



# **Professional Personnel Handbook**

## **July 2021**

**COP-ESD serves seventeen schools and approximately 7500 students in the counties of Cheboygan, Otsego, and Presque Isle, roughly 2,100 square miles in area. Grant programs often extend far beyond the COP boundaries to include many more counties and other local school districts. In addition, COPESD collaborates with other Intermediate School Districts.**

**Mission Statement:**

The mission of Cheboygan-Otsego-Presque Isle Educational Service District is to maximize the learning and citizenship of all, by providing educational leadership, facilitating sustainable evidenced based practices and services, and providing professional development that involves member districts, this ESD and the entire community.

**Our Why:**

To engage learners in ways that foster growth and success.

**Public Schools Served**

Cheboygan Area Schools

Gaylord Community Schools

Inland Lakes Schools

Johannesburg-Lewiston Area Schools

Mackinaw City Public Schools

Onaway Area Community Schools

Posen Consolidated School District #9

Rogers City Area Schools

Vanderbilt Area School

Wolverine Community School

**Private/Parochial Schools Served:**

Bishop Baraga Catholic School, Cornerstone Christian School, Northern Michigan Christian Academy, Otsego Christian School, St. Ignatius Catholic School, St. John Lutheran School, St. Mary Cathedral School

**Local School District's K-12 enrollment:** approximately 7500



## COMMON PROCEDURES Q & A

Forms addressed in this section are available on the COP ESD website [www.copesd.org](http://www.copesd.org)

- **COP ESD Board Policy** under Board of Education
- **Association Contracts** under Employment
- **Personnel Forms** under Employment
- **Special Education Related Forms** under Programs and Services, Special Education **Absence**

### Reporting:

It is the staff member's responsibility to obtain PRIOR approval for personal and funeral time. Sick, family sick or emergency days may be requested as the need arises. An Absence Report MUST be completed within 5 days of return to work and submitted to your supervisor. See your Association's Contract for more information.

Starting September 2011 all absence reporting will be done paperless. Absence Reports and Directions for the reporting process will be found on the COP website under Employment, Current Employees, COP ESD Personnel Forms. You must follow the directions and timelines listed for accurate reporting.

### Alternate Calendars/Schedules:

Each year a COP ESD office calendar will be established for the current school year, totaling 183 days. Ancillary staff members have the option of developing an alternate school year calendar to fulfill their 183 day contract, rather than adhering to the COP calendar. If the alternate calendar option is exercised, staff should develop their calendar based on close alignment with the districts that they service as well as attempting to maximize the greatest number of student contact days. Alternate calendar forms are available from your supervisor.

### Blood Exposure:

In case of an on-the-job blood exposure IMMEDIATELY contact your supervisor and HR person. Staff will need to complete an Exposure Incident Investigation Report BY THE END OF THE SCHOOL DAY OF EXPOSURE. This form may be found on the COP website under Employment, Current Employees, COP ESD Personnel Forms.

### Classroom Accounts:

Any revenue (i.e. cash, checks, money orders) MUST be deposited in the respective COP ESD classroom account. Staff needs to complete a Requisition Form to access this money. COP ESD classroom dollars are accrued from classroom activities such as fundraisers, donations, etc. Money spent from these accounts MUST be related to classroom activities. Itemized receipts MUST be submitted to Accounts Payable. Requisition Forms will be found on the COP website under Employment, Current Employees, COP ESD Personnel Forms.

### Criminal Records Checks: Self Reporting on Arraignment/Conviction after employment

**PA 680 of 2006:** Employment is contingent upon the results of a mandatory Federal and State Criminal Record Check. Each staff member is responsible for the costs of the CRC. The results are emailed directly to the Superintendent. Once employed, staff members are responsible for **Self-Reporting of any criminal acts**. This information will be found on the COP website under Employment, Employment Opportunities, Employment Application. Once at that site there are the reporting forms, Arraignment Disclosure and Conviction Disclosure and documents, PA 680 of 2006, Listed Offenses and Misdemeanor Convictions

## **Insurance Information:**

Insurance information on coverage will be found on the [COP website under Programs and Services, Business Services, Transparency Report](#). Insurance forms will be found on the [COP website under Employment, Current Employees, COP ESD Personnel Forms](#).

