WHITEHALL DISTRICT SCHOOLS

EMPLOYMENT POLICIES

SUPPORTIVE SERVICES

Adopted	10/70
Revised	12/71
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"	06/14
"	06/16
"	07/17

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CLASSIFICATION OF EMPLOYEES

Group I	1.	Building Administrative Assistants
	2.	Transportation Secretary
	3.	High School Registrar
	4.	Student Services Secretary
Group II	1.	Building Secretaries
Group III	1.	Media/Lab Managers
	2.	Special Project Coordinator
Group IV	1.	Technical Maintenance
	2.	Building Maintenance
	3.	Grounds Maintenance
Group V	1.	Health Aide
	2.	Special Education Aide
	3.	Title 1 Aide
Group VI	1.	Lunchroom Aides
	2.	Playground Aides
Group VII	1.	Title Intervention Tutor
Group VIII	1.	Cooks/Cashiers
Group IX	1.	Food Court/Ala Carte
Group X	1.	Lunchroom Servers
	2.	Summer Help
	3.	Grounds Help

II. WORK YEAR

Days and weeks worked shall be designated on individual's work calendars.

III. PROBATIONARY PERIOD

A. Before becoming a regular employee, all personnel hired shall serve a 60 calendar day probationary period.

B. The immediate supervisor shall prepare a written evaluation at the end of the probationary period. One copy of the report will be presented to the employee and one copy will be filed with the superintendent.

IV. VACANCIES AND NEW POSITIONS

A. Whenever a new position or vacancy occurs, said vacancy shall be posted in all buildings. Summer postings will be posted via the school website.

B. Employees who desire to be considered for a new or vacant position shall notify the appropriate administrator in writing their interest in applying for the position.

C. The supervisor in charge will arrange for an interview with the employee-applicant.

D. The supervisor in charge shall inform all employee-applicants regarding the hiring decision.

E. Present employees filling a new or vacant position will be given 30 days to satisfactorily perform

the job requirements or be placed back in a similar position previously held by the employee.

V. PLACEMENT ON WAGE SCHEDULE

A. Prior experience will be taken into consideration, based upon recommendation of the supervisor and subject to approval of the superintendent, in placing new employees on the wage schedule.

B. Employees will be promoted to the next wage step/level once the supervisor reviews the employee and has determined the employee has progressed to the next step/level.

C. Employees working at least 7.5 hours per day, 180 days per year, will be granted longevity for full-time years of completed service in Whitehall District Schools according to the following schedule:

10-14 yrs. of completed service.....2% of current step
15-19 yrs. of completed service.....3% of current step
20+ yrs. of completed service.....4% of current step

VI. VACATION

A. School year employees employed as of 06/09/06 and scheduled for 7.5 hours/day or more, will be paid for 3 days of vacation during the Christmas break period and 2 days at spring vacation. To be eligible, one must be on duty the last day before and the first day after the vacation period.

B. Employees working 260 days per year will be granted 20 vacation days per year once the initial new hire 60 day waiting period is met. These days are not rolled over from fiscal year to fiscal year. New days are granted July 1 each year.

VII. LEAVES

A. Sick leave shall accrue at the following rate:

1. Sick leave allowance shall accrue at the rate of one day per each full month of service not to exceed ten (10) days per year. A sick leave day shall not be earned for the month of termination.

2. A full month of service refers to days of employment as contracted. A person must work 80% of the scheduled days each month to earn such leave.

3. Sick leave shall be used for <u>personal</u> or immediate family illness, disability, or medical appointments. Immediate family member is defined as the following: spouse, son, daughter, father, mother, sister, brother, grandparents, mother-in-law, father-in-law, or any individual who is a permanent part of the employee's home.

Up to two (2) days may be used for necessary child care when a day care provider is unavailable due to illness or injury.

4. Notification of days absent shall be given by telephone to the immediate supervisor at least one (1) hour before the start of each work day. Extended illnesses may be exempt from this requirement by writing a memo to the supervisor or by a note from a doctor.

