



Employee Handbook

Approved by board of directors 5/2/24

Maine Educational Center for the Deaf and Hard of Hearing/ Governor Baxter School for the Deaf (MECDHH/GBSD)

1 Mackworth Island, Falmouth ME, 04105

www.mecdhh.org

Our Mission

In collaboration with families and professionals throughout Maine, we provide transformative learning, language-focused education, and opportunities for social-emotional growth, empowering Deaf and Hard of Hearing individuals, birth to 22, to reach their full potential.

Our Vision

A community where all individuals, families, and professionals are united in support of Deaf and Hard of Hearing success.

Table of Contents

Our Mission	1
Our Vision	1
URLs cited in the document:	4
About This Handbook	5
General Practices and Expectations	5
Attendance	5
Communications	6
Dress Code and Personal Appearance	6
Drug-, Alcohol-, and Tobacco-Free Workplace	8
Employee Development and Training - Elective	8
Purchase Requests	9
Requesting Services or Reservations	9
Teamwork	9
Human Resources	10
Certification/Licensure	10
Compensation	10
Expense Reimbursement	10
Grievance Procedure	10
Investigations	10
Leave	11
Memorandum of Understandings (MOU's)	11
Personnel Files	11
Required Training	11
Staff Injury/Workers' Compensation	12
Supervision and Evaluation	12
Reporting Licensing Violations	13
Student-Related	13
Child Abuse Reporting	13
Confidentiality	13
Rights of Children	13
Safe Sleep Policy	14
Serious Injury and Child Death Reporting	14
Student Code of Conduct	14
Student Incident Report	14

Transportation Policy	15
Workplace Safety	15
Emergency Procedures	15
Health and Safety	15
School Closures/Delays	15
MECDHH Staff Resources webpage	17
MECDHH Forms	18
Board Approved Policies	19
Collective Bargaining Agreement Articles - Support	26
Collective Bargaining Agreement Articles - Professional	28

URLs cited in the document:

- [Board Approved Policies](#)
 - <https://www.mecdhh.org/deaf-children-maine-language/board-of-directors/board-approved-policies/>
- [Staff Resources](#)
 - <https://www.mecdhh.org/resources/staff-resources/>
- [Staff Forms](#)
 - <https://sites.google.com/mecdhh.org/mecdhhforms>
- [Collective Bargaining Agreement \(CBA\)](#)
 - <https://www.mecdhh.org/resources/staff-resources/>

About This Handbook

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of MECDHH/GBSD; however, this *Handbook* should not be considered all inclusive. [Board Approved Policies](#) are on the MECDHH/GBSD website. It is important that each employee is aware of the policies and procedures related to their position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Maine, Code of Maine Rules, and the policies of the Maine Department of Education.

General Practices and Expectations

MECDHH/GBSD expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward supervisors, other employees, parents, and students. MECDHH/GBSD expects employees to comply with all applicable Board Approved Policies, work rules, job descriptions, terms of this *Handbook*, and legal obligations.

MECDHH/GBSD expects employees to comply with the standards of conduct set out in Board Approved Policies, this *Handbook*, administrative regulations, and with any other policies, regulations, and guidelines that impose duties, requirements or standards attendant to their status as MECDHH/GBSD employees. Violation of any policies, regulations, and guidelines may result in progressive disciplinary action, as outlined in the Collective Bargaining Agreements (CBA).

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board Approved Policies, work rules, job descriptions, terms of this *Handbook*, and legal obligations.

Attendance

In order to provide appropriate services for children and their families, MECDHH/GBSD expects employees to make every effort to be present for work. Employees are expected to adhere to

their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods should only be taken during times designated by the employee's supervisor. Any deviation from assigned hours must have prior approval from the employee's supervisor.

Employees who are unable to report to work shall follow the following procedures for reporting their absence.

- Contact your supervisor
- Site-based staff contact the sub line (207-210-7624 voice or text)
- Enter leave into Employee Portal (found on the [MECDHH Staff Resources](#) webpage)

Please note, different types of leave have specific request requirements. For more detailed information, see the Leave section under Human Resources in this *Handbook*.

