

To:

From: Julie Freeze

Date: August 1, 2009

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, in accordance with due process, 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.

#### AVAILABILITY 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 contact Julie Freeze in the Superintendent's office.

## DIRECT DEPOSIT

Beal City Schools offers the convenience of direct deposit to all employees. You can have your pay check directly deposited into the bank of your choice and you can specify up to nine different accounts/banks that you wish to have your money deposited into. It works well for Christmas club accounts, vacation funds, mad money stash, Michigan Education Savings Program ( a mechanism to help save for college tuition) and getting to your pay check when school is canceled on pay day due to inclement weather.

If you are interested in having all or part of your check directly deposited into the bank account(s) of your choices, please contact Julie Freeze in the Superintendent's office.

## 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.

## BLOOD BORNE PATHOGENS TRAINING

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. Your unique user ID is \_\_\_\_\_. You can log in at [www.safeschools.com](http://www.safeschools.com) and your required and suggested trainings will be available to you. Please be sure to complete the required trainings before September 25, 2009.