

# PCMI



**Educational Contracting Specialists**

*Since 1995*

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***Employee Handbook***

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## **PCMI**

**Welcome** to the family of Professional Contract Management, Inc. (PCMI)

We, the management team of PCMI, are very excited about you becoming a member of our growing team of professionals. We look forward to your valuable contributions and hope your experience with us is a truly fulfilling one. Though we are not at the actual work site with you on a day-to-day basis, we are but only a phone call away.

Again, welcome aboard and please feel free to call the PCMI office whenever you have any questions or concerns.

### **PCMI MISSION STATEMENT**

*It is the mission of Professional Contract Management, Inc. (PCMI), to provide quality, experienced, selected personnel quickly and efficiently at a savings to educational institutions.*

## INTRODUCTION

The policies, practices and benefits of PCMI are continually being reviewed and are revised from time to time. Company benefit plans are defined in legal documents such as insurance contracts, official plan texts and trust agreements. If a question ever arises about the nature and extent of the plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of this handbook.

### **ETHICAL STANDARDS/CONFLICT OF INTEREST**

Professional Contract Management, Inc. has an excellent reputation for conducting its business activities with integrity, fairness, and in accordance with the highest ethical standards. As an employee, you are obligated to uphold that reputation in every business activity in the performance of your assignment. If you are ever in doubt as to whether an activity meets our ethical standards or compromises the Company's reputation, you should discuss it with PCMI management.

### **OPEN DOOR POLICY**

You are encouraged to share your concerns, seek information, provide input and resolve problems/issues through your immediate supervisor, and when appropriate, consult with any member of management toward those ends. Managers and supervisors are expected to listen to your concerns, to encourage your input and to seek resolution to your problems/issues.

## WORKING CONDITIONS

PCMI, the employer, will follow applicable laws such as Americans with Disability Act (ADA), Wage and Hour Law, Family Medical Leave Act (FMLA), Michigan Occupational Safety and Health Act (MIOSHA), Consolidated Omnibus Budget Reconciliation Act (COBRA), and federal and state Civil rights Acts, and other applicable laws.

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of PCMI to provide equal opportunity to all employees and applicants for employment. PCMI will not discriminate on the basis of race, religion, sex, age, national origin, handicap or any other prohibited reason for employment or promotional opportunities.

This policy applies to all terms, conditions and privileges of employment including, but not limited to, hiring, placement, promotion, transfer, compensation, benefits, layoff and recall, termination and retirement.

### **EMPLOYMENT AT WILL**

Your employment and compensation may be terminated, with or without cause, with or without notice, at any time, at the option of you or PCMI.

### **NEW EMPLOYEE ORIENTATION**

The HR office coordinates orientation of new employees. Individual appointments are scheduled to gather information that may include but are not limited to personnel records, scheduling a pre-employment physical, conducting fingerprinting for a background check, reviewing the PCMI Employee Handbook; and if the employee is eligible, to allow the employee to review and sign up for benefits, as well as sign the conditions of employment letter.

### **HARASSMENT POLICY**

Sexual harassment or harassment of any kind will not be tolerated. This includes, but is not limited to, management, co-workers or visitors. The following policy is intended to protect and educate you, the employee, of PCMI with respect to your rights and obligations as well as to define the Company's responsibilities in responding to complaints of sexual harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior such as, but not limited to:

- Sexual advances
- Offering employment benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances or after reported for sexual harassment
- Visual conduct: leering, making sexual gestures, sexual exposure, displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advance or propositions

- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movement.

The Supreme Court recognized what is known as "hostile-environment harassment." This is any on-the-job sexually oriented activity that creates a hostile or offensive working environment but does not involve economic factors. The EEOC further defines sexual harassment as:

- When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- When submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

If you, as an employee of PCMI, believe you are being sexually harassed you are advised to contact the PCMI office immediately. An outline of the Company Reporting and Investigation Procedures follows:

#### **Reporting a Harassment Complaint**

Reports of harassment should be made, preferably in writing, to a PCMI supervisor/manager. You, as a PCMI employee, are encouraged to report to the supervisor/manager of your choice.

The report should include, but may not be limited to, the name of the alleged offender; the date, time and location of each alleged incident; a description of the alleged harassment, witnesses or other substantiation; and as much detail as possible. You as the complainant should provide as much documentation or evidence of the reported incident as possible to assist with the investigation.

