

TCAPS STAFF HANDBOOK



TRAVERSE CITY AREA PUBLIC SCHOOLS

Your Human Resources Guide to employment information at TCAPS.

www.tcaps.net

WELCOME AND INTRODUCTION

Dear TCAPS Employee:

Congratulations and **welcome** to Traverse City Area Public Schools (TCAPS). We are pleased to confirm your acceptance of your new position with TCAPS. Your contributions as an employee are essential to the ongoing educational success of our students district-wide!

The purpose of this handbook is to introduce you, as a new employee, to our school district and provide resources that will help you make a smooth transition into your new role. Additionally, we want to provide all employees with information on policies related to employment with the district and give a brief overview of the laws and regulations that govern public school employees. This handbook is designed to give practical information about the daily operations of the schools in the district. Situations may arise that are not covered by this handbook. In those instances, employees should consult with their supervisor.

A copy of the Master Agreement between the TCAPS Board of Education and the union/affiliation for your position can be found online at: <http://www.tcaps.net/about/departments/human-resources/union-contracts/>

Each building has a very unique culture. During your first few weeks, you will meet many co-workers, supervisors, managers, and human resources staff. Each will play a role to ensure your successful integration into the district. These individuals are available to serve as a resource, so please let them know what you need to be successful in your new role and responsibilities.

The Board of Education and Administration continually review policies and procedures; therefore, changes in information may be communicated directly. From time to time you may receive updated information concerning changes to board policy or this handbook. If you have questions, please reach out to Human Resources or inquire with your supervisor.

The Human Resources Department team is here to support your transition. Please know that you can call on any of us to assist you. We are looking forward to you joining TCAPS. We offer to you our best wishes for a great year. ***Thank you!***

Checklist for New Employees

New Employee Responsibilities

Date Completed

- Review TCAPS Employment Confirmation Letter _____
- Receive Fingerprint Background Check (required - Human Resources) _____
- Obtain TCAPS-issued employee ID/access badge (required - Human Resources) _____
- Confirm start date and where to report on your first day _____
- Attend TCAPS New Employee Orientation (virtual) (required) _____
- Review TCAPS Staff Handbook _____
- [Vector Training, K-12 Edition](#) Training Modules
 - Bloodborne Pathogens (required) _____
 - Seclusion and Restraint (required) _____
 - Title IX Sexual Harassment All Staff Training (required) _____
 - McKinney-Vento Training (required) _____
 - CPR/First Aid (noon duty only) _____
 - FERPA (optional) _____
 - Sexual Misconduct: Staff-to-Student (optional) _____
 - Discrimination Awareness in the Workplace (optional) _____
 - Student Drug & Alcohol Abuse in the Workplace (optional) _____
- [Review of Payroll & Ultratime Basics](#)
 - How to submit and/or record your work hours in Ultratime (see link above) _____
 - [Payroll calendar](#) _____
 - [Employee online payroll portal](#) _____
- **FOR EARLY CHILDHOOD EMPLOYEES ONLY:**
 - Review licensing requirements (enclosed in Employment Confirmation Letter) _____
 - Complete licensing requirements _____
 - Send any required documentation to the Licensed Child Care Director, Jessica Anderson _____

For questions, contact TCAPS Human Resources at 231-933-1710

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Traverse City Area Public Schools School Calendar 2025/2026

TRAVERSE CITY AREA PUBLIC SCHOOLS 2025-2026

3.5.25

JULY 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 8/26 Full teacher work day with Staff Meeting
- 8/27 No School (*required professional development day for teachers - 6 hours of DPPD*)
- 8/28 No School (*required professional development day for teachers - 6 hours of DPPD*)
- 8/29 No School
- 9/1 Labor Day; No School
- 9/2 First day of school for students
- 9/5* Two hour early release for students, full day for staff (*Professional Development in PM*)
- 10/1 Count day
- 10/13* Two hour early release for students (educational instruction for Indigenous Peoples Day), full day for staff (*Professional Development in PM*)
- 10/31 End of the first quarter
- 11/4 No School, Election Day, Regional Staff Development Day (Full Day for Staff)
- 11/25* Two hour early release for students, full day for staff (*Professional Development in PM*)
- 11/26 No School, Full Teacher Work Day (*trade time eligible*)
- 11/27-28 No School
- 12/11* Two hour early release for students, full day for staff (*Professional Development in PM*)
- 12/22 Holiday Break begins; No School
- 1/5 School Resumes
- 1/19* Two hour early release for students (educational instruction for Martin Luther King, Jr. Day), full day for staff (*Professional Development in PM*)
- 1/21-1/23 High School Exam Week
- 1/23* End of second quarter/first semester. Two hour early release for students, full day for staff (*Professional Development in PM*)
- 2/11 Count Day
- 2/19* Two hour early release for students, full day for staff (*Professional Development in PM*)
- 2/20 Mid Winter Break; No School, Full Teacher Work Day (*trade time eligible*)
- 3/12* Two hour early release for students, full day for staff (*Professional Development in PM*)
- 3/26 End of third quarter
- 3/27 No School, Full Teacher Work Day (*trade time eligible*)
- 3/30-4/3 Spring Recess
- 4/6 School Resumes
- 4/16* Two hour early release for students, full day for staff (*Professional Development in PM*)
- 5/25 Memorial Day; No School
- 6/10* Half day for students, full day for staff, last day of school, end of fourth quarter/second semester (*recons half day for staff*)
- 6/11-17 Make up days for inclement weather

SYMBOLS:

-  No School/Non Reporting Day
-  Teacher Work Days (4), No school for students
-  Two hour early release (9)
-  Half days for all students (1)
-  Professional Development Days (2)
-  Regional Staff Development Day (1), no school for students
-  Make up days for inclement weather (5)
-  Count days (2)
-  Instruction days (180-elementary) (180-secondary)

Earned trade time for TCEA staff may be used on the following days: 11/26/2025, 2/20/2026, 3/27/2026

*If school is cancelled on a two hour early release day, the two hour early release day will occur on the following Thursday when school is in session.

JANUARY 2026

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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026

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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Non-Discrimination - Title VI, Title IX, Section 504, Age Discrimination Act, and Title II Americans with Disabilities Act

The government has made legal provisions to ensure that no person is discriminated against on the basis of the protected classes of race, color, national origin, gender, sex (including sexual orientation or transgender identity), age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") in its programs and activities, including employment opportunities. In order to protect these rights and assure compliance, Traverse City Area Public Schools has appointed the following employees as the Coordinators of Title VI, Title IX, Section 504, the Age Discrimination Act, and Title II.

Inquiries concerning the application of, or grievances for, any of these regulations or concerns that the rights of an individual may have been violated should be directed to:

- Coni Taylor, Associate Superintendent
Labor Relations & Legal Services
Traverse City Area Public Schools
1009 S. Oak Street
Traverse City, MI 49684
231. 933.1716
taylorco@tcaps.net

Drug Free Workplace and Smoke Free Schools

TCAPS prohibits the use, possession, concealment, distribution, or sale of drugs/alcohol/tobacco/marijuana/vapes/CBD products by employees on school grounds, in school or school-approved vehicles, at any school-related event, or at any site where work is performed on behalf of TCAPS.

The unlawful possession or use of drugs/alcohol/tobacco/marijuana/vapes/CBD products is wrong and harmful. Employees who violate this policy will be subject to disciplinary action, in accordance with due process, up to and including termination and referral for prosecution.

For questions, please contact your building principal, supervisor or the Human Resources Department.

