



HUMAN RESOURCE SERVICES/GENERAL COUNSEL

Fall Bulletin 2018-2019

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. Accompanying this document is a “Who’s Who” of HRS for your reference.

David A. Comsa

Family & 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.

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 I, the Food Service Office at Pioneer, the 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 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

On 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.**

On-Line Training for Bloodborne Pathogen, Sexual Harassment, Diversity, Seclusion and Restraints, Hazard Communication (Right to Know), Child Abuse-Michigan, and Allergy Management.

All employees shall receive Sexual Harassment, Blood Borne Pathogen, Diversity, and Hazard Communication (Right to Know) 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.gcctraining.com>
2. Click on LOGIN
3. Enter company user name "aaps" and click on "Create new account"
4. Create you 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.