#### **Complaint Investigation Procedure**

The Company will appoint an investigator for each complaint. The investigator shall be a PCMI supervisor/manager of the complainant's choosing.

An immediate, thorough, objective, and complete investigation of the alleged incident(s) will take place within a timely manner, however to ensure the investigation is thorough, objective and complete; the investigator will conduct interviews with the complainant, alleged offender, and as appropriate, all others directly concerned.

The investigation may include, but is not limited to, a review of personnel records, telephone records and any other appropriate materials.

Upon completion of the investigation, a determination will be made and the results will be communicated to the complainant, the alleged offender, the Assigned Client Supervisor and the PCMI Supervisor or Assigned Client legal advisor if appropriate.

Proven harassment will be promptly and effectively dealt with. Action deemed appropriate by Professional Contract Management, Inc. will be taken against the offender and communicated to the complainant. Steps will also be taken to prevent any further harassment. This may include, but is not limited to, one or more of the following:

- Counseling with the offender(s) by PCMI management or a PCMI supervisor
- Counseling for the offender(s) with a professional counselor at the offender(s) own expense
- Transfer of offender
- Transfer of PCMI employee
- Suspension of offender with or without pay
- Termination of offender

#### **DRUG POLICY**

As part of PCMI's commitment to safeguarding the health of its employees, to providing a safe place for its employees to work and supplying its clients with the highest quality service possible, this policy establishes PCMI's position on the use or abuse of

alcohol, drugs, or other controlled substances by its employees. Because substance abuse, either while at work or away from work, can seriously endanger the safety of employees and students, PCMI has established this program to detect users and remove abusers of alcohol, drugs, or other controlled substances. PCMI is committed to preventing the use and/or presence of these substances in the workplace.

Any questions pertaining to the administration of this policy should be directed to your supervisor or to PCMI.

**THE INTENT OF THIS POLICY IS:**

- To provide clear guidelines for and consistent procedures for handling incidents of employees' use of alcohol, drugs or controlled substances that affect job performance and to make every effort to institute and maintain a drug-free workplace.
- To ensure that employees conform to all local, state and federal regulations regarding alcohol, drugs or controlled substances.
- To provide substance abuse prevention education for all employees and supervisory training regarding problem recognition and the implementation of this policy.

**DEFINITIONS:**

- **Premises.** The term "Premises" as used in this policy includes all property, parking lots, driveways, facilities, buildings, structures, automobiles, trucks and other vehicles owned, leased or used by PCMI or the Assigned Client. Offices and services centers, both temporary and permanent, for which PCMI or the Assigned Client has responsibility are included, as well as place where lodging is furnished or paid for by PCMI.
- **Unauthorized Substances.** For the purposes of this Policy, the term "Unauthorized Substances" shall mean any substance which is, or has the effect on the human body or being a narcotic, depressant, stimulant, hallucinogen or cannabinoid, their precursors, derivatives or analogues.
- **Authorized Substances.** Substances having a physiological, psychological or biochemical effect which are lawfully prescribed or which are available without a prescription, which are lawfully obtained by an employee and which the employee possesses and uses in the appropriate manner, in the dosages and for the purposes for which the substances were prescribed or manufactured, are considered "Authorized Substances" for the purposes of this policy.
- **Accident.** Any event involving an employee resulting in injury to any person or property to which an employee contributed or was involved as a direct or indirect cause.
- **Incident.** An event, which has all the attributes of an accident, except that no harm was caused to person.
- **Reasonable Suspicion.** Reasonable suspicion may be based on, but is not limited to, persistent tardiness, excessive absenteeism and erratic behavior such as noticeable imbalance, incoherence, disorientation, gross insubordination or inappropriate behavior.
- **Alcohol.** The intoxicating agent in any beverage, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl alcohol.
- **Alcohol Use.** The consumption of any beverage, mixture or preparation, including any medication containing alcohol.
- **Evidential Breath Testing Device (EBT).** A device approved by the National Highway Traffic Safety Administration for the evidential testing of breath.
- **Under the Influence of Alcohol** "Under the influence of alcohol" is defined as a blood alcohol concentration of 0.04% or above (Based on Federal Department of Transportation requirements). Note: For blood alcohol concentration greater than 0.02%, but less than 0.04%, the employee shall not be permitted to perform safety-sensitive functions (i.e., driving or operating power tools) until the start of the employees next regularly scheduled duty period, but not less than 24 hours following the administration of the test.