## **Inventory Management:**

COP ESD has an inventory system that is used to tag equipment over \$500.00. This is part of our Asset Management for our Audit Report. If at any time tagged equipment is to be disposed of, with approval of your supervisor, the tag MUST be removed and RETURNED to your supervisor with reason for disposal and how disposed.

## **Jury Duty:**

When a Jury Duty notice is received staff is to notify your supervisor immediately to make arrangements for absence. [Documentation](#) received from the court is to be copied and sent to Human Resources. An [Absence Report](#) MUST be completed within 5 days of returning. Staff will be paid your daily rate but must submit any stipend check to Accounts/Payable that might be received from the court. Any mileage check issued by the court stays with the staff member.

## **Medicaid Reporting/Timelines:**

Most COP staff members will have a responsibility for Medicaid billing for student services. Billing should be done at least quarterly during the school year in order to facilitate proper documentation levels with PCG and for state funding. In addition, Random Moment in Time Samples will be sent electronically to staff, as they are randomly selected throughout the school year. Staff members will be responsible for checking email for these notifications and following the timelines contained within the Random Moment information.

## **Mileage:**

When using a personal automobile for completion of job responsibilities mileage will be reimbursed at the current I.R.S. rate for business travel. This travel will be documented on the [Mileage and Expense Reimbursement Form](#). The form will be completed for each month with the date, location traveled to and reason for travel and beginning/ending mileage documented each day. This form MUST be submitted to your supervisor by the first Friday of each month. DO NOT put more than one month on a form. DO submit the form immediately the month is completed.

If there is a need to use a fleet vehicle contact the fleet manager to request a vehicle. The fleet manager will explain how to record your travel, use the Fuelman gas card if needed, etc.

## **Professional Development:**

Forms, for requesting PD, and other information are available on the [COP website under Employment, Current Employee, COP Staff PD Handbook](#). The [COP Staff PD Handbook](#) includes links to all PD related request forms. Each Association needs to refer their own Agreement/Contract for specifics to your Association's contract.

Be cognizant of timelines for registrations, room reservations, etc. PRIOR approval to attend a workshop, training or conference is required. Any expenditure without prior approval will not be reimbursed or charged to your PD account.

## **Professional Development/Purchase Cards:**

Professional Staff will be issued Purchase Cards to be used for Professional Development Activities. This includes Conference Registrations, Hotel Costs, and Restaurants for meals. The amount will be no more than your PD allocation. If you exceed your amount you will need to pay from your own resources.

### **Protective Services Referrals:**

All ESD staff working with children are mandatory reporters for suspicion of abuse and neglect.

Michigan law requires that you must file a report with the Department of Human Services when you have reasonable cause to suspect abuse or neglect. You must keep in mind that you are not required to determine whether abuse or neglect has actually occurred. DHS is responsible for investigating reports of abuse and neglect and for determining how each case progresses. You must make a report whenever you suspect that abuse or neglect **may have occurred**. The Department of Human Services statewide phone number is 1-800-942-4357. Classroom employees are requested to inform their direct supervisor or other COP administrator when a DHS report has been made.

### **Purchasing New Materials:**

A Requisition Form (found on website under Employment/Current Employees/Personnel Forms) is to be used when requesting a purchase for school-related use. All parts of the form must be completed including company name/address, shipping/handling costs. Attach an order form from the catalogue to the requisition. The requisition form is to be submitted to your immediate supervisor for approval.

Upon receipt of materials check immediately for condition and report any damages. Check off materials received on the packing slip and send to Accounts Payable. Let your supervisor know if there are any issues with the condition of the materials.

With prior supervisor approval, reimbursement may be sought for acceptable items via the Mileage and Expense Reimbursement Form. All related itemized receipts MUST be attached.

### **Salary Schedule:**

Part-time employees who work less than 183 days/1281 hours in a school year will require more than one school year to earn a year's seniority. He/she will be able to advance to the next step on the salary schedule when the day and hour requirement has been met.

### **Salary Schedule: Growth Incentives**

Growth Incentive requests ARE submitted to the Professional Development Committee for approval. While the Association Contract states that the request and documentation MUST be submitted to the PD Committee by August 1, **the Superintendent requests that prior notice be given by April 1 to assist in the development of the budget for the upcoming year.**

Professional staff members seeking growth incentives will find the requirements in their Association's contract under Growth Incentives. The contract will be found on the COP website under Employment, Current Employees, Contracts. Growth Incentives are also addressed in the PD Handbook which will be found on the COP website under Employment, Current Employees, COP Staff and PD Handbook.