Communications

MECDHH/GBSD is committed to providing technology resources that allow employees to communicate effectively. In MECDHH/GBSD's effort to maintain current technology practices, more responsibility and cooperation is required of employees.

Please review the following [Board Approved Policies](#).

- GCSB – Staff Social Media Use
- GBCC – Employee Use of Cell Phones
- GBEB – Staff Conduct
- IJND – Staff Use of Computers and Internet Resources
- IJND-R – Staff Computer & Internet Procedures

Dress Code and Personal Appearance

Employees represent The Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf (MECDHH/GBSD) when interacting with the families we serve, childcare and school personnel, contracted providers, and other community members. Therefore, it is important for all employees to exercise good judgment and wear appropriate attire that reflects the importance of our roles.

Regardless of where the employee is assigned to work for the duty (including, but not limited to working at their office or within a school, childcare, or community setting, meeting with a family

in their home or at the office, or attending meetings, conducting evaluations, and/or providing services remotely), the employee’s attire is expected to be neat, clean, properly fitting, and conducive to workplace safety. Clothing worn by employees must meet the criteria for business casual attire during all working hours.

Types of Attire	Examples of Appropriate Attire	Examples of Inappropriate Attire
Pants and Shorts	Dress pants, dressy capris, leggings worn with a top that comes to mid-thigh or longer, dark solid-color jeans that do not have holes or frayed hems, shorts that come down to mid-thigh or below (end of fingertips when arm is extended down)	Faded jeans with holes/rips, sweatpants, exercise pants, shorts that are above mid-thigh, leggings/ spandex/ other form-fitting pants worn without a top that comes to mid-thigh or below, medical scrubs, athletic/basketball shorts
Skirts and Dresses	Dresses or skirts that have a slit at or below the knee, dresses or skirts that come to mid-thigh or below (end of fingertips when arm is extended down)	Skirts or dresses that are above mid-thigh in length, beach dresses or coverups, strapless dresses, dresses with spaghetti straps
Shirts, Blouses, Tops, and Jackets	Blouses and shirts that fully cover cleavage, back, stomach, and underwear; dress shirts; sweaters; golf-type shirts; turtlenecks; suit jackets; sports jackets; school spirit wear (except sweatshirts); tank tops worn under another blouse, shirt, jacket, or dress	Halter tops; crop tops; tops that expose bare shoulders; sweatshirts; shirts with words/terms, logos/pictures, or slogans; tank tops worn without another blouse, shirt, jacket, or dress; tops with spaghetti straps; tops made of see-through fabric, medical scrubs
Shoes and Footwear	Conservative athletic or walking shoes, loafers, clogs, sneakers, flats, dress heels/sandals, boots	Flip flops, slippers, bare feet, stockings/socks without shoes, sneakers that are in poor condition

Types of Attire	Examples of Appropriate Attire	Examples of Inappropriate Attire
Hats and Head Coverings	Headcovers that are required for religious purposes or to honor cultural traditions, headcovers used for medical purposes	Hats including but not limited to baseball caps, knit hats, beanies, cowboy hats, etc.

For safety purposes, employees who work in classrooms or with children must wear shoes that strap to their feet or lace up. ID badges must be on break away lanyards or clips.

Employees attending IFSP, IEP, or other professional meetings should not wear jeans. Employees working in other schools that have a more stringent dress code should follow as required by the school they are working in; otherwise, the MECDHH/GBSD dress code should be followed.

Maintenance staff will wear the uniform t-shirts, sweatshirts, and coats assigned to them.

MECDHH/GBSD Leadership Team reserves the right to determine whether an employee’s clothing meets the criteria for business casual attire. Employees not adhering to the dress code may be sent home to change into clothing that meets the dress code requirements described above. A pattern of disregarding the dress code may result in disciplinary actions.

Drug-, Alcohol-, and Tobacco-Free Workplace

MECDHH/GBSD seeks to provide a safe drug-free workplace for all of its employees.

Please review the following [Board Policy](#).

- GBEC – Drug-Free Work Place

Employee Development and Training - Elective

Employees who wish to request participation in professional development activities must submit your request to your supervisor prior to beginning the training in order to receive funding. The Off-site Professional Development Request form can be found on the [MECDHH Staff Forms webpage](#). Professional development activities paid for by staff members will not be reimbursed if your supervisor has not granted prior approval.

