

# SUPPORT STAFF HANDBOOK 2011-2013

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# **I. EXPECTATIONS OF EMPLOYMENT**

## **A. INTRODUCTION**

This Handbook applies to Custodians, Secretaries, Food Service Staff, Salaried/Classification I employees, Paraprofessionals, Librarians, Maintenance, Grounds, and Central Office Support Staff. It is a very diverse group of employees as this handbook covers employees who are salaried supervisors, as well as part-time employees who work during the school year.

This Support Staff Handbook is not intended to be an official “contract” of employment. The employment relationship is officially “at will.”

The employee’s benefits and job classifications which are described in this handbook are set by the Board of Education to reward employees for the skill, effort, and experience they apply to their job. These benefits and regulations represent the combined thinking of the Board, administration, and the Olivet Support Staff. It shall be the policy of the Board of Education to periodically review the handbook to clarify policy, procedure, and adjust benefits and wages appropriately. It is the intent of the Board to update the handbook in the spring of the year of expiration.

If the employee has any questions or concerns regarding the content of this handbook, it is his/her responsibility to contact their immediate supervisor or the Superintendent.

## **B. THE OLIVET COMMUNITY SCHOOLS AS AN EMPLOYER**

It is the policy of the Olivet Community Schools Board of Education to implement fair and effective personnel policies and to require all employees to serve the District’s best interests.

The Olivet Community Schools strive to:

1. Be a place where people want to work to make a difference in the lives of our community’s children.
2. Provide equal employment opportunity and treatment regardless of race, religion, color, sex, age, national origin, or handicap;
3. Provide compensation and benefits commensurate with the work performed;
4. Establish reasonable hours of work based on the District’s needs;
5. Monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety and welfare;
6. Offer training opportunities for those whose needs and capabilities warrant such training;
7. Be receptive to constructive suggestions which relate to the job, working conditions, or personnel policies; and
8. Establish appropriate means for employees to discuss matters of interest or concern with their immediate supervisor since open communication is so vitally important to the success of our school district.

**C. RIGHTS OF THE BOARD OF EDUCATION**

The Board of Education retains the sole right to exercise all managerial functions including, but not limited to, the rights to:

1. Dismiss, assign, supervise, and discipline employees;
2. Determine and change starting times, quitting times, and shifts;
3. Transfer employees within departments or into other departments and other classifications;
4. Determine and change the size and qualifications of the work force;
5. Determine and change methods by which its operations are to be carried out.

**D. EXPECTATIONS OF EMPLOYEES OF THE OLIVET COMMUNITY SCHOOLS**

The Board of Education expects all employees to:

1. Demonstrate a considerate, friendly, and respectful attitude toward fellow employees, students, parents, and community members; and
2. Work with co-workers and customers in a professional manner;
3. Perform assigned tasks in an efficient and effective manner;
4. Be good role models for our students by being honest, kind, respectful, and responsible;
5. Accept feedback and direction constructively;
6. Communicate openly with their supervisor about areas of concern;
7. Recognize that it is a privilege to be able to work with the children of our community;
8. Be punctual and adhere to time schedules;
9. Give proper advance notice whenever unable to work or report on time;
10. Comply with all District safety and security regulations;
11. Be ethical;
12. Be appropriately dressed;
13. Maintain confidentiality;
14. Adhere to policies adopted by the Board of Education.

**E. ATTENDANCE EXPECTATIONS**

Employees are required to report for work punctually as scheduled and to work all scheduled hours. Excessive tardiness and poor attendance disrupt workflow and District services and will not be tolerated. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination.

**F. STANDARDS OF CONDUCT**

These rules governing personal conduct are intended to promote the orderly and efficient operation of the Olivet Community Schools, as well as to protect the rights of all our employees. The following conduct is prohibited and will not be tolerated by the Olivet Community Schools. The list is not all-inclusive, but is intended to illustrate the types of behaviors that are clearly unacceptable in a school setting and would lead to disciplinary action including reprimand, suspension, and/or dismissal.