For more information regarding our drug free workplace, please review TCAPS Board of Education [Policy 3102](#) and [Policy 4201](#).

Michigan Safety Legislation and Self-Reporting Requirement

Effective January 1, 2006, all employees working in Michigan schools (public or private), in any capacity, are required to submit to fingerprinting and background checking. It is the responsibility of the employee to be in compliance with this law. Non-compliance will result in termination of employment.

Additionally, if a person is employed in any capacity by the District or has applied for a position with the District, he or she shall report to the Michigan Department of Education and the school district that he or she has been charged with a crime within three (3) business days after being arraigned for the crime.

If an employee does not report the charge or conviction, he or she is guilty of an additional crime. If the non-reported charge or conviction is a felony or listed offense, the person is guilty of a felony. If the non-reported charge is a non-listed offense misdemeanor, the person is guilty of a misdemeanor. If an employee does not report a charge or conviction, the District may discharge the person from his/her employment or terminate his/her contract, following the notice and the opportunity for a hearing.

[TCAPS' Arraignment Disclosure form](#)

General Information

Demographics

Traverse City Area Public Schools (TCAPS) is the largest district in northwest Michigan and offers the area's widest variety of high quality academic and extracurricular programs. TCAPS' staff (approximately 1400 employees) serves approximately 9,000 students across 300-square-miles of Grand Traverse, Benzie and Leelanau counties, TCAPS is home to eleven elementary schools, two middle schools, three high schools and a variety of preschool classrooms.

Please visit our website at www.tcaps.net for more information regarding the district.

Bell Schedules

The school day start and end times vary by location. Please refer to each School Building's page on the [TCAPS website](#) for more information.

Board Members & Meeting Times

Seven elected individuals serve as the Board of Education for TCAPS. Board of Education meetings are one time per month unless otherwise scheduled. To view the Board of Education calendar, click here: <https://www.tcaps.net/calendar/>. Board meetings can be viewed online on the [TCAPS YouTube page](#).

For more information about board members, meeting times, agendas/minutes, etc., visit: www.tcaps.net/board.

Contact Information

All staff are required to keep the district informed of any changes in name, address, telephone/cell phone numbers, and/or other contact information. Please contact the Human Resources Department at 231-933-1710 or hr@tcaps.net to notify the district of contact information changes.

Driving

Staff members, under no circumstances, are permitted to use their personal vehicles to transport students. Staff members who use TCAPS vehicles to transport students or for district-related use, must be approved by the Transportation Department **prior** to utilizing a TCAPS vehicle. For questions related to TCAPS vehicle use, please contact the Transportation Department at 231-933-1906.

Job Postings

Both certified (positions requiring certification through LARA or the Michigan Department of Education) and non-certified (positions not requiring certification through LARA or the Michigan Department of Education) vacancies are posted on the Employment page (job board) of the TCAPS website (www.tcaps.net/jobs). Open postings can be found by going directly to the TCAPS Job Board: <https://tcaps.tedk12.com/hire/index.aspx>

All internal (current TCAPS employees) and external applicants must apply for positions using the online application process. The job board is updated regularly as positions are available.

If you are a part-time TCAPS employee looking to add additional hours at TCAPS, please view the TCAPS Job Postings weekly (sent via email to all TCAPS employees) for potential positions. If you are interested, please submit your application through the job board on the TCAPS website.

If you are interested in serving as an athletic coach (middle school [[LEAP](#)] or high school), please view the job board on the TCAPS website and search for all available coaching positions payable through a stipend. Some athletic coaching positions are voluntary only. Additional information regarding volunteer opportunities can be found at the main offices at each building.

For more information regarding job postings, please contact the Human Resources Generalist assigned to your building or bargaining unit (see Appendix B).

Payroll and Timesheet Basic Information

TCAPS employees are paid for their services every two weeks. **Hourly employees are paid two weeks in arrears.** Certified teachers are paid on contract, and may choose to be paid based on 21 or 26 pays per year.

All employees are required to receive their paychecks via direct deposit. See the Payroll section of this handbook for additional information.

If not using Ultratime, timesheets must be turned in every two weeks to the designated supervisor/office.

For more information regarding payroll processing and timesheets, contact Beckie Cairns at 231-933-1739. Please see [Payroll and Ultra Time Guidelines](#) and the [Payroll Section on the Staff Tile](#) and herein to view the current school year payroll calendar.

Direct Deposit and Pay Stub Access

Employees are able to view pay stubs online through the online [payroll data portal](#). This is where you can find sick time accruals, vacation hours, taxes, deductions, etc. You can access the portal from the [Payroll Information on the Staff Tile](#). This page includes instructions for accessing your

pay stub, a link to the payroll data portal, direct deposit payroll change form and the current year's hourly payroll calendar.

Please see [Payroll and Ultra Time Guidelines](#) for details. Additional questions regarding payroll can be directed to the Payroll Department; please contact Beckie Cairns at 231-933-1739 (cairnsre@tcaps.net).

Technology Assistance

All TCAPS employees receive a [TCAPS email address](#) with TCAPS Cloud access. Please visit cloud.tcaps.net to access the TCAPS Cloud and your email account once you have received your account information.

If you have questions regarding your account, or have other general technology questions, please contact the Help Desk at 231-933-3325 or supportdesk@tcaps.net. You may also reference the [TCAPS Tech Guide](#).

Staff Parking

Staff parking is dependent on the building you are assigned to, as the building's location plays a significant role in parking operations.

Upon arriving for your first day of work, please check in at the main office at your building to discuss their staff parking policies. A parking pass may be issued to you; otherwise, you will receive instructions on where to park.

Emergency School Closures (Snow Days)

If school is called off for inclement weather or other reason, it will be announced via TCAPS website, the local news and radio stations, as well as posted on the district's social media pages. Information is provided annually to all school employees related to Emergency School Closures (Snow Days/Inclement Weather Days).

Access and Identification

TCAPS ID/Access Badges

Your TCAPS employee ID number will be assigned to you when you visit the Human Resources Office at the Glenn Loomis Administration Building to complete and/or review your New Hire Paperwork, and after your FBI fingerprint background check results are received by the Human Resources Department. At this time, you will also receive your TCAPS ID/access badge.

Your TCAPS ID/access badge serves as your photo identification card, as well as permits you to gain access to campus building(s) based on your building assignment(s). This card also allows you to access TCAPS sporting events and take advantage of local business discounts. TCAPS badges must be worn whenever you are on TCAPS property. **Badges are to be used only by the named badge holder; giving or lending a TCAPS badge to any other individual is strictly prohibited.**

In the event that your badge is lost or stolen, you must contact the TCAPS Human Resources office immediately. This will give TCAPS the opportunity to remove building access from that badge so that it cannot be used to gain entry by an unknown person. There is a \$7 replacement fee for badges that are misplaced. If your badge becomes damaged, please notify the TCAPS Human

Resources department in order to obtain a new badge. There is no fee for a new badge if the damaged badge is returned.

If you experience issues with accessing your building while using your badge, please contact the Human Resources department at hr@tcaps.net or 231-933-1710 to aid in getting your badge maintenance on the system.

If you have other general questions about building access and ID badges, please contact Lucas VanHouten at 231-933-1710 or vanhoutelu@tcaps.net.