Employees who wish to request reimbursement for courses to continue your education must submit a request for approval by submitting the Course Reimbursement Request form.

Instructions for completing the form as well as the link to the form can be found on the Course Reimbursement Protocol on the [MECDHH Staff Forms webpage](#).

For more information about employee development and training, as well as course reimbursement, refer to the CBA link below.

- [CBA](#) - Article 18/20 (Support) or Article 17/19 (Professional)

Purchase Requests

Employees who wish to purchase materials related to your work must complete the Purchase Requisition form found on the [MECDHH Staff Forms webpage](#). The Purchase Requisition form is then provided to your supervisor for prior approval before it is submitted to the director for final approval and a purchase order is generated. Additional information about completing the Purchase Requisition form can be found on the [MECDHH Staff Forms webpage](#).

Items purchased by staff members will not be reimbursed if your supervisor has not granted prior approval.

Requesting Services or Reservations

MECDHH/GBSD staff that need services or reservations should use the forms on our website to ensure your colleagues have enough information to support you and provide the appropriate service. Please use the following [Forms](#).

- Interpreting Services
- Maintenance Services
- IT/Computer Services
- Vehicle Reservations
- Event/Room Reservations

Teamwork

Providing a quality education for students and a quality work experience for employees involves teamwork among all MECDHH/GBSD employees. Some important actions include:

- Getting to know co-workers and their capabilities.
- Helping to create a pleasant, caring, and enjoyable work atmosphere.
- Making use of MECDHH/GBSD technology to effectively communicate with all employees in MECDHH/GBSD.
- Making use of MECDHH/GBSD technology in order to perform all job functions well.

Teamwork is demonstrated by showing respect, cooperation, and leadership at all times. Serving as an effective team member is a key component in accomplishing MECDHH/GBSD's mission.

Human Resources

Certification/Licensure

All employees are required to maintain current Fingerprinting and Criminal History Record Check (CHRC) through the Maine Department of Education.

Each employee who is required to be licensed or certified by law must provide MECDHH/GBSD with a copy of the current license or certificate to be maintained in their personnel file. Personnel files can be found in the MECDHH/GBSD HR office. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. Employment may be terminated if certifications are not maintained.

Compensation

- [CBA](#) - Article 6 (Support) or Article 6 (Professional)
- [CBA](#) – Salary Scales
- Payroll Date Calendar (found on the [MECDHH Staff Resources webpage](#))

Expense Reimbursement

- [CBA](#) - Article 20 (Support) or Article 19 (Professional)
- Travel Protocol (found on the [MECDHH Staff Resources webpage](#))
- General travel and expense voucher (found on the [MECDHH Staff Forms webpage](#))

Grievance Procedure

- [CBA](#) - Article 23 (Support) or Article 22 (Professional)

Investigations

- [CBA](#) - Article 7 (Support) or Article 7 (Professional)

Leave

Collective Bargaining Agreements

- Bereavement Leave - Article 3 (Support) or Article 3 (Professional)
- Parental Leave - Article 5 (Support) or Article 5 (Professional)
- Jury Duty Leave - Article 10 (Support) or Article 10 (Professional)
- Personal Leave - Article 37 (Support) or Article 36 (Professional)
- Sick Leave - Article 49 (Support) or Article 48 (Professional)
- Unpaid Leave of Absence - Article 51 (Support) or Article 51 (Professional)
- Vacation Leave - Article 53 (Support) or Article 53 (Professional)

Board Approved Policies

- GBN – Family & Medical Leave
- GBN-R1 – Family & Medical Leave Admin. Procedures
- GBN-R2 – Family & Medical Leave Admin. Procedures
- GBO – Family Care Leave
- GBP – Earned Paid Leave

Memorandum of Understandings (MOU's)

MECDHH/GBSD offers two MOU's to their employees, one regarding remote work opportunities, and the other addressing mile reimbursement and travel. Both MOUs can be found on the [MECDHH Staff Resources webpage](#).

Personnel Files

- [CBA](#) - Article 38 (Support) or Article 39 (Professional)

Required Training

1. Various Maine and Federal laws and/or regulations impose requirements for employee training. Employee training records must be maintained by the organization. MECDHH/GBSD will provide this training through the Safe Schools online platform. Employees will have time during work hours to complete the training.