1. Consuming, possessing, reporting to work under the influence of, or working under the influence of “controlled substances” or alcoholic beverages or other narcotics. Employees are subject to

- drug/alcohol tests in accordance with Board Policy if there is reasonable suspicion to believe an employee is under the influence of drugs or alcohol.
2. Theft, deliberate or careless damage of any property of the Olivet Community Schools or the property of any employee or student.
  3. Deliberate destruction of any property of the Olivet Community Schools or the property of any employee or student.
  4. Harassment of any person. This would include sexual harassment, which is any communication of a sexual nature that creates an intimidating, hostile or offensive work environment.
  5. Unauthorized use of property, equipment, or facilities of the Olivet Community Schools.
  6. Unauthorized and/or excessive use of telephones for personal use during working hours.
  7. Use or possession of another employees' personal equipment or possessions without the employee's consent.
  8. Removal of any property or records from the premises of the Olivet Community Schools without permission from management personnel.
  9. Insubordination or refusal to obey or willful failure to carry out verbal or written instructions of supervisor or administrator.
  10. Instigating conflicts among co-workers.
  11. Dishonesty with supervisor or co-workers.
  12. Provoking a fight or fighting during working hours or at any time on school property.
  13. Carrying firearms or any other dangerous weapons at any time at work.
  14. Engaging in criminal conduct whether or not related to job performance.
  15. Engaging in any inappropriate communication or behavior with students.
  15. Falsifying records, such as timesheets.
  16. Revealing confidential information to unauthorized persons.
  17. Blatant disrespect to supervisor, co-worker, student, or community member.
  18. Abuse of paid sick/personal leave.
  19. Failure to report to work without notification. Any employee who fails to notify a supervisor for an absence for any reason for three (3) consecutive days is assumed to have resigned from their position.
  20. Other behavior that undermines the integrity of the school district.

Any employee who believes these standards may have been violated shall report the incident to the their immediate Supervisor, administrator responsible, or the Superintendent. The Olivet Community Schools will not permit or tolerate any form of reprisal or retaliation against an employee reporting any incident. It is each employee's responsibility to ensure that they do not participate in any of these inappropriate activities, always remembering that they are role models for our students and are entrusted by our community to work with children. It is particularly the responsibility of each supervisor and administrator to prevent such behavior from occurring within his/her area of responsibility, and to provide a work environment free from such behavior. It is the responsibility of each employee of the Olivet Community Schools to report all incidents of harassment and other illegal and forbidden behavior in this policy. Complaints will be carefully investigated by the appropriate administrator and/or the Superintendent. Investigation may include interviews of possible witnesses including the person claiming an incident occurred, and the person or persons claimed to be involved in the incident. The privacy of the person

issuing the complaint, of the person accused, and the steps taken in the investigation will be protected to the extent possible. If the employer's investigation establishes that the complaint is valid, immediate and appropriate corrective action will be taken to stop the recurrence of the behavior. Action may include disciplinary action including reprimand, suspension, and/or dismissal.

#### **G. EVALUATION**

1. All employees shall receive a formal, written evaluation by their immediate supervisor. New employees will be evaluated during their first three months. Employees will be evaluated every other year, however, at their discretion, the principal/supervisor reserves the right to evaluate an employee on an annual basis. The following timelines will be followed: Classification I employees, custodians, grounds will be evaluated by July 1; Office Staff by June 15; Librarians, Food Service and Paraprofessionals by June 1st. The employee shall receive a copy of the written evaluation. A signed copy by the employee and supervisor shall be placed in the employee's personnel file in the Superintendent's Office.

2. Employees who receive satisfactory evaluations will continue to be eligible for pay increases. Employees with exceptional merit may advance steps on the salary schedule by recommendation of the supervisor and approval of the Superintendent.

3. Evaluations shall be conducted during the employee's scheduled work time.

4. If an employee wishes to make written comments concerning the evaluation, he/she may make said comments in writing and submit them to the evaluator who will attach them to the evaluation instrument for filing in the employee's personnel file. These written comments must be submitted to the evaluator within (10) business days after the employee received the evaluation.

5. If an employee disagrees with an employment decision based on a supervisor's evaluation and/or recommendation, and he/she has met with the evaluator and not reached agreement, he or she may make a written request to meet with the superintendent of schools for a review of the decision. All final employment decisions rest with the Board of Education and their designee.

#### **H. DISCIPLINARY ACTION**

1. The Olivet Community Schools believes in open communication between an employee and his/her supervisor. Open communication is a two-way process, so it is as important for an employee to seek the feedback of his/her supervisor as it is for a supervisor to give an employee feedback. When issues of concern arise, it is important to have open communication. In order to increase communication between an employee and his/her supervisor, the following procedures will be used to communicate expectations for relatively small issues:

- a. If an employee is not meeting his/her obligations, the supervisor will discuss it with the employee.
- b. If relatively minor issues continue, a written reprimand will be issued with a copy placed in the personnel file.
- c. If relatively minor issues continue, suspension without pay and/or termination will occur.

d. For larger issues, many of which were outlined in the “Standards of Conduct” section, termination may be immediate.

