



Employee Policy & Procedure Handbook

Welcome to MEP Services

Dear Friend,

I want to welcome you as an employee of MEP Services. We are happy that you have chosen to join our team.

At MEP Services, our mission is to provide high quality and efficient human resources services to public school academies and other businesses working with CS Partners. This includes payroll services, benefit services, certification and background checks, and assistance with employment problems as they arise. Our goal is to provide an efficient service to our employees, the schools and businesses we serve so that the goal of educational excellence can be achieved.

The following manual is an outline for the *framework* of the relationship between the MEP Services and its employees. I hope you will find it fair and supportive. It certainly cannot define all of what we will enjoy together. If at any time you have questions about the content of this manual, please consult our Human Resources office. If at any time you have a problem that you want my help with, please schedule a time to talk with me.

Sincerely,



Chuck Stockwell
President
MEP Services.
CS Partners

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ABOUT THE HANDBOOK

This handbook is intended to serve as a practical guide to MEP Services' personnel policies and practices. However, it is only a summary compiled for the convenience of teachers and staff; it is not intended to cover all topics or circumstances.

It is the general policy of MEP Services to retain its management prerogative to make all decisions in the interest of MEP Services. MEP Services, acting through its President, will make all decisions in its sole and exclusive discretion, including the interpretation of MEP Services' policies, plans, and practices.

MEP Services is an at-will employer. This means that the employment relationship may be terminated at any time, with or without cause or notice by the employee or MEP Services. No supervisor, manager or representative of MEP Services other than the President acting on behalf of MEP Services, has the authority to enter into any agreement contrary to the at-will employment relationship and such an agreement, if entered into, must be in a writing signed by the President and the employee and must specifically modify the at-will relationship. Any prior understandings or agreements of continued employment, except a written one as described above, are superseded by this policy. MEP Services must demonstrate flexibility in the administration of policies and procedures and reserves the right to modify, rescind or deviate from those policies and procedures when such action is deemed necessary by MEP Services. Notwithstanding the foregoing, the "at-will" employment policy can only be modified as described above.

Nothing in any policy, plan, rule, employment application, employee handbook or similar communication of any type is intended to create, nor should it be construed to constitute an employment contract between MEP Services and anyone or all of its employees.

Nothing in any policy, plan, rule, employment application, employee handbook, or similar communication of any type is intended to create, nor should it be construed to diminish the due process or other constitutional rights, if any, that are applicable to any person employed by MEP Services.

EQUAL OPPORTUNITY EMPLOYMENT

Nondiscrimination

MEP Services is an equal opportunity employer and abides by all applicable federal, state and local regulations regarding fair employment practices. MEP Services does not discriminate contrary to law against an employee on the basis of race, age, religion, color, sex, national origin, military status or application, disability, height, weight or marital status or on any other basis protected by state, federal, or other applicable law.

Applicant or Employee Disabilities

MEP Services will comply with applicable federal and state law protecting the disabled. MEP Services will make reasonable accommodations for employees with disabilities, to allow access to MEP Services facilities and employment opportunities, as required by law. An individual who believes he or she has a protected disability and is otherwise qualified under the law and who requires accommodation to perform the essential functions of his or her job should notify the Human Resources Manager.

Reasonable Accommodation for Disabilities Under Michigan Law

Under Michigan law, applicants and employees have 182 days from the date they knew or should have known that an accommodation was needed, to file a written request for such accommodations. If the applicant/employee fails to do so, his/her legal rights under Michigan law may be affected. Requests for accommodations should be directed to the Human Resources Manager.

PAY RATES

All non-exempt staff will receive a Base Pay rate prior to their first day of work at MEP Services. The Base Pay is for a standard amount of hours and weeks worked per year.

Salaried employees will receive a salary worksheet prior to their first day of employment and at the beginning of each year. This worksheet is an estimate of what the employee will receive financially throughout the year.

Any wage or salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract.

Normally, a pay increase will be set for all MEP Services employees before the start of each school year. Usually, MEP Services will determine this increase by July 15 of each year and it will be effective on the September 1st payroll.

Pay days for all staff will be the 1st and 16th of each month. If a payday falls on a holiday or weekend, you will receive your check on the last working day prior to the holiday or weekend. If the school/office is not open on the day of payday due to holiday/summer shutdown, then paychecks will be mailed to the employee unless the human resources office is contacted in advance. If a paycheck is lost please contact MEP Services immediately. Direct Deposit is available to all employees. A \$25 fee will be charged to any employee that cashes their paycheck before the date printed on the check.

EXEMPT EMPLOYEE/ SALARY BASIS COMPLAINT PROCEDURE

Exempt employees that are required to be paid on a “salary basis” to be exempt may file a complaint as set forth below if they believe that their salary was not properly paid. A salary basis is regularly receiving a predetermined weekly amount (payable weekly, bi-weekly, monthly or as otherwise allowed by law) that is not subject to reduction because of variations in the quality or quantity of the work performed.

Subject to the exceptions outlined below, MEP Services will pay exempt employees that must be paid on a salaried basis the full salary for any week in which the employee performs any work without regard to the number of days or hours worked. Exempt employees will not be paid for any workweek in which they perform no work.

The exceptions are as follows:

- (1) Absence from work for one or more full days for personal reasons, other than sickness or disability. If an exempt employee is absent for one and a half days for personal reasons, MEP Services can deduct only for the one full-day absence; it cannot reduce salary for partial day absences. If, however, the employee has accrued but unused Leave from Work Days available in accordance with MEP Services’ Leave from Work policy, MEP Services can charge the employee’s Leave from Work Bank for partial day absences and, the employee may use Leave from Work Days, if available, for full day absences.
- (2) Absences of one or more full days occasioned by sickness or disability (including work-related accidents) if the deduction is made in accordance with another policy provided by MEP Services under its Leave from Work policy or disability plans which provide compensation for loss of salary occasioned by such sickness or disability (regardless of waiting periods). MEP Services will not pay any portion of the employee’s salary for full-day absences for which Employee receives compensation under the plan, policy or practice. Deductions for such full-day absences also may be made before the employee has qualified under the plan, policy or practice, and after the employee has exhausted the leave allowance there under. If, however, the employee has accrued but unused Leave from Work Days available, MEP Services can require that the employee use that time for partial day absences occasioned by sickness and disability and, the employee may use Leave from Work Days, if available for full day absences before short and long term disability leave time is available.
- (3) MEP Services can offset any amounts received by an employee as jury fees, witness fees or military pay for a particular week against the salary due for that particular week without loss of the exemption.
- (4) Infractions of safety rules of major significance.
- (5) Unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules in accordance with MEP Services’ written policies.

- (6) MEP Services may pay a proportionate part of an employee's full salary for the time actually worked in the first and last week of employment. In such weeks, the payment of an hourly or daily equivalent of the employee's full salary for the time actually worked will meet the requirement.
- (7) MEP Services is not required to pay the full salary for weeks in which an exempt Employee takes unpaid leave under the Family and Medical Leave Act.

If an employee believes that MEP Services has violated this policy in any way, the employee may file a written Complaint with Human Resources. If it is determined that improper deductions have been made, MEP Services will reimburse Employee for any improper deductions.