2. Staff must complete a Maine Child Care Background check and submit an original DHHS Letter of Eligibility or have an email verification of eligibility from DHHS (childcarecheck.dhhs@maine.gov) prior to their first day of employment.
3. CPR and First Aid certification will be updated every 2 years.
4. 12 hours of training will be completed each year.
5. Staff will be trained in emergency disaster response for the program during their first 90 days.
6. All staff must be registry members with Maine Roads to Quality and submit training/education to reflect your highest level of academic/professional training/achievements.
7. Within the first 90 days of employment staff must complete the 6-hour online Health and Safety Basics (HSB) course through Maine Roads to Quality and complete the 2-hour online HSB renewal annually thereafter.
8. Within the first 90 days of employment staff must complete a Mandatory Reporting training and renew it every 4 years.

Staff Injury/Workers' Compensation

Any staff-related injuries occurring on school property, school buses, or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal, supervisor, and HR Director immediately.

The First Report of Injury form must be submitted to the supervisor and HR Director within twenty-four (24) hours.

- [CBA](#) - Article 56 (Support) or Article 56 (Professional)
- First Report of Injury Form (found on the [MECDHH Staff Forms webpage](#))

Supervision and Evaluation

All employees will meet regularly with their supervisor. These meetings will be used to develop and monitor employee goals and support workplace success. Performance feedback will be given formally and informally throughout the time of employment on an on-going basis; at the end of the school year all employees will meet with their supervisor to discuss their job performance and annual evaluation summary. This summary will be kept in the employee's personnel file.

Reporting Licensing Violations

A child's parent or legal guardian has the right to be fully informed of findings of the most recent inspection conducted by DHHS. I will inform children's parents or legal guardians that the licensing inspection results are public information, and the inspection results will be posted on Brightwheel. Parents or legal guardians will be notified by Mackworth Island Preschool within two business days of any actions taken against Mackworth Island Preschool by DHHS, including but not limited to, decisions to issue conditional licenses, refusal to renew a license, or to impose fines or other sanctions.

Student-Related

Child Abuse Reporting

Please review the following [Board Policy](#).

- JLF - Reporting Child Abuse and Neglect

Confidentiality

Student information obtained as the result of employment with MECDHH/GBSD is confidential and protected by law. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or MECDHH/GBSD business information. Any requests for MECDHH/GBSD records shall be referred to the appropriate administrator.

Please review the following [Board Policy](#).

- JRA – Student Educational Records
- JRA-E – Notification for Rights Under FERPA
- JRA-R – Procedures for Student Educational Records

Rights of Children

A. Rights of children. Children receiving child care from Providers have the following rights.

1. Children must be free from emotional, physical, sexual abuse, neglect and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.

3. Each Child has a right to an environment that meets the health and safety standards in this rule.
4. Each Child must be provided childcare services without regard to race, age, national origin, religion, disability, sex or family composition.
5. Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of Developmentally Appropriate practices by the Provider and Staff Members.
6. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Provider.
7. Each Child has a right to Developmentally Appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Provider policies and practices.

Safe Sleep Policy

N/A

Serious Injury and Child Death Reporting

If a medical emergency arises with a child, we will notify a parent immediately. If the emergency is life threatening to the child, necessary steps will be taken to put the child's safety first (calling 911, doctor, poison control, emergency transportation to the nearest hospital, etc.) and then parents will be notified. Maine Law requires child care providers to report serious injuries that require medical treatment from a healthcare professional or emergency room, such as a broken bone or losing consciousness. Mackworth Island Preschool will document all accidents, serious injuries/death, or emergencies on the day of the occurrence and make the report available to parents and legal guardians. A copy of the incident report must be signed by a parent and will be kept in the child's file. These situations will be reported to child care licensing within 24 hours of occurrence.

Student Code of Conduct

Please review the following [Board Policy](#).

- JIC – Student Code of Conduct

Student Incident Report

All student-related incidents occurring on school property, school buses, or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal and supervisor immediately. Reports should cover property damage as well as personal injury.

Families will be notified of any incident involving their child on the day the incident occurs, and immediately if the incident or accident is serious and/or involves medical care.