### **Salary Schedule: Lateral Moves**

Lateral Move requests ARE submitted to the Superintendent for approval. While the Association Contract states that the request and documentation MUST be submitted to the Superintendent by August 1, **the Professional Contract requires that prior notice be given by April 1 to assist in the development of the budget for the upcoming year.**

Professional staff members seeking lateral moves on the pay scale will find the requirements in their Association's contract under Compensation and Reimbursement. The contract will be found on the COP website under Employment, Current, Employees, Contracts.

### **Staff Meetings:**

Staff members will be expected to attend any meetings scheduled by their supervisor. Paraprofessionals will be invited to attend meetings pertinent to their job responsibilities and will be welcome to participate but will not be expected nor compensated for attending meetings outside of their regular workday.

### **Substitute Information: for classroom staff**

Gaylord: contact Sarah Reminder  
Onaway: contact Stacy Weston  
Cheboygan: contact Stacy Weston

### **Technology: Contacts**

Staff members experiencing technical difficulties or questions are to call 231-238-4995 or email [technology@copese.org](mailto:technology@copese.org) for technical assistance. Specific members of the technology department can be reached at the extensions listed on the staff directory.

### **Technology: Computers/Internet**

Staff members are responsible for good behavior on Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply and are outlined in board policy. COP administration has the right to view information on any COP ESD owned equipment. Information may also be requested through a FOIA (Freedom Of Information Act) from an outside agency, person, etc.

### **Technology: Internet Usage Agreements**

As a condition of its use, each staff member is expected to sign and return a copy of the internet usage agreement annually. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by board policy and its accompanying guidelines.

### **Technology: Electronic Mail**

Each staff member has an email address on the COP ESD email site. It is expected that email will be checked daily for messages. If you have forgotten your user name or password, contact Technology personnel at the numbers listed under Technology Contacts above.

### **Technology: Phones/Voice Mail**

Each staff member has access to voicemail, either individually or in conjunction with other staff members. It is expected that voicemail will be checked daily for messages. All telephone and voice mail systems are the Board's property and are to be used primarily for business purposes. If you are experiencing difficulties and need assistance with the phones or voicemail system please call 231-238-4995 for assistance.

### **Technology: Printers**

In order to keep operating costs in check, please ensure that only necessary documents are printed. Please be sure to utilize the network copier for printing jobs that are to be done in high volumes. This can be done by choosing it from the listed network printers available to you from the print screen.

### **Technology: Web Calendar**

Professional Staff will be expected to post their daily schedule on the Staff digital calendar available. This would also include meetings, committees, trainings, conferences, etc.

### **Time Record Sheets**

For staff required to report work days, Time Record Sheets MUST BE SUBMITTED to Payroll the Friday before pay day. The Time Record Sheets are available on the COP website under Employment, Payroll Forms. There is a Time Sheet Schedule for dates of submission at the same location.

**Worker's Comp/Accident/Injury:** Review this process before it may be needed.

In case of an on-the-job accident or injury IMMEDIATELY contact your supervisor and HR person. Staff will need to complete The Employee's Report of Injury Form. This form and the Reporting Procedures are available on the COP website under employment, Current Employees, COP ESD Personnel Forms. This form MUST be IMMEDIATELY sent to the HR person as described in the Reporting Procedures found on the COP website if you will be seeking medical intervention to get the rest of the paperwork from the HR person. If you are not seeking medical intervention right away you MUST submit your accident/injury within 5 days in order to qualify for worker's comp claim.

### **Yearly Trainings:**

**Training is on-line through SET SEG Safeschools.** This is accessed through the COP website under Employment, Safeschools.

FERPA – required for all staff

Bloodborne Pathogens – required for all staff

Lifting – required for all classroom teachers and paraprofessionals, OTs, and other staff as directed by their supervisor

Bullying – required for all staff

Right To Know (Material Data Safety Sheets) – required for all staff

**Training is Face-To-Face annually with Instructor.** Nonviolent Crisis Intervention – required for all classroom staff and paraprofessionals. Initial training is 2-day certification program. Must complete a half day refresher training each year.