PROHIBITION OF UNLAWFUL DISCRIMINATION AND HARASSMENT

Prohibited Conduct

It is both illegal and against the policy of MEP Services for any employee, supervisor, manager, or independent contractor to discriminate or harass another on the basis of race, color, sex (but not limited to sexual harassment), religion, national origin, age, disability, military status or application, height, weight, or marital status or any other basis protected by state, federal or other applicable law. Prohibited conduct includes:

Sexual Harassment and other Unlawful Harassment

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to any individual's sex, race, color, national origin, age, religion, height, weight, marital status, handicap/disability, or any other basis protected by state, federal or other applicable law, constitutes harassment when:

- Submission to the conduct is made either an explicit or implicit condition of employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment substantially interferes with an employee's work performance; creates an intimidating, hostile, offensive or abusive work environment; or otherwise adversely affects an individual's employment opportunities.

Sexual harassment could include, but is not limited to, the following: unwelcome sexual advances or sexual flirtations; physical conduct of a sexual nature; unwelcome physical contact; requests for sexual favors; verbal abuse of a sexual nature including subtle and not so subtle innuendo; unwelcome sexually suggestive remarks, jokes and gestures; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual, including sexual nicknames; and display in the work place of sexually suggestive objects, pictures, or cartoons.

Other harassing conduct includes, but is not limited to, the following: (a) epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to a protected characteristic; and b) written or graphic material that denigrates or shows hostility or

aversion toward an individual or group because of a protected characteristic and that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the work place.

Complaint

If, on the bases described above, you feel that you have been or are being discriminated against or harassed, it is mandatory that you contact the Human Resources Manager or the Vice President for Administration immediately for an interview. All complaints or incidents that come to the attention of MEP Services will be investigated immediately and appropriate action taken. To the extent possible, the complaint and its investigation will be kept confidential. In determining whether the alleged conduct violates this policy, MEP Services will look at the totality of the circumstances.

Penalty

An act found by MEP Services to violate this policy will result in disciplinary action, up to and including immediate dismissal.

Non-Retaliation

MEP Services believes that it is every employee's obligation to report complaints or incidents of possible discrimination or harassment. No employee will be retaliated against by MEP Services for complaining under this policy. An employee who believes that he or she has been retaliated against in violation of this policy should follow the complaint procedure outlined above.

Non-Employee

If you believe that you or another employee has been the subject of sexual or other unlawful harassment as defined in this policy by a non-employee, such as a student, independent contractor or vendor, during work time or in relation to your work, it is mandatory that you contact the Human Resources Manager or the Vice President for Administration immediately for an interview. An investigation of the complaint will be undertaken as stated above.

If MEP Services, after appropriate investigation, finds that a non-employee has engaged in conduct toward an employee that violates this policy during work time or in relation to the employee's work, appropriate action will be taken.

PROHIBITION OF DISCRIMINATION AND HARASSMENT OF STUDENTS AND/OR CLIENTS

Discrimination against, or harassment of students by employees of MEP Services will not be tolerated. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to a student's sex, race, color, national origin, age, religion, height, weight, marital status, disability/handicap, or any other basis protected by state, federal or other applicable law, constitute harassment when:

- Submission to the conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities or programs of the School.

- Submission to or rejection of the conduct or communication is used as a basis for a decision to exclude, expel or limit the harassed student or client in terms, conditions or privileges of the School.
- The harassment substantially interferes with the student's or client's education or instruction; creates an intimidating, hostile or offensive educational environment; or otherwise adversely affects the client's or students educational opportunities.

Sexual harassment could include, but is not limited to, the following: unwelcome sexual advances or sexual flirtations; physical conduct of a sexual nature; unwelcome physical contact; requests for sexual favors; verbal abuse of a sexual nature including subtle and not so subtle innuendo; unwelcome sexually suggestive remarks, jokes and gestures; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual, including sexual nicknames; and display in the work place of sexually suggestive objects, pictures, or cartoons.

Other harassing conduct includes, but is not limited to, the following: (a) epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to a protected characteristic; and b) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of a protected characteristic and that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the work place.

All complaints or incidents that come to the attention of MEP Services will be investigated immediately and appropriate action taken. In determining whether the alleged conduct violates this policy, the totality of the circumstances, including the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated and reviewed.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

All rights and obligations under the FMLA and this policy will be interpreted according to applicable law.

MEP Services will grant eligible employees up to twelve (12) weeks of unpaid leave during any rolling twelve (12) month period measured backward from the first day of the employee's FMLA leave for the following reasons:

- (1) because of the birth of and to care for the employee's newborn child;
- (2) because a child is placed with the employee for adoption or foster care;
- (3) to care for the employee's spouse, child or parent with a serious health condition; or
- (4) because of an employee's own serious health condition that prevents performance of his or her job functions.
- (5) because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or had been notified of an impending call to active duty status, in support of a contingency operation.

- (6) to care for the employee's spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

A serious health condition may include a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, a condition that results in a period of incapacity of more than three consecutive calendar days that also involves treatment two or more times by a health care provider or, treatment by a health care provider at least once with an ongoing regimen of treatment, pregnancy or prenatal care, chronic conditions that cause incapacity or require treatment, or a long-term health condition which, if left untreated, would result in a period of incapacity of more than three days, or any other qualifying condition. Questions about whether a condition is covered should be directed to the Human Resources Manager.

The following rules apply:

Eligible Employees

To be eligible for a leave, an employee must be employed by MEP Services for at least twelve (12) months, whether or not consecutive. An employee must also have had at least 1250 hours of service during the twelve (12) month period before the requested leave and must be employed at a worksite within 75 miles of which 50 or more employees are employed by MEP Services. AALC staff that transitioned to MEP Services on July 1, 2006, are eligible for FMLA Leave immediately. Customary waiting period will be waived due to change in employer.

Advance Notice and Medical Certification:

The employee must give thirty (30) days advance notice of the need for leave when the leave is "foreseeable". If not possible, the employee must give as much notice as is practicable. In addition, when the requested leave is for planned medical treatment for the employee or the spouse, son, daughter, or parent of the employee, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of MEP Services, the School or other businesses served by MEP Services.

If the reason for the leave is to care for an employee's spouse, child or parent with a serious health condition, or for the employee's own serious health condition, the employee must have the health care provider complete MEP Services' Medical Certification Form and return it to the Human Resources Manager. The employee has fifteen (15) days in which to return the form. An updated form may be required to be submitted by the employee to under certain circumstances.

MEP Services reserves the right to request certification by another physician specified by MEP Services at MEP Services' expense. In the case of a conflict between two physicians, MEP Services, at its own expense, may obtain a third certification by a physician approved jointly by MEP Services and the employee. The third physician's opinion will be binding on both MEP Services and the employee.

If the absence exceeds 5 work days before an employee may return to work from a medical leave occasioned by the employee's serious health condition, the employee is

required to provide a certification from his or her doctor that the employee is able to resume work, with or without accommodations.

Any additional documentation or requirements required by any other applicable MEP Services policy are still effective for periods in which the employee is seeking paid leave or leave which extends beyond the FMLA period pursuant to that policy.

Failure of an employee to provide the requested certification may result in denial of the leave and/or denial of any pay pursuant to any MEP Services policy for which the employee might otherwise be eligible during the FMLA leave.

Use of Paid Time

Employees must use paid time to which they are entitled during FMLA leave as follows: (1) during a FMLA leave for an employee's own serious health condition, or that of the employee's spouse, child, or parent, the employee must use all paid time for which he/she is eligible, including "Leave from Work" days, disability benefits, or workers' compensation benefits. The employee *must* use accrued but unused "Leave from Work" time during FMLA leave for this purpose for any portion of time that is unpaid either before or after other paid time (e.g. pay provided by insurance or worker's disability compensation) off is available (e.g., policy waiting periods) or is exhausted. In addition, for all other FMLA leave, the employee must use any accrued but unused "Leave from Work" time. Paid time described above will be credited against the employee's FMLA leave period.