Sick Time/Personal Time Accrual and Usage

Sick time and personal time accrual and usage is dependent on your position(s). Please review the Benefit Summary and/or Master Agreement provided to you with your letter of offer for additional information regarding sick time and personal time accruals and usage. If your position is union-affiliated, you can also review your position affiliated Master Agreement booklet for more detailed information (found on the [TCAPS website](#)). *For additional questions regarding sick and personal time, please contact Beckie Cairns, Payroll Manager, at 231-933-1739, or cairnsre@tcaps.net.*

If you are going to be absent during a school day, please determine if your position requires a substitute for your absence. Generally, substitutes are provided for teachers, building principals, special education aides, and preschool/extended day staff. *For more questions about substitute coverage, please contact your building administrative assistant or your supervisor or Christa Hislop, Guest Teacher Coordinator, at 231-933-1714, or hislopch@tcaps.net.*

In the event that an extended absence, beyond three (3) consecutive work days, is necessary for personal paid and/or unpaid absences (personal illness, family illness, maternity/paternity, FMLA and non-FMLA leaves, etc.), please notify your building principal(s) and Maire Lajko, Compliance Coordinator, at lajkoma@tcaps.net or 231-933-1703, as soon as possible.

Health Benefits Basics – Medical, Dental, Vision

The TCAPS employee health benefits are specific to bargaining group affiliation. Under the Affordable Care Act (ACA), all employees who are scheduled to work 30 hours or more per week in a permanent position are eligible for benefits through TCAPS. Please review your **Employee Benefits Summary** (given to you with your letter of offer) for health benefits that pertain to your bargaining group.

If you have any questions regarding your health benefits, please contact Ashley Wills, Accounting and Benefits Manager, at 231-933-1720 or willsas@tcaps.net.

Special Enrollment Notice

If you are declining enrollment for yourself and/or your dependents (including your spouse) because of other health insurance coverage, you may in the future be able to enroll yourself and/or

your dependents in a TCAPS sponsored plan, provided that you request enrollment within 30 days after your other coverage ends.

In addition, if you have a new dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll yourself and/or your dependents provided that you request enrollment within 30 days after marriage, birth, adoption, or placement for adoption.

Deductions

Please note that the deduction amounts listed on the General Information Sheet for your bargaining unit health coverage are the “standard” deductions. These deductions are calculated to pay for the current cost of 12 months of coverage (for school-year positions: from October through September of the following year; for full-year positions: January through December), deducted from a set number of paychecks scheduled during the school year (September through June) depending on your position affiliated bargaining unit.

If you are in a school-year position and starting your insurance coverage mid-year (so that you will have less than 12 months of coverage during the current coverage year), you probably will not have enough of the “standard” deductions taken to pay for the expense of your coverage. Therefore, an additional amount will be due and you may be given payment options from which to choose. In addition – the “standard” deductions are calculated to cover the current premium costs.

Open Enrollment

Open enrollment is a period of time each year when you can sign up for health insurance. If you don't enroll in health insurance during the open enrollment period, then you cannot enroll until the next open enrollment period unless you have a qualifying event that will allow you to change your health insurance options. Open enrollment dates will be announced each fall and any changes made during this time will take effect January 1 for all employment groups.

Please direct questions to Ashley Wills, Accounting and Benefits Manager, at 231-933-1720 or willsas@tcaps.net.

Qualifying Event

Outside the open enrollment period, you generally can enroll in/change a health insurance plan only if you qualify for a special enrollment period, called a qualifying event. You may be eligible if you experience qualifying life events including: involuntary loss of other coverage, individual plan renewing outside of the regular open enrollment, becoming a dependent or gaining a dependent, marriage, divorce, a permanent move, becoming a US citizen, an error or problem with enrollment, or employer-sponsored coverage reducing benefits such that it no longer provides minimum value or becomes unaffordable.

Please direct questions to Ashley Wills, Accounting and Benefits Manager, at 231-933-1720 or willsas@tcaps.net.

Sick Bank Procedures

Some bargaining units, including TCEA, TCAA, TCCAPSA and Non-Affiliated Administrative Staff, have the option of participating in a sick bank. When an employee's sick leave has been exhausted,

an employee may be granted the equivalent of up to thirty (30) additional sick leave days. Please see your bargaining unit handbook for specific details.

In order to be eligible to draw from the sick bank, the employee must be eligible for sick leave and must have contributed one of their sick leave days during the most recent sick bank donation window. Donations must be made at each request sent by the Compensation and Benefits department to retain eligibility. The employee must present a doctor's certificate of injury or illness to Maire Lajko, Compliance Coordinator, at lajkoma@tcaps.net or 231-933-1703 with the request to use the sick bank.

The sick bank is available only for major personal illnesses and injuries and not on a daily basis. Staff may not utilize the sick bank for more than one leave in any one school year. An employee who has used the maximum sick leave days shall not draw additional hours from the sick bank in a subsequent year until such time as the employee has contributed the equivalent of at least one additional day to the sick bank. You will be notified in writing if depleted sick banks require additional donations throughout the school year.

If you would like to qualify to participate in the sick bank, please go to the [Employee Benefits section of the TCAPS Staff Tile](#) and complete the [new hire sick bank donation form](#) found under "Employee Benefits" → "Miscellaneous Forms". To contribute to the sick bank annually, when you are no longer a newly hired employee, [complete the Annual Sick Bank Donation Form](#).

For additional information about the Sick Bank, please contact Ashley Wills, Accounting and Benefits Manager, at 231-933-1720 or willsas@tcaps.net

Family and Medical Leave Act (FMLA)

Pursuant to federal law, the Board of Education shall provide up to 12 work weeks of unpaid leave in a 12-month period (using a rolling year method) to be used when an employee is unable to perform the essential functions of his/her job due to his/her own serious medical condition or the serious medical condition of an immediate family member.

In general, to be eligible for Family and Medical Leave Act (FMLA) protected leave, an employee must have worked for TCAPS for at least 12 months and have worked at least 1250 hours in the 12 months preceding the leave. Employees may request FMLA leave for: incapacitation due to pregnancy, prenatal medical care or child birth; care of the employee's child after birth, or placement for adoption or foster care; care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job.

Also, employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the military may use their 12-week leave for a qualifying exigency to include: attending certain military events; arranging for alternative childcare; addressing certain financial and legal arrangements; attending certain counseling sessions; and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave during a single 12-month period, to care for a covered service member injured in the line of duty on active duty. FMLA leave will be paid time if the

employee has accrued but unused sick time, sick bank, personal business days and paid vacation days.

For more information regarding the Family and Medical Leave Act, please review TCAPS Board of Education [Policy 4106](#) or contact Maire Lajko, Compliance Coordinator, at lajkoma@tcaps.net or 231-933-1703.

Change in Status

All employees who have a change in status, ie: change in deductions, marital status, change of address, etc., need to contact the TCAPS Human Resources Office in order to complete the required paperwork. Those employees who are changing their name will need to contact the Social Security Office at 1-866-739-4802 and bring a copy of their new social security card to the Human Resources office. Name changes are effective after the Human Resources Department receives your new Social Security card.

As a reminder, you may need to complete new insurance paperwork (i.e. change in beneficiary, adding/removing a spouse/dependents, etc.) and submit new state and federal tax forms. If you are adding a spouse, we will also need a copy of your marriage license.

For more information regarding a change in status, please contact Human Resources at 231-933-1710.

COBRA

Any school employee covered under the employer-sponsored health, dental and/or vision plans who loses coverage under these plans because of voluntary or involuntary termination of employment (other than termination for gross misconduct), retirement, or a reduction in the employee's work hours resulting in ineligibility for the group plan is eligible to continue those benefits. 100% of the premiums are paid by the individual and coverage may last for up to 18 months (36 months for eligible dependents depending on circumstances).