## **I. SUGGESTIONS AND COMPLAINTS**

1. Any employee may discuss a suggestion or complaint with his/her immediate supervisor at any time provided such discussions are confined to the time reasonably necessary and do not interfere with the normal operations of the department.

2. If a complaint is not satisfactorily settled in this manner or if any employee feels that a suggestion is not adequately credited, the employee shall have five (5) business days thereafter within which to state the matter in writing with the immediate supervisor.

3. The supervisor shall have five (5) business days following receipt of the written statement to call a meeting of those involved for discussion. The supervisor shall render a written disposition of the matter within five (5) business days following the meeting with the original copy provided to the employee and a copy maintained for the records.

4. If the written disposition is not considered satisfactory by the employee, it shall be submitted within five (5) business days to the Superintendent for further disposition. The Superintendent shall have five (5) business days following receipt of the written statement to call a meeting of those involved for discussion. The Superintendent shall render a written disposition of the matter within ten (10) business days following the meeting with the original copy provided to the employee and a copy maintained for the records.

5. If the complaint is not satisfactorily resolved at the Superintendent's level, it shall be submitted within five (5) business days to the Board of Education (or designee). The Board, no later than its next regular meeting, or two (2) calendar weeks, shall consider the complaint, hold a meeting (if requested) and within two (2) calendar weeks thereafter render a written disposition of the matter with the original copy provided to the employee and a copy maintained for the records.

6. Timelines at any level can be extended upon mutual agreement between parties.

## **II. EMPLOYMENT CLASSIFICATIONS**

### **A. SUPPORT STAFF CLASSIFICATIONS**

Classification II, III, IV, and V, shall reflect Probation through twelve (12) steps. Employees who change classification will be allowed to step to the top of their new classification.

Employees moved to the wage schedule due to a change of job classification will not necessarily be on the same step as accumulated experience. Employees will move up one step each year unless the employee's performance is unsatisfactory or is on probation with their wages frozen.

The following is a list of the classifications and positions as revised effective October 2011:

**CLASSIFICATION I (Not all Class I employees are full-time, year round)**

(\*These positions are salaried positions. Salaries are determined annually.)

Administrative Assistant to the Superintendent\*

Food Service Supervisor\*

Transportation Supervisor\*

Auditorium Manager/Assistant Band Director\*

High School Librarian and Career Prep/Michigan Virtual/Testing Coordinator\*

Student Support Specialist\*

Mechanic (hourly wage determined annually)

**CLASSIFICATION II**

Bookkeeper

Administrative Assistant to an Administrator

Administrative Assistant to the Athletic Director

Administrative Assistant to the High School Guidance Counselor

**CLASSIFICATION III**

Librarian

Central Office Assistant

**CLASSIFICATION IV**

Custodian

Secretary

Library Aide

Labor/Maintenance/Grounds

Food Service Team Leader

Transportation Department Assistant

**CLASSIFICATION V**

Paraprofessional

Food Service Staff Member

Office Aide

Playground/Lunchroom Aide

## **B. CLARIFICATION OF ROLES FOR OFFICE STAFF**

### **Class I: District Level Administrative Assistants**

Class I Administrative Assistants are salaried employees who are directly responsible for significantly more complicated tasks.

### **Class II: Administrative Assistant to a Principal, Athletic Director, or HS Guidance Counselor**

Administrative Assistants to Principals are full-time employees who work year-round and are directly responsible for multiple complicated tasks that require significant amounts of training, such as student services/count day requirements, budgeting, scheduling, etc.

The Administrative Assistant to the Athletic Director and HS Guidance Counselor are hourly part-time positions responsible for multiple complicated tasks that require significant amounts of training, such as scheduling, and budgeting. Approximately 20 days of work are required in the summer.

### **Class III: Central Office Assistant**

The Central Office Assistant is a part-time hourly employee who works nearly year-round and is responsible for several complicated tasks.

### **Class IV: Secretary**

Secretaries are part-time hourly employees who perform an assortment of clerical tasks. They report to the building principal. Though given specific responsibilities, these responsibilities do not require working much in the summer and often require less training.