Intermittent or Reduced Schedule Leave

If the reason for a requested leave is due to the serious health condition of either the employee or a spouse, child, or parent, the employee may be entitled to leave on an intermittent or reduced schedule basis. Such leaves are permitted only where medical necessity is established by written documentation subject to verification, and the employee makes every reasonable effort to schedule the treatment so as not to disrupt the operations of MEP Services, the School or other businesses served by MEP Services. MEP Services may temporarily transfer an employee who requests intermittent leave or leave on a reduced schedule to an available alternative position with equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position. The leave may not exceed a total of twelve (12) weeks in a twelve (12) month period. Special rules may apply for the intermittent leave of Instructional Employees, as defined by the FMLA. These rules are described below.

Spouses Working for the Same Employer

There are a few situations in which both spouses work for MEP Services. If each spouse seeks unpaid leave to care for his/her own sick parent, because of the birth of and to care for a child, or because of the placement of a child for adoption or foster care, the combined allowable leave of each spouse is twelve (12) weeks during any consecutive twelve (12) month period. However, if each spouse requests an unpaid leave because of the serious health condition of a child or the other spouse, then each spouse is entitled to the full twelve (12) weeks of leave or where applicable, the remaining portion of the employee's twelve (12) week entitlement. In the instance of FMLA leave to care for an ill spouse who works for MEP Services, the leave would be unpaid for the "caring" spouse (except for use of "Leave from Work" time). The spouse who is ill may receive pay in

accordance with any applicable disability policy or plan sponsored by the School or business served by MEP Services.

Benefits

Employees are not eligible to receive pay for any holiday during the leave period. In general, and unless otherwise stated in an applicable plan, employees do not accrue additional benefits while on unpaid leave.

If, for any period of leave, an employee receives insured and/or uninsured benefits that exceed 100% of his/her pre-leave wages, the employee agrees to reimburse MEP Services or the benefit provider, if applicable, the excess amount. The employee's "Leave from Work" time will be restored accordingly.

During FMLA leave, employee group health plan coverage will be maintained at the level and under conditions coverage would have been provided except for the leave. Any share of health insurance premiums that had been paid by the employee prior to commencing leave, shall be paid during the leave. If premiums are raised or lowered, the employee will be required to pay the new premium rates. If the leave is paid, the employee's share may be deducted. If unpaid, the employee may pay in one of the following ways: payment due on dates of payroll deduction, payment in advance of leave by check or deduction, payment when premiums are due.

If an employee is not able to return to work after exhaustion of his/her FMLA leave, MEP Services may recover premiums it paid for maintaining group health plan coverage, to the extent the leave is unpaid, unless the reason the employee does not return to work is due to the continuation, recurrence, or onset of a serious health condition that would entitle the employee to leave, or other circumstances beyond the employee's control.

If an employee is not able to return to work or if the employee is eligible for additional leave under a MEP Services policy, he/she may be eligible to participate in the group health plan coverage at his/her own expense under COBRA. MEP Services will not continue the coverage at its expense beyond the FMLA period provided by law, except as otherwise stated in MEP Services' policies.

Whether an employee is eligible to continue to participate in other MEP Services insurance programs while on an FMLA leave of absence shall be determined by the terms of the applicable plan.

Restoration to Position

Subject to any applicable exceptions contained in the FMLA, upon return from an approved FMLA leave, the employee will be restored to his or her former position or equivalent position with equivalent pay, benefits, and other terms and conditions of employment. Key employees may be denied restoration if MEP Services determines that restoration to employment will cause substantial and grievous economic injury to its operation. No employee returning from an FMLA leave will lose any employment benefit that the employee earned or was entitled to before going on such leave. If the employee's leave extends beyond FMLA leave, his/her employment will be terminated unless he/she is eligible and granted leave under another MEP Services policy. The continued leave will be subject to those provisions.

Notwithstanding the foregoing, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. See, Department of Labor regulation 825.312 (d).

Instructional Employees

Employees who are employed principally in an instructional capacity (for example, teachers, coaches and driving instructors) are subject to the following limitations with respect to FMLA leave:

1. Intermittent leave or leave on a reduced schedule:

An instructional employee who applies for a foreseeable FMLA leave which would result in the employee being on leave for more than 20% of the remaining working days in the period during which the leave would extend may be required to elect between either:

- a. taking a leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- b. transfer temporarily to an available alternative position offered by MEP Services for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates the recurring periods of leave than the employee's regular position.

The election described above only applies if the employee provides at least 30 days advance notice of the foreseeable leave.

If an instructional employee does not give required notice of foreseeable FMLA leave to be taken intermittently or on a reduced leave schedule, the employee may be required to: 1) take leave of a particular duration, 2) transfer temporarily to an alternative position, or 3) delay the taking of leave until the notice provision is met.

2. Periods near the conclusion of an academic term

An instructional employee who begins a leave more than five weeks before the end of a semester may be required to continue on leave until the end of the semester if the leave will last at least three weeks, and the return to work would occur within the last three weeks of the term.

An instructional employee who begins a leave for a purpose other than his/her own serious health condition during the five week period before the end of a semester may be required to continue on leave until the end of the semester if the leave will last more than two weeks, and the return to work would occur within the last two weeks of the semester.

An instructional employee who begins a leave for a purpose other than his/her own serious health condition during the three week period before the end of the semester and the duration of the leave is more than five working days may be required to continue on leave until the end of the semester.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

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

Enforcement:

The U.S. Department of Labor is authorized to investigate and resolve complaints of violation. An eligible employee may bring a civil action against an employer for violations. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

The FMLA website is www.dol.gov/eas/whd/fmla. To locate your nearest Wage-Hour Office, call toll free 866-487-9243 a customer service representative is available to assist you with referral information from 8am to 5pm in your time zone.

NON-FMLA MEDICAL LEAVES

If an employee is not eligible for FMLA leave or has exhausted his/her FMLA leave, MEP Services may allow the employee a disability leave or additional disability leave for his/her own disability. The employee must submit a written request for leave to the Human Resources Manager with as much advance notice as possible. Whether non-FMLA-medical leave may be used intermittently is within the discretion of MEP Services. Except when FMLA leave applies, medical leave will usually only be permitted for absences that exceed three (3) consecutive business days.

Employees are prohibited from performing work for other business entities or engaging in self-employment during a leave of absence, unless written authorization from the President is obtained by the employee. Violation of this provision may result in termination of employment.

Pay

The leave of absence is unpaid unless the employee is eligible for "Leave from Work" days and/or insured disability policies or under workers' compensation laws. The employee **must** use accrued "Leave from Work" days during leave for this purpose for any portion of time that is unpaid either before or after other paid time (e.g. paid via insured benefits or worker's disability compensation) off is available (e.g., policy waiting periods) or is exhausted. If, for any period of leave, an employee receives insured and/or uninsured benefits that exceed 100% of his/her pre-leave wages, the employee agrees to reimburse MEP Services the excess amount. The employee's "Leave from Work" time will be restored accordingly.

Medical Verification and Length of Leave

The length of an approved medical leave of absence for employees that are not eligible for FMLA leave or who have exhausted the leave, will depend on whether MEP Services can accommodate the request for leave without undue hardship.

