SECTION 1 – Welcome	
Lead Administrator's Welcome	6
About this Employee Handbook	7
Mission Statement	9
Employment Applications	9
Open Communications Policy	9
SECTION 2 – Employment	
At Will Employment	9
Status	10
Criminal History and Educational History	11
Conflict of Interest and Outside Employment	13
Immigration Law Compliance	14
Work Product Ownership	14
Public Relations	14
Participation in Professional Development Offerings	15
SECTION 3 – Employment Policies & Procedures	
Equal Opportunity Employment.	15
Disability Accommodation	16
Harassment Policy	16
Grievance Procedure	20
Substance Abuse Policy	22
Nicotine Policy	23
Non-Disclosure/Confidentiality	23
Personnel Files	24
Personnel Data Changes	24
Inclement Weather	24

SECTION 4 – Performance	
Performance Review	25
Corrective Action	25
Discipline	25
Standards of Conduct	26
Physical Contact with Students and Others	26
Reporting Child Abuse	28
Confidentiality to Access Children's Records	29
SECTION 5 – Attendance	
Attendance/Punctuality	29
Absence without Notice	30
SECTION 6 – Wage & Salary Policies	
Basis for Determining Pay	30
Wage or Salary Increases	31
Timekeeping	31
Overtime Pay	31
Paydays	32
Direct Deposit	32
Salary Deductions	33
Effective Date of Compensation Changes	33
Error in Pay	33
Wage Garnishment	33
SECTION 7 – Benefits & Time Off	
Group Benefits	33
Retirement	34
Paid Time Off (PTO)	34
Record Keeping	37
Holidays	37

Bereavement Leave	38
Jury Duty	38
Military Duty	38
Professional Development	40
SECTION 8 – Separation of Employment	
Employment Termination	41
Exit Interviews	42
Return of Property	42
Post Employment Inquiries	42
SECTION 9 – Employee Communications	
Computer, Email & Internet Policy	42
Employer Information & Property	48
Internal Investigations and Searches	48
Cell Phone Policy	49
Safety	49
No Solicitation/Distribution Policy	50
Fee and Cash Collection	50
Nepotism	50
Violence in the Workplace	52
Building Security	53
Supplies	54
Expense Reimbursement	54
Parking	54
Public Image	54
Appendix A. Receipt and Acknowledgment of Employee Handbook	55

Adopted & Approved by MCS: 11/26/2019

Revised & Approve by MCS: 03/02/2020