### **Class V: Office Aide**

**Office Aides primarily help the other office staff by answering phones and assisting students, staff, and parents.**

## **III. CONDITIONS OF EMPLOYMENT/WORK SCHEDULES**

### **A. "FULL-TIME EMPLOYEE" DEFINITION**

1. A full-time employee is defined as an employee who works 8 hours per day, forty (40) or more hours per week on regular assignment.

### **B. EMPLOYMENT PRE-REQUISITES**

1. As deemed necessary by the employer, a new employee before taking up his/her duties for the school district may have on file a health certificate indicating the individual's physical fitness for his/her duties signed by a licensed doctor of medicine. Employment in positions determined by the employer shall be contingent upon filing this certificate with the district office. Employees may use the approved school district physicians or use a doctor of their choice with the district paying a maximum of \$70.00.

2. All new employees will be required to complete a new employee orientation program (criminal background and unprofessional conduct checks, Right to Know, Blood borne Pathogen training, receive handbook, etc.) within two weeks of his/her hire date. Secretaries, supervisors, and paraprofessionals need to pass a drug test as a condition of employment.

### **C. WORK SCHEDULES**

1. Kitchen: Employees are to work student attendance days and any days deemed necessary for training, cleaning, and major school catered events.
2. Custodial: Full-time custodians are scheduled year round, 2,080 hours per year. Part-time custodians will receive a schedule from Facilities Manager and must be available when needed by the district.
3. Paraprofessionals: Student attendance days and approved support staff professional development days.
4. Librarian/Library Aide/Secretarial Assistant: Teacher days, and additional days as approved by Supervisor and Superintendent.
5. Secretaries: School year secretaries work the school year, parent/teacher conferences, records days, professional development days, and a number of day/hours to be worked in the summer to be determined by the Superintendent.

### **D. SENIORITY**

1. Seniority will be based on the official hire date by the Board of Education. If two support staff employees are hired at the same board meeting, their seniority will be decided by a drawing.

### **E. LAY - OFF**

1. In the event that the Olivet Community Schools needs to reduce its work force of employees covered in the Support Staff Handbook, the following factors will be used by the Supervisor/Principal, Superintendent, and the Board of Education to determine which employee(s) would be laid off in each job classification areas:

- a. Employee performance (based on formal evaluations and other relevant information in the employee's personnel file including disciplinary action);
- b. Employee willingness and ability to perform essential job functions and multiple tasks;
- c. Seniority;
- d. Educational level;
- e. These factors are not in order or priority, as all will be considered in decision-making. The layoff of an employee terminates the professional relationship between the employee and the school district.

### **F. SICK/PERSONAL & OTHER LEAVE DAYS**

Beginning July 1, 2005, sick and personal days will be recorded and used in hourly increments. Since this handbook covers full and part-time employees, sick and personal time is recorded in days (or the equivalent). For example, if a person is a six-hour per day employee and will receive four sick days, or

the equivalent of 24 hours of sick leave time. Leave banks will be credited at the beginning of each school year. All sick, personal, and vacation time (if applicable) will be pro-rated down if the employee leaves the district prior to the end of the school year. This may result in pay reduction on the employee's last paycheck or the employee may owe the district money.

It is expected that all employees will complete a Leave Request Form when anticipating an absence from work. If this paperwork is not done prior to the absence, it will be completed upon the employees return to work.

**1. Personal Leave Time:** Employees will be granted the equivalent of four (4) days non-accumulative personal leave time. Unused personal time will be converted to sick time and banked on an annual basis.

The use of personal leave time may not be granted on the day preceding or succeeding a holiday or vacation. However, the Superintendent may grant personal leave time on a day that is tied to a holiday if the day will not be used to extend a vacation and is for something that cannot be done on another day. Personal leave time must also meet the following criteria:

a. A Leave Request Form indicating the nature of the leave will be filed with the immediate supervisor at least three (3) working days in advance of the anticipated absence except in cases of unforeseen emergency.

**2. Illness:** An employee who is going to be absent from work must notify the supervisor as soon as possible and in no case later than one hour before the scheduled workday. Employees who fail to notify their supervisor of a pending absence will not be eligible for a day of sick leave pay. Employees absent from duty on account of personal illness shall be paid his/her salary for the period of the absence and charged against accumulated sick leave. The school district may at any time request a physician's statement in regard to questions of sick leave if necessary. Sick Leave shall be provided as follows:

	Per Year	Total Accumulation
12 Month/Full Time	11 days	80 days
10 Month/Full Time	9 days	80 days
Part-Time	4* days	80 days

\*Part-time employees shall receive the equivalent of four (4) sick leave days per year. After five (5) years of employment with Olivet Community Schools, these employees shall be granted the equivalent of an additional two (2) sick leave days per year, for a total of six (6).