The need for the leave must be supported by medical documentation satisfactory to MEP Services. MEP Services reserves the right to request that the employee be examined by a physician of MEP Services' choice to determine whether the employee is disabled, i.e., unable to perform the essential functions of his/her job with (or without) an accommodation, and unable to perform any other available work for which the employee may be qualified, and the appropriate length of the leave.

If the absence exceeds 5 work days before an employee may return to work from a medical leave, the employee is required to provide a certification from his or her doctor that the employee is able to resume work with or without accommodation.

Benefits

Employees are not eligible to receive pay for any holiday during the leave period. "Leave from Work" benefits will not be accrued, but will be paid in accordance with the "Leave from Work" policy.

Whether an employee is eligible to participate in insured employee benefits while on leaves will depend on the terms of applicable plan documents and insurance contracts. The employee may be responsible for premiums for such coverage.

Return to Work

MEP Services will attempt to return the employee to his/her former position or an equivalent position, as determined by MEP Services. However, if the employee's former position is no longer available and an equivalent one is not available, MEP Services reserves the right to terminate the employee's employment.

MILITARY LEAVES

Leaves for active military service or reserve training will be granted in accordance with applicable state and federal law.

OTHER LEAVES OF ABSENCE

An employee may request, in writing, a leave of absence for other purposes not set forth in other leave policies. The request should be addressed to the Human Resource Manager for approval. MEP Services will consider such leaves on a case by case basis. Whether to grant such a leave is within MEP Services' discretion. MEP Services will consider the reason/need for the leave, the length of the employee's employment, performance standing, anticipated operational and staffing considerations during the proposed period of leave. Accruals of "Leave from Work" and other benefits will be suspended during the leave and will resume upon return to active employment. Leave of absences are unpaid except that "Leave from Work" time must be exhausted during the leave.

When an employee is scheduled to return to work, MEP Services will attempt to return the employee to the same or a similar position, determined in MEP Services' sole discretion. Should a position not be available on an employee's return to work, the employee's employment will be terminated.

OTHER WORK

Employees are prohibited from performing work for other business entities or engaging in self-employment during a leave of absence, unless written authorization from the President is obtained by the employee. Violation of this provision may result in termination of employment.

Employees will not be permitted to perform work for other business entities or engage in self-employment that in any way negatively affects that employee's ability to perform his/her job responsibilities for MEP Services.

JURY DUTY

In the event that an employee is called to serve for jury duty by the State, County or City in which the employee resides the employee has two (2) choices.

1. The employee may take days from his or her Leave From Work Bank and retain payment from the court system/State of Michigan for the time spent serving on a jury; or,
2. The employee may serve on a jury as they are called and not take any time from the Leave From Work Bank. Employees choosing this option will be paid at his or her regular rate of pay (not including overtime or bonuses, if any) for up to 20 business days, provided the jury fee is endorsed over to the school as an offset toward pay.

In any case, if jury duty exceeds 20 business days, it will be unpaid, except that the salary of an exempt employee will be paid in accordance with federal and state law.

Upon completion of jury service, employees should provide the certificate received from the court clerk for supervisory verification.

The employee will, in all cases, be required to fill out and turn in the proper "Leave from Work Form" form to notify the Business Office, regardless of which option is chosen, in order to document the number of days of missed work. This will also verify how many days the employee was paid for jury duty.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

If your employment terminates, or for some other reason you or your dependents become ineligible for paid health insurance coverage, you may be eligible to continue group health insurance coverage under the federal COBRA law. If eligible, you can continue group coverage for a specific time by paying the group premiums yourself. The plan administrator will provide you with information regarding your continuation rights.

ACCIDENT AND INJURY REPORTING

The Employer is always concerned with the health and safety of its employees. The Employer expects and insists that every employee exercises common safety practices, and follows all safety regulations that may be set forth by the State for any division.

It is the employee's responsibility to report any accident or injury when it occurs by filling out an "Incident Report" and turning it in to the Business Office. Any time that an employee is involved in an accident or injury, he or she is to immediately report the incident to his or her supervisor. Failure by an employee to follow these procedures may result in loss of benefits and/or disciplinary action.

It is the Employer's goal that: (1) safety hazards be eliminated from all jobs; (2) unsafe acts or conditions be detected, reported, and corrected; and (3) safety consciousness be instilled in all employees.

KEEP PERSONNEL FILE CURRENT

If an employee changes his or her name, address, telephone number, marital or dependent status, or the person he or she wishes to be notified in the event of an emergency, he or she must immediately notify the Human Resource Department at MEP Services. This information is important for any Employer mailing, insurance records, tax forms and emergencies. The information on file in the Employer's office shall be considered conclusive for all notices to employees.

Any employee may request to view their personnel file. When employees review their personnel file and its contents, they and the file must remain at the MEP Services office. Copies of documents can be made, but the originals are property of MEP Services and must be left in personnel file. Employees are not permitted to look at other employee files.

PRIVACY POLICY – SOCIAL SECURITY NUMBERS

MEP Services keeps all records containing employee social security numbers confidential. These records are maintained in employee personnel files, which are kept in a locked filing cabinet. Access to personnel files is limited to management and supervisory personnel of MEP Services on a need to know basis. MEP Services prohibits the unlawful disclosure and/or use of employee social security numbers. Personnel file documents containing employee social security numbers are retained throughout employment and for a period of six years following the end of employment. Following the retention period, documents containing social security numbers will be shredded and disposed of. Any employee that violates this policy will be subject to disciplinary action, up to and including termination.

SOLICITATION AND DISTRIBUTION

Other than solicitation or distribution relative to Employer-sponsored events or activities, employees are prohibited from engaging in oral or written solicitation for any cause or any

purpose during working time, and distribution of any literature of any kind is prohibited during working time or in work areas. No solicitation includes solicitation of commercial ventures. Third parties are not permitted to solicit on school grounds.

Working time includes the actual working time of both the employee doing the solicitation or distribution and the employee to whom it is directed.

DRESS AND APPEARANCE STANDARDS

Neatness and cleanliness are requirements of MEP Services the Employer reserves the right to determine the proper appearance and attire for each position.

CONFIDENTIALITY

In the course of your employment with MEP Services you may have access to confidential information of a financial, business or personal nature about the business, the School, its employees or students. You are expected to respect and maintain the confidentiality of such records and information, both within and outside the School.

Certain documents pertinent to MEP Services, the School or its students may not be removed from the office without advance permission. Unauthorized disclosure of confidential information may result in discharge and possible legal action. This is important to students and to us.

EMPLOYEE CHECKS

In accordance with the Michigan General School Laws, all newly employed teachers, school administrators, and other individuals required to hold a State Board of Education certificate, permit or approval, must be fingerprinted and undergo a state and F.B.I. criminal records check through the Michigan Department of State Police.

TEACHER CERTIFICATION

All MEP Services teachers must meet the criteria for certification authorized by Michigan. A copy of each teacher's most current certification needs to be on file in the school business office and with MEP Services. Teachers are responsible for keeping their certificates current.

PARAPROFESSIONAL/TEACHING ASSISTANTS

Paraprofessionals and teaching assistants that serve in a substitute teacher basis must have at least 90 hours of college credit and have transcripts sent to MEP Services in order to receive the substitute rate of pay.

Title I Paraprofessionals hired after January 8, 2002 must meet the following qualifications:

1. 2 years of study at an institution of higher education, or
2. Associate's (or higher) degree, or

3. Meet rigorous standards through formal state or local academic assessment of ability to assist in instructing reading, writing, and mathematics.

