



# FALL 2020 HRS BULLETIN

Dear AAPS Staff:

Welcome to another new school year! The Fall HRS Bulletin provides you with information related to your employment with the District. Please take a moment to review this document carefully and forward any questions or comments to [comsad@aaps.k12.mi.us](mailto:comsad@aaps.k12.mi.us). Accompanying this document is a “Who’s Who” of HRS for your reference.

*Daniel A. Connor*

## **Family and Medical Leave Act (FMLA)**

FMLA requires The Ann Arbor Public School District to provide up to 12 weeks of unpaid or paid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for the Ann Arbor Public School District for at least one year and for 1,250 hours over the previous 12 months. The method used for calculations is a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave. Employees are required to use any available sick time. The FMLA leave begins on the employee’s first day off work. The complete FMLA regulations are located in all buildings and [copies can be obtained from the Human Resource Services office](#). We are working with an outside contractor Heaney Group to ensure that we are correctly complying with FMLA. A representative of Heaney Group comes to our office weekly to review FMLA and ADA requests to ensure that they comply with the law.

Families First Coronavirus Response Act requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor’s (Department) Wage and Hour Division (WHD) administers and enforces the new law’s paid leave requirements. These provisions will apply from the effective date through December 31, 2020. More information available on our website at <https://www.a2schools.org/Page/15842>

## **Workers’ Compensation**

Workers’ Compensation is the system used to provide wage replacement, medical and rehabilitation benefits to men and women who are injured while at work. Report injury to supervisor immediately, if medical treatment is needed you must obtain an [Authorization for Treatment and Injury Report forms](#) from school office, signed by your supervisor or authorized person. The Authorization for Treatment form goes to Concentra and the injury report should be sent to HRS. All injuries must be reported to HRS within **three** days of accident.

## **Harassment**

The work and learning environment should be professional and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort – verbal, sexual, physical – will not be tolerated. HRS will continue to provide annual training to all employees on various harassment policies including workplace, sexual and fair treatment.

## **At Will Employment**

Except as otherwise provided by an employee's collective bargaining agreement or individual contract, employment between an employee and the Ann Arbor Public Schools is on an at-will basis. This means that the employee is free to resign his/her employment at any time, for any reason, and the Ann Arbor Public Schools retains that same right. No individual supervisor, manager or officer can make a contrary agreement, except for the Superintendent, and even then, such an agreement must be set forth in a written employment contract with the employee, signed by the Superintendent.

## **Board Policies and Regulations**

All employees of the Ann Arbor Public Schools are required to abide by the policies and regulations of the Board of Education. Copies of these policies and regulations are kept in the main office of all school buildings. Balas, Food Service Office (Pioneer), Transportation Department, Superintendent's Office and Human Resource Services. They are also located on the [District web site](#).

## **Human Resources Policies**

4000 Equal Opportunity/Non-Discrimination  
4020 Sexual Harassment  
4050 Personnel Policies/Handbooks  
4100 Recruitment/Hiring  
4120 Conflict of Interest  
4200 Professional Development/Training

Also, please review your Employee Handbook. If you have lost yours or need new copies please notify HRS at 734-994-2240.

## **Leaves of Absence**

All leaves of absence, whether paid or unpaid, must be requested in writing and responded to in writing. It is the obligation of the employee to keep Human Resource Services apprised of contact information (address and phone number) while the employee is on an unpaid leave. Failure to report back to work on the first day after expiration of the leave of absence will be considered a voluntary termination of employment.

## **School Safety Law**

As of January 1, 2006, all Michigan School Districts must comply with a series of Public Acts related to school safety (2005 PA 129-131 and 138). Commencing January 1, 2006, **all employees** (new and current) will be required to have a criminal history record check conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI). **The new law also requires you, as an employee of the district/school to self-report to your employer and the Michigan Department of Education when you have been arraigned/charged with a crime. You must do so within three business days or you will be guilty of an additional crime. Employees will report this information to Shonta Langford, Executive Director Human Resources and Employee Relations.**

### **GCN Online-Training**

**All employees** shall receive Bloodborne Pathogens, Diversity, Hazard Communications (Right to Know), Seclusion and Restraints (MI State Approved), Sexual Harassment, Allergy Management / Food Allergy, and Child Abuse training annually. These trainings are now available on line. Should you have additional questions please contact our office. Following are instructions:

1. Go to <http://www.gcntraining.com>
2. Click on LOGIN
3. Enter company user name "aaps" and click on "Create new account"
4. Create your unique user ID (UID)
5. Enter your personal data (You do not have to enter an e-mail address)
6. From here, you are able to click into the tutorials.