A completed incident report form must be submitted to the building principal, supervisor, and family within twenty-four (24) hours.

- Incident Report Form (found on the [MECDHH Staff Forms webpage](#))

Site based and outreach staff will also follow the process for reporting at the school in which the incident occurred.

Transportation Policy

We do not transport students at this time.

Workplace Safety

Emergency Procedures

MECDHH/GBSD uses Crisis Go to notify employees of threats and emergencies. The Crisis Go App can be installed on mobile devices as well as computers. When an alert is triggered, a message is sent to Crisis Go users to let them know the type of alert, as well as when the alert has been cleared.

Site-based campuses have each been provided with a “panic button” for front office staff to use to trigger the alert through Crisis Go.

Additional information about emergency procedures, as well as instructions for using Crisis Go, can be found on the [MECDHH Staff Resources webpage](#).

Health and Safety

- [CBA](#) - Article 24 (Support) or Article 23 (Professional)
- [Board Approved Policies](#) – Section E

School Closures/Delays

MECDHH/GBSD south staff follow Portland Public Schools with regard to weather closures and delays. Additional closures on Mackworth Island may occur due to weather concerns that impact the causeway or buildings.

MECDHH/GBSD north staff in the Bangor office and the Brewer Site Based program follow Brewer Community School with regard to weather closures and delays.

MECDHH/GBSD Aroostook County staff follow Mars Hill weather closures.

Employees are encouraged to monitor TV and radio stations in their area. In addition, staff can sign up for text alerts from their local TV station. If you are unsure if you are impacted, please contact your supervisor.

MECDHH Staff Resources webpage

The following documents and links can be found on the [MECDHH Staff Resources](#) webpage. Additional information pertinent to staff will be posted on this webpage.

- Employee Portal
- MECDHH Forms and Protocols
- Event Room Reservation Form
- Student Database Infinite Campus
- Remote Work MOU
- Travel Protocol MOU
- Staff Contact Sheet
- School Cancellation Protocol
- Emergency Procedures
- MSEA Professional Staff
 - Professional Contract
 - Professional Staff Job Descriptions
- MSEA Support Staff
 - Support Contract
 - Support Job Descriptions

MECDHH Forms

The following forms, as well as instructions for completing them, can be found on the [MECDHH Staff Forms webpage](#). Additional forms developed will be posted on this webpage as needed.

- Course Reimbursement
- Database Intake and Revision Form (DIRF)
- EIFS Authorization for Release of Info
- Educational Technician III Substitute Pay
- Employee Report of Injury
- Incident Report
- Off-site Professional Development Request
- Out of State Vehicle Use Agreement
- Outreach Consultation Summary
- Physical Restraint Incident Report
- Purchase Requisition
- Student Accident Injury
- Supervisor Report of Employee Injury
- Supplemental Pay
- TPT protocol & link to form
- Travel & Expense Voucher
- Vehicle Use Agreement

Board Approved Policies

The following documents can be found on the [Board Approved Policies](#) webpage.

A. Foundations and Basic Commitments

Policies about rules and governance; harassment, discrimination, hazing, educational philosophy, district goals, etc.

- AC – Nondiscrimination/Equal Opportunity & Affirmative Action
- ACAA – Harassment & Sexual Harassment of Students
- ACAAA – Transgender and Gender Expansive Students
- ACAA-R – Student Discrimination & Harassment Complaint Procedure
- ACAB – Harassment & Sexual Harassment of School Employees
- ACAB-R – Employee Discrimination/Harassment/Title IX Sexual Harassment Complaint Procedure
- ACAD – Hazing
- AC-R Grievance Procedures for Persons with Disabilities
- AD – Educational Philosophy
- ADA – School Board Goals and Objectives
- ADAA – Ethical and Responsible Behavior
- ADC – Tobacco Free Schools Use & Possession of Tobacco & Electronic Smoking Devices
- ADC-R – Tobacco Use and Possession – Administrative Procedure
- ADF – School District Commitment to Learning Results
- AEC – Accountability – Reporting to the Public

B. Board Governance and Operations

Policies about the Board; responsibilities, qualifications, conduct, meetings, agendas, officers, etc.