**PROHIBITIONS**

Any employee who engages in any of the following activities will be subject to discipline, at the sole discretion of the Assigned Client and PCMI, up to and including termination.

1. The use, possession, manufacture, distribution, dispensation or sale of Unauthorized Substances or alcohol on school premises or school business, in school supplied vehicles, or during working hours, including breaks and lunch periods.
2. Storing in a locker, desk, automobile or other site on school premises any Unauthorized Substance or Alcohol.

3. Being under the influence of an authorized substance or alcohol on school premises or while on school business (exclusive of fundraising or PCMI approved social events), or while school-supplied vehicles or in personal vehicles while on school business.
  - a. Any possession, use, manufacture, distribution, dispensation or sale of Unauthorized Substances or Alcohol by an employee off Agency Premises that adversely affects the individual's work performance, or his own or others safety at work.
  - b. Failure to adhere to the requirements of any substance treatment or counseling program in which employee is enrolled.
  - c. Failure to notify PCMI or the Assigned Client of any conviction under criminal drug statutes in accordance with the Drug-Free Workplace Act of 1988.
4. Failure to notify PCMI or the Assigned Client of the use of any Authorized Substances which may alter the employee's physical or mental ability to operate a school vehicle.
5. Consuming alcohol within twenty-four (24) hours of an accident or prior to undergoing a post-accident alcohol test, whichever comes first.

#### **WHEN TESTING WILL OCCUR**

PCMI will require drug and alcohol testing under the following circumstances:

1. Post Offer - Employees who have been offered employment with PCMI must, as a condition of employment, consent to have a drug and alcohol screen test and successfully pass same.
2. Reasonable Suspicion - Employees will be tested based on the reasonable suspicion that an employee has reported to work under the influence, or is or has been under the influence while on the job, or has violated this policy.
3. Random Testing for Drivers - In accordance with the Federal Department of Transportation Regulations on Substance Abuse Testing, drivers of commercial (as that term is defined by the Federal Department of Transportation) vehicles are required to submit to drug and alcohol testing on a random basis.
4. Frequency - The frequency of the random testing will be on a quarterly basis, with the tests conducted at a rate at least equal to 50% of the eligible drivers per year for unauthorized substances and 25% alcohol. Drivers will be selected for testing through a computer random selection process conducted by a third party administrator. "Random selection process" means that drug tests are unannounced and that every driver has an equal chance of being selected for testing. Thus, the "random" process of selection may result in a driver being selected for testing at every quarter or not at all. Any refusal by a driver to participate in random drug testing may result in termination.
5. Work-related Accident and/or Incident - Employees will be required to submit to a "post-accident" or "post-incident" drug and alcohol test immediately.
6. Health Monitoring and DOT Physicals - Driver employees are required by Federal law to take and successfully pass a DOT physical every two years in order to maintain a CDL license, if applicable.
7. Return to Work - Employees returning to work after a leave, layoff or absence of (30) thirty days or more may be required to submit to a drug and alcohol test prior to returning.

#### **PROCEDURES**

A consent form shall be signed by each employee prior to the collection of the specimen to be submitted for substance abuse testing. Refusal to sign such consent or provide a specimen will be treated the same as a "positive" result on a test and shall be grounds for termination. An employee who feels they are unable to provide a specimen will be provided with up to eight hours or until the clinic closes, whichever is first to occur, to provide the specimen, during which time they must remain at the clinic. If after eight hours (or at the time the clinic closes) the employee still cannot provide a specimen, they will be examined by appropriate clinic examining personnel who will determine if he or she is medically able to provide the specimen. If the examiner determines that the employee is medically able but unwilling, then that employee will be treated as if he or she tested positive and that conduct shall be grounds for termination.

Any employee subject to the drug-testing program will be allowed to provide a urine specimen in the privacy of a stall or a secured area that allows for individual privacy.

Dissemination of drug test results will only be made to those within the PCMI with a "need to know."

**SCOPE**

Each specimen submitted to the laboratory shall be screened for the drug classes in accordance with the Department of Transportation Regulations. Alcohol will be tested by measuring the percentage of alcohol in the body using an Evidential Breath Testing device (EBT). An amount greater than 0.04% will be considered to be intoxicated (based on the DOT requirements). Note: For blood alcohol concentration greater than 0.02%, but less than 0.04%, the employee shall not be permitted to perform safety-sensitive functions (as determined by PCMI on a case by case basis) until the start of the employees next regularly scheduled duty period, but not less than 24 hours following the administration of the test results. If the results are negative, wages will be paid retroactively, and the employee shall be reinstated.