CHILD CARE REQUIREMENTS

A 17-year old shall qualify as a caregiver if he or she meets 1 of the following and can provide documentation to MEP Services:

1. Has satisfactorily completed at least 1 year of a vocational-occupational child care aide training program approved by the Department of Labor and Economic Growth.
2. Has completed 1 year of apprenticeship in a recognized child care apprenticeship program sponsored by the U.S. Department of Labor.

TIME SHEETS

All time sheets must be turned in to the Business Office by the payroll department by 9:00 a.m. on the 1st and 16th of every month. All time sheets must be signed by the proper director. Timesheets that are turned in late will be paid on the following pay period. Hours worked on the 1st – 15th will be paid on the 1st of the following month; hours worked on the 16th – 31st will be paid on the 16th of the next month.

EMPLOYMENT VERIFICATION

Any inquiries which are received, either by telephone or in writing, regarding a present or past employee are to be referred to MEP Services.

Under the Federal Privacy Act, MEP Services is obliged to preserve the privacy of an employee. MEP Services will state only that a person is (was) employed by MEP Services, the dates of employment, employee's title or position and wage or salary.

DISCIPLINARY ACTION

Suspected misconduct by any employee will be processed according to requirements of due process laws, employee contracts, and master agreements.

TERMINATION OF EMPLOYMENT

MEP Services requests that all employees who terminate their employment, for any reason, give in writing a resignation letter to MEP Services, your school Principal or Executive Director.

UNEMPLOYMENT ELIGIBILITY

Employees, who are not specifically identified as 190 day employees, are hired with the understanding that their work year follows the school calendar. These employees are not eligible for unemployment during the summer months.

CRIMINAL CONVICTIONS

It is the policy of the Michigan Department of Education and of MEP Services that if any employee who is employed in any capacity, or has applied for a position, or has had an initial criminal history check, or is regularly or continuously working under contract at any school managed by MEP Services, shall report to the Michigan Department of Education and the School Principal / School Executive Director that he or she has been charged with a crime, within 3 business days after being arraigned for the crime. The School Principal / Executive Director will then inform MEP Services.

If the employee does not report the charge or conviction, he or she is guilty of an additional crime. If the non-reported charge or conviction is a felony or listed offense, the person is guilty of a felony. If the non-reported charge is a non-listed offense misdemeanor, the person is guilty of a misdemeanor.

If the employee does not report the charge or conviction, the district may discharge the person from employment following notice and the opportunity of a hearing if requested.

ELECTRONIC COMMUNICATIONS POLICY

MEP Services/School/MEP Services-served Business Property

Computers, computer files, telephones, voicemail systems, the E-mail system, software, and any other electronic devices or related parts (collectively referred to as "electronic devices") furnished to all employees by MEP Services, the School, or MEP Services-served Business are the respective entities' property. The electronic devices, including E-mail, Internet, voice mail systems and the computers and software, are to be used for business/educational related purposes. MEP Services treats *all* documents, data and messages sent, received, created, edited, or stored in any electronic device including E-mail, Internet, computer or voice mail systems as shared, non-confidential messages. Users must apply the same standards and care to their electronic communications as with other forms of communication (written or oral). Inappropriate use can have serious consequences both for MEP Services and the employees.

Prohibited Uses

MEP Services prohibits the use of its electronic devices, including the Internet, voice mail or the E-mail system or any other system to harass, insult or intimidate, or use in any way that is disruptive or harmful to employees; to engage in any unlawful activity, enterprise or scheme; to transmit defamatory, obscene, offensive or harassing information; to transmit information that discloses personal information without authorization or to otherwise use in any other way that is in violation of MEP Services policies. For example, but not by way of limitation, the display or transmission of sexually explicit images, messages, cartoons, ethnic slurs, racial comments, off-color jokes or anything that may be construed as harassment is not allowed. Employees are not permitted to send broadband

messages (messages to 3 or more persons) or messages with large attachments without seeking the approval of the President, Tech Support or designated supervisor.

Monitoring

The use of the computer system and its or other electronic devices is consent by the employee to all monitoring of his/her use by MEP Services. The log-on procedures and passwords do not give rise to any employee expectation of privacy and is a recognition by the user of MEP Services' right to monitor all use with or without additional notice to the user or further employee consent to such action of MEP Services. Users should, however, protect their passwords so that others do not abuse it and their workstation. The right to monitor in this policy is limited to Tech Support and other management personnel as designated by them. MEP Services has the capability to, expressly reserves the right to, and will from time to time, access, review, copy and delete any information sent, received, created, edited, or stored in the E-mail, Internet, or voice mail systems or with use of MEP Services computers and its electronic devices, to the extent permitted by applicable law for legitimate business purposes. MEP Services may disclose such information to any party (inside or outside MEP Services) it deems appropriate.

Personal Use

Electronic devices cannot be used for personal use. The communication equipment and systems are company property, and employees may not use the communication systems for solicitation or distribution purposes for outside causes or organizations. The abuse of this policy will subject the employee to discipline. All information will be accessed, monitored, utilized and disclosed by MEP Services to the extent permitted by applicable law. Accordingly, users cannot use electronic devices, including the computer systems, E-mail, Internet, or voice mail systems to send, receive, create, edit or store any information that they wish to keep private. Users should treat the computer, E-mail, Internet, voice mail systems, or any other system of an electronic device supplied by MEP Services as a shared file system with the expectation that information sent, received, created, edited or stored in the system will be available for review by MEP Services for any purpose as set forth above.

Licenses

MEP Services purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, MEP Services does not have the right to reproduce such software for use on more than one computer. MEP Services users may only use software on local area networks or on multiple computers according to the software license agreement. MEP Services prohibits the illegal duplication or downloading of software and its related documentation. Use of electronic devices to copy and/or transmit any documents, software, or other information protected by the copyright laws is prohibited. The installation or use of computer games or any other unauthorized software is a violation of MEP Services policy and will not be permitted. Any questions regarding the use of the system or software should be addressed to Tech Support.

Other

- The installation or use of computer games or any other unauthorized software is a violation of MEP Services policy and will not be permitted. Any questions regarding the use of the system or software should be addressed to Tech Support.
- No software programs, disks, or CD's of any type may be installed or used on any computer in MEP Services computers without the approval of Tech Support.
- Employees must use only the computer and the password assigned to the employee, unless special permission from Tech Support is obtained.
- Any problems, such as lock-ups, component failures, system malfunctions, errors resulting in lock-ups or slowdown, or any other unusual occurrences shall be reported to management immediately. **DO NOT ATTEMPT TO CORRECT PROBLEMS WITHOUT THE KNOWLEDGE OF TECH SUPPORT.**
- Users are advised that the use of deletion keystroke does not necessarily mean that the document has been eliminated from the computer system.

E-mail

Always consider the following practices before you send E-mail:

- E-mail access is provided for MEP Services business.
- Always use business-like and clear language.
- Only use MEP Services-provided or authorized mail systems.
- Always use utmost care, sufficient discretion, and security when sending confidential and proprietary business information by E-mail.
- **Never send an E-mail under someone else's name.**
- When you leave your work area, log off your E-mail or institute a password to protect your workstation.
- If you change any E-mail before forwarding it, clearly indicate every change.
- Type "DO NOT FORWARD" on E-mail if you do not want it forwarded, and don't forward E-mail marked "DO NOT FORWARD."
- Never use profanity, inappropriate language, or send discourteous or offensive E-mail.
- Don't read misdirected E-mail; return it to the sender.
- Don't expect E-mail to be private.
- When sending an attachment by E-mail, identify software and versions.
- Inappropriate use of E-mail should be reported immediately to your manager.
- E-mail is not always the most appropriate method of communicating. Depending on the circumstances, a phone call, memo, or face-to-face meeting may be better.
- All information contained on MEP Services' system is to be considered confidential and proprietary and should not be distributed outside of MEP Services unless approval is obtained.