Employees may use up to the equivalent of five (5) days per year of the above for illness in the immediate family or more than 5 days up to the maximum allowed if approved by the Superintendent. (The "immediate family" is defined in Section III.F.3.)

A physician's statement indicating the illness must be provided upon the employees return to work when an absence is due to a sick leave of three (3) days or more. To the extent required by the Family and

Medical Leave Act (FMLA), an eligible employee shall be granted leave and the other rights specified by the law. The district has adopted the rolling twelve-month method of calculating FMLA entitlement. When leave is taken by an eligible employee under the FMLA, the District shall likewise apply all rights afforded it by the law.

**3. Death In The Family:** Absence without loss of salary shall be allowed, not to exceed five (5) days per occurrence for the death occurring in the immediate family. The immediate family as defined as spouse, children, grandchildren, parents, grandparents, brothers, sisters, parents-in-law, brother-in-law, sister-in-law, daughter/son-in-law, and household dependents. Additional leave may be approved by the Superintendent.

**4. Funeral:** Up to one (1) day per occurrence for attendance at the funeral service of a family member not listed above with the permission of the Superintendent. Documentation may be required of your attendance at such.

**5. Graduation:** The time necessary for attendance at a school graduation of son, daughter, husband or wife, as approved by the Superintendent by using personal leave time.

**6. Jury Duty:** An employee who serves on jury duty or is subpoenaed by the court during regularly scheduled work hours shall be paid the difference between the pay for jury duty, excluding mileage and meal reimbursements and his/her regular pay.

**G. VACATIONS**

1. Full-time, twelve-month employees are entitled to paid vacation each year based upon a continuous length of service. Vacation time must be used in ½ or full day increments and during school breaks. If a sub is required to cover for an employee’s absence, vacation time may not be used on a scheduled school day unless authorized in advance by the Superintendent. Full-time twelve-month employees hired before 1998 did not receive any paid vacation during their first year of employment. Employees hired after 1998 did have paid vacation during their first year. Vacation Day Chart 2 below shows the revised vacation schedule for those employees hired after 1998. Therefore, there are two vacation day charts for these two different employee groups. Years accumulated are calculated based on years of full-time employment, not on years employed by the district.

2. Vacation Day Chart 1 (employees hired in the district before 1998): Eligibility is obtained at the completion of each year (June 30), which can be used as an extra severance payment upon retirement if the employee completes 15 years of consecutive service to the school district.

Years	Vacation
1	2 weeks
2-5	3 weeks
6-10	4 weeks
11+	5 weeks

3. Vacation Day Chart 2 (employees hired in the district after 1998): Full-time, twelve-month employees who earn vacation days are entitled to paid vacation each year based upon a continuous length of service as follows:

Years	Vacation
1	5 days (see #5 below)
2-4	10 days
5-10	15 days
11-15	18 days
16+	20 days

4. During this transition to the new chart, no employee who has reached a level of vacation time under the old chart will lose vacation time. For example, if an employee, hired after 1998, is in their third year of employment, they will stay at three weeks (15 days) vacation until their 11<sup>th</sup> year and not have to go back to 10 days vacation due to this change.

5. New employees who qualify will earn (1) one vacation day for every two months worked up to a maximum of one week (5 days) during the first year.

6. Partial years of service will qualify for vacation on a pro-rated basis rounded off to the closest whole day (.5 and up), (i.e. a person who is employed six months will be credited one week vacation during the next calendar school year).

7. Arrangements for vacation must be made with and approved by the immediate supervisor and Superintendent. Vacations will be scheduled in order to minimize inconvenience to district and co-workers.

8. Vacation time may not be accumulated from year to year unless approved by the Superintendent.

9. Part time employees working at least five (5) hours per day who work nearly a year-round schedule are entitled to paid vacation time after serving six months of employment with the district. During the first and second years, the employee will receive five (5) paid days of vacation time (based on their normal hours worked per day). After two (2) full years of employment (on the full year schedule) the employee will receive ten (10) paid days of vacation (based on their normal hours worked per day).