**EMPLOYEE ASSISTANCE**

If an employee comes forward to admit he/she has a substance abuse problem, the employee may be removed from his/her position and may be referred to an assistance program. Employee assistance programs can provide employees with information pertaining to substance abuse treatment alternatives and facilities for such treatment.

All employees should be aware that the Federal regulations do not require PCMI to offer an opportunity for rehabilitation or to provide job security to employees who voluntarily come forward and request rehabilitation.

All actions taken under this policy will be confidential and disclosed only to those with a "need to know".

**COMPENSATION POLICIES****WORK SCHEDULES**

A PCMI Director or designated person will advise employees of the start and end times of their schedules. Staffing needs and operation demands frequently necessitate variations starting and ending times, as well as variations in total hours that may be scheduled each day and week. Failure to comply with PCMI policies regarding work schedules will result in disciplinary action, up to and including, termination of employment

If you are unable to work a scheduled day, you must notify your immediate supervisor at the Assigned Client before your scheduled starting time.

Requests for either paid or unpaid vacation time off must first be approved by the Assigned Client. Vacation time will be scheduled based on the needs and desires of the individual Assigned Client.

**TIME RECORDS AND PAYMENT FOR TIME WORKED****Substitute Positions**

It is the district responsibility to verify and report to PCMI the amount of substitute time and compensation you are to receive in a given pay period.

**Salary/Hourly Positions**

Records of time worked are to be maintained on PCMI time sheets by you. A work week is defined as starting at 12:00 am Sunday and ending at 11:59 pm Saturday. Time sheets must be completed and signed by you and the Assigned outside Supervisor as directed by onsite procedure.

Your first pay check may have up to a three week lag time, but once you are steadily employed you will receive a pay check every two weeks.

Please remember that a pay check representing a specific time sheet that is received after the due date, will not be available for its respective pay date, but will be moved to the following pay date.

Time sheets must reach the payroll department within three mailing days following the end of the pay period, with a pay period equaling two workweeks.

Paychecks are available on the second Friday following the end of a pay period. Paychecks may be mailed directly to the employee or directly deposited into a bank or credit union account. If the payday falls on a PCMI holiday, time sheets are to be turned in one day **earlier**.

A list of pay periods indicating when the time sheet is due for that pay period, and when the paycheck for that pay period should be received will be provided to the employee. If an employee does not receive his/her paycheck within three mailing days after the scheduled pay day, call the PCMI payroll department at 517-647-7533.

**PAYROLL DEDUCTIONS**

Earnings and payroll deductions are shown on a voucher with the paycheck or online statement. Possible deductions may include:

Federal income tax	State disability insurance
State income tax	Garnishments/wage attachments
City income tax	401K
Social Security tax	125 Cafeteria Plan

Questions concerning a paycheck or direct deposit should be directed to the PCMI payroll department at 517-647-7533.

**DIRECT DEPOSIT**

If you would like direct deposit you may do so by completing authorization form(s) for this purpose. They are available from the PCMI office at any time. All deposits will be credited to the account on the payroll date. The employee should retain the statement of deduction, which accompanies the pay-statement for personal records.

**EXPENSE REPORTS (Non-substitute positions)**

Approved job related expenses are to be recorded on a PCMI expense voucher (included in the administrative employee packet) and turned into the PCMI payroll department with your time card for that respective pay period. Expense vouchers **must be signed** by the Client supervisor to be paid.

**EMPLOYEE'S FILE**

The employee's file will be kept in a secure place accessible to the school Administrator and PCMI Management. The file shall contain: employee identifying information and emergency contacts, job application, job description, reference documentation, verification of education and any license and certifications, orientation and training records, performance evaluations and documentation relating to disciplinary action and termination, updated health cards if applicable, and any legal documents pertaining to employment, together with other relevant data. Medical information will be kept separate from the personnel file or in a sealed envelope if in the personnel file. There will be a cost of 25 cents per page for any copies.

**It is each employee's responsibility to keep personnel records current** in the following areas: address, telephone number, driver's license status, education diplomas and degrees, certificates, professional licenses, legal name (if changed by marriage or otherwise), marital status, dependents, military status, medical health plan enrollments, TB test reports, W-4 tax form changes, and whom to notify in case of emergency. The appropriate form must be used to change this information. See the school's office manager or contact the HR Office for the appropriate form.