Internet

The Internet represents a valuable resource to MEP Services for specifically defined business functions or purposes. It also exposes MEP Services in an unprecedented and highly visible fashion as compared to a secured network. Individuals who were provided Internet access from MEP Services may implicate MEP Services for a range of inappropriate or unethical use.

Use of MEP Services-provided Internet services to access, download or send material that is not education related is prohibited. The Internet is to be used primarily for educational purposes.

Software and data that is obtained from the Internet must not violate the intellectual property rights of others or MEP Services standards. Software must not be downloaded without proper permission and licenses.

Certain sites lacking sufficient educational justification or that interfere with the operations of MEP Services' information technology may be blocked.

Where applicable, the same policies and rules covering communication or material (i.e., content, appropriateness, security, business/educational purpose) outlined under E-mail apply equally to Internet usage.

ELECTRONIC COMMUNICATION WITH STUDENTS

Academy staff shall not communicate with students through texting, blogs, chat rooms, Internet social network sites such as MySpace, Facebook, etc... or any other similar form of social communication. Such private communication isn't secure, can be easily misconstrued, and is considered inappropriate. In addition, communication with students via telephones, cell phones and e-mail shall only be used to conduct Academy business and instruction. Furthermore, if electronic communication between an Academy staff member and a student becomes frequent, the staff member shall ensure that such student's parent or legal guardian is aware of that communication.

CODE OF CONDUCT

Each employee is required to conduct him/herself quietly, efficiently, and in a professional manner at all times. All relevant facts and circumstances will be considered in determining the level of discipline imposed, and no case shall serve as precedent for any other case. Moreover, the Employer reserves the right to seek prosecution for violation of criminal law.

Violation of any of the following rules is serious enough to warrant disciplinary action, up to and including, discharge. These rules are not all-inclusive, and the Employer reserves the right to discipline employees for act or omissions that are not listed below:

- Verbal, physical, psychological abuse and/or mistreatment of a student, parent, guardian, guest, or co-worker.
- Refusal to carry out work assignments, or insubordination.
- Excessive absenteeism and/or tardiness.
- Working or reporting for work under the influence of alcohol or unlawful drugs, and/or bringing or possessing alcohol or unlawful drugs on the premises of the Employer.
- Falsification or misuse of, or omission on, Employer forms, records or reports, including time sheets and employment applications.
- Violation of Employer's policies or procedures.

- Theft, misappropriation, removal or misuse of property belonging to the Employer, an employee, student, supplier, vendor, or guest of the Employer. The Employer reserves the right to inspect all desks, lockers and other areas of its premises, and to inspect all packages, etc. brought onto its premises.
- Failure to return from authorized leave of absence or vacation at the designated time.
- Violation of Employer's policies prohibits discrimination and harassment.
- Possession of weapons, firearms or explosives on the premises of the Employer.
- Unsatisfactory work performance.
- Disclosure or misuse of confidential information.
- Failure to maintain proper grooming, dress, cleanliness, or hygiene.
- Smoking anywhere on school grounds, in the presence of students or parents, or indoors at staff training off the school property.
- Sleeping, loitering, or loafing on the job.
- Tampering with the time-keeping system or misrepresenting time worked.
- Unauthorized use of the Employer's telephone.
- Gambling on the Employer's time or premises.

CELL PHONES

Personal use of cell phones is prohibited during work time. Personal cell phones should be turned off during working time. Photographic cell phones are absolutely prohibited on School property.

MEDIA RELEASES

Information is not to be given to the media. If a contact is made by the media, the employee should request the name of the caller, the telephone number where the person can be reached and the name of the media represented. The employee should inform the media representative that an appropriate School representative will return the call. The employee should immediately advise the Principal of any such call at once and the Principal is charged with advising the School Board. An employee should never release the home telephone number of **any** employee. No member of the press should be allowed access into the School without the express approval of the School Board.

FITNESS FOR DUTY

The Employer has a vital interest in maintaining a safe and healthful environment for all of its employees, students and guests. Consequently, employees must be fit for duty, and must refrain from behavior that threatens fitness for duty.

The Employer may require, at its own expense, an employee to submit to such tests and examinations, including alcohol testing, and/or to be examined by the Employer's appointed physician, clinic, hospital, psychologist, or other professional, to determine if the employee is fit for duty when such examination / tests are job-related and consistent with business necessity.

In addition to the employee authorizing the Employer's appointed physician, clinic, hospital, psychologist, or other professional, to conduct such tests and examinations, the employee shall sign such documents and medical release forms which are necessary in order to secure from the employee's physician, clinic, hospital, psychologist, or other professional, copies of all of his or her pertinent medical records.

Refusal to submit to, or failure to cooperate in, any of the foregoing examinations/tests may result in discipline, up to and including, discharge.

PROBLEM SOLVING PROCEDURE

An employee (or former employee) who wishes to present a complaint or grievance must first discuss it with his or her supervisor within ten (10) days of the occurrence of the complaint or grievance.

If the individual is not satisfied with the decision of his or her supervisor, he or she may appeal that decision, in writing, to the President by delivering written appeal to the President, with a copy to the supervisor and the Manager of Human Resources, within seven (7) days of the decision of the supervisor. The written appeal must contain all facts and argument that the individual wishes the President to consider. Within seven (7) days of his or her receipt of this written appeal, the supervisor may provide a written response to the President with a copy to the individual. The President shall consider these documents and issue a decision.

If an individual does not present the grievance or complaint to his or her supervisor within the appropriate time limit set forth above, the grievance or complaint is waived. If the individual does not appeal the grievance or complaint to the President within the time limit set forth above, the grievance or complaint shall be conclusively presumed to have been resolved by the previous answer.

Employees utilizing this procedure will not suffer any form of reprisal.

PROHIBITION OF SMOKING

MEP Services employees shall not smoke or use tobacco products in any school building, on school grounds or in the vicinity of school property where they can be seen by students or parents. MEP Services employees shall not smoke or use tobacco products when they are involved with students, parents or when supervising student activities whether on or off school property.

DRUG AND ALCOHOL TESTING POLICY

MEP Services is committed to providing a safe, healthy, working and learning environment for employees and students. It recognizes the dangers that use of alcohol and/or drugs have on the safety of employees and students served by MEP Services, the School or other MEP Services-served businesses and performance of MEP Services employees. MEP Services has adopted this policy that applies to all employees, whether regular, full or part-time, per diem or temporary, to promote an alcohol and drug-free workplace. The following actions are prohibited:

MEP Services prohibits the use, sale, possession, manufacture, distribution, purchase or dispensing of drugs or alcohol or being under the influence of drugs or alcohol while on MEP Services and/or School property or while engaged in job-related activities for MEP Services, the School or other businesses served by MEP Services.

