To:

From: Julie Freeze

Date: August 14, 2015

RE: Important notices

SELF REPORTING OF ARRAIGNMENT/CHARGES FOR IDENTIFIED CRIMES

According to state law, as an employee of the district/school you are required to self report

to your employer and the Michigan Department of Education when you have been arraigned/charged with certain identified crimes. You must do so within three business days of arraignment or you will be guilty of an additional crime. The crimes are listed in MCL 380.1535a.

FEDERAL REGULATIONS CONCERNING DRUG PREVENTION

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all staff members. Any part-time or full-time employee who violates this policy will be subject to disciplinary action up to and including termination. When appropriate or required by law, the District will also notify law enforcement officials.

The District is concerned about any staff member who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. A staff member should contact his/her supervisor or the Superintendent’s office whenever such help is needed.

AVAILABLITY OF 403(b)

As an employee of Beal City Schools you are eligible to contribute to a tax-sheltered annuity or 403(b) plan. A tax-sheltered annuity offers you a convenient way to invest for retirement. You make contributions through payroll deductions before your income is taxed, so you save money on both your federal and state taxes. Also, the money grows tax-deferred for you. You have many choices available to you to invest this money.

If you are interested in finding out more about how 403(b) plans work for you, or how to go about starting one please go to [www.midamerica.biz](http://www.midamerica.biz), click on participants, select 403(b) TPA Services in the gray box on the upper right hand corner, select click here to go to your plan, type in Beal, click on Beal City Public Schools. From there you can chose from a number of options to learn more about how the plan works and how to get started. You may also contact Julie Freeze in the Superintendent’s office for assistance.

WORKERS’ COMPENSATION

When an injury or exposure occurs in the workplace, you are required to report the incident immediately to your Supervisor and to the Superintendent’s office. Even if the injury seems minor and does not require medical treatment REPORT IT! If medical treatment becomes necessary at a later date, the Superintendent’s office will have a record of the injury. An employee injury and illness incident form will be given to you by your Supervisor or the Superintendent’s office. The information in this report will be used to notify the claims consultant at SET/SEG (our workers’ compensation insurance carrier) and the Michigan Department of Labor & Economic Growth, Bureau of Workers’ Compensation. It is important to complete the entire form, including your signature.

**Failure to complete and submit a report of a work related injury to your supervisor and the Superintendent’s office may result in the denial of a workers’ compensation claim.**

Once the injury is reported and the paperwork completed, you will be instructed as to where to seek medical treatment for the injury. Under the worker’s compensation law, Beal City Schools reserves the right to provide and coordinate your medical treatment within the first 10 days following an injury.

SAFE SCHOOLS.COM TRAINING

The annual Blood Borne Pathogens training will be happening on line again this year. This tool has been made available to us at no additional cost to the district by our worker’s compensation insurance company, SET/SEG. You can log into the safeschools website from our school website at [www.bealcityschools.net](http://www.bealcityschools.net) Click on resources then staff resources and then on safeschools at the top of the page. Your unique user ID is \_\_\_\_\_\_\_. Once you login to the system your required and suggested trainings will be displayed for you. Please be sure to complete the required trainings before September 30, 2015. You do not need to print copies of the completion certificates for the safe schools trainings.

Office forms and letters: yearly employee notices