**OVERTIME**

From time to time, PCMI employees may be required to work longer hours than the normal work schedule. Supervisors will give as much advance notice, as possible, when extra work is required.

Hourly employees will receive overtime pay (1.5 times straight pay) for all hours worked in excess of 40 hours per workweek. Only hours actually worked are counted in determining whether an employee is entitled to overtime pay. Salaried employees are not eligible for overtime pay.

**WORKERS' COMPENSATION**

PCMI carries workers' compensation insurance coverage, as required by law, to protect you if you are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to loss of earnings from work-related injuries. The cost of coverage is paid entirely by the Company. It is the responsibility of each employee to "Think & Act Safely".

If you are injured while working, you will immediately report the incident to your Assigned Client Supervisor and PCMI, regardless of how minor the injury may be. You should seek necessary medical attention at the PCMI designated clinic or, **in an emergency, call 911**. Any questions regarding the workers' compensation insurance program should be directed to PCMI's Human Resource Department.

**CONTINUATION OF BENEFITS FOR EMPLOYEES ON WORKERS COMPENSATION (for job related injuries and illnesses):** Employer funded health care benefits and continuation of premiums for short-term/long-term disability, dismemberment and life insurance of a PCMI employee on Workers Compensation will continue until one of the following first occurs:

1. Return to work (no interruption of benefits),
2. Redemption or settlement of the workers compensation claim,
3. Declination of the workers' compensation claim, or
4. After a maximum of one year on workers compensation, benefits paid by the employer will end.

COBRA election, i.e. the right to continue health benefits at the employee's expense, will follow the termination of health care benefits.

#### GENERAL EMPLOYMENT POLICIES

##### EMPLOYEE BEHAVIOR

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. Proper employee behavior is necessary to promote a safe and healthy working atmosphere. You are expected to conduct yourself in a professional manner at all times. Behavior that discredits PCMI or the Assigned Client or that is disruptive, unsafe, harassing or abusive to co-workers will not be tolerated.

##### Employees are expected to:

- Report to work on time.
- Notify the Assigned Client if you will be unable to arrive on time.
- Comply with all Assigned Client safety regulations.
- Comply with all Assigned Client rules or local ordinances regarding smoking.
- Wear clothing appropriate for work performance.
- Maintain professional behavior at all times with students, staff, parents etc.
- Recognize basic dignities of all individuals with whom they interact in the performance of duties.
- Exercise due care to protect the mental and physical safety of students, colleagues and subordinates
- Avoid accepting anything of value offered by another for the purpose of influencing judgment.
- Be above suspicion, suggestion or reproach in all activities.
- Maintain your work site in a clean and orderly manner.
- Treat clients, customers and co-workers in a courteous manner, refraining from behavior deemed offensive or undesirable.
- Perform assigned duties efficiently, in a timely manner and in accordance with established quality standards.
- Report to PCMI & the Assigned Client if you are on prescription medication that may interfere with your job performance or the operation of machinery or equipment in a safe manner.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

##### Employees shall **not**:

- Report to work under the influence of alcohol and/or illegal drugs or use, sell dispense or possess alcohol and/or illegal drugs on PCMI or the Assigned Client's premises or time.
- Violate personnel policies.
- Use profanity or abusive language.
- Behave in an insubordinate manner or refuse to follow management's or Assigned Client's instructions.
- Be involved in verbal or physical fighting or assault on a fellow employee, manager, client, or immediate supervisor.
- Be involved with theft, destruction, defacement or misuse of property belonging to the Company, the Assigned Client, customers, or co-workers.

- Falsify or alter any Company, Assigned Client, customer or co-workers' reports such as an application, medical report, time slip, expense report, etc.

**Employees shall *not*:**

- Threaten or intimidate management, immediate supervisor, PCMI supervisor, customer or co-worker.
- Engage in any form of sexual or other harassment.
- Failure to pass a required alcohol or drug screening.
- Provide false information on the employment application or other records.
- Be publicly critical of the operation or procedures of the Assigned Client. You are a guest employee and cannot express your views of PCMI or your employer while working at a site.

**Employees shall:**

- **Never** possess firearms or other weapons on Company or the Assigned Client's premises or time.
- Avoid the appearance of inappropriate behavior with any student or fellow employees.
- Use tobacco products only in designated areas. "Use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, chewing or any other matter or substance that contains tobacco.

This list is not intended to be all-inclusive or to create an employee contract. These examples are only illustrations of the types of behavior that are expected and/or will not be tolerated.