Definitions/Guidelines

1. Prescription drugs or over-the-counter medicines: Nothing in this policy precludes the appropriate use of legally prescribed medication. Any employee taking prescription drugs or over-the-counter medication should notify his/her supervisor if he/she feels that the use may pose a safety risk to themselves or others while taking any such medication. MEP Services will treat the disclosure as confidential medical information and if applicable, as a request for an accommodation of a disability.
2. For purposes of this policy, the term “drug” means:
 - (a) controlled substances (as defined in 21 U.S.C.A. §802) which cannot be legally obtained; and
 - (b) prescribed drugs whose prescription is no longer valid; or
 - (c) prescribed drugs used contrary to the prescription.
3. Property: MEP Services property as defined in this policy includes all land and buildings owned, leased, or used by MEP Services, or in which MEP Services employees work, as well as vehicles used during work hours, or any property or vehicles or location while employee is working or performing any MEP Services or School sponsored activity.
4. Safety Sensitive. A position where, in MEP Services’ discretion, a single mistake by such an employee could create an immediate threat of serious harm to students or fellow employees or that may expose the employee or others to a higher degree of danger than the average position (i.e. principals, assistant principals, teachers, teacher aides, substitute teachers, school secretaries, custodians etc.).
5. Refusal to Take a Test: Any employee or applicant may be deemed to have refused to take a test if the employee or applicant fails to report to a designated location within one hour of a request. Refusal to submit also means to tamper with the test, engage in any activity with the intent to alter the outcome of the test, or to refuse to sign any applicable forms for testing. Due to extenuating circumstances Human Resources, in its discretion can extend the time within which to report.
6. Inspection: To prevent controlled substances, drugs or alcohol from being brought on to the School premises, MEP Services may at its discretion, inspect any locker, package, purse, briefcase, personal bag, desk, vehicle or other personal belongings brought on to MEP Services, School, or MEP Services-served business premises in connection with the investigation of a violation of this policy.

Any employee who is arrested, indicted or convicted of a drug or alcohol violation while on School property or while performing MEP Services job-related functions, must report

this information to Human Resources no later than five (5) days after such arrest, indictment, or conviction.

Testing for the Presence of Drugs and/or Alcohol

To detect the presence of illegal drugs, controlled substances, and/or alcohol used improperly, MEP Services will direct employees to submit to a drug and/or alcohol test at a designated testing laboratory under the circumstances listed below. The testing laboratory will test for the presence of alcohol and/or a list of drugs. All initial positive drug screens will be confirmed by a second test and a Medical Review Officer (“MRO”) of the laboratory will review such results to, among other things, screen out legally prescribed and used drugs. This review may include, among other things, the MRO conducting an interview with the employee, a review of the employee’s medical history and medical records to determine if the positive result was caused by legally prescribed medication; requiring a re-test of the original specimen, and verifying that the laboratory report and the specimen are correct. It is mandatory for employees to participate and assist, as necessary, in the MRO review process. The MRO’s screening process is confidential and legally prescribed and used drugs will not be disclosed to MEP Services unless in the MRO’s medical opinion, the use may pose a direct threat to the health or safety of the employee or others.

The testing laboratory will establish levels for the positive presence of drugs. A positive drug and/or alcohol test will constitute being under the influence. The MRO will maintain the records and will only disclose the results and any other information it deems necessary, to MEP Services.

Testing will occur in the following situations:

1. Employees may be tested for the presence of drugs or alcohol on when there is reasonable suspicion that an employee is under the influence of drugs while at work. All employees are subject to this type of testing. A determination that reasonable suspicion exists will be based upon specific, contemporaneous, articulable observation concerning the appearance, behavior, and speech of the employee, including:
 - Observed use, possession, or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or the illegal use or sale of prescription drugs.
 - Apparent physical state of impairment of motor functions.
 - Marked changes in personal behavior not attributable to other factors.
 - Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.

- Violations of criminal drug law statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.
2. When circumstances arise that in MEP Services' discretion warrant the necessity to test an employee in a safety sensitive position, or group of employees in safety sensitive positions, in order to ensure the immediate and/or ongoing safety of the School's students and other employees.

Disciplinary action may be taken, up to and including termination, if the following policy violations occur:

- When an employee uses, possesses, manufactures, distributes, stores, dispenses, or sells alcohol or drugs while at work, or on School property, or during work hours or while doing MEP Services business.
- When an employee is under the influence of alcohol or drugs while on MEP Services, School or MEP Services-served business property or during work hours.
- When an employee tests positive for the presence of alcohol or drugs after being requested to take a test for the circumstances set forth above.
- Refusal to submit to, or efforts to tamper with, an alcohol or drug test for the circumstances set forth above, will result in disciplinary action, up to and including termination.
- When an employee is convicted under any criminal drug statute for a violation occurring on the job and/or in certain cases, off the job.

If an employee tests positive for drugs and/or alcohol and MEP Services decides in its sole discretion, that there are extenuating circumstances not to terminate the employment relationship, employment may only be continued under the terms of a continued employment agreement.

All information obtained during the course of assessment and testing of employees for substance abuse shall be treated as confidential medical information and will be disclosed only to a member/s of management who have a legitimate reason for the information.

MEP Services may interpret, change, rescind or supplement this policy in whole or in part at any time. Nothing in this policy alters the at-will employment relationship.

BLOODBORNE PATHOGEN EXPOSURE CONTROL

The school board has developed a Bloodborne Pathogen Exposure Control Plan to limit and/or prevent the risk of occupational exposure to blood and other infectious body fluids and the transmission of bloodborne disease. All human blood and other potentially infectious materials are considered to be infectious for Human Immunodeficiency Virus (HIV) and Hepatitis B virus (HBV) and will be treated as if infectious, i.e. with universal precautions. This exposure plan is mandatory for all employees.

A. DEFINITIONS

1. **Blood** - Human blood, including components and products
2. **Exposure Incident** - means a specific eye, mouth, non-intact skin, inoculation, or injection contact with blood or other potentially infectious materials that result from the performance of job duties.
3. **Other Potentially Infectious Materials** - semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, concentrated HIV and HBV viruses, and saliva in dental settings.
4. **Regulated Waste** - means any liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
5. **Universal Precautions** - refers to a method of infection control in which all human blood and other potentially infectious materials are treated as if known to be infectious for HIV and HBV. It does not apply to feces, nasal secretions, sputum, sweat, tears, urine or vomit unless they contain visible blood.

Responsibilities

Administrators will ensure:

The procedures of this plan are followed. This includes a copy of this plan being available to workers, enforcing compliance with this plan; ensuring new employees are trained, performing follow-ups on incident exposures.

Staff will:

Perform duties as established in this plan and as trained.

Requirements

1. General

Personnel may face the risk of exposure to human blood during performance of their duties. Blood or blood-contaminated needles, or containers may be encountered.

Although the only documented occupational risks of HIV and HBV infection are associated with injection, inoculation (including contamination of broken skin) or mucous membrane exposure to blood and other potentially infectious body fluids, as a precaution to University workers, when differentiation between fluid types is difficult, all body substances should be treated as if contaminated with human blood containing the HIV or HBV.

2. Controls

Wear protective gloves if exposure to blood contaminated body substances is remotely probable. Anytime gloves are worn, remove the gloves prior to touching anything else and use an antiseptic cleaner until hands can be washed with soap and water. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

3. Decontamination and Disposal

- Sharps - Do not use sharp objects if an alternative is available. Take precautions to prevent injuries from these objects. Never pick up broken glass without mechanical assistance (e.g. forceps). Keep puncture-resistant containers nearby.
- Hand washing - Hands and other skin surfaces should be washed as soon as possible if contaminated. Always wash hands after removing gloves.
- Cleaning spills - Wearing gloves and other protective equipment as needed for splashing, promptly clean the spill. Absorb excess material with disposable towel then disinfect the area with a 1:100 house hold bleach to water solution.