B. Bereavement Leave

1. Death of a spouse, son, daughter, father, mother, sister, brother, grandparents, mother-in-law, father-in-law, or any individual who is a permanent part of the employee's home.
2. Leave up to three (3) days per family member.

C. Personal/Business Days

Two days a year may be used for personal business by school year personnel. A business day is available for legitimate business such as court appearances, religious holidays, graduation or honors for immediate family members. *This provision excludes the use of the day for recreation, hobbies, avocations, shopping, or personal activities not of a business nature.* The business day shall not be taken immediately preceding or following a vacation period, except in a case of necessity, with approval of the immediate supervisor. In the event that a business day is taken preceding or following a vacation period, any holidays or vacation time will be unpaid.

A personal day can be used on a day school is cancelled (ie. – snow day)

VIII. HOSPITALIZATION INSURANCE

A. Effective January 1st, 2014, employees will be offered health insurance based on the schedule below:

HOURS/ WEEK SCHEDULE	BENEFIT	COST
30-34.99 hours	Single Coverage	9.5% OF w-2 wages + deductible
35-37.49 hours	Single Coverage	Deductible
37.5 hours	Full Family Coverage	Deductible

B. Staff working 37.5 hours per week will receive a maximum of 80% of the cost of vision, dental, long-term disability, and life insurance.

C. Staff working 37.5 hours per week not electing health insurance coverage will receive a maximum of 80% of the cost of vision, dental, long-term disability, and life insurance, and will also receive $3,200 cash in lieu.

IX. RETIREMENT

Benefits accrue from Michigan School Employees Retirement System. Retirement shall be governed by the State Retirement Plan. Information may be obtained from the State of Michigan Public School Employee Retirement Board, 1-800-381-5111 or from their website: http://www.state.mi.us/dmb/mpsers.

X. PAID HOLIDAYS

The following holidays will be paid to all employees covered by this policy statement. To be eligible, one must be on duty the last day before and first day after the holiday.

A. Holidays for school year employees

Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Memorial Day

B. If the holiday falls on Saturday or Sunday, it will be observed by the employee on the preceding Friday or following Monday as determined by the administration.

C. Employees whose scheduled work calendar indicates that they return to work prior to Labor Day, shall also be paid for Labor Day.

D. For 260 day employees – 4th of July and day after the 4th of July

XI. CANCELATION DAYS

In the event school is closed due to cancellation for any reason, only employees that are required to report will be paid their normal salary. This includes Group 1 of the salary schedule.

XII. FREE LUNCH

All full and part-time lunchroom personnel hired through Food Service will be provided lunch providing the aforementioned lunch break is not taken during hours for which they are receiving compensation.

XIII. SEVERANCE PAY

Severance pay, equal to 80% of the employee's hourly salary rate times the average hours per day for the preceding year shall be paid to an employee upon retirement or upon leaving the Whitehall School system for the number of cumulative sick days over sixty (60) and up to a maximum of thirty (30 days

The severance pay shall be deposited into an approved 403b account.

XIV. SALARY/RETIREMENT PAY

Any supportive services employee in the Whitehall District Schools is eligible for retirement pay subject to the following qualifications:

A. Must have twenty (20) years or more of service in the Whitehall District Schools and be retiring from school service.

B. Cannot be on Social Security, LTD, or Worker's Compensation at the time early retirement is chosen unless this restriction is waived by the Board.

C. Notification of retirement and a written resignation must be filed with the superintendent's office prior to April 15 each year for retirement effective June 30 of that year unless the April 15 restriction is waived by the Board.

The Board shall pay the support services employee an amount equal to his/her years of service in Whitehall District Schools (not to exceed 30 years) multiplied by the employee's average annual salary rate for the past three years (not to include Schedule B payments) times the appropriate factor found in the table below. Such amount shall be paid on or before July 1 of the year of retirement into an approved 403b account.