**Use of Mail, Faxes, Copiers and Electronic Information Systems:** PCMI or the Assigned Client's postage, faxes and copiers are not to be used for personal purposes.

The Assigned Client's e-mail and Internet systems are intended to be used for business purposes only; use for informal or personal purposes is permissible only within reasonable limits. Use of the systems is not confidential. Computers and the accompanying software may be periodically monitored to ensure appropriate use.

**Use of Computers, Telephone and Fax:** Assigned Client's telephones, fax and other machines are for the Assigned Client's business. Employees are to use Assigned Client's electronic equipment for business only. Permission must be obtained from the supervisor to use equipment or machines for personal business. Such use will be on the employee's own time. Personal telephone calls must be infrequent and of short duration so as not to disrupt the normal business day.

**Records, Supplies and Equipment:** The Assigned Client's records, supplies and equipment are to be kept on school premises at all times. Exceptions to this policy may be for good cause and require approval of the supervisor in charge. All employees are expected to insure that the property and other assets of Assigned Client's are safeguarded from loss and damage. Each employee is personally responsible for the condition of school property and equipment that is in his or her custody and control. A physical inventory of all items of property and equipment will be made annually or as required by the school administrator. Keys are not to be duplicated without administrative authorization.

**Professional Confidentiality:** Confidentiality regarding PCMI's and the Assigned Client's communications, documents, letters, reports, files, etc. is paramount. Unauthorized disclosure of confidential information about PCMI's and the Assigned Client's business, or about PCMI's and the Assigned Client's employees and/or clients will not be tolerated. Employees are not authorized access to co-workers' workstations (e.g. computers, desks, files, telephones, etc.), without management's approval.

**Application:** Prior to employment, a prospective employee shall complete an application form, give permission to have references and criminal records, if any, checked and to complete truthfully all forms relating to employment and taxes. Untrue information or material errors in the application or resume will result in automatic termination regardless of when or how said information is discovered.

**Criminal Background and Unprofessional Conduct Check:** As a condition of employment and as required by law, PCMI conducts employee criminal background and unprofessional conduct checks and files a copy in the individual's personnel file. PCMI requires all Client staff to have a criminal background and unprofessional conduct check. Criminal convictions or acts of unprofessional conduct may result in the rescission of the employment offer.

**Physical Examinations:** If as a condition of employment the Client requires all new hires, after the job offer but prior to beginning work, to have a drug screen and tuberculosis (TB) test, it shall be conducted at a clinic PCMI designates. Employees must return within two days to have the TB test read. If an employee fails to have the TB test read within two days, the employee will be responsible for obtaining a TB test at the *employee's own expense*. A positive drug screen may result in the rescission of an employment offer.

**Complaints Concerning Client Personnel:** PCMI employees (administrators, certified, and non-certified employees) are responsible for maintaining a good public relations image with the community. This includes their representation of any internal issues or concerns. Employees who have concerns should attempt to resolve them first through a discussion with the Assigned Client's administrator.

**Official and Unofficial Communication** between staff members and the Assigned Client's board should also be conducted through the Assigned Client's administrator. Staff members who desire to inform the Assigned Client's board of personnel or other concerns should convey that information to the school administrator. The Assigned Client's administrator will attempt to convey the concern to the Assigned Client's board in a constructive manner.

**Release of Information to the Public:** Contacts with the press and other public media will be handled only by the Assigned Client's administrator or a designated person.

**Nepotism:** Employees shall not supervise or be supervised by, or be in the same chain of command as a member of their immediate family. Employees shall not hold a job over which a PCMI Board member, who is in their immediate family, has influence to participate in hiring, disciplining, termination or other personal actions affecting their employment.

The immediate family is defined as a spouse, child, stepchild, mother, father, sister, brother, father-in-law, mother-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild or eligible dependent as defined by IRS, or other individual permanently residing in the employee's household.

#### ATTENDANCE, TARDINESS, AND LEAVES

**ATTENDANCE:** All PCMI employees are expected to have good attendance records. PCMI expects you to be at work on time and to work your full scheduled day. An employee who will be late or absent from work for any reason must contact his/her Assigned Client's supervisor **and** PCMI prior to the start time for that day.

A medical statement may be required for absences due to sickness. *Employees are obligated to keep their employer advised as to their illness status and their anticipated return date.* The failure of an employee to call the supervisor with an explanation for an absence may result in disciplinary action.