#### **H. HOLIDAY PAY**

1. Full-time employees and part-time Classification II or III Administrative Assistants who work more than 200 days per school year are eligible for the following holidays with pay if normally working during said holiday:

- Friday before Labor Day (if in teacher's contract)
- Labor Day
- Thanksgiving and day after
- Christmas (2 days)

New Years (2 days)  
President's Day (if no school)  
Good Friday (if no school)  
Memorial Day  
July 4th

2. To be eligible for holiday pay the following conditions must be met:
  - a. On the date of the holiday the employee must have been on the payroll for at least 30 days.
  - b. Personal leave may not be used prior to, or immediately after a paid holiday without prior approval of their immediate supervisor and the superintendent, otherwise the holiday pay is forfeited.
  - c. Employees must work the scheduled work day prior to and following the holiday in order to be paid holiday pay.
  - d. If the employee works on a paid holiday, with the approval of the supervisor and the Superintendent, the employee shall be paid at the rate of time and one-half for hours worked, along with the regular holiday pay.

#### **I. SNOW DAYS**

Full-time employees are paid for snow days and are expected to report to work. Part-time employees are not paid for snow days and do not report. All employees may use their personal days and/or vacation days and/or up to two (2) sick days for "called" inclement weather days with supervisor approval. The Superintendent may dismiss employees from working on a snow day if necessary. Employees who choose to use leave time for called inclement weather days will follow the guidelines outlined in the Attendance Incentive pay section of this handbook. When it is necessary to make up snow days, an equivalent amount of days will be added to school year employee wages, if snow days have been worked.

#### **J. UNPAID LEAVE**

1. Any unpaid leave is subject to approval by the employer, upon written request of the employee to their immediate supervisor and the Superintendent. The leave request should include the date(s) of leave requested and purpose for the leave.
2. The use of "deduct" days remains the right of the employer. Employees who use deduct days without approval of the employer are subject to disciplinary action up to and including dismissal.
3. Absent without pay days (AWOP) are to be discouraged and will not be approved unless personal leave time has been exhausted. Employees with AWOP days are not eligible for any attendance incentive.

## **IV. INSURANCE PROTECTION**

### **A. MEDICAL INSURANCE BENEFITS**

The district will continue to investigate other insurance options based on the recently passed legislation that may allow us to provide high quality health insurance at a lower price. When we are unable to find high quality health insurance at a lower price, the district may split the cost of the medical insurance rate increase with the employee. The employee contribution can be paid on a pre-tax basis. Insurance eligibility is defined in Addendum A.

**Custodians hired after December 1, 2007:** Will be eligible for medical insurance at the single subscriber benefit only. The employee could purchase a two-person or full family upgrade.

### **B. WORKER'S COMPENSATION**

1. Worker's Compensation insurance is provided by the Board for all employees for protection from financial hardship resulting from injury on the job.
2. **An employee injured on the job must report such injury at once to the immediate supervisor and to the business office.** An Accident Report and all other related reports must be filed at the business office as soon as possible and no later than 4:00 P.M. the next business day after the incident has occurred.
3. Medical treatment authorization must be given by the Business Office prior to the employee receiving treatment from a physician, except in cases of extreme emergency.
4. An employee must be off from work seven (7) full working days in succession before the worker's compensation policy becomes effective.

When an employee must leave work due to a worker's compensation claim or long term disability, the employer may provide insurance coverage for the remainder of the month in which the leave began plus one more month, unless other laws regulate such leave.

## **V. COMPENSATION**

### **A. WAGE/SALARY SCHEDULE**

1. Support Staff are classified for wages and salary according to responsibility, job expectations and length of contract. The wage scale is used to determine a salary level according to the number of hours per year.
2. Hours worked will be rounded to the nearest .25 hour for payroll purposes.
3. The workweek is considered from Sunday through Saturday.

**B. WAGE INCREASES & RETIREMENT RATE**

**2010-2011 Steps paid to those who qualify**

**2011-2012 Steps paid to those who qualify**

2% increase on Salary Schedule for Classification II, III, & IV

3% increase on Classification V

**2012-2013 Steps paid to those who qualify**

2% increase on Salary Schedule for Classification II, III, IV, & V

**Retirement Rates**

The district will pay the required retirement rate, which is 20.66% for 2010-2011 school year and 24.46% for the 2011-2012 school year.

**C. SHIFT PREMIUM**

It is the responsibility of paraprofessionals who work with students with extremely severe disabilities to make a request to their administrator that they be considered to receive a “shift premium”. Upon the recommendation of the administrator to the superintendent, if approved, the paraprofessional will be compensated a “shift premium” of \$.25 per hour while assigned to that particular student for the duration of the school year. This payment shall be based only on actual contact time with these students and is not intended for regular classroom aide services. Details for documenting and receiving this “shift premium” shall be worked out between the paraprofessional, administrator and business department.