Factor Rate: .0045

XV. STAFF REDUCTION AND RECALL

A. In the event of staff reduction or job elimination, the following guidelines will be used by the administration:

Staff will be laid off when their position is eliminated with consideration given to qualification, performance and past evaluation. When all other factors are considered equal, consideration will be given to length of service for recall.

B. In the event positions become available, the following procedure will be used to rehire laid-off employees:

1. The position will be posted.

2. The laid-off employee must apply for the position.

3. Qualifications, past evaluations, and performance during the interview process will be considered in selection of the most qualified applicant.

C. In the event substitutes are needed, laid-off employees will be the first considered for substitute employment.

XVI. EXCEPTION

Requests for special consideration regarding provisions herein may be made to the superintendent in writing.

2017-18 SALARY SCHEDULE (17,18,19 School Year)

SUPPORT SERVICES

GRP1, GP1+, G1 GRP2, G2, G3, GP2, GR2,G1H

Group I - HS AA, TRANS SEC, HS REG, HS STU SER SEC					
	15/16 SY	16,17,18 SY			
Level 1	14.00	16.25			
Level 2	15.00	17.25			
Level 3	16.00	18.25			
Step 4	17.00				
GF	18.76	20.00			

G3+, GR3, GR3+, GRP3

Group II - JH, BUILDING SECRETARY					
	15/16 SY	16/17 SY	17/18 SY		
Level 1	12.25	13.00	14.00		
Level 2	13.00	14.00	15.00		
Level 3	13.50	15.00	15.50		
Step 4	14.00				
GF	14.00				

GR4, GR4+, GRP4

Group III - Media/Lab Managers/Tech Asst; Special Projects Coord.					
	15/16 SY	16/17 SY	17/18 SY		
Level 1	10.92	12.00	13.00		
Level 2	11.74	13.00	14.00		
Level 3	12.56	14.00	15.00		
Step 4	13.38				

Group IV - Tech, Building, Grounds Maintenance					
	15/16 SY	16/17 SY	17/18 SY		
Tech Maint	16.00	18.00	20.75		
Grounds Maint	19.65	19.65	20.00		
Building Maint	NA	NA	21.50		

GPV1, GR06, GR6, GRP6

Group V - Health Aide/Special Ed Aide/Title I Aide					
	15/16 SY	16/17 SY	17/18 SY		
Step 1	9.80	10.50	11.00		
Step 2	10.54	11.50	12.00		
Step 3	11.27	12.50	13.00		
Step 4	12.01				

GRP7

Group VI - Playgrnd Aides, lunch Aide					
	15/16 SY	16/17 SY	17/18 SY		
Level 1	8.50	9.00	10.00		
Level 2	8.60	9.50			
Level 3	9.20	10.00			
Step 4	9.80				

GRP8

Group VII - Title Intervention Tutor, At-Risk Aide					
	15/16 SY	16/17 SY	17/18 SY		
Level 1	16.00	16.00	16.00		
Level 2			17.25		
Level 3					
Step 4					

FOOD SERVICE

GRPV

Group VIII - Cooks, Cashiers					
	15/16 SY	16/17 SY			
Level 1	9.61	11.25			
Level 2	10.42	12.50			
Level 3	11.25	13.75			
Step 4	12.21				
Step 5	13.17				

GP10

Group X - Food Court / Ala Carte/Food Court Cashier					
	15/16 SY	16/17 SY			
Level 1	8.77	10.00			
Level 2	9.39	11.00			
Level 3	10.06	12.00			
Step 4	10.73				
Step 5	11.47				

GRP5

Group XI- Servers, Summer Help					
	15/16 SY	16/17 SY	17/18 SY		
Level 1	8.50	9.00	10.00		
Level 2	8.50	9.50			
Level 3	8.84	10.00			
Step 4	9.28				
Step 5	9.76				
GF	12.54				

GF = Grandfathered rates for employees before July 2000