**TARDINESS:** In event an employee is delayed from arriving at work on time, the employee must call the school office and explain the reason for the delay and give an expected arrival time. The failure of an employee to call the school office with an explanation for tardiness may result in disciplinary action.

**BEREAVEMENT LEAVE OF ABSENCE:** In the event of a death in your immediate family, you would be granted up to three working days without pay to handle family affairs and attend the funeral. "Immediate family" is defined as: father, mother, sister, brother, spouse, child, grandparents, grandchildren, nieces, nephews, in-laws of the same degree and domestic partners.

**MILITARY LEAVE:** Upon receipt of military duty orders, the full-time employee shall immediately notify the supervisor to ensure adequate coverage during military duty. A full-time employee in the military reserves, or full-time employee who enlists in the military or is conscripted into the military shall be granted leave of absence without pay or benefits except those in conformance with applicable state and federal laws. Upon return to full-time employment, the employee shall be placed in a position of comparable status and unless there is necessary staff reduction.

#### COURT / JURY DUTY & DUTY TO COOPERATE

**Court Appearances:** PCMI employees subpoenaed for testimony in personal, i.e., non-work related cases, will be allowed to requested use of personal and/or vacation time, if available. If no time is available, it will be an excused absence without pay. Employees required to attend any judicial or administrative hearing directly related to employment will be excused with pay. When a PCMI employee is a complaining witness in a criminal case, i.e., a victim, or a subpoenaed witness, PCMI may pay the difference between the witness payment and the regular wage for the time missed. Advance notice and full documentation is required prior to approval.

Company policy is to encourage employees to serve on jury panels.

**JURY DUTY:** PCMI policy is to encourage employees to serve on jury panels. An employee should contact his/her supervisor promptly after receiving notification to appear as a juror. In these cases the company will grant time off without pay as needed.

**DUTY TO COOPERATE:** employees of PCMI have an affirmative duty to cooperate with management and civil authorities by telling the truth, if called upon, during an investigation and/or hearing involving a PCMI matter.

**WITNESS DUTY LEAVE OF ABSENCE:** PCMI is aware that you may be subpoenaed to appear as a witness in court trials. In those cases the PCMI will grant time off without pay as needed.

#### **POLITICAL ACTIVITIES**

PCMI and the Assigned Client recognize that employees, when not working, have civic responsibilities and/or rights, including the right to vote; to engage in activities on behalf of the political party of their choice; to campaign for candidates for the election to public office; and to seek, campaign for and serve in public office.

In fulfilling responsibility as a PCMI employee, employees will refrain from exploiting the privileges of their position. There will be no exploitation of pupils in any way for political purposes on behalf of any party or candidate.

#### **SICK TIME**

Records for each employee shall contain all absences due to illness as well as other causes. In the event the absence is more than one day, the supervisor must be notified of possible duration of the illness and a physician's statement may be required upon return to work.

#### **EMPLOYEE PERFORMANCE EVALUATIONS**

Performance evaluations will be given on a regular basis. Evaluations may be given at other intervals during employment if it is deemed necessary by the Assigned Client or PCMI. An unscheduled evaluation may be requested by contacting the Human Resource Department at 517-647-7533.

#### **TERMINATION**

Employment with PCMI is for no specified time, regardless of length of service. Just as you, as an employee, are free to resign for any reason, the Company reserves the same right to end its relationship with you at any time, with or without notice, with or without cause, for any reason not prohibited by law.

When you, as an employee of PCMI, wish to resign because of illness or for personal reasons, the possibility of a leave of absence may be explored if you have a good work record and have a sufficient length of service.

#### **EXIT INTERVIEW**

Exit interviews are encouraged upon termination of employment, regardless of the reason. Either you or your supervisor may schedule an appointment for an interview. You are encouraged to openly address any concerns regarding insurance and benefits and any other pertinent issues at that interview.

#### **STAFF TRAINING AND SAFETY MEETINGS**

Either PCMI or the Assigned Client may make mandatory and elective training and/or safety meetings available periodically. YOU ARE REQUIRED TO ATTEND ALL MANDATORY TRAINING/SAFETY MEETINGS, SEMINARS and CONFERENCES. Expenses will be paid by PCMI and re-billed to the assigned Client when appropriate.

Employees will be notified of dates and times of such events as far in advance as possible.

Suggestions for a training and/or safety-meeting subject should be directed to the Human Resource Department at PCMI. Suggestions are appreciated.