- BB – School Board Appointments
- BBA – School Board Duties & Responsibilities
- BBAA – Board Member Authority
- BBB/JIB- Student Board Members

- BBBD – Policy on Attendance at School Board Meetings
- BBBDA – Board Declared Vacancy Caused by Absenteeism
- BCA – School Board Member Ethics
- BCB – Board Member Conflict of Interest
- BCC – Nepotism
- BE – School Board Meetings
- BEC-R – Executive Sessions Procedure
- BEDA – Notification of Board Meetings
- BEDB – Agenda
- BEDB-R – Agenda Format
- BEDC – Quorum
- BEDD – Rules of Order
- BEDG – Minutes
- BEDH – Public Participation at Board Meetings
- BG – School Board Policy
- BG-R – Policy Adoption Procedure
- BHC – Board Communication with Staff
- BIB – Board Member Development

C. School Administration

Policies about school and district administration: superintendent/executive director, school organization, etc.

- CBI – Evaluation of the Executive Director
- CC – Administrative Line of Authority
- CHAA – Museum & Archive Policy
- CHCAA – Student Handbooks
- CHD – Administration in the Absence of a Policy

D. Fiscal Management

Policies about budget; school funds, purchasing, financial accounts, etc.

- DFB – Rental or Leasing of School-Owned Facilities
- DJH – Bidding/Purchasing Requirements
- DN – School Property Disposition GBCC – Employee Cell Phone Use

E. Support Services

Policies about procedures; safety, wellness, emergencies, transportation, drugs and alcohol, etc.

- EBAA – Chemical hazards
- EBCA – Comprehensive Emergency Management Team
- EBCC – Bomb Threats
- ECB – Pest Management
- ECB-E1 – Pest Management Notification
- EEA – Student Transportation Services
- EEAEAA – Drug and Alcohol Testing
- EEAEAA-R – Drug & Alcohol Testing Admin Procedure
- EEBB – Use of State & Private Vehicles
- EFE – Competitive Food Sales Revised
- EHB – Records Management and Retention

G. Personnel

Policies about staff; hiring, assignments, evaluations, resignations, etc.

- GBCC – Employee Use of Cell Phones
- GBEB – Staff Conduct
- GBEC – Drug Free Workplace
- GBGAA – Blood born Pathogens
- GBN – Family & Medical Leave
- GBN-R1 – Family & Medical Leave Admin. Procedures
- GBN-R2 – Family & Medical Leave Admin. Procedures
- GBO – Family Care Leave
- GBP – Earned Paid Leave
- GCF – Professional Staff Hiring

- GCG – Substitute Teachers
- GCFB – Recruiting Hiring Admin. Staff
- GCFB-R – Recruiting Hiring Admin. Staff Procedure
- GCI – Professional Development System Policy
- GCOA – Supervision & Evaluation of Professional Staff
- GCOC – Evaluation of Administrative Staff
- GCSB – Staff Social Media Use
- GDO – Supervision and Evaluation of Support Staff

I. Instruction

Policies about teaching; curriculum, special education, library, volunteers, promotion and retention, testing, etc,

- IGA – Curriculum Adoption & Development
- IHAJ – Use of Student Computers & Internet Resources
- IHBA – Industrial Ed Program
- IHBAA – Referral/Pre-referral of Students with Disabilities
- IHBAA-R – Referral and Use of General Education Interventions Administrative Procedures
- IHBAC – Child Find
- IHBAD – Personnel Dev Policy
- IHBAE – Parent Involvement
- IHBAG – Participation in Regular Ed Program
- IHBAH – Individual Education Program
- IHBAL – Life Sustaining Emergency Care
- IHBG – Home Schooling
- IHBGA – Homeschooling, Participation in School Programs
- IJJ – Instructional Library Materials
- IJOA – Educational Field Trips & Excursions
- IJND – Staff Use of Computers and Internet Resources

- IJND-R – Staff Computer & Internet Procedures
- IJNDB – Student Computer & Internet Use & Safety
- IJNDB-R- Student Computer & Internet Use Rules
- IKE – Promotion, Retention & Acceleration of Students
- IKF – Graduation Requirements
- ILA – Student Assessment
- ILD – Educational research
- IMBB – Exemption From Required Instruction

J. Students

Policies about students and learning (Sometimes the largest number of policies); athletics, discipline, academics, records, promotion and graduation, etc.

