pornographic, offensive or harassing information, material, or messages or disclosing personal information without authorization, is prohibited.

The District will neither warrant that the information systems will meet any specific requirements or be without error. The District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the information systems. The District shall have no liability for any cause of action or other claim arising from the use of the information systems, including both authorized and unauthorized uses thereof.

- ***Use of a Personal Cellular Telephone While at Work***

Personal calls during work hours can interfere with employee productivity and be distracting to others, regardless of whether on a cellular or regular telephone. Employees are expected to use discretion in using personal cellular telephones while at work. Employees are asked to make personal calls during

breaks and lunch periods and to see that friends and family members are aware this is a Board policy.

- **Non-Instructional Staff Attendance Policy**

The efficient operation of the Dearborn Public Schools requires that employees put forth their most productive effort, regardless of the job or work assigned. Thus, it is key that every employee be at work, on time, and on the job. The following rules and regulations are designed to assure maximum contribution on the part of employees by establishing guidelines and informing employees of their rights and responsibilities regarding attendance.

Employee attendance is essential to the operation of the District. Poor attendance results in reduced services to the students, increased cost to taxpayers, and increased workload for coworkers. An employee with a poor attendance record may risk suspension without pay and even termination. It is the mission of the Dearborn Board of Education to take steps to improve employee attendance.

Written rules and regulations have been established that employees are required to observe. Employees who fail to follow these rules shall be subject to appropriate disciplinary action.

All rules and regulations will be administered without regard to race, color, creed, religion, sex, age, marital status, handicap, or national origin.

**Employee Assistance Program**

The Dearborn Board of Education, in cooperation with all P-12 recognized bargaining units and exempt staff hereinafter

referred to as the “Employee Groups,” 1) recognizes that a wide range of human problems can have an effect on an employee’s job performance, and 2) recognizes that almost any human problem can be helped with professional treatment. This applies whether the problem is one of alcoholism, drug abuse, physical illness, financial difficulty, marital or family distress, legal problems, or other concerns.

The purpose of this program is to provide effective assistance to those individuals in need and to help the Employee Groups and the Board deal more effectively with individuals experiencing personal problems that may influence job performance. Since work performance can be affected by the problems of an employee’s spouse or dependents, the program is available to the families of all P-12 employees of the Board.

Employees seeking assistance through this program are assured that their job security and promotional opportunities will not be jeopardized by any request for help. Further, employees are also assured that all referrals for assistance with such problems will be handled in a confidential manner. The decision to accept involvement in the program is voluntary and the personal responsibility of the workers. Persons participating in this program will be expected to meet existing job performance standards and established work rules within the framework of the existing contractual agreements.

### **Jury Duty and Required Witness Leave**

An employee who serves on jury duty will be paid the difference between the pay for jury duty and his/her regular straight hourly pay for any days not worked because of service on a jury. The Employer will also pay for any overtime or additional hours between 7:00 a.m. and 6:00 p.m. missed because of jury duty, and for such hours at other times if the

jury is sequestered. An employee may be requested by Employer, but not required to attempt to have himself or herself excused from such duty. Such days shall not be deducted from accumulated sick leave days.

### **Grievance Procedure**

#### Section I

If any person believes that the Dearborn School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title II, VI or VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973, the Age Act, and Americans with Disabilities Act of 1990 s/he may bring forward a complaint which shall be referred to as a grievance to the Civil Rights Coordinator, Dearborn Public Schools, 18700 Audette, Dearborn, MI 48124.

#### Section II

The person who believes she/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. She/He may initial formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the Civil Rights Coordinator, she/he may submit a signed statement of appeal to the superintendent of schools or designee within five (5) business days after receipt of the coordinator's response. The superintendent or designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

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

Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. **Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, OH 44114**

The district's coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the district coordinator's office, **Dearborn Public Schools, 18700 Audette, Dearborn, MI 48124.**