#### **SAFETY**

The Assigned Client shall make reasonable provisions for the safety and health of its employees during their hours of employment. However, the responsibility for maintaining a safe and healthy working environment is not just that of the Assigned Client. PCMI and its employees recognize their obligations and/or right under existing Michigan Right-to Know laws with respect to safety and health matters.

Employees must immediately report any unsafe conditions to the Assigned Client's office. Employees who violate safety standards, who cause hazardous or dangerous situations or who fail to report such situations, may be subject to disciplinary action, up to and including termination of employment. You are required to perform your work in a safe manner at all times. Required safety equipment will be issued by the Assigned Client and must be worn where and when required.

**Blood-borne Pathogens:** The Assigned Client seeks to protect those employees who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties. The school administration will ensure proper training of those employees identified as possibly coming in contact with infectious materials.

Client School District will provide for the inoculation of the Hepatitis B vaccine at no cost to employees in accordance with federally mandated scheduling.

The employee will be responsible for reporting all possible exposure to the school administration.

**Emergency Procedures and Closings:** Should evacuation of the building be necessary, employees shall follow instructions for evacuation procedures as established by the Assigned Client's safety program. Employees are responsible for familiarizing themselves with all building exits.

At times, emergencies such as severe weather, power failures, etc. can disrupt the Assigned Client's operations. In extreme cases, these circumstances may require the Assigned Client to close. In the event that such an emergency occurs during non-working hours, employees will be notified by the Assigned Client's established emergency notification procedure.

School personnel are expected to report to school unless notified by the school administration that the day is a non-contract day. In that event, school staff will be credited the day and a day will be added to the school calendar or to professional development as needed at the conclusion of the school year. Hourly workers may choose not to report and to take an unpaid day or may elect to use a vacation day if eligible.

You will be given specific safety orientations by the Assigned Client prior to beginning each assignment, but are expected to use common sense at all times. If you are not offered a specific safety orientation by the Assigned Client prior to beginning an assignment, and you feel that beginning the assignment will place you or others at risk, you should contact PCMI office immediately. Your identity will be kept confidential and the situation will be handled with the Assigned Client or the co-workers (if also a PCMI employee) in a professional manner.

You should immediately contact the PCMI office for any specific safety training which you feel is necessary.

#### **REPORTING INJURIES**

If you suffer any work-related injury, no matter how minor, you are to report it immediately to PCMI. Work-related injuries must be treated by a physician or medical facility designated or approved by PCMI except in emergency situations.

#### **INSPECTIONS**

As an employee of PCMI, you are required to participate in all Company or Assigned Client inspections of any kind. Inspections may include, but are not limited to: vehicles, purses, briefcases, lunch containers, documents, lockers, etc.

#### **OUTSIDE EMPLOYMENT**

PCMI is not opposed to outside employment; however your job assignment at PCMI must be considered primary and any outside employment should not:

- Interfere with or inhibit your performance
- Represent a conflict of interest with PCMI or the Assigned Client
- Compromise the credibility of PCMI or the Assigned Client

Before accepting outside employment, you are cautioned to consider the demands that such additional employment will create. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or leaving early.

#### **DRESS CODE**

**Professional demeanor :** Staff members will dress and conduct themselves in a manner in keeping with professional standards as determined by PCMI and Client District. Employees are expected to present a clean and neat appearance. Assigned Client's administrator will determine casual days.

#### **REFERENCE CALLS**

Any call regarding employment referral, verification of employment, credit or reference check, etc., must be directed to the PCMI Human Resource Department.

#### **SECURITY OR ID BADGE**

If required by the Assigned Client, you will be issued a Security/ID Badge. If a badge is lost or misplaced, the Assigned Client or PCMI office should be contacted immediately.

#### **VOLUNTARY INSURANCE**

Upon completion of 30 days of employment, and beginning the 1<sup>st</sup> day of the following month, all full-time employees are eligible to enroll in Medical, Dental, Vision Insurance; Life Insurance, Accidental Death and Dismemberment, Short Term Disability and Long Term Disability Insurance. This is an employee option, funded by the employee. For details on coverage contact the PCMI benefits office.

**RETIREMENT**

Upon employment, all employees are eligible to enroll in a PCMI approved 401k program. All employees can contribute any whole percentage of their salary provided that they do not contribute more than the maximum permitted by the Internal Revenue Code.

For additional information on this plan, contact the PCMI Office at 517-647-7533.