Please direct questions to Ashley Wills, Accounting and Benefits Manager, at 231-933-1720 or willsas@tcaps.net.

Unemployment/Underemployment Compensation

Any school employee who is laid off or terminated from his/her position with the district may be eligible for unemployment or underemployment benefits. Employees may contact the Unemployment Agency at 1-866-500-0017 or go to the website at www.michigan.gov/uia to receive additional information.

Traverse City Area Public Schools does notify the Unemployment Agency when an employee is subsequently recalled or rehired by the district to ensure that unemployment benefits are discontinued.

Please direct questions to Ashley Wills, Accounting and Benefits Manager, at 231-933-1720 or willsas@tcaps.net.

Employee Benefit Basics

Medical and Dependent Care Reimbursement Accounts

Employees may choose to set aside pre-tax dollars through payroll deductions to pay for certain medical and dependent care expenses. Employees may elect up to \$3,300 in 2025 in an IRS Section 125 Plan Medical Reimbursement Account (a portion of these funds may be rolled into the next year) and/or \$5,000 (per household) in an IRS Section 125 Plan Dependent Care Reimbursement Account.

Employees must enroll in the plan(s) during the open enrollment period as communicated by the District and elections may not be changed or revoked unless the employee experiences a qualifying event as previously defined. Any money set aside in the plan that is not used by an employee during the plan year is forfeited except as allowed by federal law.

Please direct questions to Ashley Wills, Accounting and Benefits Manager, at 231-933-1720 or willsas@tcaps.net.

Tuition Assistance and Reimbursement Plan

In an effort to encourage life-long learning, all employees are eligible to participate in the district's tuition reimbursement plan. The district will reimburse employees (who are .40 FTE or greater) up to 50% of the tuition charges (no books, lab fees, etc.) based on the rate charged by approved institutions. Employees who work less than full-time will receive a prorated reimbursement based on their full time equivalency (FTE).

To be eligible for reimbursement, a course must be education or job-related. Employees requesting reimbursement must submit an online course approval form available online on the district's [Employee Tuition Assistance webpage](#). If approved, employees must submit a receipt of payment and transcripts showing completion of courses with a minimum GPA of 2.0. Tuition reimbursement checks will then be prepared and mailed to the address on file with Human Resources.

Please direct questions to Ashley Wills, Accounting and Benefits Manager, at 231-933-1720 or willsas@tcaps.net.

Counseling Services - Employee Assistance Program

TCAPS employees are eligible to participate in an important benefit that is designed to enhance employees' personal mental health and the well being of employees' families. The Employee Assistance Program (EAP) provides free, confidential, short-term assessment and referrals by qualified and experienced counselors. The counselors will help employees and/or family members define personal problems and assist with resolutions.

For more information regarding the Employee Assistance Program, please review TCAPS Board of Education [Policy 4212](#) or view the EAP brochure on our website by clicking the "Employee Benefits/Retirement Information" link found under "Benefits & Payroll Information" on the [TCAPS Staff Tile](#).

Paid Time Off Benefits

Eligible employees receive paid time off for illness, personal business, jury duty, bereavement and holidays consistent with bargaining unit agreements. It is important that new employees review and understand their paid time off benefits.

For more information regarding paid time off benefits, please refer to the applicable bargaining unit agreement ([Union Contracts](#)) or contact Beckie Cairns, Payroll Manager, at 231-933-1739, or cairnsre@tcaps.net.

Dock Days

While most employees enjoy a benefit package including paid days off for illness, business days, etc., employees may need additional time off during the year. To encourage employees to be in attendance and to acknowledge the occasional need for additional unpaid time off, the district offers employees Dock Days (unpaid days off) with prior supervisor approval consistent with bargaining unit agreements. No employee may take more than ten (10) dock days during a five-year period.

Dock Day Protocol:

1. Use of Dock Days must be requested in advance. Approval is at the discretion of the supervisor/principal and HR. Approval will be based on factors such as staffing needs, availability of a qualified substitute, competing requests, employee attendance/performance, circumstances surrounding the request, etc.
2. Once approved, employees are required to accurately record the use of Dock Days on their timesheets or in Ultratime (or Willsub for teachers), whichever applies. Failure to do so would be considered a falsified time record and subject to employee disciplinary action.
3. Availability of Dock Days will be determined by a rolling five-year look back at the time of the request.
4. Dock Days do not run concurrently with an approved unpaid leave of absence. This means employees returning from an approved leave are eligible to use available Dock Days at the discretion of the employee's supervisor and Human Resources Department.
5. If an employee is not on an approved leave, has exhausted all available paid Sick Leave (including Sick Bank, if applicable), and is unable to work due to illness, Dock Days must be recorded to cover time off. If the need for time off exceeds availability of Sick Leave and Dock Days combined, an unpaid medical leave of absence is an option.
6. Employees may discuss use of Dock Days, or check availability by contacting Human Resources at hr@tcaps.net or 231-933-1710 prior to the submission of any requests.

Retirement – Public School Retirement Plans

The Office of Retirement Services (ORS) administers three (3) different types of retirement plans for public school employees: a Defined Benefit (DB) plan, a Pension Plus (hybrid) plan, and a Defined Contribution (DC) plan. Information will be provided to you by ORS via US Postal.

Please visit www.michigan.gov/ors for additional information about Public School Retirement Plans, or contact Ashley Wills, Accounting and Benefits Manager, at 231-933-1720 or willsas@tcaps.net.

Annuities

Traverse City Area Public Schools offers tax-sheltered annuities (403b and 457b) to all employees. These **voluntary** retirement plans can be **pre-tax** or **post-tax** (federal and state). These plans are administered by TSA Consulting Group, Inc. (TSACG) and are not part of the public school employees' retirement plans. Accounts can be established by the employee at any time via one of the approved vendors found on the [403b Vendor List](#).

Eligibility

All TCAPS employees are eligible to participate in the 403(b) and 457(b) plans immediately upon employment, however, private contractors, appointed/elected trustees and/or school board members and student workers are not eligible to participate in the 403(b) Plan. Employees may make voluntary elective deferrals to both the 403(b) and 457(b) plans. Participants are fully vested in their contributions and earnings at all times.

Please visit the "Staff" menu of the [TCAPS Staff Tile](#) and click on "Benefits & Payroll Information" under the link for "Employee Benefits/Retirement Information" for additional information about available retirement plans, or contact Ashley Wills, Accounting and Benefits Manager, at 231-933-1720 or willsas@tcaps.net.

Payroll Basics

General Information – Hourly Employees

Hourly employees are paid two weeks in arrears for their services. Generally, all hourly positions use UltraTime, an electronic time-keeping resource, to track hours worked. You will be trained in Ultratime by your immediate supervisor. Questions regarding the use of Ultratime should be directed to Ashley Wills, Accounting and Benefits Manager, at 231-933-1720 or willsas@tcaps.net.

Timesheets are typically completed only when you are performing duties outside of your regular position (such as sub or temp work). Please ensure that all necessary items are completed on your timesheet, including your TCAPS ID number and full name at the top, as well as dates and time worked. Please also put in the comment section what you are being paid for, such as, subbing in extended day. **Any timesheets that are not completed in their entirety will be sent back to you to complete.**

Please turn in your timesheets to the administrative assistant or designee at your site no later than the end date of each pay period to ensure that the Payroll Department receives your approved timesheets in a timely manner. Please contact your administrative assistant or Payroll Department immediately if any changes are required on your timesheet.