**D. OVERTIME**

1. Full time employees will not work in excess of 40 hours per week without the approval of the supervisor and Superintendent and shall be paid at the rate of time and one-half for hours beyond the 40 scheduled hours of the workweek. Generally, overtime hours will not be approved except in an emergency.

2. Upon approval of the building administrator, supervisor, or Superintendent, employees who work on Sunday will receive “double time” compensation. Double time compensation is not applicable to any extension of work, which was assigned during the week, or on a Saturday.

3. Custodians Only: Extra work will be awarded to regular employees first on a rotating seniority list. If a custodian denies the extra work, it shall be offered to the next senior custodian. This process shall continue through the list until a custodian accepts the extra work. When subsequent extra work is available, the list shall begin with the custodian who is next in seniority following that custodian who accepted the prior extra work.

**E. ATTENDANCE INCENTIVE PAY**

Employees with AWOP (Absent Without Pay Days) are ineligible for any attendance incentive.

1. Incentive for unused Sick leave: Annually in June of each year, an affirmative attendance policy shall be implemented as follows. Part-time employees may use up to two (2) banked Sick Days in place

of a “called” snow day and it will not count against their eligibility for attendance incentive payment.

- a. Employees who use no sick leave time in a given school year shall be compensated at their current daily rate for the equivalent of five (5) days.
- b. Employees who use no more than the equivalent of one (1) sick leave day in a given year shall be compensated at their current daily rate for the equivalent of four (4) days.
- c. Employees who use no more than the equivalent of two (2) sick day in a given year shall be compensated at their current daily rate for the equivalent of three (3) days.
- d. Employees using no more than the equivalent of three (3) sick days in a given year shall be compensated at their current daily rate for the equivalent of two (2) days.

2. Incentive for unused Personal Days: Annually in June of each year, all employees are eligible for incentive pay as defined below. Part-time employees may use banked Personal Days in place of a “called” snow day and it will not count against their eligibility for attendance incentive payment.

- a. Employees who use no personal days in a given school year shall be compensated at their current daily rate for the equivalent of (4) days.
- b. Employees who use no more than one (1) personal day in a given school year shall be compensated at their current daily rate for the equivalent of three (3) days.
- c. Employees who use no more than two (2) personal days in a given school year shall be compensated at their current daily rate for the equivalent of two (2) day.
- d. Employees using no more than the equivalent of three (3) personal days in a given year shall be compensated at their current daily rate for the equivalent of one (1) day.

**F. RETIREMENT**

Retirement benefits are provided to all employees through the Michigan Public School Employees Retirement System. The Board will pay the employer portion of the costs into the retirement program as required by law.

**G. SEVERANCE PAY**

A severance leave payment of one percent (1%) of step 1, per year, of the appropriate wage classification shall be paid upon retirement, providing the employee has been employed in the school district for fifteen (15) years. Salaried employees will receive 1% of each year's salary after working fifteen (15) years. Maximum time allowed shall be thirty (30) years.

**H. LONGEVITY**

In recognition of service to the district, longevity payments shall be provided as follows:

**2011-2012 & 2012-2013**

Years Service (Completed)	Class I	Class II	Class III	Class IV	Class V
13-24 Years	\$425.00	\$400.00	\$375.00	\$350.00	\$325.00
25 + Years	\$475.00	\$450.00	\$425.00	\$400.00	\$375.00

It is understood that employees who receive a “step increase” will not be eligible for the longevity payment in the same year.

## **VI. MISCELLANEOUS**

### **A. JOB POSTINGS**

All postings for vacant support staff positions will be posted in each building.

### **B. PROFESSIONAL DEVELOPMENT**

Training, education, or attendance at workshops required by the school district or approved by the administration shall be compensated by payment of registration fees, mileage, meals, and lodging if required in accordance with Board Policy. Paraprofessionals and office staff will be invited to Professional Development activities that are applicable to their responsibilities as deemed by the building principal. The principal will decide and communicate which activities are required and which are optional at least one week prior to the activity. In addition, the Director of Operations and Supervisors will schedule professional development opportunities for their staffs at which they are expected to attend.

Should an employee feel that they need or require additional training, they should contact their immediate supervisor to discuss the matter.