- JEA – Compulsory Attendance
- JFABD – Admission of Homeless Students
- JFC – Student Withdrawal From School
- JIBB – School Board Student Members
- JIC – Student Code of Conduct
- JICK – Bullying
- JICFA – Student Hazing
- JICH – Drug & Alcohol Use by Students
- JICI – Weapons in School
- JICIA – Weapons and Violence
- JICI-R – Weapons in School Administrative Procedure
- JICK-R – Bullying & Cyberbullying Administrative Procedure
- JICK-E1 – Bulling & Cyberbullying Reporting Form
- JICK-E2 – Bulling & Cyberbullying Responding Form
- JICK-E3 – Bulling & Cyberbullying Remediation Form
- JIH – Student Searches
- JJIF – Management of Concussions & Other Head Injuries

- JK – Student Discipline
- JKAA – Use of Physical Restraint & Seclusion
- JKAA-R – Procedures on Physical Restraint & Seclusion
- JKD – Suspension of Students
- JKE – Expulsion of Students
- JKF – Disciplinary Removal of Students with Disabilities
- JKF-R – Disciplinary Removal of Students with Disabilities Admin Procedure
- JKG – Physical Restraint
- JKGA – Time out Rooms & Therapeutic Restraint
- JKGA-R – Time out Rooms & Therapeutic Restraint Admin Procedure
- JL – Student Wellness
- JLCDA – Medical Marijuana in School
- JLF – Reporting Child Abuse & Neglect
- JLFA – Child Sexual Abuse Prevention and Response
- JLFA-E – Child Sexual Abuse Prevention and Response Form
- JLCA – Physical Examination of Students
- JLCB – Immunization of Students
- JLCC – Communicable / Infectious Diseases
- JLCCA – Students with HIV
- JLCD – Administration of Medication to Students
- JLCD-R – Medication on School Field Trips
- JLDBG – Reintegration of Students
- JLF-R – Complaints & Investigation Protocol of Abuse & Neglect Investigations or Standards Violations
- JRA – Student Educational Records
- JRA-E – Notification for Rights Under FERPA
- JRA-R – Procedures for Student Educational Records

K. School/Community Relations

Policies about parents and community members; school use, complaints, parent involvement, visitors, police in schools, advertising, etc.

- KBF – Parent Involvement in Title I
- KBF-E1 – Title I Parent Involvement
- KBF-E2 – Title I Parent Involvement
- KDB – Public’s Right to Know – Freedom of Access
- KE – Public Concerns & Complaints
- KF – Governing Use of Building
- KI – Visitors

L. Education Agency Relations

- LDA – Student Teachers and Interns
- LDA-R – Student Teachers & Interns

Collective Bargaining Agreement Articles - Support

Agreement between the MECDHH/GBSD and the Maine State Employees Association- SEIU Support Services Unit

The complete Collective Bargaining Agreements can be found on the [MECDHH Staff Resources webpage](#).

- Preamble
- Article 1. Union Recognition
- Article 2. Access To Employees
- Article 3. Bereavement Leave
- Article 4. Bulletin Boards
- Article 5. Childbirth, Adoption, and Long Term Foster Care Leave
- Article 6. Compensation
- Article 7. Complaints and Investigations
- Article 8. Conclusion of Negotiations
- Article 9. Copies of Agreement
- Article 10. Court Service/Jury Duty
- Article 11. Court Time
- Article 12. Deferred Compensation
- Article 13. Dental Insurance
- Article 14. Discipline
- Article 15. Dues Deduction
- Article 16. Wellness and Employee Assistance Program
- Article 17. Employee Data
- Article 18. Employee Development and Training
- Article 19. Employee Organization Leave
- Article 20. Expense Reimbursement
- Article 21. Extracurricular Activities Positions
- Article 22. Flexible Spending Accounts
- Article 23. Grievance Procedure
- Article 24. Health and Safety
- Article 25. Health Insurance
- Article 26. Holidays
- Article 27. Job Descriptions
- Article 28. Labor/Management Committee
- Article 29. Life Insurance
- Article 30. Maintenance of Benefits
- Article 31. Management Rights
- Article 32. Military Leave
- Article 33. MSEA Membership Packets
- Article 34. MSEA Retirement Handbook
- Article 35. Non-Discrimination
- Article 36. Outside Employment