If you have any questions about your pay or how to complete a timesheet, please contact your administrative assistant or Beckie Cairns, Payroll Manager at 231-933-1739 or cairnsre@tcaps.net.

General Information – Contract/Salaried Employees

Contracted (TCEA, TCAA, and most non-affiliated administrator positions) employees are not required to complete Ultratime or submit a timesheet for their hours worked, unless additional work hours have been approved by the building principal/supervisor. Generally, the bi-weekly pay amount for an employee is the total contracted salary amount (i.e. salary schedule amount or base amount, longevity stipend, and degree stipend) divided into the remaining number of pays in the fiscal year.

For eligible extra-duty hours worked outside the normal contracted workday, a timesheet must be completed and submitted to the administrative assistant at your building.

If you have any questions about your pay or how to complete a timesheet, please contact *Beckie Cairns, Payroll Manager at 231-933-1739 or cairmsre@tcaps.net*.

Accessing Pay Stubs and W-2s Online

All employees are required to receive their paychecks via direct deposit. The district does not send out pay stubs when receiving direct deposit, however you will be able to view your pay stubs online through the online payroll data portal. Your pay stub will show your attendance balances, federal and state withholding status, retirement and insurance deductions, etc. The portal also houses the previous year W2. You can access the [Payroll Portal](#) or from the [TCAPS Staff Resources](#) tile in the cloud. This page includes the link to the online payroll data portal, as well as login instructions for the portal, a link to the direct deposit change form, and the current year hourly payroll calendar. **Please note that login credentials for the portal are different from your TCAPS email and Ultra Time login. You must contact Beckie Cairns in the Payroll Department at 231-933-1739 to obtain your User ID and password or if you need your password reset.**

Change in Financial Institution

If you change financial institutions, please be sure to submit [a new Direct Deposit form](#) to the TCAPS Payroll Department with the updated banking information.

Payroll Calendar (hourly) 2025/2026

Year	Pay #	Start Date	End Date	Paid On	Notes
2025	1	06/08/25	06/21/25	07/04/25	
2025	2	06/22/25	07/05/25	07/18/25	
2025	3	07/06/25	07/19/25	08/01/25	
2025	4	07/20/25	08/02/25	08/15/25	*Last pay for 26 pays
2025	5	08/03/25	08/16/25	08/29/25	*First pay for TCEA
2025	6	08/17/25	08/30/25	09/12/25	
2025	7	08/31/25	09/13/25	09/26/25	
2025	8	09/14/25	09/27/25	10/10/25	
2025	9	09/28/25	10/11/25	10/24/25	
2025	10	10/12/25	10/25/25	11/07/25	
2025	11	10/26/25	11/08/25	11/21/25	
2025	12	11/09/25	11/22/25	12/05/25	
2025	13	11/23/25	12/06/25	12/19/25	
2026	14	12/07/25	12/20/25	01/02/26	
2026	15	12/21/25	01/03/26	01/16/26	
2026	16	01/04/26	01/17/26	01/30/26	
2026	17	01/18/26	01/31/26	02/13/26	
2026	18	02/01/26	02/14/26	02/27/26	
2026	19	02/15/26	02/28/26	03/13/26	
2026	20	03/01/26	03/14/26	03/27/26	
2026	21	03/15/26	03/28/26	04/10/26	
2026	22	03/29/26	04/11/26	04/24/26	
2026	23	04/12/26	04/25/26	05/08/26	
2026	24	04/26/26	05/09/26	05/22/26	
2026	25	05/10/26	05/23/26	06/05/26	*Last pay for 21 pays
2026	26	05/24/26	06/06/26	06/19/26	

How to Read the Payroll Calendar

The Payroll Calendar helps hourly employees navigate when they will receive their bi-weekly pay. The third column of the calendar represents the start date of the pay period. The fourth column of the calendar represents the end date of the period. All of the days worked between the start date and end date of the pay period will be the days the employee received pay for on pay day, which is the last column of the calendar.

*For example, if an hourly-paid employee begins working on February 1st then they will be paid for the first time on February 17th for all hours worked between February 1st and February 4th. Note: If not completing Ultratime, timesheets must be turned in on time to receive pay (additional information provided in the *General Information - Hourly Employees* section below).*

If you have questions about the payroll calendar, *please contact Beckie Cairns, Payroll Manager at 231-933-1739 or cairnsre@tcaps.net.*

Technology

TCAPS recognizes the importance of information literacy skills for our staff and students. TCAPS' technology delivers and maintains the instructional systems necessary for learning to take place anywhere and anytime. Students and staff have 24/7 access to curriculum and learning resources through Brightspace, Google Classroom, PowerSchool Public Portal, Google Apps, and many other web-based programs.

For the TCAPS Tech Guide, complete with tutorials (PDFs and videos), please visit the the [TCAPS Tech Guide](#).

If you have questions regarding your account, or have other general technology questions, please contact the Help Desk at 231-933-3325 or supportdesk@tcaps.net.

TCAPS Website

For additional information about TCAPS, please visit the [TCAPS website](#).

For links to common forms and benefit information, please click on the "For Staff" tab at the top of the webpage and login with your TCAPS username and password (same credentials used for TCAPS Cloud or email).

If you have questions about the TCAPS website, please contact the Communications Department at 231-933-1795.

Accessing Email

All TCAPS employees receive a TCAPS email address with TCAPS Cloud access. Employees should be regularly checking their TCAPS email account for district communications. Please visit cloud.tcaps.net to access the TCAPS cloud and your email account once you have received your account information.

TCAPS email is accessible anywhere through the TCAPS cloud (see below).

Google/TCAPS Cloud

TCAPS' Technology Department operates a "cloud" service for staff and students. This service allows users to login in one place through a Web browser and gain quick access to Google Apps, Brightspace, Google Classrooms, Powerschool, stored files and other resources. The TCAPS Cloud can be accessed at cloud.tcaps.net. You must receive your TCAPS login ID and password before you can login to the TCAPS Cloud.

TCAPS Technical Support

You can obtain technology support by accessing the TCAPS Support tile in your TCAPS Cloud. This link allows you to communicate with the TCAPS Technology Department and Facilities Department regarding incidents and questions you have surrounding these two departments. For example, the administrative assistant at your building may submit an IT Support Ticket to set up your district issued email.

If you are having difficulties accessing the cloud or using your computer, you will want to submit a [TCAPS Tech Support request](#) for IT help. If you are in need of a maintenance request, you will want to submit a Facilities Support ticket for Facilities help.

BrightArrow Rapid Communications System

The BrightArrow platform provides individual schools, classroom teachers and district officials a quick and easy way to communicate with TCAPS families. Communications can be sent as an email, voice message or both depending on the information being shared. Messages can be sent immediately or scheduled for a later date/time. In addition to general outreach messages, the district also has the capability of sending emergency messages (which have a greater reach) to families and staff within a short amount of time. Text messaging is not available at this time, but may be in the future.

BrightArrow is designed to work directly within the PowerSchool student database and PowerTeacher Pro. Users are automatically logged into BrightArrow any time they have logged into PowerSchool.

BrightArrow Assistance for School Principals / Office Staff / District Personnel

Each school building has its own BrightArrow account. Principals and school office staff communicate utilizing the school's specific account. To add or delete users from a school account, schedule a training, or for support questions, please contact the Communications Department at 231-933-1795.

BrightArrow Assistance for Classroom Teachers

Teachers needing to activate their BrightArrow account to begin communicating with their classroom families and/or students should complete a technology schooldude by clicking on the TCAPS Support application tile on your TCAPS Cloud home page or by calling the Help Desk at 231-933-3325. Contact your school office administrative assistant if you need assistance in placing/creating a SchoolDude request.