4. Post-Exposure Evaluation

Immediately following any exposure incident (specific eye, mouth, non-intact skin, or injection or inoculation with blood or other potentially infectious materials that results from the performance of job duties) a follow-up medical examination will be made available to the individual. This follow-up includes an offer to collect a blood sample from the exposed worker immediately following the incident and subsequent periodic samples later for HIV testing. The incident will be reported to the supervisor who will investigate. They will document the circumstances and measures to prevent recurrence. The source's blood will be tested if possible.

COMMUNICABLE DISEASES

The Board and staff shall work cooperatively with Livingston County Department of 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 building 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 board has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms that person of 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 Livingston County Department of Public Health.

When reliable evidence or information from a qualified source such as individual's parent, physician, or public health officer confirms that a student or staff member is known to have a communicable disease or infection that is known not to be spread by casual contact, i.e. A.I.D.S., Hepatitis B and other like diseases, the decision as to whether the affected person will remain in the school setting shall be addressed on a case-by-case basis following approved protocol. A case-by-case review is necessary to ensure that

decisions are based upon sound, reasonable medical judgments and not on unwarranted fears or suspicions.

If the above individual with a disease or infection not spread by casual contact is a student who has been determined to be handicapped pursuant to the administrative rules for special education, or is suspected of being physically or otherwise health impaired, the protocol for special education students shall be followed.

Mandatory screening of communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry, for employment, or continued employment.

Irrespective of the disease presence, routine procedures shall be posted and used and adequate sanitation facilities and equipment shall be available for handling blood or body fluids within the school setting. All district personnel shall be trained in the proper procedures for handling blood and body fluids and should adhere to these procedures.

All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions, and documents as confidential information. Before any medical information identifying individual students or employees, is shared with anyone, the parent or guardian of the student or the affected staff member's permission shall be contacted. If permission is not received and the Board determined that a medical risk exists, a Need To Know review may be established.

Instructions on the principal modes by which communicable diseases, including but not limited to, A.I.D.S., are spread and the best methods for the restriction and prevention of these diseases shall be taught to students and staff members.

Protocol for Communicable Diseases Known not to be Spread by Casual Contact

1. When Public Health Officers inform schools of communicable diseases not known to be spread by casual contact:

When medical risk has been identified and the public health officer informs the Board that a student/staff member is known to have a communicable disease or infection that is known not to be spread by casual contact*, i.e. A.I.D.S., Hepatitis B and other like diseases, the Board will convene the review panel. When the review panel is assembled, the public health officer or designee will disclose the identity of the affected student or staff member to panel members. The Board may not identify the student/staff member to any individuals.

2. When a student, parent, or staff member discloses having a communicable disease not known to be spread by casual contact:

Any school employee that receives information from a reliable and qualified source that a student/staff member has a disease known not to be spread by casual contact shall inform only the Board.

Upon receiving such information, the Board will contact the parents, guardian or staff member to receive permission to release the individual medical information to the review panel.

If permission is not received and the Board determines that there is a need to assemble the panel to protect the health and safety of others, the Board President will convene the panel without parental/staff member permission.

3. The Review Panel

Communicable diseases that are known not to be spread by casual contact e.g. A.I.D.S., Hepatitis B and other like diseases will be addressed on a case by case basis by a review panel.

Panel Membership:

- The physician treating the individual.
- A health official designated by the Livingston Department of Public Health who is familiar with the disease.
- A child/employee advocate approved by the infected person or parent/guardian.
- A school representative familiar with the child's behavior in the school setting or the employee's work situation as identified by the Board.
- Either the parents/guardians of the child, student if over 18, employee, or their representative.
- A district administrator.
- The Board will assign a stenographer to record the proceedings.
- The Board will designate the chair of the panel. The chair is responsible for assuring a due process hearing that is fair and just. The chair shall ensure an impartial hearing for all interests concerned.
- The Board will be present during the testimony process but will be excused when the panel is deliberating towards the "Proposal for Decision".
- The chair of the review panel will designate the panel member who will write the "Proposal for Decision."

A.I.D.S.

Decisions regarding the type of educational and care setting for HTLV-III/LAV-infected children shall be based on the behavior, neurological development, and physical condition of the child and the expected type of interaction with others in that setting. These decisions are best made using the team approach including the child's physician, public health personnel, the child's parent or guardian, and the personnel associated with the proposed care of educational setting. In each case, risks and benefits to both the infected child and to others in the setting shall be weighed.

Tuberculosis

A statement of freedom from communicable tuberculosis (TB) is no longer required by state law as a condition for employment.

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 as been subject to child abuse or child neglect is to immediately report the circumstances/suspicion to the immediate supervisor. The administrator will assist in making the report to the Department of Social Services, according to the procedures specified in the Child Protection Law.

GIFTS

School Board policy prohibits school staff from accepting any gift representing more than a token of appreciation. Gifts of large value are understood to be gifts to the school or classroom as a whole in support of a teacher or staff member and become the property of the school.

EQUIPMENT

Permission must be gained from an appropriate supervisor before any school equipment may be removed from school grounds. Faculty and staff shall not use school equipment for personal or financial gain. School owned equipment shall not be taken from the premises for personal use.

Specifically,

- a. Use of school supplies, materials, or copies for personal use is prohibited.
- b. Doing personal work for yourself or anyone during regular school working hours outside of your lunch time is prohibited.
- c. Use of school equipment for personal use is prohibited.

TELEPHONE

- Personal telephone calls – local and toll free calls only. Please get permission before making any long distance calls.
- Visitors – Visitor calls can be directed to the telephone in the school office during the school day. Visitors making long distance calls should be directed to use a calling card or reverse long distance charges.

THEFT OR LOSS

Please report the loss or theft of any property directly to the main office.

SCHOOL FIELD TRIPS

Staff may be asked to organize and attend field trips for students. Staff will need to supervise the students during the entire field trip and keep the safety of the students in mind at all times. Staff is responsible for following school policy during the field trip. Field trips will not be mandatory and employees attending these trips will not receive additional pay for the additional duties. Reimbursement for expenses incurred during field trips will

need to be obtained through fund raising efforts of the class, unless prior arrangements are made. All staff attending the field trip must travel on the bus with the students.

ACKNOWLEDGEMENT

I hereby acknowledge that I have received one copy of the MEP Services. Employee Handbook (effective _____), and agree to read and study its contents, including the Prohibition of Unlawful Discrimination and Harassment Policy, as well as, the Electronic Communications Policy. I understand that the contents of this Handbook govern, in part, the terms and conditions of my employment.

In consideration of my employment I agree and understand that my employment, compensation, and benefits can be terminated with or without cause, and with or without notice, at any time, at either my option or at the option of MEP Services, it being mutually understood and agreed that my relationship with MEP Services is one of employment-at-will, and no representative of MEP Services other than the President, has any authority to enter into any agreement for employment for any period of time or to make any agreement contrary to the foregoing, and any such agreement must be in writing and signed by both the President and myself.

I also understand that this Handbook supersedes all previous Handbooks, oral or written representations, policies and procedures, and may be amended, rescinded, or deviated from at the sole discretion of MEP Services, except that the at-will employment relationship may only be modified as described above.

In addition, all fringe benefits (including bonuses) that I receive as a result of my employment may be modified by MEP Services and do not vest by reason of employment or otherwise. All employment benefits are subject to the terms and conditions of the applicable insurance policies and/or plan documents.

Employee Signature

Date

Employee Name (Print)

PLEASE RETURN THIS PAGE TO THE MEP SERVICES ADMINISTRATION OFFICE.

**MEP Services
HR Director
2120 Progressive Dr.
Hartland, MI 48353**