## Addendum A Insurance Information

Refer to IV. Insurance Protection, Letter A. for Employee Eligibility

### **A. FULL TIME EMPLOYEES**

Health Insurance: Eligible employees may enroll for the BlueCross BlueShield of Michigan Simply Blue HDHP, with the district funded Rx of 5/25/50 administered by EHIM, district funded Dental plan administered by A'DN (80/80/80), \$1000 annual maximum, \$1300 orthodontics lifetime maximum; district funded Vision similar to VSP also administered by A'DN; twenty five thousand (\$25,000) negotiated life and AD&D and LTD at 70%, \$3500 maximum, 60 calendar day wait, modified fill, freeze on offsets, alcoholism/drug addiction 2 year, mental/nervous 2 year. The employee contribution / cost for this HDHP will be the high deductible amount currently at \$1,250.00 for a single subscriber and \$2,500.00 for a two person or full family subscriber.

Eligible employees waiving health insurance will receive a \$475.00 per month (\$5,700 annual) cash in lieu payment. In addition, insurance coverage of district funded Dental plan administered by A'DN (50/50/50), \$1000 annual maximum; \$1300 orthodontics lifetime maximum; district funded Vision similar to VSP also administered by A'DN; twenty five thousand (\$25,000) negotiated life and AD&D and LTD at 70%, \$3500 maximum, 60 calendar day wait, modified fill, freeze on offsets, alcoholism/drug addiction 2 year, mental/nervous 2 year.

Insurance shall become effective the 1<sup>st</sup> of the month following the date of employment.

The District has developed a Section 125 Plan which will allow employees to pay insurances costs on a pre-tax basis. In addition, the District will provide a Flexible Spending Arrangement (FSA) within the IRS guidelines beginning January 1, 2012 the support staff may participate in.

Open enrollment for the district will be held between November and December of each year with the new insurance plan year beginning January 1.

### **B. PART-TIME EMPLOYEES (25 to 39.5 hour employees have two options beginning May 1, 2006)**

1. Dental benefits provided through Olivet Community School Dental Benefit Plan (50/50/50), \$1,000 annual maximum; 80: \$1,300 orthodontics lifetime maximum; Vision through Olivet Community Schools Vision Benefits Plan, administered by ADN Administrators, Inc.; and Negotiated Life: (\$25,000).

2. Employees waiving the above dental, vision, life insurance may take cash-in-lieu of the benefits at the rate of \$15.00/month.

## Addendum B 2011-2012 Salary Schedules

### HOURLY RATES FOR SUPPORT STAFF FOR 2011-2012

October 10, 2011: Increase approved by Board of Education.  
Classification II, III & IV @ 2% Increase, with Classification V receiving a 3% increase

#### Support Staff Hourly Rate Schedule 2011-2012

Classification	II	III	IV	V *
Probationary Rate	12.61	12.13	10.74	8.84
1	12.86	12.38	10.96	9.03
2	13.12	12.62	11.16	9.20
3	13.37	12.88	11.40	9.39
4	13.64	13.13	11.62	9.57
5	13.92	13.40	11.86	9.78
6	14.20	13.65	12.09	9.97
7	14.48	13.93	12.34	10.18
8	14.76	14.21	12.57	10.37
9	15.06	14.50	12.85	10.57
10	15.35	14.78	13.09	10.78
11	15.67	15.07	13.36	11.00
12	15.98	15.39	13.61	11.21

**\*CLASSIFICATION V BANQUET RATE:**

An additional \$1.00 per hour shall be paid for banquets.

Updated September 19, 2011  
G Williams

## Addendum B (cont'd.) 2012-2013 Salary Schedules

### HOURLY RATES FOR SUPPORT STAFF FOR 2012-2013

October 10, 2011: Increase approved by Olivet Board of Education.  
Classification II, III, IV and V receiving a 2% Increase

#### Support Staff Hourly Rate Schedule 2012-2013

Classification	II	III	IV	V *
Probationary Rate	12.86	12.37	10.96	9.02
1	13.12	12.63	11.18	9.21
2	13.38	12.87	11.38	9.39
3	13.64	13.13	11.63	9.58
4	13.91	13.39	11.85	9.76
5	14.20	13.67	12.10	9.98
6	14.48	13.92	12.33	10.17
7	14.77	14.21	12.59	10.39
8	15.05	14.49	12.82	10.58
9	15.36	14.79	13.11	10.78
10	15.66	15.08	13.35	11.00
11	15.99	15.38	13.63	11.22
12	16.30	15.70	13.89	11.44

**\*CLASSIFICATION V BANQUET RATE:**

An additional \$1.00 per hour shall be paid for banquets.