Social Media Usage by Staff

Social media is a tool used for communicating, keeping current with developments in education, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. For questions regarding social media usage, please contact Ginger Smith at smithgi@tcaps.net or 231-933-1795.

Emergencies

Accident/Injury

Staff are asked to complete the [employee injury report](#) found on the TCAPS Staff Tile, even if no medical attention is required. The form must be submitted within 24-hours of the injury. If medical attention is required, employees are required to seek treatment at Munson Occupational Health, unless it is after hours or an emergency.

For questions related to accidents/injuries while at work, please contact Ashley Wills at 231-933-1720 or willsas@tcaps.net.

Emergency Guideline

There is an Emergency Guidelines book (orange) at all workstations and in all classrooms throughout the district. Please contact your building principal/supervisor for additional information about the Emergency Guidelines for your building. If you cannot find the emergency guidelines, please contact the main office of the building.

Crisis Plans

Each school has its own Crisis Plan that identifies staff roles, responsibilities and pre-planning for responses necessary during an emergency. There is not a copy of the Crisis Plan in every room. Crisis Plans contain certain confidential information important to the safety of students and staff; therefore distribution is limited. Crisis Team members, at a minimum, have copies of the plan. Please contact your building principal/supervisor for additional information about the Crisis Plan for your building.

District Crisis Plan

TCAPS Administration has a Crisis Plan that may be implemented in circumstances where buildings require district support during a crisis. The District Crisis Plan also contains confidential information; therefore, distribution is limited. Please contact your building principal/supervisor for additional information about the District Crisis Plan.

Room Postings

In each classroom, near the hallway door, there are two postings to help in emergency situations, including a 1) Fire exit diagram **and** 2) Severe storm/tornado shelter diagram. Please make sure you are familiar with these diagrams in case of an emergency.

Fire Alarm

During a fire/fire drill, staff should first check the safety of the egress such as the hallway. If unsafe, an alternate means (e.g. window) should be used. Please contact your building principal/supervisor for additional information about the Fire Emergency Plan for your building/classroom. Training drills will take place throughout the school year.

Severe Storm/Tornado

During a severe storm proceed quickly to the identified shelter (room postings – above); students should kneel with their heads close to the floor (low profile) and their hands or a book, if possible, behind their heads and neck. Please contact your building principal/supervisor for additional information about the Severe Storm/Tornado Emergency Plan for your building/classroom. Training drills will take place throughout the school year.

Lockdowns

During a lockdown/lockdown drill, staff are to quickly secure the room and or location that they are physically in. The safety of our students and staff is of utmost importance. If a condition presents itself such as an active shooter, you must immediately verbally alert others in your immediate area by yelling “lockdown” as loudly as possible. Your room door should be locked, closed, deadbolted and/or “booted”. Students within the room should immediately position themselves behind heavy barriers such as brick walls, book cases, and desk tops that are out of view from windows and doorways. Lights in the room shall be turned off, and all glass should be covered to prevent observation from outside of the room. It is imperative that all staff and students move quickly and remain quiet. Even though sheltering in place is the preferred method of protecting students and staff, you also need to be prepared to move and/or defend students and staff. This is a dynamic process that can rapidly change. During a lockdown *drill* you release yourself according to district procedure. During an actual *event*, law enforcement will be personally releasing each room. Please consult your building supervisor or the Safety & Security Director for specific questions regarding lockdowns.

Media

In all emergencies, the media will be directed to the Superintendent’s office (231-933-1725).

Board Policies and Guidelines

The Board of Education has adopted policies that govern the operations of the school district. A complete policy manual, with administrative guidelines and forms, can be found on the district’s website at <https://www.tcaps.net/page/board-of-education>. This manual is updated as the Board of Education adopts new language or modifies existing policies. It is the responsibility of the employee to review and understand the board policies that apply to their roles in the district.

Staff Ethics

An effective educational program requires the services of employees with high ideals, integrity and compassion. To maintain and promote these essentials, the Board of Education expects staff members to maintain high standards in their working relationships and in the performance of their professional responsibilities.

For more information regarding staff ethics, please review TCAPS Board of Education [Policy 4201](#).

Non-Discrimination - Title VI, Title IX, Section 504, Age Discrimination Act, and Title II Americans with Disabilities Act

The government has made legal provisions to ensure that no person is discriminated against on the basis of the protected classes of race, color, national origin, gender, sex (including sexual orientation or transgender identity), age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") in its programs and activities, including employment opportunities. In order to protect these rights and assure compliance, Traverse City Area Public Schools has appointed the following employees as the Coordinators of Title VI, Title IX, Section 504, the Age Discrimination Act, and Title II.

Inquiries concerning the application of, or grievances for, any of these regulations or concerns that the rights of an individual may have been violated should be directed to:

- Coni Taylor, Associate Superintendent
Labor Relations & Legal Services
Traverse City Area Public Schools
1009 S. Oak Street
Traverse City, MI 49684
231. 933.1716
taylorco@tcaps.net

Staff Dress and Grooming

The Board of Education believes that staff members are highly visible to students, other staff and the public. As such, the Board believes staff should at all times be well dressed and groomed. Employees are expected to be physically clean and neat. In addition, employees are expected to dress in a manner that communicates pride in personal appearance to others. For uniform specifics, please refer to your position's Master Agreement and/or inquire with your supervisor.

For more information regarding staff dress and grooming, please review TCAPS Board of Education [Policy 4218](#).

Drug Free Workplace and Smoke Free Schools

TCAPS prohibits the use, possession, concealment, distribution, or sale of drugs/alcohol/tobacco/marijuana/vapes/CBD products by employees on school grounds, in school or school-approved vehicles, at any school-related event, or at any site where work is performed on behalf of TCAPS.

The unlawful possession or use of drugs/alcohol/tobacco/marijuana/vapes/CBD products is wrong and harmful. Employees who violate this policy will be subject to disciplinary action, in accordance with due process, up to and including termination and referral for prosecution.

For questions, please contact your building principal, supervisor or the Human Resources Department.

For more information regarding our drug free workplace, please review TCAPS Board of Education Policies [Policy 4210](#).

Environmental and Toxic Hazards

The Board of Education is concerned for the safety of our students and staff and will attempt to comply with all federal and state statutes and regulations to protect you from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

For more information regarding environmental and toxic hazards, please review TCAPS Board of Education [Policy 3407](#).

Student Maltreatment/Child Abuse

The Board of Education is concerned with the physical and mental well-being of the students and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law. Child abuse is defined as words or overt actions that cause harm, potential harm, or threat of harm to a child, which occurs through physical or mental injury, sexual abuse, sexual exploitation, or maltreatment.

Child neglect is defined as harm to a child's health or welfare by negligent treatment such as failure to provide adequate food, clothing, shelter or medical care, or placing a child at an unreasonable risk to the child's health or welfare by failure to intervene to eliminate that risk when that person is able to do so and has knowledge of the risk.

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observed a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect are required to report the suspected abuse or neglect to their building principal or supervisor. Teachers and administrators, however, should make the initial report themselves. *For questions regarding the mandatory reporting process, please contact Coni Taylor at taylorco@tcaps.net or 231-933-1716.*

For more information regarding student abuse and neglect, please review TCAPS Board of Education [Policy 5701](#).

