



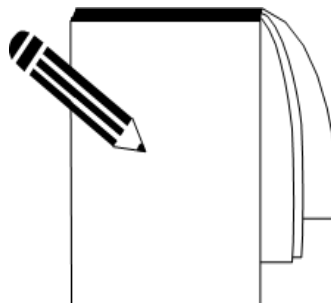
Human Resources

Phone: 586-439-4457

Fax: 586-353-0544

Jeanne Portalski, Human Resources Supervisor

Human Resources can help with questions regarding the following:



- ⇒ Teacher Certification
- ⇒ Extra Curricular / Coaching Pay
- ⇒ Other employment-related questions
- ⇒ FMLA
- ⇒ Insurance/Benefits
- ⇒ Worker's Compensation
- ⇒ SafeSchools Training

An electronic copy of your Collective Bargaining Agreement can be found on the Warren Woods Website at <https://www.warrenwoods.misd.net/> Click on the Our District tab and select Departments; then scroll over to the right and click on the Human Resource line.

To report the following, send an e-mail to jportalski@mywwps.org:

- ◆ Change of name (must have social security card with new name)
- ◆ Change of address or phone
- ◆ Change in marital status
- ◆ Leave request paid or unpaid, forms are available on the district web site under Human Resources.
- ◆ Degree Change (must have official transcripts sent to HR)

Additional forms and information is available on the district website, under the Human Resources and Benefit tabs.

ANNUAL DISTRICT NOTICES

All Board Policies, as well as federal, state and local laws will be followed. All Warren Woods Public Schools employees have an obligation to follow Local, State, and Federal law as well as District policies as set forth by the Warren Woods Board of Education. The Board of Education Policies may be viewed and printed at the following website: www.neola.com/warrenwoods-mi. It is the responsibility of each staff member to adhere to the Board of Education policies. Failure to follow BOE policy may result in discipline up to and including termination of employment.

SMOKING ON SCHOOL PROPERTY

State law has set restrictions on smoking and the use of tobacco products on school property. Warren Woods Board of Education Policies #3215, #4215 and #7434 speak to Use of Tobacco by Staff and Use of Tobacco on School Premises.

DRUG-FREE WORKPLACE

According to Policy 1422.01, 3122.01 and 4122.01, the Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and/or any drug paraphernalia, by any member of the District's staff at any time while on District property or while involved in any District-related activity or event. Any staff member in violation of this policy, or any state or federal law regarding safe and drug free schools shall be subject to disciplinary action in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

USE OF DISTRICT FACILITIES & EQUIPMENT

It is expected District facilities and equipment (e.g. the pool, garage, vehicle washing, tools, cleaning supplies and equipment, kitchen facilities, office supplies, technology, etc.) will be used for District operations (eg. BOE Policy #3231 & #7510). It is the sole discretion of the Board or its designees to grant exceptions. It is not the intent to prohibit employees from using District phones for occasional calls that may be deemed personal in nature such as scheduling appointments or a quick call home. District employees will be held to the standard in the District's Acceptable Use Policy (AUP) in the use of technology. The staff AUP form may be found on the District's web site on the "Technology Services" page.

PAID BREAK TIME (where applicable)

It is expected an employee will remain at his/her work site on District premises during any paid break time unless his/her supervisor has permitted him/her to leave the District. In an emergency situation, or when the employee may be needed to provide assistance, the employee could be called back to his/her work assignment and provided paid break time at another time during the workday.

ANTI-HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

To file a complaint contact Stacey Denewith-Fici, District Title IX Coordinator at 586-439-4417.

JURY DUTY

Warren Woods Guideline for employees serving on jury duty is as follows:

When you receive the summons for jury duty, a copy is to be sent to the Human Resources office and the administrator in your building should also be notified. You are responsible for adding your absence to Frontline. After your jury duty is finished, the following procedure is to be followed: Since an employee cannot earn more than their regular day's wages, employees must give their payment for jury duty to the District. Therefore, when the cash or check is received for jury duty, endorse and send the check or cash along with the stub to Katie Mowid, our Payroll Specialist, in the Business Office. The portion of the cash/check that covers mileage will be reimbursed to you.

SCHOOL EMERGENCY DAYS/SCHOOL CLOSINGS

School emergency/school closing days will be paid days when written employment agreements/contracts mandate such payment.



BENEFIT STATUS CHANGE

You must notify Human Resources of any status changes for you or your dependents.

Including...

- Marriage
- Change of Name
- New Babies/Adoption
- Change of Address
- Divorce
- Death
- Military Service
- Medicare/Medicaid Enrollment
- Change in Employment Status
- Loss of coverage under another group health plan

You must notify the Human Resources within 30 days of the qualifying event that changes your status. Failure to do so within the required time frame may result in coverage being denied.

Medical Coverage for Dependent Children

Under the Affordable Care Act (ACA), dependent children may remain on your health insurance until the end of the calendar year of their...

19th birthday- if unmarried

25th birthday- if unmarried and dependent upon employee for majority of support

26th birthday-if unmarried, dependent upon employee for majority of support and one of the following:

- Full time student
- Physically disabled
- Mentally impaired

Documentation may be required at any time to determine dependency status.

Children of the employee who do not qualify under the above guidelines may be covered as an ACA dependent until age 26 for medical coverage only.

Please contact Human Resources for guidelines and/or questions.

Absences

If you are going to be absent for any reason you must...**register your absence on Frontline Education** via:

Frontline website:
<https://aesoponline.com>
or

Telephone: 1-800-942-3767

Tower, Enterprise, and Middle School staff must report their absence prior to 6 AM.