- Article 37. Personal Time
- Article 38. Personal Services
- Article 39. Personnel Files
- Article 40. Probationary Period
- Article 41. Resignation
- Article 42. Responsibilities of the Parties
- Article 43. Retirement Contribution Refunds
- Article 44. Rules and Regulations
- Article 45. School Vehicles and Equipment
- Article 46. Seniority, Reduction In Force and Vacancies
- Article 47. Severability
- Article 48. Storm & School Closure Days
- Article 49. Sick Leave
- Article 50. Union Membership and Dues Deduction
- Article 51. Unpaid Personal Leaves of Absence
- Article 52. Use of School Facilities
- Article 53. Vacation
- Article 54. Work Rules
- Article 55. Work Stoppage and Slowdown
- Article 56. Workers' Compensation
- Article 57. Acting Capacity
- Article 58. Compensating Time
- Article 59. Hours and Work Schedules
- Article 60. Overtime Assignments
- Article 61. Reclassifications
- Article 62. Rest and Lunch Periods
- Article 63. Unit Work

Collective Bargaining Agreement Articles - Professional

Agreement between the MECDHH/GBSD and the Maine State Employees Association- SEIU Professional and Supervisory Units

The complete Collective Bargaining Agreements can be found on the [MECDHH Staff Resources webpage](#).

- Preamble
- Article 1. Union Recognition
- Article 2. Access To Employees
- Article 3. Bereavement Leave
- Article 4. Bulletin Boards
- Article 5. Childbirth, Adoption and Long-Term Foster Care Leave
- Article 6. Compensation
- Article 7. Complaints and Investigations
- Article 8. Conclusion of Negotiations
- Article 9. Copies of Agreement
- Article 10. Court Service/Jury Duty
- Article 11. Court Time
- Article 12. Deferred Compensation
- Article 13. Dental Insurance
- Article 14. Discipline
- Article 15. Wellness and Employee Assistance Program
- Article 16. Employee Data
- Article 17. Employee Development and Training
- Article 18. Employee Organization Leave
- Article 19. Expense Reimbursement
- Article 20. Extracurricular Activity (ECA) Stipend Positions
- Article 21. Flexible Spending Accounts
- Article 22. Grievance Procedure
- Article 23. Health and Safety
- Article 24. Health Insurance
- Article 25. Holidays
- Article 26. Job Descriptions
- Article 27. Labor/Management Committee
- Article 28. Life Insurance
- Article 29. Maintenance of Benefits
- Article 30. Management Rights
- Article 31. Military Leave
- Article 32. MSEA Membership Packets
- Article 33. MSEA Retirement Handbook
- Article 34. Non-Discrimination
- Article 35. Outside Employment
- Article 36. Personal Time
- Article 37. Personal Services

- Article 38. Personnel Files
- Article 39. Probationary Period
- Article 40. Resignations
- Article 41. Responsibilities of the Parties
- Article 42. Retirement Contribution Refunds
- Article 43. Rules and Regulations
- Article 44. Sabbatical Leave
- Article 45. School Vehicles and Equipment
- Article 46. Seniority, Reduction of Force and Vacancies
- Article 47. Severability
- Article 48. Sick Leave
- Article 50. Union Membership and Dues Deduction
- Article 51. Unpaid Personal Leaves of Absence
- Article 52. Use of School Facilities
- Article 53. Vacation
- Article 54. Work Rules
- Article 55. Work Stoppage and Slowdown
- Article 56. Workers' Compensation
- Article 57. Duty-Free Lunch
- Article 58. Hours and Work Schedules
- Article 59. Term of Agreement

Employee Acknowledgment

(To be signed and returned to the Human Resources Director.)

My signature below indicates that I have read and understand the MECDHH/GBSD Employee Handbook. I accept responsibility for contacting the HR Director if I have any questions, concerns, or need further explanation.

Printed Name _____

Signature _____

Date _____

The HR Director will maintain this page in the employee's personnel file.