Corporal Punishment

Corporal punishment is an infliction of bodily pain as a penalty for disapproved behavior and is prohibited by law in the state of Michigan. Staff members should promptly report any event (including witnessed) that requires physical force to their building principal or supervisor. *Questions regarding corporal punishment can be directed to Coni Taylor at taylorco@tcaps.net or 231-933-1716.*

Technology Acceptable Use Policy

Traverse City Area Public Schools acquires and makes available certain materials, in the category of technology hardware and software, to aid in the effective conduct of teaching, learning and non-instructional operations. These technologies are acquired with the understanding that they contribute access to information, methods of presentation, and communication.

Staff and students as well as interested persons outside of Traverse City Area Public Schools recognize that these technologies are a productive means of carrying out the mission and instructional goals of Traverse City Area Public Schools.

For more information regarding technology acceptable use, please review TCAPS Board of Education [Policy 3116](#).

Student Supervision and Welfare/Workplace Safety

Employees shall not associate or fraternize with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive. Other examples of inappropriate behavior by staff include, but are not limited to, behavior that distracts, interferes with, or prevents normal work functions or activities.

For more information regarding appropriate staff interaction with students and workplace safety, please review TCAPS Board of Education [Policy 4202](#).

Seclusion and Restraint

TCAPS Board of Education [Policy 5211](#) addresses seclusion and restraint. All employees are required to complete a training titled Seclusion and Restraint Awareness via the online platform, Vector Training, K-12 Edition. This online training must be completed within 30 days of hire.

This training will help employees to define the terms “seclusion,” “restraint,” “emergency seclusion,” and “emergency physical restraint.” Furthermore, it promotes the care, safety, welfare, and security of the school community and the dignity of each pupil. Throughout the online seclusion and restraint training, employees are encouraged to understand the use of proactive, effective practices to reduce the occurrence of challenging behaviors and eliminate the use of seclusion and restraint in order to increase meaningful instructional time for all pupils. Seclusion and physical restraint are used only as a last resort in an emergency situation and are only deployed by highly trained members of each building’s crisis team. Seclusion and/or restraint are subject to diligent assessment, monitoring, documentation, and reporting by trained personnel.

Prohibition of Referral or Assistance

TCAPS Board of Education [Policy 4209](#) addresses that employees are prohibited from referring a student for an abortion or for assisting a student in obtaining an abortion. Whenever it becomes necessary to discipline a member of the staff for violation of this policy, the Superintendent or designee shall utilize related procedures described in the Staff Discipline [Policy 4407](#) or the current negotiated agreement, if applicable.

District Wellness Policy

An educational mission of TCAPS is to improve the health of the entire community by teaching students and their families to establish and maintain lifelong healthy eating and physical activity habits. TCAPS seeks to accomplish this mission through nutrition education, physical education, garden experiences, the food served in and available at school, environmental restoration and core academic content in the curriculum. You can help the district achieve this mission.

Please review TCAPS Board of Education [Policy 5707](#) – Nutrition and Wellness for additional information about improving health and wellness across the district. It is up to **you** to be a mentor to students by encouraging students and their families to support participation in physical activity and healthy eating behaviors.

State/Federal Regulations

Family Education Right to Privacy Act (FERPA)

Parents of students, or eligible students who have attained the age of eighteen, have rights under the Family Education Rights and Privacy Act of 1974 (FERPA). In view of this and to ensure compliance with FERPA, employees are expected to never discuss individual students with others (especially matters related to discipline, health, academic deficiencies, or other matters that would be confidential in nature) outside of their typical duties as described in their job descriptions.

For more information regarding FERPA, please contact Coni Taylor, Associate Superintendent of Labor Relations & Legal Services, at 231-933-1716.

Unprofessional Conduct/Background Check

As required by state law, an applicant to be offered employment shall be required to execute an authorization and release for the applicant's previous employer to provide TCAPS with any information about acts of unprofessional conduct. Any offer of employment is conditional upon the applicant's completion of the unprofessional conduct/background check and a review of the results.

For more information regarding unprofessional conduct/background checks, please contact Human Resources at 231-933-1710.

Equal Employment Opportunity, Discrimination and Harassment

TCAPS complies with all federal and state laws and regulations prohibiting discrimination and harassment. No applicant or staff member shall be excluded from participating in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity, on the basis of race, color, religion, national origin or ancestry, age, sex, gender, marital status, disability, height, weight, and/or any other legally protected characteristic.

Harassment includes any speech or action that creates a hostile, intimidating or offensive learning and/or working environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature. Any staff member or agent of the Board who is found to have harassed or discriminated against a staff member, student or third party will be subject to discipline in accordance with the law and the terms of any applicable collective bargaining agreement.

For more information regarding equal employment opportunity, discrimination, and/or harassment, please review TCAPS Board of Education [Policy 4101](#), [Policy 3118](#), or [Policy 4104](#), or contact Human Resources at 231-933-1716.

Right to Request Reasonable Accommodation

The Michigan Persons with Disabilities Civil Rights Act requires that employees/applicants notify TCAPS in writing within 182 days of the date the employee/applicant knows or reasonably should have known that an accommodation for a disability is needed to permit the performance of the duties of the position.

For more information regarding the right to request reasonable accommodation, please contact Coni Taylor, Associate Superintendent of Legal Services and Labor Relations, at 231-933-1716.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 includes a privacy rule that creates national standards to protect an individual's medical records and other personal health information. Protected health information (PHI) is information about an individual, including demographic data, that can reasonably be used to identify an individual and that relates to an individual's past, present or future physical or mental health, and the provision of health care to an individual or the payment for that care. We understand the importance of your protected health information and follow strict policies (in accordance with state and federal privacy laws) to keep your PHI private.

For more information regarding HIPAA, contact Ashley Wills, Accounting and Benefits Manager, at 231-933-1720 or willsas@tcaps.net.

Vector Training, K-12 Edition Training – BloodBorne Pathogens

All TCAPS employees are required to complete a series of training videos, including Bloodborne Pathogens training, annually through Vector Training, K-12 Edition annually (annually = school year calendar, July 1 - June 30). This training is now available during the New Employee Orientation session hosted by the Human Resources Department.

The Occupational Safety and Health Administration (OSHA), has established a safety standard to reduce exposure to the Hepatitis B Virus (HBV), the Human Immunodeficiency Virus (HIV), and other bloodborne pathogens to which employees may be exposed in the workplace. Consistent with all applicable laws and regulations, TCAPS provides an online bloodborne pathogens training/testing program through Vector Training, K-12 Edition Training provided by SET/SEG. As mentioned above, you will complete the training during orientation. If you are unable to attend orientation, an email will be sent to you with instructions on how to complete the bloodborne pathogens training.

There are additional training requirements that must be completed annually depending on the employee's position/assignment. Vector is updated each summer for employees to see which training modules must be completed.

To login to Vector Training, please go to the Vector Training, K-12 Edition website, <https://tcaps-mi.safeschools.com/login>. The employee's username is their TCAPS 6-digit employee ID number, and the password is the first 5 digits of the employee ID number.

For more information regarding non casual-contact communicable diseases and bloodborne pathogens, please review TCAPS Board of Education [Policy 3404](#) and [Policy 3405](#) and or contact the TCAPS Nursing Department at 231-933-1789 or 231-933-1793.

Purchasing Cards (P Cards)

Please contact your building principal and/or supervisor to determine if you are an authorized user for a TCAPS issued purchasing card (P Card). In the event you are, the budget manager must request a P Card be issued to you from the district's Purchasing Coordinator.

If you have any questions about authorization and issuance of a P Card, please contact your site/building budget manager.

