

**ALPENA-MONTMORENCY-ALCONA  
EDUCATIONAL SERVICE DISTRICT**

**Handbook for Contracted Employees  
Employed through PCMI**

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**This handbook is designed to serve as a guide for employees of PCMI who are working in positions supervised by the Alpena-Montmorency-Alcona Educational Service District.**

### **Apply with PCMI**

All contracted employees who will be working through PCMI will need to complete any paperwork and provide any documents that PCMI requires. Begin the process of employment with PCMI by completing the following steps.

- a) Go to the PCMI Website at [www.pcmiservices.com](http://www.pcmiservices.com)
- b) Click on the Apply Now button at the bottom of the screen
- c) Click on Michigan on the map.
- d) Click on AP-Alpena County on the map.
- e) Select Alpena-Montmorency-Alcona ESD.
- f) Choose General Employment or Substitute Teaching if applicable and Apply.
- g) Follow the instructions on the screen.
- h) Once you complete the on-line application, you will receive the first packet of employee information from PCMI that needs to be completed. Follow instructions from PCMI for fingerprinting.
- i) When that information is confirmed by PCMI you will receive the second packet of employee information relating to payroll and benefits to be completed.
- j) If you have questions about completing the paperwork with PCMI, contact PCMI at **1-800-319-4278**.
- k) Once PCMI has received and verified that all paperwork is completed, you will receive a schedule of timecard due dates from your Supervisor. This process may take 2-3 weeks from application to completion.

### **Complete Data Questionnaire**

Your supervisor will give you a Data Questionnaire to complete for the AMAESD. Return this completed form to your Supervisor.

## **Submit Timesheets and Expenses**

Follow instructions from PCMI to submit your timesheets for payment. Remember to finalize your timesheet; otherwise your Supervisor will not be able to approve it for payment. If you do not submit or finalize your timesheet by the deadline on the schedule, you will be paid on the next available pay period. The timesheet schedule including deadlines to submit your timesheet is available from your Supervisor. If you have problems or need guidance, contact Willsub Technical Support at **1-800-319-4278**.

## **Request a Substitute**

Follow the PCMI instructions for requesting a substitute if you are working in a position where a substitute is needed. Contact your Supervisor by 6:30 a.m. to report that you are going to be absent. Contact your school to let them know that there will be a substitute for you that day. If you have problems or need guidance, contact Willsub Technical Support at **1-800-319-4278**.

## **Work Day**

Your schedule will be set by your Supervisor.

## **Conference Requests**

If you have a conference or out of district travel for a meeting that you would like to attend, you will need to complete the “Conference Pre-Approval—Contracted Staff” form which is available on the AMAESD website in Staff and Office Forms. A detailed reason for attending the conference (such as what sessions apply to your position and how you would apply the information from the conference to your position) must be given to your Supervisor when submitting your Pre-Approval Conference Request at least two weeks in advance of the conference. Upon final approval by the Superintendent, you may register for the conference. You may pay for the conference registration by coordinating your registration with your supervisor so that he/she can use the Purchase Card to pay for your conference registration only. You will need to make your own hotel reservations if applicable. It is expected that you will pay for the hotel, food, and gas and be reimbursed AFTER the conference has taken place.

When you return from your conference or out of district travel, you will need to complete the “Conference Actual Expense Form—Contracted Staff” found on the AMAESD website in Staff and Office Forms. Attach any receipts for hotel, gas, detailed meals (each must have the actual food item and the cost, not just the total charge), etc. This form must be completed no later than two weeks after attending a conference. Upon approval from the Superintendent, you should submit your expenses on your timecard to PCMI as an expense from conference. Your payment will be received with your pay check.

### **Material Requests**

All requests for materials must be requested from your Supervisor by completing the Request for Materials – Purchase Order form found on the AMAESD website under Staff and Forms. Your request should include the purpose of the item and how it will be used. Submit the completed form to your Supervisor for approval.

### **Mailboxes**

If you are assigned to the AMAESD building, you will have a mailbox located in the front office just to the left of the Reception desk. If you are assigned to the Piper School building, you will have a mailbox located in the office just past the secretary’s desk. Please be sure to check your mailbox on a timely basis.

### **Email**

Contact your Supervisor to see if you will be set up with an AMAESD email address to receive correspondence.

### **Telephones**

If you are using a phone in the AMAESD building, to place a local call, simply dial (9) and the number. Do not use the (1) or the area code for local calls. Long distance calls (even within the 989 area) require dialing “9” first, followed by 1 and the area code. (Example: to call Saginaw, dial 1-989+number).

## **Confidentiality**

It is the policy of the Board of Education that when the District receives in trust from a public agency information identified to be confidential or exempt from disclosure under the Freedom of Information Act, Common Law, Privilege, Case Law, or Federal Law, the Board will maintain the confidentiality of said information to the maximum extent permitted by the law.

Further, employees must not divulge confidential information contained in any records and files of this Board. Employees must not divulge confidential information contained in the records and files of this Board, except to other employees who may need such information in connection with their duties and to authorized parties in accordance with proper departmental procedures.

Neither the Board nor its employee's shall permit the release of the social security number of an employee, student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Freedom of Information Act requests shall only be responded to in accordance with the District's Policy. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures, and should refer the requestor to the employee's immediate supervisor. Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

- denying requests for release of such information absent subpoena or court order;
- pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request. Employees who intentionally violate this policy are subject to discipline, up to and including discharge.

## **Other**

As a PCMI employee, you will be expected to follow PCMI's guidelines and handbook in addition to the specific items covered here.

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