Elementary staff must report their absence prior to 7 AM.

Food Service must enter their absence in Frontline and call 586-439-4450.

If you become ill after the required reporting time, you **MUST** call your building front office and Jeanne Portalski at 586-439-4457. It is your professional responsibility to arrange for a substitute as soon as you are aware that you will be absent. **IF** you have an issue after hours you should contact your building administrator and email Jeanne Portalski:

Dependent

Dental and Vision

Coverage

As a reminder, Dental and Vision coverage for dependents covered under the District Plans extends to the end of the calendar year in which the dependent turns 25.

ON THE JOB INJURIES REPORTING PROCEDURES

We are committed to providing a safe working environment for all employees. Accident and injury prevention is our main goal, but if there is an injury while on the job, we want to make sure the employee receives the care needed to get well again.

We've partnered with Concentra to ensure quality medical treatment and a smooth process for workers' compensation claims. Medical treatment outside of Concentra may **NOT** be eligible for compensation under the state's workers' compensation law. Also, not all injuries that happen at work are workers' compensation eligible.

All employees should be familiar with the steps necessary to seek treatment for injuries occurring at work. Our procedure is listed below.

When an employee is injured:

- ◆ Employee reports accident to immediate supervisor. If injury is an emergency, please proceed to Concentra and they will call a supervisor for approval. For life threatening injuries please call 911. "Injured Persons Report of Accident " may be completed at reasonable time after the emergency and the injury is treated.
- ◆ If it's not an emergency, employee immediately completes an "Injured Persons Report of Accident" and turns it into a supervisor.
- ◆ Supervisor immediately emails/faxes the "Injured Person Report of Accident" form to Jeanne Portalski at jportalski@mywwps.org (Within 24 hours, the supervisor should also submit a completed "Supervisor's Report of Accident.")
- ◆ The Human Resources will provide verbal authorization to Concentra.
- ◆ After the clinic visit, employees should provide a hard copy of Concentra's activity status report to their supervisor **and** Human Resources. The employee should not return to their regular job duties until restrictions are reviewed with the supervisor and Human Resources.
- ◆ Concentra will work with our workers' compensation claim representative to ensure quality of care and approve future visits and prescribed treatments, including physical therapy, diagnostic tests and specialist referrals. Appointments for future visits are to be scheduled outside of work hours, or the time away from work will be docked.

Reminder-not all injuries that occurred at work are workers' compensation eligible.

If you have any questions or concerns about these procedures or how workplace injuries are managed, please contact Jeanne Portalski at 586-439-4457/jportalski@mywwps.org.



REMINDER FOR MANDATORY ANNUAL TRAINING

To maintain compliance with federal, state and district safety guidelines, all employees are required to complete safety training. The training is mandatory and must be completed within 30 days of hire and every September 30th thereafter.

The training sessions must be completed on-line at: www.warrenwoods.mi.safeschools.com. Your username is your first and last name. Your username will be all lowercase with no spaces. For example, John Doe would log in as *johndoe*. No password is required, except for building Administrators.

Once logged into SafeSchools, your personalized Training Plan will be available. Your Training Plan is set to meet the requirements for your position within the District. If your position should change, you may be required to complete additional courses.

It is very important that the training be completed within the required timeframe.

If you have any questions regarding this process and/or your access to SafeSchools, please contact Jeanne Portalski at ext. 4457 or by e-mail at jportalski@mywwps.org.

WARREN WOODS PUBLIC SCHOOLS ABSENCE MANAGEMENT INSTRUCTIONS

The service will be available to you 24 hours a day, seven days a week. You may interact with the system either on the Internet, Phone App or by way of a Toll Free automated phone line.

HOW DO I REGISTER WITH THE SYSTEM?

PHONE:

Simply dial 1-800-942-3767 (1-800-94-AESOP).

Enter your Identification Phone Number and Pin Numbers. (*You were mailed this information to your home address shortly after your date of hire.*)

Once you are logged in the system, you will be given prompts for the various menu choices.

When you access the system over the phone for the first time, it is very important that you record your name and assignment for substitutes to hear. Please keep in mind that only your name and assignment should be recorded, (e.g. John Doe, 3rd Grade) as the system will play this recording to potential substitutes for all future absences you register. You will not be asked to record this information each time you register an absence.

* When entering an absence, please wait until you receive a confirmation number before you terminate the phone call. Your transaction is not complete until you receive a confirmation number.

COMPUTER:

You may also access the system using your website login information on the Internet at:

<https://emp.aesoponline.com/Employee/Home>

Here you will be able to enter absences, check your Absence schedule, update personal information, and exercise other features.

CELL PHONE:

You can install the FREE Frontline Education app from either Apple or Google Play stores. You will use your Frontline ID and Password for the app. Please note that an Activation Code is required to activate the app: **7354**

Tower, Enterprise and the Middle School staff must report their absence prior to 6am. Elementary staff must report their absence prior to 7am. Food Service staff must enter their absence in Absence Management and call 586-439-4450.

If you become ill after the required reporting time, you MUST call your building front office and Jeanne Portalski at 586-439-4457. It is your professional responsibility to arrange for a substitute as soon as you are aware that you will be absent.

If you have an issue after hours you should contact your building administrator and email Jeanne Portalski at jportalski@mywwps.org, so that the absence can be entered and the substitute process started.

Teachers and Paraprofessionals should select Preferred Substitutes; these substitutes have early access to your absence. Failure to select Preferred Substitutes will delay the possibility of fulfillment in the Frontline Management System.

If you have any questions, concerns, or comments; please feel free to contact Jeanne Portalski at (586) 439-4457 or at jportalski@mywwps.org.