Staff Community Discounts

Many local businesses offer discounts and/or special offers to employees of Traverse City Area Public Schools. Discounts and special offers include:

- Child Care/Enrichment
- Health and Fitness
- Lodging and Real Estate
- Restaurant and Entertainment
- Retail
- Education Planning Services
- Banking and Financial
- Telephone and Television
- Insurance

Please visit the [Discounts & Special Offers for TCAPS Staff page](#) for more information about the discounts and special offers available to TCAPS employees. For questions about Staff Community Discounts, contact Kendal Glaze at 231-933-1711.

Volunteering (Chaperones, Drivers, Classroom Help)

TCAPS values the many ways our community members contribute to ensuring an enriching learning journey for our students. One of our goals is for all community members to have a genuine and dynamic relationship with TCAPS. Connecting students with caring adults promotes success, healthy behaviors, and a stronger community.

We invite community members to share their time and talents with our students by becoming a volunteer in our schools. Adult volunteers are background checked and placed in a school site that is convenient for the volunteer. Anyone volunteering who is not a TCAPS employee is required to complete the [TCAPS Volunteer Form](#) and be approved for placement based on a review of the volunteer form and the results of an ICHAT background check prior to serving in a classroom or as a field trip chaperone. Please visit www.tcaps.net/volunteer to complete the volunteer form.

Please contact the main office at your building or Lucas VanHouten in the Human Resources Department at 231-933-1710 with any questions.

HR Generalists/Liaisons Contact Information

Katie Herman

HR Generalist

231-933-1705

hermanka@tcaps.net

Building

Long Lake Elementary School

Silver Lake Elementary School

TCAPS Montessori School

Westwoods Elementary School

East Middle School

West Middle School

Central High School

West Senior High School

Bargaining Unit/Employee Group

AFSCME (Custodial/Maintenance)

Licensed Programs

NA Support, Tech

TCCAPSA (Clerical, Assistants, Parapros, Secretaries) - *by building*

Other Services

Athletics - CHS & WSHS

Ashley Hart

HR Manager, HR Generalist

231-933-1715

hartas@tcaps.net

Building

Blair Elementary School

Central Grade School (& TAG)

Cherry Knoll Elementary School

Courtade Elementary School

Eastern Elementary School

Traverse Heights Elementary School

Willow Hill Elementary School

Traverse City High School

Bargaining Unit/Employee Group

FSEA (Food Service)

Non-Certified Shared Time

TCTA (Transportation)

TCCAPSA (Clerical, Assistants, Parapros, Secretaries) - *by building*

Other Services

Athletics - LEAP
Indigenous Education
Fingerprint Background Checks
ID Badges (New Employees)
ID Badges (Coaches, Contractors, Subs)

Luke VanHouten

HR Specialist
231-933-1710
vanhoutelu@tcaps.net

Other Services

ID Badges (Coaches, Contractors, Subs)
ID Badges (Current Employees, reprints, access)
Volunteer Process and Tracking

School Contact Information/Dismissal Times

Elementary Schools

Blair Elementary School:

231-933-5700
1625 Sawyer Road, Traverse City, MI 49684
9:04 AM - 4:01 PM
1/2 Day Dismissal: 12:11 PM
Early Release Dismissal: 2:01 PM
Principal: Kirk Ranney

Central Grade School:

231-933-5910
301 West Seventh Street, Traverse City, MI 49684
8:15 AM - 3:12 PM
1/2 Day Dismissal: 11:22 AM
Early Release Dismissal: 1:12 PM
Principal: Jana Duguay

Cherry Knoll Elementary School:

231-933-8940
1800 Three Mile Road, Traverse City, MI 49696
9:00 AM - 3:57 PM
1/2 Day Dismissal: 12:07 PM
Early Release Dismissal: 1:57 PM
Principal: Dr. Victoria Derks

Courtade Elementary School:

231-933-5800
1111 Rasho Road, Traverse City, MI 49696
9:00 AM - 3:57 PM
1/2 Day Dismissal: 12:07 PM
Early Release Dismissal: 1:57 PM
Principal: Andy Phillips

Eastern Elementary School

231-933-5600
1600 Eastern Avenue, Traverse City, MI 49686
9:00 AM - 3:57 PM
1/2 Day Dismissal: 12:07 PM
Early Release Dismissal: 1:57 PM
Principal: Jonathan Swegles

Long Lake Elementary School

231-933-7800
7600 North Long Lake Road, Traverse City, MI 49685
9:05 AM - 4:02 PM
1/2 Day Dismissal: 12:12 PM
Early Release Dismissal: 2:02 PM
Principal: Kate Burwinkel

Silver Lake Elementary School

231-933-3580
5858 Culver Road, Traverse City, MI 49685
8:30 AM - 3:27 PM
1/2 Day Dismissal: 11:37 AM
Early Release Dismissal: 1:27 PM
Principal: Angie Camp

TCAPS Montessori

231-933-6420
4053 Franke Road, Traverse City, MI 49684
8:15 AM - 3:12 PM
1/2 Day Dismissal: 11:22 AM
Early Release Dismissal: 1:12 PM
Principal: Tracy Rucker

Traverse Heights Elementary School

231-933-3500
933 Rose Street, Traverse City, MI 49686
8:19 AM - 3:16 PM
1/2 Day Dismissal: 11:26 AM
Early Release Dismissal: 1:16 PM
Lead Principal: Bryan Kay

Willow Hill Elementary School

231-933-8540
1250 Hill Street, Traverse City, MI 49684
9:00 AM - 3:57 PM
1/2 Day Dismissal: 12:07 PM
Early Release Dismissal: 1:57 PM
Principal: Angela Sides-McKay

Willow Hill Elementary School

231-933-8540
1250 Hill Street, Traverse City, MI 49684
9:00 AM - 3:57 PM
1/2 Day Dismissal: 12:07 PM
Early Release Dismissal: 1:57 PM
Principal: Angela Sides-McKay

Westwoods Elementary School

231-933-7900
1500 Fisher Road, Traverse City, MI 49685
9:00 AM - 3:57 PM
1/2 Day Dismissal: 12:07 PM
Early Release Dismissal: 1:57 PM
Principal: Toby Tisdale

Middle Schools

TC East Middle School

231-933-7300
1776 Three Mile Road, Traverse City, MI 49696
7:40 AM - 2:37 PM
1/2 Day Dismissal: 10:46 AM
Early Release Dismissal: 12:37 PM
Lead Principal: Ryan Ranger

TC West Middle School

231-933-8200
3950 Silver Lake Road, Traverse City, MI 49684
7:40 AM - 2:35 PM
1/2 Day Dismissal: 10:46 AM
Early Release Dismissal: 12:37 PM
Lead Principal: Kristen Stuedemann

High Schools

TC Central High School

231-933-6500

1150 Milliken Drive, Traverse City, MI 49686

8:05 AM - 3:02 PM

1/2 Day Dismissal: 11:11 AM

Early Release Dismissal: 1:02 PM

Lead Principal: Ben Berger

Traverse City High School

231-933-5860

3962 Three Mile Road North, Traverse City, MI 49686

7:50 AM - 2:47 PM

1/2 Day Dismissal: 10:56 AM

Early Release Dismissal: 12:47 PM

Lead Principal: Jen Ciolek

TC West Senior High School:

231-933-7500

5376 N. Long Lake Road, Traverse City, MI 49685

8:05 AM - 3:02 PM

1/2 Day Dismissal: 11:11 AM

Early Release Dismissal: 1:02 PM

Lead Principal: Brian Guiney